



Overview and Scrutiny Committee

Agenda and Reports

For consideration on

Monday, 5th September 2011

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.

26 August 2011

Dear Councillor

OVERVIEW AND SCRUTINY COMMITTEE - MONDAY, 5TH SEPTEMBER 2011

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, 5th September 2011 commencing at 6.30 pm.

AGENDA

1. **Apologies for absence**

2. **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.

3. **Minutes (Pages 1 - 8)**

To confirm the minutes of the Overview and Scrutiny Committee held on 11 July 2011 (enclosed)

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 Minutes (Pages 9 - 14)**

To consider the enclosed minutes of the last Executive Cabinet meeting held on 18 August 2011.

6. **Section 106 Monies Update Report (Pages 15 - 34)**

To consider the enclosed report of the Chief Executive.

7. **Community Safety Overview and Scrutiny Options Paper (Pages 35 - 38)**

To consider the enclosed report of the Merged CDRP Manager.

8. **Executive's response to recommendations of Overview and Scrutiny Task Groups Inquiry into Highways Issues (Pages 39 - 46)**

To receive and consider the report of the Director of Places and People (enclosed) approved by Executive Cabinet on 18 August 2011.

9. **Scrutiny Work Programme (Pages 47 - 48)**

To consider the enclosed Overview and Scrutiny Work Programme for 2011/12.

10. **Forward Plan (Pages 49 - 54)**

To consider the enclosed Council's Forward Plan for the four month period 1 September to 31 December 2011 (document enclosed).

11. **Reports from the Task and Finish Groups**

Lancastrian Room Task and Finish Group

To receive a verbal update on the inquiry from the Chair, Councillor Debra Platt

Tourism and Promoting Chorley Task and Finish Group

To receive a verbal update on the inquiry from the Chair, Councillor Peter Wilson.

NHS Reform Joint Task and Finish Group

To receive a verbal update on the inquiry.

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

Yours sincerely



Gary 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 Debra Platt (Vice-Chair) and Councillors Julia Berry, Magda Cullens, Doreen Dickinson, Alison Hansford, Harold Heaton, Steve Holgate, Keith Iddon, Beverley Murray, Rosie Russell, Joyce Snape, Paul Walmsley and Peter Wilson for attendance.
2. Agenda and reports to Gary Hall (Chief Executive), 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.

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**Monday, 11 July 2011**

Present: Councillor Adrian Lowe (Chair), Councillor Debra Platt (Vice-Chair) and Councillors Julia Berry, Magda Cullens, Doreen Dickinson, Alison Hansford, Steve Holgate, Beverley Murray, Rosie Russell, Paul Walmsley and Peter Wilson

Officers in attendance: Gary Hall (Director of Transformation), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places), Chris Sinnott (Head of Policy and Communications), Carol Russell (Democratic Services Manager) and Dianne Scambler (Democratic and Member Services Officer)

10.OS.16 WELCOME AND INTRODUCTIONS

The Chair welcomed those Councillors that were new to the Committee, in particular Councillor Debra Platt as Vice Chair. Councillor Adrian Lowe also thanked those Members that were no longer sitting on the Committee but had contributed effectively to the scrutiny work programme in 2010/11.

10.OS.17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Harold Heaton, Keith Iddon and Joyce Snape.

10.OS.18 DECLARATIONS OF ANY INTERESTS

In accordance with the provisions of the Local Government Act 2000, the Council's Constitution and the Members Code of Conduct:

Councillor Alison Hansford declared a personal interest in Item 5, Executive Cabinet held on 23 June 2011 – 11.EC.05 Chorley Pals – Heritage Lottery Fund Bid.

Councillor Steve Holgate declared a personal interest in item 14 – 2010/11 year end progress report of Key Partnerships.

10.OS.19 MINUTESa) Confirmation

RESOLVED – That the minutes of the Overview and Scrutiny Committee meeting held on 28 March be held as a correct record for signing by the Chair.

b) Matters arising from the minutes

10.OS.04 – 10.OS.69 – Executive Cabinet – 9 December 2010

(10.OS.69) – Core Funding, 2011/12 – Review of process

Further information was requested to satisfy members, on what processes had been put into place to ensure the consolidation of all available funding sources to ensure effective allocation in the current financial climate.

10.OS.20 PUBLIC QUESTIONS

The Chair reported that no requests had been received by any member of the public.

10.OS.21 EXECUTIVE CABINET - 31 MARCH 2011

11.EC.263 – Council’s Community Engagement Strategy

Issue raised

Further information was sought on how the new Citizens Jury would operate and the cost of consultation to the Council.

10.OS.22 SCRUTINY REPORTING BACK - ANNUAL REPORT ON OVERVIEW AND SCRUTINY IN 2010/11

Members considered the Overview and Scrutiny Annual Report that detailed the work of the Committee in 2010/11, including the specific outcomes from the Task Groups and the Committee’s role in Finance Scrutiny and other performance and holding the Executive to account.

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

10.OS.23 BUSINESS PLAN MONITORING STATEMENTS

The Committee received the Business Plan Monitoring Statements for the second six months of 2010/11.

(a) Partnerships Planning and Policy Directorate

The Director of Partnerships, Planning and Policy reported against the key actions and performance indicators.

There had been a number of notable achievements for the Directorate that included:

- The LDF Core Strategy had been agreed by the three Central Lancashire Councils and submitted to the Planning Inspectorate by the deadline of 31 March 2011.
- In continuing to push forward the affordable housing action plan, 173 affordable houses had been delivered, exceeding the target of 50.
- The Select Move Sub Regional Choice Based Lettings Scheme had been launched in March 2011. Customers could now bid for properties on a weekly basis either online or in the Council’s One Stop Shop.
- The response to the trial of the new Gazebos had been very positive, 45 Gazebos would be erected in the first phase and implementation would commence in mid July 2011.

All except one of the key actions in the Business Improvement Plan had been delivered on schedule and an explanation was given as to why the action to deliver Landlord Accreditation with South Ribble Borough Council was currently off track.

Members asked if the Council’s new policy on back garden developments had had an impact with regards to property developers appealing against the refusal of permissions. The Director reported that the larger developers did not seem to be appealing or resubmitting applications at present, however there was also a view that the Planning Inspectorate did not seem to be taking local back garden development policies into consideration when determining appeals and the Council did expect further testing of this local policy in the future.

It was also explained that the recently improved performance indicators relating to the processing of planning applications was expected to be maintained due to changes

implemented through a recent planning review to streamline processes through the better use of Information Technology.

Information was also sought on the number of established businesses that were no longer trading in the current economic climate.

RESOLVED – 1. That the information in the report be noted.

2. That the information on the number of established businesses no longer trading be provided to the relevant Member.

(b) People and Places Directorate

The Director of People and Places reported progress against the key actions and performance indicators.

Key achievements for the directorate include:

- A significant senior management restructure within the directorate that had resulted in £150,000 worth of savings and had reduced the number of service heads to two. The new structure embedded neighbourhood working within the operation of the directorate and consolidated contract management.
- The Coach House Cafe had received a Civic Society Award.
- The Council-managed Community Centres usage figure had increased by more than 1,000 hours of usage compared to the same time next year.
- Yarrow Park had received Country Park accreditation.

The majority of key actions in the Business Improvement Plan had been delivered on schedule and a table containing those actions that were currently behind on schedule was included, giving reasons for the delay and what mitigating actions were being taken.

It was noted that the One Stop Health Shop was achieving well. The service was capturing certain groups of people who may not normally seek GP advice. The facility provided access to basic health checks and acted as a referral mechanism for other health services. Due to its success the service had been extended to March 2012.

Further information about the key actions contained within the Business Plan Monitoring Statement were requested as follows:

- Further details on the three successful bids that had been accepted by the S106 Play and Recreation Fund.
- New street cleaning arrangements had been put into place to improve on the litter and detritus performance measures and further details were sought.
- The specification of the five large funding bids that had been drafted, included the expansion of the Active Generation project to attract external investment in leisure and neighbourhood services.
- Further details about the IT solution that had been developed to allow the capture of anti social behaviour complaints.
- How the Health Inequalities Action Plan had been delivered and what outcomes had been achieved.
- What was included in the Cemetery Action Plan for 2011/12.
- What work would be undertaken by the Council to improve the food hygiene standards of those food catering establishments that had scored low under the 'scores on the doors' information system.

RESOLVED – 1. That the information in the report be noted.

2. That the information requested at the meeting be provided to the relevant Members.

(c) Transformation Directorate

The Director of Transformation reported progress against the key actions and performance indicators.

Notable successes for the directorate included:

- The Council's updated Customer Relationship Management (CRM) System had been developed and the delivery of public sector advice had been extended in Union Street with both the County Council and the HMRC now offering services from that location.
- The Council had retained its Government Connect accreditation meaning that the Council's data is as secure as it can be when transacting electronically.
- The Financial Shared Services had implemented a single Financial Information system across the two participating Councils of Chorley and South Ribble.

The report also highlighted those actions that were currently behind schedule, giving reasons for the delays and what action had been taken to get back on track.

This year the delivery of financial training for members had been a key action. Whilst targeted activity on treasury management had taken place for the Audit Committee and general financial training had since taken place but the session had been poorly attended by Members and arrangements were being discussed to provide a repeat session.

Analysis of the key performance indicators showed that the majority of performance targets across the directorate had been maintained, whilst tax collection had been slightly down, this was against increased targets. Staff satisfaction had also showed a slight reduction, however this had again been against an increased target and at a time of great uncertainty, when many restructures had taken place. The Director of Transformation reported that 100% of staff now had a Personal Development Plan and that any training skills required would be picked up through the Organisational Development Programme.

