



Executive Cabinet

Agenda and Reports

For consideration on

Thursday, 18th October 2012

In the Council Chamber, Town Hall, Chorley

At 6.00 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.

10 October 2012

Dear Councillor

EXECUTIVE CABINET - THURSDAY, 18TH OCTOBER 2012

You are invited to attend a meeting of the Executive Cabinet to be held in the Council Chamber, Town Hall, Chorley on Thursday, 18th October 2012 at 6.00 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 13 September 2012 (enclosed).

3. **Declarations of Any Interests**

Members are reminded of their responsibility to declare any pecuniary interest in respect of matters contained in this agenda.

If you have a pecuniary 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 (PEOPLE) (INTRODUCED BY COUNCILLOR BEV MURRAY)

5. **Review of 3 Tier Forum**

The Executive Cabinet had agreed to a review of the Three Tier Forum after a 12 month period, as there have only been three meetings; the Cabinet are proposing to delay the review for a further six months.

6. **Consultation - Parks and Open Spaces Memorial Policy (Pages 7 - 22)**

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

ITEM OF EXECUTIVE MEMBER (LDF AND PLANNING) (INTRODUCED BY COUNCILLOR DENNIS EDGERLEY)

7. **West Lancashire Local Plan (Publication) and Draft Statement of Compliance with the Duty to Cooperate (Pages 23 - 28)**

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

8. **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 1 of Part 1 of Schedule 12A to the Local Government Act 1972.

ITEMS OF DEPUTY EXECUTIVE LEADER AND EXECUTIVE MEMBER (RESOURCES, POLICY AND PERFORMANCE) (INTRODUCED COUNCILLOR PETER WILSON)

9. **Garage Sites Chorley**

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

10. **Policy and Performance Review**

To receive and consider the report of the Chief Executive (report to be tabled at the meeting).

ITEM OF EXECUTIVE MEMBER (HOMES AND BUSINESS) (INTRODUCED BY COUNCILLOR ADRIAN LOWE)

11. **Changes to Structure for the Town Centre and Markets**

To receive and consider the report of the Director of Partnerships, Planning and Policy (report to be tabled at the meeting).

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

Yours sincerely



Gary Hall
Chief Executive

Ruth Rimmington
Democratic and Member Services Officer
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Distribution

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

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

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

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

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Executive Cabinet

Minutes of meeting held on Thursday, 13 September 2012

Present: Councillor Alistair Bradley (Executive Leader in the Chair), Councillor Peter Wilson (Deputy Leader of the Council) and Councillors Beverley Murray, Terry Brown, Dennis Edgerley and Adrian Lowe

Also in attendance:

Lead Members: Councillors Marion Lowe and Julia Berry

Other Members: Councillors Eric Bell, Henry Counce, Jean Cronshaw, John Dalton, Alison Hansford, Harold Heaton, Steve Holgate, Kevin Joyce, Paul Leadbetter, June Molyneaux, Greg Morgan, Mick Muncaster, Pauline Phipps, Geoffrey Russell, Rosie Russell and John Walker

12.EC.136 APOLOGIES FOR ABSENCE

No apologies for absence were submitted.

12.EC.137 MINUTES

RESOLVED - The minutes of the meeting of the Executive Cabinet held on 16 August be confirmed as a correct record and signed by the Executive Leader.

12.EC.138 DECLARATIONS OF ANY INTERESTS

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

12.EC.139 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.

12.EC.140 LOCALISATION OF COUNCIL TAX SUPPORT 2013/14

The Executive Member (Resources, Policy and Performance) presented a report outlining the options for the development of a draft council tax support scheme to be put in place from April 2013. The report sought approval for a proposed scheme to be presented to Council on 25 September and sought approval for the approach to consultation to be undertaken.

The Government had determined that Council Tax benefit would be abolished from April 2013 and the Council, as the billing authority, must design a new localised scheme of support for Council Tax. In addition, the grant currently received to fund council tax benefit would be reduced.

The proposed approach was to amend the current council tax support scheme to introduce a graduated reduction in support for claimant groups not statutorily protected. In 2013/14, the reduction proposed was 7.5% because the timescales involved in changing the scheme for 2013/14 did not allow for a response to be developed and implemented that incentivises work and would be properly targeted at the relevant claimant groups.

Implementing larger reductions for claimants who were not protected statutorily but were on a low income might have unforeseen and adverse consequences which could not be properly understood in the time available. The aim of the scheme was to encourage people to pay and Members noted that collection rates in Chorley were traditionally good.

In response to a query the Executive Leader advised that the approach favoured by the County Council and the majority of the other Lancashire district and unitary councils was to apply a percentage reduction to current support. This would result in a basic amendment to the current scheme so benefit was calculated in accordance with current rules but with a percentage reduction in benefit applied at the end of the calculation. This meant that a 30% reduction would need to be applied universally as an 'equal pain' approach to all claimants, other than those protected by legislation (such as pensioners), to deliver the required saving, assuming a collection rate of 83% collection rate could be achieved.

