



Overview and Scrutiny Committee

Agenda and Reports

For consideration on

Tuesday, 22nd January 2013

In Committee Room 1, Town Hall, Chorley

At 6.30 pm

PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT OVERVIEW AND SCRUTINY MEETINGS

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

14 January 2013

Dear Councillor

OVERVIEW AND SCRUTINY COMMITTEE - TUESDAY, 22ND JANUARY 2013

You are invited to attend a meeting of the Overview and Scrutiny Committee to be held in Committee Room 1, Town Hall, Chorley on Tuesday, 22nd January 2013 commencing at 6.30 pm.

AGENDA

1. **Apologies for absence**

2. **Minutes (Pages 1 - 4)**

To confirm the enclosed minutes of the Overview and Scrutiny Committee meeting held on 1 October 2012.

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 on the agenda will be asked to put their question(s) to the Committee. Each member of the public will be allowed to ask one supplementary question within his/her allocated 3 minutes.

5. **Consideration of call-in request: Chorley Remembers - Astley Coach House Gallery (Pages 5 - 42)**

To consider a request by Councillor Paul Leadbetter for the following decision of the Executive Leader on 11 December 2012 to be called in:

Chorley Remembers – Coach House Gallery

A copy of the call in request form which includes the call in procedure is attached, along with a copy of the above report which was approved by the Executive Leader on 11 December 2012.

The Executive Leader will be present to answer any questions.

6. **Budget and Medium Term Financial Strategy** (Pages 43 - 108)

Report of the Chief Executive to be considered by the Executive Cabinet on 17 January 2013 (enclosed)

7. **Executive Cabinet Minutes** (Pages 109 - 134)

To consider the enclosed minutes of the Executive Cabinet meetings held on 18 October, 22 November, 13 December 2012 (enclosed) and 17 January 2013 (to be tabled at the meeting)

8. **Overview and Scrutiny Performance Panel minutes** (Pages 135 - 140)

To confirm the enclosed minutes of the Overview and Scrutiny Performance Panel meeting held on Monday 17 December 2012.

9. **Call-In Panel minutes** (Pages 141 - 142)

To confirm the enclosed minutes of the Overview and Scrutiny Committee - Call-In Panel meeting held on Monday 17 December 2012.

10. **Crime and Disorder Scrutiny**

a) **Community Safety Performance Report** (Pages 143 - 150)

Report of the Chair of the Safer Chorley and South Ribble Partnership (enclosed)

b) **PCSO Role, Duties and Productivity** (Pages 151 - 158)

Report of the Chair of the Safer Chorley and South Ribble Partnership (enclosed)

c) **Independent Domestic Violence Advocacy (IDVA) Service Funding Update**
(Pages 159 - 162)

Report of the Chair of the Safer Chorley and South Ribble Partnership (enclosed)

11. **Monitoring of Receipt and Use of S106 Contributions** (Pages 163 - 170)

Report of Chief Executive (enclosed)

12. **Overview and Scrutiny Work Programme 2012/13** (Pages 171 - 172)

To consider the attached Overview and Scrutiny Work Programme for 2012/13.

13. **Councils Notice of Key Decisions (Pages 173 - 180)**

To receive and consider the Notice of Key Decisions published on 14 January 2013 (enclosed).

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

Adoption of Estates - Task and Finish Group

To receive a verbal update on the inquiry from the Chair, Councillor Matthew Crow.

15. **Frequency of meetings in 2013/14**

It is proposed to hold four main Overview and Scrutiny Committee's and four Overview and Scrutiny Performance Panels on an alternative basis in line with the Council's quarterly monitoring reports for 2013/14.

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

Yours sincerely



Gary Hall
Chief Executive

Dianne Scambler
Democratic and Member Services Officer
E-mail: dianne.scambler@chorley.gov.uk
Tel: (01257) 515034
Fax: (01257) 515150

Distribution

1. Agenda and reports to all Members of the Overview and Scrutiny Committee (Councillor Steve Holgate (Chair), Councillor Roy Lees (Vice-Chair) and Councillors Julia Berry, Matthew Crow, Graham Dunn, Robert Finnamore, Christopher France, Hasina Khan, Marion Lowe, Joyce Snape, Kim Snape and Ralph Snape for attendance.
2. Agenda and reports to Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places), Carol Russell (Democratic Services Manager) and Dianne Scambler (Democratic and Member Services Officer) for attendance.
3. Agenda and reports to Alistair Bradley (Leader of the Council) and Terry Brown (Executive Member (Places)) 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 آپکی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون
کیجئے: 01257 515823

Overview and Scrutiny Committee

Monday, 1 October 2012

Present: Councillor Steve Holgate (Chair), Councillor Roy Lees (Vice-Chair) and Councillors Matthew Crow, Graham Dunn, Robert Finnamore, Christopher France, Hasina Khan, Marion Lowe, Joyce Snape and Ralph Snape

Officers in attendance: Chris Moister (Head of Governance), Jamie Dixon (Head of Streetscene & Leisure Contracts) and Dianne Scambler (Democratic and Member Services Officer)

12.OS.133 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Julia Berry and Kim Snape.

12.OS.134 MINUTES

RESOLVED – That the minutes of the Overview and Scrutiny Committee meeting held on 3 September 2012 be held as a correct record for signing by the Chair.

12.OS.135 DECLARATIONS OF ANY INTERESTS

No declarations of any interest were received.

12.OS.136 PUBLIC QUESTIONS

There were no questions from any member of the public.

12.OS.137 MINUTES OF THE OVERVIEW AND SCRUTINY PERFORMANCE PANEL

RESOLVED – That the minutes of the Overview and Scrutiny Performance Panel meeting held on 17 September 2012 be noted.

12.OS.138 EXECUTIVE CABINET

There were no issues raised by any member of the Committee for the Executive Cabinet meeting held on 13 September 2012.

12.OS.139 UPDATE ON IMPLEMENTATION OF ACTIONS AGREED FOLLOWING THE OVERVIEW AND SCRUTINY TASK GROUP INQUIRY INTO HIGHWAYS ISSUES

The Committee received a report of the Director of People and Places that provided an update on the implementation of the actions agreed following the Overview and Scrutiny Task Group inquiry into highway issues.

The first six monthly update received by the Committee on 12 March 2012 had reported that all of the agreed recommendations had been actioned and this report provided further update on those actions that included:

- The street cleaning schedules and other highways information continued to appear in 'intheknow' and members had the opportunity to discuss and issues at the six monthly Neighbourhood meetings.
- Discussions regarding a longer term five year arrangement were currently taking place to continue the Council undertaking the highway verge cutting, previously done by LCC, in the outer Chorley area

- Arrangements for the Council to undertake the initial stages of overhanging vegetation onto the highway are also now in place.
- The gritting of the Council's car parks had now been incorporated into a Severe Winter Weather Action Plan (SWWAP) that had been produced to outline the operational arrangements during the winter period and all Members would be invited to a Winter Maintenance presentation on the 6 November to be presented by officers from both Chorley and Lancashire County Council that would provide information of the strategies to be put in place.

Members asked if the County Council could replenish the gritting bins more frequently around the Borough in the winter months, particularly after a hard frost and if their criteria on the allocation of grit bins could be looked into. It was also thought that more publicity was needed on the appropriate use of grit for residents to deter them from using it on their footpaths and driveways.

These were the types of issues that could be discussed at the Member Learning Session in November as officers from Lancashire County Council would be in attendance and Members of the Committee were urged to attend.

RESOLVED – That updated information in the report be noted.

12.OS.140 POLICE AND CRIME COMMISSIONERS

The Monitoring Officer, Chris Moister delivered a presentation that gave some information on the role and responsibilities of the Police and Crime Commissioner ahead of the forthcoming elections on 15 November 2012.

The Police Reform and Social Responsibility Act 2011 had introduced (amongst other things), the Police and Crime Commissioner and the Police and Crime Panel.

The role of the Commissioner would be:

- holding the chief constable to account for the delivery of the force
- setting and updating a police and crime plan
- setting the force budget and precept
- regularly engaging with the public and communities
- appointing, and where necessary dismissing, the chief constable

There were currently three confirmed candidates for the Election that was being co-ordinated by Blackburn with Darwen Borough Council. The Election would be using a Supplementary Vote system whereby the elector can chose first and second preferences, the candidate who receives more than 50% of the vote or the most after the second preference count will be elected as the Police and Crime Commissioner.

The role of the Police and Crime Panel is to

- support the Police and Crime Commissioner
- review and make recommendations on the Police and Crime Plan
- review the Annual Report
- power of Veto over the Police and Crime Commissioner's proposed precept.
- power of Veto of the Police and Crime Commissioner's Chief Constable candidate

The constitution and appointment will consist of the following:

- each authority in the police authority area of Lancashire will appoint one member to the Panel
- to achieve political balance, additional members (up to a maximum of three) can be co-opted.
- Two independent co-opted members (non-political) will be appointed.

The Monitoring Officer explained that there would be a local Count held at Chorley on Friday 16 November and all Members would be invited to attend.

RESOLVED – That the Committee note the information received in the report.

(a) Notice of 'key' decisions

The Committee received the current notice of 'key' decisions for information.

RESOLVED – That the notice of 'key' decisions be noted.

(b) Overview and Scrutiny Work Programme 2012/13

The Committee received the Overview and Scrutiny Work Programme for 2012/13.

RESOLVED – That the Work Programme be noted.

12.OS.141 REPORTS FROM THE TASK AND FINISH GROUPS

The Chair of the Overview and Scrutiny Task Group – Adoption of Estates, Councillor Matthew Crow updated the Committee on the work that had taken place to date on the review and submitted the scoping document for approval.

The Task Group has held its first meeting and has agreed the following terms of reference:

- To receive information on the number of un-adopted roads across the Borough, to understand the extent of the problem.
- To understand the process for adopting roads on new housing estates.
- To hear from residents through public consultation on the Gillibrand, Kittiwake, Buckshaw and Fairview Farm estates and to engage with Parish Councils and representatives of these sites.
- To talk to Developers, Chorley and Lancashire County Council and United Utilities Officers.

