

Overview and Scrutiny Committee

Agenda and Reports

For consideration on

Monday, 9th August 2010

In Committee Room 1, Town Hall, Chorley

At 6.30 pm



PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT OVERVIEW AND SCRUTINY MEETINGS

- Questions must be submitted to the Democratic Services Section by no later than midday, two working days before the day of the meeting to allow time to prepare appropriate responses and investigate issues if necessary.
- A maximum period of 3 minutes will be allowed for a question from a member of the public on an item on the agenda. A maximum period of 30 minutes to be allocated for public questions if necessary at each meeting of the Overview and Scrutiny Committee. This will provide an opportunity for members of the public to raise and ask questions on any issue falling within the remit of the Committee.

29 July 2010

Dear Councillor

OVERVIEW AND SCRUTINY COMMITTEE - MONDAY, 9TH AUGUST 2010

You are invited to attend a meeting of the Overview and Scrutiny Committee to be held in Committee Room 1, Town Hall, Chorley on Monday, 9th August 2010 commencing at 6.30 pm.

AGENDA

1. **Apologies for absence**

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

To consider the minutes of the meeting of the Overview and Scrutiny Committee held on 1 June 2010 (enclosed).

3. **Declarations of Any Interests**

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

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

4. **Public Questions**

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

5. **Executive Cabinet - 12 August 2010**

To consider any reports on the agenda for the Executive Cabinet meeting to be held on Thursday 12 August 2010.

Members of the Committee are requested to notify Democratic Services as soon as possible, to try and ensure the attendance of the appropriate Executive Member.

Please bring your copy of the Executive Cabinet agenda previously circulated.

6. **Refocusing the Overview and Scrutiny Committee (Pages 7 - 10)**

To consider a report of the Chair and Vice Chair of the Overview and Scrutiny Committee (enclosed)

7. **Overview of PACT meetings; the MATAAC and Mini MATAAC Process and Member Communication (Pages 11 - 16)**

To consider a report of the Director of People and Places (enclosed)

8. **Executive's response to the Overview and Scrutiny Inquiry into Affordable Housing (Pages 17 - 24)**

To consider the Executive's response to the Overview and Scrutiny Inquiry into Affordable Housing. The report and minute of the meeting when the report was considered are enclosed.

9. **Executive's response to the Overview and Scrutiny Inquiry into Town Centre Vitality (Pages 25 - 32)**

To consider the Executive's response to the Overview and Scrutiny Inquiry into Town Centre Vitality. The report and minute of the meeting when the report was considered are enclosed.

10. **Reports from the Task and Finish Groups (Pages 33 - 36)**

Allotments Task and Finish Group

To receive a verbal update on the inquiry from the Chair, Councillor Julia Berry.

Asset Management Task and Finish Group

To receive a verbal update on the inquiry from the Chair, Councillor Alan Cullens and approval of the attached scoping document.

11. **Future agenda items**

To consider the Overview and Scrutiny Work Plan and the Council's Forward Plan for the four month period August to November (documents enclosed).

a) **Overview and Scrutiny Work Plan (Pages 37 - 38)**

To consider the enclosed Overview and Scrutiny Work Plan for 2010/11

b) **Forward Plan (Pages 39 - 44)**

To consider the enclosed Forward Plan for the Council for the period August to November 2010.

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

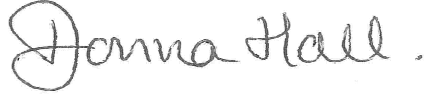
13. **Exclusion of the Public and Press**

To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972.

14. **Performance of Key Partnerships - 2009/10 Year End Report (Pages 45 - 70)**

Report of the Director of Transformation (enclosed)

Yours sincerely



Donna Hall
Chief Executive

Dianne Scambler
Democratic and Member Services Officer
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Distribution

1. Agenda and reports to all Members of the Overview and Scrutiny Committee (Councillor Adrian Lowe (Chair), Councillor Alan Cullens (Vice-Chair) and Councillors Julia Berry, Marie Gray, Alison Hansford, Pat Haughton, Harold Heaton, Mark Perks, Rosie Russell, Edward Smith, Joyce Snape and Peter Wilson for attendance.
2. Agenda and reports to Donna Hall (Chief Executive), Gary Hall (Director of Transformation), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places), Chris Moister (Head of Governance), Carol Russell (Democratic Services Manager) and Dianne Scambler (Democratic and Member Services Officer) for attendance.
3. Agenda and reports to for attendance.

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

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

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

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Overview and Scrutiny Committee

Tuesday, 1 June 2010

Present: Councillor Adrian Lowe (Chair), Councillor Alan Cullens (Vice-Chair) and Councillors Julia Berry, Marie Gray, Alison Hansford, Pat Haughton, Harold Heaton, Mark Perks, Rosie Russell, Edward Smith, Joyce Snape and Peter Wilson

Officers in attendance: Gary Hall (Director of Transformation), Jamie Carson (Director of People and Places), Carol Russell (Democratic Services Manager) and Dianne Scambler (Democratic and Member Services Officer)

10.OS.06 THANK YOU

The Chair on behalf of the Committee expressed thanks to the former Chair, Councillor Dennis Edgerley for his valuable contribution to the work of the Committee over the past few years.

The Chair also thanked former Committee Members Councillors Nora Ball and Mike Devaney for their work on the Committee.

10.OS.07 WELCOME

Councillor Adrian Lowe, as the new Chair of the Committee, welcomed everybody to the first meeting of the Overview and Scrutiny Committee for the 2010/11 municipal year, with a special mention to Councillors Julia Berry, Alison Hansford and Mark Perks.

10.OS.08 APOLOGIES FOR ABSENCE

No apologies for absence were received.

10.OS.09 MINUTES

RESOLVED

- 1. That the minutes of the meeting of the Overview and Scrutiny Committee held on 22 March 2010 be confirmed as a correct record for signing by the Chair.**
- 2. That a Member Learning Session be delivered to inform Members about the recent changes at Chorley Community Housing in late July/early August.**

10.OS.10 DECLARATIONS OF ANY INTERESTS

No declarations of interest were declared.

10.OS.11 PUBLIC QUESTIONS

No members of the public requested to ask a question.

10.OS.12 EXECUTIVE CABINET - 3 JUNE 2010

The Chair reported that there had been no requests from Committee Members to consider reports on the Executive Cabinet agenda for the meeting on 3 June 2010, although a number of reports from the Cabinet were being considered on this agenda.

10.OS.13 SAFER CHORLEY AND SOUTH RIBBLE PARTNERSHIP**(a) Minutes of the Joint meeting of representatives of Chorley and South Ribble Overview and Scrutiny Committees**

The Committee considered the minutes of the joint meeting of representatives of Chorley and South Ribble Overview and Scrutiny Committees that had been held on 31 March 2010 to scrutinise the performance of the merged Crime and Disorder Reduction Partnership.

Members noted the two Member Learning Session that were to be delivered jointly with South Ribble on Crime and Disorder related topics:

- Understanding the Safer Chorley and South Ribble Partnership to be held on Wednesday 16 June 2010 at the Civic Centre, West Paddock, Leyland; and
- Drugs and Alcohol Abuse to be held on Monday 5 July 2010 in Committee Room 1, Town Hall Chorley

Both sessions would commence at 6.00pm and all Elected Members of both Authorities and the Partnership would be invited to attend.

RESOLVED – That the minutes be approved.

(b) Chorley and South Ribble Merged Community Safety Partnership

The Committee received a report of the Director of People and Places informing Members of the progress and outcome of the Merged Partnership which was going to the next meeting of the Executive Cabinet for approval.

The report provided detail on the performance of the pilot merger against agreed evaluation criteria and crime levels and made recommendations relating to the future arrangements for delivering community safety across the Chorley and South Ribble Borough footprints. The proposal was for a continuation of the merged arrangements through a proposed model of collaboration.

