



Executive Cabinet

Agenda and Reports

For consideration on

**Thursday, 23rd February
2012**

In the Council Chamber, Town Hall, Chorley

At 5.00 pm

PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT EXECUTIVE CABINET MEETINGS

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

PROCEDURE FOR 'CALL-IN' OF EXECUTIVE DECISIONS

- Each of the executive decisions taken at the Executive Cabinet meeting are subject to the adopted 'call-in' procedure within 10 working days of the Executive Cabinet meeting at which the decision is made, unless the decision has been implemented as a matter of urgency.
- Guidance on the 'call-in' procedure can be accessed through the following internet link:
<http://www.chorley.gov.uk/index.aspx?articleid=1426>
- If you require clarification of the 'call-in' procedure or further information, please contact either:
Ruth Rimmington (Tel: 01257 515118; E-Mail: ruth.rimmington@chorley.gov.uk) or
Carol Russell (Tel: 01257 515196, E-Mail: carol.russell@chorley.gov.uk)
in the Democratic Services Section.

14 February 2012

Dear Councillor

EXECUTIVE CABINET - THURSDAY, 23RD FEBRUARY 2012

You are invited to attend a meeting of the Executive Cabinet to be held in the Council Chamber, Town Hall, Chorley on Thursday, 23rd February 2012 at 5.00 pm.

AGENDA

1. **Apologies for absence**

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

To confirm as a correct record the minutes of the meeting of the Executive Cabinet held on 15 December 2011 (enclosed).

3. **Declarations of Any Interests**

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

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

4. **Public Questions**

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

ITEM OF EXECUTIVE MEMBER (PARTNERSHIPS AND PLANNING) (INTRODUCED COUNCILLOR ALAN CULLENS)

5. **Supplementary Planning Document (Pages 7 - 78)**

To receive and consider the report of the Director of Partnerships, Planning and Policy (enclosed).

6. **Review of Existing Private Sector Housing Assistance Policy 2010 - 2012** (Pages 79 - 96)

To receive and consider the report of the Director of Partnerships, Planning and Policy (enclosed).

ITEM OF EXECUTIVE MEMBER (PEOPLE) (INTRODUCED BY COUNCILLOR JOHN WALKER)

7. **Multi Agency Child Sex Exploitation Strategy** (Pages 97 - 112)

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

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

8. **Third Quarter Performance Report 2011/2012** (Pages 113 - 122)

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

9. **Third Quarter Chorley Partnership Performance Report 2011/12** (Pages 123 - 128)

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

ITEM OF EXECUTIVE MEMBER (RESOURCES) (INTRODUCED BY COUNCILLOR KEVIN JOYCE)

10. **Lancastrian Scrutiny Task Group - Final Report and Recommendations** (Pages 129 - 140)

To receive, for information only, the signed Executive Member Decision in respect of the Lancastrian Scrutiny Task Group (enclosed).

11. **Capital Programme Monitoring 2011/12 - 2013/14** (Pages 141 - 152)

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

12. **Revenue Budget Monitoring 2011/12, Report 3 (End of December 2011)** (Pages 153 - 160)

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

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

To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

ITEM OF EXECUTIVE MEMBER (PEOPLE) (INTRODUCED BY COUNCILLOR JOHN WALKER)

14. **Proposed Course Improvements to Duxbury Golf Course** (Pages 161 - 168)

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

ITEM OF EXECUTIVE MEMBER (RESOURCES) (INTRODUCED BY COUNCILLOR KEVIN JOYCE)

15. **Key Partnerships Mid Year Report** (Pages 169 - 184)

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

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

Yours sincerely



Gary Hall
Chief Executive

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આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822 01257 515823

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

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Executive Cabinet

Minutes of meeting held on Thursday, 15 December 2011

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

Also in attendance:

Lead Members: Councillors Rosie Russell and Stella Walsh

Other Members: Councillors Keith Iddon, Paul Leadbetter, June Molyneaux, Mick Muncaster and Geoffrey Russell

11.EC.62 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Eric Bell (Executive Member Places) and John Walker (Executive Member People).

11.EC.63 MINUTES

RESOLVED - The minutes of the meeting of the Executive Cabinet held on 24 November 2011 were confirmed as a correct record for signature by the Executive Leader.

11.EC.64 DECLARATIONS OF ANY INTERESTS

No Members declared an interest in respect of items on the agenda.

11.EC.65 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.66 LOCALISM ACT 2011 AND TRANSITIONAL ARRANGEMENTS FOR PLANNING

The Executive Member for Partnerships and Planning presented a report updating Members on the Localism Act in relation to the Local Development Framework.

National planning policy was in a transitional phase and the timing of the revocation of the North West Regional Spatial Strategy (RSS) and the introduction of the final National Planning Policy Framework (NPPF) would be highly material to the progress of the Central Lancashire Core Strategy.

In addition to the risks involved in not having an up to date development plan, there were the reputational and financial risks relating to the resources already spent in preparing the plan. Another consideration would be the impact of delay on the currency of the evidence base used to inform plan making, where new evidence might be necessary leading to further expenditure.

The Secretary of State/Department for Communities and Local Government (DCLG) would be approached to consider appropriate transitional arrangements for Chorley and/or Central Lancashire to allow the Lancashire Core Strategy to proceed on an exceptional basis towards adoption.

Decision made

Authorisation be granted to the Executive Member (Partnerships & Planning) and Director to enter into discussions with partner authorities and the DCLG about transitional arrangements for plan making.

Reason for decision

To ensure that resources expended to date on plan making were not lost, and to ensure a robust platform for future decision making.

Alternative option(s) considered and rejected

Abandon the Core Strategy - in the absence of a plan, the draft NPPF provided for a presumption in favour of development. It was likely that RSS policies would retain reasonable weight in the absence of any other policy, especially as they had been subject to independent examination, were adopted, and also if they were considered to be based upon the most recent evidence.

11.EC.67 COMMUNITY INFRASTRUCTURE LEVY

The Executive Member for Partnerships and Planning presented a report outlining the background and rationale for pursuing the Community Infrastructure Levy (CIL).

CIL had the potential to unlock funding additional to that previously secured under Section 106 planning obligations and would enable authorities to better forecast funding that would arise from developer contributions. This should mean that new developments were better accommodated within existing communities and serviced by the necessary infrastructure. The commissioned viability research took into account the proportions of affordable housing sought from market residential developments as set by policy in the Core Strategy, the wide variability in the economic viability of non-residential developments and recommended draft charge rate levels to consult on.

The timetable for adoption was November 2012 and was deliberately planned to follow behind the envisaged adoption of the Core Strategy.

Members noted CIL monies could be passed, with the consent of the Charging Authority, to other agencies/infrastructure providers (such as Lancashire County Council) and be spent on infrastructure provided outside the Charging Authority's area, provided it benefited the latter.

Decision made

Approval be given to the preliminary draft Community Infrastructure Levy charging schedule for consultation.

Reason for decision

To gain approval to consult.

Alternative option(s) considered and rejected

The only option to pursuing CIL was to just rely on Section 106 planning obligations to secure developer contributions but as these provisions were being progressively curtailed by regulations so in relation to infrastructure provision this source of funding was reducing.

11.EC.68 HEALTH AND WELLBEING LOCAL PARTNERSHIP ARRANGEMENTS

The Executive Member for Partnerships and Planning presented a report advising Members of changes to the delivery of public health services in light of Government changes to health service delivery across England.

The upper tier authority (Lancashire County Council) would have the primary responsibility for delivering public health improvement and would be a significant budget holder. It was essential that there were local arrangements in place to ensure health and wellbeing issues were addressed and fed into the developing wider Lancashire health and wellbeing structures.

It was proposed that a health and well being partnership was formed with South Ribble Borough Council to primarily mirror the GP Clinical Commissioning Group (GPCCG) footprint. The GPCCG would be a key partner. Other representation at the partnership would be Member input from both Chorley and South Ribble Councils. Other key partners would include Lancashire County Council, PCT as well as representation from the Voluntary Community and Faith Sector. The first meeting would be in January 2012.

Members commented on how these arrangements were above those required statutorily, although the partnership would not replace the official wider Lancashire health and wellbeing structures.

Decision made

- 1. Approval for the establishment of a local Health and Wellbeing Partnership with South Ribble Borough Council on the basis outlined in this report.**
- 2. Approval for the Member appointment to the partnership as the Executive Member (People).**

Reason for decision

To ensure there was a local partnership established to address health and wellbeing issues across the GP Clinical Commissioning Group footprint

Alternative option(s) considered and rejected

Carry on the current arrangements on an individual Council basis and await the higher level County structures to be established.

11.EC.69 CHARGING POLICY FOR HOUSING ACT 2004 IMMIGRATION INSPECTIONS AND ENFORCEMENT NOTICES AND ORDERS

The Head of Health Environment and Neighbourhoods presented a report advising of the provisions within the Housing Act 2004 for Local Authorities to charge for enforcement notices and orders and for immigration inspections.

Provisions within the Housing Act 2004 allowed local authorities to make a financial charge for enforcement action they might be required to take. In accordance with the Councils Enforcement Policy, other than for Emergency Remedial Works or Emergency Prohibition Orders, landlords would be given an opportunity to resolve the hazards and deficiencies at their properties informally before the service of a formal Notice or Order.

Council officers also carried out immigration inspections as all properties intended for the receipt of certain non-EU visitors must be inspected to ensure that space and decency standards are met. Prior to the visitor entering the country the immigration service required an official confirmation from the Council that the intended residence for the duration of the stay would not become overcrowded and had adequate facilities to accommodate the visitors. There was provision within legislation to make a charge for this and the recovery of charges would follow the Councils normal financial procedures.

In response to a query from Members officers confirmed that neighbouring local authorities already made charges for this service.

Decision made

1. **Approval to the making of reasonable charges as appropriate for the purposes of recovering the administrative and other costs when the Council took enforcement action under the Housing Act 2004 and the inspection of properties for immigration applications.**
2. **Approval to the charging structure contained within the report.**

Reason for decision

1. The relevant housing legislation allowed for the recovery of reasonable costs incurred by the Local Authority for taking enforcement action against landlords who allowed their tenants to live in hazardous conditions.
2. Neighbouring local authorities made charges for enforcement actions taken under the Housing Act 2004. Chorley Council would set charges comparable to those in other Lancashire Authorities in order to ensure equity across the County.
3. There was provision to make a charge for the administrative function associated with an immigration inspection.
4. Neighbouring local authorities already made charges for this service. Chorley Council would set charges comparable to those in other Lancashire Authorities in order to ensure equity across the County.

Alternative option(s) considered and rejected

1. Continue to carry out chargeable enforcement actions under the Housing Act and absorb the cost within existing resources.
2. Continue to offer a free immigration inspection service and absorb the costs within existing resources.

11.EC.70 SUNBED (REGULATIONS) ACT 2010

The Head of Health Environment and Neighbourhoods presented a report relating to the Sunbeds (Regulation) Act 2010.

The Act 2010 came into force earlier this year and provided for the prohibition of sale or hire of sunbeds to people under the age of 18. In addition the Act gave the Secretary of State powers to make regulations for further control of the sale, hire and use of sunbeds, although to date no Regulations had been made under the Act in England. The enforcing authority for the Act was the District Council.

Officers clarified that there was no inspection regime required as such. However, there was a tendency for other activities, which were inspected, to be carried out on the same premises, for example, ear piercing. Officers would act on any complaints made.

Decision made

1. **Approval for the delegation to the Director of People and Places of the power to appoint authorised officers under the Sunbeds (Regulation) Act 2010, and any associated regulations, with the powers as set out within this report and any such other powers as may be considered by the Director of People and Places to be appropriate under any subsequent regulation made under the Act.**
2. **Approval to inform Council of this change to the scheme of delegation within the Constitution.**

Reason for decision

The Authority had a statutory duty to enforce the provisions of the Act and Regulations and the delegation of powers to officers was necessary for the efficient discharge of the Authority's responsibilities. Enforcement of the provisions was consistent with the Authority's corporate aims.

Alternative option(s) considered and rejected

None.

11.EC.71 BUDGET PRINCIPLES

The Chief Executive presented a report advising Members of the aspirations of the Executive Cabinet in relation to the 2012/13 budget and the budget principles upon which the budget would be built.

For 2012/13 the Executive Cabinet were again seeking Members' views as to the relevance of the budget principles prior to more detailed proposals coming before the Council in March 2012. The key principles to be adopted were similar to the last financial year in that they represented the essence of what the Council wanted to achieve, but they had been adapted to reflect the current issues facing the Borough and represented the key areas for investment.

The principles included; to freeze Council Tax for 2012/13, continue to be a high performing Council and provide value for money. Also, to develop schemes to assist the Not in Education, Employment or Training (NEETS) in our Borough into work or education and safeguarding front line services, particularly to continue to support the voluntary sector and PCSO's and focusing on the removal of bureaucracy and managerial posts.

The Executive Cabinet would consider the feedback and debate during the consultation period.

Decision made

Approval be granted to the budget principles and information for consultation/discussion.

Reason for decision

To support the development of the Council's budget for 2012 / 13.

Alternative option(s) considered and rejected

None.

11.EC.72 THE LOCALISM ACT: KEY PROVISIONS

The Monitoring Officer presented a report informing Members of the implications of the Localism Act 2011.

The Localism Act received royal assent on 15 November 2011. The intention of the Act was to provide Councils with a licence to innovate and to decentralise power back to communities and locally elected councillors. The provisions of the Act were wide ranging and covered a number of different topics. Further legislation as to detail how the provision would operate in practice were yet to be enacted.

In response to queries from Members it was noted that a Member Learning session would be held on the Localism Act and that information would also be cascaded to Town and Parish Councils.

Decision made

The report be noted.

Reason for decision

There are no actions to be taken at present following the Localism Act becoming law.

Alternative option(s) considered and rejected

None.

11.EC.73 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 1 of Part 1 of Schedule 12A to the Local Government Act 1972.

11.EC.74 REVENUE AND BENEFITS RESTRUCTURE REPORT

The Chief Executive and Head of Customer, ICT and Transactional Services presented a report providing Members with a brief update in respect of the shared revenues and benefits service with South Ribble council and proposals for changes to the staffing structure.

Decision made

- 1. To note the report and changes to staffing be approved for consultation to help support the councils savings target.**
- 2. To grant delegated authority to approve the structure to the Chief Executive, in consultation with the Executive Member for Resources, following feedback from staff.**

Reason for decision

The revenues and benefits service was an important function of the Council and for its customers but was not immune from the significant challenges of government changes or proposals to provide modern and efficient public services. The recommendation to delete vacant posts was essential to provide savings towards the 2012 budget and was the first part of further changes whilst simultaneously protecting service standards to citizens.

Alternative option(s) considered and rejected

None.

Executive Leader



Report of	Meeting	Date
Director of Partnerships, Planning and Policy (Introduced by the Executive member for Partnerships and Planning)	Executive Cabinet	23 February 2012

SUPPLEMENTARY PLANNING DOCUMENTS

PURPOSE OF REPORT

- To inform Members of the progress in preparing 6 Supplementary Planning Documents.

RECOMMENDATION(S)

- Members are asked to endorse 4 draft SPDs for public consultation as detailed in Appendices 1-4, after which they will be reviewed and reported back to Cabinet in order to be approved and adopted for use.
- That approval of minor amendments to the documents, if needed, prior to formal consultation be delegated to the Executive Member in liaison with the Director of Partnerships, Planning and Policy

EXECUTIVE SUMMARY OF REPORT

- Draft Supplementary Planning Documents are being finalised for four key topic areas: Affordable Housing, Design, the Re-use of Employment Premises, Rural Development and Access to Healthy Food. This report explains the purposes and objectives of the SPDs, the broad timetable and mechanism for their approval, and the intended route to their adoption and use. Work is also well advanced on two additional SPDs covering Design and Open Space and these will be reported to Cabinet as soon as practicable.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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Reason Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or un-programmed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

5. To approve the draft documents for statutory public consultation.

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			✓

BACKGROUND

8. Supplementary Planning Documents (SPDs) offer local planning authorities the opportunity to add guidance in specific policy areas. They are documents that must be prepared in consultation with interested parties, and must be subject to a screening process to discover whether a sustainability appraisal would be required. Unlike Development Plan Documents (DPDs) SPDs do not require independent examination before they are adopted.
9. The text of the Core Strategy identifies the six areas where SPDs will be required across Central Lancashire, and the aim is to apply the SPDs consistently to all three local authority areas. The SPDs are:
 - Affordable Housing
 - Access to Healthy Food
 - The Re-use of Employment Premises
 - Rural Development
 - Design
 - Open Space and Recreation
10. This report deals with the first four of these documents which are being prepared jointly between Chorley, Preston and South Ribble to cover the Central Lancashire area. The SPD on Design is currently being drafted and will be reported to the March Cabinet. The Open Space and Recreation SPD will be prepared separately, following the completion of the Open Space and Recreation Review and associated Playing Pitch Strategy, where work is well advanced

OVERVIEW OF THE SPDs**Affordable Housing (see Appendix 1)**

11. The guidance in this document expands upon Core Strategy Policy 7 which aims to enable sufficient provision of affordable and special housing to meet needs. The SPD sets out detailed provisions to help ensure that (normally on-site) affordable housing is made available to those in housing need as part of market housing development proposals. The availability is to be in perpetuity and with local authority nomination rights. The document also expands on the detailed points of design and quality standards, instances when off-site provision may be appropriate, and the approach to delivering rural exception sites.

The Re-use of Employment Premises (see Appendix 2)

12. The objective of this SPD is to set out the Councils' approach to development proposals involving the re-use of existing employment premises and sites. It develops the wording of Core Strategy Policy 10 by applying balanced criteria based approach under which all proposals for re-use will be assessed. The SPD therefore aims to ensure that:
 - There is an adequate supply of employment land to 2026.
 - All existing employment sites and premises are protected for employment use, and a presumption that premium sites will be retained for business uses.
 - The Councils continue to maintain and create employment opportunities
 - Existing employment sites are only re-used for other uses where it is appropriate and justified

Rural Development (see Appendix 3)

13. Although most development is expected to take place in urban locations, the Core Strategy recognises the need to balance appropriate provision of new development and the protection of the countryside. This SPD provides an interpretation of Core Strategy Policy 13 on the Rural Economy, by setting out guidance to such matters as employment (including live-work developments), garden centres and horticultural nurseries, farm shops, tourism uses, equestrian development, community facilities and recreational development. It also contains guidance on the re-use, replacement or extension of buildings in rural areas.

Access to Healthy Food (see Appendix 4)

14. This SPD seeks to help implement Core Strategy Policy 23 which integrates public health principles and planning, in order to help improve the health and wellbeing of residents. It proposes a restriction on opening new hot food takeaways near to schools, and it provides guidance to encourage the inclusion of allotments and market gardens within new developments.

NEXT STEPS

15. The wording of the four draft SPDs is being finalised. The progress on the draft documents has been reported to Chorley Local Development Framework Working Group (26th January 2012) and also the Central Lancashire Joint Advisory Committee (30th January 2012). Each Council is approving the text of the documents over their next committee cycles so that they may be published for consultation. Following consultation, all comments and suggestions will be evaluated prior to the preparation of final versions which will be placed before Members for approval, adoption and use.

IMPLICATIONS OF REPORT

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

Finance	X	Customer Services	
Human Resources		Equality and Diversity	
Legal	X	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

17. There are no comments.

COMMENTS OF THE MONITORING OFFICER

18. There are no comments.

LESLEY-ANN FENTON
DIRECTOR OF PARTNERSHIPS, PLANNING & POLICY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Peter McAnespie	5286	February 2012	

Appendix 1

AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT (SPD) Version 9: 300112

A: Introduction

1. Supplementary Planning Documents (SPDs) were introduced by the Planning and Compulsory Purchase Act 2004 as part of the reforms to the planning system. Although not forming part of the statutory development plan, one of the functions of an SPD is to provide further detail on policies and proposals within the development plan. SPDs must be consistent with national and regional planning policies as well as the policies set out in the development plan.
2. The Central Lancashire SPDs have been prepared in accordance with the Local Development Regulations (SI 2004.2204) and PPS12, conforming and responding to all relevant local and national policies and is based on a robust and up-to-date evidence base. They form part of the Local Development Framework (LDF) for the Central Lancashire authorities of Chorley, Preston and South Ribble. SPDs do not seek to allocate land but are to be considered alongside Policy in the Core Strategy and Site Allocations Development Plan Documents (DPDs). Their guidance should therefore be taken into consideration from the earliest stages of the development process of any site, including any purchase negotiations and in the preparation of development schemes.
3. The purpose of this SPD is to provide advice on how the Councils' affordable housing policy, as set out in DPDs, is to be implemented. This includes guidance on the range of approaches, standards and mechanisms required to deliver a range of affordable housing to meet local needs.
4. Once adopted, this document should be afforded significant weight as a material consideration in determining planning applications.

B: Planning Policy

National Policy

5. Guidance on planning policy is issued by central Government in the form of Planning Policy Statements (PPS). Local Planning Authorities have to take the contents of these Statements into account when determining planning applications and preparing documents for the Local Development Framework.
6. National Planning Policy is currently set out in Planning Policy Statement 3 (PPS3) as amended in June 2011, in which the Government sets out its policy for securing the provision of affordable housing. Its key housing policy goal is to ensure that everyone has the opportunity of living in a decent home, which they can afford, in a community where they want to live. To achieve this, the Government is seeking to:

- achieve a wide choice of high quality homes, both affordable and market housing, to address the requirements of the community;
 - widen opportunities for home ownership and ensure high quality housing for those who cannot afford market housing, in particular those who are vulnerable or in need;
 - improve affordability across the housing market, by increasing the supply of housing; and
 - create sustainable, inclusive, mixed communities in urban and rural areas.
7. PPS3 sets out the specific outcomes that the planning system should deliver. These are:
- High quality housing that is well-designed and built to a high standard.
 - A mix of housing, both market and affordable, particularly in terms of tenure and price, to support a wide variety of households in all areas, both urban and rural.
 - A sufficient quantity of housing taking into account need and demand and seeking to improve choice.
 - Housing developments in suitable locations, which offer a good range of community facilities and with good access to jobs, key services and infrastructure.
 - A flexible, responsive supply of land – managed in a way that makes efficient and effective use of land, including re-use of previously developed land, where appropriate.
8. PPS3 states that The Government is committed to providing high quality housing for people who are unable to access or afford market housing. The Government defines affordable housing as including social rented, affordable rented and intermediate housing. Particular requirements set out in PPS 3 are that Local Planning Authorities should:
- set an overall (i.e. plan-wide) target for the amount of affordable housing to be provided, reflecting the definition of affordable housing in PPS3 and reflecting an assessment of the likely economic viability of land for housing within the area.
 - aim to ensure that provision of affordable housing meets the needs of both current and future occupiers
 - set separate targets for social-rented and intermediate affordable housing where appropriate.
 - specify the size and type of affordable housing that, in their judgement, is likely to be needed in particular locations and, where appropriate, on specific sites.
 - set out the range of circumstances in which affordable housing will be required.
9. The delivery of affordable housing should reflect the other policy requirements set out in PPS 3 that it should:
- Contribute to achieving high quality housing reflecting other Government policies with regard to:
 - Providing good design both of properties and surrounding spaces
 - Providing sustainable and environmentally friendly new housing reflecting the Government's approach to climate change, including the code for sustainable homes

- Being accessible and well-connected
 - Including sufficient open space
 - Achieve a mix of housing to provide for a mix of households in the community
 - Be in sustainable locations
 - Use land efficiently and effectively
 - Be consistent with the Councils' vision for the area as set out in the Core Strategy and the overall planning for housing objectives
10. The national indicative minimum site size threshold for the provision of affordable housing is 15 dwellings. However PPS3 confirms that Local Planning Authorities can set lower minimum thresholds where viable and practicable, including in rural areas. This could include setting different proportions of affordable housing to be sought for a series of site-size thresholds over the plan area. Local Planning Authorities are required to undertake an informed assessment of the economic viability of any such thresholds and the proportions of affordable housing proposed.

Regional policy

11. Under powers contained in the Localism Act 2011, it is expected that the Secretary of State will introduce orders to abolish Regional Strategies. The Government is carrying out an environmental assessment of the revocation of the existing regional strategies, on a voluntary basis. It is the Government's clear policy intention to revoke existing regional strategies outside London, but this is subject to the outcome of environmental assessments and will not be undertaken until the Secretary of State and Parliament have had the opportunity to consider the findings of the assessments. The current consultation runs until 20th January 2012.
12. **The North West Regional Spatial Strategy 2008** is the Regional Plan for the North West to the period 2021 and covers the Central Lancashire area. Policy L5 of the RSS sets out a range of delivery mechanisms to be considered by local planning authorities where appropriate. These are:
- *seeking a proportion of affordable housing on all development sites which are above the relevant thresholds;*
 - *allocating the development of sites solely (or primarily) for affordable housing use (i.e. up to 100% affordable in rural areas), where necessary;*
 - *using local occupancy criteria to support provision for local housing need so long as this need can be clearly demonstrated, to be implemented through the use of planning conditions and obligations;*
 - *actively promoting the rural exception site policy;*
 - *for all sites containing housing in rural settlements with populations of under 3,000 promote onsite affordable housing provision and where on site affordable housing provision is not possible, seeking developer contributions towards affordable housing;*
 - *making the most of publicly owned land;*
 - *making the most of existing housing stock;*

- *in line with Policy W4 of RSS , permitting the conversion of buildings in sustainable locations to residential use (including as part of mixed use schemes), particularly where commercial premises which are vacant or under-used offer no long term potential or viable contribution to the local economy;*
- *encouraging employers to provide housing for their key workers;*
- *ensuring that wherever possible (and subject to continuing evidence), that property remains affordable and available in perpetuity.*

Local Policy

13. The **Local Development Framework** is a suite of documents which will, when complete, replace the existing old-style Local Plans as the spatial planning policy documents for the three Central Lancashire councils. The **Core Strategy** is the key document as it sets the overarching vision for the area. It will be underpinned by **Site Allocations and Development Management Policies Development Plan Documents (DPDs)** for each of the three Local Authorities. These documents will include policies and proposals allocating some land for development whilst protecting other areas from inappropriate development. The Site Allocations DPDs will conform to the Core Strategy and, when adopted, will supersede the adopted Preston Local Plan 2004, South Ribble Local Plan 2000 and Chorley Borough Local Plan Review 2003.
14. The principal Development Plan policy for the delivery of affordable housing is Policy 7 of the Central Lancashire Core Strategy as has been proposed to be amended during the Examination Hearing. If the policy is amended in this way it would state:

“Enable sufficient provision of affordable and special housing to meet needs in the following ways:

- (a) Subject to such site and development considerations as financial viability and contributions to community services, to achieve a target from market housing schemes of 30% in the urban parts of Preston, South Ribble and Chorley, and of 35% in the rural areas on sites in or adjoining villages which have, or will have, a suitable range of services; on any rural exception sites including those in the Green Belt there will be a requirement of 100%.*
- (b) Aside from exception sites the minimum site threshold will be 15 dwellings (0.5 hectares or part thereof) but a lower threshold of 5 dwellings (0.15 hectares or part thereof) is required in rural areas.*
- (c) Where robustly justified, offsite provision or financial contributions of a broadly equivalent value instead of on-site provision will be acceptable where the site or location is unsustainable for affordable or special housing.*
- (d) Special needs housing including extra care accommodation will be required to be well located in communities in terms of reducing the need to travel to care and other service provision and a proportion of these properties will be sought to be affordable subject to such site and development considerations as financial viability and contributions to community services.”*
- (e) An accompanying Supplementary Planning Document will establish the following:*
 - i. The cost at and below which housing is considered to be affordable.*
 - ii. The proportions of socially rented and shared ownership housing that will typically be sought across Central Lancashire.*

- iii. Specific spatial variations in the level and types of affordable housing need in particular localities.*
- iv. How the prevailing market conditions will affect what and how much affordable housing will be sought.*

Note: information on costs and spatial variations across Central Lancashire are included in the Central Lancashire Strategic Housing Market Assessment (SHMA).

15. Altogether six SPDs are under preparation for Affordable Housing, Design, Controlling the Re-use of Employment Premises, Rural Development, Access to Healthy Food and Open Space, Sport and Recreation. This SPD will fit into the LDF by setting out guidance to ensure the Core Strategy policies and objectives for the re-use of employment premises are clearly articulated.

C: Strategic Housing Market Assessment

16. In September 2008, the Central Lancashire Housing Market Partnership (Chorley Council, Preston City Council and South Ribble Borough Council) commissioned Outside Consultants and Knight Frank LLP to undertake a comprehensive Strategic Housing Market Assessment. The final report was published in June 2009.
17. The summary of net annual affordable housing need in the SHMA indicates that at 2009 Chorley had an estimated annual shortfall of 723 units, Preston of 397 units and South Ribble an estimated annual shortfall of 660 units. This produces an estimated annual shortfall of affordable housing across the Central Lancashire area of 1,779 units.
18. In Preston the level of interest in social rented housing for both existing households and potential new households is proportionate to the overall provision of social renting within the district (19.4% indicate in the 2008 Housing Strategy Statistical Appendix (HSSA), DCLG), but in Chorley and South Ribble, particularly amongst potential new households the proportional interest in social rented housing is much greater than reflected in the level of supply (13.1% in Chorley 2008 HSSA and 10.5% in South Ribble 2008 HSSA).
19. Data from the SHMA shows that the highest demand from households looking for social rented housing is for two and three bedroomed accommodation. The demand noted in the SHMA for one and two bedroom flats is not borne out by experience and therefore developers are asked to provide mainly two and three bedroomed houses with small numbers of one and two bedroomed flats and bungalows.
20. The type and size preferences for affordable housing in Preston are similar to those in Chorley, but with a higher proportion demanding two bedroom accommodation and a correspondingly lower proportion demanding three bedroom accommodation.

21. Demand for affordable housing in South Ribble is more varied in its type and size than evident in Chorley and Preston, with 33.7% indicating that they would be interested in a range of housing types. 16% would like two bedroom bungalows and a further 16% would like a four bedroom detached house. Overall, as with Preston the highest demand is for two bedroom property at 59.8%.

D: Defining Affordable Housing

22. Affordable housing is defined for planning purposes in annex B to PPS3. The annex indicates that the issue of affordability and “affordable housing” have different meanings. ‘Affordability’ is a measure of whether housing may be afforded by certain groups of households. ‘Affordable housing’ refers to particular products outside the main housing market. This SPD is concerned with affordable housing as defined in PPS3.
23. The definitions were amended in June 2011 to take into account the introduction by Government of affordable rents. The definitions as amended are:

***Affordable housing** includes social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Affordable housing should:*

- *Meet the needs of eligible households including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices.*
- *Include provision for the home to remain at an affordable price for future eligible households or, if these restrictions are lifted, for the subsidy to be recycled for alternative affordable housing provision.*

***Social rented housing is** rented housing owned and managed by local authorities and registered social landlords, for which guideline target rents are determined through the national rent regime. The proposals set out in the Three Year Review of Rent Restructuring (July 2004) were implemented as policy in April 2006. It may also include rented housing owned or managed by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Homes and Communities Agency as a condition of grant.*

***Affordable rented housing is** rented housing let by registered providers of social housing to households who are eligible for social rented housing. Affordable Rent is not subject to the national rent regime but is subject to other rent controls that require a rent of no more than 80 per cent of the local market rent.*

***Intermediate affordable housing is** housing at prices and rents above those of social rent, but below market price or rents, and which meet the criteria set out above. These can include shared equity products (e.g. HomeBuy), other low cost homes for sale and intermediate rent but does not include affordable rented housing.*

Affordable Rents

24. The Government has introduced the concept of affordable rents. Affordable Rent homes will be made available at up to 80% of market rent and allocated in the same way as social housing is at present. Providers will be required to offer Affordable Rent homes on flexible tenancies where developments are funded by the HCA. Affordable Rent will form the principal element of the new supply offer. New flexibilities will allow a proportion of social rent properties to be made available at re-let at an Affordable Rent.
25. Providers will have flexibility on the type of tenancy to be offered for Affordable Rent, and they will retain the option to offer lifetime tenancies should they wish to do so. Government has stated that it expects providers to use this additional flexibility to ensure that help and support are focused on those who need it most when they need it most, and to build strong and cohesive communities.
26. Tenancies for Affordable Rent properties must be generally for a minimum period of five years. However, providers will have the flexibility to offer longer tenancies, including lifetime tenancies except where the schemes are HCA funded or in exceptional circumstances i.e. the scheme is replacing existing provision. Where, at the end of a fixed term tenancy, a provider decides not to issue a further tenancy, the provider will be required to offer reasonable advice and assistance to the tenant to find alternative suitable accommodation.

E: Delivery of Affordable Housing

27. The Central Lancashire authorities consider it important to ensure that properties provided by developers on-site as affordable housing are available to those in housing need, initially and in perpetuity, the latter particularly in the case of rural exceptions sites. The authorities also consider it important that local districts have nominations to those properties or, in the case of Select Move, that there are local connection requirements to them.
28. Affordable housing is only available to those with an identified housing need. People in housing need will comprise those nominated by the Central Lancashire Councils from their Housing Needs Register or similar mechanism in line with its published Allocations Scheme (Housing Act 1996 Section 167 as amended), or those nominated by a Housing Association where the Councils do not have nomination rights (e.g. in respect of intermediate housing or specialist supported housing), and those nominated from other registers of housing need as agreed by the Councils.
29. At present, there exists a sub-regional choice based lettings scheme and this is the mechanism by which units will be allocated. Further advice should be sought from the Local Housing Authority. The exceptions to this are where affordable housing schemes have been provided for a particular group such as disabled or elderly people, and the selection process for residents is approved by the Council, or where occupancy is limited by condition or by the terms of a Section 106 obligation. The allocation conditions of the section 106 will be based around and framed as part of the housing needs for the area.

30. Affordable housing will be secured in perpetuity in the case of rural exception sites by planning obligation under Section 106 of the Town and Country Planning Act 1990 or an alternative form of equally effective provision. The Councils will seek to negotiate 100% nomination rights on the first lets/sales of all affordable homes, potentially dropping to 75% for subsequent relets. This is normal practice in the sector as it allows registered providers (RSLs) to determine the allocation of a proportion of the properties in accordance with their own objectives.
31. The cost of affordable housing, whether rental levels or shared ownership costs, should be affordable to eligible tenants. The Councils will, before granting planning permission, need to be satisfied that any agreement reached between a developer and Registered Social Landlord for the on-site provision of affordable housing, will ensure that the rental levels or shared ownership costs will be affordable initially and in the long term (or in perpetuity in the case of rural exception sites). Service charges for dwellings should be set at levels which do not exceed the amounts needed to manage and maintain the properties to housing association standards, and should be fully transparent in their contents and calculation methods.
32. Affordable housing will be made available:
- For rent at social rent levels;
 - At Affordable rent; or
 - For sale under shared ownership leases (or other equity share arrangements approved by the District Council) at affordable shares;
 - Under any emerging hybrid models conforming to the agreed definitions e.g. initial affordable rent followed by shared ownership, sometimes known as deferred purchase or rent to buy.
33. Affordable housing must be managed by Registered Housing Providers that are able to demonstrate their ability to fund the scheme, and provide guaranteed and appropriate long-term management and maintenance arrangements.

Rented Properties

34. Rents charged for social rented housing, by Registered Social Landlords or other managing bodies, must be in line with the Homes and Communities Agency (or successor body) rent setting policies, which will be deemed to be affordable for the purposes of the affordable housing policy.