Members noted the table on agenda page 10 which set out the Average Weekly reduction in support for residents based on those assumptions and it was felt that this was not a fair approach and that one approach did not fit all Districts. Members noted that parents of children under 5 were impacted heavily by these proposals.

It was clarified that new powers provided in the Local Government Finance Bill from April 2013 would give the Council the ability to reduce some of the council tax exemptions currently available, which included unoccupied dwellings and second homes. It was noted that 254 properties had been empty for the two years and were claiming the Class C - vacant dwelling exemption. Members commented that there were occasions where empty properties that weren't maintained had a negative impact on the wider area and it was felt that there ought to be less empty properties. The proposed changes would apply to Registered Social Landlords.

In response to a query Members noted that the figures were based on a collection rate of 50%, but it was hoped that the rates would be higher than this.

There major changes to the welfare system planned by the Government. The proposed scheme would give the Council the opportunity to develop a scheme based on insight about the claimants and enable the council and partners to develop programmes that support people into work as their benefits were reduced. A multi-agency working party had been put together to ensure a co-ordinated response and to identify any gaps in provision.

The Executive Leader advised he would be meeting with Lancashire County Council to discuss the proposals.

Consultation on the proposals would last for at least eight weeks, and include a survey sent to a representative sample of the population, of residents in receipt of council tax benefit and of those currently in receipt of exemptions. There would also be an online survey available for all residents to have their say hosted prominently on the council's website. The full consultation results would presented to Members prior to a decision being made on a final scheme at Council 8 January 2013.

Decision made

- 1. Recommendation to Council to consider the options, information available and approve a draft scheme to be presented for consideration by Council on the 25 September.**
- 2. Recommendation to Council to approve the approach to consultation for consideration by Council on the 25 September.**

Reason(s) for decision

In accordance with the legislation and guidance, the council must approve and then consult on a draft scheme prior to taking a final decision. The approval for the new scheme of local council tax support must be given before the end of January 2013.

All approaches have advantages and disadvantages. However, the proposed approach has a lower risk in terms of collection, meets the design criteria and has the

ability to fully offset the funding reduction, having the minimum impact on vulnerable groups.

Alternative option(s) considered and rejected

Different options for the new scheme of support for 2013/14 have been considered and are outlined in the report.

12.EC.141 SAFEGUARDING ADULTS - POLICY AND PROCEDURE

The Executive Member (People) presented a report which sought approval for the adoption of a policy and procedure relating to dealing with adult safeguarding issues that representatives of Chorley Council might encounter.

The Council's current adult safeguarding arrangements and documentation was limited to activities and services provided at Cotswold House. A recent external audit of the Council's provisions had identified a gap in policy and procedures across the rest of the Council where officers and Members might come across adult safeguarding issues or receive disclosures of abuse from adult victims.

The purpose of the document was to safeguard vulnerable adults who were defined as "a person who is or may be in need of community care services by reason of mental or other disability, age or illness: and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation".

Members supported briefings for officers and Councillors to ensure they are fully aware of their responsibilities and the reporting mechanisms in place.

The Executive Leader stressed the importance of working with the Police, as Councillors and Council officers have, at times, greater access to people and their homes than the Police.

If additional guidance was needed a Councillor or officer could ask for advice from a Designated Safeguarding Officer. If required advice could be requested without giving the name of the person involved. Assurances were given that an investigation would be undertaken discreetly before any action was taken.

There were several typographical errors within the document that would be corrected before it was published.

Decision made

Approval granted to the policy and procedures for ensuring concerns raised by Council representatives in relation to adult safeguarding were properly dealt with.

Reason(s) for decision

To ensure there is a coherent policy and documented procedure for dealing with concerns relating to adult safeguarding.

Alternative option(s) considered and rejected

None.

12.EC.142 SELECTMOVE EVALUATION

The Executive Member (Homes and Business) presented a report providing information regarding lettings of properties through the sub-regional Choice Based Lettings system, Selectmove, through which the majority of social housing in Chorley had been allocated since 27 March 2011.

Choice Based Letting systems were designed to allow the applicant to have more choice over where they live by proactively bidding on properties they want to live in rather than waiting to be allocated a property on a traditional waiting list.

South Ribble and Preston City Council had been jointly operating a choice based lettings system since 2007. At the time of making the decision the Council recognised the benefits of giving people in the area more choice, however, it was considered important that people with a local connection to Chorley accessed a significant number of the Chorley properties.

Throughout the last financial year there had been 405 lets in Chorley and 80.2% of the lets were to households living in Chorley or with a Chorley connection (e.g. employment, previously lived in the area, or to give or receive support). Therefore inward migration from other council areas with no local connection was 19.8%, however when the households in Chorley who chose to move to Preston or South Ribble the net inward migration was 10.4%.