RESOLVED

1. **That the report be noted and the model of collaboration for the Chorley and South Ribble Partnership be supported.**
2. **That the Executive Cabinet be asked to look specifically at the role of the Elected Member within the Partnership to ensure democratic accountability and effective communications.**

10.OS.14 BUSINESS PLAN MONITORING STATEMENTS

The Committee received the Business Plan and Monitoring Statements for the final quarter of 2009/10.

As a consequence of the Council restructure in December 2009 the existing departments had been merged to create the three new directorates:

- Partnerships, Planning and Policy
- People and Places; and
- Transformation

(a) Partnerships, Planning and Policy Directorate

The Committee received a report of the Director of Partnerships, Planning and Policy for consideration.

The Director of Transformation outline some of the key messages contained within the report including the improved performance around affordable housing delivery and processing of planning applications.

Members were also informed that the new government had stated that it planned to abolish Comprehensive Area Assessment. Therefore all work on updating the area assessment and organisational assessment had ceased and it was therefore anticipated that there may be no performance related assessment carried out for 2010/11.

Members asked to receive further information on the Economic Development pilot scheme aimed at breathing new life in to Chorley Town Centre in partnership with Lancashire County Council.

Some concern was expressed that due to the installation of the new 'You are here' maps across the Town Centre there was now no provision for voluntary groups to display community notices.

The work with Public-1 to create a development site for the Virtual Town Hall was also discussed and an update requested on the launch of the project.

RESOLVED – That the Business Plan Monitoring Statement be noted.

(b) People and Places Directorate

The Committee received a report of the Director of People and Places highlighting key messages including much improved performance against the NI195 targets in the fourth quarter following a more robust improvement plan that had been recently implemented.

Members sought clarification on the timescale of allocating funding against projects listed in the Neighbourhood Action Plans and how they would be informed of this. Some concern was expressed about the organisation of the Days of Action.

Members noted that meetings were currently underway to discuss Locality working and to forge better partnership arrangements between Council Leaders and Chief Executives following the abolishment of the Lancashire Locals. The County Council was currently considering some services being delegated to District Councils to deliver.

Members were also informed that a full club audit had also been launched and was near completion. This would enable the Council to better support its community groups and in turn help to achieve targets. The Committee considered the participation rates for volunteering and Members suggested that the Council could use the yearly National Volunteers Week as a platform for promoting this type of activity and encouraging people to come forward.

RESOLVED – That the report be noted.

(c) Transformation Directorate

The Committee received a report of the Director of Transformation reporting on key projects within his directorate and highlighting some key messages. The Council was only one of two District Councils to obtain a maximum score for its Use of Resources and had also achieved level 2 of the Member Development Charter which was an indicator of the level of training and development support currently being provided to Members.

At the last meeting it had been reported that there was £500,000 of debt outstanding over the 90 day period. The Council had since collected eighty percent of the outstanding total, some of which had linked to Section 106 money.

RESOLVED – That the report be noted.

10.OS.15 REVENUE AND CAPITAL OUTTURN FOR 2009/10

The Director of Transformation presented a report on the provisional outturn figures for the Council's budget for the 2009/10 financial year.

The forecasted revenue underspend had been improved on with the revenue outturn now coming in under budget by £181,000. In terms of the Capital programme, a number of schemes had slipped and borrowing was therefore contained within the estimates and working balances were set to increase.

RESOLVED – That the report be noted.

10.OS.16 CORPORATE STRATEGY KEY PROJECTS: FOURTH QUARTER PERFORMANCE 2009/10

The Committee considered a report of the Director of Partnerships, Planning and Policy which set out and reviewed the Authority's performance both in respect of the 33 key projects included in the Corporate Strategy and the National Indicators for which the Council were responsible, during the fourth quarter of 2009/10 ending on March 2010.

The report revealed a commendable performance in the delivery of the 33 Corporate key projects, with 100% being either already completed or on track for delivery.

In addition, the report confirmed that 17 of the 25 National indicators that were able to be measured during the fourth quarter had matched or exceeded target, four had performed worse than target but within the 5% threshold, and that actions plans had been prepared to redress the four performance indicators that had missed their targets by more than 5%. Although it was also reported that one of the four, NI170 was set to be deleted as at the end of March 2010.

A few Members queried a number of issues related to the projects and measures for which recovery plans had been put in place, including whether or not the completion of the I&DeA Peer Review of the Local Strategic Partnership would still go ahead.

RESOLVED – That the report be noted.

10.OS.17 CHORLEY PARTNERSHIP ANNUAL REPORT FOR 2010

The Committee received a report of the Director of Partnerships, Planning and Policy presenting the Chorley Partnership's end of year performance report for 2009/10.

The report reviewed the Partnership's activities and performance throughout 2009/10, commenting particularly on progress and implications of the LSP sponsored projects and how they were contributing to the Sustainable Community Strategy. The report also reviewed the Council's performance against the second year of the Local Area Agreement.

The Director of Transformation highlighted a number of key issues discussed in the Annual Report, pointing out, for example, that the delivery of affordable homes had increased by 174% since last year.

While the overall crime rate had reduced by 2.1% over the past 12 months, the number of burglary dwelling had risen mainly due to some large spikes when the

recession was at its most intense. The Community Safety Partnership had responded by tackling the issue of cross border crime, particularly insecure burglaries. Some Members asked if statistics relating to rural crime could be reported on in the future.

The 'Street Pastors ' project, works with people in the community and although initially the project did not focus on young people this subsequently changed and safeguarding arrangements were then put in place. Members were keen to ensure that organisations which received Council funding and worked with young people and vulnerable adults had sufficient safeguard policies and arrangements in place.

RESOLVED – That the report be noted.

10.OS.18 ANNUAL REVIEW OF OVERVIEW AND SCRUTINY 2009 / 10 AND TOPICS FOR 2010 / 11

The Committee considered a report of the Director of Transformation which presented a review of the issues covered by Scrutiny in 2009/10 and outlined future Task Group topics suggested at the “Scrutiny – A review of the year session” held prior to the last meeting.

RESOLVED –

1. **The outcomes of the review of 2009/10 be noted.**
2. **The review topics for 2010/11 be:**
 - **Asset Management to be Chaired by Councillor Alan Cullens**
 - **Allotments to be Chaired by Councillor Julia Berry**
3. **That following the Member Learning Session to be delivered on Chorley Community Housing available for all Members, the issue of CCH transfer promises be considered at a future meeting of the Overview and Scrutiny Committee.**

10.OS.19 SCRUTINY REPORTING BACK: ANNUAL REPORT OF OVERVIEW AND SCRUTINY IN 2009 / 10

Members considered the Overview and Scrutiny Annual Report that detailed the work of the Committee in 2009/10, including the specific outcomes from the Task Groups and the Committee's role in scrutinising performance and holding the Executive to account.

RESOLVED – That the report be noted and be submitted to Council in July.

10.OS.20 OVERVIEW AND SCRUTINY WORK PLAN

The Committee received the proposed Overview and Scrutiny Work Programme for 2010/11 which identified the proposed areas of work to be undertaken by the Overview and Scrutiny Committee.

RESOLVED – That the Work Programme be noted.

10.OS.21 FORWARD PLAN

The Committee received the Forward Plan for the period 1 June 2010 to 30 September 2010.

RESOLVED – That the Forward Plan be noted.

Chair



Report of	Meeting	Date
Chair and Vice Chair of the Overview and Scrutiny Committee	Overview and Scrutiny Committee	9 August 2010

REFOCUSING OVERVIEW AND SCRUTINY COMMITTEE

PURPOSE OF REPORT

1. To consider a range of changes to the current overview and scrutiny arrangements in Chorley.

RECOMMENDATION(S)

2. That there is a refocus of the work of the Overview and Scrutiny Committee and approval be given to:
 - A reduction in the frequency of all performance information provided for the Overview and Scrutiny Committee from quarterly to twice yearly.
 - A change to how we scrutinise Executive decisions by having the minutes of the last Executive Cabinet meeting on the Overview and Scrutiny Committee agenda, rather than forthcoming Executive Cabinet agenda items.
 - Request that the Executive consults scrutiny at an early stage on the budget principles being applied and shares information available on the Council’s financial position at the appropriate time.