Intermediate Properties

35. In intermediate home ownership properties, the relationship between incomes and house prices is complicated by factors such as household composition, savings and property sizes as well as by fluctuations in interest rates and lending policies. Government guidance for Strategic Housing Market Assessments suggests that a property priced at 3.5 times gross annual income should be affordable for a single income household but this does not take account of households where there is more than one income, rental payments for shared ownership properties or the nature of the property.

The Central Lancashire SHMA indicates that a household is considered unlikely to be able to afford to buy a home that costs more than 3.5 times the gross household income for a single income household or 2.9 times the gross household income for two income household. If possible, any allowance for existing equity that could be used towards the cost of home-ownership should be taken into account.

36. The target for general needs intermediate home ownership costs in Central Lancashire will be set at approximately 30% of gross household income to cover mortgage costs and any “rental charge.” This equates to a figure which is slightly higher than the Government’s indicative figure (which is expressed as a guideline) to allow for the lower running costs (e.g. heating and repairs etc.) expected of new build properties compared with the general housing stock. Properties must be offered for sale with purchase shares starting at 30% of value and rental charges on unsold equity at less than or equal to the Homes and Communities Agency ceiling of 2.75% pa.
37. In addition, to keep overall valuations within acceptable levels, the design standards for intermediate home ownership properties should be equivalent to the standards used by the Homes and Communities Agency to determine eligibility for Social Housing Grant (or any subsequent Homes and Communities Agency or regulator standards).

On-Site Provision

38. With regard to whether provision should be on-site, off-site or the subject of a financial contribution in lieu PPS3 requires at paragraph 29 that local planning authorities should set out the approach to seeking developer contributions to facilitate the provision of affordable housing. In seeking developer contributions, the presumption is that affordable housing will be provided on the application site so that it contributes towards creating a mix of housing. However, where it can be robustly justified, off-site provision or a financial contribution in lieu of on-site provision (of broadly equivalent value) may be accepted as long as the agreed approach contributes to the creation of mixed communities in the local authority area.
39. This requirement for on-site provision continues in the draft National Planning Policy Framework, which requires that in order to deliver a wide choice of quality homes and widen opportunities for home ownership, local planning authorities should, where they have identified affordable housing is required, set policies for meeting this need on site, unless off-site provision or a financial contribution of broadly equivalent value can be robustly justified and the agreed approach contributes to the objective of creating mixed and balanced communities.
40. Policy 7 of the Core Strategy indicates that the requirement will be 30% affordable housing in the urban parts of Preston, South Ribble and Chorley, 35% in rural areas on sites in or adjoining villages that have or will have a suitable range of services and 100% on rural exception sites. This applies to all sites above the threshold of 15 dwellings (0.5 ha) or 5 dwellings (0.15 ha) in rural areas.

41. The size of development should not be artificially reduced to reduce or eliminate the affordable housing requirement, for example by sub-dividing sites or reducing the density of all or part of a site.
42. Where an element of affordable housing is required, at least 70% of the affordable housing units should be Social Rented or Affordable Rented, unless the Council is satisfied that an alternative mix meets an independently assessed proven need and agrees to such alternative provision. The evidence to support an alternative mix will need to be provided by the applicant/ developer at their own cost.
43. Where affordable housing is provided a mix of dwelling tenure, type and size must be incorporated which reflect the site's characteristics and the development as a whole. The Council will negotiate the exact tenure, type and size split on each site through pre-application discussions.
44. The provision of on-site affordable housing should be integrated into the layout of the development through 'pepper-potting' within private housing (see paragraphs 6.28 and 6.29 below). Within flatted developments it is accepted that management and other requirements could mean floors, wings or whole blocks will generally be designated for affordable or market housing or that on larger developments affordable housing is likely to be provided in small clusters of no more than 4 to 6 units around the development.
45. The Councils expect that affordable housing provided on site will be subject to the same standards of finish and presentation, which will be indistinguishable from the open market housing (see paragraph 6.30 relating to tenure blind development below). Such housing should comply with all relevant design and quality codes and standards set out by the Homes and Communities Agency or other relevant body, as well as relevant national and local guidance and standards.

F: Design of affordable housing

Current Requirements: Design and Quality Standards

46. In order to receive public subsidy for affordable housing in the form of Social Housing Grant (SHG) it is necessary for developments to meet minimum standards. These minimum standards are set out in the Homes and Community Agency's (formerly the Housing Corporation) Design and Quality Standards (replacing Scheme Development Standards) from the completion of the 2006-08 National Affordable Housing programme. There is no requirement for Affordable Housing that is grant free to adhere to these standards.
47. The HCA 'Design and quality' standards feature three core performance standards:
 - **Internal Environment** – Internal environments should be comfortable, convenient, capable of sensibly accommodating the necessary furniture and equipment associated with specific room activities and be suitable for the particular needs of intended user groups. The internal environment is measured against Housing Quality Indicators covering:

- Unit size: this seeks to identify the extent to which the internal floor area provided exceeds or falls short of normative ranges for any given occupancy. For example a five bed space, two storey home would be assessed against a floor space in the range of 82-85m². The living space provision would be one living room, dining space, kitchen and bathroom as well as two WC facilities and three bedrooms.
 - Unit layout: again measured against normative ranges. For example the living space of a five bed space home would be assessed against the normative space provision of one TV, occasional table, coffee table and three-seat settee, two arm chairs, two visitors chairs and appropriate storage units.
 - Noise control, light quality, services and accessibility: this measures appropriate characteristics that help ensure effective noise reduction; the provision of good daylight, natural light and views; a standard of service provision for each room - light, power, data and Telecoms; and accessibility for those with impaired mobility or other access problems.
 - **Sustainability** – new homes should be designed and constructed in a sustainable manner using products and processes that reduce environmental impact, better adapt to climate change, with lower running costs and incorporating features that enhance the health and well-being of constructors, occupiers and the wider community. The sustainability requirements link to the Code for Sustainable Homes, which is explained later in the report.
 - **External Environment** – the development of new homes should be undertaken in a manner which delivers great places to live, creates well-mixed and integrated communities and provides an appropriate balance between private and public open space.
48. The HCA adopted the 20 Building for Life criteria as the basis for this, although many schemes fall below the 20 unit threshold that is normal for Building for Life. The criteria relate to; the character of the development e.g. is the design specific to the scheme, roads; parking and pedestrianisation e.g. are streets pedestrian, cycle and vehicle friendly; design and construction e.g. do the requirements of the scheme go beyond current building regulations; and environment and community e.g. does the scheme provide or is it close to community facilities.
49. The HCA Design and Quality Strategy and accompanying Standards, were issued in April 2007. They replaced the Scheme Development Standards that were introduced in 2003 and set out internal and external requirements and recommendations that needed to be achieved for new housing in developments where public subsidy was required. The 2003 document and standards within were thought to be cumbersome and out of date as subsequent legislation and guidance has superseded them. It is also fair to say that many Housing Associations build standards as a norm well above these requirements.

50. The new document streamlines standards and is less prescriptive. It complements other recent guidance including sustainability issues through the Code for Sustainable Homes. All Homes and Communities Agency funded affordable housing will need to comply with the 2007 Design and Quality standards. The Code for Sustainable Homes, a mandatory government standard for England, is included within these new design requirements and recommendations.
51. The strategy defines its view of good design as 'desirable, affordable, high quality homes and environments, which benefit the individual and community'. It sits within the legislative framework of PPS 3 which emphasises the role of planning in securing larger family homes in developments and accompanying play space and encourages local authorities to develop their own design strategies for building homes.
52. The objective of the strategy is to modernise the HCA approach to design and standards and to move away from a specifying approach. It aims to promote good design and high quality, set out clear flexible standards that are enforceable and to reward excellence in build quality. The specific objectives of the new strategy are to:
- set clear standards
 - reward high standards and quality design
 - enforce compliance
 - evaluate the effect on residents through impact assessments
 - support good practice
53. The National Affordable Housing Programme continues to operate according to the [Design and Quality Standards](#) inherited from the Housing Corporation. Following its establishment and the inheritance of differing design standard requirements, the HCA consulted in spring 2010 on a potential set of core future design and sustainability standards. In November 2010, the Housing Minister confirmed that the HCA would not progress these new standards, but would retain its existing ones.

Pepper-potting

54. Pepper-potting is commonly defined as the dispersal of affordable housing units within residential developments to promote mixed communities and minimise social exclusion. The overriding purpose of pepper-potting is to ensure affordable housing is fully integrated within market housing. What this means in practice is a range of provision from pure pepper-potting, where no two affordable houses are next to one another to clusters of affordable housing, commonly, 4-6 units.
55. Generally, the higher the percentage of affordable housing required, the greater the need to ensure that it is integrated within the overall housing stock so that sustainable mixed community and social inclusion objectives are met.

Tenure Blind Development

56. Affordable housing should be tenure blind in order to ensure its seamless integration within market housing development. The affordable housing should not be obviously distinguishable from the market housing in terms of external appearance and quality and, therefore, the design and materials employed are to be consistent regardless of tenure.

Off-site provision

57. Following PPS3 it is presumed that affordable housing will be provided on the application site so that it contributes towards creating a mix of housing. However, where it can be robustly justified, off-site provision or a financial contribution in lieu of on-site provision (of broadly equivalent value) may be accepted as long as the agreed approach contributes to the creation of mixed communities in the local authority area. Examples of robust justification, although not exclusive, include provision that will contribute to other policy objectives, for example enabling empty homes to be brought back into use or where there is an improved or more effective use of existing housing stock. A further justification would be where there might be a gap between the number of affordable houses that are required based on the percentage figures in Core Strategy Policy 7 and the number of affordable houses that can be provided physically on a site.
58. Where off-site provision is proposed, the calculation of units or commuted sum should take into account the fact that there is an increase in the market housing on the application site. For example, consider in simple terms a site accommodating 100 units, which would be 70 market houses and 30 affordable houses on-site. If the Local Planning Authority permits all the site to be developed for market housing and still only requires an on-site contribution of 30 units (or the financial equivalent thereof), it would only achieve 23% affordable housing. To achieve 30% affordable housing on a site of 100 units in the urban area (where the on-site provision would be 70 market and 30 affordable houses, and where the site is subsequently developed for 100 market houses, as above), the calculation of the 30% affordable houses should be based on 100 being 70% of the total as set out in the example below:

	Market housing	Affordable housing	Total
On-site	70	30	100
Off-site	100	43	143

In the example above, in order to maintain the overall ratio of 30% affordable housing, the number of units provided off-site has to be increased to 43 units.

59. Circumstances where the acceptance of financial contributions in lieu of on-site dwellings may be considered acceptable are (a) it would be contrary to the interest of promoting 'well balanced communities' to provide affordable housing on-site and (b) where the Council considers it would be preferable to focus affordable provision in areas where there is greatest demonstrated need for affordable housing.
60. The calculation of commuted sums in lieu of on-site provision is as follows:
- Affordable housing is currently discounted at 33% of open market value (i.e. units would be transferred to a Registered Housing Provider at 67% of open market value);
 - The discount is applied to the appropriate proportion of housing as set out in Policy 7 of the Central Lancashire Core Strategy, 30% or 35%;

- The commuted sum is calculated on the total open market value of the development based on the most up-to-date Land Registry average ward house price data;
- In urban areas a 33% discount on 30% of properties i.e. 10% of total open market value will be required;
- In specified rural areas 33% of 35% i.e. 12% of total open market value will be required.

61. The following table shows an example of a commuted sum contribution for a development of 120 dwellings in the urban area:

Dwelling type	% of mix	No. of dwellings	Average Price	Open Market value
Detached	24	29	213,000	6,134,400
Semi-detached	38	46	114,500	5,221,200
Terraced	27	32	64,000	2,073,600
Maisonette/Flat	11	13	85,000	1,122,000
Total	100	120.0		14,551,200
Financial contribution 10% of total open market value:				1,455,120

62. Where it is proposed that the affordable housing provision should be on-site but where the calculated provision does not equate to whole units, a commuted sum will be sought for the difference between the actual provision and the required percentage, as set out as an example in the following table:

119 units to be produced on site

		No.
market housing	70%	84
affordable housing	30%	36

Of which		Actual	Variation	Average price	Open market value
Detached (24%)	8.64	8	0.64	213,000	136,320
Semi-detached (38%)	13.68	13	0.68	114,500	77,860
Terraced (27%)	9.72	9	0.72	64,000	46,080
Maisonette/Flat (11%)	3.96	3	0.96	85,000	81,600
	36	33	3		341,860

Financial contribution for 3 properties at 33% discount

$$(341,860 \times 0.33) \times 3$$

338,441

63. The Central Lancashire authorities use a toolkit developed by Three Dragons consultancy to assess the viability of schemes. The Central Lancashire Toolkit provides the user with an assessment of the economics of residential development. It allows the user to test the economic implications of different types and amounts of planning obligation and, in particular, the amount and mix of affordable housing. It uses a residual development appraisal approach which is the industry accepted approach in valuation practice. The toolkit is available from the Central Lancashire authorities at a modest charge. The preference of the authorities is that applicants and developers should use the toolkit.
64. Where a developer or landowner considers that there are significant constraints sufficient to jeopardise or prevent them from meeting the Councils' affordable housing policy targets, this will need to be demonstrated by the submission of a suitable financial appraisal, which will be subject to testing against the Central Lancashire Toolkit. The Councils will adopt an 'open book' approach to this assessment and the developer/landowner will be expected to provide all relevant financial and other information behind the appraisal to enable the Councils and/or independent valuer on their behalf to assess the nature, extent and impact of the constraints upon the viability of the scheme.
65. The provision of affordable housing, whether on or off-site or via a commuted sum will be secured through a S106 agreement. The Government is currently considering whether in future affordable housing should be included within the Community Infrastructure Levy and, if so, whether pooled contributions through S106 should be limited. Where affordable housing is to be delivered via a commuted sum, it is expected that the sum will be payable on commencement of the development.

G: Rural Exceptions

66. In providing for affordable housing in rural communities the aim set out in PPS3 should be to deliver high quality housing that contributes to the creation and maintenance of sustainable rural communities in market towns and villages. Rural exceptions sites should provide 100% affordable housing as set out in Policy 7 of the Core Strategy.
67. Rural exception sites should only be used for affordable housing in perpetuity. A Rural Exception Site policy should seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection, whilst also ensuring that rural areas continue to develop as sustainable, mixed, inclusive communities.
68. Ideally, homes should be built where there is good access to services, employment and other facilities, and the proposed site should lie within, or adjacent to, an established settlement. If not, the landowner or developer will need to show that the requirements of the potential occupants can be met without putting undue pressure on existing service provision or the physical environment.
69. Schemes are more likely to be successful with the involvement, support and knowledge of the local community. Furthermore, robust evidence of local housing needs via a local housing needs assessment is essential for any scheme to go ahead: the type, tenure and size of the affordable homes must meet an identified local need.

H: Sustainability appraisal and habitats regulations assessment

70. Given the relationship between this SPD, the Core Strategy and the Site Allocations DPDs and the level of Sustainability Appraisal (SA) that these documents have undergone together with the anticipated absence of any significant environmental effects arising from this proposal, an independent SA of this Planning Framework SPD is not required. In addition, the Core Strategy has undergone a Habitats Regulations Screening Assessment to determine the likely significant effects of the plan on sites of international nature conservation importance. Given the SPD is in conformity with the policies contained within the Core Strategy, a full Screening Assessment of this SPD is not required.

I: Monitoring and Review

71. The Councils will monitor the effectiveness of this guidance including Core Strategy key indicators and review as appropriate in the light of its performance and future changes in planning law, and policy guidance.

J: Further Information

72. The SPD will primarily be implemented through the development management process and the determination of planning applications. Charges may apply for pre-application consultations; please see websites for details. Planning Officers will be pleased to provide advice and guidance on planning matters regarding affordable housing. They can be contacted on:

Local Authority	Website	Telephone	Email
Preston City Council	www.preston.gov.uk	01772 906949	devcon@preston.gov.uk
Chorley Council	www.chorley.gov.uk	01257 515151	dcon@chorley.gov.uk
South Ribble Borough Council	www.southribble.gov.uk	01772 421491	planning@southribble.gov.uk

APPENDIX 1: AFFORDABLE HOUSING PROVIDERS

List of:

RSLs operating in the Central Lancashire area.

Local authorities and ALMOs

Private provision

Appendix 2

CONTROLLING RE-USE OF EMPLOYMENT PREMISES SUPPLEMENTARY PLANNING DOCUMENT (SPD) Version 6: 300112

A: Introduction

1. Supplementary Planning Documents (SPDs) were introduced by the Planning and Compulsory Purchase Act 2004 as part of the reforms to the planning system. Although not forming part of the statutory development plan, one of the functions of an SPD is to provide further detail on policies and proposals within the development plan. SPDs must be consistent with national and regional planning policies as well as the policies set out in the development plan.
2. The Central Lancashire SPDs have been prepared in accordance with the Local Development Regulations (SI 2004.2204) and PPS12, conforming and responding to all relevant local and national policies and is based on a robust and up-to-date evidence base. They form part of the Local Development Framework (LDF) for the Central Lancashire authorities of Chorley, Preston and South Ribble. SPDs do not seek to allocate land but are to be considered alongside Policy in the Core Strategy and Site Allocations Development Plan Documents (DPDs). Their guidance should therefore be taken into consideration from the earliest stages of the development process of any site, including any purchase negotiations and in the preparation of development schemes.
3. The purpose of this SPD is to set out the Councils' approach to dealing with development proposals involving the re-use of existing employment premises and sites in Central Lancashire. It develops Core Strategy Policy 10 by setting out the balanced criteria based approach, including marketing and an assessment of the viability of employment use, under which all proposals for re-use will be assessed. The SPD therefore aims to guide the implementation of the Core Strategy and ensure:
 - An adequate supply of employment land in Central Lancashire to 2026, including:
 - (a) the provision and availability of suitable locations for industrial and commercial developments, and,
 - (b) provision for a broad range of business types from small start-up businesses through to large enterprises.
 - All existing employment sites and premises (including those last used for employment purposes) are protected for employment use, and a presumption that 'Best Urban' and 'Good Urban' sites (see Appendix 4) will be retained for B use class employment use (see Appendix 5).
 - The maintenance and creation of employment opportunities in Central Lancashire.
4. Once adopted, this document should be afforded significant weight as a material consideration in determining planning applications.

B: Economic Context

5. The Core Strategy identifies the Central Lancashire area as one that is well located to 'do business'. The Central Lancashire Economic Regeneration Strategy (underpinned by an extensive evidence base, including Centre for Cities work) attempts to harness the business advantages that the area exhibits in setting out the Councils' aims for economic growth to 2026.

6. One of the key challenges facing Central Lancashire is the need to grow its private sector economy, and create more private sector jobs in order to counter the substantial contraction of the public sector. A recent national report by Centre for Cities¹ highlights Preston as a city which has benefited from significant private sector growth between 1998 and 2008. During this period the percentage of private sector jobs increased by 16.2%, the third strongest performance out of all England's cities.
7. A more recent Centre for Cities² report analyses the spatial distribution of economic growth in Preston between 1998 and 2008 and how this growth has affected the wider Lancashire economy. The report found that Preston's economic performance during this period has not been to the detriment of wider Lancashire and that future growth in Preston will be to the benefit of Lancashire and its residents. The report also found that despite economic growth within the Preston urban area (defined as the local authorities of Preston, Chorley and South Ribble), Preston City Centre actually lost private sector jobs during the period. More therefore needs to be done to support the business environment within the city centre, in combination with key growth locations in the wider Preston urban area.
8. Overall, it is essential to have a wide range of different types of employment sites – a broad portfolio of land and buildings – suitable for various businesses in the area. This is particularly so in relation to those industrial sectors that are growing and for start-up firms. Across Central Lancashire the range of sites need to be complementary to one another and not in direct competition. The objective will be to provide a range of employment sites which are suitable, attractive and flexible to be able to cater for the needs of both local firms and inward investors.

C: Planning Policy

9. Guidance on planning policy is issued by central Government in the form of Planning Policy Statements (PPS). Local Planning Authorities have to take the contents of these Statements into account when determining planning applications and preparing documents for the Local Development Framework.
10. The Planning Policy Statements relevant to the Rural Development SPD are as follows:
 - **Planning Policy Statement 1 (PPS1) Delivering Sustainable Development:** this document sets out the Government's objectives for the planning system. It reiterates the four aims of sustainable development and sets out for Local Authorities the key principles of sustainable economic growth.
 - **Planning Policy Statement 4 (PPS4) Planning for Sustainable Economic Growth:** this document sets out the Government's planning policies for sustainable economic development. The definition of economic development includes development within the B Use Classes.
 - **Planning Policy Statement 12 (PPS12) Local Spatial Planning:** this sets out the content and process for producing Local Development Frameworks (LDFs) and sets out the

¹ 'Private Sector Cities – A New Geography of Opportunity', Centre for Cities (June 2010)

² 'Strength From Within: Supporting Economic Growth in Preston', Centre for Cities (December 2011)

parameters for the Core Strategy (paragraph 4.1). The PPS also explains that SPDs may be prepared in order to add detail to existing planning policies.

11. **The Employment Land Reviews Guidance Note 2004** provides specific advice to help local planning authorities to identify an up to date and balanced portfolio of employment sites in Local Development Frameworks.
12. **The North West Regional Spatial Strategy 2008** is the Regional Plan for the North West to the period 2021 and covers the Central Lancashire area. The Government has made a policy commitment in the Localism Act to revoke the Regional Spatial Strategy.
13. The **Local Development Framework** is a suite of documents which will, when complete, replace the existing old-style Local Plans as the spatial planning policy documents for the three Central Lancashire councils. The **Core Strategy** is the key document as it sets the overarching vision for the area. It will be underpinned by **Site Allocations and Development Management Policies Development Plan Documents (DPDs)** for each of the three Local Authorities. These documents will include policies and proposals allocating some land for development whilst protecting other areas from inappropriate development. The Site Allocations DPDs will conform to the Core Strategy and, when adopted, will supersede the adopted Preston Local Plan 2004, South Ribble Local Plan 2000 and Chorley Borough Local Plan Review 2003.
14. Altogether six SPDs are under preparation for Affordable Housing, Design, Controlling the Re-use of Employment Premises, Rural Development, Access to Healthy Food and Open Space, Sport and Recreation. This SPD will fit into the LDF by setting out guidance to ensure the Core Strategy policies and objectives for the re-use of employment premises are clearly articulated.

D: Criteria to Assess Planning Applications

15. This SPD develops Policy 10 of the Central Lancashire Core Strategy. The policy wording should be read in conjunction with Chapter 9 of the Core Strategy “Delivering Economic Prosperity” and the Equality Impact Assessment.

Policy 10: Employment Premises and Sites

All existing employment premises and sites last used for employment will be protected for employment use. There will be a presumption that ‘Best Urban’ and ‘Good Urban’ sites will be retained for B use class employment use. Proposals on all employment sites/premises for re-use or redevelopment other than B use class employment uses will be assessed under the following criteria:

- (a) there would not be an unacceptable reduction in the type, quality or quantity of employment land supply;*
- (b) the provision and need for the proposed use;*
- (c) the relative suitability of the site for employment and for the alternative use;*
- (d) the location of the site and its relationship to other uses;*
- (e) whether the ability to accommodate smaller scale requirements would be compromised;*
- (f) there would be a net improvement in amenity.*

Any proposals for housing use on all employment sites/premises will need to accommodate criteria (a)-(f) above and also be subject to:

- (g) convincing evidence of lack of demand through a rigorous and active 12 months marketing exercise for employment re-use and/or employment redevelopment;*
(h) an assessment of the viability of the land for continued employment use for example by way of adaptation of the buildings and/or redevelopment.

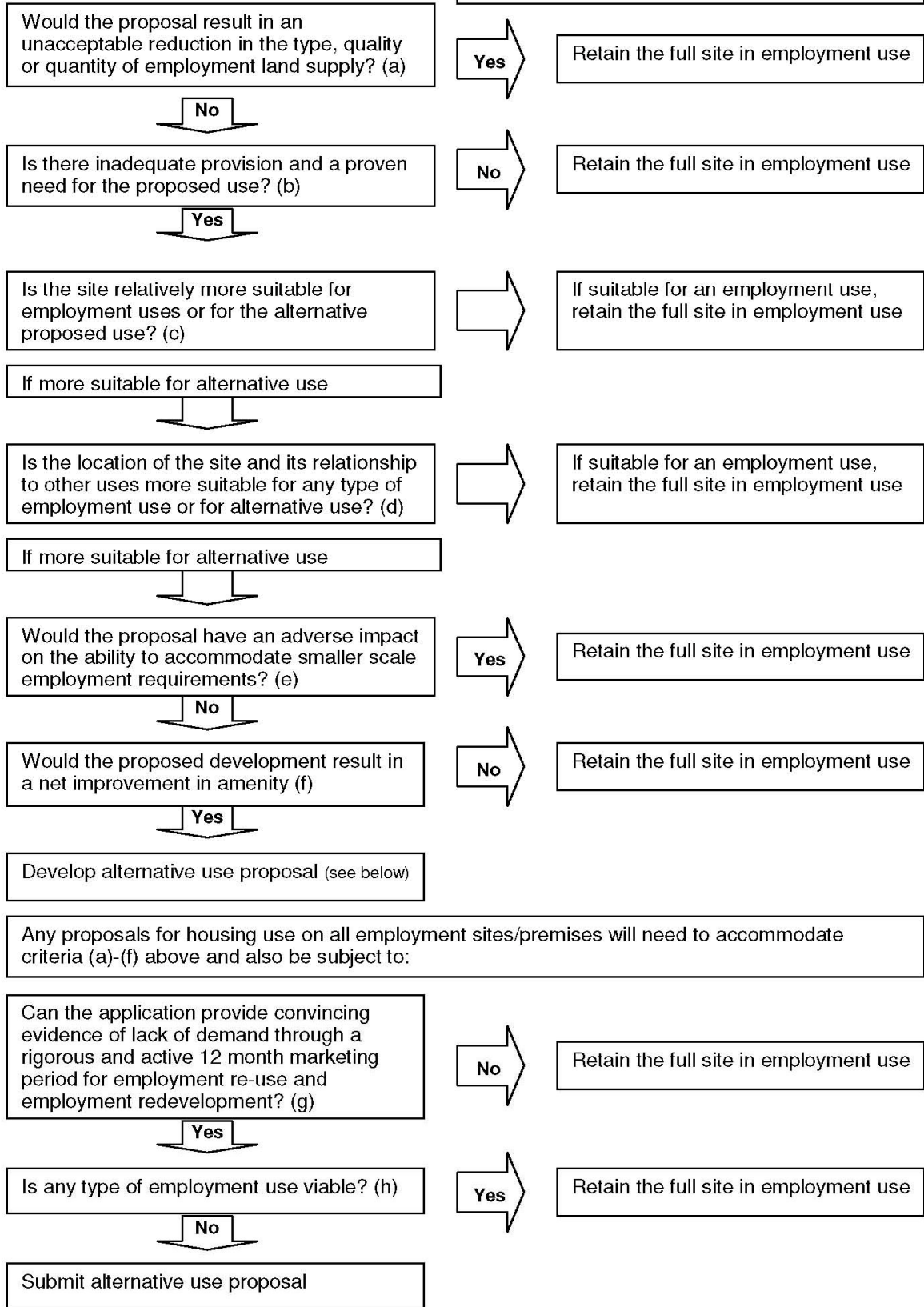
[see Appendix 4 for a definition of employment uses]

16. The Councils will assess all applications for the redevelopment of employment sites on their individual merits. The Councils' starting point will be to retain all employment sites. Consideration will only be given to alternative uses where an applicant can clearly demonstrate that the criteria in the policy have been fully met. This includes both changes of use and redevelopment from employment to non-employment uses.
17. Diagram 1 overleaf highlights the approach that the Councils will take towards proposals that involve the loss of employment land and premises to other uses. Proposals must satisfy **all** of criteria (a) – (f) and, in the case of housing applications, criteria (g) and (h).

Criterion (a): there would not be an unacceptable reduction in the type, quality or quantity of employment land supply

18. An unacceptable change is one which would result in any reduction in the type, quality or quantity of employment land unless this type, quality or quantity has been identified as surplus within the borough/settlement/area against requirements identified by the local authority annual monitoring process and/or by the Chorley, Preston and South Ribble Employment Land Review (2009).
19. The existing stock of employment premises and sites, including land or premises last used for employment, comprises a range of different types, sizes and quality of premises. These have been assessed through the Employment Land Review and evaluated into categories, which form the component parts of the employment land supply. A balance of quality, type and size of premises is important to meet the needs of the range of new and established businesses and to attract new investors. Development proposals for uses other than employment must provide evidence that there would not be an unacceptable reduction in the type, quality or supply of employment land.
20. The amount of land required for economic development in Central Lancashire is set out in paragraph 9.4 and table 5 of the Core Strategy. Each Council will monitor the employment land supply, including take-up and losses, and allow for assessment of proposals impacting on the supply. In assessing quantitative and qualitative issues, regard will be had to available land and premises in the local area.
21. The potential for all employment uses for a site should be considered before a planning application is made for any non-employment use. Applicants will be required to show that they have marketed a former employment site for employment purposes before considering an alternative use. Appendix 1 sets out the requirements of a marketing strategy.

Diagram 1: The Councils' approach towards proposals that involve the loss of employment land & premises to other uses



Criterion (b): the Provision and Need for the Proposed Use

22. Any proposal submitted should include an assessment of the existing provision of the proposed use and clearly identify a need, backed up by robust evidence. The regeneration of sites is a high priority. In some circumstances there can be advantages in reorganising land uses such that it is appropriate for redevelopment of an employment site for other uses. Such a proposal would need to demonstrate that it is in the wider economic, social and environmental interests of the area. Proposals should not result in a net loss of employment numbers and should be seen as an opportunity to improve/resolve any local infrastructure issues. More information is given below in relation to examples of suggested uses.
23. Proposals for retail uses will not be acceptable on former employment sites. Proposals will be assessed against other relevant policies in the Core Strategy, as appropriate, which seek to restrict retail uses to shopping centres. Other uses that provide employment such as crèches, hotels and built leisure developments may have regeneration benefits and could also be appropriate development in established employment areas dependant on compliance with other policies in the LDF.
24. Public and community uses are best suited in town, district and local centres, as supported by Planning Policy Statement 4. Any proposal for community facilities should clearly set out the reasons why it needs to be situated on the site/premises in question, and why there are no suitable alternative sites available. To confirm this, a list of alternative buildings should be submitted with details explaining why each one was not suitable. In addition, evidence will be required with the supporting statement showing a demonstrable local need for the use.
25. Proposals for a community building that could have an adverse effect on existing business or other adjoining users, for example residential areas, will not be acceptable. Recreational and community uses generally will require high levels of environmental and landscape quality and this will be respected in any approval process.

Housing Need

26. In order to demonstrate that a housing development is needed and can only be implemented on a site that was previously in employment use, applicants will need to present evidence in respect of planning policies for housing. This will include evidence of the supply of housing land against the requirement for new housing set out in the Core Strategy. Evidence of capacity on brownfield sites not previously in employment use will also be relevant.
27. Proposals that include a level of affordable housing above the normal policy requirement will be given additional weight as part of this SPD. Any additional weight will be proportionate to the level of provision secured over and above the current policy requirement, but will need to be carefully balanced against the loss of jobs/employment land.
28. Affordable housing proposals will be given greater weight in settlements that are identified as having significant local affordable housing needs. Proposals that include affordable housing should comply with the appropriate Council's affordable housing policies and definitions.

Criterion (c): the relative suitability of the site for employment and for the alternative use

29. Any application for uses other than employment should include information to assess the relative suitability of the site for employment and for alternative uses. This assessment should take into account the fact that there are considerable differences between different types of employment uses that the site could accommodate. Employment requirements cover a range of sizes and there is demand for small-medium scale developments. Although the current employment use may, at the time of application, cause amenity problems, this does not necessarily rule out the ability of the site or premises to accommodate a different type of employment use. Alternatives should be considered such as upgrading or redevelopment for different types or sizes of employment uses.
30. The assessment should also consider any external influences which might impact on the suitability of a site for employment uses. These may change over time so that the site could be suitable for development for some type of employment uses in the future and would therefore still be an important part of the employment land supply.
31. Where uses other than employment are proposed, mixed use schemes and live/work units (see criterion (d)) should be considered which could contribute to supporting the local economy. Similarly, the other policies and proposals within the Core Strategy should be taken into account and any other material considerations such as traffic generation.

Criterion (d): the Location of the Site and Its Relationship to Other Uses

32. Where consideration is being given to alternative uses of employment land or premises, any such proposals must demonstrate that the alternative use would be better suited to the location of the site and its relationship to other uses than employment use. It must also ensure that the proposed use does not conflict with the character of the surrounding area and other policies and proposals within the Core Strategy, or any other material considerations.

Traffic

33. A significant problem of traffic generation on unsuitable roads would only arise when access to a site is exceptionally poor. An example would be where there are significant numbers of lorry movements on a sustained basis as part of the regular operations of a business, and access is via a minor street in an otherwise quiet residential neighbourhood, or an un-adopted road that provides access to other properties. Instances of heavy volumes of traffic on the general road network would not be considered a significant problem. Lancashire County Council as the Highway Authority will determine whether a use is acceptable or not to the area or detrimental or not to the road network.

Small Sites

34. Small employment sites that are physically isolated from other employment sites contribute significantly to the local economy and supply of jobs in Central Lancashire. Therefore they should be retained unless they can be shown to conflict with the amenity value of the surrounding area (e.g. noise).

Mixed Use Developments

35. There may be instances where a site's sole use for employment purposes is no longer suitable. In such cases the Councils will expect applicants to have examined the possibility of developing either mixed use schemes, including live/work units, or other elements including some housing to deliver a scheme that is well related to surrounding uses. In such cases, and where this is demonstrated by the applicant, the Councils will adopt a more flexible approach and will seek to secure a mix of land uses.
36. Live/work units are buildings where parts of the floor space are designed as a small work unit, while the rest of the space is devoted to living accommodation. The Councils' definition of a live/work unit is a work space that is integrated with a dwelling unit occupied by the proprietor of the work space, with at least 50% of the floor-space being dedicated to the work unit. There are two ways that this type of unit can be provided:
 - Conversion of existing buildings such as farm buildings;
 - New build designed specifically for live/work uses.
37. This type of development should have close access to classified roads, and space for parking/deliveries. Someone who lives in the residential part of the unit should be employed wholly or primarily in the workspace provided in the development. The Councils will consider applications for live/work units, whether singly or as a small cluster of units. Any consideration will have regard to the impact that such development will have on neighbouring properties and the overall character of the locality. Live/work units will be controlled by suitable conditions to ensure they are used in accordance with the original consent. Conditions will include occupation restrictions to prevent use as a residential dwelling and a requirement that the property to be inspected to ensure that the layout as a live/work unit has been implemented. A separate SPD on Rural Development also covers live/work units.
38. The Councils are preparing their Site Allocations and Development Management Policies DPDs and where relevant these will identify housing and employment mixed use sites, some as new allocations and on sites previously in employment use. The relevant sites will show the areas for housing and employment, and the range of employment uses for each site.
39. Where proposals come forward for mixed use on existing employment sites the applicant should demonstrate the amount of non employment uses necessary to deliver significant employment on the site and this will be assessed on a site by site basis. In assessing mixed use proposals, the Councils will normally expect, as a minimum, that the equivalent amount of employment floor-space will be delivered on the site as currently exists. Where this cannot be achieved, the Councils will expect that the other elements of the scheme should be the minimum necessary to support a viable employment development on the site. Applicants will be required to submit a reasoned justification as to why the existing employment floor-space cannot be replaced in full.
40. When determining the proportion of the overall site to be developed for employment uses, the Councils will assess the individual merits of each case, but in doing so will take account of the employment resource being lost and the potential level of employment that can be achieved within the mixed use development. The Councils will also seek to ensure that the new employment element would not cause harm to the amenity of neighbouring properties.
41. If a mixed use scheme is pursued, then any planning permission granted (subject to other material considerations and those items detailed in this SPD) will be conditional on the delivery of the employment uses on the site. It will normally be expected that the employment element will be constructed in advance of the higher value uses. This will be controlled through Section 106 Agreements.