The Group's main objective would be to look at past performance, to identify areas where the process of adoption of estates had been both successful and less successful to learn from those experiences and to make recommendations to the Executive Cabinet as to how the process may be improved for the future.

RESOLVED – That the scoping document be approved.

Chair

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REQUEST FOR CALL-IN OF EXECUTIVE DECISION

I wish to register a request for the following Executive decision to be called in for reconsideration prior to implementation. My objection to the decision and alternative decision/proposal are set out below

Decision taken at/by EXECUTIVE LEADER Date published 11.12.12

Decision Title: CHORLEY REMEMBERS - COACH HOUSE GALLERY

I am (please tick appropriate box)

- Chorley Councillor
- a resident of the Borough
- the Chair or Secretary of a voluntary group with an interest in the Borough
- a proprietor or director of a local business situated in the Borough

The Objection and Alternative Decision/Proposal

Continue on a separate sheet if necessary (500 words maximum)

The Objection is:

① The Report does not address whether the council's proposed exclusive use of the gallery to a sole organisation meets the original Heritage Funding condition requirements of that gallery is for community use.

The alternative decision/proposal is:

- ① That an equality assessment is undertaken
- ② That the gallery remains the accepted venue for all user groups
- ③ The Chorley remembers project is found alternative accommodation for the first accommodation

The case for the alternative is:

- 1) The Council has not undertaken an equality assessment
- 2) Botley Hall is the home of the town war memorial
- 3) The Heritage Funding for the coach house was for all community groups and to increase general footfall encouraging increased public use.

Name: <u>PAUL LEADBETTER</u> (please print)	Signature: <u>[Signature]</u>	Date: <u>24 DEC 2012</u>
Address: <u>ROSE COTTAGE</u> <u>MILL LANE</u> <u>CHARNOCK RICHARD</u> <u>CHORLEY</u> <u>LANCASHIRE PR7 5LR</u>	Daytime Tel No: <u>01257 795559</u>	Mobile No: <u>07926 089450</u>
	E-Mail: <u>paul.leadbetter@chorley.gov.uk</u>	

Please complete and return this form to the Head of Democratic Services, Town Hall, Chorley, PR7 1DP. Alternatively you may fax the form on 01257 515150. Should you have any queries About completing the form please telephone 01257 515118.

The objection

The report does not address whether the Councils proposed exclusive use of the gallery to a sole organisation meets the original Heritage Funding condition requirements of that the gallery is for community users.

The report does not address users concerns relating to a lack of disabled access in Astley Hall

The report removes the widely accepted principle that the gallery is for all users groups and no equality assessment impact has been undertaken.

Alternative

That an equality assessment is undertaken

That the gallery remains the accepted venue for all user groups

The Chorley Remembers project is found alternative accommodation for its fixed exhibition

The case for alternative

The Council has not undertaken an equality assessment

Astley Hall is the home of the town war memorial

The heritage funding for the coach house was for all community groups and to increase the general footfall of the scheme encouraging greatest public user and any contracted operations running from the park and coach house

Call-in Request: Accepted Rejected

Reason for Rejection: _____

Signed: _____

(Chair of Overview and Scrutiny Committee)

Date: _____

2/10/13.

Guidance Notes

1. Requests can be made by members of the local community and Borough Councillors under the Council's 'call-in' procedure for executive decisions that have not been implemented to be reconsidered by the person or body who made them. The Council's Overview and Scrutiny Toolkit and Constitution provide more information on what constitutes an executive decision. Both are available on the Council's Website www.chorley.gov.uk/scrutiny. Alternatively further guidance can be sought from the contacts given above.

Decisions which relate to individual applications for licences or planning permission cannot be called in as they are not executive decisions.

2. Call-in requests must be made in writing received by the Head of Democratic Services at the address given overleaf within 10 working days of the relevant decision being published. All requests must state the decision reference number, title, and the reasons for the objection to the decision and present an alternative decision or proposal for consideration.
3. All requests for call-in are considered initially by the Chair of the Overview and Scrutiny Committee (OSC) who will reject any considered to be frivolous, defamatory, incomplete or otherwise outside the scope of the call-in procedure or inappropriate for consideration. Call-in requests accepted by the OSC Chair will, where practicable (having regard to when the decision is likely to be implemented), be submitted to the next meeting of the OSC (provided they are received before the meeting agenda has closed). If it is not practicable for consideration of a call-in request to wait until the next OSC meeting, the Chair with the agreement of 3 other Members of the OSC may decide to call-in the decision.
4. Where a decision is referred back to the original decision-maker no steps shall then be taken to implement the decision until it has been reconsidered by the body or person who made it. If a decision is referred to Council, the Council will decide at its next meeting whether to review or scrutinise the decision and if so, when and how. But there is no obligation in that event to postpone any implementation of the decision. If the Council does decide to review or scrutinise the decision, the Council will only have power to express views or make recommendations to the body or person who made it, unless it was not in accordance with the Policy Framework or was contrary to or not wholly consistent with the Budget.
5. The OSC may itself decide within 2 months of a decision being made to review and scrutinise it and formulate views or recommendations for consideration by the Cabinet and or the body or person who made the decision. Those views or recommendations must then be considered within three months.
6. Where the OSC refers a decision back, the decision-maker is under an obligation to reconsider the original decision in the light of the representations made. There is no requirement however, to change the decision. Following such reconsideration, the decision, with or without modification, may be implemented and it cannot be call-in again.
7. Call-in requests will be acknowledged within 5 working days of receipt. Decisions regarding the request will be notified to the originator of the call-in request by the Head of Democratic Services within 5 working days of the decision being taken.
8. Where a call in request is not appropriate, it could be that a request for a scrutiny inquiry is an alternative form of action.

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Report of	Meeting	Date
Director of People & Places (Introduced by the Executive Leader, Alistair Bradley)	Executive Member Decision	11 December 2012

CHORLEY REMEMBERS – COACH HOUSE GALLERY

PURPOSE OF REPORT

1. To provide an update on expansion and enhancement of the memorial room at Astley Hall element of the Chorley Remembers Heritage Lottery Fund (HLF) project.
2. To consider the feedback and comments received regarding the proposed change of use of the gallery in the Coach House and make a decision regarding the future use of the gallery room for the Chorley Remembers exhibition.

RECOMMENDATION(S)

3. To approve the use of the Coach House Gallery for the Chorley Remembers exhibition to include a review after 2 years.
4. That the Council continue to work with the local groups affected to provide suitable alternative arrangements as detailed in section 21 of the report.
5. To approve the commissioning and completion of the necessary works as detailed in sections 24 to 26.

EXECUTIVE SUMMARY OF REPORT

6. The report provides an update on the expansion and enhancement of the memorial room element of the Chorley Remembers HLF project. The recommendation is approve the use of the gallery room in the Coach House and work with the various local groups to provide suitable alternative exhibition space.

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

(If the recommendations are accepted)

7. To approve the use of the Coach House Gallery for the use of the Chorley Remembers exhibition and to ensure that more of the funding can be focused on providing high quality display material rather than the upgrading electrical and lighting systems.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

8. To locate the Chorley Remembers exhibition in the Memorial room and Townley room at Astley Hall.

CORPORATE PRIORITIES

9. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	x

BACKGROUND

- 10. The original proposal was to develop the Memorial and Townley Parker rooms at Astley Hall to accommodate an enhanced exhibition display. A significant element of the project funding is directed towards upgrading the limited electrical supply and lighting.
- 11. At the Executive Cabinet on 21st June 2012, Members approved the option to use part of the Coach House to accommodate this element of the Chorley Remembers project.
- 12. The Coach House already has adequate electrical and lighting, it would mean that more funding could be directed towards improving exhibition materials and display equipment. The exhibition would also be more accessible and would enhance the overall offer to visitors.

UPDATE

- 13. Following the Executive Cabinet decision on 21st June 2012 approving the option to use part of the Coach House, it was established that the preferred room in the Coach House for the Chorley Remembers exhibition was the gallery. This was due to the room size, space available, electrics and lighting of the room.
- 14. During July and August six individuals / groups that had bookings in the gallery from October were contacted to advise them that the room may no longer be available and to arrange a suitable alternative. Although this process took longer than expected, due to availability over the holiday period and the focus on the cenotaph element of the project at the time, satisfactory alternatives have been agreed with everybody contacted.
- 15. Due to staff availability at the Council and Chorley Remembers it was not possible to brief the Astley Advisory group at their scheduled quarterly meeting on 15th August. Therefore, a separate one-off meeting was arranged for the 5th September to discuss the Chorley Remembers project and the use of the gallery room. There were a number of concerns raised and following this meeting it was agreed that Council officers would meet with affected groups to discuss their concerns. A letter was also received on 12th September from Maurice Houghton, Vice Chair of Friends of Astley Park requesting further consultation (see Appendix 1).
- 16. On 27th September the Council wrote to members of the Astley Advisory group to seek their views and feedback regarding the proposed future use of the galley. A total of eight responses have been received and are attached in Appendix 2. A meeting has also been held with Rosemary Boyd to discuss the use of rooms in Astley Hall to house the Chorley Remembers Exhibition and further letters have been received (see Appendix 3) from Chorley Paintbox a group of local amateur artists (w/c 5th November) and Marion Rawnsley (w/c/ 12th November) (see Appendix 3).