Members views on the structure and frequency of meetings of the Overview and Scrutiny Committee are also sought

CORPORATE PRIORITIES

3. This report relates to the following Strategic Objectives:

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

CURRENT SCRUTINY ARRANGEMENTS



4. There has been a range of changes to the structure and delivery of overview and scrutiny at Chorley Council in recent years. The current structure of one overarching Overview and Scrutiny Committee and dedicated Task Groups set up to undertake scrutiny reviews seems to work reasonably well. However with the current financial situation there is a need for both Member and Officer time to be focussed on those areas of work that bring direct improvements and outcomes to the Council. This has prompted discussion between ourselves and the Chief Executive to look at how scrutiny can change to focus on its key role of scrutinising Executive decisions. We have produced a number of recommendations for wider discussion with Committee Members.

CHANGING THE FOCUS OF SCRUTINY IN CHORLEY

5. **Performance information.** As a Committee we have been very focussed on the Council's performance and as such received quarterly monitoring reports on
 - Business Plan monitoring information for Transformation, People and Places and the Partnerships, Planning and Policy departments - including revenue budget updates
 - Project monitoring information for the Corporate Strategy
 - Chorley Partnership project monitoring
 - Capital budget monitoring

These reports dominate the scrutiny agendas when they appear at four out of the eight Overview and Scrutiny Committee meetings each year. They are extremely time intensive for Officers to prepare and often provoke little discussion. We feel they should be reduced. However performance is still an important element of scrutiny and therefore **we suggest that the above performance information is received every 6 months rather than on a quarterly basis.**

6. **Scrutinising Executive decisions.** The key reason for establishing scrutiny arrangements under the Local Government Act 2000 was to give non Executive Members the opportunity to scrutinise Executive decisions. However in Chorley we operate a very open style of Executive Cabinet where any Councillor can go along to any Executive Cabinet meeting, speak on any item and try to influence the decision. This is not so at other Councils resulting in scrutiny meetings that are controversial and lead to regular call in meetings. This has not happened in Chorley and we think this shows effective political management across all parties. **We suggest however that rather than scrutinising the forthcoming reports on Executive Cabinet, we scrutinise the decisions of the previous Executive Cabinet by receiving those minutes and following up items and issues where we may have interests or concern.**
7. **Budget scrutiny.** Last year there was some concern that Overview and Scrutiny Committee was unable to provide effective scrutiny of the budget as only budget principles were offered in advance by the Executive. The next few years are going to be very challenging financially with tough decisions to make. We would like to ensure that scrutiny can play its part in consultation on budget decision making and **would like to formally request that the Executive consults scrutiny at an early stage on the budget principles being applied and shares information available on the Council's financial position at the appropriate time.**
8. **Meeting frequency and structure.** In line with a reduction in the number of Executive Cabinet meetings, Overview and Scrutiny Committee is scheduled to meet eight times this year plus Task Group meetings. Views on whether the frequency of those meetings could be reduced are sought – including any further thoughts on the effectiveness of the scrutiny committee structure.

IMPLICATIONS OF REPORT

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

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

COUNCILLOR ADRIAN LOWE, CHAIR OF THE COMMITTEE
COUNCILLOR ALAN CULLENS, VICE CHAIR OF THE COMMITTEE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Carol Russell	5196	22 July 2010	

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Report of	Meeting	Date
Director People and Places	Overview and Scrutiny	Monday 9 August 2010

OVERVIEW OF POLICE AND COMMUNITIES TOGETHER MEETINGS, THE MATAAC AND MINI MATAAC PROCESS AND MEMBER COMMUNICATION

PURPOSE OF REPORT

- To provide elected members with an overview of:
 - Police and Community Together meetings (PACT),
 - Member Engagement
 - The MATAAC and Mini MATAAC frameworks.

RECOMMENDATION(S)

- That the report be noted

EXECUTIVE SUMMARY OF REPORT

- Elected members with recall at the joint overview and scrutiny meeting on Wednesday 21 August 2010 a request for further information relating to PACT meetings, the MATAAC process and general member communication was requested. This report provides an overview of PACT, MATAAC and Communication.

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

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

POLICE AND COMMUNITIES TOGETHER FRAMEWORK

- 'PACT' stands for Police and Communities Together and is a term used for meetings held between Police and the local communities to discuss issues affecting people's quality of lives that the constabulary and the community can try and combat together. They also offer an opportunity for intelligence gathering about crime within those areas
- PACTs were established as a fundamental part of Neighbourhood Policing to deal with issues specifically in relation to crime and disorder. When police Neighbourhood areas were being defined through consultation and the alignment with council wards, it was agreed regular



meetings would be held in each area to encourage community engagement with the police and to help combat local issues that were affecting the community.

7. Most areas have PACT meetings once per month. Some are run as 'street surgeries' focusing on communicating with the public out on the streets. Others are targeted at certain groups of the community, such as Youth PACTs or elderly PACTs.
8. PACT is fundamental in shaping service delivery. At each PACT meeting, three policing priority issues are determined which the local neighbourhood policing teams will focus on. Additionally any calls relating to these priorities are treated as a priority.
9. Whilst PACT is solely a police established and administered method of communicating and engaging with residents it does link in effectively with the wider Community Safety Partnership and wider neighbourhood agenda.
10. The location and number of PACT meetings vary each month, and the details can be obtained directly from the Police or from the Constabulary website.
11. Information and data from each PACT meeting is published on Lancashire Constabulary's website and allows members of the public to hold the police to account with regards to the tackling of area priorities. Progress and updates on the tackling of PACT priorities is also posted on the website and in turn this information is fed into subsequent PACT meetings.
12. Dip samples are also carried out by Police Headquarters staff to ensure local Neighbourhood policing teams are complying with PACT protocols. Her Majesty's Inspectorate of Constabulary (HMIC) also conducts independent dip sampling.
13. Where it is deemed that a multi agency response to a particular issue is identified they are fed into MATACs and mini MATACs. A problem solving approach is applied to each issue and accordingly additional resources are discussed and deployed. These priorities also inform the police's divisional tasking and MATAC document where consideration for further resources are discussed and agreed. In areas where less formal arrangements such as mini MATACs do not exist there are established links between police officers and other agencies allowing the facilitation of problem solving approach to continue.
14. The information gathered at PACTs are also used to inform and shape the CSPs strategic assessment which in turn ensures that the CSP action plan delivers against community priorities. It is important to note that not all issues raised at PACT meetings require a multiagency response and therefore the CSP will not be aware of every crime/incident tabled.
15. PACTs are chaired by the police and in the main attended by members of the community, although in some areas attendance can be poor, as people will often only attend if a specific problem is currently affecting them. The local Neighbourhood Watch co-ordinator, local Councillors and partners also attend on occasion. Meetings are advertised locally in prominent buildings (doctors/shops/libraries etc), as well as being published in the newspaper, on Lancashire Constabulary's website and quarterly newsletters are distributed.
16. If the police feel that there is a specific problem that either a local Cllr or partner is better placed to assist with, they will specifically invite them to attend a meeting, although all partners and Cllrs are welcome at any meeting. Anecdotally there appears to be better attendance from partners when the meeting is held within a partner owned building, schools being one example.
17. PACT meetings are continually reviewed to try and maximise attendance, thereby achieving a wider picture of community issues. Times and locations are reviewed and sometimes varied in order to try and attract different groups within the community.

18. PACT is seen by Lancashire Constabulary as a fundamental tool in achieving local community engagement, in order to resolve local issues affecting individual's quality of lives and is integral to the Neighbourhood Policing Model within Lancashire.