In order to increase the supply of social housing to households with a local connection and ensure that the 10% threshold was not exceeded going forward a review of the current policy options is being undertaken working with partners in the Select Move scheme as a matter of urgency. In the interim a number of actions would be undertaken and these were outlined in the report. They included pro-active promotion of Select Move to Chorley residents, including a press release, posters and a new quick reference guide which would also inform applicants who need assistance how Chorley Council can help them bid for properties.

There would also be close monitoring of migration on a monthly basis so early interventions can take place and a new Selectmove application form would make it easier to monitor and report on local connection, in conjunction with changes to the online forms. It was clarified that the application form was currently in paper format, but the bidding process was online. Different options were being investigated on how to best assist residents who did not have access to the internet to bid on properties.

One of the benefits of the system was the ability to drill down into the detail which would assist with future policy development. All new build and newly acquired social housing would be covered by a new Local Connection Policy.

An issue was raised in relation to the banding of properties. This would be reviewed separately.

Decision made

The findings of the report and future actions outlined within it be noted.

Reason(s) for decision

It is important that Executive Cabinet is aware of the migration situation in the first 5 quarters for which Selectmove has been operating.

Alternative option(s) considered and rejected

None.

12.EC.143 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED – To exclude the press and public for the following item of business on the ground that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972.

12.EC.144 SHARED FINANCIAL SERVICES - BUDGET REVIEW 2012/13

The Executive Member (Resources, Policy and Performance) presented a report which sought approval to implement the recommendation proposed following the Shared Financial Services Budget Review and in the light of feedback received during the consultation process. The report also followed on from, and was consistent with, the Shared Services Joint Management Committee recommendation made on 26 March 2012.

Decision made

Approval of the report for implementation and specifically the eight proposals post the consultation period.

Reason(s) for decision

The proposals are aimed at achieving the following:-

- Succession planning and staff development.
- Review resources to match the service's future work programme.
- Responding to changing customer needs linked to achieving continued value for money through efficiencies.
- Review into the two tier grading structure for Accountant's posts in the accountancy functions.

Alternative option(s) considered and rejected

1. The restructuring proposals put forward are considered to be the optimum solution to achieve the objectives of the review and have been amended, where considered to be appropriate, after consideration of the responses received from staff during the consultation process.
2. The amendments made to the original proposals and subsequent recommendations are highlighted in each of the proposals below.

12.EC.145 STREETSCENE REVIEW

The Executive Member (Places) presented a report which sought approval to consult on changes to the structure of the Streetscene and Leisure Contracts team

Decision made

1. **Approval of the proposed structure detailed in the report and shown in Appendix 2 for consultation.**
2. **That following consultation, subject to only minor alterations, the final decision to implement the proposals be delegated to the Executive Member for Places and supported by the HR team.**

Reason(s) for decision

To support the delivery and implementation of the Streetscene Modernisation Strategy to develop future organisational structures appropriate to future service delivery methods

Alternative option(s) considered and rejected

None.

Executive Leader

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Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for People)	Executive Cabinet	18 October 2012

CONSULTATION - PARKS AND OPEN SPACES MEMORIAL POLICY

PURPOSE OF REPORT

1. To highlight the variety of requests for memorials that are received by the Council and to agree a consultation draft policy to guide future acceptance of memorial items across the Council's parks and open spaces.

RECOMMENDATION(S)

2. To agree that the draft policy attached in Appendix 1 is circulated to key stakeholders for consultation.

EXECUTIVE SUMMARY OF REPORT

3. The Council has for many years received a number of requests for memorial items in the parks and open spaces.
4. Many of the appropriate locations within the various sites are now taken and as a result very few spaces remain. Requests for memorials, which are often emotionally sensitive, can be difficult for staff to manage, especially when they are not in keeping with the site and there is no policy in place to provide guidance.
5. A policy is needed to clarify the Council's position regarding memorials and to provide officers with an approved mechanism for accepting / refusing requests, and to manage ongoing memorial maintenance. It also needs to have sufficient flexibility to deal with exceptional circumstances.

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)

6. To clarify the Council's position regarding memorials and to provide officers with an approved mechanism for accepting / refusing requests, and to manage ongoing memorial maintenance.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. Continue to consider requests for memorial items on an ad-hoc basis. A shortage of

remaining space and the suitability of some requests would make this option unsustainable.

- 8. No longer accepting any form of memorial requests for any of our sites - an unnecessary measure.

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	X	Quality Community Services and Spaces	X
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

- 10. Across the borough the Council manage a variety of public open spaces that receive frequent requests for memorials. The most popular sites have very few spaces remaining and while on-going development work will create new locations it will not be possible to accept every request.
- 11. In order to offer the most appropriate memorial opportunities across the Council sites and retain the true character of these areas of public open space, a policy is needed to determine the forms of memorial that are appropriate.
- 12. On specific sites existing agreements are in place regarding memorial maintenance. This policy would replace those agreements going forward.