Criterion (e): where the ability to accommodate smaller scale requirements would be compromised

42. Alternative uses of land in use as or last used for employment will not be permitted where the ability to accommodate smaller scale employment requirements would be compromised. Employment requirements cover a range of sizes and demand is often for small – medium scale development. Therefore in considering the qualitative impact on the supply of employment, the realistic potential of premises/sites to accommodate the small – medium component of employment development will be assessed when considering proposals for their release to other uses.
43. The Councils will expect the employment land or premises to have been marketed for small – medium scale employment use before they can be considered for an alternative use. Appendix 1 sets out the requirements of a marketing strategy.

Criterion (f): there would be a net improvement in amenity

44. Proposals for alternative uses may be considered on sites with uses that currently have a detrimental impact (i.e. unacceptable environmental/ traffic/ noise implications) on the adjacent residential areas and where reuse/redevelopment to an alternative use would offer significant amenity benefits over and above the existing use/previous use. These benefits would include physical and visual attractiveness, improvements to the overall character of an area and impact of the site on the local street scene to the benefit of residents, improvements to the aural amenity (through a quieter but not necessarily the quietest use) of the area and highway improvements.
45. Redevelopment or re-use for non-employment uses will be considered if it can be demonstrated that it is the only means by which a building of architectural or historic interest can be retained.
46. Any proposals for housing use on all employment sites/premises will need to accommodate criteria (a)-(f) above and also be subject to:

Criterion (g): convincing evidence of lack of demand through a rigorous and active 12 months marketing exercise for employment re-use and/or employment redevelopment

47. It is important that applicants consider the potential for all employment uses on a site before making a planning application for a non-employment use. Where a business is coming to the end of its economic life, or has ceased trading altogether, the Councils will expect the land or premises to have been marketed for employment use before it can be considered for an alternative use.
48. Applicants will therefore be expected to have undertaken extensive marketing to determine the demand for the site from business occupiers. Until this has been done, a change of use will not be considered by the Councils, as existing employment land or premises which are currently not in use are not, by definition, genuinely redundant. A lesser financial return on investment, relative to other development or reuse options, will not be sufficient to justify the site not continuing to be available for employment use.
49. Following any initial enquiries with the relevant Council, it will be necessary to put together a marketing strategy, as set out below, that is up to date and relevant to the current owner of the property.

Marketing strategy

50. The manner in which the site or premises have been marketed for continued employment use will be a key consideration of its future viability. A marketing strategy and supporting evidence will be required to demonstrate that the site or premises has been appropriately marketed and there is no current demand for employment use. Where relevant, the marketing strategy will also need to consider the potential to refurbish or redevelop the site (in part or in whole) in order to meet the requirements of alternative employment uses.
51. The Councils also expect sites and premises to be marketed flexibly according to the circumstances that prevail, including the subdivision or amalgamation of units or partial demolition in order to improve access and servicing, where appropriate. The marketing strategy should be prepared by a suitable professional person such as a Chartered Surveyor, who has a sound knowledge of the sale/lease of commercial properties in the Central Lancashire area, and is certified accordingly.
52. The Councils expect employment sites and premises to be actively marketed for a reasonable period before an application for a change to alternative use can be considered: at least twelve months in the current commercial property market. This timescale may need to be longer if the market is slow or if the premises are large.
53. The applicant must inform the Economic Development Team at the relevant Council of the sites availability at the start of the marketing campaign. This will allow details to be included in on-line commercial sites and property registers operated by each Council, which can be viewed by using the links below:

Preston: <http://www.preston.gov.uk/business/business-property/>
South Ribble: <http://www.southribble.gov.uk/locateinsouthribble>
Chorley: <http://www.chorley.gov.uk/business>
54. The full requirements expected in a marketing strategy are set out in Appendix 1 and a marketing checklist is included in Appendix 2 to guide applicants through the process. ***The Councils will only accept that this criterion has been met if the marketing strategy is agreed as being adequate.***

Criterion (h): an assessment of the viability of employment development including employment re-use and employment redevelopment

55. Applicants will be expected to clearly demonstrate, in a supporting statement with the planning application, why they consider that new employment development cannot be achieved on a site for reasons of financial viability. The Councils will give full consideration to the evidence submitted and may need to take independent advice on this, with the applicant being expected to pay the Council's expenses.
56. There may be instances where an applicant can demonstrate that there is no demand for an employment site in its present condition and that the site's buildings are of a state that they would be unsuitable for continued employment use. In such cases, it is important to recognise that the value offered by such sites does not arise solely from the existing buildings, but from the potential the site offers for future employment uses.
57. The Councils will, therefore, expect an applicant to provide evidence that they have carefully considered how the site could be refurbished or redeveloped for employment purposes and that they have marketed it accordingly. In addition, although the retention of the site in employment use may not be viable at present, the economics of development can change;

making refurbishment / redevelopment for employment uses a viable proposition in the future. In this respect, such sites are still considered to have value as an employment resource.

58. There are two stages to establishing that a site is in such a poor condition that it is uneconomic to either refurbish or redevelop it for employment purposes:
 - (a) Establish from 12 months of active marketing that prospective occupants have turned down the property because of the condition of the premises;
 - (b) Establish that the costs involved in refurbishing or redeveloping the site for employment use are greater than the return that could be anticipated.
59. The Councils are unlikely to concede that the site is in poor condition unless this conclusion can be drawn from site marketing evidence (see above and Appendices 1 and 2) or the advice of the relevant Council's Property Services Team. In considering marketing evidence, the Councils will pay particular attention to the market price at which the site has been offered and will expect the price to reflect the current state of the property.
60. A list of the evidence required to demonstrate a case that the costs of refurbishment / redevelopment exceed the likely returns from the site is shown in Appendix 3. Where it can be demonstrated that redevelopment for employment purposes alone cannot be achieved on financial grounds, the Councils expect applicants to consider:
 - (a) Approaching support agencies to see whether additional funding may be available to assist the redevelopment and;
 - (b) Preparing alternative schemes which can deliver some employment floor space on the site.

Mixed Use Developments

61. There may be instances where a site's sole use for employment purposes is no longer viable. In such cases the Councils will expect applicants to have examined the possibility of developing either mixed use schemes, including live/work units, or other elements (including some residential) to cross fund development. Where this can be clearly demonstrated by the applicant/agent, the Council will adopt a more flexible approach and will seek to secure a mix of land uses in some cases. Criterion (d) sets out the approach that will be taken by the Councils when considering mixed use proposals.

Non Business (B use classes) Development

62. Where an applicant has demonstrated the continued use of a site/premises either for solely employment use or a mixed use scheme is not viable, then in accordance with our sequential approach, other employment generating uses not within the 'B uses' of the Use Class Order 2005 will be preferred.
63. If an applicant considers that an employment scheme can only be made viable by incorporating a residential element to the scheme, then it should be demonstrated why a non-residential mixed-use development, including employment floor space, is not feasible on a particular site. The evidence required should include relevant cost information as detailed in this SPD. Where this is satisfactorily demonstrated, residential development proposals will need to show that the resulting residential amenity conditions are satisfactory. There would also need to be no unacceptable impact on the operating conditions of existing and potential businesses at a location by virtue of its potential use classification.
64. Any outline approval granted for residential development on an existing employment site will normally be conditioned to ensure that any subsequent reserved matters conform with the

agreed approach - whether that is in relation to a mixed use proposal or through the conversion for other employment generating uses.

E: Sustainability appraisal and habitats regulations assessment

65. Given the relationship between this SPD, the Core Strategy and the Site Allocations DPDs and the level of Sustainability Appraisal (SA) that these documents have undergone together with the anticipated absence of any significant environmental effects arising from this proposal, an independent SA of this Planning Framework SPD is not required. In addition, the Core Strategy has undergone a Habitats Regulations Screening Assessment to determine the likely significant effects of the plan on sites of international nature conservation importance. Given the SPD is in conformity with the policies contained within the Core Strategy, a full Screening Assessment of this SPD is not required.

F: Monitoring and Review

66. The Councils will monitor the effectiveness of this guidance including Core Strategy key indicators and review as appropriate in the light of its performance and future changes in planning law, and policy guidance.

G: Further Information

67. The SPD will primarily be implemented through the development management process and the determination of planning applications. Charges may apply for pre-application consultations; please see websites for details. Planning Officers will be pleased to provide advice and guidance on planning matters regarding the re-use or retention of employment land. They can be contacted on:

Local Authority	Website	Planning	Economic Development
Preston City Council	www.preston.gov.uk	01772 906949	01772 903606
Chorley Council	www.chorley.gov.uk	01257 515151	01257 515151
South Ribble Borough Council	www.southribble.gov.uk	01772 421491	01772 625455

Appendix 1 – Requirements of a Marketing Strategy

The marketing strategy should bring the availability of the site to the full notice of the local business community, for at least 12 months and should include as a minimum:

- (a) The market price of the site / premises and an indication of this price relative to those prevailing for similar sites / premises in the local market, including details of an independent valuation;
- (b) Details of any reductions in market price made during the course of marketing;
- (c) The marketed use of the site - the Councils will expect employment sites to be marketed in a way that identifies all the options available in retaining the site in employment use and include all employment uses, which could be attractive to the commercial market in that area. This will include, where appropriate; the potential for refurbishment; redevelopment for new employment uses; sub-division, amalgamation or selective demolition, in order to improve the format, layout and access arrangements;
- (d) Details of the site particulars prepared, which should include the following information as a minimum:
 - Good quality internal and external photographs
 - A description of the site / premises
 - The current permitted use and all potential employment uses, subject to planning permission
 - Dimensions of the building / internal rooms / eaves height / door widths, if relevant/gross internal area / total size of the site, including any land. (Note: Any residential element to the property should be removed or subordinate to the commercial particulars.)
 - Extent of site, shown on a site plan
 - Site location, including map – the map extract should show the property in relation to the road network
 - Services e.g. electricity, gas, water and any other relevant information
 - Asking price & tenure – including both leasehold and freehold
 - All restrictions, conditions and covenants
 - Known costs, such as service charges, rateable value and any other known items
 - Terms and conditions associated with the sale
 - Parking availability and access to public transport
 - Contact details for viewing and more information
- (e) The site should be continuously advertised by way of a commercial agent's advertisement board (minimum size 0.5 square metres in area) on each site frontage to the highway throughout the period;
- (f) The site should be continuously included on the commercial agent's website, the Councils' commercial property database/website and commercial property search sites such as Property Pilot, together with the agents own property papers and/or lists of commercial premises. Circulation should be undertaken to other local commercial agents, by way of mail shots and/or hard copies of sales particulars, and circulated again if any significant details change;
- (g) The site should be advertised in the regional and local press, including the property press and specialist trade papers, on a frequent basis (minimum 6 adverts) throughout the twelve months timescale. Please see the checklist in Appendix 2. Details of where and how often the site was advertised, with copies of all advertisements placed, including dates, must be produced;

- (h) A monthly breakdown should be compiled, detailing contact details of interested parties in the property. All expressions of interest / offers received, including rental interest should be shown and progress with negotiations, including any offers rejected and the reasons for this. Where possible the applicant should obtain from interested parties the reasons why they were not able or willing to proceed. It is not sufficient evidence to just quote the number of viewings and generalise on the feedback;
- (i) Details should be shown of any variations in the marketed use of the site / premises that were introduced in the course of marketing;
- (j) Details should be provided of any variation in terms and conditions on which the site is being made available.

Appendix 2 – Marketing Checklist

		Yes	No	Date
1	Contact made with the Council’s Planning Policy Department Did the advice request a marketing campaign to be undertaken in line with this document? If <ul style="list-style-type: none"> • Yes – please continue steps below • No – An application can be submitted without following steps below 			
2	Submission of marketing proposals (see Appendix 1) forwarded to the Council’s Planning Policy Case Officer for consideration. <i>(the following must form part of your submission)</i>			
a	Site Particulars: Are the following included? <ul style="list-style-type: none"> • external photo(s); description of the site/premises; • current permitted use and potential uses subject to planning; price and tenure; dimensions of: <ul style="list-style-type: none"> • building, internal rooms, gross internal area, size of the total site including any land, services; • restrictions and covenants that may affect the site; • location map extract; contact details for viewings (other relevant information to attract potential commercial investors should also be detailed) 			
b	Advertisement details: <ul style="list-style-type: none"> • A draft advert indicating the size and format together with confirmation of where the advert will be placed and its regularity. • Confirmation of how the property will be advertised including online advertising 			
c	For sale/to let Board: <ul style="list-style-type: none"> • Confirmation that a for sale/to let board will be erected on site 			
d	Evidence based information: <ul style="list-style-type: none"> • Details of negotiations, independent valuation and sales particulars prior to start of campaign. • The method and format of reporting progress of interested parties, copies of advertisements placed and the date of publication. • The methods and format of reporting the final marketing campaign and its results 			
3	Have the above marketing proposals been acceptance been received? Has the start date and length of campaign been confirmed in writing?			
4	Particulars supplied to the Council’s Economic Development Team for promotion through the database and websites?			

5	<p>Evidence based information:</p> <ul style="list-style-type: none"> • Submission of final summary of marketing campaign to the Council's Development Management Case Officer for consideration. • Option 1 – pre-application discussions take place (NB: these may involve a fee) • Option 2 – await confirmation that the campaign meets the criteria of Policy 10 before submitting planning application 			
6	<p>Written confirmation received from the Council that the campaign has been undertaken in a manner that satisfies the requirements of Policy 10.</p> <ul style="list-style-type: none"> • If yes, please append all of the above evidence to any future planning application • If no, further negotiations will be required before submitting a planning application. 			

Appendix 3 – Evidence of Refurbishment/Redevelopment Costs Exceeding Returns

The following will be required to demonstrate a case for the costs of refurbishment / redevelopment exceeding the likely returns from the site:

- (a) A full structural survey of the existing premises highlighting the matters that require refurbishment or which are incapable of refurbishment. This survey should be prepared by a suitably qualified professional consultant;
- (b) A survey of the site from an operational point of view indicating any exceptional or site specific costs. These costs to be prepared by a suitably qualified professional consultant;
- (c) A detailed cost breakdown of the works required to refurbish/redevelop the site. These costs to be prepared by a suitably qualified professional consultant;
- (d) Written evidence from 3 recognised separate financial institutions of the likely cost of borrowing over a fifteen year period to fund these costs;
- (e) Written evidence from 3 recognised separate financial institutions that they would not be prepared to advance finance for refurbishment/redevelopment, with the applicant to bear any costs involved in obtaining this information; and
- (f) An indication (in the case of a prospective landlord) that the anticipated rate of return from the premises would not cover the costs of refurbishment/redevelopment;
- (g) An indication (in the case of a prospective owner occupier) that the level of income needed to cover both the costs of refurbishment/redevelopment and other necessary overheads would be unsustainable.

The Councils will seek to verify any such information submitted under these criteria. It is recognised that some of this information is of a confidential nature and the Councils will use best endeavours to ensure that it is not made publicly available or used for purposes other than those set out in this SPD.

Appendix 4 -Definition of Employment Uses within this Document

What is Employment Use?

The B use class employment uses identified in Core Strategy Policy 10 derive from the Use Classes Order Guide (England and Wales) October 2010. These are:

- B1 Business
 - (a) Offices other than A2
 - (b) Research and Development
 - (c) Light Industry
- B2 General Industry
- B8 Storage and Distribution

Consideration will be given to enterprises which provide jobs, particularly local jobs. For example, a pub, which by its nature can provide local and sustainable employment opportunities. Sui generis, (such as warehouse clubs, cash and carry businesses and builders merchants), housing and retail uses are not covered by the definition.

In assessing applications for re-use of employment premises, consideration will be given to the types of employment that the economic indicators show the area most needs, for example, provision of higher value jobs or provision of higher volumes of jobs close to areas of higher unemployment.

Appendix 5 – List of Sites defined as “Best Urban” and “Good Urban”

This Supplementary Planning Document applies to all existing employment premises and sites and those last used for employment purposes as set out in Policy 10 of the Central Lancashire Publication Core Strategy December 2010.

Chapter 9 of the Core Strategy, including Policy 10, refers to sites identified by the Chorley, Preston and South Ribble Employment Land Review 2009 as “Best Urban” and “Good Urban”. A list of those sites is set out below.

Best Urban Sites

Chorley

Group 1, Buckshaw (37)
 Southern Commercial Area, Buckshaw (38)
 The Revolution (Regional Investment Site),
 Buckshaw (39)

Preston

Preston East Employment Area (7)
 Millennium City Park (1)

South Ribble

RO Matrix Park (OS2)

Good Urban Sites

Chorley

Botany/ Great Knowley Site, Chorley (1)
Chorley North Industrial Estate, Chorley (3)
M61/ Botany Site, Chorley (2)
Red Bank/ Carr Lane (Duxbury Business Park), Chorley (17)
Ackhurst Park/ Common Bank Employment Area, Chorley (5)
Stump Lane, Chorley (16)
Highfield Industrial Estate, Chorley (4)
East Chorley Business Park, Chorley (9)
Telent Site, Chorley (18)
Standish Street, Chorley (26)
Cowling Business Park, Tincklers Lane, Chorley (28)
Coppull Enterprise Centre, Coppull (31)
Chapel Lane Industrial Estate, Coppull (30)
Chorley Business and Technology Park, Euxton (36)
Euxton Lane, Euxton (40)
Market Street, Adlington (48)
Adlington South Business Village, Adlington (49)
Pincroft, Market Street, Adlington (50)
Railway Road, Withnell (64)

Preston

Ringway/ Falkland Street (78)
Preston Riversway (20)
North Preston Employment Area (30)
Red Scar Industrial Estate???
Roman Way Industrial Estate (18)
Riversway Phase B (25)
Deepdale Street/ Fletcher Street (44)
Unicentre, Derby Street (49)
Winckley Square/ Chapel Street (54)
Walker Street (62)
Winckley Square (SW)/ East Cliff (65)
Winckley Square South and East/ Cross Street (66)
North Road B/ Kent Street (34)
Ribbleton Lane/ New Hall Lane (46)
Tulketh Mill (73)
Croft Street/ Wellfield Road (80)
West Strand/ March Lane (84)
Cottam Hall Brickworks (12)
Cottam Local Centre (13)
Hartington Road/ Fishergate Hill (22)
Bow Lane (27)
Riversway A – Portway/ West Strand (28)
Rough Hey Industrial Estate (2)

South Ribble

Carr Lane, Farington (AS5)
West Paddock, Leyland (AS8)
South Rings, Bamber Bridge (AS1)
Leyland Business Park, Farington (OS6)
North of Golden Hill Lane, Leyland (EMP3/6)
Tomlinson Road, Leyland (EMP4/9)
Baconash Road, Leyland (EMP4/10)
Heaton Street, Leyland (EMP4/11)

Walton Summit (EMP3/1)
Sceptre Point, Bamber Bridge (OS4)
South of School Lane, Bamber Bridge (EMP4/1)
North of School Lane, Bamber Bridge (EMP3/2)
Dunbia, adj. Walton Summit (SS11)
Edward Street/Winery Lane, Walton-le-Dale (SS26)

Appendix 3

RURAL DEVELOPMENT SUPPLEMENTARY PLANNING DOCUMENT (SPD) **Version 8: 300112**

A: Introduction

1. Supplementary Planning Documents (SPDs) were introduced by the Planning and Compulsory Purchase Act 2004 as part of the reforms to the planning system. Although not forming part of the statutory development plan, one of the functions of an SPD is to provide further detail on policies and proposals within the development plan. SPDs must be consistent with national and regional planning policies as well as the policies set out in the development plan.
2. The Central Lancashire SPDs have been prepared in accordance with the Local Development Regulations (SI 2004.2204) and PPS12, conforming and responding to all relevant local and national policies and is based on a robust and up-to-date evidence base. They form part of the Local Development Framework (LDF) for the Central Lancashire authorities of Chorley, Preston and South Ribble. SPDs do not seek to allocate land but are to be considered alongside Policy in the Core Strategy and Site Allocations Development Plan Documents (DPDs). Their guidance should therefore be taken into consideration from the earliest stages of the development process of any site, including any purchase negotiations and in the preparation of development schemes.
3. The purpose of this Rural Development Supplementary Planning Document (SPD) is to set out the Councils' approach to development in the rural areas of Central Lancashire. The SPD clarifies the Councils' support for specific initiatives to sustain and encourage appropriate growth in the rural economy, and it aims to ensure that:
 - rural communities thrive as mixed communities where people young and old, on high and lower incomes are able to live in rural settlements;
 - rural economic development is supported and encouraged within clearly defined parameters;
 - development takes place in a way which helps places become more sustainable;
 - existing services in rural areas are supported and maintained.
4. Once adopted, this document should be afforded significant weight as a material consideration in determining planning applications.

B: Planning Policy

5. Guidance on planning policy is issued by central Government in the form of Planning Policy Statements (PPS). Local Planning Authorities have to take the contents of these Statements into account when determining planning applications and preparing documents for the Local Development Framework.
6. The Planning Policy Statements relevant to the Rural Development SPD are as follows:

- **Planning Policy Statement 1 (PPS1) Delivering Sustainable Development (2005)**: this document sets out the overarching planning policies on the delivery of sustainable development through the planning system. It uses the vision of sustainable development as "development that meets the needs of the present without compromising the ability of future generations to meet their own needs." PPS1 is not specific to rural areas but covers development in all areas.
 - **Planning Policy Guidance Note 2 (PPG2) Green Belts (March 2001)**: this document gives a clear definition of the type of development that is appropriate in the Green Belt. Development should retain the open character of the Green Belt.
 - **Planning Policy Statement 4 (PPS4) Planning for Sustainable Economic Growth (December 2009)**: there are two policies on PPS4 which specifically relate to rural areas. Policy EC6, planning for economic development in rural areas, gives guidance on how land should be allocated and used in rural areas. Policy EC7, planning for tourism in rural areas, gives guidance on how tourism can help support local businesses.
 - **Planning Policy Statement 7 (PPS7) Sustainable Development in Rural Areas. (August 2004)**: the section on economic growth has been superseded by the revised PPS4. However the document is still important as it considers community services, housing and the differing uses of the countryside.
7. The Matthew Taylor Report, '**Living Working Countryside**' was published in 2008. It argued that previous practice in planning has failed in its objective to build sustainable communities in rural areas, and it suggested ways in which the Government could change current practice to facilitate development in the countryside where it will help to sustain rural communities. The Labour Government published its response in 2009, which supported many of the suggestions made in the Matthew Taylor report. Some of the findings of this report, such as streamlining the planning system and allowing communities more say in their local area, are picked up by the Coalition Government in the Localism Act.
 8. **The North West Regional Spatial Strategy 2008** is the Regional Plan for the North West to the period 2021 and covers the Central Lancashire area. The Government has made a policy commitment in the Localism Act to revoke the Regional Spatial Strategy.
 9. The **Local Development Framework** is a suite of documents which will, when complete, replace the existing old-style Local Plans as the spatial planning policy documents for the three Central Lancashire councils. The **Core Strategy** is the key document as it sets the overarching vision for the area. It will be underpinned by **Site Allocations and Development Management Policies Development Plan Documents (DPDs)** for each of the three Local Authorities. These documents will include policies and proposals allocating some land for development whilst protecting other areas from inappropriate development. The Site Allocations DPDs will conform to the Core Strategy and, when adopted, will supersede the adopted Preston Local Plan 2004, South Ribble Local Plan 2000 and Chorley Borough Local Plan Review 2003.

10. The particular Core Strategy policies which relate to this SPD are:
- Policy 1: Locating Growth
 - Policy 4: Housing Delivery
 - Policy 8: Gypsy and Traveller and Travelling Show People Accommodation
 - Policy 10: Employment Premises and Sites
 - Policy 13: Rural Economy
 - Policy 17: Design of New Buildings
 - Policy 25: Community Facilities
 - Policy 31: Agricultural Land
11. A fundamental objective of the Core Strategy is to concentrate the bulk of sustainable development within the urban areas of Central Lancashire in order to restrict encroachment into the open countryside. However, the Councils will also support the economic vitality and viability of rural areas by ensuring that development is appropriate to the different types of settlement in the countryside. Policy 1 of the Core Strategy sets out the key areas where growth and investment will be concentrated. Rural areas are defined as those settlements outside of the Preston/South Ribble Urban Area, the Key Service Centres of Leyland, Chorley and Longridge, and the Urban Local Service Centres of Adlington, Clayton Brook/Green, Clayton-le-Woods (Lancaster Lane), Coppull, Euxton and Whittle-le-Woods. In the rural areas, the Core Strategy identifies the following hierarchy of settlements:
- Rural Local Service Centres identified as Brinscall/Withnell, Eccleston and Longton, where growth and investment will be encouraged to help meet local housing and employment needs and to support the provision of services to the wider area.;
 - Smaller villages, substantially built up frontages and Major Developed Sites, where development will typically be small scale and limited to appropriate infilling, conversion of buildings and proposals to meet local need, unless there are exceptional reasons for larger scale redevelopment schemes.
12. The Green Belt is extensive in South Ribble and Chorley where it washes over the smaller villages, substantially built up frontages and Major Developed Sites. Any development proposals in those areas will be subject to Green Belt policy. The extent of the Green Belt is shown on the Proposals Maps of the Site Allocations and Development Management Policies Development Plan Documents (DPDs) for each Council area (under preparation).
13. Chorley Council has designated part of the West Pennine Moors as an Area of Other Open Countryside, and part of the Forest of Bowland Area of Outstanding Natural Beauty (AONB) lies within Preston City Council's administrative boundary. These areas are excluded from the Green Belt but are protected from unacceptable development which would harm their open countryside and rural character (see above references to the Proposals Maps).
14. Altogether six SPDs are under preparation for Affordable Housing, Design, Controlling the Re-use of Employment Premises, Rural Development, Access to Healthy Food and Open Space, Sport and Recreation. This SPD will fit into the LDF by setting out guidance to ensure the Core Strategy policies and objectives for rural development are clearly articulated.

C: Employment

15. It is important that employment opportunities exist in rural areas firstly, to enable local people to access employment close to where they live, secondly, to help avoid excessive levels of commuting to urban areas and thirdly to ensure that local communities remain vibrant and sustainable. The rural areas in Central Lancashire no longer rely on agriculture as a major source of employment. There is now a much more diverse economic profile and it is important that this is encouraged and supported within the area. The economic activity in the countryside differs from urban areas in that:
- businesses tend to be smaller;
 - many businesses are home based;
 - smaller businesses require premises, rather than land, to start operating or to expand;
 - growing businesses in need of larger premises often have to move longer distances to find suitable premises due to a lack of choice;
 - it is often harder to attract a skilled workforce to rural areas.
16. Employment development proposals should be conveniently located in relation to the surrounding road network, provide a safe access, be adequately serviced or can be serviced at a reasonable cost. Applicants seeking planning permission should also demonstrate that the proposed use would not be detrimental to local amenities and the use of neighbouring land.
17. All planning proposals for employment uses will be assessed for their:
- design, including siting, layout, massing, scale, materials and landscaping;
 - highway access, safety and traffic generation;
 - potential detriment to local amenities; and
 - likely impact on neighbourhood amenities.
18. In order to protect visual amenity, signage should be kept to a minimum. The use of large and/or illuminated signs will not be appropriate in the countryside. Uses that involve outside storage or large numbers of parked vehicles are also unlikely to be acceptable, as again these are likely to be visually intrusive in the countryside.

Small business units

19. The Councils will support the development of small business units in rural areas (mainly use class B1), including farm diversification enterprises, in buildings that are no longer required for their original purpose. This may also include business 'hubs' which encourage the use of shared space such as meeting rooms and offices. Proposals for general industrial development (B2 use) or the storage and distribution of goods (B8 use) will be assessed in respect of highway access, safety, traffic generation, impact on local amenity and neighbour amenity. Noise impact assessments may be required for these uses in certain circumstances. Detailed design guidance on the re-use of rural buildings is contained in the Central Lancashire Design SPD, and any consideration of a planning application will have regard to the impact such development will have on neighbouring properties and the overall character of the locality.
20. Where there is a small home based business, the Councils will where appropriate consider sensitively designed applications for the extension of residential premises for appropriately scaled office or storage space to support existing home working.

Live/work units

21. Live/work units are buildings where parts of the floor space are designed as a small work unit, while the remainder of the space is devoted to living accommodation. The Councils' definition of a live/work unit is a work space that is integrated with a dwelling unit occupied by the proprietor of the work space, with at least 50% of the floor space being dedicated to the work unit. There are two ways that this type of unit can be provided:
- conversion of existing buildings such as farm buildings;
 - new buildings designed specifically for live/work uses.
22. This type of development should have close access to classified roads, and space for parking/deliveries. Someone who lives in the residential part of the unit should be employed wholly or primarily in the workspace provided in the development. The Councils will consider applications for live/work units, whether singly or as a small cluster of units. Any consideration will have regard to the impact that such development will have on neighbouring properties and the overall character of the locality. Live/work units will be controlled by suitable conditions to ensure they are used in accordance with the original consent. Conditions will include occupation restrictions to prevent use as a residential dwelling and a requirement that the property to be inspected to ensure that the layout as a live/work unit has been implemented.

Garden centres and horticultural nurseries

23. The primary activity of a garden centre is the retail sale of goods. They fall within a "sui generis" use, which is outside the more common land uses (including Use Class A1: retail shop) defined in the Town and Country Planning (Use Classes) Order 1987 as amended. Most of the stock at a garden centre will be imported for immediate retail sale. There will often be a wide range of other goods sold, which for the most part are related to gardening activity. Garden centres are characterised by significant areas of outdoor storage, display and car parking.
24. Proposals for the erection of buildings for use as a garden centre or for the change of use of existing buildings and land from nursery to garden centre will not normally be considered appropriate development in the open countryside, but may be more suited to locations on the urban fringe. This is because garden centres require significant areas of land and buildings for the storage and display of plants and goods which have been imported in a "sale-ready" or "near sale-ready" condition. This type of development is contrary to the principle of keeping the countryside open.
25. In considering any garden centre proposals, the Councils' will have regard to any other material planning considerations, including whether there are any particular planning benefits from the proposal, which may justify an exception being made within the policy framework. Consideration will be given to the impact of proposals on the openness of the countryside, the appropriateness of buildings and the proximity to urban areas.
26. In contrast to garden centres, the primary activity of a horticultural nursery is the propagation and nurture of plants, which falls within an agricultural use. Horticultural produce is nurtured until ready for distribution, either wholesale or retail. There may be some directly related ancillary sales, although the range of goods to be sold and the scale of retail activity will be much less significant than in garden centres.

27. Proposals for the erection of new buildings or other forms of development to form new nurseries will normally be appropriate development in the countryside, providing that such proposals are reasonably necessary for the purposes of horticulture. An applicant would need to provide support and justification for such a proposal so that it may be assessed by specialist advice provided by Lancashire County Council Property Group. Such proposals should be sited, and where appropriate, landscaped in order to minimise the impact on the appearance of the countryside. Consideration will be given to the impact of proposals on the openness of the countryside and the appropriateness of buildings.
28. A limited amount of retail sales may be appropriate at new nurseries provided that the goods to be sold are directly related to the propagation and nurture of garden plants and shrubs (e.g. grow bags, seeds, pots, canes and twine) and that the area used for the display of goods for sale (excluding plants and shrubs grown on site) is small in relation to the area used for horticultural activity. Since the Councils' approach is intended primarily to contain the use of buildings to the essential requirements of agriculture, sales activities should be restricted to a small proportion of the overall floor space. Conditions may be imposed on any permission granted to restrict the type of goods to be sold and the physical extent of any retail activity proposed.
29. For all garden centre and horticultural nursery applications, account will also be taken of other impacts such as increased traffic movement along country lanes, parking and deliveries, noise from air cooling systems, additional lighting (e.g. car park lighting) and visual impacts of open storage and car parking.

Farm Shops

30. Farm shops are one means of increasing the commercial success of the rural economy. The Councils will seek to avoid the establishment of shops or road-side sales which may detract from the character of the countryside and result in highway danger. The Councils will consider applications for a farm shop where:
- the produce sold is mainly grown or reared on the existing farm holding;
 - it involves the conversion of existing farm buildings;
 - the proposal is of a scale appropriate in a rural location;
 - adequate access and parking arrangements are provided;
 - the development can be satisfactorily integrated into the local landscape.
31. Where permission is granted for the development of a farm shop conditions may be applied to:
- limit goods to those mainly produced on the holding;
 - limit the overall scale of development;
 - require that the shop is not run independently of the farm; and
 - ensure adequate car parking and landscaping.

D: Tourism

32. Tourism is an important component of the Central Lancashire economy, and there are many existing tourism destinations in the countryside. These include Houghton Tower, Samlesbury Hall, Camelot, Beacon Fell Country Park, and various attractions in the West Pennine Moors. In assessing development proposals at these or other sites in the countryside, the Councils will consider matters including the impact on sites of landscape, historical, biological or geological significance, and the movement of traffic on country roads. Any design or siting matters will be considered under the Design SPD, and any matters concerning the historic fabric of a registered heritage asset will be assessed by the Councils' conservation officers in conjunction with English Heritage.

33. Policy 13 of the Core Strategy (Rural Economy) supports proposals for tourism and economic development, including farm diversification, providing they do not undermine the purposes of the Green Belt and the functioning of the network of green infrastructure. Camping, caravanning, bed and breakfast, and holiday cottages provide a variety of accommodation options. Where the Councils permit tourist accommodation, they will expect it to be retained as such and will impose suitable planning conditions to control the use. Occupation will be restricted to prevent use as a residential dwelling. Farm diversification can also include activity centres, arts and crafts shops and wildlife attractions, and these will be treated on their merits by applying planning policies and the principles contained in this guidance.
34. Camping, caravan and chalet sites usually require planning permission. Applicants will need to show that this type of development can be sited unobtrusively and landscaped to minimise impact. Consideration must be given to the impact on neighbouring properties including traffic movement, noise and safety. The provision of services, including fire safety, water supply and sewerage facilities, must also be taken into account. Where planning permission is granted for such a use, it is likely that conditions will be imposed relating to the occupation of the site.
35. Bed and breakfast accommodation may consist of rooms to let within existing occupied dwellings or within previously redundant buildings. Planning permission is only usually required if the essential residential nature of the building is altered, constituting a material change of use. If permission is required the Councils will need to be assured that the essential character of the building and the local environment will be preserved. Adequate vehicular access and off-street car-parking facilities for visitors will be required. Where proposals are at a farm, account should be taken of potential health and safety conflicts with the existing farm business.
36. New hotel buildings and other new tourist accommodation should be concentrated within existing settlements in close proximity to existing services and facilities.