MATAC

19. Multi Agency Tasking and Coordinating (MATAC) has been around since 2007 with Mini MATACs being established in 2009. This multi agency approach to crime reduction has been significant in the reduction of crime on Chorley Borough. They are officer groups which meet monthly and focus on reacting to Crime trends, patterns and hotspots, commission research relating to specific areas crime types which include but are not limited to Serious Aquisitive Crime (vehicle crime, robbery and burglary), violent crime and ASB. The MATAC framework also supports future planning of multiagency initiatives in response to events which could pose crime and disorder threats, and provides supporting evidence for the provision of positive actives for young people.
20. The membership of this group is varied and includes representation from a number of partners including Chorley Council (ASB, licensing etc) including the portfolio holder for the People and Places Directorate, the police, fire service, housing providers, Lancashire County Council (trading standards), the Primary Care Trust and the Voluntary Community and Faith Sector.
21. MATAC is an intelligence led process which makes use of a monthly analytical and intelligence report. Information from this document is received from several areas including the police, fire service, environmental data, PACT meetings, targets area groups (PAICE/SWITCH) and elected members. Partners also have the opportunity to raise concerns which are tackled using a problem solving approach which aims to identify and resolve the underpinning causes of crime and the development of actions. The group also has strong links with other operational groups to ensure information and intelligence is shared appropriately. Operational groups include the Prolific Priority Offenders, The Prevent and Deter (youth offenders), the Multiagency licensing and tasking groups and Mini MATAC groups. The group manages the performance of the CSP in relation to LAA, corporate and local crime targets the delivery of local neighbourhood action plans and CSP priorities as outlined in the strategic assessment and partnership plan.
22. Mini MATACs are formalised grassroots working arrangements delivered in wards which are responsible for a disproportionate amount of crime and disorder when compared with other areas. They focus on information sharing and the tackling of localised issues, problematic households/individuals and foster a grass roots approach to problem solving. They also have strong links with operational working groups including the submission of referrals into the boroughs Families First vulnerable households project. Furthermore areas where Mini MATACs have been established are given priority in relation to funding based on their presented crime levels and requirements.
23. Permanent members of the Mini MATAC groups include the police, Chorley Council Neighbourhood officer and local housing providers. Other agencies are invited to participate as and when additional support is required. Communication between MATAC and Mini MATACs are regular and governed by a data/information sharing protocol. Both groups are ultimately accountable to the Strategic group of the CSP. Where the Mini MATACs have dealt with an issue raised at PACT which required a multi agency approach the resulting actions are fed back to the PACT meeting where the issue was raised.
24. Whilst Mini MATACs are not established in all wards areas due to resourcing issues and the intelligence led approach to service delivery, strong links between partners exist across the borough and have been strengthened as part of Chorley Councils neighbourhood working agenda. Police, housing providers and neighbourhood officers liaise regularly and where applicable feed directly into the MATAC process.

25. There are currently 6 Mini MATACs established on the borough and they are in Chorley East, the Town centre, Chorley SW, Clayton Brook, Coppull and Clayton Le Woods. The Mini MATAC framework has been identified as best practice and several other areas within the borough are being considered for the initiative. Mini MATACs have now been adopted by South Ribble Borough Council.

COMMUNICATION

26. Communication is an important aspect of the Community Safety Partnership and there are several ways that the partnership engages and communicates with elected members.
27. One of the main ways elected members can engage with the community safety agenda at a grass roots level is the aforementioned PACT meetings. The PACT meetings provide an ideal way for elected members to raise resident concerns and be informed about the presented crime and disorder for their ward area. If a multiagency approach has been used to tackle a specific issue raised an update will be provide via the PACT forum.
28. Information relating to events or initiatives delivered by the partnership including those developed and implemented via the MATAC or mini MATAC forums is fed directly to elected members via mediums such as in the know, Members Learning sessions, where applicable neighbourhood emails and directly from Community Safety Team or partner officers including the neighbourhood policing teams. Examples of initiatives include the Weeks and Days of Action programme, Bright sparx (Halloween and bonfire initiative) and summer confidence campaigns.
29. Key partnership information including minutes, agendas, performance reports produced for the Community Safety strategy group and the Community Safety action plan up are published on Chorley Council website. Information relating to Community Safety is also made available via the overview and scrutiny process.
30. Information relating to crime levels for a specific ward is readily available. Should elected members wish to examine crime levels within their wards they can do so quickly and easily by accessing Lancashire County Councils Multi Agency Data Exchange (MADE) goes public <http://www.saferlancashire.co.uk/statistics>. This site provides a comprehensive breakdown of the presented crime for each area.
31. Currently the partnership and police do not readily provide crime data to street level. Furthermore information relating to specific incidents or individuals will not be automatically shared with elected members or partners for operational reasons and confidentiality. Requests for information are treated on a case by case basis.
32. County and District elected members are represented on the Strategic group of the CDRP and at the county wide Safer Lancashire Board. Furthermore the portfolio holder for the people and places directorate attends MATAC. In their capacity as portfolio holder the elected member and Chair of the Community Safety Partnership also updates the Chorley LSP on Community Safety business.
33. Members will be aware that the Community Safety Partnership acts as a thematic group of the LSP. The LSP is currently reviewing how the LSP and its thematic groups engage and communicates with both internal and external partners including elected members. It has been recognised that joint communications could be better coordinated across partners, to ensure that good news stories and information are published.
34. As a result of this it has been agreed that an LSP communication sub group be formed to coordinate communications for Chorley Partnership and will take responsibility for various themes through the year including Community Safety. Representation of the group will be reflective of the LSP and include the majority of the CSPs statutory partners.

- 35. Lancashire County Council has also formalised a County Community Safety communication sub group which will also ensure pan Lancashire communication with elected members is carried out effectively.
- 36. Members will appreciate crime and disorder is a busy and dynamic environment and it is important to note that not all reported incidents or crimes will be resolved from a multiagency perspective. If a crime or an incident is being addressed by a single agency i.e. the police then the partnership will not necessarily be aware of it. Therefore elected members should seek updates for singular incidents from the appropriate lead agency.

IMPLICATIONS OF REPORT

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

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

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Paul Lowe	5758	27/07/10	Os /pact

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Report of	Meeting	Date
Director of Partnerships, Planning & Policy (Introduced by the Executive Leader)	Executive Cabinet	3 June 2010

RESPONSE TO OVERVIEW AND SCRUTINY TASK GROUP- AFFORDABLE HOUSING.

PURPOSE OF REPORT

1. To respond to the findings and recommendations of the Overview and Scrutiny report on Affordable Housing.

RECOMMENDATION(S)

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

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

3. To inform Overview and Scrutiny of the Executives response to the recommendations made by the O&S Project into Affordable Housing

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

4. None

CORPORATE PRIORITIES

5. This report relates to the following Strategic Objectives:

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

BACKGROUND

6. During the summer of 2008, the Central Lancashire Authorities were involved in a strategic housing session hosted by the IDEA. Following a number of workshops involving

homelessness and affordable housing delivery, it was suggested that a joint Overview and Scrutiny inquiry take place.

The inquiry into Affordable Housing was undertaken between September 2008 and June 2009. The purpose of the Inquiry was to examine the delivery of affordable housing, and to consider alternative methods to increase affordable housing supply.

Recommendations

7. The Report containing a number of recommendations was presented in December 2009 to the Executive Cabinet. Outlined below are the responses to each of the recommendations.

1. A 50/50 split for affordable housing not be adopted in the interim period and each local authority in Central Lancashire continue to utilise existing policy tenure splits until analysis of the Housing Needs Survey has been carried out. A higher provision of social rented housing would be preferred.

The Central Lancashire Strategic Housing Market Assessment has recently been published in October 2009. The housing need figures indicated within the study are now used to inform all negotiation with Developers and RSL's when considering sites with affordable housing obligation. This information is supplemented with demand figures provided from the Councils Housing Waiting List. The tenure split across the Borough of Chorley is 74% Social Rented Accommodation, 26% Intermediate. As a result of current difficult market conditions, the Council is working proactively with partners to deliver flexible intermediate tenure types (such as 'Rent To Homebuy') as appropriate and where this ensures the viability and delivery of schemes.