Members discussed the importance of quality affordable housing and its potential impact on health standards. The Council were trying their best to improve on housing standards within the private sector with the implementation of the Landlords Forum, primarily aimed at changing attitudes. This process was proving difficult but the Council continued to work effectively with the larger social housing providers and sampling procedures had indicated that no major problems existed.

RESOLVED – That the information in the report be noted.

10.OS.24 CHORLEY PARTNERSHIP ANNUAL REPORT

The Chief Executive submitted a report on the activities and performance of the Chorley Partnership in 2010/11. The report commented particularly on the progress and impact of the Local Strategic Partnership sponsored projects and how they contribute to the achievement of the refreshed Sustainable Community Strategy.

The following significant statistics and trends were revealed in the report:

- Crime is down overall by 1.7% compared to 2009/10.
- The rate of admissions had reduced and is lower than the North West average.
- 67 new business start-ups are recorded against a figure of 53.

The 'Healthy Shots' project was highlighted as having been particularly successful and had exceeded the initial target set of 500 young people accessing the project. Sessions had included alcohol awareness, alcohol safety and a harm reduction message competition.

Whilst the overall crime rate had reduced by 1.7% over the past 12 months, there had been significant increases in burglary dwelling, all violent crime and primary fires. It was explained that this had been caused by a small number of priority and prolific offenders, that had since been sufficiently dealt with.

Some Members had concerns that one of the key areas for action within the Health Inequalities Strategy should be to reduce the level of children with bad teeth and asked if this was something that could be addressed in the future.

RESOLVED – That the report be noted.

10.OS.25 CHORLEY COUNCIL FOURTH QUARTER PERFORMANCE REPORT 2010/11

The Chief Executive submitted a report setting out the Authority's performance in respect of the key projects included in the Corporate Strategy and key performance indicators during the fourth quarter of 2010/11.

The report revealed excellent performance with the vast majority of projects either on track, completed or scheduled to start later in the year. Of the two projects currently rated amber, one would now be completed in the original timescales, with the other set to be completed by the end of the second quarter.

Performance on the key performance indicators had been strong, with 95% of the measures performing above target or within the 5% tolerance and it was explained what measures had been put in place to improve on the performance of the three key service delivery measures that were currently below target.

It was also reported that in response to the reduction in numbers to the Town Centre, the Economic Development team were working on a number of projects to attract more people into the town.

RESOLVED – That the report be noted.

10.OS.26 SCRUTINY WORK PROGRAMME 2011/12

The Committee received a report of the Director of Transformation to agree a Work Programme for 2011/12.

It was noted that two of the existing task groups were only part way through their work and would continue to meet into this year. It was agreed that the Lancastrian Room Scrutiny Task Group would be chaired by Councillor Debra Platt and the new membership was confirmed. The joint NHS Reform Task Group with South Ribble Council had only recently started its work and due to changes following all out elections in South Rubble, the task group would continue but with significant changes in the membership. It was agreed that the membership for Chorley would remain the same.

Following potential scrutiny review topics that had been received from Members at the end of 2010/11, the Committee agreed to a review on Tourism, incorporating Astley Hall and Park, to be chaired by Councillor Peter Wilson. Play Area provision and the Rented Property Inspection Scheme were also identified as suitable topics for review.

An update report was also request on S106 monies to be submitted to the next meeting of the Committee, and the topics of Play Area provision and Rented Property Inspection Schemes would be put on to a reserve list for potential scrutiny reviews.

To allow Members to consider what aspects of crime and disorder should be scrutinised, a report was requested on potential topics for the next meeting of the Overview and Scrutiny Committee.

RESOLVED

1. **The membership for the Lancastrian Room Task Group be as follows:**
 - Councillor Debra Platt (Chair)
 - Councillor Alistair Bradley
 - Councillor Alison Hansford
 - Councillor Steve Holgate
 - Councillor Keith Iddon
 - Councillor Adrian Lowe
 - Councillor June Molyneaux
 - Councillor Mick Muncaster
 - Councillor Stella Walsh
 - Councillor Geoff Russell
 - Councillor Rosemary Russell
2. **That Chorley membership for the NHS Reform Joint Scrutiny be as follows:**
 - Councillor Alan Cullens
 - Councillor Rosemary Russell
 - Councillor Peter Wilson
3. **That the Committee undertake a further review on Tourism, incorporating Astley Hall and Park to be chaired by Councillor Peter Wilson.**
4. **That an update report on S106 monies be brought to a future meeting of the Committee.**
5. **That a report on potential crime and disorder topics be brought to the next meeting of the Overview and Scrutiny Committee for consideration.**
6. **That the Overview and Scrutiny Work Programme be drafted for 2011/12 in line with the recommendations set out in the report.**

10.OS.27 FORWARD PLAN

The Committee received the Forward Plan for the period 1 July 2011 to 31 October 2011.

RESOLVED – That the Forward Plan be noted.

10.OS.28 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED – That the press and public be excluded from the meeting for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

10.OS.29 EXECUTIVE'S RESPONSE TO OVERVIEW AND SCRUTINY REVIEW OF ACCOMMODATION ASSETS

The Committee considered the response of the Executive Cabinet to the findings and recommendations of the Overview and Scrutiny Inquiry into Accommodation Assets.

The Committee were please to note that the Executive Cabinet had accepted the set of principles that had been set out in the review of asset management, in respect of the Council's office accommodation and the report provided details demonstrating the

progress made to date, on each of the recommendations for each of the sites identified.

RESOLVED – 1. That the report be noted.

2. That the Committee continue to be kept updated on the progress made against each of the recommendations.

10.OS.30 2010/11 YEAR END PROGRESS REPORT ON THE PERFORMANCE OF KEY PARTNERSHIPS

The Committee considered a confidential report of the Director of Transformation on the performance of the Council's key partnership arrangements. The report had been produced in accordance with the requirements of the Council's Framework for Partnership Working and any performance or risk issues identified were drawn to the attention of the Committee.

RESOLVED – That the report be noted.

Chair

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Executive Cabinet**Minutes of meeting held on Thursday, 18 August 2011**

Present: Councillor Peter Goldsworthy (Executive Leader in the Chair), Councillor Ken Ball (Deputy Leader of the Council) and Councillors Eric Bell, Alan Cullens, Kevin Joyce, Greg Morgan and John Walker

Also in attendance:

Lead Members: Councillors Harold Heaton, Rosie Russell and Stella Walsh

Other Members: Councillors June Molyneaux, Geoffrey Russell, Anthony Gee, Adrian Lowe, Mick Muncaster, Julia Berry, Alan Platt, Paul Leadbetter and Matthew Crow

Members of the public: Robert Smith (Politics Student)

11.EC.18 APOLOGIES FOR ABSENCE

An apology for absence was submitted on behalf of Councillor Alison Hansford.

11.EC.19 MINUTES

The minutes of the meeting of the Executive Cabinet held on 23 June 2011 were confirmed as a correct record for signature by the Executive Leader.

11.EC.20 DECLARATIONS OF ANY INTERESTS

In accordance with the provisions of the Local Government Act 2000, the Council's Constitution and the Members Code of Conduct Councillor Eric Bell declared a personal interest in respect of item 7: First Quarter Performance Report.

11.EC.21 PUBLIC QUESTIONS

The Executive Leader reported that there had been no requests from members of the public to speak on any of the meeting's agenda items.

11.EC.22 EXECUTIVE'S RESPONSE TO RECOMMENDATIONS OF OVERVIEW AND SCRUTINY TASK GROUP'S INQUIRY INTO HIGHWAYS ISSUES

The Executive Cabinet received and considered a report outlining their response and actions following the Overview and Scrutiny Committee's inquiry into highways issues.

The Executive Member (Places) advised there were many positive proposals within the report, including taking responsibility for grass verges and gritting in the town centre from Lancashire County Council, although delivering the actions would take some time due to negotiations required.

In response to a query, it was noted that Lancashire County Council did not currently have the functionality to enable feed back to customers on the progress of service requests.

It was hoped that the initial letters for the enforcement of overhanging vegetation on private land would be undertaken, on behalf of Lancashire County Council.

The Chair of the Overview and Scrutiny Committee thanked the Executive Cabinet for their response and the Members of the Task Group for their recommendations.

Members raised several service requests which officers undertook to respond to.

Decision made

1. The Executive Cabinet's response and actions in section 8 of the report be agreed.
2. The response for Lancashire County Council and United Utilities be noted.
3. The street cleaning schedules to be made available to Members via intheknow.
4. A damaged crass barrier on Friday Street car park be inspected and required action taken.
5. Requests for overhanging vegetation, on signs and street lamps, to be reported to the Head of Streetscene & Leisure Contracts who would direct the request to the appropriate person.
6. An update report be presented to a future meeting; including the approach to be taken with advertising boards.

Reason for decision

To respond to the Overview and Scrutiny Committee's recommendations and make improvements to the highways service within the Borough.

Alternative option(s) considered and rejected

None.

11.EC.23 FIRST QUARTER CHORLEY PARTNERSHIP PERFORMANCE REPORT 2011/12

The Executive Cabinet considered a report of the Director of Partnerships, Planning and Policy which set out the performance of the Chorley Partnership from 1 April to 30 June 2011.

Key points were highlighted, including that overall crime had reduced by 9.6% compared to this period last year, reductions had been seen in most categories of crime during the first quarter and that the percentage of unauthorised absence in primary and secondary schools in the Chorley area was below the national average.

The report included an update on progress made in the delivery of the key projects of the Chorley Partnership in 2011/2012, with four of the five projects currently rated 'green'.