E: Equestrian development

37. Horse riding and other equestrian activities are popular forms of recreation in the countryside that can fit in well with farming activities and help diversify rural economies. There are a number of livery yards within the area, and there may be further opportunities for the development of supporting businesses selling feed, tack or providing facilities for farriers or vets, preferably re-using existing buildings.
38. Most development involving horses requires planning permission. Only the use of land for grazing of horses which are pets, working farm animals or for breeding do not. If land is used for the keeping of horses for recreation/leisure purposes which do not fall into these categories then planning permission is required. The erection of stables and associated facilities on open land also requires planning permission. Stables erected within the curtilage of a dwelling house (i.e. within a garden but not in a separate paddock) for horses kept as "pet animals ...for the domestic needs or personal enjoyment of the dwelling house" have permitted development rights under the Town and Country Planning (General Permitted Development) Order 1995 and planning permission is not required.

39. Commercial equestrian developments include livery uses, riding schools and indoor riding arenas. Large-scale developments of this type can rarely be located satisfactorily in open countryside. They are best located within an existing building complex and as part of a farm diversification scheme. Farm buildings which are no longer required for their original purposes are often suitable for conversion to commercial equestrian use, to avoid the need for new buildings which may be intrusive in the countryside. New buildings will only be considered favourably if the proposal relates to the site's main use and if the building is essential to the operation of the business.
40. In assessing the acceptability of equestrian development the Councils will take the following matters into account:
- **Scale:** a small private development will involve no more than two or three horses. For large scale development proposals the applicant should submit a statement with the planning application detailing why accommodation of the size proposed is required.
 - **Siting:** new buildings should be well related to existing trees, hedges or landscape features, avoiding prominent positions, and generally at least 30 metres away from neighbouring residential properties. There should be proper screening for car and horse-box parking.
 - **Design/materials:** traditional designs will generally be the most appropriate, clad externally in timber and with an internal timber frame, with a maximum ridge height of 3.5 metres for stables. Tack rooms and hay stores should be part of the same building, and each should be of a similar size to an individual stable.
 - **Site treatment:** hard-standing areas, access tracks and sand paddocks should be of the minimum size necessary and should not encroach on the open countryside. Careful consideration will be required for the design of storage or parking of horse boxes on site, and fencing should be appropriate to the local vernacular and not suburban in appearance. Sand paddocks should utilise existing ground levels unless absolutely necessary and should not appear built out of the ground and thus alien to the natural contours of the land. Where a sand paddock needs to be above ground level an assessment of its visual impact would be required and appropriate mitigation incorporated into the design. Floodlighting of sand paddocks and yards is generally inappropriate in the open countryside or near to neighbouring residents. Where floodlighting is proposed, it should be designed to minimise light spillage from the lit area.
 - **Highway safety/bridleway use:** the movement of horses or vehicles resulting from the siting of stables should not create danger to horses and riders, or to other road users. Stables are best sited to have safe and convenient access to the bridleway network or minor roads, although existing bridleways should not become over-intensively used as a result of the development. Wherever possible there should be a designated turning area within the site so that lorries, horse-boxes or towed trailers do not have to be reversed either on or off the highway
 - **Re-instatement:** in order to protect the appearance of the countryside, stables and associated development which are unused for a period of at least six months within 10 years of their completion will be required to be removed from the site (by a condition attached to the planning permission) and the land restored to its former condition.
41. The Councils will require the following criteria to be met in considering applications for developments involving horses:
- (a) the proposal is of a scale and nature appropriate to the character of the site and the ability of the local environment, including the amenity of local residents, to absorb the development;
 - (b) in the case of indoor facilities or commercial stables, the development is within an existing building or forms part of a farm diversification scheme;

- (c) in the case of small, private developments the site should be close to existing buildings and well screened by existing trees or local landscape features;
- (d) the siting, design and materials of the buildings and structures should be in keeping with their surroundings;
- (e) the development would not result in the over-intensive use of the local bridleway network;
- (f) the movement of either horses or vehicles as a result of the development would not prejudice road safety;
- (g) provision for removing any equipment and re-instating the site once its use for horses is not longer required.

F: Community facilities

42. Where a Parish Plan, Neighbourhood Plan or another supporting document has evidenced a local need for community facilities, the Councils will support the principle of providing them, and consider sympathetically the conversion of suitable buildings. The Councils favour community facilities to be in the ownership and control of the local community by such mechanisms as, for example, a Community Land Trust. The Councils will support the provision of community facilities by considering wider the uses of other venues and buildings.
43. Policy 25 of the Core Strategy seeks to ensure that local communities have sufficient community facilities and this includes resisting the loss of existing facilities. If rural settlements are to retain an element of self-sufficiency and remain active communities, it is important that spatial planning policy and practice helps to minimise the loss of commercial, public sector or social facilities. These facilities include:
- Public house
 - Post Office
 - Shop
 - Doctors/dentists surgery
 - Children's nursery
 - Public and private halls/meeting rooms
 - Community centre
 - Place of worship
 - Garage/petrol station
44. When proposals are being considered to change the use of any local community facility the Councils will need to be convinced that it is no longer required, or that adequate alternative arrangements can be made, or the property is in an isolated location remote from public transport routes. The Councils will encourage flexible multi-use of buildings like village halls for training, post offices, doctor's surgeries, and computer-based communication centres.
45. The Councils will require any application for planning permission for a proposed change from a community use in a rural area to be accompanied by a Statement of the Efforts and Proof of Marketing (see Appendix 1). A Statement of Efforts must show that the facility is no longer economically viable, and all reasonable efforts have been made to sell and to let the property as a community facility at a realistic price for a 12 month period. Considerations of economic viability will need to take account of the costs of re-using the premises for the particular community facility.

G: Recreational development

46. The Councils will give preference to town centre locations for leisure and the more intensive sport and recreation developments such as cinemas, restaurants, bowling centres and bingo halls, including the extension of existing facilities. All planning applications for such recreation and leisure developments outside of the town centre and over 2,500 square metres should show evidence of sequentially testing showing that all town centre options have been thoroughly addressed before considering less central sites. Once it has been demonstrated that there are no suitable town centre sites, preference will then be given first to edge of centre and then to out of centre sites and these should be examined before sites outside the urban area are considered. Similarly, rural recreational development that involves the reuse or restoration of existing buildings or the restoration of damaged land, and would not require new buildings in the countryside, should be considered prior to the development of new facilities. Applicants should consider the scale and intensity of use of a proposed scheme, ensuring that activities which attract relatively large numbers of people are readily accessible by public transport, and located within or as close to existing settlements as possible.
47. With evidence of an appropriate sequential test, the Councils will, in principle, support the construction of new essential small scale facilities for outdoor sport and outdoor recreation in the countryside. A sequential test is not required for small scale outdoor sport and recreational facilities such as play areas or football pitches or for recreational facilities such as golf courses or driving ranges which require extensive areas of open space. Buildings should be clustered together to reduce their impact on the openness and character of the countryside and any built features should avoid harm to the local environment or residential amenity (particularly through noise). Proposals should not include any additional associated development above that which is reasonably required for its operation unless existing redundant buildings on the site are capable of providing associated facilities.
48. Where an application does not meet the above criteria an exception may be made if it can be demonstrated that there is a specific proven recreational need in Central Lancashire for the proposed facility and that the proposal cannot be accommodated in a more sequentially favourable location.

H: Re-use, replacement or extension to buildings in the countryside

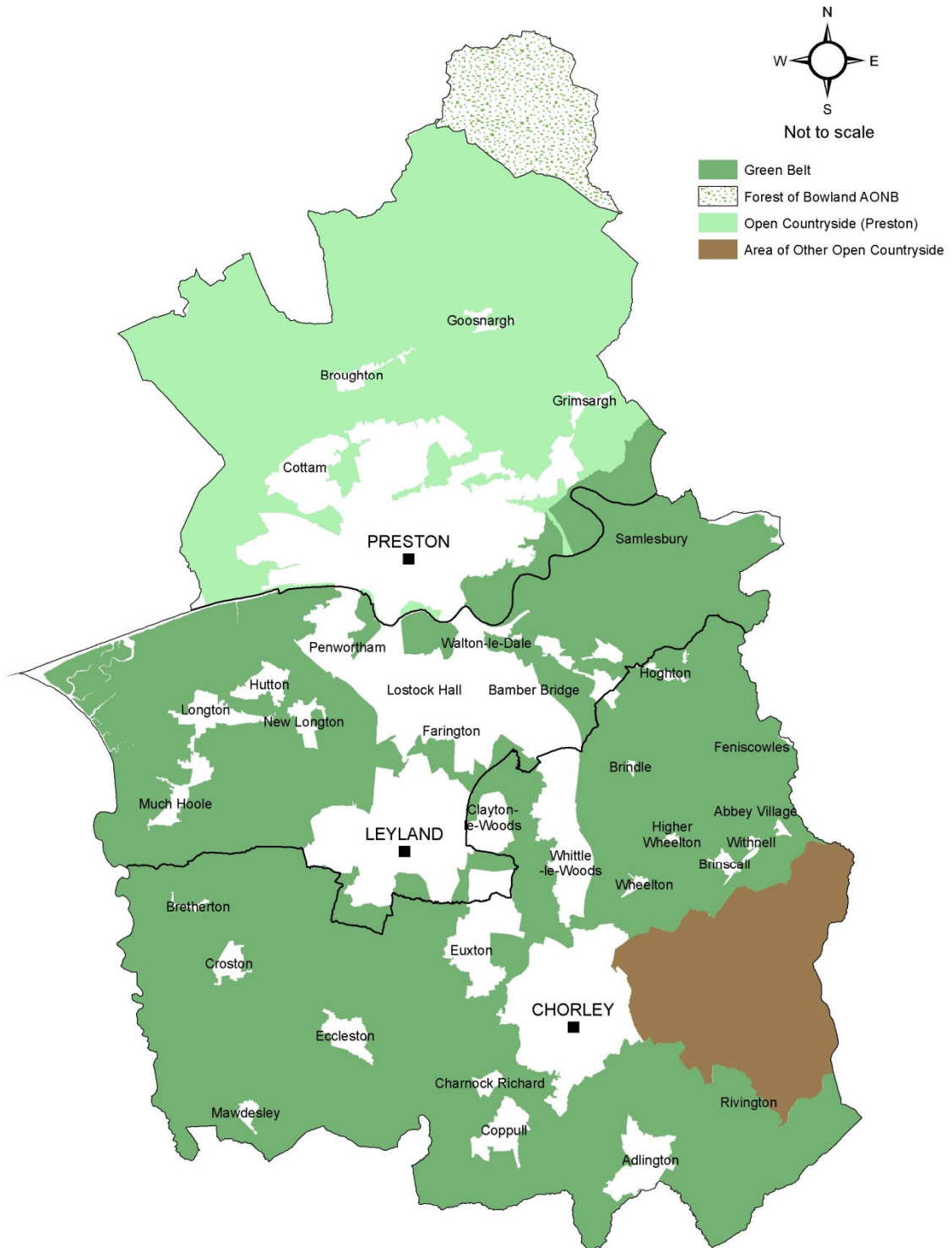
49. Many rural buildings in Central Lancashire that are no longer required for their original purpose could be converted to other uses. Changes in agricultural practices have rendered many traditional farm buildings redundant to their original use. Re-use or adaptation can help reduce demands for new buildings in the countryside and can help conserve traditional buildings that are distinctive features in the rural landscape.
50. For a rural building to be appropriate for re-use, it must be permanent and substantial and should not require significant extension, rebuilding or extensive alteration to accommodate the proposal. The new use should not result in the need to provide an otherwise unnecessary replacement building. Buildings suitable for conversion range from agricultural structures to old mills and pump houses and animal shelters including shippons, stables and cattle pens. These are more likely to have windows and internal subdivision. Modern agricultural buildings are generally not suitable for residential re-use. The same can be said for granaries, large threshing barns, tithe barns and isolated field barns. This is due to their lack of openings and large internal volumes. However redundant modern agricultural buildings could, in principle, be re-used as stabling or exercise areas for horses, or for workshop or storage use.

51. Re-use for business, community or tourism purposes will usually be preferable to residential use because they typically require less alteration. Such uses will be subject to consideration of highways matters, traffic generation, impact on local amenity and neighbour amenity. Where such uses are not feasible, residential conversions may be more appropriate in some locations and for some types of building. In these instances, if the principle of residential use is acceptable, the Councils will require a Statement of Efforts and Proof of Marketing to be produced (see Appendix 1).
52. The conversion of traditional rural buildings to residential use has the potential to fundamentally alter the character of the building (through the insertion of domestic features such as doors, chimneys, porches and windows) and their appearance in the landscape (through the creation of domestic gardens and erection of outbuildings such as garages). Good design can be difficult to achieve and will require a sympathetic approach combined with specialist design and craft skills. Further guidance is available in the Design SPD, and from the Councils' Planning Officers.
53. As a general principle, the Councils will support the replacement of or extensions to dwellings of permanent design and construction in the countryside, but this will be subject to the criteria set out in paragraphs 54-58 and summarised in the table and map, below.
54. Proposals for replacements of or extensions to dwellings in the open countryside to the west, north and east of the Preston built-up area, which have an increase of over 50% of the volume of the original dwelling or the dwelling that stood in 1948, will not be considered favourably.
55. Proposals for replacements of or extensions to dwellings in the Forest of Bowland AONB, which have an increase of over 30% of the volume of the original dwelling or the dwelling that stood in 1948, will not be considered favourably.
56. For dwellings in the Green Belt and the West Pennine Moors Area of Other Open Countryside, the Councils are guided by the advice contained in PPG2 which states in paragraph 3.6:

*“Provided that it does not result in disproportionate additions over and above the size of the **original** building, the extension or alteration of dwellings is not inappropriate in Green Belts. The replacement of existing dwellings need not be inappropriate, providing the new dwelling is not materially larger than the dwelling it replaces. Development Plans should make clear the approach local planning authorities will take, including the circumstances (if any) under which replacement buildings are acceptable”*
57. Proposals for extensions to dwellings in the Green Belt and the Area of Other Open Countryside, which have an increase of over 50% of the volume of the original building that stood in 1948, will be considered inappropriate. Proposals for the replacement of dwellings in the Green Belt or Other Open Countryside, which have an increase of over 30% of the volume of the original building, that stood in 1948 will be considered inappropriate.
58. Replacements or extensions up to these thresholds will be considered but will not necessarily be acceptable for all proposals as compliance with other policies will be required. Applicants seeking to replace or extend a dwelling by more than the above thresholds will need to demonstrate why their proposals are acceptable, as exceptions will require special justification for planning permission to be granted.

Area of Open Countryside within Central Lancashire	Extensions Increase up to (by volume)	Replacement Increase up to (by volume)
Open Countryside to the West, North and East of the Preston built up area	50%	50%
Forest of Bowland AONB	30%	30%
Green Belt/Area of Other Open Countryside	50%	30%

Map of Open Countryside designations in Central Lancashire



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I: Sustainability appraisal and habitats regulations assessment

59. Given the relationship between this SPD, the Core Strategy and the Site Allocations DPDs and the level of Sustainability Appraisal (SA) that these documents have undergone together with the anticipated absence of any significant environmental effects arising from this proposal, an independent SA of this Planning Framework SPD is not required. In addition, the Core Strategy has undergone a Habitats Regulations Screening Assessment to determine the likely significant effects of the plan on sites of international nature conservation importance. As the SPD is in conformity with the policies contained within the Core Strategy, a full Screening Assessment of this SPD is not required.

J: Monitoring and Review

60. The Councils will monitor the effectiveness of this guidance including Core Strategy key indicators and review as appropriate in the light of its performance and future changes in planning law and policy guidance.

K: Further Information

61. The SPD will primarily be implemented through the development management process and the determination of planning applications. Charges may apply for pre-application consultations; please see websites for details. Planning Officers will be pleased to provide advice and guidance on rural development. They can be contacted on:

Local Authority	Website	Telephone	Email
Preston City Council	www.preston.gov.uk	01772 906949	devcon@preston.gov.uk
Chorley Council	www.chorley.gov.uk	01257 515151	dcon@chorley.gov.uk
South Ribble Borough Council	www.southribble.gov.uk	01772 421491	planning@southribble.gov.uk

Appendix 1: Statement of Efforts and Proof of Marketing

A suitably qualified person (e.g. chartered surveyor) should prepare the statement of efforts made to market the premises for sale and for let and certify that it has all been done as stated. The statement should include a record of all expressions of interest/offers received and should conform to all of the following:

- The premises have been widely marketed through an agent/surveyor dealing in commercial/ retail property at a price that reflects its current market value for the authorised use for 12 months and that no reasonable offer has been refused.
- The premises have been continuously included on the agent's website, in the agent's own papers and other online websites for 12 months.
- Copies of sales particulars should be sent to the Development Management Section of the Council at the outset a record of all enquiries/offers should be supplied to the Development Management Section.
- There has been an agent's advertisement board on each site frontage throughout the period.
- Show evidence that local property agents and specialist commercial/retail agents have been sent mail shots or electronic copies to find out whether there is demand for such premises in the area.
- Show evidence that local businesses/local community groups (where relevant) have been contacted and sent mail shots or electronic copies to explore whether they can make use of the building (or part of) as alternative or additional accommodation.
- The property has been included in the Evolutive Database (a free service that lists available commercial sites) for the 12 month period.-

The applicant must inform the Economic Development Team at the relevant Council of the sites availability at the start of the marketing campaign. This will allow details to be included in on-line commercial sites and property registers operated by each council, which can be viewed by using the links below:

Preston: <http://www.preston.gov.uk/business/business-property/>

South Ribble: <http://www.southribble.gov.uk/locateinsouthribble>

Chorley: <http://www.chorley.gov.uk/business>

- Show evidence that local landowners and farmers have been contacted to explore whether they have any interest in using the building(s).
- Show evidence that local tourist offices and holiday letting agencies have been contacted to find out whether there is a demand for additional short stay holiday accommodation in the area.

Appendix 2: Glossary of Terms

AONB	Area of Outstanding Natural Beauty – An area with legal protection because of its natural beauty and high landscape quality.
Brownfield Land	Land that is or was occupied by a permanent structure: excludes the gardens of houses and land that has been occupied by agricultural or forestry buildings (see PPS3 Annex B for a full definition).
Central Lancashire	The collective name for the administrative area covered by Preston, Chorley and South Ribble, which is the area covered by this Core Strategy.
Core Strategy	The key overarching policy document in the LDF that other DPD's and SPD's must conform with.
DPD	Development Plan Document - A statutory policy document of the LDF, such as the Core Strategy, Area Action Plan and Site Specific Allocations.
Garden Centre	A large shop, usually with an outdoor area, for the sale of garden plants, gardening tools and equipment, most of which have been imported for sale.
Green Belt	Statutorily designated land around built-up areas intended to limit urban sprawl and prevent neighbouring settlements joining together. There is a strong presumption against inappropriate development. Not all Greenfield land is in the Green Belt. There is no Green Belt land around the north of Preston or east of Chorley Town.
Greenfield Land	Land that is not built on, typically farm land but also playing fields, allotments and residential gardens (see PPS3 Annex B for further details).
Green Infrastructure	Open land in both the natural and built environments, from countryside through to urban parks and play areas that provide a range of functions, such as contributing to biodiversity, alleviating flood risk and provides recreation.
Horticultural Nurseries	Rural business primarily concerned with the propagation and nurture of plants, for wholesale or retail distribution.
Infrastructure	Facilities, services, and installations needed for the functioning of a community, such as transportation and communications systems, water and power lines, and public institutions including schools and hospitals.
LDF	Local Development Framework – is a folder of all the documents that comprise the Local Development Plan and support it – replaces the Local Plan.
Live/Work Units	Buildings where parts of the floor space are designed as a small work unit, while the remainder of the space is devoted to living accommodation.
Major Developed Sites	Those designated in the Green Belt on the Chorley and South Ribble Local Plan Proposals Maps.
Neighbourhood Plan	A community led development plan prepared by a Parish Council or a Neighbourhood Forum, conforming to national planning policies and local policies as set out in the Local Development Framework (LDF).
Parish Plan	A document that sets out how a community sees itself developing over the next ten or more years – often described as a 'shared vision' for the future.
PPG	Planning Policy Guidance notes – have now mostly been superseded by PPS, but provided guidance on a range of topics on how local policies should meet national planning goals.

PPS	Planning Policy Statement - sets out national land use policy in relation to a variety of issues that regional and local policies must have regard to.
Sequential test	A planning principle that seeks to identify, allocate or develop certain types or locations of land before others. For example, brownfield land before greenfield sites and town centres before out of centre.
Spatial Planning	Planning (used in preparing the LDF) which goes beyond traditional land uses to integrate policies for the development and use of land with other (non-planning) policies and programmes which influence the nature of places and how they function.
SPD	Supplementary Planning Document - give further guidance on specific policy topic areas such as affordable housing provision, that have been identified in core policy in the Local Development Framework or to give detailed guidance on the development of specific sites.
Statement of Efforts and Proof of Marketing	A statement prepared by a suitably qualified person to demonstrate the steps taken to sell and let a property.

Appendix 4

ACCESS TO HEALTHY FOOD SUPPLEMENTARY PLANNING DOCUMENT (SPD) Version 6: 300112

A: Introduction

1. Supplementary Planning Documents (SPDs) were introduced by the Planning and Compulsory Purchase Act 2004 as part of the reforms to the planning system. Although not forming part of the statutory development plan, one of the functions of an SPD is to provide further detail on policies and proposals within the development plan. SPDs must be consistent with national and regional planning policies as well as the policies set out in the development plan.
2. The Central Lancashire SPDs have been prepared in accordance with the Local Development Regulations (SI 2004.2204) and PPS12, conforming and responding to all relevant local and national policies and is based on a robust and up-to-date evidence base. They form part of the Local Development Framework (LDF) for the Central Lancashire authorities of Chorley, Preston and South Ribble. SPDs do not seek to allocate land but are to be considered alongside Policy in the Core Strategy and Site Allocations Development Plan Documents (DPDs). Their guidance should therefore be taken into consideration from the earliest stages of the development process of any site, including any purchase negotiations and in the preparation of development schemes.
3. The Central Lancashire Councils recognise the important contribution that planning can make to improving public health and well being. This includes shaping an urban environment that encourages people to adopt healthier lifestyles. Access to healthier food choices is an important part of this. Tackling the problems of poor diet in some communities is a complex issue and planning alone will not resolve it. However, planning can contribute towards a wider public health strategy which aims to improve people's diets and long term health outcomes.
4. To this end, the Councils have worked with the NHS Central Lancashire and other partners¹ to produce this Supplementary Planning Document (SPD). The purpose of this SPD is to explain the Councils' approach as local planning authorities towards encouraging better access to healthy food. There are two main elements to this:
 - Restricting the development of new hot food takeaways
 - Promoting the creation of more allotments and encouraging community food growing opportunities
5. A separate document has been prepared containing evidence to support and justify the approach to the control of hot food takeaways². Once adopted, this document should be afforded significant weight as a material consideration in determining planning applications.

B: Planning Policy

6. National planning policy recognises the role which planning takes in better enabling people to live healthier lifestyles. [Planning Policy Statement 1 \(PPS1\): Delivering Sustainable Development](#) states that development plans should aim to reduce inequalities and deliver safe and healthy places to live.
7. [Planning Policy Statement 4 \(PPS4\): Planning for Sustainable Economic Growth](#) states that the Government's overarching objective is sustainable economic growth by promoting the vitality and viability of town and other centres as important places for communities. To do this the Government wants new economic growth and development of town centre uses to be focused in town centres, with the aim of offering a wide range of services to communities in an attractive and safe environment and remedying deficiencies in provision in areas with poor access to facilities.
8. Allotments, community gardens and city farms are part of the broad range of open spaces that are of public value, as set out in [Planning Policy Guidance Note 17 \(PPG17\): Sport and Recreation](#).
9. **The North West Regional Spatial Strategy 2008** is the Regional Plan for the North West to the period 2021 and covers the Central Lancashire area. The Government has made a policy commitment in the Localism Act to revoke the Regional Spatial Strategy.
10. The **Local Development Framework** is a suite of documents which will, when complete, replace the existing old-style Local Plans as the spatial planning policy documents for the three Central Lancashire councils. The [Central Lancashire Core Strategy](#) is the key document as it sets the overarching vision for the area. It will be underpinned by **Site Allocations and Development Management Policies Development Plan Documents (DPDs)** for each of the three Local Authorities. These documents will include policies and proposals allocating some land for development whilst protecting other areas from inappropriate development. The Site Allocations DPDs will conform to the Core Strategy and, when adopted, will supersede the adopted Preston Local Plan 2004, South Ribble Local Plan 2000 and Chorley Borough Local Plan Review 2003.
11. Core Strategy Policy 23: Health sets out various ways in which public health principles and planning will be integrated to help to reduce health inequalities. Of particular relevance to this SPD are:
 - Working with partners, including the NHS and local authority environmental health departments, *to manage the location of fast food takeaways* particularly in deprived areas and areas of poor health.
 - Safeguarding and encouraging the role of allotments; garden plots within developments; small scale agriculture and farmers markets in providing access to healthy, affordable locally produced food options.
12. This SPD is concerned principally with setting out how these aspects of Policy 23 will be implemented.

13. In addition to the Core Strategy, there are a number of “saved” policies in existing local plans that are relevant. These policies will be incorporated in some form in each authority’s emerging Site Allocations and Development Management Policies Development Plan Document (DPD). These local plan policies all pre-date changes that were made to the Use Classes Order in 2005 which created a separate class (A5) for hot food takeaways. Prior to that, takeaways were within class A3.
14. These local plan policies are primarily concerned with the concentration and clustering of non-retail premises in town, district and local centres. Their aim is to protect retail streets from being diluted by too many A2, A3, A4 or A5 uses where this would harm the vitality and viability of the centre, or the shopping character of the particular street. Outside of centres, policies seek to protect residential amenity.
15. The local plan saved policies include:

Chorley Local Plan Review (2003)

- Policy SP4 (Primary Shopping Area)
- Policy SP5 (Secondary Shopping Areas)
- Policy SP6 (District, Neighbourhood and Local Shopping Centres)

Preston Local Plan (2004)

- Policy S3 (City Centre – Primary Retail Frontages)
- Policy S4 (City Centre Shopping Area – Secondary Shopping Frontages)
- Policy S5 (City Centre Shopping Area – Development of Premises outside Defined Retail Frontages)
- Policy S8 (Local Centres – Non-Retail Uses)
- Policy S11 (Hot Food Shops)

South Ribble Local Plan (2000)

- Policy LTC4 (Leyland Town Centre – Criteria for Determining Applications)
- Policy FR1 (Further Retail Policy – definition of district centres)
- Policy FR4 (other retail and commercial development within the existing built up area)

South Ribble Interim Retail Policy (2004)

16. Chorley and South Ribble councils have published “preferred options” development management policies that will replace their local plan policies. Preston City Council is due to publish its preferred options development management policies in the spring of 2012.

Chorley Emerging Development Management Policies

- Policy EP5 (Primary Shopping Area and Primary Frontage)
- Policy EP6 (Secondary Frontage)
- Policy EP7 (Development and change of use in District and Local Centres)

South Ribble Preferred Options – Site Allocations and Development Management Policies (November/December 2011) defers consideration of A5 uses to this SPD.

17. Altogether six SPDs are under preparation for Affordable Housing, Design, Controlling the Re-use of Employment Premises, Rural Development, Access to Healthy Food and Open Space, Sport and Recreation. This SPD will fit into the LDF by setting out guidance to ensure the Core Strategy policies and objectives for access to healthy food are clearly articulated.

C: Restricting the development of new hot food takeaways

Why are hot food takeaways a problem?

18. Obesity is one of the biggest health challenges facing the UK. Currently 2 out of 3 adults are overweight or obese³. There is a clear link between increased body fat (obesity) and risk of medical conditions including Type 2 diabetes, cancer, heart and liver disease⁴. The Government estimates the annual cost of overweight and obese individuals to the NHS to be £4.2 billion, a figure that is predicted to more than double by 2050³.
19. Whilst there are currently no robust measures of the levels of adult overweight and obesity, estimates indicate that the situation in Central Lancashire is reflective of the national picture, with approximately 24% of adults defined as obese⁵.
20. A high number of individuals (some 60,000) in the NHS Central Lancashire area (which includes West Lancashire) have Type 2 diabetes or hypertension which is likely to be attributable to their weight⁶. Preston and Chorley have significantly worse levels of people diagnosed with diabetes than the national average. In Preston, early deaths from heart disease, stroke and cancer are also significantly worse than the national average⁶.
21. There are particular problems associated with obesity and children. Data shows that the levels of obesity amongst children (year 6) in Central Lancashire are similar to the national average⁶. Research indicates that once a child or adolescent develops obesity they are more likely to remain obese through adulthood, have poor health and reduced life expectancy⁷. The proliferation of hot food takeaways in Central Lancashire, especially in proximity to schools, is therefore a cause for concern. Many schools promote healthy eating but these initiatives can be undermined by hot food takeaways within walking distance of schools. As a nation, a high proportion of our food is now bought at hot food takeaways. Meals and snacks eaten outside the home tend to be higher in fat (with about 40% of calories coming from fat)⁸. A report by Consumer Focus (previously the National Consumer Council) found that food from takeaway outlets was often high in fat, salt and sugar and making healthy choices was hard, even for those looking to purchase a healthier version⁹.
22. England's obesity epidemic has attracted considerable policy attention in recent years¹⁰. [Healthy Weight, Healthy Lives](#) published in 2008 under the previous government, encouraged local authorities to use existing planning regulations to control more carefully the number and location of fast food outlets⁴.

23. [Healthy Weight, Healthy Lives: a call to action on obesity in England \(2011\)](#)¹¹ sets out the new national ambitions to tackle obesity. In this, the government supports the view that whilst healthy eating is about individual decisions, the environment (and particularly the availability of calorie-rich food) now makes it much harder for people to maintain healthy lifestyles. Hot food takeaways are a source of predominantly high calorie food. The document sets out two new national ambitions;
- A sustained downward trend in the level of excess weight in children by 2020.
 - A downward trend in the level of excess weight averaged across all adults by 2020.
24. The document highlights how local authorities have a lead role in driving health improvements. It also refers to the importance of maximising the contribution of the planning system.
25. The Central Lancashire Partnership Weight Management Strategy¹² sets out the current picture for weight management and obesity in Central Lancashire, illustrates the importance and added value of working together in partnership and details the strategic plan for tackling overweight and obesity. Key actions within the strategy are to restrict the number of fast food outlets and work to encourage healthy catering. Encouraging healthy eating and the achievement and maintenance of a healthy weight is also a priority for the Local Strategic Partnership Health and Well Being Thematic Groups in central Lancashire.
26. Preston was designated a Healthy City in 2009 under Phase V of the World Health Organisation's International Healthy Cities programme. The Healthy City project represents a commitment by the City Council, the PCT and other partners to work together to promote better health, and particularly better equality in health¹³. One of the Core Themes of Phase V concerns healthy living, and the promotion of healthy lifestyles. This includes providing access to healthy food and promoting healthy diets.
27. This SPD is therefore part of a broader strategy to tackle health issues in central Lancashire. Improving health is a cross-cutting theme of the councils' LDF. The Central Lancashire Councils will continue working with partners and the catering industry to promote access to healthy food. This will include collaboration on street trader licensing and premises licensing.

What does planning say about hot food takeaways?

28. Since 2005, the national planning system has made a distinction between a shop (Class A1), a restaurant and café (Class A3) and a hot food takeaway (Class A5)¹⁴. The definition of a Class A5 hot food takeaway is an establishment whose primary business is the sale of hot food for consumption off the premises.
29. Hot food takeaways differ in purpose from restaurants or cafes (Class A3), drinking establishments (Class A4) and shops (Class A1). This SPD specifically applies to hot food takeaways (Class A5).
30. Sometimes the distinction between A3 and A5 uses can be blurred – an establishment may cater for both eating on the premises (A3) and hot-food takeaways (A5). Some retail shops (A1) also sell hot food to take away.

In these cases a judgement has to be made as to which is the primary use and the proposed layouts of such premises usually provide a clear guide as to whether the use will fall into the A3 or the A5 Use Class. In determining the dominant use of the premises consideration will be given to:

- The proportion of space designated for hot food preparation and other servicing in relation to:
 - designated customer circulation space; and/or
 - the number of tables and chairs to be provided for customer use.
31. The Councils will expect the applicant to demonstrate that the proposed use will be the primary business activity. For clarity the table below provides examples, distinguishing between shop types that would either fall within this class or not. This list is not exhaustive.
- Fried Chicken shops
 - Fish and chip shops
 - Pizza shops
 - Chinese, Indian or other takeaway shops
 - Kebab shops

 - Restaurants/cafés/bistros
 - Public houses
 - Wine bars
 - Night clubs
 - Sandwich bars
32. Anyone intending to submit an application for a hot food takeaway is encouraged to read this SPD and contact the councils via the appropriate web site.
- Chorley Borough Council – <http://www.chorley.gov.uk/index.aspx?articleid=595>
 - Preston City Council – <http://www.preston.gov.uk/yourservices/planning/planning-applications/>

 - South Ribble Borough Council – <http://www.southribble.gov.uk/Section.asp?sectiontype=listseparate&catid=200074>

Please note that there may be a charge for pre-application advice. Details can be found on the above web sites.

33. Planning recognises that hot food takeaways can make a positive contribution to the mix of city and town centre uses. They often provide a popular service to local communities, and can be a source of employment. However, hot food takeaways often dominate the local retail food offer in Central Lancashire's town, district and local shopping centres. Too many takeaways displace other shops and food options, restricting choice and access to healthy, fresh food, which in turn impacts on the health of communities in Central Lancashire.

D: Promoting the creation of more allotments and encouraging community food growing opportunities***Why is food growing important?***

34. In recent years there has been an increased interest in food growing, leading to lengthening allotment waiting lists, and new food growing projects being established all over the country. The benefits have long been recognised and include:
- mental and physical health benefits, from eating more fresh food and being physically active outdoors;
 - more biodiversity, as a result of turning barren spaces into green, productive areas, and also often using organic growing methods that attract diverse species;
 - regeneration of derelict or underused urban spaces which can improve the perceived (or actual) safety of an area;
 - more community cohesion, as food growing sites can bring diverse groups of people together around a common interest;
 - the potential for economic development, through learning new skills and exploring commercial options for dealing with surplus produce.
35. Local authorities also have statutory duties for the protection and maintenance of allotments, and must provide allotments under section 23 of the Small Holdings and Allotment Act 1908.
36. Allotments are currently protected by local plan policy, and will continue to be safeguarded in the emerging Site Allocation documents. [The Central Lancashire Open Space, Sport and Leisure Review \(2011\)](#) has assessed provision and has identified that demand for allotments (and perhaps other forms of communal food growing) clearly outweighs the supply. Each authority is looking at ways of improving provision. A separate open space SPD will set out appropriate standards of provision for new developments.
37. Anyone with an allotment should be aware that planning permission may be required to erect a shed or other structure. Further detailed guidance on these matters is available at http://www.wlcvs.org/images/stories/files/CFG_Planning_Digging_Below_the_Surface_Final_2.pdf
38. The way that food growing can be incorporated into new developments will depend upon a range of factors. These are discussed at paragraph 50 below. The NHS is supporting community food growing projects throughout Central Lancashire, in conjunction with the Lancashire Wildlife Trust. For further information visit http://www.centrallancashire.nhs.uk/your-health/healthy-eating/Community_Food_Growing_Background.aspx

E: The Guidance**Implementation Point 1 – Proximity to Schools**

To manage the location of hot food takeaways, planning permission will not be given for new Use Class A5 uses where proposals are located within the 400m exclusion zones around any primary or secondary school and sixth form college (either within or outside Local Education Authority control).