2. Publicity promoting the concept of social housing and the wider benefits to the community giving a positive example, such as enabling young people to access housing in their local area.

A comprehensive publicity programme has been undertaken to promote successful delivery of this years Affordable Housing delivery programme. The local press has featured articles on the completion of Gillibrand Parcel 8&9, Halliwell Street Refurbishment Project and the innovative Purchase & Repair Scheme. This has assisted in raising the profile of the range and availability of social housing and will be continued for suture years. The Councils Website has also been updated with information about the range of social housing products available across the Borough, including a link to the Home-buy Agency Plumlife. Looking to the future, work has also been initiated to publish a brochure of Affordable Housing which expected to be completed by Summer 2010.

3. All authorities be requested to identify land for potential affordable housing and to call for land specifically for smaller sites for affordable housing from private owners.

All three Central Lancashire authorities are currently at the early stages of producing Site Allocations Development Plan Documents. Calls for site suggestions took place in autumn 2005, summer 2007 and autumn 2009. Site suggestions for a range of uses have been received but no sites have been identified for particular uses yet. Consultation is due to take place in autumn 2010 on issues and options relating to site allocations. Housing issues will be included as part of this process.

The Council have identified our own developable land and are currently in negotiation with Adactus Housing Association with regards to transferring the land to enable further affordable housing delivery within the borough.

4. The Joint Local Development Framework team to be requested to produce a map showing those sites identified for affordable housing to highlight any sites adjacent between two authorities that could be merged.

All three Central Lancashire authorities are currently at the early stages of producing Site Allocations Development Plan Documents. Site suggestions for a range of uses have been received but no sites have been identified for particular uses yet. Consultation is due to take place in autumn 2010 on issues and options relating to site allocations. Housing issues will be included as part of this process. The site suggestions received so far do not indicate any.

5. In addition to the Central Lancashire Councils other bodies, like the Police, PCT, Fire Service, RSL, English Partnership, Churches and Parish Councils and should be approached regarding land that could be brought forward for affordable housing on rural exception sites.

We continue to seek appropriate land i.e. Homes & Community Agency holdings which is available in both Chorley and South Ribble areas.

The Multi Area Agreement will be an important tool in order to assist conversations with other public bodies.

6. To investigate any flexibility in the Local Development Plan for each Authority to encourage rural exception sites where there is demonstrable housing need and broaden the local needs area around settlements and beyond specific villages without harming the green belt.

The Current Chorley Local Plan is positive toward the development of affordable housing in rural areas. It requires the provision of 100% affordable housing on rural exception sites in designated rural settlements. These sites can be adjacent to the villages, including in the Green Belt, providing certain policy provisions are met. Residential schemes here are restricted by the Local Plan to those that will provide a significant proportion of affordable housing; this therefore encourages affordable housing and does allow for some flexibility.

The Joint Central Lancashire Core Strategy will replace the Local Plan and is expected to be submitted to Government in September of this year. This proposes seeking the provision of 30% affordable housing on sites of 15 units or more, but in rural areas seeking at or near 35% affordable housing on any sites of 5 units or more. On rural exception sites the requirement is for 100% affordable housing. This document is scheduled for adoption in June 2011. It is also intended to produce an Affordable Housing Supplementary Planning Document.

7. For each Authority to investigate how they can stimulate the local housing market and assist first time buyers. This could be through the provision of mortgage or assistance with a deposit.

With the success and extent of recent 'Kickstart' and 'Homebuy' Direct Programmes across Chorley within the last year, residents now have access to a wide range of affordable housing products which are helping to stimulate

house sales in the borough and supporting both first time buyers and families requiring larger properties.

8. To promote and advocate the bonds scheme with lettings agents and landlords and publicise new legislation regarding deposits/ bonds.

A Rental Bond Scheme for Chorley was established in June 2009, and has to date successfully provided 32 Guarantees. The project is administered by the Specialist Housing Advisor who is based within the Homeless & Housing Advice Team.

9. To promote the provision of additional affordable housing with parish councils (and area committees where they exist) by keeping them informed at an early stage and the public generally through communication mechanisms used by each Authority.

Parish Councillors have recently been consulted regarding affordable housing priorities as part of work undertaken to complete a Rural Housing Needs Study. Representatives will continue to be engaged as further work on the study progresses. It is anticipated that the study and the relationships established as part of this project, will provide the foundations upon which improved communication mechanisms can be built.

10. Council publications be utilised to promote the availability of debt advice, with strong message to those experiencing financial hardship to contact advisors and lenders as appropriate at an early stage.

The existing suite of 'Housing Options' leaflets have been increased to incorporate one dealing specifically with repossession which is available for Customers and local partner agencies. Referral arrangements have been developed with Chorley CAB Specialist Debt Advisors, and following a successful funding application to CLG, a County Court Duty Desk commenced in September 2009. This service includes provision of advice and representation at Court for those facing possession proceedings. Referrals are received from a wide range of partners including the Court, RSL's and other support agencies. The Councils Specialist Housing Advice Officer also acts as the referral and liaison contact for the Governments Mortgage Rescue Scheme which is managed and facilitated through Plumlife Agency.

11. Where one isn't in place, councils give consideration to implementation of a Housing Association Leasing Scheme.

The Strategic Housing team operated a Housing Authority Leasing Scheme in partnership with New Progress Housing Association between 2005-2009. Following a review of the service in 2009, the scheme was ended due to low interest from landlords/property owners within the Borough. Within this period a total of 4 properties were leased on the Council's behalf, despite numerous advertisement campaigns and presentations at the Councils Private Landlord Forum.

12. Councils continue to investigate the possible use of Empty Dwelling Management Orders (EDMO). Respective Chief Executive write to CLG, the local MP's and the Government requesting that they review the EDMO process with a view to

changing the legislation and that the Minister for Housing and Planning also receives copy correspondence.

EDMO's are appropriate in areas where there are large numbers of derelict dwellings, i.e. inner city areas. To effectively tackle empty properties through an EDMO requires significant resource and funding.

A letter from the Chief Executives has not been sent, however we will pursue this with the other two authorities during 2010/11.

13. The empty homes function be placed within Strategic Housing

The Council has no plans to place the Empty Homes function within the Strategic Housing function.

Strategic Housing will continue to be responsible for the strategic direction/strategy for responding to empty homes; however the delivery will continue to be within the People and Places directorate.

Regular liaison meetings between Strategic Housing and Environmental Health take place, in order to share best working practice, update one another on progress made against appropriate projects.

14. The 3 Authorities produce an Empty Properties Register based on a consistent approach, recording, if possible, the number of bedrooms.

Due to resource limitations in all involved Local Authorities, no progress has been made on this action. This will be taken forward in 2010/11.

15. To lobby Government to amend building regulations in England and Wales to reflect those of Scotland, with a view to ensuring that all new build meets minimum functional space standards to facilitate the transfer of properties to Registered Social Landlords.

No lobbying has taken place on behalf of the Local Authorities. We will liaise with the authorities regarding taking this forward in 2010/11.

16. Investigations to be undertaken with the Homes and Communities Agency with a view to differential weighting of various criteria contained within the Design Strategy & Standards to allow existing private housing stock being brought into the housing supply of affordable housing.

The Homes & Community Agency has begun to hold a single conversation with Local Authorities regarding their priorities and concerns. It is proposed that this will be tabled as part of the single conversation.

17. Local authorities to meet with RSL Partners to discuss and agree an acceptable formula for pepper potting affordable housing within developments.

Discussions regarding 'pepper potting' are currently undertaken on a site by site basis to ensure developments are viable whilst also meeting strategic objectives of delivering mixed/ tenure blind developments. A flexible approach to negotiations is required to ensure that the Councils approach takes into consideration the demands of RSL's managing sites who have locally expressed a preference for clusters of properties – which assists in their maintenance of properties. It is recommended that these flexible

principles be outlined in Supplementary Planning Document due to be produced as part of the Core Strategy process.