The Early Invention project was currently rated amber. Some work had been completed, but due to external delays, the timetable for completion had been revised and all projects were expected to be commissioned during the second quarter.

The deliberate primary fires figures was high due to recent moorland fires.

Decision made

To note the report.

Reason for decision

To facilitate the ongoing analysis and management of the Chorley Partnership's performance and delivery of funded projects.

Alternative option(s) considered and rejected

None.

11.EC.24 FIRST QUARTER PERFORMANCE REPORT 2011/12

(Councillor Eric Bell declared a personal interest but stayed in the meeting)

The Executive Cabinet considered a report of the Director of Partnerships, Planning and Policy which set out performance against the Corporate Strategy and key performance indicators from 1 April to 30 June 2010.

Overall performance of key projects remained good, with the vast majority of the projects either completed, on track or not scheduled to start until later in the year. Overall performance on the key measures in the Corporate Strategy and key performance indicators was strong, with 92% of the Corporate Strategy measures performing above target or within the 5% tolerance.

Five projects had been rated amber and one of the key service delivery measures was below target. This indicator related to the time taken to process Housing Benefit and Council Tax Benefit change events. An action plan had been developed to outline what action would be taken to improve performance.

Members highlighted that the allotments project was now subject to a decision by DCLG. It was confirmed that the Director of Planning, Partnerships and Policy would be taking over responsibility for the development of an Asset Management Strategy project. Members congratulated officers on the better than target performance in relation to the processing of planning applications for 'major', 'minor' and 'other' application types.

It was confirmed that the issues with the Shared Revenues and Benefits with South Ribblesdale Council related to significant changes in the welfare system nationally and there would be no delay to customers in receiving their benefits.

Decision made

To note the report.

Reason for decision

To facilitate the ongoing analysis and management of the Council's performance in delivering the Corporate Strategy.

Alternative option(s) considered and rejected

None.

11.EC.25 CAPITAL PROGRAMME MONITORING 2011/12 - 2013/14

The Executive Cabinet considered a report of the Chief Executive updating the Capital Programme for financial years 2011/12 to 2013/14 to take account of rephasing of expenditure and other budget changes.

In July 2011 Council approved revisions to the 2011/12 to 2013/14 Capital Programme, to increase the current estimate to £10,153,770. The principal changes to the programme were the rephasing of £1.995 million expenditure from 2010/11, and additional projects and increased budgets to reflect the available Government grants and developers' contributions.

The report proposed that the three-year Capital Programme should be increased by a net total of £66,780, which increased the total to £10,220,550.

The proposals included increasing the budget for Disabled Facilities Grants by £100,000 by transferring budget provision from the uncommitted Housing Renewal budget, that Cotswold House homeless unit be remodel and improved (subject to a funding bid submitted to the Homes and Communities Agency (HCA) being successful and the addition of two new Play and Recreation Fund projects at Hurst Brook and Longfield Avenue. It was confirmed that Section 106 monies could be ring fenced for a short period if there was a short term delay in confirming match funding.

Decision made

1. To note the report.
2. To recommend Council to approve the changes to the Capital Programme for 2011/12 to 2013/14 as presented in Appendix 1 of the report.
3. An update report on the Disabled Facilities Grants be presented to a future meeting.

Reason for decision

It is necessary to update the capital programme figures for 2011/12 to 2013/14 to reallocate part of the uncommitted Housing Renewal budget; to take account of the rephrasing of expenditure; and to reflect changes to the resources estimated to be available to finance the programme.

Alternative option(s) considered and rejected

None.

11.EC.26 REVENUE BUDGET MONITORING 2011/12 REPORT 1 (END OF JUNE 2011)

The Executive Cabinet considered a report of the Chief Executive setting out the current financial position of the Council as compared against the budgets and efficiency savings targets it set itself for the financial year 2011/12.

The revenue budget savings proposals of £1.197m approved for 2011/12 had, in the main, been implemented and savings achieved. The remaining savings options for increases in planning and car parking fees would be introduced over the coming months.

The Council expected to make overall target savings of £358,000 in 2011/12 from management of the establishment, a reduced pension rate from the draft budget, and review of the car leasing scheme. £229,000 had already been achieved, leaving £129,000 remaining for the target to be achieved for the year. £70,000 had been saved due to the deletion of the post of Director of Transformation following the appointment of Gary Hall as Chief Executive.

A number of areas would be monitored closely as the year progressed, including contributions to Corporate Savings and Efficiency Targets, major income streams, in particular car parking fees, planning/building control fees, markets rents and Housing and Council Tax Benefits.

In response to a query it was clarified that there had been interest shown in the, currently vacant, White Hart public house.

Decision made

1. To note the report.
2. That Council be recommended to approve the virement of £20,000 from Partnerships, Planning and Policy directorate and £72,000 from the Transformation directorate in order to finance capital investment in two new ICT systems.

Reason for decision

1. To ensure the Council's budgetary targets are achieved.
2. To ensure that two new ICT projects can be added to the Capital Programme without increasing borrowing in 2011/12.

Alternative option(s) considered and rejected

None.

11.EC.27 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED – That the press and public be excluded from the meeting for the following items of business on the ground that it involved the likely disclosure of exempt information as defined in Paragraph 5 of Part 1 of Schedule 12A to the Local Government Act 1972.

11.EC.28 PLANNING BREACH AT HEATH PADDOCK, HEATH CHARNOCK

To receive and consider a confidential report outlining the current position regarding compliance with the enforcement notices on land known as Heath Paddock which was currently being used as an unauthorised gypsy/traveller site by the owner/occupiers.

The Executive Member (Partnerships and Planning) thanked the Chair of the Overview and Scrutiny Committee for his agreement that the decision be treated as a matter of urgency enabling the decision making function to be retained by the Executive Cabinet, as required by Appendix 5 of the Constitution.

Decision made

1. **To note the decision of the Development Control Committee made on 9 August to seek an injunction to control the planning breach;**
2. **To set aside a certain amount from balances from the general revenue fund to cover the cost of this enforcement action; [This recommendation was based on all police and fire service costs being the full responsibility of Lancashire Police Authority and Lancashire Fire & Rescue respectively and the Council not bearing any such costs associated with this action].**
3. **To grant delegated authority to the Chief Executive in consultation with the Leader of the Council to spend up to a further amount in response to any operational necessity that arises including remediation of the site should the owners not comply with the second enforcement notice to remediate the site by 21 September 2011.**
4. **To exercise their powers under Appendix 5 Part B paragraph 4 of the Constitution to make the decision as a matter of urgency.**

Reason for decisions:

To fund the necessary legal and site clearance action at Heath Paddock to address the breach of the enforcement notices. The decision should be treated as urgent as it is not practical to call a meeting of Full Council on short notice during the holiday period. Further, there would be an unacceptable delay in progressing this matter were it to be placed on the agenda for the Council Meeting on the 27 September 2011.

Alternative option(s) considered and rejected:

1. The Executive Cabinet could refuse to fund the action. This was rejected on the basis that it would have damaging reputational issues for the Council, could potentially open up the Council to third party claims and could encourage further breaches of planning control.
2. The Council was currently prosecuting the land owners for the breach under S179 of the Town & Country Planning Act 1990. Whilst this enforcement action was punitive in nature it might be effective in controlling the planning breach. However, if the prosecution does not result in the occupiers vacating the site, then injunctive relief was the next most appropriate course of action. This would require significant resources as detailed.

Executive Leader

Report of	Meeting	Date
Chief Executive	Overview & Scrutiny	5 th September 2011

MONITORING OF RECEIPT AND USE OF DEVELOPERS' SECTION 106 CONTRIBUTIONS

PURPOSE OF REPORT

1. To update the Overview and Scrutiny Committee on the progress made in implementing the projects included in the revenue budget and capital programme that are to be funded with developers' Section 106 contributions.

RECOMMENDATION(S)

2. To note the progress made in implementing projects funded with S106 contributions.

EXECUTIVE SUMMARY OF REPORT

3. Contributions may be received from developers by the council as a result of Section 106 Agreements entered into to make a development acceptable in planning terms. Depending on the terms of specific agreements, contributions may be received for provision of facilities or infrastructure either on-site or off-site, such as affordable housing, transport or highways improvements, play and recreation and other community facilities. Use of such contributions would be included in the revenue budget or capital programme, as appropriate.
4. Not all projects to be financed with S106 contributions need be implemented directly by the council. A Play and Recreation Fund has been established to receive bids from parish and town councils, appropriate community organisations, as well as the Borough Council. Major schemes may be implemented in partnership with other bodies, such as the Buckshaw Village Railway Station.
5. Further information about S106 Agreements is published on the council's web site in the Environment & Planning section, which includes the Register of S106 Agreements.
6. The report presents details of expenditure financed with S106 contributions during 2010/11, and indicates the budget provision for 2011/12 and subsequent years, where agreed. Uncommitted balances and contributions due to be received as developments proceed are identified and the purposes for which the contributions can be applied are explained.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

7. To ensure that members are updated on progress made in implementing S106-funded projects; and are aware of S106 contributions received or due to be received but which are not yet reflected in either the revenue budget or capital programme.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 8. None

CORPORATE PRIORITIES

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

Strong Family Support		Education and Jobs	
Being Healthy		Pride in Quality Homes and Clean Neighbourhoods	✓
Safe Respectful Communities		Quality Community Services and Spaces	✓
Vibrant Local Economy		Thriving Town Centre, Local Attractions and Villages	
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			

BACKGROUND

- 10. Idea.gov.uk defines Section 106 (S106) Agreements as follows:

“Section 106 (S106) of the Town and Country Planning Act 1990 allows a local planning authority (LPA) to enter into a legally-binding agreement or planning obligation with a landowner in association with the granting of planning permission. The obligation is termed a Section 106 Agreement.