The 400 m exclusion zones are identified at Appendix 1.

39. Where the 400m exclusion zone as identified in Appendix 1 has a boundary that cuts across a building or curtilage in whole or part, for the purposes of this document, that whole site shall be considered to be within the exclusion zone. More detailed maps can be viewed on the Central Lancashire LDF website www.centrallancashire.com.
 40. The three boroughs are saturated with a total of **367** hot food takeaways, the majority (72%) of which are within 400m of schools.
 41. Research indicates that once obesity is reached, it is difficult to treat¹⁵. An obese adolescent is likely to remain so during adulthood, increasing the risk of many serious diseases such as type 2 diabetes, heart disease and reduced life expectancy⁷. In an effort to establish appropriate healthy eating habits and reduce the rate of childhood obesity in the local population the councils are seeking to restrict the number of new hot food takeaways within 400 metres of primary schools, secondary schools and sixth form colleges as this is the standard distance between bus stops and is considered reasonable walking distance. 400 metres is considered to represent a 10 minute walk, taking into account physical barriers encountered whilst walking.
 42. A 2008 report from the [Nutrition Policy Unit of London Metropolitan University](#)¹⁶ found that food outlets in close proximity to, and surrounding, schools were an obstacle to secondary school children eating healthily. Takeaways within walking distance of schools are therefore a contributing factor to the rising levels of obesity in the boroughs. It is for this reason that the exclusion zone is set at 400 metres from secondary schools³.
 43. Whilst pupils in primary education should not be allowed out of school premises during the school day, research has indicated that the most popular time for purchasing food from shops is after school¹⁷. Since not all primary school pupils will be accompanied home, it is deemed appropriate to also apply the exclusion zone to primary schools. This will also support parents accompanying their children home to make healthier choices.
 44. Given the extent of the exclusion zone around schools it is considered unnecessary to implement further buffers around parks, children's centres and leisure centres. The effectiveness and extent of the exclusion zone will be reviewed in monitoring this SPD. This monitoring will take account of any new schools.
-

45. For the purposes of this document, the 400m exclusion zone is established from the asset boundary of each Local Education Authority (LEA) school and the assumed boundary of non-LEA schools. Where any minor gaps within the exclusion zones have emerged these are deemed to have been included within the zones in the interests of the integrity of this document.

Implementation Point 2 – Concentration and Clustering

Planning permission will only be granted for a hot food takeaway outside of the hot food takeaway exclusion zones provided that it is located within a defined city, town, district or local centre and it would not result in an over concentration of hot food takeaways to the detriment of the retail function of the centre as a whole.

46. In accordance with Core Strategy Policy 11, current saved policies and emerging development management policies, new retail development is expected to be located in City and Town Centres and the policy seeks to maintain the role of Preston City Centre and Leyland and Chorley Town Centres as the key service areas. However, an overabundance of hot food takeaways, particularly where they form clusters both within and outside of designated centres, can have an adverse impact on the vitality and viability of existing designated shopping centres.
47. Increased numbers of customers around A5 uses, particularly in the late evening when trading activity tends to reach its peak, can lead to problems of disturbance, increased noise and anti-social behaviour. Within town centres and other shopping areas, it is important that such cases do not detract from the centre's primary retail function, or result in a loss of shops to the detriment of local residents. Clustering of hot food takeaways can lead to dead frontages during daytime hours.
48. Where groups of A5 uses develop, they displace other retail shops, breaking up the continuity of the retail frontage. Particularly in the designated shopping centres, such "clustering" can undermine the primary retailing function of these areas, reducing the viability, vitality and general attractiveness of such centres. Consequently, to ensure that shopping areas are diverse and balanced, especially in designated centres, applications for hot food takeaways will be assessed for their cumulative impact.
49. The defined city / town centres are those in accordance with the current Local Plans and any changes to those boundaries as a result of the emerging Local Development Framework. The percentage is based on the measured frontage in relation to both:
- The proportion of non-A1 uses in each identified primary or secondary frontage;
 - The proportion of non-A1 uses across the entire primary frontages, secondary frontages; or

For district or local centres, the percentage calculation is solely based on the proportion of non-A1 uses in the entire shopping area.

Implementation Point 3 – Allotments and Communal Food Growing Initiatives

Communities should be planned to include space for allotments, market gardens and small scale food production.

50. The way that food growing can be incorporated into new developments will depend upon a range of factors. Some developments may have no land available but could consider utilising rooftops, walls or balconies as growing spaces. Some developments may have limited access to land in which case landscaping could include productive plants such as herbs or fruit trees as a minimum. Land within a development that is considered unsuitable for buildings i.e. land susceptible to subsidence, or awkward pockets could be considered for food growing. Residential developments will present a different scenario to commercial or mixed use development, as there is immediately an obvious group of people to grow the food (i.e. residents). In other situations thought will need to be given to the on-going management of the growing space and who will harvest the produce.
51. Further details about developers meeting the requirement for the provision of new allotments will be contained in a separate SPD. This will include detail of the arrangements for the management and maintenance of the allotments.

F: Sustainability appraisal and habitats regulations assessment

52. Given the relationship between this SPD, the Core Strategy and the Site Allocations DPDs and the level of Sustainability Appraisal (SA) that these documents have undergone together with the anticipated absence of any significant environmental effects arising from this proposal, an independent SA of this Planning Framework SPD is not required. In addition, the Core Strategy has undergone a Habitats Regulations Screening Assessment to determine the likely significant effects of the plan on sites of international nature conservation importance. Given the SPD is in conformity with the policies contained within the Core Strategy, a full Screening Assessment of this SPD is not required.

G: Monitoring and Review

53. The Councils will monitor the effectiveness of this guidance including Core Strategy key indicators and review as appropriate in the light of its performance and future changes in planning law, and policy guidance.

H: Further Information

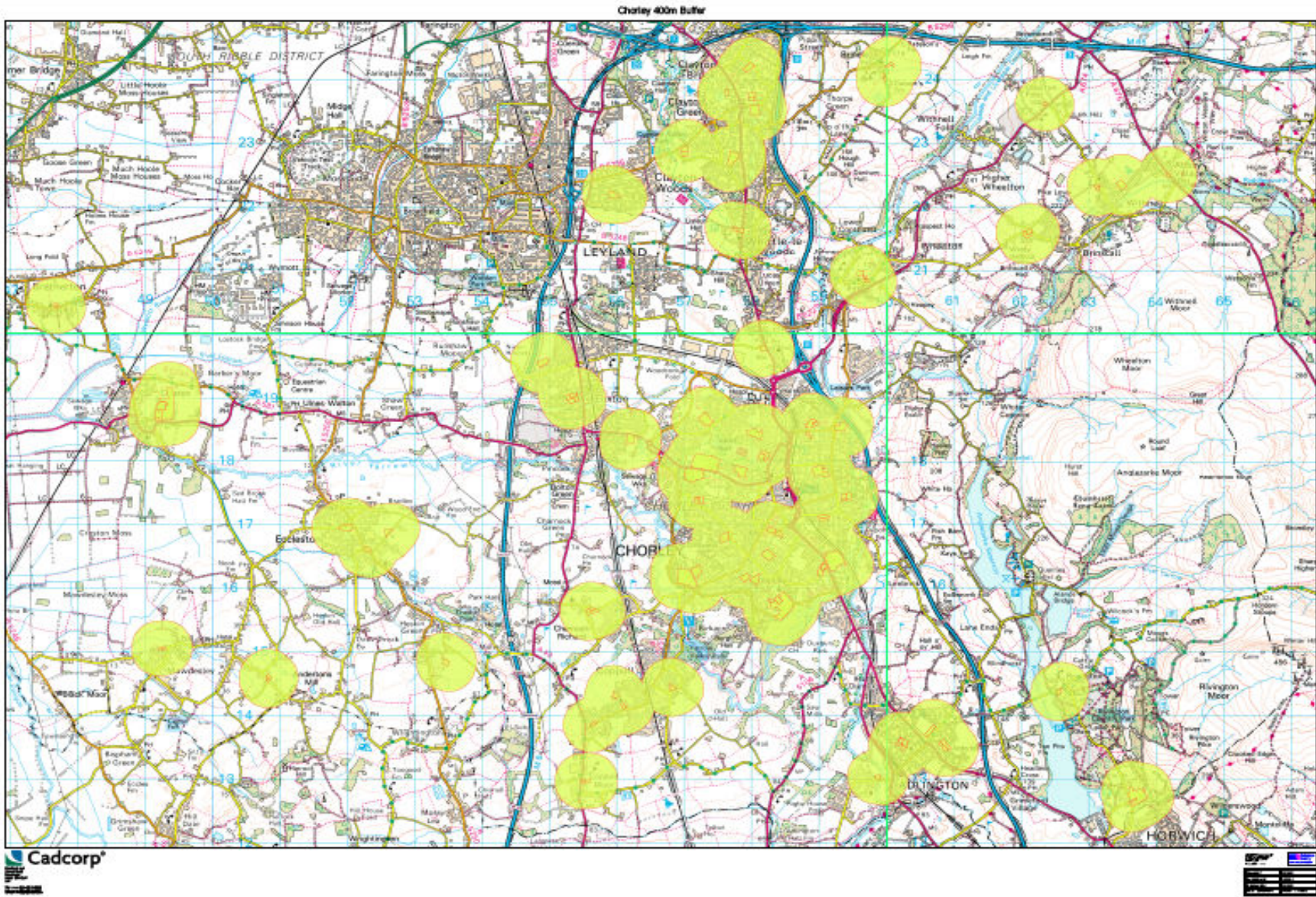
54. The SPD will primarily be implemented through the development management process and the determination of planning applications. Charges may apply for pre-application consultations; please see websites for details. Planning Officers will be pleased to provide advice and guidance on planning matters regarding access to health food. They can be contacted on:

Local Authority	Website	Telephone	Email
Preston City Council	www.preston.gov.uk	01772 906949	devcon@preston.gov.uk
Chorley Council	www.chorley.gov.uk	01257 515151	dcon@chorley.gov.uk
South Ribble Borough Council	www.southribble.gov.uk	01772 421491	planning@southribble.gov.uk

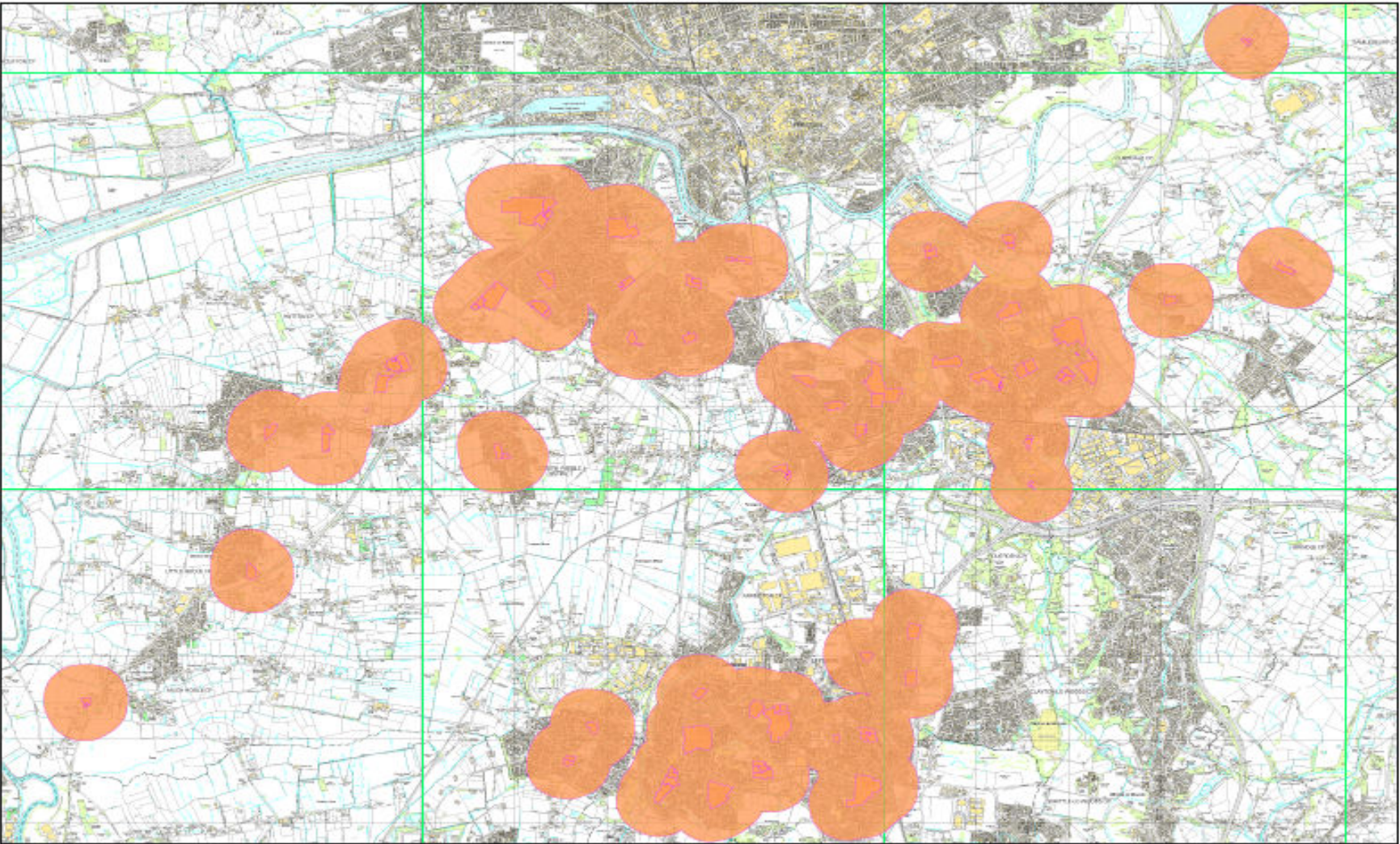
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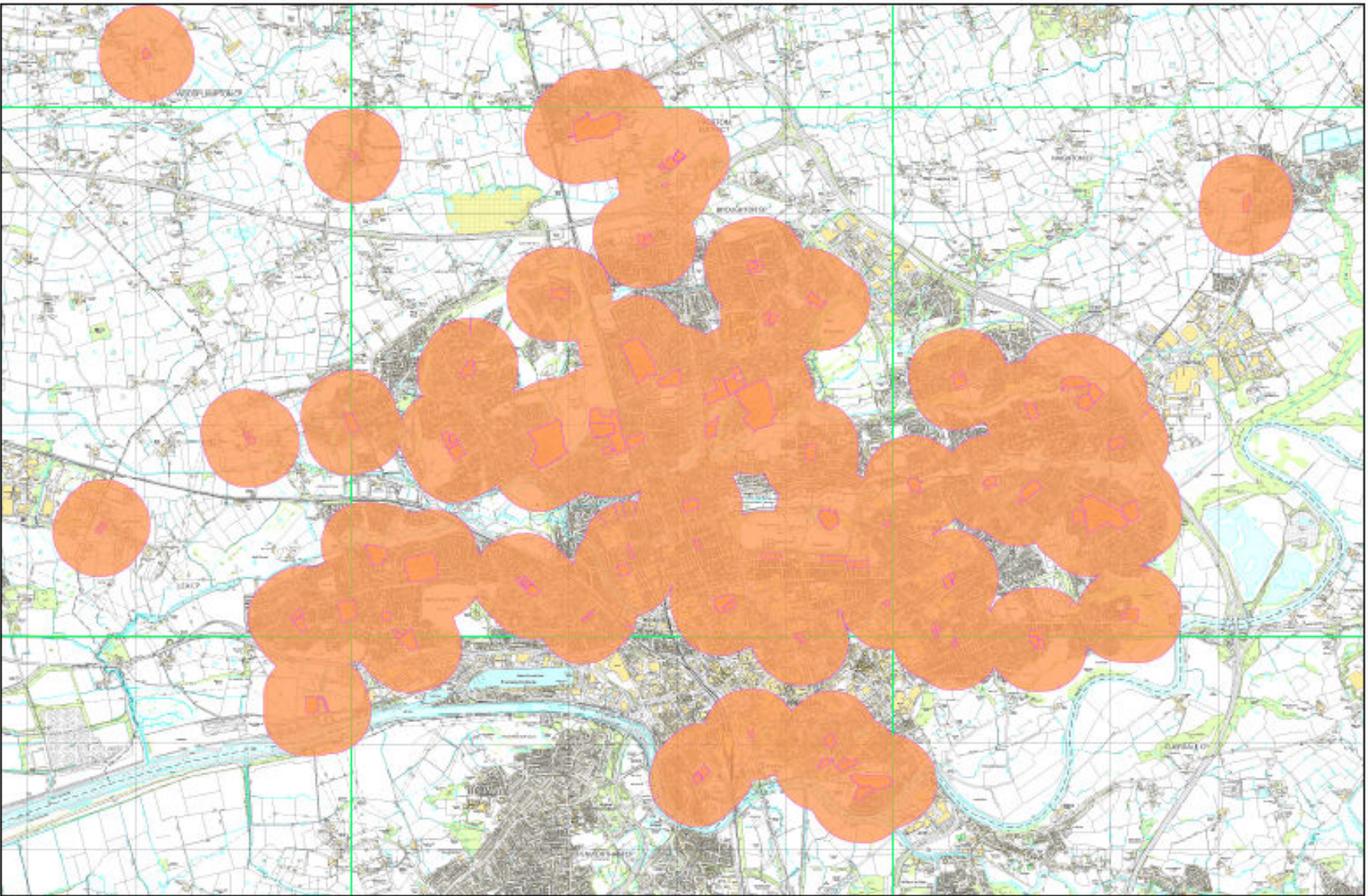
EXCLUSION ZONE MAPS (400 M AROUND SCHOOLS)



South Ribbles 400m Buffer



Preskon 400m Buffer



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Report of	Meeting	Date
Director of Partnerships, Planning and Policy Introduced by the Executive member for Partnerships and Planning	Executive Cabinet	23 February 2012

REVIEW OF EXISTING PRIVATE SECTOR HOUSING ASSISTANCE POLICY 2010 - 2012

PURPOSE OF REPORT

- The above policy is scheduled to be reviewed this year and the purpose of this report is two fold. Firstly, the report outlines and seeks approval from Members to the proposed changes to the policy to reflect new schemes which have been set up since the policy was last approved, for example, the Handy Person service and changes in relation to Energy Efficiency measures. Secondly, the report updates members on the current position regarding Disabled Facilities Grants (which forms part of the Private Sector Housing Assistance Policy) and the proposed way forward.

RECOMMENDATIONS

- The Executive Cabinet are asked to:
 - Approve the proposed changes to the policy detailed in section 11 of this report and note that the section on Disabled Facilities Grants (DFGs) is still to be completed;
 - Approve the start of negotiations with Registered Providers (RPs), previously known as Housing Associations, to develop a 'local agreement' whereby the Council and RPs share the cost of major adaptations (those costing over £1000) on a 50/50 basis funded from the DFG budget.
 - Note that a further report on DFGs and the associated policy will be presented to the Cabinet meeting in March outlining progress on the local agreement and options in relation to the prioritisation of DFG cases and funding options.

EXECUTIVE SUMMARY OF REPORT

- The report outlines the proposed changes to the existing Private Sector Housing Assistance Policy in the light of changes and improvements to the energy efficiency grants and handy person scheme. The report also sets out some of the changes which could impact on the Council's policy and funding relating to Disabled facilities Grants and, seeks endorsement from members to pursue a local agreement with RPs to jointly fund major adaptations in their social rented housing stock.

Confidential report	Yes	No
Key Decision?	Yes	No

Reason	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or un-programmed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION(S)

- 4. To update the policy to reflect the changes and improvements made in relation to Energy Efficiency grants and the new Handy Person Scheme.

To enable the Council to develop an effective policy regarding the provision of DFG's in the light of unexpected increase in demand.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 5. None.

CORPORATE PRIORITIES

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

Strong Family Support		Education and Jobs	
Being Healthy		Pride in Quality Homes and Clean Neighbourhoods	X
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			X

BACKGROUND

- 7. The Private Sector Housing Assistance Policy outlines Chorley Council's policy in relation to the provision of information, advice and support to homeowners, tenants of private rented properties and private landlords regarding the repair, improvement and adaptation of their property. There are four main strands of activity namely, Disabled Facilities Grants; Minor Repairs Assistance; Energy Efficiency Assistance and the Handy Person Scheme. The Private Sector Housing Assistance Policy is reviewed every two years and as a consequence, the current policy is due for review this year.
- 8. Members may recall that the Home Improvement Agency (HIA) was previously run by Anchor. However, in April 2010 the Council brought the Agency back in-house within the Strategic Housing Service. In August 2011 the Agency was accredited by Foundations which is the national body for HIAs. Accreditation is evidence of the effectiveness of the Agency. Following an internal audit last year the Agency was also awarded a finding of 'substantial assurance'.
- 9. Since the Council has taken over responsibility the service has continued to develop. In particular, the Council has negotiated with the insulation provider Rheingold, to extend the availability of free insulation for home owners and in August 2011, the Council launched a

handy person service in partnership with Preston Care and Repair. To date the service is carrying out more than 40 repairs per month and customer satisfaction levels are high.

10. More recently, in partnership with LCC, the Council successfully bid for Warm Homes/Healthy People funding to enable Preston Care & Repair to carry out a warm homes check, draught proofing work and heating system maintenance.

POLICY UPDATE

11. The Policy attached at Appendix 1 updates the demographic profile and makes reference to the recent Private Sector Stock Condition Survey and has been revised to reflect in the main, the changes and improvements to the services outlined above. In particular, the proposed revised policy:
 - Updates the information in relation to the Energy Efficiency grants available, namely that the Council is now able to offer free cavity wall and loft insulation to any home owner and private sector tenant as a result of the energy companies seeking to reduce their Carbon Emission Reduction Targets. Previously free insulation was targeted at the elderly and those families on low incomes;
 - Provides details on the Handy Person Scheme which was set up in August last year.
 - Proposes replacing the current Appeals process with the Council's complaints procedure. Currently appeals would require a panel of members to be brought together to consider the appeal. Replacing this approach with the normal complaints procedure would provide a consistent approach across the Council and is also less daunting for complainants than the appeal process.

DISABLED FACILITIES GRANTS

12. As stated earlier in the report the Private Sector Assistance Policy will also cover the Council's approach to Disabled Facilities Grants (DFGs). However, the detail on DFGs i.e. eligibility, service standards, etc is still to be included in the policy as further work is required before proposed revisions to the current policy can be made. The reasons for this position are set out below.
13. Members may be aware that the Council has a Statutory Duty under Part 1 of the Housing Grants, Construction and Regeneration Act 1996 to provide specialist adaptations to meet the care and mobility needs of people with disabilities to help them live independently. The funding of such adaptations is via the Disabled Facilities Grant Funding pot which we receive from the Government (circa £250k per annum). In recent years this fund has been increased by the Council by using Regional Housing Pot monies (in the region of £100k p.a). This has allowed us in the main to meet demand from the private sector.
14. Historically, it has been custom and practice locally, that the registered providers of social housing, of which there are several in Chorley, have themselves, despite it being a legal duty of the Council, funded the cost of adaptation within their housing stock. For example, CCH committed to providing £250k p.a. for the first five years of the contract to funding adaptations for the transferred properties. This approach is recognised as good practice and encouraged by the Tenant Services Authority who oversee the Registered Providers. However, there is no requirement for RPs to do so or any sanctions if they do not.
15. In recent months the Council has seen a noticeable increase in the number of enquiries from tenants of social rented properties regarding adaptations needs, who in some instances have been sign posted by their RP to contact the Council directly to fund works at the RP's property. From preliminary discussions with RPs we are also aware that some RPs have a considerable waiting list for adaptations. Based on this shift in approach and

given that the ageing population is expected to increase in coming years coupled with the general view that where possible people should be supported to stay in their own home as long as possible, it is anticipated that demand for DFGs from the social rented sector in particular, is likely to increase.

16. In order seek to accommodate this potential demand and ensure that the limited funds available are maximised, it is recognised as good practice for Councils to set up local agreements with RPs whereby the costs of major adaptations are shared between the two organisations. With this in mind members are asked to endorse that the Council commences negotiations with the RPs to establish a local agreement to fund DFGs in social rented stock, whereby the Council and RPs share the cost of major adaptations (those costing over £1000k) on a 50/50 basis. Adaptations below £1000 would be funded by the RP.
17. In addition to the anticipated increase in demand for adaptations in social rented stock, there have also been changes in approach at Lancashire County Council (LCC) who act as the gateway for assessing and referring customers for disabled adaptations. Previously, all customers accessing adult social care services (which includes DFGs) and assessed with 'critical', 'substantial' and 'moderate' needs who required an adaptation would be referred to Chorley Council to fund the works and LCC would be involved in all the relevant stages until the works were completed. Under the raised eligibility criteria LCC By raising the eligibility threshold for accessing adult social care services to only 'substantial' and 'critical'
18. During 2011, in response to an increasing demand from across the county on their respective adult social care budgets, LCC raised the eligibility threshold for accessing adult social care services to only 'substantial' and 'critical' This means that they will continue to refer through and be involved at the relevant stages with those eligible customers who requiring Disabled Facilities Grant assistance. However, whilst LCC have stated that they will still refer customers with moderate needs when identified, they will not provide the follow up support and involvement. Given this change in eligibility criteria it is currently unclear what impact this will have in terms of the number of referrals from LCC.
19. In the light of the potential changes in demand for DFGs from both LCC and the RPs we are currently in the process of gathering further information on current and predicted demand for adaptations from both areas. Once all of this information is considered a further report will be presented to Members, together with options in terms of policy, prioritisation and funding requirements.

IMPLICATIONS OF REPORT

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

Finance	X	Customer Services	
Human Resources		Equality and Diversity	
Legal	X	Integrated Impact Assessment required?	X
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

21. The updated policy items all have budget attached which allow delivery. The policy to work with RSL's over the cost allocation of DFG's will ultimately mean less pressure on the Council's resources.

COMMENTS OF THE MONITORING OFFICER

22. There are no comments.

COMMENTS OF THE HEAD OF POLICY

23. An Integrated Impact Assessment has been undertaken which showed that in respect of the Handy Person service consideration needs to be given as to how people with hearing difficulties access the service. This issue was discussed at the Equalities Forum in January when it was suggested that the service should extend the methods by which service requests can be made beyond telephone to include email, text and fax. Preston Care and Repair who run the service on behalf of the Council have confirmed that emails can be accepted and the email address is on the information leaflet. The implications of the two other suggested communication channels – text and fax – are currently under consideration. This outcome will be reported back to the Equalities Forum in April.

LESLEY-ANN FENTON

DIRECTOR OF PARTNERSHIPS, PLANNING & POLICY

Background Papers			
Document	Date	File	Place of Inspection
Private Sector Housing Assistance Policy 2010 - 2012	01.02.12		The Loop - My Place/Corporate Policies

Report Author	Ext	Date	Doc ID
Kath Knowles	5320	01.02.12	KK/PSHAP/JAN12



Private Sector Housing Assistance Policy

2012 - 2014



2008-2009
*Transforming Services:
Citizen Engagement
and Empowerment*



2009-2010
Cohesive and resilient communities



2009-2010
Better outcomes for people and places

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INTRODUCTION

This document outlines Chorley Council's policy in relation to the provision of information, advice and support to homeowners, tenants of private rented properties and private landlords regarding the repair, improvement and adaptation of their property.

The policy reflects current legislation and guidance as set out in documents such as "Delivering Housing Adaptations for Disabled People: A Good Practice Guide" (CLG 2006) and "Lifetime Homes, Lifetime Neighbourhoods: A National Strategy for Housing in an Ageing Society" (CLG 2008).

Chorley Council takes the view that the prime responsibility for maintaining and improving housing rests with home owners, and endorses the view that the greater proportion of funding for repairs and improvements should come from the private sector, rather than relying on grant assistance provided by the Council.

However, the Council is committed to improving the quality of housing across all tenures, including owner occupation and private renting. In addition it is acknowledged that there are some vulnerable homeowners who cannot afford to repair or improve their homes and who may not be able to obtain loans from commercial lenders. There are also people who need support in carrying out repairs.

In April 2010 the Council set up the Chorley Home Improvement Agency. The agency delivers advice and assistance described in this document.

A key theme throughout the policy is of 'Decent Homes' in terms of increasing the proportion of the local population living in 'Decent Homes'. Under the previous government all local authorities were required to bring homes in their area up to the *Decent Homes Standard (DHS), with targets of 70% by 2010 and 75% by 2020. This latter target has since been scrapped but the DHS remains one of the few standards by which housing standards can be measured. Chorley's progress against the target for Decent Homes is detailed in the Private Sector House Condition Survey 2010. This survey showed that 75.6% of all private dwellings in Chorley met the Decent Homes Standard.

A key element of the DHS is the thermal comfort criteria which specifies the energy efficiency standards which a property should meet to comply with the DHS. Energy efficiency improvements are the most cost-effective means of raising housing standards to ensure compliance. The government has estimated that an energy rating of SAP 55 is an acceptable rating for affordable warmth. Research suggests that around 22% or 4.7 million dwellings in England meet this standard.

Local Context

The Council's drive to improve housing is taking place against the backdrop of demographic changes that are likely to see a marked increase in the number of older people living in the borough over the next 20 years. The total population of Chorley is projected to rise to 114,700 by 2020. It is predicted that there will be a significant increase in people aged 60 or over. Population estimates indicate that by 2015 18.9% of Chorley's population will be over 65, compared with a Lancashire wide estimate of 19.7% and a North West estimate of 18.2%. By 2020 these proportions are set to rise further, with 20.6% of the Chorley population being over 65 compared with 20.8% across Lancashire and 19.2% in the North West region.

The evidence base and strategic approach for this policy is taken from the private sector stock condition survey which was carried out in 2010. Some of the key statistics from the headline findings report include:

- 38,236 private sector households, with household population of 91,542 people

- 96.6% properties are occupied
- 75.6% properties meet the Decent Homes Standard, which compares favourably with the national average for England (64.2%)
- 24.4% properties fail the Decent Homes Standard; the majority of the reasons for failure are concerned with disrepair
- Costs to address Non-Decent homes are estimated at £42m net
- 71% of the stock is of post 1945 construction
- 29% households are economically retired
- 10% of homes in the private sector are privately rented
- 20% of households are economically vulnerable
- 10% households experience Fuel Poverty, which was strongly influenced by income rather than energy efficiency

**See Appendix 1 for a definition of the Decent Homes Standard*

POLICY AIMS

The aims of the Private Sector Housing Assistance policy are as follows:

- To provide advice, information and support on repair, maintenance and adaptation of properties.
- To offer a framework of assistance to vulnerable groups/households.
- To increase the number of households able to heat their homes at reasonable cost thereby reducing fuel poverty and helping households to achieve affordable warmth.
- To reduce carbon dioxide (CO₂) emissions in the borough's private housing stock.
- To increase the number of households taking up the Government's Warm Front scheme to improve the thermal efficiency of their homes.
- To help to improve the physical conditions of both homes and neighbourhoods.
- To assist disabled people with adaptations to facilitate their movement in and around their home thereby improving their quality of life.
- In offering assistance the Council is seeking to enable people to help themselves and advise customers of services offered by other organisations.
- To treat individuals fairly regardless of age, sex, gender, disability and sexual orientation and to ensure that individual's rights under Data Protection and human rights legislation are protected.

How the Policy links to the Council's Corporate Strategy

You and Chorley – Vibrant local economy

- ***Ensure families and communities reach their full economic potential***
In taking steps to help to improve the living conditions of our communities we are contributing to the provision of warmer, safer, more energy efficient homes that in turn help the life chances for families and communities.

You and your family – Strong family support

- ***Support the ageing population to be healthy and independent***
The policy seeks to establish a set of measures that can assist the most vulnerable members of society. Older people are the main beneficiaries of Disabled Facilities Grants and the policy sets out to ensure that the Council's resources are used effectively to help those in greatest need.

You and your family - Being healthy

- ***Families enabled to make healthy lifestyle choices***
Poor housing can have a detrimental effect on the health, safety and well being of the occupants, particularly those in vulnerable groups. Concerns include aspects such as excess

winter deaths due to hypothermia, the impact of cold and damp housing on the incidence of childhood asthma and the effects on mental and emotional health for people on low incomes who need substantial repairs to their homes. The existence of a clear policy is intended to help to address these problems.

HOUSING ASSISTANCE COVERED BY THIS POLICY

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 gives Councils the power to provide assistance for the purpose of improving living conditions in the area.

The Order allows assistance to be provided to any person for the purpose of enabling that person to:

- Acquire living accommodation
- Adapt or improve living accommodation
- Repair living accommodation

In Chorley the Order is applied through four main strands of activity, namely:

- Disabled Facilities Grants (DFGs)
- Minor Repairs Assistance (MRA)
- Energy Efficiency Assistance (EEA)
- Handyperson Service

The award of any financial assistance by the Council in accordance with this policy is discretionary (with the exception of Disabled Facilities Grant) and is subject to the availability of adequate financial resources.

DISABLED FACILITIES GRANTS (DFGS)

(policy undergoing further development)

Under Part 1 of the Housing Grants, Construction and Regeneration Act 1996 the Council has a legal duty to provide specialist adaptations to meet the care and mobility needs of people with disabilities to enable them to live independently with privacy and dignity. The need for the adaptation is determined by an Occupational Therapist from the Lancashire County Council's Adult and Community Services Department. The Council will only act on recommendations made by an Occupational Therapist.

Grant assistance under this policy will be limited to the maximum grant in accordance with the legislation which is currently £30,000. Adaptations in private sector housing and costing less than £1000 are undertaken by Adult and Community Services. Assistance from the Council will depend on DFG funding being available and the priority given to the application by the Occupational Therapist.

N.B. The above represents the framework against which DFGs are processed. Further work is being done on the process, eligibility and service standards for DFGs. Details to follow at the next meeting.

MINOR REPAIRS ASSISTANCE (MRA)

The purpose of Minor Repairs Assistance, which is a discretionary rather than mandatory form of assistance, is to help vulnerable households on low incomes carry out repairs and improvements to their home to enable them to bring the property up to the 'Decent Homes Standard'. Due to its discretionary nature and limited availability of funds there may be times when the Council is not able to offer these grants.

MRA grants are provided to eligible applicants to provide a decent, safe, secure and warm home not involving major repair or renovation.

Eligibility

- To qualify for a MRA the applicant must be an owner occupier.
- Applicants must be at least 18 years old, have an owner's interest in the property and either be currently resident or have a close family member resident within the property.
- Applicants are required to have lived in or owned the property for at least 3 years prior to the date of application.
- The dwelling subject to the request for assistance must be at least 10 years old and fail the DHS or be assessed as requiring safety or security measures.
- An application cannot be made if a grant has been awarded on the dwelling within the last five years.
- Tenants of housing associations are not eligible to apply. However, all households who are resident in 'Intermediate' housing and who have a repairing obligation to their homes i.e. those living in Shared Ownership/Low Cost Home Ownership properties are classed as "private" occupiers for the purpose of MRA applications and such customers are eligible to apply.