PROPOSALS FOR COUNCIL-OWNED SITES

- 13. A draft policy for consultation is attached in Appendix 1 that outlines the proposed policy for memorials on Council owned sites.
- 14. An integrated impact assessment has also been completed and is attached in Appendix 2.

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	X
Legal	X	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	X

COMMENTS OF THE STATUTORY FINANCE OFFICER

- 16. There are no financial implications associated with this report.

COMMENTS OF THE MONITORING OFFICER

17. The policy will provide consistency and clarity for officers and residents and will assist the Council in discharging their functions.

COMMENTS OF THE HEAD OF POLICY AND COMMUNICATIONS

18. The policy for consultation should not pose any issues for the council in meeting the objectives of its equality scheme and statutory responsibilities.

JAMIE CARSON
DIRECTOR OF PEOPLE & PLACES

Report Author	Ext	Date	Doc ID
Jamie Dixon	5250	23 August 2012	EC POS Memorial Policy
Background Papers			
Draft Policy	26/01/2012	Draft POS Memorial Policy APP 1	Appendix 1 attached
Document	26/01/2012	POS Memorial Policy IIA APP 2	Appendix 2 attached

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Memorial Policy

Parks & Open Spaces

Consultation Draft

The consultation runs to 2012

Responses can be sent to ?



INTRODUCTION

1. Across the borough the Council manage a variety of public open spaces that receive frequent requests for memorials. The most popular sites have very few spaces remaining and while on-going development work will create new locations it will not be possible to accept every request.
2. In order to offer the most appropriate memorial opportunities across the Council sites and retain the true character of these areas of public open space, a policy is needed to determine the forms of memorial that are appropriate.
3. On specific sites existing agreements are in place regarding memorial maintenance. This policy will replace those agreements going forward.

POLICY FOR COUNCIL-OWNED SITES

4. Yarrow Valley Country Park

Benches

Remaining locations for memorial benches are available from the Parks & Open spaces team. Due to the nature of the site only steel benches are acceptable and must be of a previously agreed design. Any purchased benches will become the responsibility of the Council and be maintained in line with other benches on site. If they are vandalised or require replacement, the donors will be asked if they wish to replace the bench.

Other Memorial Items

Applications for other forms of memorial (e.g. carvings and sculptures) will be considered on an individual basis by the Parks & Open Spaces team. Any such items of memoria must be in keeping with the location and add value to Yarrow Valley Country Park. Potential locations for these are available through the Parks & Open spaces team. However, memorial trees are no longer permitted due to the difficulty in managing the significant existing tree stock.

5. Astley Park

Benches

Only applications from military, or ex-military personnel will be considered to reflect the parks war memorial status. Plaques may be attached to existing benches, or additional benches may be purchased to complement the existing provision. Any purchased benches will become the responsibility of the Council and be maintained in line with the other benches on site.

Other Memorial Items

No other memorial items are accepted within Astley Park.

6. Chorley & Adlington Cemeteries

Remaining locations for memorial benches are available from the Parks & Open Spaces team. Due to the nature of the site a standard timber bench is available and can be purchased through the cemetery office. Any purchased benches will become the responsibility of the Council and be maintained in line with other benches on site. If they are vandalised or require replacement, the donors will be asked if they wish to replace the bench

Other Memorial Items

Applications for other forms of memorial (e.g. carvings and sculptures) will be considered on an individual basis by the Parks & Open Spaces team. Any such memorial item must be in keeping with the existing features of the cemetery and locations for these are available through the Parks & Open Spaces team.

7. Nature Reserves

Benches

The siting of memorial benches will be considered on a site-by-site basis. Benches must be of a robust nature and be in keeping with the site. Any purchased benches will become the responsibility of the Council and be maintained in line with other benches on site. If they are vandalised or require replacement, the donors will be asked if they wish to replace the bench

Other Memorial Items

Applications for other forms of memorial (e.g. carvings and sculptures) will be considered on an individual basis by the Parks & Open Spaces team. Any such memorial item must be in keeping with the location and add value to it.

8. Other Council-owned sites

Any requests for memorial items outside of the sites listed will be considered by the Parks and Open Spaces team on an individual basis, taking into account the following criteria;

- Requested item e.g. bench / tree / other
- Appropriate for site - design
- Appropriate for site - material
- Existing site provision
- Likely impact

Only requests that are able to fully meet the criteria will be considered.

9. Exceptional Circumstances

The Council recognises that there may be exceptional circumstances that require the Policy to be deviated from. If an applicant claims that there are exceptional circumstances, these would need to be put in writing. They would then be considered by the Executive Cabinet prior to a decision being taken at a Council meeting.

Consultation Draft

Integrated Impact Assessment

Name of the service, policy, strategy or project being assessed	Memorial Policy – Parks & Open Spaces
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What does the service, policy, strategy or project do?	The policy clarifies the Council’s position regarding memorials and to provide officers with an approved mechanism for accepting / refusing requests, and to manage ongoing memorial maintenance.
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Who is it intended to benefit and how?	Chorley residents and visitors will benefit from improved management of existing and future memorial requests in the parks and open spaces.
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Officer responsible for completing the assessment	Jamie Dixon
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Date of Assessment	26.01.2012
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Date of Review	TBC (Dependent on adoption of the policy)
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Introduction

What is an Integrated Impact Assessment?