These agreements are a way of delivering or addressing matters that are necessary to make a development acceptable in planning terms. They are increasingly used to support the provision of services and infrastructure, such as highways, recreational facilities, education, health and affordable housing.

The scope of such agreements is laid out in the government’s Circular 05/2005. Matters agreed as part of a S106 must be:

- relevant to planning
- necessary to make the proposed development acceptable in planning terms
- directly related to the proposed development
- fairly and reasonably related in scale and kind to the proposed development
- reasonable in all other respects.

A council’s approach to securing benefits through the S106 process should be grounded in evidence-based policy.”

- 11. Services and infrastructure to be provided through S106 Agreements can be within the area of the development (on-site), or beyond the boundaries of the development (off-site). Depending on the terms of the particular agreements, off-site facilities might be provided within the immediate vicinity of the development, or within the boundaries of the whole Borough.
- 12. On-site facilities are often provided directly by the developers, for example, affordable housing units. In such cases, though the council would monitor the provision of the facilities or infrastructure in accordance with the S106 agreements, the works would not be included in the council’s own revenue budget or capital programme. An exception would be if top-up

funding from the council was required to ensure that a facility was provided at a higher specification than required by a S106 agreement, one example being the contribution towards the cost of the Fairview Farm Youth and Community Centre in Adlington. If the council adopts on-site facilities, such as a community centre, public open space or a play area, a commuted sum is often payable by the developer to finance the cost of future maintenance for a number of years.

13. If facilities are to be provided off-site, developers would usually pay a sum to the council to finance the cost of the works in another location, sometimes on council-owned land but also on land owned by housing associations, parish councils or other bodies. In some cases, such contributions are paid to the council in order to implement on-site facilities. Each S106 agreement can contain restrictions on the use of the contributions. The permitted uses of contributions might be set out in detail, and time limits requiring prompt use of the contributions might be specified. Some agreements permit use of the contributions for several types of facilities and infrastructure, to be determined by the council after taking account of the matters indicated in the definition of S106 agreements presented above.
14. Where the council receives contributions from developers as a result of S106 contributions, the use of these is included in the revenue budget or capital programme, as appropriate. Major schemes such as the Buckshaw Village Railway Station are identified separately in the capital programme. Smaller projects, such as enhancement of play areas or public open space, are grouped together in capital programme monitoring reports to Executive Cabinet and Council with the description "Play and Recreation Fund Projects". Use of the Play and Recreation Fund to provide grant-funding for schemes to be implemented by parish councils or community groups is reflected in the council's revenue budget. All such schemes, whether capital or revenue, are monitored individually by the budget holder.
15. Progress in implementing S106-funded projects in 2010/11 and budgeted use in 2011/12 to 2013/14 is identified below by category of contributions.

AFFORDABLE HOUSING

16. The S106 contributions available and applied in 2010/11 for the purpose of providing affordable housing were as follows:

Affordable Housing

	£
Balance as at 1 April 2010	499,206
Received in year	546,851
Available 2010/11	<u>1,046,057</u>
Financing of Purchase & Repair capital grants	(467,000)
Balance as at 31 March 2011	<u><u>579,057</u></u>

17. The Purchase and Repair programme commenced during 2009/10 in partnership with Adactus Housing Group. Expenditure in 2009/10 was £302,500, which means that the total for the programme financed from S106 contributions to date is £769,500.

18. During 2011/12, S106 contributions have been applied towards the cost of affordable housing at Crosse Hall Lane (£80,000) and Devonport Way (£78,000). In the capital programme presented to Executive Cabinet on 18th August 2011, the affordable housing budget allowed for the application of £434,060 S106 resources to finance further schemes in 2011/12. However, the Head of Housing has indicated that it is unlikely that further schemes could be implemented during this financial year, because of the need to consult and negotiate with Registered Social Landlords, the Homes and Communities Agency and other interested parties. Rephasing of the affordable housing programme will be proposed when the capital programme is next reported.
19. The affordable housing budget for 2012/13 is currently only £90,000, to reflect the expected receipt of a new contribution. This will be supplemented by the resources now expected to be rephased from 2011/12. Further contributions received for the purpose of providing affordable housing will be added to the capital programme when available. Such contributions could include those received for a range of purposes, such as that receivable in respect of the Buckshaw Group 4 North development, which is discussed in more detail below. The Buckshaw Group 1 agreement provides for on-site affordable housing rather than payment of a commuted sum for off-site provision.

TRANSPORT

20. During 2010/11, the S106 contributions available and applied for the provision of transport infrastructure were as follows:

Transport

	£
Balance as at 1 April 2010	3,476,685
Received in year	107,936
Available 2010/11	<u>3,584,621</u>
Financing of Buckshaw Village Railway Station	(151,368)
Financing of Buckshaw Village Cycle Network	(30,577)
Balance as at 31 March 2011	<u><u>3,402,676</u></u>

21. Implementation of the Buckshaw Village Railway Station is by a partnership of Chorley Council, Lancashire County Council and Network Rail. Progress is monitored regularly by the partners, together with Northern Rail. Expenditure due to be financed in 2011/12 with the S106 contribution received for the specific purpose is £3,325,320. Budget provision in 2011/12 for further work on the Cycle Network is £77,360.
22. Of the £743,573 S106 contribution received from the development of the former Lex Autologistics site on Pilling Lane in Chorley, £150,000 has been earmarked as a contribution to highways improvements to be carried out by Lancashire County Council as a result of the development. The use of the Pilling Lane contribution is discussed further below.
23. Part of the Buckshaw Group 1 contribution, when received, would be for the provision, enhancement or replacement of public transport infrastructure and/or associated benefits and/or community facilities and/or associated benefits within the vicinity of the

Development, Buckshaw village and/or nearby town centres. Proposals will be reported when the contribution is available.

PLAY/RECREATION AND PUBLIC OPEN SPACE

24. S106 contributions for the provision and enhancement of play and recreation facilities and public open space were applied as follows during 2010/11:

<u>Play/Recreation & Public Open Space</u>	
	£
Balance as at 1 April 2010	589,886
Received in year	132,206
Available 2010/11	<u>722,092</u>
Financing of Play & Recreation Fund schemes (revenue)	(118,086)
Financing of Play & Recreation Fund schemes (capital)	(1,051)
Financing of grant re Coppull Leisure Park	(25,000)
Financing of Fairview Farm Play Facilities	(97,030)
Balance as at 31 March 2011	<u><u>480,925</u></u>

25. Many of the S106 contributions received for the purpose of providing such facilities are of low value, especially if a development is in respect of only one property. If use of such contributions was restricted to the parish in which the development was located, it could take several years before the total accumulated was sufficient to implement a project. As a consequence of such issues, and reflecting the desire of parish and town councils to be involved in deciding the use of the contributions, Executive Cabinet of 3rd December 2009 approved the establishment of the Play and Recreation Fund. The intention was to ensure that the needs of the local community could be identified and that contributions would be distributed effectively. Parish and town councils, appropriate community groups, and Chorley Council can submit bids for projects to be funded from the Play and Recreation Fund. The first bids were reported to and approved by the Executive Cabinet of 2nd September 2010. Further bids for use of a S106 contribution restricted to use in Coppull were approved by the Executive Member for Partnerships and Planning on 13th July 2011.
26. A copy of the Play and Recreation Fund Application Form is attached as Appendix 1.
27. Projects being implemented by parish and town councils and other community groups include Gough Lane Play Area, Clayton le Woods; Charnock Richard FC changing rooms; Meadows Play Area, Heskin; Mossie Close Play Area, Charnock Richard; Play Zone Wheelton; Recreation Ground improvements in Eccleston and Bretherton; floodlighting for Chorley Panthers ARLFC; play area improvements in Mawdesley; and pavilion improvements in Whittle le Woods. Funding has been earmarked for a skate park in Euxton, pending confirmation of the success of other funding bids. A grant will be made to enable the further development of the Springfield Play Park in Coppull, and a grant for more improvements to Chisnall Playing Fields can be made when the contribution is received from a development in Coppull later in the year.

28. Chorley Council schemes being funded from the Play and Recreation Fund include improvements to Lodge Bank Play Area; enhanced access to Astley Park; development of the Chorley Cemetery Memorial Wetland; and improvement of Buttermere Green Play Area. Funding has been agreed for improvements to Hurst Brook and Longfield Avenue Play Areas in Coppull, which can proceed once the S106 contribution has been received in full.
29. Other schemes included in the capital programme for 2011/12 include play facilities at Eaves Green and the Yarrow Valley Country Park's Natural Play Zone. In addition, improvements to Ranglett's Recreation Ground and Duke Street Field have been included in the 2011/12 programme, the £230,000 expenditure being funded from the S106 contribution received in respect of the Pilling Lane site.
30. The uncommitted balance of contributions available for play and recreation use is approximately £49,000 at present.

ENVIRONMENTAL IMPROVEMENTS

31. During 2010/11, a contribution of £25,203 was received to finance various improvement works to Milestone Meadow. These works will be completed during 2011/12, and budget provision is included in the revenue budget.

YOUTH DEVELOPMENT

32. Contributions totalling £63,978 were received during 2010/11 for youth development in Buckshaw Village. This will be spent at the rate of £16,000 each year from 2011/12 onwards, to make grants to suitable organisations. Any unspent budget provision, which is included in the revenue budget, will roll over until applied in full.