17. The general feedback and points raised include:
 - Lack of consultation and objection to the loss of the gallery.
 - General support for the Chorley Remembers project overall.
 - Concern regarding the future viability of a permanent exhibition in the gallery.
 - Lack of disabled access at Astley Hall gallery.
 - The Chorley Remembers exhibition should be situated in Astley Hall
 - Loss of gallery space for local groups / organisations
 - Lack of suitability of other rooms in the Coach House.
18. A meeting with the Lodge Artists has taken place and the use of Astley Hall as an alternative with increased opening hours has been agreed for 2012. For 2013 a similar solution has been proposed together with use of the other Coach House rooms to provide a 'taster' experience to draw visitors from the Coach House into the Hall.
19. A separate meeting was arranged with Glyn Davies from Chorley Photographic Society on 7th November. Attached in Appendix 4 are two letters received from the Chorley Photographic Society outlining their objection to and concerns regarding the proposed future use of the gallery. The society founded in 1894, has over a hundred members and has a national and international reputation as an amateur photographic society. The main concerns highlighted were the limited consultation, the loss of the gallery space and the viability of a permanent exhibition that could lose its appeal and attraction over time. They felt that there are other rooms within the Coach House that would be better suited for the Chorley Remembers exhibition. During the meeting arrangements for the society's annual exhibition were discussed that is booked in the Astley Hall gallery for 6 weeks starting July 2013. An option to offer extended opening days during this period, such as a Tuesday was discussed. The potential use of part of the Farmhouse was also discussed to potentially accommodate a permanent rotating exhibition space to display various photographic works.
20. On 20th November the Council Leader Alistair Bradley attended the Astley Advisory Group to listen to the group's feedback regarding the future use of the gallery for the Chorley Remembers project.
21. Should the gallery space be provided for the Chorley Remembers exhibition the Council will need to continue to work closely with affected local groups to provide suitable alternatives. This could be achieved by:
 - Adapting the Farmhouse building to provide an additional exhibition space.
 - Prioritising exhibition space in the Astley Hall gallery for local groups / artists.
 - Extending the opening hours for the Astley Hall gallery for local exhibitions.
 - Providing temporary exhibition space in the two other rooms in the Coach House and in the Townley Parker room at the Hall
 - Exploring other alternatives such as the use of other Council buildings and sites in the town centre.
22. The Chorley Remembers exhibition offers major investment of £78K and will provide a high quality exhibition that will appeal to a range of different people and ages and includes interactive displays and areas that can accommodate new and updated material. Approving the use of the gallery room for the Chorley Remembers exhibition will ensure that more funding is directed towards the display material rather than upgrading the electrical supply and lighting as was the case with the original proposal using Astley Hall.
23. Although the space in the gallery would be used by the Chorley Remembers exhibition on a longer term basis this would be subject to review after 2 years.

PROPOSED WORKS

- 24. The work to accommodate the Chorley Remembers Exhibition in the Coach House Gallery is detailed in Appendix 5. The work will be commissioned and funded by Chorley Remembers through HLF funding and the Chorley Remembers Appeal fund. It is envisaged that this work will take approximately 8 weeks starting in January with completion in March. As part of the exhibition the memorial room at Astley hall will also be redecorated and new lights will be installed. This room will also include a new interpretation board outlining the work undertaken by Susannah Knight to create the original memorial books, known officially as the ‘golden books’.
- 25. The Council’s Planning Conservation officer has reviewed the proposed changes and has not raised any concerns.
- 26. As the gallery is owned by the Council, a license will be granted to Chorley Remembers to undertake the work and to ensure that the appropriate insurances are in place.

IMPLICATIONS OF REPORT

- 27. 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

- 28. The Chorley Remembers exhibition is fully funded through the Chorley Remembers HLF funding. The costs to provide alternative exhibition space or to adapt the Farmhouse will be met within existing budgets where possible. Any additional funding requirements will be reported to Members for approval.

COMMENTS OF THE MONITORING OFFICER

- 29. None save to support the requirements included at paragraph 26.

JAMIE CARSON
 DIRECTOR OF PEOPLE AND PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jamie Dixon	5250	29-11-2012	EMD CR Coach House Gallery

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 11/12/12.

Councillor
Executive Member Designation

Appendix 1

James Carroll
 Director, People and Planet
 Climate Change Council

Dear Sir

I am writing to you on behalf of The Friends of Anley (FOA) to ask that the implementation of the elements of the Anley Community Project, which involve the use and purchase of the property in the Green House for residential use, will be carried out in a way that has been carried out.

Our members appreciate and support the Remembrance Extension Project, but are concerned that the proposed development affecting The Green House has not been subject to consultation with all interested parties, a fact which was acknowledged by James Carroll at the special meeting of The Anley Advisory Group held last week.

We look forward to receiving your comments.

Yours faithfully,
 Martin Hopwood
 Vice Chair, Friends of Anley Park

James Carroll
 Director, People and Planet
 Climate Change Council
 01273 211306

Jamie Carson,
Director People and Places,
Chorley Borough Council

12TH September 2012

Dear Sir,

I am writing to you on behalf of The Friends of Astley Park(FOAP) to ask that the implementation of the element of the Chorley Remembers Project, which involves the sole and permanent use of The Gallery in the Coach House, be suspended until a full and effective consultation has been carried out.

Our members appreciate and support The Remembrance Experience Project, but are concerned that the proposed development affecting The Coach House has not been subject to consultation with all interested parties, a fact which was acknowledged by Peter Wilson and Jamie Dixon at the special meeting of The Astley Advisory Group held last week.

We look forward to receiving your comments.

Yours faithfully.

Maurice Houghton
Vice Chair. Friends of Astley Park

Appendix 2

Date	Group	Name
12/10/2011	Individual	Thomas Boyd
12/10/2011	Individual	John Johnson
12/10/2011	Individual	John Johnson
12/10/2011	Individual	Bob Harris
12/10/2011	Individual	Carla Brown
12/10/2011	Individual	James Brown
12/10/2011	Individual	Ken Smith
12/10/2011	Individual	Bill Cooper

Name	Group	Date
Rosmary Boyd	Individual	14/10/2012
Joan Dickinson	Individual	03/10/2012
John Harrison	Individual	03/10/2012
Boyd Harris	Individual	02/10/2012
Estelle Bryers	Individual	28/09/2012
Yvonne Curwen	Find your feet – walking for health	27/09/2012
Kath Almond	Individual	26/10/2012
Mike Coppin	Individual	19/11/2012

Jamie Dixon

From: Jamie Carson
Sent: 15 October 2012 09:36
To: 'Rosemary Boyd'
Cc: Alison Stringfellow; Jamie Dixon
Subject: RE: Re Astley Hall Coach House

Hi Rosemary ... Jamie Dixon is coordinating the responses. Jamie is on leave at the moment; he is back in work on Tuesday, 23 October.

Alison ... please can you contact Rosemary and set a meeting up for when Jamie Dixon is back?

Rosemary ... is it possible to email your plan in advance of the meeting?

Thanks.

Jamie Carson
Director People and Places
Chorley Council

☎ 01257 515151 | 🌐 www.chorley.gov.uk

From: Rosemary Boyd [<mailto:>]
Sent: 15 October 2012 09:28
To: Jamie Carson
Subject: RE: Re Astley Hall Coach House

Hello Jamie

Thank you for your email. What is going happen when the responses have been looked at will there be a meeting / consultation. I did think you would be interested enough to look at the plan be evidently not but I do know people who are interested who would like to

look at the plan and have Astley Hall as the main War Memorial as was intended.

I would rather go through the council than go to an outside body as I see it you have not got time to deal with this situation so there is not much option.

Regards

Rosemary.

From: Jamie Carson [<mailto:jamie.carson@chorley.gov.uk>]
Sent: 15 October 2012 08:20
To:
Subject: ke: Re Astley Hall Coach House

Hi Rosemary

Thanks for your email and comments, I'll make sure they are added to the other responses.

Sorry, but I've got back to back meetings most days this week.

Regards

Sent from my Blackberry

Jamie Carson
Director of People and Places
Chorley Council
01257 515151

From: Rosemary Boyd [<mailto:>]
Sent: Sunday, October 14, 2012 08:11 PM
To: Jamie Carson
Subject: Re Astley Hall Coach House

Dear Jamie

I am contacting you on an individual basis. I know the Friends of Astley Park have already responded to the letter from Jamie Dixon but I would like to make a few points. I feel that Astley Hall is the war memorial and is the most fitting place for the Chorley Remembers group to have their exhibitions. I think the Chorley Remembers project is wonderful but the choice gallery is wrong and will have devastating effects on other groups. There are 4 rooms that can be used at Astley Hall

In the planning permission dated 4th May 2006 it states classroom, exhibition space and a shop associated with Astley Hall. I have contacted the HLF they said to contact you in first instance they are logging all concerns from the public on this matter. It is disappointing that Astley Hall has lost the shop. If the disabled access to Astley Hall is a problem for the Chorley Remembers visitors it would be the same for the local community and art groups going up stairs. The whole scheme of things needs to be re assessed as it is very unfair the local artist and community..

I have made a plan which I would like you to see using Astley Hall for the purpose of a war memorial which was Reginald A. Tatton wish.

If you are free Monday on morning I can come in and see you.

Regards

Rosemary

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Jamie Dixon

From: Joan Dickinson
Sent: 03 October 2012 16:08
To: Jamie Dixon
Cc: JOHN HARRISON
Subject: Astley Hall Coach House.

Hello Jamie, I am contacting you on an individual basis, to add my support to John Harrison and Boyd Harris's comments regarding Astley Hall Coach House. I also was under the impression that the Coach House was to serve the needs of all local organisations, when required, not one specific body constantly. Every community organisation is special to its group, but this shouldn't be at the exclusion of others. Regards Joan Dickinson. Heathfields Heath Charnock.

Jamie Dixon

From: JOHN HARRISON
Sent: 03 October 2012 10:24
To: Jamie Dixon
Cc: PeterRobinson; JoanDickinson; RosemaryBoyd; BoydHarris; Cllr Dennis Edgerley; Cllr Marion Lowe; Cllr Adrian Lowe; Cllr Terence Brown
Subject: Re: Astley Hall Coach House - Gallery

Hi Jamie,

Having read Boyd Harris's email to you about Astley Hall Coach House, I want to add my support to his view of the Council's proposal. I am contacting you on an individual basis and copying this to my ward councillors.

It was my understanding that the excellent exhibition space at the Coach House was to serve the needs of all local community organisations. I do not think that it would be fair for one group to be favoured by being given exclusive use of this space and thereby disadvantaging all other local groups and organisations.