Conditions

There will be no financial test for applicants whose household contains a person in receipt of at least one of the welfare benefits below:

- Income Support
- Housing Benefit
- Council Tax Benefit
- Income based Jobseekers Allowance
- Guarantee Pension Credit
- Working Tax Credit with disability element and income of no more than £*16,190 (as at April 2011). Child Tax Credit with income of no more than £*16,190 (as at April 2011)
- Attendance Allowance
- Disability Living Allowance
- War Disablement Pension
- Industrial Injuries Disablement Benefit

* These figures are reviewed annually in April. Owner occupiers and tenants not in receipt of the above benefits or Working Tax Credit will be assessed using the Government's test of financial resources to determine the level of income and any contribution which the applicant may be required to make. These applicants will be subject to the same financial test as for the mandatory DFGs.

The Council will monitor the proposed introduction of the 'Universal Credit' commencing in 2013 and will assess the implications of these in terms of eligibility for MRA.

- Where the applicant is required to make a financial contribution towards the cost of the works, the Council will normally require payment of the amount before the commencement of works.
- Applications for grant assistance will not be considered where works have already been completed. Applications for grants where works have started but not completed will only be considered where the applicant can demonstrate exceptional circumstances as to why they did not apply and seek approval prior to the start of the work. In this situation any work already completed will be excluded from the application.
- Grants will only be approved where the requested work will contribute towards the attainment of the DHS.

- Where a grant is received for a dwelling which is a listed building and/or is situated in a Conservation Area, the scheme shall be undertaken with regard to the requirements of the Council's Building Control section and of the Conservation Officer.

Eligible Works

- Examples of eligible works include dealing with unsafe or dangerous electrical wiring or gas fittings; small scale works such as providing security measures or repairing leaking pipes; providing a damp proof course; replacing rotten windows, doors, roofs, water main replacement where the mains supply is carried via lead pipes. It also includes heating works where the existing heating system is uneconomical to repair (and client is not able to access the Warm Front scheme).
- The Council will not use an MRA grant to "top up" Warmfront energy grants, nor to fund ancillary works relating to DFG works, such as when a stair lift is installed if it is discovered that the wiring is inadequate and it may be necessary to rewire at the same time. The MRA could not be used for this purpose.
- The maximum value of grant assistance is £3,000 exclusive of VAT, However, in exceptional circumstances up to an additional £2,000 may be awarded at the discretion of the Head of Housing.
- The Council will charge the customer an administration fee of 10% of the total cost of the work for each MRA grant that it processes, up to a maximum of £300 plus VAT.

Service Standards

- The Council will determine all applications for assistance under this policy within 6 months from receipt of the application.
- The Council will aim to process applications efficiently, courteously and promptly.
- The Council will provide successful applicants with help and support to commission repairs and improvements if required. A fee may be charged for this work.
- All work undertaken by contractors will be:
 - a) in accordance with Health and Safety regulations
 - b) in accordance with manufacturer's recommendations and best practice
 - c) in accordance with current legislation
 - d) to the satisfaction of the Council. On completion of the work a final inspection will be undertaken by a Council officer
 - e) completed within 16 weeks of the grant being determined

ENERGY EFFICIENCY ASSISTANCE (EEA)

The Home Energy Conservation Act 1995 requires Councils to improve the energy efficiency of homes in their area, i.e. to reduce energy usage and carbon dioxide emissions within the housing stock. The energy efficiency of homes is measured in a number of ways, perhaps the most common method being the Standard Assessment Procedure (SAP rating).

Energy (gas and electricity) used in residential properties is responsible for approximately 25% of the UK's carbon dioxide emissions. Carbon dioxide which is a gas produced when electricity is generated or gas is burned is a major contributor to climate change or "global warming"

The Carbon Emissions Reduction Target (CERT) requires all domestic energy suppliers with a customer base in excess of 50,000 customers to make savings in the amount of CO₂ emitted by householders. Suppliers meet this target by promoting the uptake of low carbon energy solutions to household energy consumers, thereby assisting them to reduce the carbon footprint of their homes.

The primary aim of CERT is to make a contribution to the UK's legally binding target under the Kyoto protocol and the Climate Change Act 2008 requirement to cut emissions of green house gas emissions by 80% below 1990 levels by 2050.

CERT, the third supplier obligation phase, was introduced in 2008. On 30th July 2010, CERT was extended from March 2011 to December 2012 with a new higher target and significantly refocused around supporting insulation:

Energy suppliers are now required to deliver measures that will provide overall lifetime carbon dioxide savings of 293 MtCO₂ by December 2012, superseding the target of 185 MtCO₂ by March 2011. At least two thirds of the increase in target (68%) must be delivered through professionally installed insulation measures. This will refocus the scheme around supporting insulation measures that can help deliver deep and long lived carbon and energy savings.

The Council has a well established programme of offering cavity wall and loft insulation to owner occupiers and those renting from a private landlord. The programme has been available as part of the CERT obligation which is due to end in December 2012, to be replaced by the 'Green Deal', which is a key part of the Energy Act 2011

(http://www.decc.gov.uk/en/content/cms/legislation/energy_act2011/energy_act2011.aspx)

It is unclear at the time of writing the role that Councils will play in the provision of the Green Deal, but for the calendar year 2012 the council has secured a commitment from its existing partner contractor to provide free cavity wall and loft insulation to owner occupier and private renting households across the borough, regardless of age of the head of the household or benefit entitlement.

Fuel Poverty

A household which spends more than 10% of its household income on domestic energy in order to achieve a warm and healthy indoor environment is said to be in 'fuel poverty'.

Fuel poverty results from a combination of low household income, high energy prices, and poor heating and insulation standards. The definition of fuel poverty does not take account of the amount that a household *actually* spends on fuel, nor the amount available for the household to spend on fuel after other costs have been met. The interim findings of the Hills review into Fuel Poverty "Fuel Poverty – the problem and its measurement" were published in October 2011. The final report is due to be published in Spring of 2012.

Since 2003 the level of fuel poverty nationally has substantially increased. This is mainly attributable to the sustained increase in energy prices in recent years. In 2003, the number of households in fuel poverty stood at 1.2 million, representing 5.9 per cent of all households in England. In 2009, this figure rose to 4 million, which represented 18.4 per cent of all English households. Using figures from the Retail Prices Index (as compiled by the Office for National Statistics), domestic electricity prices increased by almost 90 per cent between 2003 and 2009, while gas prices increased by almost 140 per cent over the same period.

The department of Energy and Climate Change's (DECC) annual analysis of Fuel Poverty "Annual Report on Fuel Poverty Statistics 2011", which carries information up to and including 2009, shows 23% households in North West England being in Fuel Poverty. This is higher than the figure for England (18%) and is the 3rd highest region in England (West Midlands being the highest at 26% & North East second at 24%). The full report is available at:

<http://www.decc.gov.uk/assets/decc/Statistics/fuelpoverty/2181-annual-report-fuel-poverty-stats-2011.pdf>

The government's Warm Front scheme (www.warmfront.co.uk) provides a package of insulation and/or heating measures up to a maximum value of £3,500 with effect from 23rd April 2009.

Under the Warm Front scheme householders can receive a combination of the following:

- Loft insulation
- Draught proofing
- Cavity wall insulation

- Hot water tank insulation.

For full details of the eligibility for Warm Front assistance see Appendix 3

The purpose of Energy Efficiency Assistance (EEA), which is a discretionary rather than mandatory form of assistance, is to help vulnerable households on low incomes achieve affordable warmth.

Eligibility

- To qualify applicants must be either owner occupiers or renting from a private landlord (whose consent must be obtained before any insulation works are authorised).
- Households who are resident in 'Intermediate' housing and have a repairing obligation to their homes i.e. those living in Shared Ownership/Low Cost Home Ownership properties are classed as 'private' occupiers for the purpose of EEA applications and such customers would therefore be eligible.

Eligible Works

- Loft insulation
- Cavity wall insulation

Service Standards

- The Council will aim to process applications efficiently, courteously and promptly.
- The Council will refer all applicants to the nominated contractor(s) within 3 working days
- All work undertaken by contractors shall be:
 - a) in accordance with Health and Safety regulations
 - b) in accordance with manufacturer's recommendations and best practice
 - c) in accordance with current legislation
 - d) to the satisfaction of the Council. A percentage of the works completed will be inspected by Council officers.

All grants are subject to availability of funding. In the event that funding is no longer available, customers will be advised accordingly and provided with information appropriate to their circumstances.

HANDYPERSON SERVICE

In August 2011 the Council teamed up with Preston Care and Repair to provide a handyman service. The service is funded by Lancashire County Council through its Supporting People budget and provided by Preston Care and Repair on behalf of the Council. The service is funded until March 2013.

Eligibility

The service is available to disabled homeowners and home owners who are aged over 60.

Eligible Works and Cost

For a fee of £10 per hour plus the cost of materials a team of qualified tradespeople will carry out a variety of minor repairs such as, putting up curtain rails, stair rails and replacing gates. The team will also do gardening and decorating work. Each job should take no more than two hours but there is no limit on the number of jobs that can be done in any property. The fee is paid direct to the Handyman attending the property at the time of the visit.

Anyone interested in this service should contact Preston Care and Repair direct on 01772 204096.

COMPLAINTS/COMMENTS

Complaints and comments provide important feedback on our services. Information from complaints and comments helps us to improve our services and dealing effectively with them shows our commitment to customer care and continuous improvement

Procedure

Complaints and comments may be made in writing, by email or text or verbally.

Complaints are logged and referred to the Home Improvement Agency manager and where possible put right immediately.

If it is not possible to resolve the complaint immediately the complaint will be acknowledged within 5 working days of receipt .The acknowledgment will detail the procedure and the name of the person dealing with the complaint.

A full response will be sent within 10 working days. If the response is likely to take longer than 10 working days the customer will be informed accordingly and told when they can expect to receive a full reply.

If the customer is not happy with the response the complaint will be escalated to the Chief Executive. Some complaints, depending on the degree of seriousness, may go directly to the Chief Executive. In such cases a full response will be sent from the Chief Executive within 10 working days of receipt.

If the customer is still not satisfied they may refer their complaint to the Local Government Ombudsman.

Local Government Ombudsman

The Ombudsman will normally only deal with complaints when the Council's own complaints procedure has been exhausted

Contact details:

Local Government Ombudsman
PO Box 4771
Coventry
CV4 0EH
Telephone number 0845 602 1983
Email:advice@lgo.org.uk

MONITORING AND REVIEW

The Strategic Housing Unit is responsible for ensuring that this policy is adhered to and is effective. The Head of Housing monitors the take-up of the various strands of housing assistance and will monitor the budget on a monthly basis.

This policy is reviewed on an annual basis. It may be reviewed earlier if there are relevant changes in legislation, statutory guidance, local priorities or capital funding.

This policy was last reviewed in January 2012

APPENDIX 1**DEFINITION OF THE DECENT HOMES STANDARD (DHS)**

The summary of the definition of a 'Decent Homes' is contained in the DCLG document '*A Decent Home – the definition and guidance for implementation*' (June 2006) and states that a property should:

- meet the current minimum standard for housing
- is in a reasonable state of repair
- has reasonably modern services and facilities
- provides a reasonable degree of thermal comfort

Current minimum standard for housing

The Housing Health and Safety Rating System (HHSRS) was introduced as part of the Housing Act 2004. It came into force in April 2006. HHSRS replaced the Housing Fitness Standard as the first criterion of the DHS. As a minimum, a dwelling should be free from category 1 hazards. The existence of such hazards should be a trigger for remedial action unless practical steps cannot be taken without disproportionate expense or disruption.

Reasonable state of repair

A dwelling satisfies this criterion unless:

- 1) One or more key building components (i.e. external walls, lintels, roof structure, roof covering, chimney, windows, external doors, gas central heating boiler, electrics) are old and, because of their condition need replacing or major repair or
- 2) Two or more other building components are old and, because of their condition, need replacing or major repair

A building component must be old and requiring replacement or major repair to satisfy this criterion.

Reasonably modern services and facilities

A property is considered not to meet this criterion if it lacks three or more of the following:

1. A reasonably modern kitchen (20 years old or less)
2. A kitchen with adequate space and layout
3. A reasonably modern bathroom (30 years old or less)
4. An appropriately located bathroom and WC
5. Adequate external noise insulation (where external noise is a problem)
6. Adequate size and layout of common entrance areas for blocks of flats

Provides a reasonable degree of thermal comfort

A property should have both efficient heating and effective insulation which are defined as:

- Any gas or oil programmable central heating; or Electric storage heaters; or
- Warm air systems; or
- Underfloor systems; or
- Programmable LPG/solid fuel central heating; or
- Similarly efficient heating systems that are developed in the future

APPENDIX 2

HOUSING HEALTH AND SAFETY RATING SYSTEM (HHSRS)

The HHSRS is a method of risk assessing hazards that may be found in residential accommodation. Homes should be free of any avoidable or unnecessary hazards as listed in the table below.

Physiological	Psychological	Infection	Accidents
Damp and Mould Growth	Crowding and space	Domestic hygiene, pests and refuse	Falling between levels
Excess Cold	Lighting	Personal hygiene, sanitation and drainage	Falls associated with baths etc.
Excess Heat	Noise	Food supply	Falling on level surfaces
Volatile Organic Compounds	Entry by intruders	Water supply	Falling on stairs
Biocides			Electrical hazards
Lead			Flames, hot surfaces
Asbestos and manufactured mineral fibres			Structural collapse and falling elements
Carbon monoxide and fuel combustion products			Position and operability of amenities
Uncombusted fuelled gas			Fire
Radiation			Explosions
			Collision and entrapment

APPENDIX 3**WARM FRONT ELIGIBILITY CRITERIA**

Warm Front is a Government funded initiative which reports to the Department of Energy and Climate Change.

To qualify for Warm Front a person must live in their own home or rent privately and be in receipt of one of the benefits listed below.

The property must have a SAP rating of 55 or under.

The SAP rating will be assessed at the beginning of the Technical Survey.

A householder or their spouse must be in receipt of one of the following:

Pension Credit:

- Guaranteed Credit or
- Savings Credit

Income Support or Income-based Job Seekers Allowance and have any of the following:

- Parental responsibility for a child under 5 who ordinarily resides with that person
- Child Tax Credit (which must include a disability or severe disability element for a child or young person)
- Disabled Child Premium
- Disability Premium (enhanced disability or severe disability element premium)
- Pensioner Premium (higher pensioner premium or enhanced pensioner premium)

Income related Employment and Support Allowance (ESA IR) that includes a work related activity or support component.



Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for People)	Executive Cabinet	23 February 2012

MULTI AGENCY CHILD SEXUAL EXPLOITATION STRATEGY

PURPOSE OF REPORT

1. To bring to the attention of Members the multi agency Child Sexual Exploitation (CSE) Strategy and agree to signing up to its objectives and actions

RECOMMENDATION

2. It is recommended that Members sign up to the aims of the strategy and commit to delivering those elements of the action plan that are appropriate to the Council.

EXECUTIVE SUMMARY OF REPORT

3. Tackling the incidence of child sex exploitation (CSE) is regarded by the Government as a key priority and on a national scale Lancashire Constabulary is seen as leading the way. This places Lancashire in a strong position to tackle CSE particularly through the coordinated approach taken by community safety partnerships and Children's Trusts.
4. The multi agency Child Exploitation Strategy 2011 has been developed and drafted through Lancashire's Children's Safeguarding Board's (Blackpool; Blackburn with Darwen; and Lancashire).
5. The Lancashire Safeguarding Children's Board (LSCB) has a CSE sub-group reporting direct to them and will be coordinating the multi agency work outlined in the strategy.
6. The strategy and action plan is attached as Appendix 1 and details the objectives of the strategy and what the partner agencies are committed to doing in achieving those objectives during the life of the strategy from now to 2014.
7. Both the Chorley Children Trust and the Chorley and South Ribble Community Safety Partnership have agreed to the principles of the strategy and to contribute to the actions therein and it is appropriate for the Council to do the same.

Confidential report Please bold as appropriate	Yes	<u>No</u>
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Key Decision? Please bold as appropriate	Yes	<u>No</u>
--	-----	-----------

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

8. To demonstrate that the Council is fully engaged in tackling child sex exploitation and to ensure that actions that can be undertaken within the Council to support and work with other agencies are carried out.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

9. None

CORPORATE PRIORITIES

10. This report relates to the following Strategic Objectives:

Strong Family Support	X	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

11. The key priorities of the multi agency CSE strategy are:
 - Prevention
 - Safeguarding
 - Bringing Offenders to Justice
 - Public Confidence
12. Within each of these priorities are a set of actions that organisations can either deliver individually or coordinate with partners through a multi agency approach.
13. There are several key actions that can be undertaken by the Council:
 - Ensure the issue of CSE is linked into the Councils existing Safeguarding policy and procedures.
 - Raise awareness of the issue amongst Council representatives and use the existing safeguarding structures to collate and refer concerns to appropriate agencies
 - Work with partners, primarily through community safety and Children’s Trust, to deliver those actions that are appropriate to the respective partnerships/agencies.
 - Support other agencies with information and intelligence on CSE issues.
14. The multi agency strategy has been brought to the attention of both the Chorley and South Ribble Community Safety Partnership and the Chorley Childrens Trust. Both partnership groups have signed up to the strategy and the actions it contains.

IMPLICATIONS OF REPORT

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

Finance	X	Customer Services	
Human Resources		Equality and Diversity	
Legal	X	Integrated Impact Assessment required?	No
No significant implications in this area		Policy and Communications	X

COMMENTS OF THE STATUTORY FINANCE OFFICER

16. As the implementation of the Strategy will be contained within current resources there are at present no financial implications.

COMMENTS OF THE MONITORING OFFICER

17. This is an appropriate use of Council resources and the Council have the authority to support this strategy within our general well-being powers and the general power of competence.

COMMENTS OF THE HEAD OF POLICY AND COMMUNICATIONS

18. The CSE strategy supports the council's strategic objectives of Strong Family Support, Safe Respectful Communities and A Council that is a consistently top performing organisation and delivers excellent value for money. It is therefore appropriate for the council to the relevant elements and actions.

JAMIE CARSON
DIRECTOR OF PEOPLE AND PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Simon Clark	5732	19 January 2012	CSExec

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Child Sexual Exploitation Multi-Agency Strategy 2011- 2014

*Working Together
to
Safeguard Children
from
Sexual Exploitation
in
Lancashire*



Statement of Intent

Sexual exploitation of children is child abuse and is completely unacceptable; the only effective way to tackle sexual exploitation of children is via effective multi agency and partnership working.

Tackling Child Sexual Exploitation remains one of the most important challenges for the Safeguarding Childrens Boards of Lancashire.

We recognise that sexual exploitation can have serious long term impact on every aspect of the child or young persons lives, health and education. It also damages the lives of families and carers and can lead to family break ups.

Sexual exploitation of children and young people under 18 involves exploitative relationships, violence, coercion and intimidation being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

It is our collective mutli-agency reponsibility to identifiy those children and young people at risk of exploitation and our joint responsibilty to protect them and safeguard them from further risk of harm. It is also our joint responsibiilty to prevent children becoming victims of this form of abuse and reassure our communities we can perform our duties effectively.

Our shared key strategic priorities for 2011-2014 are:

- **Prevention**
- **Safeguarding**
- **Bringing Offenders to Justice**
- **Public Confidence**

***Child abuse casts a shadow
that can last the length of a lifetime***

“She thought that they were her friends”

“She was forced into having sex, she felt
she couldn’t say no...”



Safeguarding is everyone’s responsibility

Prevention

What are we going to do?				
Engage with children and young people to gain a better understanding of the practice of CSE and develop activities which will dissuade children and young people becoming involved in CSE and identify those at risk of CSE.	All agencies to ensure staff working with or in contact with children understand the signs of precursor types of behaviour and develop intervention strategies to prevent escalation. This will include those displaying precursor behaviour in relation to victimisation and offending.	All agencies to identify those who introduce victims to the CSE environment and develop interventions to stop this behaviour.	Develop localised preventative plans inline with LSCB strategy but reflecting local problem profiles.	Deliver a universal education and marketing package to the children and young people of Lancashire designed to heighten awareness and reduce risk taking. Raise awareness of CSE within our communities.

How are we going to do it?				
<p>Consult with established youth panels such as Young Persons Council and Youth PACTS to assist in developing a complete picture of CSE and the victimisation process.</p> <p>Conduct multi-agency debriefs of young people who have been victimised to learn lessons.</p>	<p>Ensure all staff have sufficient awareness of potential indicators as specified in DCFS Statutory Guidance and CEOP “Out of Sight, Out of Mind.”</p> <p>Develop clear referrals and assessment process for those at risk to match with preventative service delivery such as Early Intervention Services.</p> <p>Review victim profiles to gain improved understanding of underlying factors which may be precursor indicators.</p>	<p>Ensure frontline staff have an awareness of how victims are introduced to exploitation. To consider that an existing victim may influence those not currently subject to exploitation.</p> <p>If a victim is identified as a risk to others through engagement interventions to raise awareness regarding victimisation to be identified and implemented.</p> <p>Assess association patterns of existing victims in social and educational settings.</p>	<p>Identify what local factors are enabling perpetrators or increasing risk to victims and eliminate that risk through an intelligence led multi agency approach.</p> <p>Identify high risk or hot spot locations and implement multi agency preventative plans.</p> <p>Review links with existing strategies such as Nightsafe to consider how victim behaviour engaging with existing problems exposes them to risk of sexual exploitation.</p>	<p>Establish a schools charter for the delivery of key messages which can be varied according to local problem profiles.</p> <p>Develop E Safety A Pan Lancashire Strategy to secure minimum standards of delivery within education.</p>

Safeguarding and Protection

What are we going to do?				
<p>Develop Specialist Multi Agency teams covering both Lancashire and unitary authorities that can support victims as well as deterrence and prosecution activity.</p>	<p>Identify children at risk at an early stage across all agencies and ensure those children have full assessment of their needs and referral to relevant services for intervention and support.</p>	<p>Adopt a Total Family approach when supporting families to parent protect and engage.</p> <p>To highlight and educate parents and carers of the benefits of working collaboratively with agencies within the LCSB.</p>	<p>Set the DCFS guidance Safeguarding Children and Young People from Sexual Exploitation as the minimum standard across Lancashire.</p>	<p>LSCB to provide ongoing scrutiny and governance of policy, procedure and practice in service delivery.</p>

How are we going to do it?				
<p>Agree service levels and joint resourcing commitments between partner agencies.</p> <p>Identify those agencies within the voluntary and non statutory sectors best placed to assist victims if CSE and incorporate their services within risk management plans. CROP, Barnardos, Lucy Faithful Foundation</p>	<p>Standardise operating procedures and establish a risk management model for use across agencies. Set minimum standards for service delivery throughout the county.</p> <p>Develop clear referral pathways that ensure effective information sharing, assessment and subsequent coordinated service delivery.</p> <p>Ensure all staff in contact with young people have training consistent with their role to identify those at risk of exploitation and those suffering exploitation.</p>	<p>To ensure the commitment of multi-agencies response to work with families to agree plans of support to assist to educate and assist parents.</p> <p>Identify and then reduce the domestic motivating factors which will cause the child or young person to choose to be in a risky situation.</p>	<p>LSCB to review current arrangements protocols and policies of member agencies to assure compliance.</p> <p>Develop an action plan to address areas where agencies do not comply with minimum standard.</p>	<p>To monitor compliance through CSE strategic sub group and address any shortfalls via the board.</p>

Bringing Offenders to Justice

What are we going to do?				
Develop a CSE victims Charter	Identifying Offenders	Ensure victims' are supported throughout the CJ process from report to court.	Develop CSE problem profile, incorporating data from improved intelligence collection and data from all agencies.	Learn from previous, current and future prosecutions to ensure all investigations into CSE are undertaken by professionally trained staff.

How are we going to do it?

Closer liaison with Criminal Justice partners to ensure the provision of CPS specialists and specialist courts. The adoption of this methodology within the DA arena has led to improved victim experience and ensures county wide continuity of processes.

We will ensure that CSE victims receive follow up visits post incident, in order to capture vital intelligence. This will close the intelligence gap and create a clear CSE picture for each division.

Conduct intelligence debriefs of former victims to ensure full disclosures were made to support prosecutions or to inform the intelligence picture.

Conduct debriefs of convicted offenders to gain an improved intelligence picture of offender behaviour.

Enlist the help and support to victims of non statutory/ voluntary sector, organisations such as Banardos, Lucy Faithfull Foundation, and CROP. This will improve continued engagement of victims throughout the CJS process. Ensure all CSE victims are fully prepared for court through pre- court familiarisations/ witness service.

All front line agencies should develop ways of capturing and recording data relating to known or suspected cases of sexual exploitation.

LSCB to coordinate The development of a multi agency data set which is of use to the police and services for sexually exploited children.

Lancashire Constabulary will use the data along with intelligence to develop regular problem profiles of sexual exploitation.

Review all CSE prosecutions to identify barriers to taking cases forward and outline best practice in relation to the support available for victims.

Review all recent cases to identify key aspects of the investigation and criminal justice process that can lead to successful prosecution outcomes.

Ensure suitably qualified investigators with specific knowledge of CSE and Child Abuse undertake investigations.

Public Confidence

What are we going to do?				
Engage with our local communities and raise awareness of CSE and how it affects individuals and wider communities.	Agree a Multi Agency Media Strategy	Educate all sections of our communities.	Develop plans reflecting local problem profiles in line with the LSCB strategy.	Proactively engage businesses within our communities.

How are we going to do it?				
<p>LSCB to develop key messages for engagement strategy.</p> <p>All agencies to utilise their existing partnerships and develop new arrangements of community engagement. Obtain an engagement commitment from Statutory partners, Children Trust and CSP. All agencies to update the LSCB of their engagement through the CSE.</p> <p>Standing Agenda item for LSCB.</p>	<p>This strategy will explore several options of engagement appropriate to target all sections of the community. Utilising multi media /social networking technology to target different social groups and to raise awareness and increase reporting.</p> <p>Through the media the LSCB will seek to promote the activity defined within this strategy.</p>	<p>Linked with the Media Strategy. Partnerships agencies will engage with our communities to educate and raise awareness to all sections of the community. Develop a multi stranded approach to raising awareness and increasing reporting among key groups within the community</p> <p>I.E. Hoteliers, Taxi Drivers, Door Staff etc</p>	<p>Each team to develop their own engagement plan in line with LSCB key messages to reflect their local problem profiles and requirements.</p> <p>Plans to be reviewed by LSCB CSE sub group.</p>	



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Policy and Performance)	Executive Cabinet	23 February 2012

THIRD QUARTER PERFORMANCE REPORT 2011/2012

PURPOSE OF REPORT

1. This monitoring report sets out the performance against the delivery of the Corporate Strategy and key performance indicators during the third quarter of 2011/12, 1 October to 31 December 2011.

RECOMMENDATION(S)

2. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

3. This report sets out performance against the Corporate Strategy and key performance indicators for the third quarter of 2011/12, 1 October to 31 December 2011. Performance is assessed based on the delivery of key projects, against the measures in the Corporate Strategy and key service delivery measures.
4. Overall performance of key projects remains good, with the vast majority of the projects either completed, or on track. One project, the website refresh has been rated amber due to on-going delays, however actions are in place that should see it going live in April 2012.
5. Overall performance on the key measures in the Corporate Strategy and key performance indicators is strong, with 92% of the Corporate Strategy measures performing above target or within the 5% tolerance.
6. One of the key service delivery measures is below target. In this case, an action plan has been developed to outline what action will be taken to improve performance.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

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

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. The Corporate Strategy is the key strategic document for the authority and includes performance indicators and key projects which focus on delivering the Council's nine strategic objectives. The Corporate Strategy mirrors, and outlines the Council's contribution to, the Sustainable Community Strategy, delivery of which is taken forward by the Chorley Partnership.
11. This is the first monitoring report since the Corporate Strategy was refreshed in December. Project documentation is currently being completed for the new projects that were included in the refreshed Corporate Strategy. These will start to be reported on in the next quarterly performance report. This report includes an update on the key projects that have not yet completed from the 2010/2011 – 2013/14 Corporate Strategy.

PERFORMANCE OF KEY PROJECTS

12. There are 15 key projects in the Corporate Strategy for 2010/2011 – 2013/14. Overall performance of key projects remains excellent. 14 of the 15 projects (93%) are either on track or completed. This includes five projects which have already been completed as previously reported.
13. An additional four projects (27%) have been completed during the last quarter, and the initial outputs of these projects are detailed below:

Project	Key Outcomes
<p>Early Intervention</p>	<p>All 3 early support initiatives are in progress and delivering early support to children and families 0-19 in a range of settings. Projects went through Open Competitive Tendering process in summer 2011 and started delivery Sept 2011. This includes;</p> <p>Family Intervention Project – Familywise project delivered by Child Action North West. Contract value (1 year) = £60,000. Jointly funded by South Ribble Children's Trust. Model of delivery is based on support for families on level 2 or 'coping' level on continuum of need and requests for support coming from secondary/primary schools and other agencies. There are 22 families engaged within the service.</p> <p>Youth Intervention (reduce risk taking behaviour Project) – delivered by Via Partnership. Contract value (1 year) = £25,000. Engaged with Southlands, Parklands and Albany High Schools. Project delivery is bespoke for each school depending on level of PSHE /learning mentor support available in-house.</p> <p>Learning Mentor Project – delivered by Skillsforce (1 year) = £25,000. Engaged with Parklands and Southlands High School, although delivery started in Jan 2012 the value of this support and impact on has already been recognised by pastoral care manager within Parklands High School.</p> <p>Also commissioned are Small Grants Projects – (Total pot = £45,000, no project greater than £5,000 each). A further 9 projects have been commissioned utilising the Early Support funding to address needs of children and families aged 0-19 . A full analysis of the range of activity including healthy eating and nutrition in schools, rural 'forest school' project and sports/engagement activities for teenagers within wards experiencing anti-social behaviour.</p> <p>In addition, a Resource Panel has been set up – (multi-agency group panel, meets 1 a month). Financial support = £5,000. This is a significant part of the strategy which brings together local practitioners and managers of children and young people's workforce on a monthly basis to identify current evidence based needs and themes. This group will act as a workforce development, information sharing and gaps in service arena which will feed up concerns and early support themes to the Children's Trust.</p>
<p>Total Family</p>	<p>This project was to deliver the Total Family – integrated working practices project. The aim of the project was to examine the systems and processes surrounding the 320 cases currently involving both adult and children's services in Lancashire County Council (LCC) and to undertake an intensive review of a cohort of those cases from Chorley district in order to:</p> <ul style="list-style-type: none"> • Understand the nature and range of customer needs (individual and family) and how those needs are assessed across different service areas; • Examine the service response to the identified needs (individual and family) particularly the timing, sequencing and coordination of any support provided (using process mapping techniques where applicable); • Review the case management and information sharing arrangements between the two service areas (and with other service providers such as health);

	<ul style="list-style-type: none"> • Develop a series of case studies to exemplify the actual impact of current service delivery arrangements on individuals and their families; • Identify the current outcomes resulting from service interventions and how financial/performance/satisfaction progress is monitored; • Explore the opportunities for integrating ways of working to improve efficiency and effectiveness and ensure better outcomes (individual and family); <p>This has been completed and a number of actions have been taken forward by the Children’s Trust to improve working practices. Achievement of these will result in;</p> <ul style="list-style-type: none"> • Improved efficiency and effectiveness e.g. rationalisation of meetings, shared needs assessments • Aligned processes, systems and funding arrangements between Adults and Children’s Services • Positive behaviours in support of integrated public service reform and a Total Family approach
<p>Improve customer experience by extending and improving services delivered through the contact centre</p>	<p>The first stage of this project has been completed. A full review of the services has been carried out and the final report includes recommendations for improvement to the existing service, performance modelling and the development of a migration plan which identifies services and process that should be transferred into the front office. The performance modelling indicates that the service has capacity, which should enable the implementation of the migration plan within existing resources. Migrating services will enable the frontline service for these areas to be delivered more efficiently, improving the customer experience and reducing the demand on back offices resources.</p> <p>The implementation of the migration plan forms the basis of the next phase of the project as set out in the new Corporate Strategy. Progress of this will be monitored from next quarter.</p>
<p>Asset Management Strategy</p>	<ul style="list-style-type: none"> • A review of the Council’s accommodation needs has been completed and work has commenced to rationalise from three sites to two. • Staff will be relocated from Bengal Street to Union Street in February 2012. • Options are currently being explored to relocate Bengal Street depot elsewhere and enable the Bengal Street site to be let on the open market. • All the Council’s land ownership has been reviewed and informed LDF development. • A number of land assets have been identified for further evaluation in order to either support the Council in delivering the Corporate Strategy, and Sustainable Community Strategy or for disposal to facilitate a debt reduction programme. • All land maintained by the Council has been identified and mapped and a project has commenced to explore the feasibility of rationalising sites across the Borough, in particular outlying areas of the Borough to reduce maintenance costs.

14. At the end of the third quarter, three projects (20%) were rated green, meaning that they are progressing according to timescale and plan:
- Total Alcohol
 - Lex s106 Open Spaces Scheme
 - Allotment Project

15. The Total Alcohol project is due to complete in the fourth quarter and the Lex S105 open spaces scheme and the allotment project have been carried across in the new Corporate Strategy therefore their progress will continue to be reported next quarter.
16. Two projects (20%) have been rated green, although the work associated with them will continue and become 'business as usual', managed and monitored by the appropriate services as part of their service plan:

Project	Update
Deliver food waste recycling	<ul style="list-style-type: none"> • The project has been delayed due to issues at the waste treatment plant in Farington. The plant will now accept food waste from April 2012. Much of the work has been completed in terms of preparing for the change, therefore the implementation in February (to properties with brown bins) will be managed as business as usual by the People and Places directorate.
Shared revenues and benefits with SRBC	<ul style="list-style-type: none"> • The Government's proposals to introduce the universal credit and a local benefits scheme have complicated matters in terms of agreeing a shared service solution. • Options that take into account the significant changes in the welfare system can only be developed when further details of the changes become clearer. • Consequently, a range of options are now being worked up by the Transformation directorate. Any proposals to re-design and share service delivery will be presented to Executive Cabinet as required.

17. One project (7%) is currently rated as 'amber', which is early warning that there may be a problem with this project.

Project Title	Project Status	Explanation	Action Required
Refresh the Council's website	Amber	<p>The website refresh project has slipped as previously reported however the specification for the transactional element of the website has now been signed off and a final product is complete and ready for deployment. ICT are currently in discussions with Asidua to finalise a satisfactory deployment plan.</p> <p>Alongside this, the communications team are working to identify and appoint a supplier to complete revised designs and update the existing templates which they will apply to the Asidua web CMS. The site can then be populated with content before final user testing and launch.</p>	<p>Appoint a supplier to complete and apply the new design by end of February 2012</p> <p>Deployment and testing to be completed by end February 2012</p> <p>This project has been carried over in the Corporate Strategy refresh and progress will continue to be reported on quarterly.</p>

PERFORMANCE OF CORPORATE STRATEGY KEY MEASURES

18. At the end of the third quarter, it is possible to report on 12 of the key performance indicators within the Corporate Strategy. Performance in those indicators is excellent, with 11 (92%) performing on or better than target. The full outturn information for the performance indicators is included at Appendix A.