FORMER LEX AUTOLOGISTICS SITE, PILLING LANE

33. Of the total community facilities benefit contribution of £743,573 received during 2010/11, £150,000 has been earmarked for Highways Improvements and £230,000 for improving Ranglett's Recreation Ground etc., as discussed above. This leaves an uncommitted balance of £363,573 not yet reflected in either the capital programme or the revenue budget.
34. The contribution could be used for the following purposes: a neighbourhood warden service and/or CCTV facilities to benefit the local area; the improvement and maintenance of any open space and recreational facilities in the local area; the carrying out of streetscape improvements in the vicinity of the site; and the carrying out improvements to off-site cycle network and public transport.

FUTURE S106 CONTRIBUTIONS

BUCKSHAW GROUP 1 DEVELOPMENT

35. The S106 agreement in respect of Group 1 (Royal Ordnance Site, Euxton Lane, Euxton) includes the following contributions, which are to be index linked and will be phased as the development proceeds. (South Ribble Borough Council would also receive some contributions, but the figures below refer only to the amounts payable to Chorley Council.)

36. Planning Officer Contribution A contribution of £16,500 per year for five years towards the cost of a planning officer, which would be index linked. Use of this contribution would be reflected in the Head of Planning's revenue budget.
37. Off-Site Public Open Space Contribution To be paid in two instalments, this would total £262,500 plus index linking. The purpose of the contribution is to provide or enhance public open space within a two mile radius of Central Avenue, Buckshaw.
38. Public Infrastructure Contribution Receivable for the purpose of making improvements to existing public infrastructure or the provision of new public infrastructure, considered to benefit the Development and/or Buckshaw Village, this would total £2,625,000 plus index linking and would be receivable in three instalments.
39. Public Transport and Community Facilities Contribution This contribution would be used to provide, enhance or replace public transport infrastructure and/or associated benefits and/or community facilities and/or associated benefits within the vicinity of the Development, Buckshaw Village and/or nearby town centres. Before index linking, the sum due would be £427,500, which would be received in three instalments.
40. Affordable housing is to be provided on-site rather than by payment of a commuted sum for off-site provision.

BUCKSHAW GROUP 4 NORTH DEVELOPMENT

41. The S106 agreement in respect of the land west of Sibbering's Farm, Dawson Lane, Whittle le Woods includes the payment of a contribution of £2,810,000 plus index linking. This would be paid in three instalments, and could be used towards the provision of off-site affordable housing, community facilities and playing fields within the vicinity of the site and towards the provision and maintenance of an equipped children's play area. The original agreement included use of an index that is no longer published, so use of an alternative index has to be negotiated with the developer.

REGISTER OF S106 AGREEMENTS

42. Further information about S106 Agreements is provided on the council's web site in the 'environment and planning' section. This contains the council's Register of S106 Agreements, which is being updated at present.

SUMMARY

43. Appendix 2 summarises the progress made in implementing S106-funded projects during 2010/11. It shows the budgeted use of contributions from 2011/12 onwards and identifies the uncommitted balance of contributions. The appendix indicates that affordable housing contributions included in the 2011/12 capital programme that have not yet been allocated to specific schemes will be rephased to 2012/13. Finally, contributions due from the continuing development of Buckshaw Village are summarised in Appendix 3. The contributions, apart from the Group 1 planning officer contribution, would be received in phases according to the number of dwellings occupied. At present, it is not possible to estimate when the contributions would be received, but the resources would be reflected in the council's budget once the sums become due.

IMPLICATIONS OF REPORT

44. 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	

45. Financial implications are set out in the body of the report.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Michael Jackson	5490	22 nd August 2011	S106 Monitoring O&S Cttee Sept 2011.doc

Play and Recreation Fund Application Form *(Version 26/11/10)*

Guidance notes for the application form

This application form is an important document, as the information within it will be used to assess whether your project is eligible to bid for funding from the Play and Recreation Fund, whether it meets the necessary criteria and will be used to help determine any bid awards.

The aim of the Play and Recreation Fund is to protect and improve the quality of public open space, sport and recreation provision which has recreational value. With the understanding that investment in sports and leisure can be effective in tackling health inequalities amongst the population of Chorley, as well as getting people involved in their communities.

The Play and Recreation Fund can apply to of the following types of provision:

Type of Provision	Primary Purpose
Parks and gardens	Accessible, high quality opportunities for informal recreation and community events.
Provision for children and young people	Areas designed primarily for play and social interaction involving children and young people, such as equipped play areas, ball courts, skateboard areas and teenage shelters.
Allotments, community gardens and urban farms	Opportunities for those people who wish to do so to grow their own produce as part of the long term promotion of sustainability, health and social inclusion.
Natural and semi-natural greenspaces, including urban woodland	Wildlife conservation, biodiversity and environmental education and awareness.
Amenity greenspace	Opportunities for informal activities close to home or work or enhancement of the appearance of residential or other areas.
Green corridors	Walking, cycling or horse riding, whether for leisure purposes or travel, and opportunities for wildlife migration.
Outdoor sports facilities (pitch and non pitch)	Participation in outdoor sports, such as pitch sports, bowls and athletics.
Indoor sports facilities (built facilities)	Participation in indoor sports, such as badminton, swimming and gymnastics.

Please complete the application form using a black ballpoint pen or type, and ensure that you answer every question. **This application form is available electronically upon request.**

It is important that you keep a copy of the form for yourself, as you will need to refer to it when reporting on the progress of your project and filling in the application form.

When initially assessing the application form, the Play and Recreation Fund will consider the following:

- Does the project meet the associated Section 106 Agreement criteria?
- Have you given the figures for bid funding?
- How does the project benefit the population of Chorley?
- How does this project contribute to meeting the objectives and priorities the **Sustainable Community Strategy for Chorley 2007-2025**, in particular the key targets
 - Developing the character and feel of Chorley as a good place to live, work and play
 - Building Stronger Communities with improved access to and satisfaction with public services

If you have any queries please do not hesitate to contact us before completing the application form.

For further information please contact:

Robert Rimmer, Bid Co-ordinator, Development Control, Chorley Council, Civic Offices, Union Street, Chorley PR7 1AL Tel: 01257 515221 E-Mail: robert.rimmer@chorley.gov.uk

22/08/2011

ORGANISATION DETAILS

1. Project title	
2. Proposed start date	
3. Name of organisation	
4. Name of main contact	
5. Position held by main contact	
6. Address of organisation	
7. Telephone Number	
8. E-Mail address	
9. If a community group when were you established?	
10. List any other organisations helping to do the project	

Please include a site location plan of where the proposed works are to take place.

For further information please contact:

Robert Rimmer, Bid Co-ordinator, Development Control, Chorley Council, Civic Offices, Union Street, Chorley PR7 1AL Tel: 01257 515221 E-Mail: robert.rimmer@chorley.gov.uk

THE PROJECT

<p>11. Please describe exactly what the project will do as fully as possible. Where is the project going to happen? How long do you estimate it will take? Is there a particular time of year when the project needs to commence? e.g. Planting time</p>
<p>12. Do you know of any other related work already being undertaken in the area? If so what and where? Who is doing the other work? Does your project have links with what they are doing?</p>
<p>13. The Council will take responsibility to undertake the works required to execute successful bids, unless you indicate that the intention is for your organisation to carry out the works. e.g. Community projects where part of the bid is to include the contribution of volunteers. Do you have any such plans?</p>
<p>14. Does the project have local support? How does your project meet the aims and objectives of the Sustainable Community Strategy for Chorley 2007-2025? (We are looking for evidence of wider consultation in the Community rather than just with the people who will benefit; evidence of other community group involvement, surveys carried out, please include any additional supporting documentation.)</p>

For further information please contact:
 Robert Rimmer, Bid Co-ordinator, Development Control, Chorley Council, Civic Offices, Union Street,
 Chorley PR7 1AL Tel: 01257 515221 E-Mail: robert.rimmer@chorley.gov.uk

15. Why is this level of funding required?

**What would happen if it was not available, or available at reduced rate?
(Would the project have to be put on hold?)**

16. Is there an identifiable 'need' for the project?

(Please refer back to question 14 if necessary)

17. Do you require any form of consent from other parties in order for the project to proceed? e.g. planning permission, licensing, another landowner's consent

18. Who owns the proposed site? Is it rented, if so from whom? Is it on a lease, if so who is the leaseholder?

For further information please contact:

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Chorley PR7 1AL Tel: 01257 515221 E-Mail: robert.rimmer@chorley.gov.uk

BENEFITS

<p>17. Which groups will benefit? e.g. children & young people, sports clubs, disabled etc.</p>	
<p>18. How many people will benefit? Please try to be specific rather than just “everyone in the area” (Is it a scheme that could benefit sports across the Borough for example)</p>	
<p>19. Are the beneficiaries specific to the locality or does it have appeal across the Borough?</p>	

MANAGEMENT

<p>20. Who will make the project happen? (E.g. management committee, steering group, project manager).</p>
<p>21. What are the major impacts predicted? <i>These may be things that take some time to have an effect as a result of your project. For example, “improvements to the play equipment or play-space will result in a wider choice of facilities for older children/teenagers in the area” or “the facility is now used more easily by disabled members of the community”.</i></p>
<p>a)</p>
<p>b)</p>
<p>c)</p>
<p>28. Milestones <i>These are dates that you have set as deadlines for achieving certain activities during your project. Please list two or three milestones with projected dates</i></p>
<p>a)</p>
<p>b)</p>
<p>c)</p>

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PROJECT MONITORING

29. How will you monitor your progress with the project? (For example, “we will use questionnaires to see if people are happy with the service we are providing”)	
30. Who will be monitoring progress with the project?	
32. Tell us how you will ensure that the people or organisation you are targeting will know that the project exists/will have access to your project and can use the facilities and services provided? (e.g. Newsletters, promotional work in schools or with sports groups).	