John Harrison
 12, Epsom Close
 Great Knowley
 Chorley

From: Boyd Harris
To: "jamie.dixon@chorley.gov.uk" <jamie.dixon@chorley.gov.uk>
Cc: PeterRobinson; JoanDickinson; JOHNHARRISON; RosemaryBoyd
Sent: Tuesday, 2 October 2012, 16:21
Subject: Astley Hall Coach House - Gallery

Hello Mr Dixon

I have received a copy of an email where you request feedback from various groups about the use of the exhibition room in the Coach House for the 'Chorley Remembers' project.

I thought I'd send you my thoughts as a private individual even though I am a member of Chorley Photographic Society and Chorley Historical and Archaeological Society.

It is usually difficult to get a group representation with such subjects as groups are a collection of individuals with varying opinions.

After considering the various options in your '27 September 2012, Astley Hall Coach House - Gallery' email I don't consider moving the exhibition space currently at the Coach House out to other venues as a sensible solution.

As an exhibition rooms it should remain as such. If the 'Chorley Remembers' project needs a room I don't see what is wrong with the Townley Parker room at Astley Hall.

If further work is needed to improve access to the room then this should be funded by the 'Chorley Remembers' project.

Boyd Harris
 Whittle-le-Woods

----- Forwarded Message -----

From: PETER ROBINSON
To: JoanDickinson

JOHN HARRISON

BoydHarris

Sent: Thursday, 27 September 2012, 17:20
Subject: Fw: Astley Hall Coach House - Gallery

Hi all,

Please see attached for any thoughts on the proposal.

Thanks

Peter

----- Forwarded Message -----

From: Jamie Dixon <jamie.dixon@chorley.gov.uk>

To:

Sent: Thursday, 27 September 2012, 16:31

Subject: Astley Hall Coach House - Gallery

Dear Astley Advisory Group Member,

Further to the meeting on 5th September with the Astley Advisory Group to discuss the Chorley Remembers project, please find below further information regarding the use of the Gallery at the Coach House.

Originally, the Chorley Remembers exhibition was going to go in the Townley Parker room at the Hall. The main disadvantage of this is that there would be limited access for people with disabilities and it would require significant funding to be allocated to upgrading the electrics and information technology links. Therefore, the Council's preference is to house the exhibition in the Gallery room at the Coach House which already has disabled access and electrics in place.

The potential downside of moving the exhibition to the Gallery is the impact it has on other temporary exhibitions. However, the Council feel that this can be managed as follows:

- Focussing temporary exhibitions in the Astley Hall gallery on groups /artists with a local connection. We currently buy in some exhibitions and by focussing on local groups/artists we will be able to meet local requests in the spaces available.
- Purchasing some temporary exhibition display equipment that can be used in the two other rooms in the Coach House and also in the Townley Parker room at the Hall. This will increase the capacity to hold exhibitions at Astley Coach House and Astley Hall. This display equipment will also make it easier for exhibitions to be held in other locations within the Borough in, for example, the Lancastrian, empty shops, village halls etc.

The focus on local groups/artists and the potential to make better use of the 3 additional spaces, the gallery in the Hall and other spaces will increase opportunities for groups that have previously exhibited in the Gallery.

Together with the measures outlined above, the Council would also like to invite feedback and comments from groups representing Astley Hall and Park users. This will help to identify any further measures that can be considered to improve the exhibition space for local groups /artists. Please send any feedback /comments to myself by 15th October 2012 either by email to jamie.dixon@chorley.gov.uk or to the address below.

Jamie Dixon
Chorley Council
Town Hall
Market Street

Chorley
PR7 7DP

Please do not hesitate to contact me if you require any further information.

Thanks,

Jamie

Jamie Dixon
Head of Streetscene & Leisure Contracts
Chorley Council

☎ 01257 515151 | 🌐 <http://www.chorley.gov.uk/>

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Jamie Dixon

From: Boyd Harris
Sent: 02 October 2012 16:22
To: Jamie Dixon
Cc: PeterRobinson; JoanDickinson; JOHNHARRISON; RosemaryBoyd
Subject: Astley Hall Coach House - Gallery

Hello Mr Dixon

I have received a copy of an email where you request feedback from various groups about the use of the exhibition room in the Coach House for the 'Chorley Remembers' project.

I thought I'd send you my thoughts as a private individual even though I am a member of Chorley Photographic Society and Chorley Historical and Archaeological Society.
 It is usually difficult to get a group representation with such subjects as groups are a collection of individuals with varying opinions.

After considering the various options in your '27 September 2012, Astley Hall Coach House - Gallery' email I don't consider moving the exhibition space currently at the Coach House out to other venues as a sensible solution.

As an exhibition rooms it should remain as such. If the 'Chorley Remembers' project needs a room I don't see what is wrong with the Townley Parker room at Astley Hall.

If further work is needed to improve access to the room then this should be funded by the 'Chorley Remembers' project.

Boyd Harris
 Whittle-le-Woods

----- Forwarded Message -----

From: PETER ROBINSON
To: JoanDickinson · JOHN HARRISON · BoydHarris

Sent: Thursday, 27 September 2012, 17:20
Subject: Fw: Astley Hall Coach House - Gallery

Hi all,

Please see attached for any thoughts on the proposal.

Thanks

Peter

----- Forwarded Message -----

From: Jamie Dixon <jamie.dixon@chorley.gov.uk>
To:
Sent: Thursday, 27 September 2012, 16:31
Subject: Astley Hall Coach House - Gallery

Dear Astley Advisory Group Member,

Further to the meeting on 5th September with the Astley Advisory Group to discuss the Chorley Remembers project, please find below further information regarding the use of the Gallery at the Coach House.

Originally, the Chorley Remembers exhibition was going to go in the Townley Parker room at the Hall. The main disadvantage of this is that there would be limited access for people with disabilities and it would require significant funding to be allocated to upgrading the electrics and information technology links. Therefore, the Council's preference is to house the exhibition in the Gallery room at the Coach House which already has disabled access and electrics in place.

The potential downside of moving the exhibition to the Gallery is the impact it has on other temporary exhibitions. However, the Council feel that this can be managed as follows:

- Focussing temporary exhibitions in the Astley Hall gallery on groups /artists with a local connection. We currently buy in some exhibitions and by focussing on local groups/artists we will be able to meet local requests in the spaces available.
- Purchasing some temporary exhibition display equipment that can be used in the two other rooms in the Coach House and also in the Townley Parker room at the Hall. This will increase the capacity to hold exhibitions at Astley Coach House and Astley Hall. This display equipment will also make it easier for exhibitions to be held in other locations within the Borough in, for example, the Lancastrian, empty shops, village halls etc.

The focus on local groups/artists and the potential to make better use of the 3 additional spaces, the gallery in the Hall and other spaces will increase opportunities for groups that have previously exhibited in the Gallery.

Together with the measures outlined above, the Council would also like to invite feedback and comments from groups representing Astley Hall and Park users. This will help to identify any further measures that can be considered to improve the exhibition space for local groups /artists. Please send any feedback /comments to myself by 15th October 2012 either by email to jamie.dixon@chorley.gov.uk or to the address below.

Jamie Dixon
Chorley Council
Town Hall
Market Street
Chorley
PR7 7DP

Please do not hesitate to contact me if you require any further information.

Thanks,

Jamie

Jamie Dixon
Head of Streetscene & Leisure Contracts
Chorley Council

☎ 01257 515151 | 🌐 <http://www.chorley.gov.uk/>

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From: [Name] <[Email]@chorley.gov.uk>
Sent: 27 September 2011, 10:31
To: [Name]
Subject: [Subject]

Dear [Name],
I am delighted that you have agreed to exhibit at the Coach House. I have been to most of the exhibitions and thought they were all very good. The Coach House was the reason why it was so great that Chorley has an exhibition space in the Coach House. I agree that the other rooms seem to be under used, but they are meeting rooms, not gallery space. I think that the other rooms would be better in these other rooms.

Local News

From: [Name] <[Email]@chorley.gov.uk>
Sent: 27 September 2011, 10:31
To: [Name]
Subject: [Subject]

Dear [Name],
Further to the meeting on 27 September with the Arts Advisory Group to discuss the Library extension project, please find below further information regarding the use of the Gallery at the Coach House.
Originally, the Library extension was going to be in the Towseley Library, which room is the Hall. The main disadvantage of this is that there would be limited access for people with disabilities and it would require significant funding to be allocated to upgrading the electricity and information technology etc. Therefore, the Council's preference is to house the extension in the Gallery room in the Coach House which already has disabled access and electricity in place.
The potential downside of moving the extension to the Gallery is the impact it has on other temporary exhibitions. However, the Council feel that this can be managed as follows:
* Increasing temporary exhibitions in the Arts Hall gallery as groups learn with a new connection. We currently pay in some exhibitions and by increasing on next groupings we will be able to meet local capacity in the region available.
* Purchasing some temporary exhibition display equipment that can be used in the two other rooms in the Coach House and also in the Towseley Library room in the Hall. This will increase the capacity to hold exhibitions in Arts Hall, Coach House and Arts Hall. This display equipment will also make it easier for exhibitions to be held in other rooms within the Coach House in the future. The equipment will be stored in the Coach House.
The focus on local exhibitions and the potential to make them one of the 3 exhibition spaces in the Coach House will increase opportunities for groups that have previously exhibited in the Coach House.

Jamie Dixon

From: e bryers
Sent: 28 September 2012 22:02
To: Jamie Dixon
Subject: Re: Astley Hall Coach House - Gallery

Dear Jamie.

A few thoughts.

I was delighted when Chorley finally had a beautiful, accessible, appropriately situated exhibition space, the Coach House.

I have been to most of the exhibitions, and brought other people to it.

The Access issues were the reason why it was so great that Chorley has an exhibition space in the Coach House.

I agree that the other rooms seem to be under used, but they are meeting rooms, not gallery space. If Chorley Remembers need information tec this would be better in these other rooms.

Estelle Bryers

From: Jamie Dixon <jamie.dixon@chorley.gov.uk>
To:
Sent: Thursday, 27 September 2012, 16:31
Subject: Astley Hall Coach House - Gallery

Dear Astley Advisory Group Member,

Further to the meeting on 5th September with the Astley Advisory Group to discuss the Chorley Remembers project, please find below further information regarding the use of the Gallery at the Coach House.