19. The following indicators are performing better than target:

- Overall employment rate
- Street and environmental cleanliness – litter
- Street and environmental cleanliness - detritus
- Street and environmental cleanliness – graffiti
- Street and environmental cleanliness - fly posting
- New businesses established
- New businesses established and sustained for 12 months
- New businesses established and sustained for 24 months
- Level of avoidable contact
- Vacant town centre floor space
- % of customers satisfied with the way they were treated by the Council

20. One indicator (8%) performed below target:

Performance Indicator	Target	Performance	Reason below target	Action required
The % of 16-18 year olds who are not in education, employment or training (NEET)	5.1%	6.4%	The nature of NEET amongst young people is split into two areas: (1) Young people with high academic levels (at least 5 A-C GCSEs) who are unable to access, or have left, College/Work Based Training. (2) Young people who have no qualifications on leaving school, which is a barrier to gaining education, employment and training opportunities.	A Task and Finish Group has mapped existing services and gaps for NEET young people, and identified a number of solutions which are being put in place to reduce these levels. This includes commitment from partners to raise numbers of apprenticeship places, and to raise training payments, which have been put in place. It also includes actions to be undertaken by the Chorley Partnership to better co-ordinate information and work with schools.

PERFORMANCE OF KEY SERVICE DELIVERY MEASURES

21. There are some important indicators that are not included within the Corporate Strategy, but are measured locally as indicators of service performance. There are five indicators that can be reported at the end of the third quarter. The full outturn information for this is included at Appendix B: Key Service Delivery Measures.

22. The following are performing better than target:

- Processing of planning applications as measured against targets for 'minor'
- Processing of planning applications as measured against targets for 'other' application types
- Average time taken to process Housing Benefit and Council Tax Benefit change events

23. There is currently one indicator that is performing slightly worse than target but within the 5% threshold:

- Processing of planning applications as measured against targets for 'major' application types

24. There is currently one indicator that is performing worse than target. This indicator relates to the number of families owed a statutory duty in temporary accommodation. The table below gives the reasons for this worse than anticipated performance, and the steps that are being taken to improve performance:

Performance Indicator	Target	Performance	Reason below target	Actions required
Number of families in temporary accommodation	13	20	<p>During this quarter there has been turnover in the families staying at Cotswold and in terms of the total no of families in temporary accommodation this has dropped by one since the last quarter.</p> <p>The reason why customers present as homeless and trigger a duty for temporary accommodation are complex.</p> <p>The reasons for the figure are:</p> <ul style="list-style-type: none"> • RSLs are advertising properties before they are ready to let, leading to extended stay in temporary accommodation. If customers could see how long the relets works are going to be, they may choose other properties. • Presentations from young people unable to remain in parental home continue and the young people's surgery remains busy • Some vulnerable households need a lengthy support programme before they are able to manage independently in their own home • RSLs are undertaking secondary checks prior to tenancy sign up which can delay move on. • Some of the customers we deal with are not able to access the social rented sector easily for a number of reasons. The private rented sector can be their only option however there are 	<p>RSLs will be asked to state on the adverts the period of time required for re-let works.</p> <p>The protocol with Children's Social Care has been reviewed in January but it is too early to say if this will lead to fewer referrals to temporary accommodation.</p> <p>The move on from temporary accommodation remains challenging and we are currently in the early stages of assessing the viability of a partnership with a social lettings agency which will improve the ability to refer into the private rented sector.</p> <p>There will be a review of the sub regional Allocations Policy in 2012 and this will include reviewing how information about offending history is accessed and if there are alternatives. This will also include looking at what secondary checks RSLs undertake prior to tenancy sign up as these may be duplication.</p> <p>The Single Homelessness funding which has just been announced and is being led by CBC will be used to improve access into the PRS .Once the Council has access to supply in the PRS, we can develop a procedure for discharging duty (once the Localism Act is in force)</p>

Performance Indicator	Target	Performance	Reason below target	Actions required
			barriers to accessing the PRS and the Council cannot currently require a customer to accept PRS.	

IMPLICATIONS OF REPORT

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

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area	✓	Policy and Communications	


GARY HALL
CHIEF EXECUTIVE


There are no background papers to this report.













Report Author	Ext	Date	Doc ID
Louise Wingfield	5061	2 February 2012	Third Quarter Performance Report 2011/12

Appendix A: Performance of Corporate Strategy Key Measures

 Performance is better than target


 Worse than target but within threshold


 Worse than target, outside threshold






Indicator Name	Polarity	Target Value	Performance Value	Symbol
The % of 16-18 year olds who are not in education, employment or training (NEET)	Smaller is better	5.1%	6.4%	
Overall employment rate	Bigger is better	68%	75.8%	
Street and environmental cleanliness - Litter	Smaller is better	4.6%	2.67%	
Street and environmental cleanliness - detritus	Smaller is better	6%	4.41%	
Street and environmental cleanliness - graffiti	Smaller is better	1.5%	0%	
Street and environmental cleanliness - flyposting	Smaller is better	1%	0%	
New businesses established	Bigger is better	39	69	
New businesses established and sustained for 12 months	Bigger is better	91%	95%	
New businesses established and sustained for 24 months	Bigger is better	89%	92%	
Vacant Town Centre Floor Space	Smaller is better	7.5%	6.43%	
The level of avoidable contact	Smaller is better	20%	11.66%	
% of customers satisfied with the way they were treated by the Council	Bigger is better	80%	95.8%	

Appendix B: Performance of key service delivery measures

 Performance is better than target

 Worse than target but within threshold

 Worse than target, outside threshold

Indicator Name	Polarity	Target Value	Performance Value	Symbol
NI 181 YTD Time Taken to process HB/CT benefit new claims and change events	Smaller is better	10Days	9.92Days	
(NI 157a) Processing of planning applications as measured against targets for 'major' application types	Bigger is better	70%	69.23%	
(NI 157b) Processing of planning applications as measured against targets for 'minor'	Bigger is better	65%	77.85%	
(NI 157c) Processing of planning applications as measured against targets for 'other' application types	Bigger is better	80%	90.42%	
Number of households living in Temporary Accommodation (NI 156)	Smaller is better	13	20	



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Policy and Performance)	Executive Cabinet	23 February 2012

THIRD QUARTER CHORLEY PARTNERSHIP PERFORMANCE REPORT 2011/12

PURPOSE OF REPORT

1. To update the Executive on the performance of the Chorley Partnership during the third quarter of 2011/2012, from 1 October to 31 December 2011.

RECOMMENDATION(S)

2. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

3. This report sets out performance against the Chorley Partnership delivery plan and key performance indicators for the third quarter of 2011/12, 1 October to 31 December 2011. Performance is assessed on the delivery of partnership projects, against the measures in the delivery plan and key service delivery measures.
4. Performance of the Chorley Partnership in achieving the key performance targets remains good. In summary:
 - Latest figures available for alcohol related hospital admissions show a reduction of 8%.
 - Accidental Dwelling Fires are lower than anticipated.
 - Although crime overall has increased by 5.9% in quarter three compared to the same period of last year, the year to date figure shows a reduction of 1.8%.
5. Overall performance on the key projects / priorities in the Chorley Partnership delivery plan is excellent, with 94% rated green.
6. Overall performance of the key projects of the Chorley Partnership remains excellent, with all five of the projects currently rated 'green' or completed.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

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

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- None.

CORPORATE PRIORITIES

- 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			✓

PERFORMANCE INDICATORS

- This section includes an overview of the key performance indicators for the Chorley Partnership. This does not include indicators that are the responsibility of Chorley Council, as they are reported in the Council Quarter Three Performance Report elsewhere on this agenda.

All Crime

- Although crime overall has increased by 5.9% in quarter three compared to the same period of last year, the year to date figure shows a reduction of 1.8%. This is broken down into the following categories:

Category	Qtr 3 Last Year	Qtr 3 This Year	% Change	YTD	% Change
All Crime	1288	1364	+5.9%	4,232	-1.8%
Serious Acquisitive Crime	198	160	-19.2%	505	-7.2%
Burglary Dwelling	66	59	-10.6%	186	+22.4%
Vehicle Crime	119	94	-14.7%	306	-15.5%
Robbery	13	7	-46.2%	13	-56.7%
All Violent Crime	328	362	+10.4%	1,090	+1.8%
Violence Against the Person	293	333	+13.7%	1,012	+3.8%
Domestic Violence	123	160	+30.1%	454	+21.7%
Domestic Violence Detections (70%)	68%	74%		75%	
Domestic Violence Murder	0	0		0	
Criminal Damage (inc arson)	246	254	+3.3%	696	-19.9%

Category	Qtr 3 Last Year	Qtr 3 This Year	% Change	YTD	% Change
Anti Social Behaviour		1128		4,019	
Detected Arsons (20%)	50.0%	0.0%		0%	

- Historically, quarter three can be a problematic time for seasonal trends; Halloween, Bonfire Night and the festive period, where increases are usually recorded in related offences, criminal damage, anti-social behaviour and violence. This has appeared to impact on the figures for violence and damage which were both up on the same quarter last year.
- Domestic violence has recorded increases of 30% (n=37) during quarter 3 and 21.7% (n=81) year to date, however the detection percentage is above the level set of 70% and is currently running year to date at 75%.

Overall, in this quarter, there have been significant decreases in **robbery**, **serious acquisitive crime** and **vehicle crime**.

Fire related KPI's

Indicator	2011/12 Target	YTD Performance
Accidental Dwelling Fires	47	44
Deliberate Primary Fires	27	25
Vulnerable households that receive a Home Fire Safety Check	60%	71.4%

The number of children killed or seriously injured on Chorley roads

- There has been a 10% reduction in the number of children killed or seriously injured in Chorley in Q3 compared to Q2. However, the number of children killed or seriously injured increased from 9 in Q3 2010 to 18 in Q3 2011. There have been no deaths, with none in Q3 the previous year.

Alcohol Related Admissions

- Latest data published by the North West Public Health Observatory for Q1 2011/12 shows a reduction of 8% when compared to the same period last year.

	Q1 2010/11	Q1 2011/12	% reduction
Rate of alcohol related admissions per 100,000 population	600	551	8%


SUSTAINABLE COMMUNITY STRATEGY DELIVERY PLAN 2011/12


- The Chorley Partnership has 47 key projects/priorities in the delivery plan for 2011/2012. These projects/priorities are being delivered by six of the key partners of the Chorley Partnership; Chorley Council, Lancashire County Council, Lancashire Constabulary, Lancashire Fire and Rescue, NHS Central Lancashire, the Voluntary, Community and Faith Sector (VCFS), as well as partnership projects.
- In quarter two 44 (94%) were reported as green, with 3 (6%) reported as amber. The other one remains unreported at this moment in time. For those that are reported as amber, explanations and action plans for improvement have been provided.


Organisation	Priority/Project	Reasons / Actions
NHS Central Lancashire	Reduce Health Inequalities by ensuring the implementation of the Health Inequalities Strategy in Chorley	The Health Inequalities Strategy has now reached the end of its implementation. The developing Health & Wellbeing Board for Chorley and South Ribble will consider the key priorities for reducing health inequalities as part of its core business over the next year.
NHS Central Lancashire	Improve Health Services in relation to the priority areas of cardiovascular disease, respiratory disease, mental health and cancer, taking a life course approach	This has been reported as amber due to the ongoing NHS transition and the risks this causes nationally associated with progress and continuity. However work is on-going to improve health services in these areas across Central Lancashire. A new stroke service is in place; development work is taking place within the Stop Smoking Services; the work on Asset Based Community Development is taking shape across all districts. Cancer mortality is reducing. All work streams are now being considered by Clinical Commissioning Groups and future implementation will be in partnership.
Chorley Council / Lancashire County Council	Deliver a Marketing Package for Chorley Town Centre through Revitalising Town Centres	Many of the tasks have been completed but the refresh of the town centre leaflet is currently ongoing.

PARTNERSHIP PROJECTS DELIVERY

- The Chorley Partnership has five key projects for delivery during 2011/2012. These projects support the delivery of the vision, themes and priorities of the Sustainable Community Strategy 2010-2020. Each project uses Chorley Council’s project management methodology to manage and monitor delivery. Included in the table below is a summary of the progress made in the last quarter, alongside any issues that have been encountered which may impact on the project.
- Overall performance of the key projects remains excellent, with four of the projects rated ‘green’ or completed, and one project already completed as reported in the previous report.

Early Intervention	
What is it?	This project will work with the Chorley Children’s Trust and Lancashire County Council. The Children’s Trust has secured £260k over two years, and a full time Early Intervention worker to work on developing early intervention in Chorley. The project will build on successful initiatives already in place, including the Families First project.
Lead Partner	Chorley Council / Lancashire County Council
RAG Status 	This Corporate Strategy project for Chorley Council is now completed as all projects are now commissioned, however there is ongoing monitoring being undertaken by Lancashire County Council.

Total Alcohol	
What is it?	
<p>This project aims to tackle and reduce the social and financial costs of alcohol related harm in Chorley. This is a Chorley Partnership project, which will be delivered by a number of organisations. The three phases of the project will include:</p> <ol style="list-style-type: none"> 1. Circles of Need – to map the customer interactions to identify duplication and overlap, in particular, where the provision of alcohol services is at the different tiers of 1, 2, 3 and 4. 2. High Level Count – understanding the spend on alcohol services in Chorley, by a variety of organisations 3. Recommendations – to take the information from phases 1 and 2 and make recommendations regarding where the money is being spent and how efficiencies and customer experience can be improved 	
Lead Partner	Chorley Council
RAG Status	The overall project is on target, as stage one has been completed on time. Phase two of the total alcohol project to investigate the costs associated with alcohol related harm is running to schedule and expected to be completed on time and within budget.
	

Total Family	
What is it?	
<p>This project is to deliver the Total Family – integrated working practices project. The aim of the project is to examine the systems and processes surrounding the 320 cases currently involving both adult and children's services in Lancashire County Council (LCC) and to undertake an intensive review of a cohort of those cases from Chorley district. The output of this project will be case studies, reports and recommendations.</p>	
Lead Partner	Lancashire County Council
RAG Status	This project is now complete.
	<p>Work completed includes;</p> <ul style="list-style-type: none"> • Improved efficiency and effectiveness (reduced inputs/enhanced outputs) e.g. rationalisation of meetings, shared needs assessments • Aligned processes, systems and funding arrangements • Positive behaviours in support of integrated public service reform • Increased understanding of a Total Family approach

VCFS Network	
What is it?	
<p>The VCFS Network Development Project will develop a sustainable and representative forum for the VCF Sector, to give them a more coordinated and influential voice.</p> <p>The VCFS Network Development Project was commissioned by the Partnership Executive at their meeting on 14th December 2010. A contract was developed with the chosen provider, which began on 1st April 2011 and runs until 30th September 2011</p>	
Lead Partner	Age UK Lancashire, with the VCFS Consortium

<p>RAG Status</p> <div style="background-color: green; color: white; text-align: center; width: 30px; height: 20px; margin: 5px auto;">G</div>	<p>This project is on track in relation to the project plan, and the monthly reports indicate that the consortium have delivered the following;</p> <ul style="list-style-type: none"> • Full membership regularly updated • Representatives have been elected to the Partnership Executive and other groups • A Volunteering workshop to be held at the end of January, to enable them to identify the opportunities and needs in Chorley
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IMPLICATIONS OF REPORT

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

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area	✓	Policy and Communications	

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Louise Wingfield	5061	3 February 2012	Chorley Partnership 3 rd Quarter Report



Report of	Meeting	Date
Chief Executive	Executive Member (Resources) Decision	December 2011

LANCASTRIAN SCRUTINY TASK GROUP - FINAL REPORT AND RECOMMENDATIONS

PURPOSE OF REPORT

1. To seek Executive Member approval to the implementation of the recommendations contained in the attached report referred by the Overview and Scrutiny Committee.

RECOMMENDATIONS

2. That the key recommendation of the Task Group be agreed as follows:
The Task Group emphasised that the Lancastrian Suite is an important resource for the Council, they value its use for Council events – meetings, training, elections, Mayoral events, etc and want to retain it for these purposes as well as maximising it for commercial and community use. With this in mind, the Task Group recommend that the Lancastrian Suite be self resourcing with bookings seeking to cover costs as a minimum.
3. That the remaining recommendations 1 to 6 set out in the attached report of the task group be approved. This includes a new pricing structure for the hire of the Lancastrian and the reintroduction of private parties on a trial basis, with appropriate levels of supervision for these events. These arrangements to be reviewed after a period of 12 months.
4. The report be included on the agenda of the next meeting of the Executive Cabinet on 23 February 2012 for information.

Confidential report Please bold as appropriate	Yes	No
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REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

5. To increase the use of the Lancastrian Suite within the Town Hall.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

6. The Lancastrian Scrutiny Task Group examined other options including the external management of the facility. The attached final report provides a rationale for maintaining internal management of the facility, recommends a more flexible pricing structure and the reintroduction of private parties plus minor investment in improvements.

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

BACKGROUND

8. In December 2010 the Asset Management Scrutiny Task Group put forward a series of principles towards the rationalisation of the main administrative buildings owned and run by the Council in order to both generate savings and to maximise the use of those facilities. In considering the Lancastrian Suite, the Asset Management Task Group ruled out redevelopment because of prohibitively high costs, but felt there were specific circumstances which warranted consideration by a separate scrutiny review to increase use of the facility. The Lancastrian Scrutiny Task Group was set up earlier in 2011 with similar membership and the attached Final Report of that Group puts forward a series of recommendations to try and achieve the overall objective of increasing the use of the facility for all sections of the community and in doing so, increasing income.

LANCASTRIAN SCRUTINY TASK GROUP RECOMMENDATIONS

9. The Task Group has considered both external and internal management of the Lancastrian Suite. It has undertaken soft marketing testing with local event management companies and a survey of existing regular users. Members undertook a site visit to South Ribble's Hospitality Suite and met with their catering team.
10. The key recommendation of the review is that the resource provided by the Lancastrian Suite is highly valued for its internal needs including larger meetings, elections, training and consultation events as well as Mayoral functions. There is also however a need to maximise its use by commercial and community organisations. Continued management by internal staff is recommended with the principle of self resourcing and a charging policy based on covering the Council's costs as a minimum.
11. To achieve this, a new pricing structure is suggested which includes the reintroduction of private parties within specific guidelines, including adequate supervision. It is also suggested that minor improvement works at a cost of approximately £15,000 be undertaken to the backstage and bar areas of the Lancastrian Suite.
12. It is usual practice for Final Reports from scrutiny reviews to be considered by Executive Cabinet but as the recommendations do not suggest include major policy changes and are actions which could be carried out under delegated authority, it was agreed by the Overview and Scrutiny Committee that the Executive Member should be asked to agree the recommendations which would allow speedier implementation of the changes. The report will be submitted to the full Executive Cabinet for information.

IMPLICATIONS OF REPORT

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

Finance	x	Customer Services	x
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	x
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

14. The expenditure of £15,000 for the improvements will be found from in year underspends in 2011/12. In respect of the income the new scheme may generate, I suggest a target of £5,000 be set for 2012/13 as it may take some time to see if the new arrangements spark more interest.

COMMENTS OF THE MONITORING OFFICER

15. In seeking to maximise use of the Lancastrian Suite, the review and the recommendations comply with all necessary legislation.

COMMENTS OF THE HEAD OF POLICY AND COMMUNICATIONS

16. In line with the Equality Scheme, an integrated impact assessment will be required to consider the possible impact that changes in the policy and pricing structure on people with protected characteristics. If relevant, an action plan will be developed to mitigate any adverse impact.

**GARY HALL
CHIEF EXECUTIVE**

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Chris Moister/Carol Russell	5160/5196	20 December 211	***

Following careful consideration and assessment of the contents of this report, I approve the recommendation(s) contained in Paragraph 2 of the report in accordance with my delegated power to make executive decisions.


 _____ Dated 3/1/2012

Councillor
Executive Member Designation

Final report of the Lancastrian Scrutiny Task Group



FINAL REPORT**SCRUTINY REVIEW ON THE FUTURE ADMINISTRATION AND USE OF THE LANCASTRIAN SUITE****MEMBERSHIP OF THE TASK GROUP**

Councillor Debra Platt (Chair of the Task Group), Councillors Alistair Bradley, Keith Iddon, Adrian Lowe, June Molyneaux, Steve Holgate, Mick Muncaster, Geoffrey Russell, Rosemary Russell, Stella Walsh and Alison Hansford

Lead Officer: Chris Moister, Head of Governance

Officer Support : Cath Burns, Head of Economic Development, Keith Davy Liberata and Carol Russell, Democratic Services Manager

TERMS OF REFERENCE

The need for a scrutiny review of the future use of the Lancastrian Suite was a recommendation of the Asset Management Scrutiny Review undertaken in 2010. The issues which arose were felt to be significant enough to require a separate scrutiny review. The Task Group was established earlier in 2011 and it agreed the following terms of reference:

- 1. To look at the current function, suitability, space and operational costs of the Lancastrian Suite within the Town Hall.**
- 2. To look at the current and future working arrangements and alternative methods of service delivery.**
- 3. To assess the need for the type of facilities offered by the Lancastrian Suite – both commercially and for community facilities.**
- 4. To look at all other options for the future management of the Lancastrian Suite including use of external companies on a commercial basis and not for profit organisations for a community use facility.**
- 5. To consider whether there needs to be investment in the facilities to make them more usable.**

The Task Group has met on 6 occasions and has addressed the terms of reference in detail. A survey of past Lancastrian users was undertaken and a site visit to South Ribble Borough Council Hospitality Suite was undertaken including a meeting with their Catering Manager and staff. Meetings were held with local event management companies, the proprietor of Café Ambio who run the bar facility and a representative of Chorley Little Theatre. The Task Group heard evidence from officers in economic development and property services as well as the current managers of the resource. The following report summarises their findings and makes a series of recommendations for the Executive Cabinet to consider.

1 CURRENT FUNCTION, SUITABILITY, SPACE AND OPERATIONAL COSTS

The Lancastrian Suite is a large room within the Town Hall, it has a stage area and a maximum capacity of 400 persons. There are two back stage rooms, one of which serves as a tea and coffee making area, a sprung dance floor and a bar area. Access is primarily through the front reception area of the town hall and it is served by stairs and 2 lifts as well as access through a side door and along side the stage to the rear of the Town Hall.

There is a public address system and limited stage lighting. The venue lends itself to musical performances, presentation ceremonies, dances or similar social events and this is reflected in the usage over the previous few years. It is also used for civic events such as the Mayors Reception/Civic Dinner event and larger Council Meetings such as Development Control Committee and other internal Council arranged events such as consultation events, training sessions, election count, etc.

There is currently a fixed price scheme for the hire of the Lancastrian based on the Council delivering a fully serviced room (to include preparation for and staffing of the event and subsequent clean and tidy up). There is a separate charge for the bar which is run by Cafe Ambio (who run the Café at the Coach House in Astley Park). The charging policy allows for no flexibility and it is difficult for officers with administrative responsibility to adapt the scheme to meet the needs of the hirer as they have no authority to do so.

Formerly, the Lancastrian was used for private parties, however due to a number of issues concerning the conduct of the hirers and the impact on health and safety a decision was taken in 2008 to stop hiring the Lancastrian Suite out for this purpose.

2 CURRENT AND FUTURE WORKING ARRANGEMENTS; ALTERNATIVE METHODS OF DELIVERY

At present the administration of the Lancastrian Suite falls within the Governance Team. The Lead Officer is the Head of Governance, day to day operational responsibility lies with the Civic Services Manager and there is a part time Lancastrian Administrative Assistant who deals with bookings. This is the structure that will be used should the operation of the Lancastrian remain within the Council.

An issue was raised concerning the booking procedure and in particular the booking form, although this wasn't an issue raised by the survey. The Task Group has suggested that this be reviewed to simplify and shorten the process.

3 THE NEED FOR THE TYPE OF FACILITIES OFFERED BY THE LANCASTRIAN SUITE – COMMERCIAL AND COMMUNITY USE

A survey of past users – both occasional and more frequent, was undertaken to assess the type of use and the satisfaction with the facilities on offer. As stated above, predominant use has been for concerts, dances, training and consultation events as well as internal Council use. There is a mix of commercial and community events with two rates of hire charge in operation – commercial and civic rate (applicable to community, charitable and voluntary sector events). The definition of what constitutes commercial or community use was not formally defined.

Three organisations, Chorley Fitness, Chorley Little Theatre and a community cinema have approached the Council with a view to hiring the Lancastrian on a more regular basis. One is seeking to use the facility for private parties and the other two for performances and film projection. All three organisations are looking closely at the pricing structure.

4 OPTIONS FOR FUTURE MANAGEMENT INCLUDING EXTERNAL MANAGEMENT – COMMERCIAL AND COMMUNITY USE

The Task Group has taken a very open approach to looking at alternative options for the future management of the Lancastrian Suite and has considered the following external methods of delivery.

- 4.1 **External Management** – a soft marketing exercise was undertaken of local event management businesses for the management of the Lancastrian Suite on behalf of the Council. There were two expressions of interest, but both subsequently withdrew citing the current financial conditions.
- 4.2 **South Ribble Borough Council** – SRBC have an internal catering team to administer their function suite. Initially, SRBC showed some interest in administering the Lancastrian, but they also have subsequently withdrawn their interest. It is important however to highlight the distinctions between the Lancastrian and the SRBC facility. The Lancastrian is as described above, the SRBC facility has an onsite kitchen and restaurant and a fully functioning bar area, the location of the function room, having its own entrance etc, is more conducive to holding events. The SRBC also has its own dedicated catering and bar staff and has a different business model.
- 4.3 **Dance School Venue** – A local dance school approached with a view to the Lancastrian becoming their permanent place of business. Again, after they had considered the cost of hire of the venue they withdrew their interest, even after the Council provided an “at cost” hire charge.

5 INVESTMENT IN THE FACILITIES TO MAKE THEM MORE USABLE

The Task Group has considered a number of different options for investment in the facility to see whether improvements would assist in making the venue more desirable to hire and have revisited the previous information provided to the Asset Management Task Group. The survey conducted of users asked questions that would assist with this approach. The options are:

- 5.1 Improvement and upgrading the kitchen area in the basement to provide a fully operational kitchen. This has significant cost implications (£55,000 - £73,000) mainly relating to ventilation and accessibility and whilst some of the survey returns indicated this was desirable, none indicated it was a reason for not hiring the venue.
- 5.2 Improvement to the bar area, to include the addition of dedicated tea and coffee making facilities and the frosting of the windows. This has low to moderate cost (£4,300) and would make the space more usable and improve the facility for hirers.
- 5.3 Alter the backstage area to convert the existing storage areas into changing accommodation and to remove the small kitchenette. Again this would have a low to moderate cost (£6,500). This coupled with the improvement to the bar area would enhance the facility. The tea and coffee making facility of the kitchenette backstage is limited in use and has some health and safety issues concerning the movement of hot water down steps.
- 5.4 Moving the bar to the back of the Lancastrian Suite and installing a fully operational kitchen in the bar area. This was discussed but the cost (£55,000 - £76,000) was felt to be prohibitive and added little to the venue.
- 5.5 The adding of curtains, stage lighting and backdrop facilities. The view expressed was that this would be expensive with a narrow category of future usage and an uncertain return. In any event advice was provided to the Task Group that many theatre companies will provide the staging and curtaining needed themselves.

PRINCIPLES OF USE AND TASK GROUP RECOMMENDATIONS

The Task Group have had a number of lengthy discussions concerning the Principles of Use of the Lancastrian Suite. The discussions have considered:

- **Should the primary use of the Lancastrian be commercial or third sector?**
- **Is the Lancastrian an asset that should be operated at a profit, or should bookings simply cover costs, or if there is a community benefit could it be operated at a loss?**
- **Is the Lancastrian a resource that CBC should retain control of?**

All members of the Task Group agreed that the facility should be used to its full potential by all sectors. There was a consensus that the pricing structure for the hire of the Lancastrian needed to be reviewed to make it more accessible and attractive to hirer. This would enable third sector organisations who were prepared to put more volunteer time into the event to benefit from a lower fee.

Key recommendation:

The Task Group emphasised that the Lancastrian Suite is an important resource for the Council, they value its use for Council events – meetings, training, elections, Mayoral events, etc and want to retain it for these purposes as well as maximising it for commercial and community use. With this in mind the Task Group recommend that the Lancastrian Suite be self resourcing with bookings seeking to cover costs as a minimum.

Option 1 - Use of External Management – Public Sector

Whilst South Ribble BC initially showed some interest in managing the Lancastrian Suite on behalf of CBC, this interest waned. It is understood that SRBC have reduced the catering side of their resource and this has an impact on their ability to manage other venues. This in addition to the particular features which distinguished the SRBC facility and the Lancastrian Suite meant that the Lancastrian was not a viable venue for SRBC run.

Recommendation 1

That external management by another public sector body be not pursued at the current time but may be reconsidered if the opportunity arose in the future.

Option 2 – Use of External Management – Private Sector

Two private enterprises made approaches concerning the management or regular, frequent use of the Lancastrian Suite. Both have since withdrawn their interest citing market conditions.

There have been discussions with a representative of Chorley Little Theatre. He has submitted a draft outline proposal concerning the management of the Lancastrian but on a limited basis. The proposal is that the use of the Lancastrian will complement the Little Theatre and that he will book the venue for those events which are either too large or unsuitable for the Little Theatre. Each event will be agreed on an event by event basis using both the hire charges and in some cases a share of ticket sales. The estimate is for one or two events each month with potential for tickets to be also sold through the Council's Contact centre.

Recommendation 2

That the proposal from Chorley Little Theatre to use the Lancastrian Suite for events where the Little Theatre is either too small or unsuitable, be pursued based on a ticket sales sharing agreement to be agreed on an event by event basis and reviewed in 12 months time.

Option 3 – Frequent and Regular Hire by a Commercial Organisation

A Dance School made enquiries concerning a regular weekly Saturday daytime and Wednesday evening booking. The facility was exactly what the organiser was looking for but unfortunately, the cost for hire was in the opinion of the Dance School, too expensive. The hire charges proposed were the cost to the Council plus a premium of £50 per hire which was felt to be appropriate as the dance school whilst providing a community benefit, is run commercially. Even had the Lancastrian facility been offered at cost, the expense would have been too much for the Dance School. There has been no other interest in this type of arrangement.

Recommendation 3

That whilst there is no current interest in frequent and regular bookings of the Lancastrian eg on a weekly or monthly basis, if this situation changes, a flexible approach be taken to increased discount to make the booking viable for both the hirer and the Council.

Option 4 – Improvements to the Lancastrian Suite

Paragraph 5 outlines the improvements that have been considered. Whilst there has been discussion around making the Lancastrian fit for all purposes, the Task Group have accepted that the cost of the more significant works such as renovation of the kitchen are prohibitive, and whilst they would certainly improve the facilities they may not improve their marketability nor realise any additional income.

Some of the suggested improvements however are relatively inexpensive and would improve the facility sufficiently to make it more suitable for use as a theatrical venue, or provide smaller improvements that would make the facility more usable. The improvements to the bar area for example would also provide additional meeting space.

Recommendation 4

That the following improvements be undertaken to the Lancastrian Suite at an approximate total cost of £15,000 to make the venue more attractive to hirers:

4.1 Improvements to the backstage area to include improved changing room accommodation plus the creation of a second small changing facility with toilet/washroom area.

4.2 Improvements to the bar area to include a tea and coffee preparation/serving area, replacement door, minor redecoration and new furniture.

Option 5 – The Pricing Structure

It was accepted by the Task Group that the main impediment to more extensive use of the Lancastrian Suite was the cost of hire. The existing pricing structure provides no flexibility in charging and no authority for officers to exercise discretion on a hire by hire basis.

The discussions concerning these costs highlighted the need for a more flexible approach rather than a rigid fixed price. The intent was not only to reduce the potential cost of hire, but to extend the services offered within the hire to allow a greater use.

The Task Group also considered the reintroduction of private parties to allow local people wider use of the facility. However it was accepted that health and safety issues are paramount in running such events and therefore the need for door supervision staff and specific staffing ratios should be insisted upon for those events and these charges should be passed on to the hirer.

Based upon these discussions, a draft pricing structure has been developed on the principle of a minimum hire cost, with a menu of additional options and some discretion for officers to be more flexible in the charging policy.

Recommendation 5

That the pricing policy below in italics be adopted as soon as possible - including the reintroduction of private parties. The pricing structure and private parties policy be then reviewed after 12 months to evaluate the success and address any problems.

In adopted the revised pricing policy, the Head of Governance (or any other appropriate post discharging the management function of the Lancastrian Suite) be delegated the authority to allow the hire of the Lancastrian Suite below the pricing structure but at not less than cost to the Authority over the whole of the financial year.

Proposed new pricing structure for hire of the Lancastrian Suite

In reviewing the current Lancastrian charges, the principle used has been to meet costs but to keep those costs as low as possible in order to maximise the opportunities to hire the venue. To this end there is just one schedule of charges – rather than a community rate and a commercial rate.

To calculate the charge for an event find the base charge and add other requirements from the menu of options below.

The base charges are as follows:

	<i>Daytime hire (up to maximum of 4 hours)</i>	<i>Evening hire up to 1am the following day (maximum of 7 hours)</i>	<i>Full daytime hire (maximum of 8 hours)</i>
<i>Weekday</i>	£150	£250	£250
<i>Weekend</i>	£200	£325	£350
<i>Bank holidays, Easter, Christmas and New Year – price on request</i>			

Base charges include:

- *hire of the venue including tables, chairs, changing accommodation etc*
- *two members of staff to open the building and staff the event throughout*
- *cleaning and utilities (heating, lighting etc)*
- *tea and coffee making facilities; changing facilities; PA equipment and up to 10 microphones; CD/iPod docking station for music.*

Menu of additional provisions

- *room set up and clearance – table, chairs, stage layout, -up to £30, depending on requirements.*



- *additional staff – depending on the number of people attending the event and the organiser's requirements, extra staff may be required and these will be charged according to numbers, times etc. For example two additional staff during a weekday for 4 hours will be £64. Hirers can take on responsibility for staffing some aspects of their events - subject to compliance with fire and health and safety requirements.*
- *a full bar can be provided but a deposit will be required, refundable subject to bar takings reaching an amount to be determined with the hirer.*

Private parties policy

Private parties, including Wedding Receptions, Christmas Parties, Engagement and Birthday Celebrations (excluding 18ths) etc. will be permitted.

Hirers will however be required to adopt a specific staffing ratio which will include a minimum number of staff and door supervision staff (appropriately licensed/qualified) depending on the event, the time of day and numbers attending. Charges for these events will be costed on request but are likely to be significantly more than the base charges shown above.

Option 6 - Additional points**Recommendation 6**

The following issues continue to be pursued and implemented accordingly:

- 6.1 Discussions continue with environmental health officers regarding the food safety requirements which will need to be introduced for private parties, particularly in relation to serving hot food.**
- 6.2 Discussions continue with the proprietors of Café Ambio regarding opportunities for combined marketing and pricing of the venue with their function menus and also the potential for a share of bar takings for large functions and events**
- 6.3 The booking pack/process for the Lancastrian Suite be shortened and simplified.**
- 6.4 That if approved, the marketing of the new arrangements be undertaken on a limited scale through the Council's website, the Chorley Smile magazine and a printed leaflet.**



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources)	Executive Cabinet	23 February 2012

CAPITAL PROGRAMME MONITORING 2011/12 – 2013/14

PURPOSE OF REPORT

1. To update the Capital Programmes for financial years 2011/12 to 2013/14 to take account of rephasing of expenditure and other budget changes.