For further information please contact:

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PROJECT FUNDING

33. Please outline what you will be spending money on in your project and also how you intend to fund the project including the amount of grant you are requesting from the Public Open Space Grant Fund.

Please indicate if you are due to receive revenue from other bodies, or if you have already received funding from the Council for any earlier stage of the scheme.

Where appropriate, this application should be accompanied by professional estimates, tenders or quotations. VAT should not be included in these costs where it is recoverable

VAT number (if applicable)

My organisation/group can recover VAT Yes No

Expenditure Item	Amount	% of Overall Project Expenditure
TOTAL		
Funding Source (please list all funding sources – including individual fundraising activity)	Amount	% of Overall Project Expenditure
TOTAL		
Prices ex VAT		

<i>Signature of applicant</i>		<i>Date</i>	
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34. In order to help us improve our service, please comment on how easy you found this application form to complete. What would make it easier?

EQUALITY AND DIVERSITY

Does your project have the potential to impact negatively on any of the following groups? Please tick, and add a comment. Projects will still be considered even if negative impact is identified, however you will need to identify how you intend to minimise any potential negative impact.

Equality target group	Negative impact? (please <input type="checkbox"/>)	Explanation
Age		
Gender		
Disability		
Faith		
Ethnicity		
Sexual Orientation		
Rurality		

For further information please contact:

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Use of S106 Contributions 2010/11 Onwards

	Affordable Housing £	Transport £	Play & Recreation £	Milestone Meadow £	Buckshaw Youth Dev. £	Pilling Lane £	Total £
Balance as at 1 April 2010	499,206	3,476,685	589,886	0	0	0	4,565,777
Received in year	546,851	107,936	132,206	25,203	63,978	743,573	1,619,747
Available 2010/11	1,046,057	3,584,621	722,092	25,203	63,978	743,573	6,185,524
Financing of Purchase & Repair capital grants	(467,000)						(467,000)
Financing of Buckshaw Village Railway Station		(151,368)					(151,368)
Financing of Buckshaw Village Cycle Network		(30,577)					(30,577)
Financing of Play & Recreation Fund schemes			(119,137)				(119,137)
Financing of grant re Coppull Leisure Park			(25,000)				(25,000)
Financing of Fairview Farm Play Facilities			(97,030)				(97,030)
Applied 2010/11 (revenue & capital schemes)	(467,000)	(181,945)	(241,167)	0	0	0	(890,112)
Balance as at 31 March 2011	579,057	3,402,676	480,925	25,203	63,978	743,573	5,295,412
Received in year			5,526				5,526
Receivable in year	13,000		50,520				63,520
Available 2011/12	592,057	3,402,676	536,971	25,203	63,978	743,573	5,364,458
Financing of Affordable Housing schemes	(158,000)						(158,000)
Financing of Buckshaw Village Railway Station		(3,325,317)					(3,325,317)
Financing of Buckshaw Village Cycle Network		(77,359)					(77,359)
Financing of Play & Recreation Fund schemes			(272,703)				(272,703)
Financing of Eaves Green Play Facilities			(189,480)				(189,480)
Financing of YVCP Natural Play Zone			(23,000)				(23,000)
Financing of Fairview Farm Play Facilities			(2,970)				(2,970)
Financing of Environmental Improvements				(25,203)			(25,203)
Financing of Youth Development grants					(16,000)		(16,000)
Financing of Highways Improvements						(150,000)	(150,000)
Financing of Rangleys Rec'n Grnd Imps.						(230,000)	(230,000)

	Affordable Housing £	Transport £	Play & Recreation £	Milestone Meadow £	Buckshaw Youth Dev. £	Pilling Lane £	Total £
To be applied 2011/12	(158,000)	(3,402,676)	(488,153)	(25,203)	(16,000)	(380,000)	(4,470,032)
Balance as at 31 March 2012	434,057	0	48,818	0	47,978	363,573	894,426
Receivable in year	90,000						90,000
Available 2012/13	524,057	0	48,818	0	47,978	363,573	984,426
Financing of Affordable Housing schemes	(524,057)						(524,057)
Financing of Youth Development grants					(16,000)		(16,000)
To be applied 2012/13	(524,057)	0	0	0	(16,000)	0	(540,057)
Balance as at 31 March 2013	0	0	48,818	0	31,978	363,573	444,369
Financing of Youth Development grants					(16,000)		(16,000)
To be applied 2013/14	0	0	0	0	(16,000)	0	(16,000)
Balance as at 31 March 2014	0	0	48,818	0	15,978	363,573	428,369
Financing of Youth Development grants					(15,978)		(15,978)
To be applied 2014/15	0	0	0	0	(15,978)	0	(15,978)
Balance as at 31 March 2015	0	0	48,818	0	0	363,573	412,391

Group 1 S106 Agreement re land at Royal Ordnance Site, Euxton Lane, Euxton, Chorley

Off-Site Public Open Space Contribution

Dwellings	Chorley £
400	131,250
600	131,250
	<u>262,500</u>

Planning Officer Contribution

Triggers	Chorley £
First Reserved Matters Approval	16,500 Due in 2011/12
Anniversary	16,500 2012/13
Anniversary	16,500 2013/14
Anniversary	16,500 2014/15
Anniversary	16,500 2015/16
	<u>82,500</u>

Public Infrastructure Contribution

Dwellings	Chorley £
250	900,000
500	900,000
750	825,000
	<u>2,625,000</u>

Public Transport and Community Facilities Contribution

Dwellings	Chorley £
250	142,500
500	142,500
750	142,500
	<u>427,500</u>

Total Due - Buckshaw Group 1

	Chorley £
Before Indexing	<u>3,397,500</u>

Group 4 North S106 Agreement re Land West of Sibbering's Farm, Dawson Lane, WLW

£

First Payment	707,500	Commutated sum towards the provision of off-site affordable housing, community facilities within the vicinity of the site and towards the provision and
Second Payment	707,500	maintenance of an equipped children's play area. The sum is to be index linked, but a new index needs to be agreed with the developer because the one
Third Payment	1,395,000	specified in the agreement is no longer published.
Total Before Indexing	<u>2,810,000</u>	
Total Group 1 & Group 4 North	<u>6,207,500</u>	

Report of	Meeting	Date
Paul Lowe Merged CDRP Manager	Overview and Scrutiny Committee	23 August 2011

COMMUNITY SAFETY OVERVIEW AND SCRUTINY OPTIONS PAPER

PURPOSE OF REPORT

To present Members with options within our community safety remit for consideration in relation to scrutiny.

RECOMMENDATION(S)

1. That Members determine which area of community safety they wish to subject to scrutiny.

EXECUTIVE SUMMARY OF REPORT

2. The Crime & Disorder (Overview and Scrutiny) Regulations 2009 require local authorities to scrutinise the work of Community Safety Partnerships at least annually in order to determine that local community safety issues are being dealt with effectively.
3. At the last Overview and Scrutiny Committee on the 11 July 2011 Members requested an options paper outlining areas of community safety which could be the subject of scrutiny.
4. Two areas of community safety work are proposed for consideration as follows:
 - a. Independent Domestic Violence Advocacy Service (IDVA)
 - b. Neighbourhood Policing

REASONS FOR RECOMMENDATION(S)

5. The Crime & Disorder (Overview and Scrutiny) Regulations 2009 require local authorities to scrutinise Community Safety Partnerships at least annually to ensure that local community safety issues are being effectively dealt with. These two areas of work are at the forefront of tackling crime and providing community reassurance and confidence in partners to tackle crime.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

6. None

CORPORATE PRIORITIES

7. This report relates to the following Strategic Objectives:

Strong Family Support		Education and Jobs	
Being Healthy		Pride in Quality Homes and Clean Neighbourhoods	
Safe Respectful Communities	x	Quality Community Services and Spaces	
Vibrant Local Economy		Thriving Town Centre, Local Attractions and Villages	
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			x

BACKGROUND

- 8. The Police and Justice Act 2006 requires local authorities to establish a Member committee to:
 - a. review or scrutinise decisions made, or other actions taken, in connection with the discharge of its crime and disorder function; and
 - b. make reports or recommendations to the Council with respect to the discharge of those functions.
- 9. The Crime and Disorder (Overview and Scrutiny) Regulations 2009 requires the Member committee to meet not less than once in every twelve month period.
- 10. This Police and Justice Act amended the Crime and Disorder Act 1998 to enable local authorities, where they agree, to operate jointly with the scrutiny arrangements of other neighbouring local authorities. Whilst Chorley Council and South Ribble Borough Council operate within a collaborative community safety partnership they are not officially merged as defined by Home Office guidance. Therefore Members are at liberty under our current arrangements to operate any scrutiny arrangements separately and given the existing budget and performance management arrangements, this would appear appropriate.

OPTIONS

- 11. The following areas of community safety work are proposed for scrutiny :
 - 1. Independent Domestic Violence Advocacy Service (IDVA)
 - 2. Neighbourhood Policing

INDEPENDENT DOMESTIC VIOLENCE ADVOCACY SERVICE (IDVA)

- 12. Domestic abuse (including domestic violence) is a key priority for the Safer Chorley and South Ribble Partnership. One aspect of the domestic abuse agenda is the support high risk victims receive. The IDVA service supports high risk survivors of domestic abuse who are going through Multi Agency Risk Assessment Conferences (MARACs). The operation of an IDVA service is also one of the requirements which enables Chorley and South Ribble to qualify for its joint Specialist Domestic Violence Court Service.