The integrated impact assessment is a tool to ensure that any policy, project or service is assessed to consider any positive or negative impacts for Chorley residents with regards to equalities, health or sustainability. It is important that this is done in a timely manner and ideally it should precede the start of the project, policy or strategy concerned.

Why do we need to do Impact Assessments?

Chorley Council is committed as a community leader, service provider and employer that we will work to ensure that everybody is afforded equality of opportunity and good life chances. The Impact Assessment is a tool we use to ensure that we fulfil these commitments, and thus meet our legal duties.

Quick Steps for Completion

1. There are four sections;
 - Equality – This section considers the impact on our 7 equality strands, which are; race, age, gender, sexuality, faith, disability and rurality. When completing this section, reference should be made to the Council’s [Equality Scheme](#)
 - Sustainability – the impact on environmental and sustainability issues. Reference should be to the [Climate Change Action Plan](#)
 - Health – the impact on potential health impacts. Reference should be made to the [Health Inequalities Strategy](#)
 - Reputation – the impact on the Council’s reputation and our ability to deliver our key priorities. Reference should be made to the Council’s [Corporate Strategy](#) and Chorley Partnership’s [Sustainable Community Strategy](#)

Each section has a number of questions which should be given a rating, and evidence given for why the rating has been selected.

Code	Description
P	Positive beneficial impact
N	Negative undesirable impact
U	Uncertainty over impact
NI	No specific impact/neutral impact

2. Actions – Once a rating is given, actions should be identified to mitigate any negative impacts or maximise any positive impacts of the policy/project/strategy that is being assessed.
3. Once the toolkit has been completed, changes should be made to the policy/project/service to respond to any actions identified.

If you require further information, please contact Sarah James, the Performance, Partnerships and Equalities Manager, sarah.james@chorley.gov.uk on 5348

Equality Impact Assessment	Yes	No	Evidence	Further action required		
1. Have consultations with relevant groups, organisations or individuals indicated that this particular activity will create problems which are specific to them?		N		Consultation with parks user groups		
What potential impact does this activity make to:						
	P	N	U	NI	Evidence	Further action required
2. Equality of opportunity amongst customer groups of different racial backgrounds (Race)				Y	Provision available to everyone	
3. Equality of opportunity amongst male and female customers (Sex)				Y	Provision available to everyone	
4. Equality of opportunity amongst able bodied customers and customers with a disability (Disability)				Y	Provision available to everyone	
5. Equality of opportunity amongst customers of different ages (Age)				Y	Provision available to everyone	
6. Equality of opportunity amongst customers of different sexual orientations (Sexual Orientation)				Y	Provision available to everyone	
7. Equality of opportunity amongst customers of different religions (Religion or Belief)				Y	Provision available to everyone	
8. Equality of opportunity amongst customers that live in different parts of Chorley (Rurality)				Y	Provision available to everyone	

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
1. The effective protection of Chorley's environment. Possible issues to consider are; <ul style="list-style-type: none"> • Limiting waste generation & encouraging recycling • Limiting factors that contribute to climate change • Protection of and improving access to the natural environment 	Y				The policy will improve the management of existing and future memorials in the parks and open spaces.	
2. Prudent usage of natural resources. Possible issues to consider are; <ul style="list-style-type: none"> • Limiting use of non sustainable energy, water, minerals and materials • Reducing the need to travel and encouraging walking, cycling and low carbon modes of travel 	Y				The specification of future memorials will be in keeping with the various sites and will where possible use sustainable materials.	
3. Social progress amongst all of Chorley's communities. Possible issues to consider are; <ul style="list-style-type: none"> • Opportunities for education and information • Provision of appropriate and sustainable housing • Reduced fear of crime and community safety • Access to cultural and leisure facilities • Encouraging engagement and supporting volunteering 				Y	Provision available to all.	
4. A vibrant local economy in Chorley. Possible issues to consider are; <ul style="list-style-type: none"> • Supporting better quality jobs and developing the skills of local residents • Supporting local business by procuring goods and services locally • Strengthening links with public, private and third sector partners 				Y		

Health Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
1. Encouraging healthy lifestyles across Chorley's population. Possible issues to consider are; <ul style="list-style-type: none"> • Diet and nutrition • Exercise and physical activity • Substance use: tobacco, alcohol and drugs • Risk taking behaviour • Education and learning, or skills 				Y		
2. Promoting a positive social environment for all of Chorley's residents. Possible issues to consider are; <ul style="list-style-type: none"> • Social status • Employment (paid or unpaid) • Social/family support • Stress/Mental Health • Income 				Y		
3. Promoting a positive physical environment across Chorley. Possible issues to consider are; <ul style="list-style-type: none"> • Living conditions • Working conditions • Accidental injuries or public safety • Transmission of infectious disease 	Y				The policy will improve the management of existing and future memorials in the parks and open spaces.	