18. The Code for Sustainable Homes be met in full in all new developments.

The adopted Chorley Sustainable Resources Development Plan Document outlines how the Code for Sustainable Homes is to be met in Chorley. It sets out a phased approach to meeting the standard in the Borough. All new dwellings will be required to meet Level 3 of the Code by 2010, Level 4 by 2013 and Level 6 by 2016. This approach is proposed to be strengthened in the Joint Core Strategy as it requires Level 4 of the Code where viable before 2013.

19. The Homes and Communities Agency & CLG to be invited to discuss matters of mutual interest relating to the provision of additional affordable housing.

As indicated in action 16, the Homes & Community Agency are committed to regularly meeting Local Authorities in order to discuss housing related interest.

IMPLICATIONS OF REPORT

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

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

LESLEY-ANN FENTON
DIRECTOR OF PARTNERSHIPS, PLANNING AND POLICY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Lesley-Ann Fenton	***	***	***

Background Papers			
Document	Date	File	Place of Inspection
Final Report of the Overview and Scrutiny Task Group on Affordable Housing 2009.	x	***	***

10.EC.197(a) - Joint Inquiry into Affordable Housing

The Executive Cabinet received and considered a report of the Director of Partnerships, Planning and Policy which set out the Executive's suggested response to the findings and recommendations of the Joint Overview and Scrutiny Task Group that had been set up by the Chorley, Preston and South Ribble Councils to consider issues around the provision and access to affordable housing for both rent and sale.

The joint inquiry had been instigated in response to concerns that the delivery of affordable housing would be unable to meet the needs of expanding communities and the Task Group had examined the measures that could be taken to overcome current barriers to the delivery of affordable homes.

The Executive Leader thanked the members of the joint Task Group for its efforts and recommendations and commended the suggested response for endorsement, whilst pointing out the possibility of new Government policy impacting on the development of rural exception sites.

Decision made:

That the recommended response of the Executive to the findings and recommendations of the joint Overview and Scrutiny Task Group following its inquiry into the delivery of affordable housing, as contained in the submitted report, be endorsed for submission to the Overview and Scrutiny Committee.

Reason for decision:

The Executive's endorsement of the action in the joint Overview and Scrutiny Task Group's recommendations will enhance and assist the delivery of affordable homes throughout the Central Lancashire sub-region.

Alternative option(s) considered and rejected:

None.

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Report of	Meeting	Date
Director of Partnerships, Planning and Policy (Introduced by the Executive Leader)	Executive Cabinet	3 June 2010

RESPONSE TO OVERVIEW AND SCRUTINY TASK GROUP – TOWN CENTRE VITALITY

PURPOSE OF REPORT

1. To respond to the findings and recommendations of the Overview and Scrutiny inquiry report on Town Centre Vitality.

RECOMMENDATION(S)

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

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

3. To inform Overview and Scrutiny Committee of the Executive's response to the recommendations made by the O&S Inquiry on Town Centre Vitality.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

4. None.

CORPORATE PRIORITIES

5. This report relates to the following Strategic Objectives:

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

BACKGROUND

6. In March 2009, the Overview and Scrutiny Committee undertook a "review of the year" event, from which emerged a number of suggestions for topics for scrutiny during the current municipal year. The topic of the town centre was selected as one of the top two issues to be scrutinised during the year and a Task and Finish Group was, accordingly, set up to examine issues around the vitality and viability of the town centre.

7. The Task Group has met on nine occasions since August 2009 to consider carefully the various issues and material considerations related to the following five project areas identified for scrutiny:
- Marketing/Promotional Issues;
 - Markets Issues;
 - Gateways into Town Centre/Signage/Car Parking;
 - Use of Vacant Properties;
 - Improvement of the Cultural Officer.
8. The report containing a number of recommendations was presented to Executive Cabinet in March 2010. Outlined below are the responses to each of the recommendations falling within 8 objectives.

Objective 1: Formulation of a Comprehensive Marketing Action Plan

9. That the following concepts and ideas put forward by the Task Group be assessed by a Task Group of the Town Centre Forum, with a view to the formulation of a comprehensive Marketing Plan for the Town Centre with the ultimate aim of attracting more shoppers and visitors to the town centre (eg through quality and attractive environmental improvements; reasonable car parking fees structure; provision of sufficient restaurants and cafes (operating to accommodate evening shoppers):
- selected coach operators (eg Shearings) be reminded of the Markets and other attractions within the town centre and requested to contact the Town Centre and Markets Manager for information on available coach parks;
 - examination of the means of enhancing the localised nature of the Farmers' and other themed markets to improve their distinctiveness by, for example, naming the "Chorley Farmers Market" or linking them to relevant themes (eg Cake Fairs, etc) with more effective advance promotion and advertising;
 - the expansion of the present marketing and promotional campaigns and strategy to encompass the whole of the town centre, with the wider distribution of promotional leaflets throughout the town centre;
 - address the currently insufficient co-ordination of town centre promotion and marketing between the Council and High Street and independent traders;
 - accept that the degree of business experienced by town centre traders is to a large extent, dependent on the commodity sold (eg shoppers are attracted to Markets on Tuesdays and Fridays; certain shops' business is brisker on Wednesdays, etc), and target future promotions accordingly;
 - promote the wide variety of shops available in the town centre, particularly the number of quality independent retailers, in an attempt to attract both residents who do not normally visit the town centre and other visitors from the surrounding catchment area through the production of a user friendly A4 promotional leaflet and Parish Council newsletter inserts;
 - promotion of the late night opening of shops on Thursday evenings will be reliant on more town centre retailers being persuaded to extend their opening hours;
 - Council's Officers be requested to consider the production of a small single sheet to promote the town centre, which could be used by retailers to accompany goods despatched to customers;
 - Council's Officers be requested to consider the viability and cost implications of advertising the wide diversity of shops and goods available in the town centre on local commercial radio stations, particularly during the period leading up to Christmas;
 - the costs and manpower implications, and likely effectiveness, of producing an occasional Directory of forthcoming cultural and sports events and activities across the Borough as a means of improving the co-ordination, promotion and take-up of the events, be examined.

10. **This set of comprehensive and timely recommendations will feed into developing the 2010/11 Corporate Strategy Project to “Produce a marketing package for the town centre, markets and Chorley as a whole”.**

Objective 2: Prepare a Strategy for an Evening Economy

11. That a review of the pricing structure and bureaucracy relating to the Lancastrian Room and the publicity/promotions strategy be undertaken, with the aim of making the facilities on offer more affordable and making local and regional groups more aware of the facilities.
12. **A review of the future role and function of the Lancastrian Suite is needed. Reviewing its use as a social facility needs to be undertaken whilst having regard to comparable facilities in comparable locations.**

Objective 3: Signage Strategy

13. That a recommendation be made to the Lancashire County Council for the erection of brown motorway advertising signs to promote the Markets and other visitor attractions in Chorley.
14. That a review of the directional signage to and within the town centre for motorists and pedestrians be undertaken.
15. That the Task Group supports and commends the need for an adequate and effective number of signs directing visitors to each of the town centre car parks to be placed at strategic locations within and around the town centre.
16. That the Officers undertake a review of the current location of existing gateway signs, with a view to suggesting the location and estimated cost of any required additional signs.
17. That the Officers be requested to liaise with the County Council to examine issues around the current state and security of pedestrian access routes to the town centre, particularly through underpasses and across car parks, and report recommendations to a future meeting of the Task Group.
18. **These recommendations are endorsed. Lancashire County Council will be approached about brown motorway advertising.**
19. **A key action of delivering the Town Centre Audit and Design Strategy on ‘Revealing the Town Centre Signage/Links/Gateways’, is preparing a signage strategy which will involve developing a hierarchy of information and signage, introducing a comprehensive and co-ordinated signage palette, and identifying and defining district ‘gateways’. This strategy also encompasses issues of pedestrian access including underpasses and car parks.**

Objective 4: Car Parking Strategy

20. That the Council’s Officers be requested to examine the possible extension of the scheme currently operated with Booths, under which £1 vouchers were awarded by the Supermarket retailer to shoppers at the store as a discount off parking fees, with appropriate retailers being approached to ascertain if they would be willing to participate in a similar scheme.
21. That the feasibility of the introduction of a herring-bone parking system on Market Street and St George’s Street be considered.
22. That needs of disabled drivers be taken into account when any revision of the car parking strategies are considered.