Originally, the Chorley Remembers exhibition was going to go in the Townley Parker room at the Hall. The main disadvantage of this is that there would be limited access for people with disabilities and it would require significant funding to be allocated to upgrading the electrics and information technology links. Therefore, the Council's preference is to house the exhibition in the Gallery room at the Coach House which already has disabled access and electrics in place.

The potential downside of moving the exhibition to the Gallery is the impact it has on other temporary exhibitions. However, the Council feel that this can be managed as follows:

- Focussing temporary exhibitions in the Astley Hall gallery on groups /artists with a local connection. We currently buy in some exhibitions and by focussing on local groups/artists we will be able to meet local requests in the spaces available.
- Purchasing some temporary exhibition display equipment that can be used in the two other rooms in the Coach House and also in the Townley Parker room at the Hall. This will increase the capacity to hold exhibitions at Astley Coach House and Astley Hall. This display equipment will also make it easier for exhibitions to be held in other locations within the Borough in, for example, the Lancastrian, empty shops, village halls etc.

The focus on local groups/artists and the potential to make better use of the 3 additional spaces, the gallery in the Hall and other spaces will increase opportunities for groups that have previously exhibited in the Gallery.

Together with the measures outlined above, the Council would also like to invite feedback and comments from groups representing Astley Hall and Park users. This will help to identify any further measures that can be considered to improve the exhibition space for local groups /artists. Please send any feedback /comments to myself by 15th October 2012 either by email to jamie.dixon@chorley.gov.uk or to the address below.

Jamie Dixon
 Chorley Council
 Town Hall
 Market Street
 Chorley
 PR7 7DP

Please do not hesitate to contact me if you require any further information.

Thanks,

Jamie

Jamie Dixon
 Head of Streetscene & Leisure Contracts
 Chorley Council

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Jamie Dixon

From: YVONNE CURWEN
Sent: 27 September 2012 18:24
To: Jamie Dixon
Cc: Sarah Leach; GwynethTench
Subject: Re: Astley Hall Coach House - Gallery

Hello Jamie,

I am not sure about the background to this, but know that there is a permanent exhibition in Astley Hall, commemorating the Chorley Pals, so I would presume the obvious place for the Chorley Remembers project would be Astley Hall, assuming that it is to be a permanent exhibition. You must forgive my lack of knowledge on this, but I was not at the meeting, so am trying to catch up, and read your mind on it. If the Chorley Remembers project is to be a temporary display, during winter months, then I can see no reason why it can not be positioned in the Coach House gallery, which would mean it could be available for people to view all week, rather than two part days at the week-end. An even better space could be the class-room downstairs in the Coach House, as it would be very easily accessible to all visitors, whether they have a disability or not, thus leaving the gallery room in the Coach House free as a class-room. Just a suggestion.

I hope the above has been helpful.

regards

Yvonne Curwen

Find Your Feet - Walking for Health.

From: Jamie Dixon <jamie.dixon@chorley.gov.uk>
To:
Sent: Thursday, 27 September 2012, 16:31
Subject: Astley Hall Coach House - Gallery

Dear Astley Advisory Group Member,

Further to the meeting on 5th September with the Astley Advisory Group to discuss the Chorley Remembers project, please find below further information regarding the use of the Gallery at the Coach House.

Originally, the Chorley Remembers exhibition was going to go in the Townley Parker room at the Hall. The main disadvantage of this is that there would be limited access for people with disabilities and it would require significant funding to be allocated to upgrading the electrics and information technology links. Therefore, the Council's preference is to house the exhibition in the Gallery room at the Coach House which already has disabled access and electrics in place.

The potential downside of moving the exhibition to the Gallery is the impact it has on other temporary exhibitions. However, the Council feel that this can be managed as follows:

- Focussing temporary exhibitions in the Astley Hall gallery on groups /artists with a local connection. We currently buy in some exhibitions and by focussing on local groups/artists we will be able to meet local requests in the spaces available.
- Purchasing some temporary exhibition display equipment that can be used in the two other rooms in the Coach House and also in the Townley Parker room at the Hall. This will increase the capacity to hold exhibitions at Astley Coach House and Astley Hall. This display equipment will also make it easier for exhibitions to be held in other locations within the Borough in, for example, the Lancastrian, empty shops, village halls etc.

The focus on local groups/artists and the potential to make better use of the 3 additional spaces, the gallery in the Hall and other spaces will increase opportunities for groups that have previously exhibited in the Gallery.

Together with the measures outlined above, the Council would also like to invite feedback and comments from groups representing Astley Hall and Park users. This will help to identify any further measures that can be considered to improve the exhibition space for local groups /artists. Please send any feedback /comments to myself by 15th October 2012 either by email to jamie.dixon@chorley.gov.uk or to the address below.

Jamie Dixon
Chorley Council
Town Hall
Market Street
Chorley
PR7 7DP

Please do not hesitate to contact me if you require any further information.

Thanks,

Jamie

Jamie Dixon
Head of Streetscene & Leisure Contracts
Chorley Council

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26th October 2012

Jamie Dixon
Head of Streetscene and Leisure Contracts
Chorley Council
Town Hall
Market Street
Chorley PR7 7DP

Dear Mr Dixon

ASTLEY HALL COACH HOUSE: GALLERY

I have only just become aware of the proposal to house the Chorley Remembers exhibition permanently in the Coach House Gallery. Although I am a member of several societies, I felt I should write to you as an individual, as it affects individuals who visit the Gallery in addition to those who exhibit.

The Chorley Remembers project is magnificent, as was the Chorley Pals project. The statue on the Flat Iron brought history to life, and, in my eyes, improved the status of Chorley. The memorial in Astley Park will also be another important achievement, adding to Chorley's standing.

However, whilst I would have no objection to the Chorley Remembers project being displayed in the Gallery temporarily, I think afterwards it should be found a permanent room at Astley Hall, itself a memorial to the people of Chorley.

The Coach House Gallery is accessible and modern, and ideal for temporary exhibitions.

Whatever decision is made, one group of people will be disadvantaged by the fact that there is limited access for people with disabilities.

Yours sincerely

Kath Almond

To :- Jamie Dixon

CBC

Astley Hall Coach House Gallery

I am sorry that I was unavailable for the meeting on 5th September at the Coach House and I thank you for your email to which my feedback is :-

1. I am unable to understand your logic for this change being due to electrics, IT & disabled access as it is the same for both exhibitions surely ? What you really seem to be saying is that the Council has a preference for the Chorley Remembers project ? But has the Chorley public been consulted, and do they agree ?
2. My personal view is that the Chorley Remembers project is what one might describe as a 'static' show which once seen is not visited again for some length of time or until known that significant additions/changes have occurred, whereas the current Gallery is a look on every visit to the Coach House.
3. As the Chorley Remembers project is historical with minimal change it is surely more fitting in the historical environment of Astley Hall.
4. I would have thought that the Council would wish to keep the Coach House as 'multi-use' as possible for the encompassment of as big a range of activities as possible and not hamper this objective by taking space out of use with a permanent exhibition.
5. I have no idea what the Gallery costs are for an exhibition but I have no doubt that they are substantially less than the Lancastrian, empty shops, village halls etc with all the additional advertising , organisation and directions to be done. Effectively this would reduce the number of temporary exhibitions drastically unless the Council has some proposals of financial equitation.
6. I assume that this change accords with the funding criteria given to rebuild the Coach House ? ie was the funding bid made for a temporary exhibition or a permanent one ?
7. Finally I do declare that I have a sense of 'imposition without discussion'....although I accept that discussion is now happening, but it still feels as if this is a faite accompli. I remain to be convinced that the Chorley citizenship would agree this change if asked !

Mike Coppin

Astley Advisory Group Member.

Jamie Dixon

Head of Streetscene & Leisure Contracts

Re - Astley Hall Coach House – Gallery

As a group of amateur artist, we note with interest and concern the plans for the Coach House Gallery. Some of our members have exhibited work there in the past and are disconcerted by the proposed changes and the way in which they have come about. We understood the gallery to be a purpose built venue, for local artists on a rotational **temporary** basis and to allocate it to **one** permanent exhibition of '*any kind*' infringes the original intentions

Liaison with similar groups in Chorley informs us that there has been no consultation about the proposed changes, even with those groups who had pre-booked the venue for displays. Surely, this is bad practice and discourteous to say the least.

You have said by way of justification that the original intended venue for 'The Remembrance Experience Project', i.e. the Townley Parker room, was found to be unsuitable because it lacked access for the disabled and is too expensive to modify. Access for the disabled is obviously an important consideration. However, this should have been taken into account when the 'Remembrance Project' was first proposed. Surely, a venue close to the town centre, near the provision of disability vehicles and transport facilities would have ensured that a *far greater proportion* of the disabled and the general public would have had the opportunity to visit the exhibition. It would also have provided easier access for the majority of the educational establishments in town.

A location at the far end of Astley Park, away from both the Market Memorial and the Cenotaph demands that the public either have to walk a considerable distance or have to have access to their own transport in order to see the exhibition as either an integrated or a single experience.

If the correct consultation procedure had taken place initially, the above points could have been openly discussed and options may have been explored which avoided altering the designation of an excellent purpose built venue for temporary Art Exhibitions. The alternative, retrospective suggestions for these exhibitions, e.g. the Townley Parker room, just do not compare with the Court House Gallery either in terms of light, practicality, expense or convenience and frequency of access. It would also seem that disabled access is a priority for permanent exhibitions but not for temporary ones.

We feel that it is an insult that these alternative suggestions are now being proposed at this late date because of the letters of complaints from interested parties who were not originally consulted.

It is little wonder that people are apathetic about the quality of democratic processes at both national and local level.