Reputational Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
<p>1. Chorley Council's reputation. Possible issues to consider are;</p> <ul style="list-style-type: none"> • Proving to local residents that we provide value for money • Informing and engaging with local residents • Building trust and confidence in Chorley Council • Improving customer satisfaction with council services • Chorley Council's role as a community leader 	Y				The policy will improve the management of existing and future memorials in the parks and open spaces.	
<p>2. Our ability to deliver the Corporate Strategy. Issues to consider are;</p> <ul style="list-style-type: none"> ▪ Community aspirations are delivered through the efficient use of resources and performance management ▪ An excellent community leader ▪ A provider and procurer of high quality, coordinated public services ▪ An excellent council that is continually striving to improve ▪ Reducing the council's energy consumption 	Y				The policy will improve the management of existing and future memorials in the parks and open spaces.	
<p>3. Our ability to deliver the Sustainable Community Strategy. Issues to consider are;</p> <ul style="list-style-type: none"> • Strong Family Support • Education and Jobs • Being Healthy • Pride in Quality Homes and Clean Communities • Safe Respectful Communities • Quality Community Services and Spaces 	Y				The policy will improve the management of existing and future memorials in the parks and open spaces.	

Reputational Impact Assessment	P	N	U	NI	Evidence	Further action required
<ul style="list-style-type: none"> Vibrant Local Economy Thriving Town Centre, Local Attractions and Villages Sustainable Places and Transport 						

Integrated Impact Assessment Action Plan

If any further actions were identified through the Integrated Impact Assessment then these should be listed in the table below. These should be added to the relevant business/service plan to ensure that any actions are carried out.

Actions needed following Integrated Impact Assessment	Start Date	End Date	Lead Officer
Undertake consultation with park user groups prior to adoption of the policy.	TBC	TBC	Andy Brown





Report of	Meeting	Date
Director of Director of Director Partnerships, Planning and Policy (Introduced by Executive Member for LDF and Planning)	Executive Cabinet	18 October 2012

WEST LANCASHIRE LOCAL PLAN (PUBLICATION) AND DRAFT STATEMENT OF COMPLIANCE WITH THE DUTY TO COOPERATE

PURPOSE OF REPORT

1. To advise members and seek approval to support the West Lancashire Local Plan and draft Statement of Compliance with the Duty to Cooperate which provides robust evidence as to how West Lancashire Borough Council has successfully cooperated and worked with neighbouring authorities and other organisations in the preparation of their Local Plan in relation to issues with potential cross – boundary impacts, and
2. To seek Executive Member approval to respond on the Council's behalf to future consultations to Local Plans and compliance with the Duty to Cooperate from neighbouring local authorities.

RECOMMENDATION(S)

3. To support the West Lancashire Local Plan and Draft Statement of Compliance with the Duty to Cooperate and seek a delegation to the Executive Member for LDF and Planning to respond on the Council's behalf to future consultations to Local Plans and compliance with the Duty to Cooperate from neighbouring local authorities where the response is to support the proposed Local Plan. Where the proposed response to any such consultation is to oppose the draft Local Plan, this will be brought back to Executive Cabinet for consideration.

EXECUTIVE SUMMARY OF REPORT

4. The Duty to Cooperate is a requirement of planning regulations and will need to be prepared to catalogue the evidence of the wide range of collaborative work with neighbouring authorities and other bodies that officers have undertaken in preparing their Local Plan. West Lancashire Borough Council has prepared a draft Statement of Compliance with the Duty to Cooperate to demonstrate a high level of co-operation with other authorities including Chorley Council and public bodies in the preparation of their West Lancashire Local Plan. There are a number of strategic cross boundary issues such as green belt land release to cover the development needs of West Lancashire, the provision of land for housing and employment requirements, net out- commuting and the provision for travellers. However, Chorley Council has not considered any strategic issues impact on the Chorley Borough area and has made no representations to the WLLP during its different stages of consultation and has no fundamental objection to the overall soundness of this plan or expressed any concerns regarding the level of co-operation engaged with by West Lancashire Borough Council. Chorley Council wishes to support the WLLP and its draft Statement of Compliance with Duty to Cooperate. Executive Member

approval is also sought to respond on the Council's behalf to future consultations to Local Plans and compliance with the Duty to Cooperate from neighbouring local authorities.

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 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)

- 5. To accord with planning legislation on the soundness of a Local Plan and the Duty to Cooperate.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 6. None.