RECOMMENDATION(S)

2. That the Council be recommended to approve the changes to the Capital Programme for 2011/12 to 2013/14 as presented in Appendix 1.
3. That the Council be recommended to approve the set aside of £150,000 capital resources in order to reduce debt and to achieve revenue budget savings.

EXECUTIVE SUMMARY OF REPORT

4. Council of 6th December 2011 approved revisions to the 2011/12 to 2013/14 Capital Programme, to increase the current estimate to £10,309,590, which is the total of columns (1), (4) and (7) in Appendix 1. The principal changes to the programme were the increase to the Natural Play Zone budget to reflect increased grant receivable in 2011/12; and increases to the ICT budgets financed with contributions from the revenue budget.
5. It is proposed that the three-year Capital Programme should be increased by a net total of £530 to £10,310,120, as shown in column (10) of Appendix 1. Of the increase, £103,350 is to be financed with additional external grants and contributions; £7,460 is to be transferred to the revenue budget to finance minor costs relating to capital schemes; £13,000 is to be deleted from the programme until the relevant S106 contribution is received; and £82,360 is to be rephased to the 2014/15 capital programme
6. Details of the proposed budget changes are presented in Appendix 2.
7. Capital resources totalling £150,000 – capital receipts and VAT Shelter Income – should be set aside to reduce debt, in accordance with the Council's debt reduction strategy. This would achieve part of the revenue budget savings required in 2012/13.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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REASONS FOR RECOMMENDATION(S)**(If the recommendations are accepted)**

8. It is necessary to update the capital programme figures for 2011/12 to 2013/14 to take account of the rephasing of budgets between years; to vire unallocated budgets and savings to specific budgets; to transfer minor budgets to the revenue account and to reflect changes to the resources estimated to be available to finance the programme.
9. Reduction of debt incurred for financing of capital expenditure is necessary to achieve revenue budget savings from 2012/13 onwards.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

10. None.

CORPORATE PRIORITIES

11. 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

12. The revised Capital Programme for 2011/12 to 2013/14 was approved by Council on 6th December 2011, as follows:

	£
2011/12	8,410,360
2012/13	1,100,230
2013/14	799,000
Total 2011/12 – 2013/14	<u>10,309,590</u>

13. There was a net increase in the three-year programme of £89,040, of which £34,700 was to be financed by external grants contributions; and £54,340 was to be financed with revenue resources.

PROPOSED CHANGES

14. It is proposed to increase the programme for financial years 2011/12 to 2013/14 by a net total of £530, made up as follows:

	£
Increased budgets funded with external grants and contributions	103,350
Transfer to revenue budget	(7,460)
Delete S106 Contribution until received	(13,000)
Rephasing of leisure centres budget to 2014/15	(82,360)
Total	530

Further explanation is given below and the analysis of the variances between virements, rephasing and other changes is presented in Appendix 2.

15. An additional allocation of £47,610 grant to fund Disabled Facilities has been received during 2011/12. In addition, repayment of a "First Steps" grant means that the Housing Renewal budget could be increased by £7,920. It is proposed that £14,030 of the Housing Renewal budget should be used to supplement the £126,220 Performance Reward Grant to be vired to enable improvements at Cotswold House. The remaining £657,610 of the Housing Renewal budget should be rephased to 2012/13. Use of the budget and further rephasing to enable the Housing Renewal programme to continue into 2013/14 will be presented at the earliest opportunity.
16. Funding of a new puffin crossing with a S106 contribution receivable for that purpose should be added to the 2012/13 programme.
17. It is recommended that the 2011/12 budget for affordable housing should be reduced by £13,000 to reflect that a S106 contribution has not yet been received. Once received, the programme should be increased to take it into account. The £444,630 balance of the affordable housing budget should be rephased to 2012/13 and it is proposed that £25,000 of it should be used for a new Long-Term Empty Homes project.
18. In order to bring the budget for leisure centre improvements in line with the provision required by the Active Nation contract, £82,360 of the 2011/12 budget should be rephased to 2014/15. Part of the 2011/12 budget should be rephased to 2012/13 and 2013/14 to allow for estimated inflation in those years.
19. Additional savings of £35,620 have been identified in respect of the Duxbury Golf Course budget. It is proposed that these be added to the £45,000 already earmarked for access road improvements, and that the increased total of £80,620 should be rephased to 2012/13.
20. The £4,490 budget remaining for the Legal Case Management System should be transferred to the revenue budget to finance revenue costs relating to the project. Similarly, the remainder of the Fairview farm Play Facilities budget should be transferred to the revenue budget to contribute to the cost of a small footpath extension.
21. Budget holders have identified rephasing of projects between 2011/12 and 2012/13 which is shown in Appendix 2. It is proposed that Phase 3 of the Flat Iron gazebos project be brought forward from 2012/13 at a cost of £46,930; and that £17,170 of the budget for replacing waste and recycling bins should also be brought forward. In addition, the £30,000 saving arising from changing the method of recycling food waste should be transferred to the replacement bins budget.
22. It is proposed that £15,000 of the budget for the HR system should be vired to the general budget for ICT systems; and that the remainder should be rephased to 2012/13.
23. At present, it is not possible to indicate whether rephasing of part of the budget for Buckshaw Parkway railway station would be required. Though the station was completed

on time and has been operational since October 2011, Network Rail has not finalised payments to the main contractor. It is possible that not all of the budget would be required for the main contract, in which case it would be available to provide enhanced facilities. Should that prove to be the case, part of the budget would be rephased to next year when the outturn for 2011/12 is reported.

CAPITAL FINANCING AND DEBT REDUCTION STRATEGY

- 24. Appendix 2 also shows the rephasing of the resources that would be used to finance the capital programme. Rephasing the financing of capital expenditure with the capital receipts and VAT Shelter Income already received by the council means that some resources could be set aside to reduce debt in 2011/12. These resources could be used either to repay debt or to reduce new borrowing this year, in order to reduce costs chargeable to the 2012/13 revenue budget. The revenue budget strategy for 2012/13 requires debt reduction of £400,000 in 2011/12, of which £250,000 would be from revenue budget savings achieved during the year. The balance of £150,000 would be from resources available to the capital programme, in particular capital receipts and VAT Shelter Income.
- 25. At year-end, financing of the capital programme will be reviewed to determine whether any additional resources that otherwise would be carried forward to finance the 2012/13 capital programme could also be set aside in 2011/12 to reduce debt. However, it would be necessary to have replacement capital resources available in 2012/13, the most likely resource being the capital receipt due from the sale of land at Pall Mall to Asda.

IMPLICATIONS OF REPORT

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

Finance	✓	Customer Services	
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

- 27. Financial implications are set out in the body of the report.

COMMENTS OF THE MONITORING OFFICER

- 28. There are no comments from the Monitoring Officer.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Michael L. Jackson	5490	6 th February 2012	Capital Programme Monitoring 2011-12-13-14 Feb 2012.doc

Capital Programme - 2011/12 to 2013/14

Scheme	2011/12 Current Estimate (1) £	Proposed Changes (2) £	2011/12 Revised Estimate (3) £	2012/13 Current Estimate (4) £	Proposed Changes (5) £	2012/13 Revised Estimate (6) £	2013/14 Current Estimate (7) £	Proposed Changes (8) £	2013/14 Revised Estimate (9) £	Total 2011/12 to 2013/14 (10) £
<u>Chief Executive</u>										
<u>Head of Policy</u>										
Performance Management	10,000		10,000	0		0	0		0	10,000
Performance Reward Grant (PRG) funded schemes	126,220	(126,220)	0	0		0	0		0	0
<u>Head of Policy Total</u>	136,220	(126,220)	10,000	0	0	0	0	0	0	10,000
<u>Head of Customer, ICT & Transactional Services</u>										
Website Development (incl. ICT salary capitalisation)	20,000		20,000	20,000		20,000	0		0	40,000
Thin Client/Citrix Virtual Desktop Infrastructure	131,000	15,000	146,000	24,800		24,800	0		0	170,800
Unified Intelligent Desktop / Asidua Mobile	145,840		145,840	0		0	0		0	145,840
Replacement Benefits System	46,500		46,500	0		0	0		0	46,500
<u>Head of Customer, ICT & Transactional Services Total</u>	343,340	15,000	358,340	44,800	0	44,800	0	0	0	403,140
<u>Head of Governance</u>										
Legal Case Management System	4,490	(4,490)	0	0		0	0		0	0
Planned Improvements to Fixed Assets	389,670	(250,000)	139,670	200,000	250,000	450,000	200,000		200,000	789,670
<u>Head of Governance Total</u>	394,160	(254,490)	139,670	200,000	250,000	450,000	200,000	0	200,000	789,670
<u>Head of Human Resources & Organisational Development</u>										
Integrated HR, Payroll and Training System	30,000	(30,000)	0	0	15,000	15,000	0		0	15,000
<u>Head of HR & Organisational Development Total</u>	30,000	(30,000)	0	0	15,000	15,000	0	0	0	15,000
<u>Chief Executive Total</u>	903,720	(395,710)	508,010	244,800	265,000	509,800	200,000	0	200,000	1,217,810

Capital Programme - 2011/12 to 2013/14

Scheme	2011/12 Current Estimate (1) £	Proposed Changes (2) £	2011/12 Revised Estimate (3) £	2012/13 Current Estimate (4) £	Proposed Changes (5) £	2012/13 Revised Estimate (6) £	2013/14 Current Estimate (7) £	Proposed Changes (8) £	2013/14 Revised Estimate (9) £	Total 2011/12 to 2013/14 (10) £
<u>Director of Partnerships, Planning & Policy</u>										
<u>Head of Economic Development</u>										
Chorley Market Improvements	83,790	46,930	130,720	53,600	(46,930)	6,670	0		0	137,390
Climate Change Pot	59,300	(27,530)	31,770	0	27,530	27,530	0		0	59,300
<u>Head of Economic Development Total</u>	143,090	19,400	162,490	53,600	(19,400)	34,200	0	0	0	196,690
<u>Head of Housing</u>										
Affordable Housing New Development Projects	615,630	(457,630)	158,000	90,000	419,630	509,630	0		0	667,630
- Long-Term Empty Homes	0		0	0	25,000	25,000	0		0	25,000
Disabled Facilities Grants	458,870	(107,720)	351,150	269,000	155,330	424,330	269,000		269,000	1,044,480
Housing Renewal	663,720	(663,720)	0	0	657,610	657,610	0		0	657,610
- Home Repair Grants/Decent Homes Assistance	52,780		52,780	0		0	0		0	52,780
- Energy Efficiency Grants	12,940		12,940	10,000		10,000	0		0	22,940
- Miscellaneous Renewal Schemes	16,590		16,590	0		0	0		0	16,590
Cotswold House Refurbishment	0	9,500	9,500	0	130,750	130,750	0		0	140,250
Project Design Fees	41,440		41,440	41,440		41,440	0		0	82,880
<u>Head of Housing Total</u>	1,861,970	(1,219,570)	642,400	410,440	1,388,320	1,798,760	269,000	0	269,000	2,710,160
<u>Head of Planning</u>										
Buckshaw Village Railway Station (S106 financed)	3,355,320		3,355,320	0		0	0		0	3,355,320
Eaves Green Link Road - contribution to LCC scheme	80,000	(80,000)	0	0	80,000	80,000	0		0	80,000
Buckshaw Village Cycle Network (S106 financed)	77,360		77,360	0		0	0		0	77,360
Chorley Strategic Regional Site	391,200	(391,200)	0	0	391,200	391,200	0		0	391,200
Highway Improvements Pilling Lane area (S106 funded)	150,000	(150,000)	0	0	150,000	150,000	0		0	150,000
Puffin Crossing Collingwood Rd/Letchworth Drive (S106 funded)	0		0	0	47,820	47,820	0		0	47,820
<u>Head of Planning Total</u>	4,053,880	(621,200)	3,432,680	0	669,020	669,020	0	0	0	4,101,700
<u>Director of Partnerships, Planning & Policy Total</u>	6,058,940	(1,821,370)	4,237,570	464,040	2,037,940	2,501,980	269,000	0	269,000	7,008,550

Capital Programme - 2011/12 to 2013/14

Scheme	2011/12 Current Estimate (1) £	Proposed Changes (2) £	2011/12 Revised Estimate (3) £	2012/13 Current Estimate (4) £	Proposed Changes (5) £	2012/13 Revised Estimate (6) £	2013/14 Current Estimate (7) £	Proposed Changes (8) £	2013/14 Revised Estimate (9) £	Total 2011/12 to 2013/14 (10) £
<u>Director of People and Places</u>										
<u>Head of Streetscene & Leisure Contracts</u>										
Leisure Centres/Swimming Pool Refurbishment	481,740	(381,740)	100,000	235,000	275,600	510,600	245,000	23,780	268,780	879,380
Duxbury Park Golf Course/Access Rd capital investment	86,560	(80,620)	5,940	0	80,620	80,620	0		0	86,560
Village Hall & Community Centres Projects	9,830	(9,830)	0	0		0	0		0	0
Replacement of recycling/litter bins & containers	94,740	27,000	121,740	85,000	12,830	97,830	85,000		85,000	304,570
Food Waste Recycling Receptacles	0		0	30,000	(30,000)	0	0		0	0
Highway improvements - Gillibrand estate/Southlands	44,000		44,000	0		0	0		0	44,000
Astley Park Improvements	5,840	(540)	5,300	0		0	0		0	5,300
Eaves Green Play Development (S106 funded)	189,480	(189,480)	0	0	189,480	189,480	0		0	189,480
Fairview Farm Play Facilities (S106 funded)	2,970	(2,970)	0	0		0	0		0	0
Play and Recreation Fund projects	142,990	(54,000)	88,990	0	54,540	54,540	0		0	143,530
YVCP Natural Play Zone (S106/Grant funded)	109,430		109,430	0		0	0		0	109,430
Common Bank - Big Wood Reservoir	0		0	11,520		11,520	0		0	11,520
Car Park Pay and Display Ticket Machines	20,250		20,250	0		0	0		0	20,250
Rangleys Recreation Ground/Duke Street Field (S106 funded)	230,000	(230,000)	0	0	230,000	230,000	0		0	230,000
Project Design Fees	29,870		29,870	29,870		29,870	0		0	59,740
<u>Head of Streetscene & Leisure Contracts Total</u>	1,447,700	(922,180)	525,520	391,390	813,070	1,204,460	330,000	23,780	353,780	2,083,760
<u>Director of People and Places Total</u>	1,447,700	(922,180)	525,520	391,390	813,070	1,204,460	330,000	23,780	353,780	2,083,760
<u>Capital Programme Total</u>	8,410,360	(3,139,260)	5,271,100	1,100,230	3,116,010	4,216,240	799,000	23,780	822,780	10,310,120

Capital Programme - 2011/12 to 2013/14

Scheme	2011/12 Current Estimate (1) £	Proposed Changes (2) £	2011/12 Revised Estimate (3) £	2012/13 Current Estimate (4) £	Proposed Changes (5) £	2012/13 Revised Estimate (6) £	2013/14 Current Estimate (7) £	Proposed Changes (8) £	2013/14 Revised Estimate (9) £	Total 2011/12 to 2013/14 (10) £
<u>Financing the Capital Programme</u>										
Prudential Borrowing	1,187,570	(930,510)	257,060	604,800	824,370	1,429,170	530,000	23,780	553,780	2,240,010
Unrestricted Capital Receipts	71,500	(18,230)	53,270	0	18,230	18,230	0		0	71,500
Revenue Budget - VAT Shelter income	698,900	(155,970)	542,930	114,910	151,480	266,390	0		0	809,320
Revenue Budget - virement from revenue budgets	59,980	0	59,980	0	7,920	7,920	0		0	67,900
Chorley Council Resources	2,017,950	(1,104,710)	913,240	719,710	1,002,000	1,721,710	530,000	23,780	553,780	3,188,730
Ext. Contributions - Developers	4,862,680	(1,164,620)	3,698,060	101,320	1,196,470	1,297,790	0		0	4,995,850
Ext. Contributions - Other	335,160	(116,720)	218,440	200	116,720	116,920	0		0	335,360
Government Grants - Disabled Facilities Grants	269,000	42,330	311,330	269,000	5,280	274,280	269,000		269,000	854,610
Government Grants - Housing Capital Grant	925,570	(795,540)	130,030	10,000	795,540	805,540	0		0	935,570
External Funding	6,392,410	(2,034,550)	4,357,860	380,520	2,114,010	2,494,530	269,000	0	269,000	7,121,390
Capital Financing Total	8,410,360	(3,139,260)	5,271,100	1,100,230	3,116,010	4,216,240	799,000	23,780	822,780	10,310,120

Proposed Changes - 2011/12 - 2013/14

Scheme	2011/12			2012/13			2013/14	Comments
	Virement (1) £	Rephasing (2) £	Other Changes (3) £	Virement (4) £	Rephasing (5) £	Other Changes (6) £	Rephasing (7) £	
<u>Chief Executive</u>								
<u>Head of Policy</u>								
Performance Reward Grant (PRG) funded schemes	(126,220)							To be used for Cotswold House improvements
<u>Head of Policy Total</u>	(126,220)	0	0	0	0	0	0	
<u>Head of Customer, ICT & Transactional Services</u>								
Thin Client/Citrix Virtual Desktop Infrastructure	15,000							Saving transferred from HR system budget
<u>Head of Customer, ICT & Transactional Services Total</u>	15,000	0	0	0	0	0	0	
<u>Head of Governance</u>								
Legal Case Management System			(4,490)					Transfer to revenue budgets to finance non-capital costs relating to system
Planned Improvements to Fixed Assets		(250,000)		250,000				Rephasing of improvement programme
<u>Head of Governance Total</u>	0	(250,000)	(4,490)	0	250,000	0	0	
<u>Head of Human Resources & Organisational Development</u>								
Integrated HR, Payroll and Training System	(15,000)	(15,000)			15,000			Transfer saving to ICT capital budget; rephase remainder
<u>Head of HR & Organisational Development Total</u>	(15,000)	(15,000)	0	0	15,000	0	0	
<u>Chief Executive Total</u>	(126,220)	(265,000)	(4,490)	0	265,000	0	0	
<u>Director of Partnerships, Planning & Policy</u>								
<u>Head of Economic Development</u>								
Chorley Market Improvements		46,930		(46,930)				Complete Phase 3 of Flat Iron gazebos in 2011/12
Climate Change Pot		(27,530)		27,530				Rephasing of use of grants budget
<u>Head of Economic Development Total</u>	0	19,400	0	0	(19,400)	0	0	

Proposed Changes - 2011/12 - 2013/14

Scheme	2011/12			2012/13			2013/14	Comments
	Virement (1) £	Rephasing (2) £	Other Changes (3) £	Virement (4) £	Rephasing (5) £	Other Changes (6) £	Rephasing (7) £	
<u>Head of Housing</u>								
Affordable Housing New Development Projects - Long-Term Empty Homes		(444,630)	(13,000)	(25,000) 25,000	444,630			Reduce budget by £13,000 - S106 contribution not yet received; rephase balance of budget; allocate £25,000 to new project in 2012/13
Disabled Facilities Grants		(155,330)	47,610		155,330			Use of Affordable Housing budget £47,610 additional grant received 2011/12. Rephase budget to 2012/13.
Housing Renewal	(14,030)	(657,610)	7,920		657,610			£7,920 additional funding 2011/12; transfer £14,030 to Cotswold House; rephase balance of budget to 2012/13.
Cotswold House Refurbishment	140,250	(130,750)			130,750			£126,220 use of PRG and £14,030 uncommitted Housing Renewal budget; £130,750 rephased.
<u>Head of Housing Total</u>	126,220	(1,388,320)	42,530	0	1,388,320	0	0	
<u>Head of Planning</u>								
Eaves Green Link Road - contribution to LCC scheme		(80,000)			80,000			S106 contribution not expected to be received 2011/12.
Chorley Strategic Regional Site		(391,200)			391,200			Payment not expected in 2011/1.
Highway Improvements Pilling Lane area (S106 funded)		(150,000)			150,000			Work not expected to be implemented until 2012/13.
Puffin Crossing Collingwood Rd/Letchworth Drive (S106)						47,820		New scheme funded with S106 contribution
<u>Head of Planning Total</u>	0	(621,200)	0	0	621,200	47,820	0	
<u>Director of Partnerships, Planning & Policy Total</u>	126,220	(1,990,120)	42,530	0	1,990,120	47,820	0	

Proposed Changes - 2011/12 - 2013/14

Scheme	2011/12			2012/13			2013/14	Comments
	Virement (1) £	Rephasing (2) £	Other Changes (3) £	Virement (4) £	Rephasing (5) £	Other Changes (6) £	Rephasing (7) £	
<u>Director of People and Places</u>								
<u>Head of Streetscene & Leisure Contracts</u>								
Leisure Centres/Swimming Pool Refurbishment		(381,740)			275,600		23,780	Rephasing of budget to later years. Rephase £45,000 earmarked for access road improvements. Propose remaining £35,620 also to be used for access road. Saving to be transferred to replacement bins budget. £9,830 from Village Halls budget; £17,170 rephased from 2012/13; and £30,000 from Food Waste budget in 2012/13. Budget not required to implement food waste collections so transferred to replacement bins. Saving transferred to Play and Recreation Fund budget. Rephasing of implementation. Transfer to revenue to finance footpath extension. £540 from Astley Park Improvements. Some schemes rephased to 2012/13. Rephasing of implementation.
Duxbury Park Golf Course/Access Rd capital investment Village Hall & Community Centres Projects	(9,830)	(80,620)			80,620			
Replacement of recycling/litter bins & containers	9,830	17,170		30,000	(17,170)			
Food Waste Recycling Receptacles Astley Park Improvements	(540)			(30,000)				
Eaves Green Play Development (S106 funded) Fairview Farm Play Facilities (S106 funded)		(189,480)	(2,970)		189,480			
Play and Recreation Fund projects Rangletts Recreation Ground/Duke Street Field (S106 funded)	540	(54,540)			54,540			
		(230,000)			230,000			
	0	(919,210)	(2,970)	0	813,070	0	23,780	
	0	(919,210)	(2,970)	0	813,070	0	23,780	
	0	(3,174,330)	35,070	0	3,068,190	47,820	23,780	
<u>Capital Programme Total</u>								
<u>Financing the Capital Programme</u>								
Prudential Borrowing		(930,510)			824,370		23,780	
Unrestricted Capital Receipts		(18,230)			18,230			
Revenue Budget - VAT Shelter income Revenue Budget - virement from revenue budgets		(151,480)	(4,490)		151,480			
		(7,920)	7,920		7,920			
Chorley Council Resources	0	(1,108,140)	3,430	0	1,002,000	0	23,780	
Ext. Contributions - Developers Ext. Contributions - Other		(1,148,650)	(15,970)		1,148,650	47,820		
		(116,720)			116,720			
Government Grants - Disabled Facilities Grants Government Grants - Housing Capital Grant		(5,280)	47,610		5,280			
		(795,540)			795,540			
External Funding	0	(2,066,190)	31,640	0	2,066,190	47,820	0	
Capital Financing Total	0	(3,174,330)	35,070	0	3,068,190	47,820	23,780	

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources)	Executive Cabinet	23 February 2012

REVENUE BUDGET MONITORING 2011/12 REPORT 3 (END OF DECEMBER 2011)

PURPOSE OF REPORT

1. This report sets 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.

RECOMMENDATION(S)

2. That the contents of the report be noted.
3. That the Executive Cabinet recommends the Council to set aside a sum of £250,000 from current year general revenue fund savings to repay debt in line with the Council's debt reduction strategy and 2012/13 budget proposals.

EXECUTIVE SUMMARY OF REPORT

4. 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. I am pleased to report that excellent progress has been made in this area and that all the savings targets for 2011/12 have now been achieved.

Should further savings be made during the remainder of the year as a result of additional vacancies, this will help to contribute towards increasing general balances.

5. The overall projected outturn currently shows a forecast underspend of around £525,000 against the budget for 2011/12.

Confidential report Please bold as appropriate	Yes	No
--	-----	----

Key Decision? Please bold as appropriate	Yes	No
--	-----	----

Reason Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- 6. To ensure the Council’s budgetary targets are achieved.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 7. None.

CORPORATE PRIORITIES

- 8. 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			✓

Ensuring cash targets are met maintains the Council’s financial standing.

BACKGROUND

- 9. The Council’s approved revenue budget for 2011/12 included savings proposals of £1.197m required to balance the budget and maintain front line services. All the proposals have now been implemented including the proposed changes to the planning fees structure.
- 10. In addition to the savings outlined above, the Council expected to make overall target savings of £358,000 made up of £300,000 from management of the establishment, £36,000 from a reduction to the pension rate, and £22,000 from the review of the Car Leasing scheme.

CURRENT FORECAST POSITION

- 11. Set out in Appendix 1 is the summary forecast outturn position for the Council based upon actual spending in the first nine months of the financial year, adjusted for future spending based upon assumptions regarding vacancies and service delivery. No individual service directorate figures are attached. These can be viewed using the following link and are also available as hard copies for inspection in the Members’ Room: <http://democracy.chorley.gov.uk/documents/s23936/Directorate%20Monitoring%20Statements%20-%20December%202011.pdf>
- 12. In the third quarter, October to December, we have identified a further £49,000 of contributions towards the annual corporate savings targets of £358,000 for 2011/12. This is in the main as a result of vacant posts.
- 13. In my report to the Executive Cabinet of 24 November, I advised on the projected outturn for 2011/12, which outlined a forecast underspend of £391,000 based on monitoring information at the end of September.

The forecast has now been updated to include income and expenditure to the end of December and the revised outturn position is detailed in Appendix 1. The updated forecast shows an underspend against the budget of around £525,000. The significant movements since my last report are shown in the table below. Further details are contained in the service unit analysis available in the members' room.

ANALYSIS OF MOVEMENTS

Table 1 – Significant Variations from the last monitoring report

Note: Further savings/underspends are shown as ().

	£'000	£'000
Expenditure		
Staffing costs	(11)	
Elections (saving from combined elections)	(44)	
Skips/Refuse Collection (Bengal St Depot)	(10)	
Electricity (Civic Buildings)	(23)	
Lancastrian Suite Improvements	<u>30</u>	(58)
Income		
Markets Fee Income	(14)	
Building Control Income	15	
Planning Application Income	(20)	
LCC Funding for administration of Childrens Trust	(40)	
Net Financing (Interest Receivable)	<u>(17)</u>	(76)
Net Movement		(134)

14. The most significant change in the forecast is a saving against budget of around £44,000 as a result of the May 2011 elections being combined with the National Referendum. In this election there were a number of major spend areas that were shared with the Cabinet Office such as Poll Card and Postal Vote printing and distribution, hire and staffing of polling stations, the postal vote opening process and part of the count process. This is the first time in a number of years where all these spend areas were combined, resulting in significant savings to the Council.
15. Additional savings on staffing costs of around £60,000 have been generated since the last monitoring report, predominantly from within the People and Places and Transformation directorates as a result of vacant posts. £49,000 of this sum has been used to meet the Council's annual corporate savings target and the remaining £11,000 underspend will help contribute towards increasing general balances.
16. One issue that has been previously reported in budget monitoring is the expenditure relating to refuse collection and skip hire at Bengal Street Depot. Efficiency savings have been achieved by using Council vehicles wherever possible, tipping directly rather than bringing refuse back to the skip, and by increased chipping of green waste to reduce the volumes of waste for disposal. The latest forecast indicates there could be a further saving of around £10,000 in the current year, giving a total saving of £20,000 against budget for 2011/12.

17. The 2010/11 and 2011/12 electricity budgets for the civic buildings were calculated based on invoices received and on energy usage figures provided by the energy suppliers. However, as both the invoices and usage figures were based on estimated meter readings, the true cost of electricity for both Union Street and the Town Hall has been difficult to assess. The Council is still involved in on-going discussions with Npower to try and resolve this issue and provide accurate billing in future. Despite this, the Council has been using Liberata UK who have been able to provide meter readings to help monitor energy consumption, and based on the information provided the forecast outturn costs for 2011/12 are around £23,000 lower than budgeted.
18. A separate report is to be presented to members on the use of the Lancastrian Suite following a review of the Lancastrian Scrutiny Task Group. The report recommends a one-off budget provision is made to undertake minor improvement works to the backstage and bar areas. The final cost of the work is yet to be determined but a forecast of around £30,000 is currently assumed and that this will be met from current year underspends from within the Transformation Directorate.
19. Previous monitoring forecasts had assumed a shortfall in markets income of around £23,000 partly on the assumption that with the introduction of quarterly billing, the number of traders would diminish for the last quarter of the financial year. Historically this post-Christmas period, combined with the worst of the winter weather, has resulted in the slowest trading months and as a result this would reduce fee income for the final quarter. This has proven not to be the case, and the Chorley Markets with their popular Gazebos continue to attract traders. As a result, an additional £14,000 income has been added to the forecast, reducing the estimated outturn deficit to around £9,000.
20. One area where the Council is likely to under achieve against its income budgets set for 2011/12 is in relation to Building Control Fees. The previous forecast was for a deficit of around £10,000 but income levels have continued to remain below the levels anticipated in the budget over the third quarter and as a result the forecast deficit for the year has increased by £15,000.
21. On a more positive note, income levels from Planning Fees have been particularly strong over recent months and the current forecast is for a surplus of around £20,000 above the budget target of £550,000 set for 2011/12.
22. One further item to note is the additional £40,000 in income from Lancashire County Council that has been brought into this years revenue account. The sum is in respect of funding to cover the Council's administrative costs of running the Chorley Children and Young People's Trust.

GENERAL FUND RESOURCES AND BALANCES

23. The General Fund balance brought forward at 1 April 2011 was £2.077m after the transfer of approved slippage. The current forecast to the end of December shows that the General Fund balance will be around £2.261m.
24. One further item for consideration is the requirement to set aside a sum of around £400,000 to repay debt in line with the Council's debt reduction strategy. In setting the budget strategy for 2011/12 to 2013/14 the Council agreed that borrowing should be reduced in order to repay short term debt and reduce the associated revenue costs from servicing this debt. To achieve a revenue saving of around £50,000 for 2012/13 a contribution of around £250,000 will be required from current year underspends, in addition to the £150,000 identified in the Capital Monitoring report from capital receipts and Vat Shelter Income. The latest forecast indicates that this should be achievable. If the recommendation is approved this would reduce the forecast General Fund balance to around £2.011m which remains in line with the £2m requirement set out in the Council's Medium Term Financial Strategy.

IMPLICATIONS OF REPORT

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

Finance	✓	Customer Services	
Human Resources		Equality and Diversity	
Legal	✓	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

26. The financial implications are detailed in the body of the report.

COMMENTS OF THE MONITORING OFFICER

27. The Monitoring Officer has no comments.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Dave Bond	5488	30/01/12	Revenue Budget Monitoring 2011-12 Report 3.doc

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General Fund Revenue Budget Monitoring 2011/12 Forecast to end of December 2011	Original Cash Budget	Impact of Council Restructure	Agreed Changes (Directorates)	Agreed Changes (Other)	Amended Cash Budget	Contribution to Corp. Savings (Staffing)	Contribution to Corp. Savings (Other)	Current Cash Budget	Forecast Outturn	Variance	Variance
	£	£	£	£	£	£	£	£	£	£	%
Chief Executive	520,920	699,260	(10,500)	35,860	1,245,540	(20,000)		1,225,540	1,201,540	(24,000)	-2.0%
Partnerships, Planning & Policy	1,679,420	(699,260)	15,840	98,140	1,094,140			1,094,140	1,153,140	59,000	5.4%
People & Places	5,998,240		(24,650)	185,660	6,159,250	(109,000)		6,050,250	5,860,250	(190,000)	-3.1%
Transformation	5,074,580		19,310	162,000	5,255,890	(229,000)		5,026,890	4,903,890	(123,000)	-2.4%
Directorate Total	13,273,160	-	-	481,660	13,754,820	(358,000)	-	13,396,820	13,118,820	(278,000)	-2.1%
Budgets Excluded from Transformation Directorate Monitoring:											
Pensions Account	242,580				242,580			242,580	219,270	(23,310)	-9.6%
Concessionary Fares	(2,300)				(2,300)			(2,300)	(2,300)	-	-
Benefit Payments	154,310				154,310			154,310	82,240	(72,070)	-46.7%
Corporate Savings Targets											
Management of Establishment	-			(300,000)	(300,000)	300,000		-	-	-	-
Reduction in Pension Rate	-			(36,000)	(36,000)	36,000		-	-	-	-
Efficiency/Other Savings	-			(22,000)	(22,000)	22,000		-	-	-	-
Total Service Expenditure	13,667,750	-	-	123,660	13,791,410	-	-	13,791,410	13,418,030	(373,380)	-2.7%
Non Service Expenditure											
Contingency Fund	-				-			-	-	-	-
Contingency - Management of Establishment	(300,000)			300,000	-			-	-	-	-
Efficiency/Other Savings	(58,000)			58,000	-			-	-	-	-
Revenue Contribution to Capital	-			766,800	766,800			766,800	766,800	-	-
Net Financing Transactions	438,210				438,210			438,210	339,460	(98,750)	-
Voluntary set aside for debt reduction	-				-			-	-	-	-
VAT Shelter Income	-			(524,280)	(524,280)			(524,280)	(524,280)	-	-
Transfer to Earmarked Reserve - VAT Shelter Income	-			114,910	114,910			114,910	114,910	-	-
Parish Precepts	589,260				589,260			589,260	589,260	-	-
Total Non Service Expenditure/Income	669,470	-	-	715,430	1,384,900	-	-	1,384,900	1,286,150	(98,750)	-
Total Expenditure	14,337,220	-	-	839,090	15,176,310	-	-	15,176,310	14,704,180	(472,130)	-3.1%
Financed By											
Council Tax	(6,976,160)				(6,976,160)			(6,976,160)	(6,976,160)	-	-
Grant for freezing Council Tax	(159,000)				(159,000)			(159,000)	(159,673)	(673)	-
Aggregate External Finance	(6,740,960)				(6,740,960)			(6,740,960)	(6,740,960)	-	-
New Homes Bonus	(250,000)				(250,000)			(250,000)	(301,916)	(51,916)	-
LAA Reward Grant (PRG)	(80,100)				(80,100)			(80,100)	(80,100)	-	-
Local Services Support Grant	-			(71,470)	(71,470)			(71,470)	(71,470)	-	-
LABGI Grant	(75,000)				(75,000)			(75,000)	(75,000)	-	-
Collection Fund (Surplus)/Deficit	(26,000)				(26,000)			(26,000)	(26,000)	-	-
Use of Earmarked Reserves - capital financing	-			(347,430)	(347,430)			(347,430)	(347,430)	-	-
Use of Earmarked Reserves - revenue expenditure	(30,000)			(420,190)	(450,190)			(450,190)	(450,190)	-	-
Total Financing	(14,337,220)	-	-	(839,090)	(15,176,310)	-	-	(15,176,310)	(15,228,899)	(52,589)	0.3%
Net Expenditure	-	-	-	-	-	-	-	-	(524,719)	(524,719)	-
General Balances Summary Position											
				Target	Forecast						
				£	£						
General Fund Balance at 1 April 2011				2,000,000	2,076,700						
(Use of)/Contribution to General Balances					0						
Provisional (Over)/Under Spend					524,719						
Potential Legal Costs in respect of Heath Paddock					(150,000)						
Other potential Planning Appeal costs					(150,000)						
Provision for Olympic Torch Relay 2012					(40,000)						
Forecast General Fund Balance at 31 March 2012				2,000,000	2,261,419						

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