13. Whilst Chorley does have some problems linked to the town centre and the night time economy, the more evident issue is violence within the home and committed by known offenders. Of the crimes which had details of the offender's relationship to the victim, 73% (n=1166) offences between 01.05.2009 and 30.04.2011 were committed by a known offender. It is also evident that Domestic Violence figures are largely under representative of the issue of violence within the home and violence committed by known offenders as crimes will only be classed as domestic abuse if they satisfy the Home Office classification.
14. Over the last 4 years the funding for the IDVA service has been supported by various grants which are now not sustainable. To date the local partnership has not been able to identify sustainable funding to support the IDVA service and is currently reliant on one off grant contributions from the Home Office, Safer Lancashire Board and fortuitous funding opportunities.
15. The IDVA Service supports several partnership targets including the reduction in MARAC repeat rates and domestic abuse related murders. Therefore the cessation of the service would have significant implications for the partnership agenda and wider areas of business including but not limited to public confidence and wellbeing.

NEIGHBOURHOOD POLICING

16. Neighbourhood policing is about local policing and relies on the police, their partners and the community working together to identify and tackle issues of concern. Neighbourhood policing is about creating a team dedicated to each local area. Historically Members have expressed interest in scrutinising the structures of the neighbourhood policing teams and how they interact with local partners and stakeholders including elected members. Lancashire Constabulary has recently undergone a significant reorganisation and enacted changes to its Neighbourhood Policing structure. Whilst these changes have been made they have yet to be fully embedded. Members may wish to subject these changes to scrutiny with a follow up review once the new working arrangements are embedded.

SCRUTINY METHODOLOGY

17. There are various options available to the Committee for scrutinising the chosen area of Crime and Disorder as follows:
 - To have a designated meeting to consider written information and invite key witnesses.
 - To commission a detailed report to be presented to the Committee.
 - To set up a Task and Finish Group.
18. Consideration must also be given as to whether to do a joint scrutiny with South Ribble Borough Council or to dedicate it to the Chorley element of the Partnership. Although the Partnership is a joint collaborative model and works with a joint strategic assessment Members should note that the funding arrangements through the Area Based Grant is still allocated separately and each authority has its own priorities and objectives.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE HEAD OF GOVERNANCE

- 20. The proposals contained within the report comply fully with the legal requirements for Councils to scrutinise the work of their local Community Safety Partnership under the Crime and Disorder (Overview and Scrutiny) Regulations 2009 and with the Councils Constitutional requirements for overview and scrutiny in Chorley.

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Paul Lowe	01257 515 758	24 August 2011	NA

Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for Places Councillor Eric Bell)	Executive Cabinet	18 August 2011

RESPONSES TO THE RECOMMENDATIONS OF THE OVERVIEW AND SCRUTINY TASK GROUP'S INQUIRY INTO HIGHWAY ISSUES

PURPOSE OF REPORT

1. To approve the Executive Cabinet's response and actions following the Overview and Scrutiny Committee's review and recommendations for highways and to note Lancashire County Council and United Utilities response.

RECOMMENDATION(S)

2. To approve Chorley Council's response and actions in section 8 of this report. To note Lancashire County Council and United Utilities response in sections 9 and 10 respectively.

EXECUTIVE SUMMARY OF REPORT

3. The Overview and Scrutiny Committee presented a report on highways to the Council's Executive Cabinet in February 2010
4. The recommendations from the Overview and Scrutiny Committee's report are shown in sections 8, 9 and 10. Section 8 includes the Executive's response to recommendations to Chorley Council. However, sections 9 and 10 include the recommendations to, and responses from, Lancashire County Council and United Utilities, respectively.

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

5. To respond to the Overview and Scrutiny Committee's recommendations and make improvements to the highways service within the Borough

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

6. None.

CORPORATE PRIORITIES

7. This report relates to the following Strategic Objectives:

Strong Family Support		Education and Jobs	
Being Healthy		Pride in Quality Homes and Clean Neighbourhoods	√
Safe Respectful Communities	√	Quality Community Services and	√

		Spaces	
Vibrant Local Economy		Thriving Town Centre, Local Attractions and Villages	√
A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money			√

RECOMMENDATIONS AND RESPONSES

8. This section includes recommendations to Chorley Council and the Executive’s response.

Overview & Scrutiny Recommendation		Executive Response
Objective	Recommendation	
Provision of information	To make available to Members current street cleaning schedules and the maintenance schedule for the car parks.	The street cleaning schedules appeared in ‘In the Know’ on 25 March 2011. The plan is to provide this information on an annual basis. There is an opportunity to discuss street cleaning issues in the six monthly Neighbourhood meetings. The car parks are formally inspected on a monthly basis. In addition, the Civil Enforcement Officers report defects on car parks as and when the defect arises.
Provision of information	To utilise ‘In The Know’ to cascade highways and neighbourhoods information to Members	This is being actioned.
Consulting and influencing	To include performance monitoring information on enforcement activities on the quarterly report presented to Overview and Scrutiny Committee and forwarded to LCC as the Highway Authority.	Enforcement activity is included in Neighbourhood reports. This allows discussion and action to be taken on specific areas. Highways enforcement sits with Lancashire County Council. If and when this transfers to Chorley Council, information will also feed into Neighbourhood reports.
Consulting and influencing	To enter into negotiations with Lancashire County Council to provide certain enforcement services such as advertising boards, highway encroachment and overhanging vegetation and seek a level of devolved budget to support this function.	Discussions are underway.
Consulting and influencing	To further develop Chorley’s pavement Cafe Policy to ensure it is fit for purpose and serves the needs of the traders and other town centre users and has an element of clear regulation built into to prevent abuse.	Rather than do this piece of work in isolation it needs to tie in with the enforcement recommendation in the section above. It is envisaged that the earliest this will be done will be in the final quarter of 2011/2012.

Anomalies	To enter into an agreement whereby the County has responsibility for maintaining roads and pavements and Chorley Council has responsibility for grass verges, weed control, tree and shrub maintenance, leaf sweeping and enforcing overhanging vegetation.	There is an existing agreement in place that covers all areas apart from grass verges in outer core areas and enforcement of overhanging vegetation. We are in discussions with Lancashire County Council about both of these issues.
Anomalies	The Service Manager – Streetscene Services to set in motion the gritting of Chorley’s car parks on receipt of notification from Lancashire County Council that they are gritting the roads.	Lancashire County Council’s gritting information and other local intelligence, is used in order to inform the gritting of car parks
Anomalies	To formalise arrangements and resources to enable Chorley Council to deliver gritting services in an agreed town centre area on behalf of Lancashire County Council.	Formal arrangements were introduced for 2010/11 which resulted in Chorley Council providing gritting and clearing services in Chorley Town Centre. Lancashire County Council provided the grit. The arrangements will be reviewed for 2011/12.

9. This section includes recommendations to Lancashire County Council and Lancashire County Council’s response.

Overview & Scrutiny Recommendation		Lancashire County Council Response
Objective	Recommendation	
Provision of information	To set in place a formal information sharing system between Councillors and officers on a strategic level, for example, changes to gritting routes and policy changes, utilising email and other communication tools.	Members have been invited to information sessions regarding highway issues, most recently a presentation on arrangements for the winter. In addition, Lancashire County Council’s Public Realm Manager provides a regular highway bulletin which appears in ‘In the Know’
Provision of information	To use ‘In the Know’ to notify Members of practical information, such as, roadworks, highways and neighbourhoods information.	Lancashire County Council’s Public Realm Manager provides regular highway bulletins and monthly neighbourhood reports have been in place for the past six months. In addition to this, there have also been other articles in ‘In the Know’ covering road works and transport issues, for example, changes to bus routes.
Provision of information	To identify and introduce meaningful performance indicators to enable both	Performance is measured by existing litter and detritus indicators, customer contact and inspections. There are no plans to increase

	County and District officers and members to scrutinise the performance of the Streetscene Services Agreement. This is subject to the development of the Public Realm Strategy that could supersede the Streetscene Services Agreement.	performance management.
Provision of information	To present an update report to the relevant County Council Overview and Scrutiny Committee every six months on the inquiry recommendations to ensure robust performance monitoring.	Request to be submitted to the Exec Director of Environment, Jo Turton. Recommendations being followed up as part of the ongoing public realm discussions.
Provision of information	That key information relating to inspections frequencies, highway intervention levels and key performance indicators are extracted from the Highway Maintenance Plan and provided in a simpler format to Members and Key Officers.	<p>Inspection frequencies and performance information, once reviewed, will feature in future highway bulletins to include details of the highway maintenance programme.</p> <p>The intervention levels detailed in Section 8 are:</p> <ul style="list-style-type: none"> • Urban footways and cycle traces >20mm • Rural footways and cycle tracks > 25mm • Carriageways >40mm or >20mm at designated crossing points
Provision of information	To provide a separate reporting mechanism for officers and Councillors rather than the current single telephone number.	<p>In Chorley, technology allows calls from Councillors' recognised numbers to be dealt with more speedily via the Contact Centre. This avoids the need to provide basic information at the beginning of the call and it also ensures that Members do not receive customer response surveys based on each individual contact.</p> <p>No system is currently in place to allow for this at LCC but this recommendation will be fed back to the Contact Centre for consideration as part of future development.</p>
Provision of information	To communicate with the public more, for example, by improving information on the Lancashire County Council website with the detail of the highways maintenance plan.	Lancashire County Council are always looking for ways to improve the provision of information for customers. This work is ongoing. An example of an improvement made has been the use of social media to keep people informed e.g. the use of Twitter during the winter.
Provision of information	To reduce avoidable contact with the Contact Centre (NI14) by keeping customers updated, with	This is being addressed by better communication between the service areas and the Contact Centre so that the Contact Centre staff are able to give realistic timescales for the work that has