23. **The Town Centre and Markets Manager and Head of Streetscene Services are currently working with representatives from the Chamber of Trade and Town centre traders to look at car parking and extending the car parking voucher scheme off the flat iron car park will be one of the possibilities to be explored. Chorley Council and Lancashire County Council will look into the feasibility of introducing herringbone parking on Market Street and St George Street.**
24. **The Head of Streetscene Services will ensure that car parking strategies address the needs of the disabled.**

Objective 5: Town Centre Living

25. That residential usage of town centre properties be encouraged by the following means:
 - the Neighbourhoods Directorate be requested to offer an advice service to owners of properties in the town centre that are capable in whole or in part of conversion to flats, in order to clarify the relevant regulations, directives and standards which require to be complied with;
 - the Strategic Housing Services Section be requested to offer assistance in the marketing of new affordable housing units provided by Registered Social Landlords in the town centre, and provide details of applicants on the housing waiting list to the owners of the housing units;
 - developers of new schemes in the town centre be encouraged to consider mixed use developments (comprising retail, storage, residential units, etc) whenever practicable.
26. **Encouraging town centre living is integral to our Town Centre Audit and Design Strategy; and these recommendations are accepted in the main. However, Strategic Housing are only able to market new affordable housing units to prospective tenants, details of housing waiting list applicants cannot be passed on due to data protections issues.**

Objective 6: Vacant Property Policy

27. That an Officer be identified to undertake the role of Lead Co-ordinator responsible for the implementation of an Empty Property Policy setting out the practices and procedures to be adopted and implemented in relation to vacant town centre properties, including a package of advice and guidance to prospective developers on relevant planning application procedures, licensing regulations, funding sources and business support services, etc.
28. **Town centre vacant property is marketed on our sites and premises database, and initiatives have been piloted, such as the window dressing, to reduce the impact of vacancies. Whilst our town centre vacancy rates are low, we are mindful of the current difficult economic climate and the impact this may have on the town centre. Working with commercial letting agents, we endorse this recommendation.**

Objective 7: Develop and Deliver Short and Long Term Plans for the Markets

29. That a short term action plan containing realistic and viable measures aimed at enhancing the appearance and vitality of the Flat Iron Market; achieving maximum occupancy of stalls; and reducing arrears of stall rents be compiled and costed. The action should include practical measures to encourage a uniform charging policy and offer of subsidies or discounts to market traders paying rents by direct debit or in advance, or occupying more than one stall, etc. The plan should also take into account the current economic situation and not impose any undue financial burden that would discourage traders from the market.

30. Several suggested measures that could be explored for possible inclusion in the action plan are itemised in the Task Group’s findings report.
31. That the long term seeking to action the following objectives be approved in principle:
 - Replace existing stalls (5m x 5m) with
 - (a) Gazebos stalls (3m x 3m)
 - (b) Umbrella stalls (3.5m x 3m)
 - Examine the introduction of a standard pattern for market stall canopies, with a choice of colours being made available for individual stall holders;
 - Review the markets layout in conjunction with the Flat Iron urban regeneration scheme for integration into the Market Walk Phase II design scheme.
 - Install powerpoints for Flat Iron market stalls.
 - Pursue the provision of new transport (electric) equipment to move market equipment and waste.
32. **Having invested in the new covered market, our attention now turns to the flat iron. These recommendations feed into our 2010/11 Corporate Strategy Project to “Develop a proposal for Improvements to the Flat Iron”. The recommendation for short term actions is accepted and should take into account possible revenue generation to fund a long term scheme.**

Objective 8: Develop and Deliver a Pavement Café Policy

33. That the Task Group supports and wishes to participate in the production of the projected Pavement Café Policy, which the Members hope will take into account the need to balance the aim of preventing clutter and obstructions in the town centre with the need to protect commercial interests and the vibrancy of the town.
34. **We are currently working with LCC to simplify the application process and also provide Chorley with enforcement powers to ensure that non compliance with the policy can be addressed.**
35. The Executive would like to thank the Task Group for their report and recommendations which will help guide the Council in their scrutiny of the Town Centre and ensure that Chorley maintains its position in the retail hierarchy, grows the quality of its offer and provides a distinctive and attractive town centre offer.

IMPLICATIONS OF REPORT

36. This report has implications in the following areas and the relevant Directors’ comments are included:

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

COMMENTS OF THE DIRECTOR OF TRANSFORMATION

37. The immediate financial implication of this report relate to the marketing of the Town Centre. A sum of £5k has been identified from underspends in 2009/10 and will be recommended for slippage into 2010/11. In respect of many of the other proposals these

are likely to require significant capital investment once the feasibility work is complete. It will then be for members to decide if resources are to be allocated to any programme of work.

LESLEY-ANN FENTON
DIRECTOR OF PARTNERSHIPS, PLANNING AND POLICY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Cath Burns	5305	11 May 2010	Town Centre Vitality

10.EC.167(b) – Town Centre Vitality Issues

The Executive Cabinet received and considered a report of the Director of Partnerships, Planning and Policy which set out the Executive's suggested response to the findings and recommendations of the Overview and Scrutiny Task Group's inquiry into town centre issues.

The report had contained a number of recommendations aimed at enhancing the vitality and viability of the town centre, including measures to improve the marketing and promotion of the town, the signage strategy and the development of short and long term action plans for the markets.

Councillor Peter Wilson (Chair of the Overview and Scrutiny Task Group) thanked both the members of the Group and the Executive for its generally positive response to the inquiry report.

Decision made:

That the recommended response of the Executive to the findings and recommendations of the Overview and Scrutiny Task Group following its inquiry into town centre issues, as contained in the submitted report, be endorsed for submission to the Overview and Scrutiny Committee.

Reason for decision:

The Executive's endorsement of action in the Overview and Scrutiny Task Group's recommendations will assist the delivery of plans to enhance town centre facilities and its environment.

Alternative option(s) considered and rejected:

None.

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OVERVIEW AND SCRUTINY INQUIRY PROJECT OUTLINE

Review Topic: ASSET MANAGEMENT

Objectives:

1. To undertake a review of some of the Councils key operational assets, namely:
 - Bengal St Depot and offices
 - Union St Offices
 - Town Hall including the Lancastrian Room and the White Hart premises
 - Gillibrand St Offices
 - Yarrow Bridge site
2. In the light of the review consider how some other Council assets could be better utilised.
3. To try and complete the review by the end of September 2010 in order to try and influence the 2010/11 budget position.

Desired Outcomes:

To make recommendations on the streamlining of the Councils assets to reduce expenditure and maximise income.

To make recommendations on more effective and economic use of key Council buildings with a view to influencing

- Council's priorities and the budget process for 2010/11
- The site allocations process under the Local Development Framework

Terms of Reference:

1. To look at the current function, suitability, available space and operational costs of the following Council buildings and sites
 - Bengal St Depot and offices
 - Union St Offices
 - Town Hall including the Lancastrian Room and the White Hart premises
 - Gillibrand St Offices (CCH lease expires 2010)
 - Yarrow Bridge site
2. To look at future working arrangements and alternative methods of service delivery and the implications this might have on the Council's accommodation requirements.
3. To look at a range of other Council assets to consider how they could be brought into use, sold, leased or otherwise used to benefit the Council.

Equality and diversity implications:

To ensure that in recommending any changes in the use of Council buildings, full equality impacts assessments are undertaken.

Risks:

That some recommendations on changes of building use are controversial with residents, staff or other Elected Members.