Members of Chorley Paintbox, a local art group

Replies please to

'Chorley Paintbox',

11 November, 2012

Dear Mr Bradley,

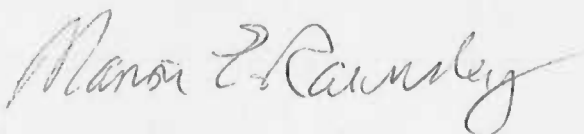
I am writing to register my great concern about the proposed change of use of the Coach House Gallery. I have only just heard of this proposal and am completely at a loss as to why the Council should think this is justified. As a resident of Chorley for over thirty eight years, I very much welcomed the development of the Coach House after seeing its years of decline. A bright spot of culture in Chorley is exactly what the town needed.

There does not appear to have been wide consultation about this proposal. I have not read of it in the press and, indeed, have only just heard of it by chance. Presumably other residents and Council Tax payers are in the same position.

I have just returned from the Service of Remembrance at St Laurence's Church and the ceremony held at the Cenotaph. I very much appreciate what has been done in the park with regard to the wall of names and also the recognition given to the Chorley Pals with the statue and garden on the Flat Iron. These are all fitting memorials marking the suffering caused by war.

However, to wipe out the Arts as represented in the Gallery with yet another display concerning war creates an imbalance which is a retrograde step for the town as a whole. I trust the Council, under your leadership, will consider more carefully the views of the people it represents before any action is taken.

Yours sincerely,



Marion Rawnsley

Appendix 4

Chorley Photographic Society



Head Office, Chorley, Lancashire, UK
Tel: 01257 353111
Fax: 01257 353112
Email: info@chorleyphoto.co.uk

21 October 2014

Dear Sir,

The Gallery at the Coach House

I write to you on behalf of Chorley Photographic Society to request that the
inclusion of any works in the sale and display of the Coach House
Gallery be subject to the approval of the Society.

Chorley Photographic Society has been active in the collection of the
Gallery. It is a charity and we are pleased to have been able to give
assistance and support to the gallery. We are aware of your intention
to my proposal which will be subject to the approval of the Society.

Yours faithfully

John Smith



John Smith
The President, Chorley Photographic Society
210 Railway Road
Chorley
Lancashire
PR7 3JG

Chorley Photographic Society
210 Railway Road

Chorley Photographic Society

Registered Charity; 701819. Established 1896

Affiliated to the Photographic Alliance of Great Britain through the Lancashire and Cheshire Photographic Union

Jamie Dixon
Head of Streetscene & Leisure Contracts
Chorley Borough Council
Civic Offices, Union Street
CHORLEY, Lancashire
PR7 1AL



31 October 2012

Dear Sir,

The Gallery at the Coach House

I write to you on behalf of Chorley Photographic Society to request that the implementation of any change to the usage and availability of the Coach House Gallery be suspended until proper consultation has been undertaken.

Chorley Photographic Society views with alarm and dismay the potential loss of this facility. Furthermore we are extremely disturbed by the complete lack of prior consultation and would welcome the opportunity to express our strong opposition to any proposal which reduces the availability of gallery and exhibition space in Chorley.

Yours faithfully

Glyn Davies BA (Hons), ASA, ASP
Past President, Chorley Photographic Society



Copy: Lindsey Hoyle MP
Councillor Alistair Bradley

Chorley Photographic Society

Registered Charity; 701819. Established 1896

Affiliated to the Photographic Alliance of Great Britain through the Lancashire and Cheshire Photographic Union

Councillor Alistair Bradley
84 Hamilton Road
Chorley
PR7 2TJ



LOTTERY FUNDED

08 November 2012

Dear Councillor Bradley,

The Gallery at the Coach House

I recently sent you a copy of a letter which I wrote to Jamie Dixon about the Gallery at Astley Park Coach House.

I subsequently met with Jamie Dixon and Chris Bryan at Astley Hall. We had a frank and thorough discussion about the change of use of the Coach House Gallery. During the meeting Jamie offered in mitigation for the loss of the facility with regard to Chorley Photographic Society, the possibility of extending the opening of Astley Hall during the period of our Annual Exhibition so that there would be two additional days in the week when the public would be able to see our exhibition. He also suggested that we explore the possible use of the "Farm House" to house a rotating exhibition of photographic work.

Despite these suggestions – which were welcome - Jamie remained unable to allay our initial concerns and he was made aware that, at the behest of my committee and members, I would be escalating the issue to you, as Leader of the Council and final decision maker.

I understand that you will shortly be making a decision as to the future of the Coach House and I would respectfully ask you to include in your deliberations the following points which I raised with Jamie on behalf of my members:

- Firstly none of these comments imply any criticism of "Chorley Remembers", who have done an admirable job with the "Pals Memorial" and the Memorial in Astley Park.
- The criticisms are directed entirely at the actions of the Council.
- We are very disturbed by the lack of a proper inclusive consultative process.
- "Chorley Remembers" is a voluntary organisation, and as such should be treated in the same way as all the other interested parties.
- Although Chorley PS was not invited to the recent meeting with some interested parties, we are led to understand that it was not a consultation but a statement of the Council's intentions.

Chorley Photographic Society

Registered Charity; 701819. Established 1896

Affiliated to the Photographic Alliance of Great Britain through the Lancashire and Cheshire Photographic Union

- The Coach House was developed with Lottery funding, its purpose being for Community use and for the benefit of the citizens of Chorley. Ceding it to a single organisation prevents its use by the majority of the town's organisations.
- The Coach House Gallery has been the venue for an excellent series of arts exhibitions and as such has been a beacon for the Arts in Chorley. The Arts had been very ill-served in Chorley prior to the opening of the Coach House. It is deeply regrettable that the Council appears to view a return to that former state with equanimity.
- We have yet to be presented with evidence of any merit in the proposed reassignment of the Gallery.
- We do not believe that there is a valid reason for replacing a vibrant series of ever-changing artistic displays with a static, single subject exhibition which, experience shows, will over the course of time cease to attract visitors or interest.
- There are other rooms in the same building which would serve equally well as accommodation without taking over the existing completed facility.
- We are opposed to the change of use of the Coach House Gallery.

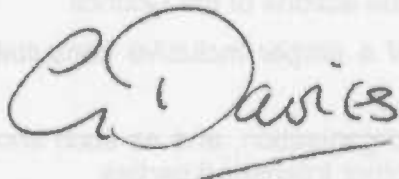
I should add that as a Society which has had over a hundred years of association with Chorley and is becoming respected throughout the country and abroad as one of the leading photographic societies in the UK, we are outraged at the retrograde step which this move represents, and particularly distressed by the high handed and undemocratic way that the Council has acted in pushing it forward without considering any feedback from the interested organisations and citizens of Chorley.

Copy: Lindsay Hoyle MP

Jamie Dixon

Chris Bryan

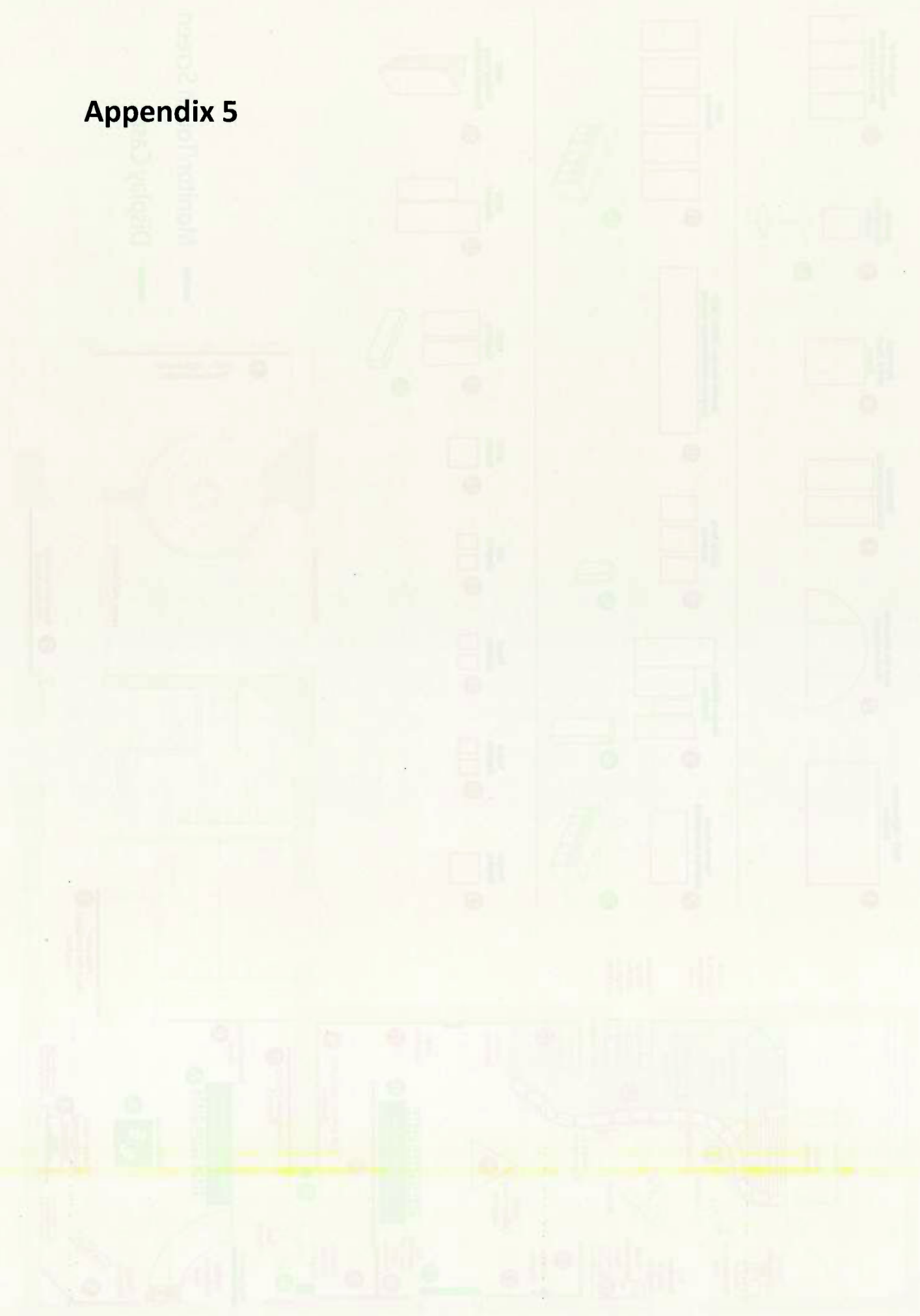
Yours sincerely



Glyn Davies BA (Hons), ASA, ASP
Past President, Chorley Photographic Society



Appendix 5



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Report of	Meeting	Date
The Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	17 January 2013

BUDGET AND MEDIUM TERM FINANCIAL STRATEGY

PURPOSE OF REPORT

- To set out the budget position for 2013/14 and forecast for the following 2 years to 2015/16 and also present the relevant proposals in respect of:
 - Potential investment in the Council's Corporate Strategy priorities in 2013/14.
 - Increasing budget resilience in the longer term.
 - Budget Consultation.