CORPORATE PRIORITIES

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

Strong Family Support	x	Education and Jobs	x
Being Healthy	x	Pride in Quality Homes and Clean Neighbourhoods	x
Safe Respectful Communities	x	Quality Community Services and Spaces	x
Vibrant Local Economy	x	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 ON DUTY TO COOPERATE

- 8. The Localism Act and the Framework (NPPF) creates a duty on local planning authorities, county councils and other “prescribed” bodies to cooperate with each other to address strategic matters relevant to their areas in the preparation of a development plan document. The duty requires on going constructive and active engagement on the preparation of development plan documents and other activities relating to the sustainable development and use of land, in particular in connection with strategic infrastructure or matters that would fall under the remit of a county council.
- 9. Paragraph 181 of the NPPF (March 2012), states that “*Local planning authorities will be expected to demonstrate evidence of having effectively cooperated to plan for issues with cross-boundary impacts when their Local Plans are submitted for examination*”. Paragraph 181 also provides examples of how evidence of co-operation may be demonstrated, such as jointly prepared strategies or planning policies, joint committees with neighbouring

authorities to make decisions or memorandums of understanding to agree how authorities and bodies will co-operate with each other as they prepare planning policy or strategy.

10. The Framework also provides further guidance on the Duty, focusing on “*planning issues that cross administrative boundaries, particularly those which relate to the strategic priorities set out in paragraph 156*”. (S178). The Framework is clear that local planning authorities (LPAs) and other public bodies should work collaboratively on these strategic priorities and reflect this in Local Plans. These strategic priorities are:
 - the homes and jobs needed in the area;
 - the provision of retail, leisure and other commercial development;
 - the provision of infrastructure for transport, telecommunications, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat);
 - the provision of health, security, community and cultural infrastructure and other local facilities; and
 - climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment, including landscape.
11. Information on the Duty to Cooperate will accompany a Local Plan and this will set out the evidence as to how a Council has co-operated with neighbouring authorities and the “prescribed” bodies in the preparation of the development plan in relation to issues with potential cross-boundary impacts. The Framework (paragraph 182) states “The Local Plan will be examined by an independent inspector whose role is to assess whether the plan has been prepared in accordance with the Duty to Cooperate, legal and procedural requirements, and whether it is sound.

WEST LANCASHIRE LOCAL PLAN – DUTY TO COOPERATE STATEMENT OF COMPLIANCE (Draft)

12. The Publication version of the West Lancashire Local Plan (WLLP) was on deposit for representations between 9th August and 5th October 2012. It is one of the first published Local Plans under the National Planning Policy Framework and Localism Act, combining the Core Strategy and Site Allocations Development Plan Document in one document. West Lancashire Borough Council prepared a Draft Statement of Compliance with the Duty to Cooperate which was also subject to public consultation. The Submission version of the WLLP including the Statement of Compliance with the Duty to Cooperate will be submitted to the Secretary of State on the 31 October 2012.
13. The draft Statement of Compliance sets out where the WLLP may, potentially, have an impact on neighbouring authorities. The Statement raises a number of key cross-boundary strategic issues and includes more detailed discussion not only to demonstrate the legal compliance aspect of the Duty to Co-operate, but the soundness aspects of the Duty as well.
14. Paragraph 179 of the NPPF states local planning authorities should “*consider producing joint planning policies on strategic matters and informal strategies*”. West Lancashire Borough Council and Sefton Council did consider this approach but it was felt that no strategic issue was so significant as to warrant a joint strategy or planning policy given that each authority, at that time, intended to meet its own needs within their borough.
15. The significant cross-boundary strategic issues are:

Green Belt and Safeguarded Land

 - The WLLP identifies a shortage of brownfield development sites, and in response to the need for development, proposes the release of three areas of Green Belt land; two areas adjoining Ormskirk and one area adjoining Burcough; released for housing, access and new community infrastructure, employment; and university buildings and infrastructure. Of the total 135 hectares of Green Belt release some will be safeguarded for development if required in the plan period (under what the WLLP calls “Plan B”) or after 2027. In relation to the location of any Green Belt release, it was considered that it would be unsustainable

and inappropriate to locate a significant amount of development in the Green Belt on the edge of any of the Borough's villages, therefore leaving only the Key Service Centres as reasonable locations for this release.

Meeting Housing Need

- The Local Plan sets out how West Lancashire's own objectively-assessed housing needs will be met within West Lancashire, but does not provide any opportunity for the housing need of any neighbouring authority to be met within West Lancashire. West Lancashire Council at their Core Strategy Options stage (September 2009), consulted on five strategic options, including one where neighbouring authorities would help meet a proportion of West Lancashire's housing needs. However, this option was not taken any further because each neighbouring authority including Chorley Council responded to this consultation stating that they could not help meet any of West Lancashire's housing needs.
- In relation to the potential for West Lancashire to help meet the housing needs of a neighbouring authority(ies), paragraph 182 of the NPPF describes how a plan that is positively prepared is one that also meets "*the unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development*". West Lancashire Council have responded to meet any neighbouring authority's housing need, it could only be accommodated by the release of more Green Belt land and there is no reasonable justification that West Lancashire should do so, or that in doing so would be enabling sustainable development.
- The WLLP sets a housing requirement for 4,650 dwellings over the plan period, making a total annual requirement of 310 dwellings and allocates land for exactly the same number of dwellings as required. The Northern Parishes area (including Tarleton, Hesketh Bank, Banks, Mere Brow and Rufford) and Eastern Parishes area (Wrightington, Parbold) adjoins the Chorley Borough boundary. Within the rural area of the northern parishes 400 dwellings are proposed and for the eastern parishes rural area, 100 dwellings are proposed.