That significant investment will be required initially in order to achieve longer term savings.

Venue(s):

Meetings of the Task Group to be held at the Town Hall with some potential site visits being undertaken.

Timescale:

Start: 29 June 2010

Finish: end September 2010

Information Requirements and Sources:**Documents/evidence:** (what/why?)

Information on running costs, current occupancy, available space and suitability of space be provided for the key operational buildings listed above

Witnesses: (who, why?)

Liberata representatives
Planning officers

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

Alternative ways of working and alternative methods of service delivery

Site Visits: (where, why, when?)

To be decided

Officer Support:

Lead Officer: Gary Hall

Democratic &
Member Services Officer: Carol Russell

Likely Budget Requirements:

<u>Purpose</u>	<u>£</u>
Total	_____

Target Body¹ for Findings/Recommendations - Executive Cabinet

¹All project outcomes require the approval of Overview and Scrutiny Committee before progressing

	1 June	9 Aug	31 Aug	11 Oct	8 Nov	6 Dec	14 Feb	28 Mar
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Holding the Executive to account

Partnerships, Planning and Policy	MS PR CP		MS PR CP		MS PR CP		MS PR CP	
People and Places	MS		MS		MS		MS	
Transformation	MS		MS		MS		MS	
Capital outturn/Capital Monitoring	*		*		*		*	
Performance of key partnerships and financial stability of certain key partners		*						
Refocusing the Overview and Scrutiny Committee		*						
Work undertaken by Groundwork – to be confirmed								
Closed church yards policy - to be confirmed								
Growth Point update – to be confirmed								
Forward Plan	*	*	*	*	*	*	*	*
Executive Cabinet agenda	*	*	*	*	*	*	*	*
Budget Scrutiny						*	*	

Policy Development and Review of Council Services (Task and Finish Groups)

Allotments		V	S					
Asset Management		S						
Highways				F				
Town Centre Vitality		F						
Neighbourhood Working					M			
Streetscene Issues			M					

External Scrutiny

Chorley Community Housing		ML						
Affordable Housing (South Ribble and Preston)		F				M		
Chorley Partnership			M					
Crime and Disorder		R		*				
Health								

Other

Work Programme	*	*	*	*	*	*	*	*
Annual Report	*							
Annual Review and Potential topics	*							
Review of the Year								*

Key:

Holding the Executive to account

- MS Business plan monitoring statements
- PR Performance report and
- CP Chorley Partnership performance report
- BS Budget scrutiny

Policy Development and Review of Council Services and External Scrutiny

- S Scoping
- C Collecting and considering evidence
- R Report
- F Feedback and action from EC
- M Monitoring
- V Verbal Update
- ML Member Learning Session

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CHORLEY BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 AUGUST 2010 TO 30 NOVEMBER 2010

1. This Forward Plan sets out the details of the 'key' and other major decisions which the Council expects to take during the next four month period. The Plan is rolled forward every month and is available to the public 14 days before the beginning of each month.
2. A 'Key' Decision is defined as:
 - 2.1 Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:
 - a change in service provision that impacts upon the service revenue budget by £100,000 or more; or
 - a contract worth £100,000 or more; or
 - a new or unprogrammed capital scheme of £100,000 or more.
 - 2.2 Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in two or more electoral wards. This includes any plans or strategies which are not within the meaning of the Council's Policy Framework set out in Article 4 of the Council's Constitution.
 - 2.3 Under the Access to Information Procedure Rules set out in the Council's Constitution, a 'Key' Decision may not be taken, unless:
 - it is published in the Forward Plan;
 - five clear days have lapsed since the publication of the Forward Plan; and
 - if the decision is to be taken at a meeting of the Executive Cabinet, five clear days notice of the meeting has been given.
 - 2.4 The law and the Council's Constitution provide for urgent key decisions to be made, even though they have not been included in the Forward Plan in accordance with Rule 18 (General Exception) and Rule 19 (Special Urgency) of the Access to Information Procedure Rules.
3. The Forward Plan has been extended to now include details of any significant issues to be considered by the Executive Cabinet, full Council and Overview and Scrutiny Committee. It is hoped that this will better meet the needs of both elected Members, Officers and the public.
4. Anyone wishing to make representations about any of the matters in the schedule below may do so by contacting the officer listed. Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website: www.chorley.gov.uk. Most meetings of the Council are open to the public and meeting dates are also on the Council's website.

Donna Hall
Chief Executive
Publication Date: 28 July 2009

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date decision can be taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representation s may be made to the following officer by the date stated
Executive's response to recommendations of Overview and Scrutiny Task Group's inquiry into Highways issues	Executive Cabinet	Executive Leader	12 Aug 2010	Strategy Group	Report to be supplied to the consultees	Report of Director of People and Places	Director of People and Places Tel: 01257 515815 jamie.carson@chorley.gov.uk Monday, 3 August 2010
Approval of an Allotments Action Plan for 2010/11	Executive Cabinet	Executive Member (People)	12 Aug 2010	Strategy Group	Report and draft action plan to be supplied to the consultees	Report and draft action plan	Director of People and Places Tel: 01257 515815 jamie.carson@chorley.gov.uk Monday, 3 August 2010
Approval of 2012 Olympic Games Action Plan	Executive Cabinet	Executive Member (People)	12 Aug 2010	Strategy Group	Report and draft action plan to be supplied to the consultees	Report and draft action plan	Director of People and Places Tel: 01257 515815 jamie.carson@chorley.gov.uk Monday, 3 August 2010

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date decision can be taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representation s may be made to the following officer by the date stated
Allocation of Play and Recreation Fund	Executive Cabinet	Executive Member (Partnerships and Planning)	2 Sep 2010	Strategy Group	Report to be supplied to the consultees	Report of Director of Partnerships, Planning and Policy	Director of Partnerships, Planning and Policy Tel: 01257 515323 lesley-ann.fenton@chorley.gov.uk Monday, 16 August 2010
To consider a refresh of the Economic Regeneration Strategy and Action Plan	Executive Cabinet	Executive Member (Partnerships and Planning)	2 Sep 2010	Strategy Group and Chorley Partnership	Draft revision of Strategy and action plan to be provided to the consultees	Draft revised Strategy and action plan	Director of Partnerships, Planning and Policy Tel: 01257 515323 lesley-ann.fenton@chorley.gov.uk Monday, 16 August 2010

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date decision can be taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
Approval of action plan to deliver the Town Centre Strategy	Executive Cabinet	Executive Member (Partnership and Planning)	2 Sep 2010	Strategy Group	Report and draft action plan to be supplied to the consultees	Report and draft action plan	Director of Partnerships, Planning and Policy Tel: 01257 515323 lesley-ann.fenton@chorley.gov.uk Monday, 16 August 2010
Consideration of measures to enhance the Covered and Flat Iron Markets	Executive Cabinet	Executive Member (Partnership and Planning)	2 Sep 2010	Strategy Group	Report and draft measures to be supplied to the consultees	Report on draft measures	Director of Partnerships, Planning and Policy Tel: 01257 515323 lesley-ann.fenton@chorley.gov.uk Monday, 16 August 2010
Approval and adoption of a Petition Scheme	Council	Executive Leader	28 Sep 2010	Strategy Group and Executive Cabinet	Report and draft Scheme to be supplied to the consultees	Report and draft Scheme	Director of Transformation Tel: 01257 515480 gary.hall@chorley.gov.uk Monday, 13 September 2010

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date decision can be taken	Proposed Consultees	Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
Consideration of Local Development Framework Site Allocations Development Plan Document	Executive Cabinet	Executive Member (Partnerships and Planning)	14 Oct 2010	Strategy Group Local Development Framework Working Group	Draft Development Plan Document to be supplied to the consultees	Draft LDF Site Allocations Development Plan Document	Director of Partnerships, Planning and Policy Tel: 01257 515323 lesley-ann.fenton@choley.gov.uk Monday, 27 September 2010

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