RECOMMENDATION(S)

- That Members review the contents of this report in order to start the Budget Consultation process.

EXECUTIVE SUMMARY OF REPORT

- The Medium Term Financial Strategy (MTFS) has been updated. There have been a number of significant changes locally and also within the public finance sector nationally during 2012/13, the main changes being:
 - The election of a new administration in May 2012.
 - The first updated Local Government Finance Settlement since CSR 2010 which published confirmation of actual core funding levels for 2013/14 and 2014/15.
 - Wide ranging changes to fundamental public finance funding regimes, namely Council Tax Support and Business Rates Retention.
- The recent Local Government Finance Settlement announced further significant reductions in core grant for the years 2013/14 and 2014/15 adding to the previous cuts since the Comprehensive Spending Review in 2010:

Year	Reduction £000	%
2011/12	1,154	-13.6
2012/13	857	-11.7
2013/14	435	-7.4
2014/15	824	-15.1
Total	3,270	

5. The above reductions have resulted in an anticipated increased budget deficit over the next three years as summarised below despite the fact that early preparation for further funding reduction has realised budgetary savings totalling £0.816m during this year.

	2013/14	2014/15	2015/16
Revised Budget Deficit	419	1,000	1,584
Recurring Budgetary Savings Already Achieved	(743)	(73)	-
Budget (Surplus)/Deficit *	(324)	927	1,584

* Excludes any new homes bonus generated from 14/15 onwards

6. It is important to note that the latest budget position is based on the following key assumptions:

Key Assumptions	2012/13	2013/14	2014/15	2015/16
Reduction in Government Grant Settlement	£857k	£435k	£824k	£0k
Profiled Reduction in Grant Settlement	-11.7%	-7.4%	-15.1%	0.0%
Payaward	0	1%	1%	1%
Pensions Increase	0.5%	0.5%	0.0%	0.0%
Increase in Council Tax	-1%	0%	0%	0%
Grant for Freezing Council Tax	£318k	£159k	£159k	£0k
Grant for Freezing Council Tax 2013/14	£0k	£65k	£65k	£0k
Use of New Homes Bonus (NHB) in the base budget to date	£1.044m	£1.044m	£1.044m	£1.044m
Additional Income Received – Business Rates Retention	-	-	-	-
Net Parish Precepts and Council Tax - Parishes	£38k	£38k	£38k	£38k

7. In addition to the above assumptions also within the budget the following approach has been taken:-

- NHB receipts in respect of 2013/14 have not been built into the base budget as recurring core funding to enable the Council to improve budget resilience and flexibility to respond to future annual uncertainty inherent in the new public finance funding regimes. Future years awards will be dependent upon the level of housing development.
- No Business Rates retained income has been included in the budget forecast at this stage as forecasted receipts will only be finalised at the end of January 2013. At this point in time the final outcome will be dependent on movements in the local tax base and also collection performance including the outcome of appeals. This complex new system is summarised and explained later in the report.

- Contained within the four year budget summary in Appendix One is the fact that the new reduced Council Tax Base set as a result of the implications of the new Council Tax Support Scheme has resulted in a reduced amount of income generated in respect of the parishes when compared to that raised in 2012/13.
8. Despite the additional funding cuts announced on 19th December 2012 early and well planned preparation has enabled the Council to achieve a notable level of cash resource to invest in the corporate strategy in 2013/14.
 9. This major achievement means that despite the significant reductions in grant funding the Council has been successful in achieving a budget surplus next year, it is important to note however, this is not a sustainable position. This presents the Council with an opportunity to invest in the Council's corporate priorities, these aim to :
 - **INVOLVE RESIDENTS IN IMPROVING THEIR LOCAL AREA AND EQUALITY OF ACCESS FOR ALL.**
 - **CLEAN, SAFE AND HEALTHY COMMUNITIES.**
 - **AN AMBITIOUS COUNCIL THAT DOES MORE TO MEET THE NEEDS OF RESIDENTS AND THE LOCAL AREA.**
 - **A STRONG LOCAL ECONOMY.**
 10. Potential investment proposals are summarised in the report and set out in detail in project mandates detailed in Appendix Two. Funding has been achieved by providing headroom in the budget for 2013/14 and not building 2013/14 New Homes Bonus income into the base budget. This approach has been taken to enable the council flexibility and resilience in order to address the variable nature of future core funding. New homes bonus is top sliced from the government grant pot, and whilst recurrent for a number of years, it is not guaranteed in the future and is of course dependent on future housing development.
 11. Reallocation of budget previously allocated to investment proposals in the sum of £80k has also been taken into consideration.
 12. The projected budget position in future years shows there remains a significant budget gap in 2014/15 and 2015/16 together with heightened uncertainty and risk in the form of year on year variable new funding regimes, for example, New Homes Bonus and Retention of Business Rates.
 13. The financial forecasts shows that to plug the gaps caused by the reduction in grant funding would require Council Tax increases, to be made up of the following:

2014/15 – 7.5%

2015/16 – 14.2%

This assumes that it is not possible to make further efficiency savings. The Government have indicated that Councils should not raise Council Tax by more than 2% before asking residents through a referendum if a greater increase is acceptable.

For this reason small sustained increases which are more manageable would be the correct approach to be adopted if Council Tax increases are to be used to plug some of the gap as we move forward. This approach previously resulted in a very small average increase being implemented annually. Paragraph 41 details the potential financial impact of such an approach.

The decision on Council Tax becomes key as the Council over the last few years is becoming less dependent on Government support. This trend is likely to continue with the Council having to find innovative ways to become more self sufficient. This accords with the Government's approach to funding local government and the aspiration for localism.

14. Emerging issues that will have a direct impact on the final budget position for the Council but are presently unknown are:
- Business Rates Retention and finalisation of next year's forward estimates.
 - Impact on the Capital Programme of decisions on the investment projects put forward for consideration.
 - Triennial review of the pension fund.
15. Consultation on the proposed budget for 2013/14 will commence following approval of the proposals by Executive Cabinet at this meeting. The consultation will focus on obtaining feedback on the key investment areas in order to help prioritise activity. It will also highlight the impact of a reduction in Council funds and ask residents to give us their views on the levels of Council Tax. The consultation will invite responses from residents, partners, parish groups and other stakeholders through a variety of methods including a short survey (available both in hard copy and online) and events in the community such as the Flat Iron market. Results will be analysed and published in February for consideration as part of budget finalisation.

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)

16. To progress the Council's 2013/14 Budget Setting process to achieve an approved and balanced budget.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

17. Setting the budget is a statutory responsibility.

CORPORATE PRIORITIES

18. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all	X	A strong local economy	X
Clean, safe and healthy communities	X	An ambitious council that does more to meet the needs of residents and the local area	X

BACKGROUND

19. The previous Medium Term Financial Strategy (MTFS) covering the period 2012/13 to 2014/15 contained the following budget deficit projection. This being estimated on the basis of the information published within the Government's Comprehensive Spending Review (CSR) 2010 and the subsequent Local Government Finance Settlement announcement. Unfortunately the announcement only covered two years to 2012/13 inclusively which gave definitive core funding for just two years, therefore the MTFS was based on estimates and key assumptions.

	2013/14 £000	2014/15 £000
Estimated Forecasted Budget Gap	820	1,187

20. Since this time there have been a number of significant changes being:
- The election of a new administration in May 2012.
 - The first updated Local Government Finance Settlement since CSR 2010 which published confirmation of actual core funding levels for 2013/14 and 2014/15.
 - Wide ranging changes to fundamental public finance funding regimes, namely Council Tax Support and Business Rates Retention.
21. Although the detailed figures within the Local Government Finance Settlement have only recently been announced, preparation has been progressing since the spring of this year in anticipation of the major changes in the pipeline. This has enabled the Council to achieve as much as possible to mitigate the risk inherent in such fundamental and complex changes.
22. As a result of this approach the Council has positioned itself to, not only balance the budget in 2013/14 but also, provide headroom in the budget for the forthcoming year to invest in the corporate priorities in the new Corporate Strategy.

THE CURRENT BUDGET POSITION

23. The recent publication of the Local Government Finance Settlement resulted in a further reduction in grant for 2013/14 in the sum of £0.435m (being -7.4%) and another £0.824m reduction (equalling -15.1%) in 2014/15. This is in addition to the reductions in 2011/12 £1.154m (-13.6%) and 2012/13 £0.857m (-11.7%). Thus making the four year reduction in grant total £ 3.270m or 38.5%.
24. The updated budget position within the latest MTFS is summarised below together with the key budget assumptions that have been applied. The table below identifies that funds are available for investment in 2013/14 but a significant budget gap is expected thereafter. More details are included in the Four Year Budget Summary in Appendix One. Potential investment proposals are set out later in the report with detailed project mandates listed in Appendix Two.

Budget Assumptions	2013/14	2014/15	2015/16
Revised Budget Deficit	419	1,000	1,584
Recurring Budgetary Savings Already Achieved	(743)	(73)	-
Budget (Surplus)/Deficit	(324)	927	1,584
Uncommitted/Surplus NHB	(739)	(1,500)*	(2,300)*
Funds available for investment in 2013/14	1,114		

*assumes some growth in future years but this is not guaranteed.