Employment Land Delivery.

- West Lancashire has co-operated with neighbouring authorities including Chorley Council in defining their 75 hectare employment land target and on proposals to release 10 ha of Green Belt in West Lancashire to meet employment land needs and 10 hectares for new university buildings at the Edge Hill University, Ormskirk. The WLLP does not require any neighbouring authorities to deliver West Lancashire's employment requirement. No neighbouring authority has approached West Lancashire to meet any unmet requirement.

Net Out-Commuting

- The WLLP does not propose to make West Lancashire net self-sufficient in relation to provision of employment opportunities and so West Lancashire will continue to rely on neighbouring authorities and the larger regional cities in the North West including Preston for a large proportion of its employment opportunities

Provision for Travellers

- West Lancashire received no objections from neighbouring authorities in relation to their traveller sites policy or to the potential use of Green Belt to meet these needs. The WLLP proposes to provide 21 permanent pitches for Gypsies and Travellers on up to 3 sites; 14 transit pitches for Gypsies and Travellers on 1 site; 7 permanent plots for Travelling Showpeople on 1 site. The WLLP proposes to locate permanent Gypsy and Traveller pitches close to the M58 corridor and within, or close to, Scarisbrick and to locate Transit pitches close to the M58 corridor. Plots for Travelling Showpeople shall be located within the Burscough area or close to the M58 corridor. Sites within the Green Belt in these broad locations will be considered where applicants can demonstrate that there are no other suitable sites within the locality and within settlement areas, using the requirements of West Lancashire's sequential test policy. West Lancashire can meet its own needs for

Travellers sites, but not to meet the needs of any neighbouring authority if that is required.

Other matters. These include;

- West Lancashire’s on going reliance on neighbouring authorities for certain services (e.g. retail and leisure) and infrastructure (e.g. transport). However, proposals in the Local Plan, such as those for Skelmersdale Town Centre and increased opportunities for employment within the Borough, will reduce this reliance on neighbouring authorities.
- The Ribble Estuary and Wetlands Regional Park is supported by the WLLP and no objections have been received to its inclusion and there is no impact on neighbouring authorities.

16. West Lancashire Borough Council has demonstrated a high level of co-operation with other authorities including Chorley Council and public bodies in the preparation of their WLLP. Chorley Council has made no representations to the WLLP during its different stages of preparation and consultation and has no fundamental objection to the overall soundness of the WLLP or expressed any concerns regarding the level of co-operation engaged with by West Lancashire Borough Council. Chorley Council wishes to support the WLLP and its draft Statement of Compliance with the Duty to Cooperate.

OTHER LOCAL PLANS FROM NEIGHBOURING AUTHORITIES

17. Executive Member approval is also sought to respond on the Council’s behalf to future consultations to Local Plans and compliance with the Duty to Cooperate from neighbouring local authorities.

CONCLUSION

18. West Lancashire Borough Council has demonstrated a high level of co-operation with other authorities including Chorley Council and public bodies in the preparation of their WLLP. In particular, it has participated in a number of joint projects with other authorities on key evidence base documents and has worked closely with key infrastructure providers to ensure that the WLLP will deliver what infrastructure is needed to address constraints. Chorley Council has made no representations to the WLLP during its different stages of consultation and has no fundamental objection to the overall soundness of this plan or expressed any concerns regarding the level of co-operation engaged with by the WLBC. Chorley Council wishes to support the WLLP and its draft Statement of Compliance with the Duty to Cooperate.

IMPLICATIONS OF REPORT

19. 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

20. There are no comments.

COMMENTS OF THE MONITORING OFFICER

21. The recommendation is appropriate to allow for a proper response to the West Lancashire BC consultation exercise, and the delegation enable an efficient and timely response to be provided to any other consulting Councils, where the consultation response is to support any draft plan.

LESLEY ANN FENTON
DIRECTOR OF PARTNERSHIPS, PLANNING AND POLICY

Background Papers			
Document	Date	File	Place of Inspection
West Lancashire Local Plan Publication 2012 – 2027 and	August 2012	http://www.westlancs.gov.uk/pdf/Final%20LP%20Publication%20-%20RGB_opti.pdf	West Lancs Council Website
Draft Statement of Compliance with Duty to Cooperate	August 2012	http://www.westlancs.gov.uk/pdf/Duty%20to%20Co-operate%20Statement%20of%20Compliance%20-%20draft%20Final%20060812.pdf	West Lancs Council Website

Report Author	Ext	Date	Doc ID
Alison Marland	5281	20 September 2012	***