	text messaging, email alerts or use of postcards for “work in progress” or “work completed”.	been requested. In addition, customers are asked whether they would like to receive an update electronically, via text or email. .
Provision of information	To implement an information sticker to be used on grit bins, street lights and generally which displays contact telephone numbers and location information to enable easier fault reporting.	Lancashire County Council have placed information stickers on a number of bins. The effectiveness of this will be reviewed before any decisions to roll out further are taken
Consulting and influencing	To introduce meetings between the county (Environment) and district (Neighbourhoods) portfolio holders at appropriate times, perhaps April and October, and to report back relevant information to Members via intheknow.	Chorley Council’s Executive Member for Places and Lancashire County Council’s Executive Member for Highways and Transport have met to discuss joint working. Future meetings will take place, when appropriate, rather than at a prescribed date. Improvements and changes to services, arising from such meetings, will be brought to Member’s attention, via ‘In the Know’, or when they require an Executive decision, via the existing procedures.
Consulting and influencing	To introduce regular meetings between Lancashire County Council (Environment Directorate) and Chorley Council (People and Places Directorate) officers.	This has been put in place. Operational meetings take place monthly and strategic meetings on a quarterly basis.
Consulting and influencing	To streamline existing meeting arrangements (including co-ordination meetings with utility companies and highways schemes) to make them more effective and ensure the correct people are in attendance and the information from meetings is cascaded down	A representative from Chorley Council will attend a separate network coordination activity meeting for the Chorley area that covers all activities on the highway and includes representation from the various agencies and utility companies. This also forms part of the regular monthly meetings with the LCC Public Realm Manager.
Consulting and influencing	Officers to enter into negotiations with respect to Chorley delivering some enforcement functions, such as advertising boards, highway encroachment and overhanging vegetation.	Negotiations are underway. Members will be informed of any changes
Anomalies	To enter into an agreement whereby the County has responsibility for maintaining roads and pavements and Chorley	There is an existing agreement in place that covers all areas apart from grass verges in outer core areas and enforcement of overhanging vegetation. We are in discussions with Lancashire County Council about both of these

	Council has responsibility for grass verges, weed control, tree and shrub maintenance, leaf sweeping and enforcing overhanging vegetation.	issues.
Anomalies	The Lancashire County Council call out officer to notify, by the most appropriate means, Members and the Service Manager – Streetscene Services when gritting wagons are dispatched.	Information about gritting is provided to Chorley Council on a daily basis, during appropriate times of the year. During the winter of 2010/2011 Lancashire County Council have provided information on their website and via social media, for example twitter to notify people of gritting arrangements in their area. This will be reviewed and refined for 2011/2012.
Anomalies	To formalise arrangements and resources to enable Chorley Council to deliver gritting services in an agreed town centre area on behalf of Lancashire County Council.	New arrangements were introduced for 2010/11 which resulted in Chorley Council providing gritting, and clearing services in Chorley Town Centre. Lancashire County Council provided the grit. The arrangements will be reviewed for 2011/12.
Anomalies	To investigate and resolve the anomaly of gully cleaning just one side of the road rather than both sides.	This has now been resolved.

10. This section includes the one recommendation to United Utilities and their response.

Overview & Scrutiny Recommendation		United Utilities Response
Objective	Recommendation	
Communication cycles	To reduce avoidable contact (NI14) by keeping customers updated, with text messaging, email alerts or use of postcards for “work in progress” or “work completed”.	<p>United Utilities have confirmed that for all capital projects a letter drop is undertaken; highlighting the project details, work to be undertaken, if diversions or road restrictions are planned and a contact number for enquiries. If a capital project is delayed, customers will receive an additional letter</p> <p>They have recently trialled a registration system where customers can sign up for updates.</p> <p>The UU website provides details of all major projects http://www.unitedutilities.com/ and there is an online system that allows customers to ask questions http://ask.unitedutilities.co.uk/</p> <p>Customers can also use Twitter to make enquiries http://mobile.twitter.com/unitedutilities</p>

IMPLICATIONS OF REPORT

11. 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

12. The recommendations that relate to Chorley Council and are currently being actioned and are being done within existing resources. As part of the ongoing public realm discussions, we will be looking at opportunities to work more efficiently. Clearly, any additional responsibilities taken on by Chorley Council will need to be cost neutral to Chorley Council. If there are areas of work that require additional expenditure, these will be brought to the Executive Cabinet.

JAMIE CARSON
DIRECTOR PEOPLE AND PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jamie Dixon	5250	16 March 2011	Highways response EC 18-08-2011

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	11 July	5 Sept	3 Oct	7 Nov	12 Dec	3 Jan	12 Mar	16 April
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Holding the Executive to account

Partnerships, Planning and Policy	MS PR CP				MS PR CP			
People and Places	MS				MS			
Transformation	MS				MS			
Update Report on Section 106 monies		*						
Potential Crime and Disorder topics report		*						
Forward Plan	*	*	*	*	*	*	*	*
Executive Cabinet minutes	*	*	*	*	*	*	*	*
Budget Scrutiny					*			

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

Allotments			M					
Asset Management						M		
Highways		F					M	
Lancastrian		V			R			
Tourism and Promoting Chorley		V	S					
Town Centre Vitality			M					
<u>Reserve topics for future reviews</u>								
Play Area provision								
Rented Property Inspection Scheme								

External Scrutiny

Crime and Disorder (to be decided)		R						
Health – Joint Scrutiny Review with South Ribble Borough Council		V						

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 SEPTEMBER 2011 TO 31 DECEMBER 2011

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.

Gary Hall
Chief Executive

Publication Date: 23 August 2011

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
Update on new Allotments	Executive Cabinet	Executive Member (Places)	15 Sep 2011	N/A	N/A	Report of Director of People and Places	Director of People and Places Tel: 01257 515815 jamie.carson@chorley.gov.uk Friday, 2 September 2011
Polling Station Review	Council	Executive Member (Transformation)	27 Sep 2011	Members, Parish Councillors, MP's, Lancashire County Councillors, County Returning Officers, Equality Forum, members of the public.	Feedback to be received, draft report to be consulted on, via email and letters.	Report of the Chief Executive	Chief Executive Tel: 01257 515104 gary.hall@chorley.gov.uk Monday, 12 September 2011

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
Review of Members' Allowances - Independent Remuneration Panel	Council	Executive Member (Transformation)	27 Sep 2011	Councillors	Consideration of the draft Members' Allowances Scheme, including recommendations of the Independent Remuneration Panel.	Report of the Chief Executive	Chief Executive Tel: 01257 515104 gary.hall@chorley.gov.uk Monday, 12 September 2011
Changes to the Constitution	Council	Executive Member (Transformation)	27 Sep 2011	Executive Cabinet, Strategy Group	Report to be supplied to the consultees	Report of the Chief Executive	Chief Executive Tel: 01257 515104 gary.hall@chorley.gov.uk Monday, 12 September 2011
CCH Position Statement and Proposed Arrangements post March 2012	Council	Executive Member (Partnerships and Planning)	27 Sep 2011	Strategy Group	Consideration of Report	Report of Director of Partnerships and Planning	Director of Partnerships and Planning Tel: 01257 515323 lesley-ann.fenton@chorley.gov.uk Monday, 12 September 2011

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
Response from Inspector's Recommendation regarding the Core Strategy	Council	Executive Member (Partnerships and Planning)	27 Sep 2011	Use of the Council's consultation database and the website	Amendments to the report	Report of the Director of Partnerships, Planning and Policy	Director of Partnerships and Planning Tel: 01257 515323 lesley-ann.fenton@chorley.gov.uk Monday, 12 September 2011
Designated Public Places Order	Executive Cabinet	Executive Member (Places)	20 Oct 2011	Householders, businesses in the area, ward Councillors	Online	Report of the Director of People and Places	Director of People and Places Tel: 01257 515815 jamie.carson@chorley.gov.uk Friday, 7 October 2011
Corporate Strategy Refresh 2011/12	Council	Executive Member (Policy and Performance))	15 Nov 2011	Strategy Group, Executive Cabinet, All Members, Residents	Report to be supplied to the consultees, Postal survey with residents	Report of the Chief Executive	Chief Executive Tel: 01257 515104 gary.hall@chorley.gov.uk Monday, 31 October 2011

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
Capital Programme and Revenue Budget Monitoring 2011/12	Executive Cabinet	Executive Member (Transformation)	24 Nov 2011	Relevant budget holders/ Executive Member	Report	Report of the Chief Executive	Chief Executive Tel: 01257 515104 gary.hall@chorley.gov.uk Monday, 14 November 2011
Local Development Framework Site Allocations Consultation Response	Executive Cabinet	Executive Member (Partnerships and Planning)	24 Nov 2011	Responses to consultation feedback will be contained within the report	Report	Report of the Director of Partnerships and Planning	Director of Partnerships and Planning Tel: 01257 515323 lesley-ann.fenton@chorley.gov.uk Monday, 14 November 2011
Joint Insurance Procurement Tender	Executive Cabinet	Executive Member (Transformation)	24 Nov 2011	Joint Insurance Broker (Jardine LLOYD Thompson), Head of Governance.	Consultation and discussion during project development period.	Report of the Chief Executive	Chief Executive Tel: 01257 515104 gary.hall@chorley.gov.uk Monday, 14 November 2011

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