	2012/13	2013/14	2014/15	2015/16
Reduction in Government Grant Settlement	£857k	£435k	£824k	£0k
Profiled Reduction in Grant Settlement	-11.7%	-7.4%	-15.1%	0.0%
Pay award	0%	1%	1%	1%
Pensions Increase	0.5%	0.5%	0.0%	0.0%
Increase in Council Tax	-1%	0%	0%	0%
Grant for Freezing Council Tax in previous years	£318k	£159k	£159k	£0k
Grant for Freezing Council Tax 2013/14	£0k	£65k	£65k	£0k
Use of New Homes Bonus (NHB) in the base budget to date	£1.044m	£1.044m	£1.044m	£1.044m
Additional Income Received – Business Rates Retention	£0k	£0k	£0k	£0k
Net Parish Precepts and Council Tax - Parishes	£38k	£38k	£38k	£38k

25. Please note that NHB monies received in previous years have been factored into the base budget as recurring funding. In 2013/14, however, NHB receipts have not been built into the base budget. The purpose of this approach is to maximise the Council's ability to adjust its budget to respond more quickly to future variations in funding levels. As documented in previous financial planning and preparation reports and strategies, public sector finance has entered a new era of year to year uncertainty with annual fluctuations now built in permanently to the total core funding regime. It is essential, now more than ever, that the Council's budget is able to demonstrate resilience and be flexible in order to respond to annual fluctuations in levels of core funding. It is for these reasons that new NHB received will not be built into the base budget as permanent recurring funding at this stage.
26. With regard to the Business Rates Retention our projected additional retained income, over and above the Start-Up Funding Assessment published in the recent settlement, remains to be finalised as part of the submission of the NNDR1 return in January 2013. As reported previously, the risks of in year tax base movements and also collection (including appeals), will directly affect the income actually received for 2013/14, therefore the amount that the Council will actually retain is very likely to change. For this reason no provision has been made in the assumptions above at this stage. Further details of how this new system will operate during the year are set out in the section below.
27. Contained within the four year budget summary in Appendix One is the fact that the new reduced Council Tax Base set, as a result of the implications of the new Council Tax Support Scheme, has resulted in a reduced amount of income generated in respect of the parishes when compared to that raised in 2012/13. The basis of this calculation is set out in statute and the Government's view is that all tiers of Councils should have to deal with the consequences of welfare reform. The total amount of parish expenditure, however, has been maintained at the same level as 2012/13. This means that the £38k shortfall is included within the Councils overall budget within the current MTFs. The Government has given the Council discretion to make this good from the Council Tax Support Grant it receives. It will therefore be assumed in preparing the budget that parish income will be protected at its 2012/13 level of £567k.

BUSINESS RATE RETENTION EXPLAINED

28. In the provisional Local Government Finance Settlement for 2013/14, Chorley Council's Start-Up Funding Assessment was £6,431,275, of which £5,447,924 was Formula Funding and £983,351 rolled-in grants (Council Tax Freeze Compensation, Council Tax Support Funding, and Homelessness Prevention Funding). The funding of the Start-Up Funding Assessment is split between Revenue Support Grant (RSG) and business rates in proportions calculated nationally, taking account of the Spending Control Total and the local share of the estimated business rates total. For Chorley, the split is £3,861,995 RSG and £2,569,280 business rates (baseline funding level).
29. Provisional NNDR1 Return - The NNDR1 Return provides central government with an up-to-date estimate of the Net Rate Yield for 2013/14, and calculates the amounts to be paid to central government, Lancashire County and Lancashire Fire, the balance being retained by Chorley. The starting point is the actual aggregate rateable value on the rating list as at 30 September 2012, which produces the Gross Rate Yield (£31,520,861) before reliefs and other adjustments. Mandatory and discretionary reliefs are expected to total £3,921,776, and the allowance for Cost of Collection would be £133,847.

The estimated figures included in the draft return are as follows:

• Losses in collection	£ -350,000
• Estimated change in receipts 1/10/12 - 30/9/13	£ - 86,565
• Estimated adjustment due to appeals	£-1,000,000

30. Each of these figures is based on previous performance, known changes from 1 October to 31 December, and forecasts to 30 September 2013. In particular, the provisional return includes an estimated reduction in receipts as a result of an estimated net fall in rateable value. Deletions from the rating list for the year to 30 September 2013 are estimated to exceed additions. These figures would be monitored during the year, and differences between actual performance and estimated would be reflected in the year-end NNDR3 return.
31. After taking account of these adjustments, the Net Rate Yield for 2013/14 is estimated to be £26,028,673. Of this total, central government would be paid 50% (£13,014,336), County 9% (£2,342,581), and Lancashire Fire 1% (£260,287). The balance relating to Chorley (£10,411,469) would have a tariff of £7,499,515 deducted, which is the difference between Chorley's baseline funding level (£2,569,280) and central government's calculation of Chorley's business rates baseline (£10,068,795). This would give retained rates income of £2,911,954, but there is a further comparison to the baseline funding level of £2,569,280, showing growth of £342,674 compared to the figure assumed by central government. This is subject to a 50% levy, which means that a further sum of £171,337 is paid to central government. After deduction of the levy, Chorley could retain business rates of £2,740,617, which is £171,337 more than the baseline funding level assumed in the Start-Up Funding Assessment total, but this is subject to confirmation.
32. Certified NNDR1 Return - The certified NNDR1 return must be submitted by 31 January 2013, which means that there would be an opportunity to review the figures submitted in the provisional return.
33. Differences from estimates - Payments to central government, County and Lancashire Fire would be based on these estimated figures. At 2013/14 year-end, figures reflecting actual collection losses, change in receipts, and appeals would be submitted in the audited NNDR3 return. Adjustments to payments would be made after the end of the financial year.

34. Sensitivity to changes in rateable value - The provisional NNDR1 return includes an estimated net reduction in rateable value of 0.27%. The effect of this is to reduce retained business rates by £17,313 compared to a position of no change. If rateable value was not expected to change, resources would increase by £188,650 rather than £171,337 per the draft NNDR1 calculation. The sensitivity of the calculation to alternative scenarios has been tested. If rateable value was expected to increase by 1%, and no other parameters changed, then retained business rates would be £251,691 more than the baseline funding level, after deducting the 50% levy on growth. The 1% increase would give £63,041 more income than if rateable value did not change. On the other hand, a net reduction in rateable value by 1% would mean that retained business rates would be only £125,607 more than the baseline funding level. Rateable value could reduce by just under 3% before retained business rates equalled the baseline funding level, the reason being that actual rateable value exceeds the estimated figure used by central government in the calculation of the baseline funding level. Should rateable value be expected to reduce by more than 3%, retained business rates would be less than the baseline funding level. In such cases, central government would make a safety net payment only for the reduction in resources excess of 7.5% of the baseline funding level. This means that the maximum shortfall in resources compared to the Start-Up Funding Assessment would be £192,696, after which the council would receive the safety net payment. Up to that point, the council would suffer the loss of resources. A safety net payment would be receivable should rateable value be estimated to reduce by just over 4.5%.

AN OPPORTUNITY FOR SUBSTANTIAL INVESTMENT IN CORPORATE PRIORITIES

35. Early and well planned preparation has enabled the Council to address the recently published funding cuts immediately in 2013/14 and also provide a notable level of cash resource to invest in corporate priorities.
36. Previous budget investments have also been assessment and re-based according to the actual resources now required. This has freed up £80k to re-investment in new corporate priorities.
37. This major achievement means that despite the significant reductions in grant funding the Council has been successful in achieving a budget surplus next year, it is important to note however, this is not a sustainable position. This presents the Council with an opportunity to invest in the Council's corporate priorities, these aim to :
- **INVOLVE RESIDENTS IN IMPROVING THEIR LOCAL AREA AND EQUALITY OF ACCESS FOR ALL.**
 - **CLEAN, SAFE AND HEALTHY COMMUNITIES.**
 - **AN AMBITIOUS COUNCIL THAT DOES MORE TO MEET THE NEEDS OF RESIDENTS AND THE LOCAL AREA.**
 - **A STRONG LOCAL ECONOMY.**
38. The potential programme of investments is summarised below and also set out in more detail within individual mandates for each proposal in Appendix Two (attached). The investment projects link to the Corporate Strategy and the priorities contained within it.

Corporate Priority: INVOLVING RESIDENTS IN IMPROVING THEIR LOCAL AREA AND EQUALITY OF ACCESS FOR ALL	
Investment	Overview
<i>Neighbourhood Working, involves the implementation of the neighbourhood working review and making further improvements which requires investment in:-</i>	
Proactive Clean Up Team	A Team to deal with areas that repeatedly fall into disrepair in neighbourhood areas revisiting areas on a regular proactive basis.
Neighbourhood Working Pot	To provide additional funding supporting works over and above business as usual.
Community Development Support and Volunteering Project	Working with the social enterprise SPICE on a project that would: <ul style="list-style-type: none"> • Develop and extension to the current project to make time credits system available to the whole borough. • Provide additional community development capacity to support the launch and development of neighbourhood working.
16/17 Year Old's Drop In Scheme	Provision of a drop in service for 16/17 year olds to continue for another year. The drop in centre provides housing advice, family mediation and counselling for young people.
Corporate Priority: CLEAN, SAFE AND HEALTHY COMMUNITIES	
Investment	Overview
Tree Policy	The current policy states that work will only be carried out on dead, dangerous and diseased trees, however, many requests for service are for pruning overhanging branches and topping trees.
Extension and Improvement of Street Furniture	Extension of the current replacement and refurbishment programme by another 300 bins (25% of stock) during 2013/14.
Active Generation	Enables the continuation of the Active Generation scheme for a further 12 months providing a variety of activities aimed at encouraging the 50+ age group to be more active and promote healthier lifestyles.
Street Games	Facilitates the continuation of the Street Games scheme for another 12 months, a specific project aimed at delivering doorstep sport in a low cost way with a key emphasis on the most deprived communities in the borough.
Improvements to Play Areas	Improvements to Astley park and four other play areas in the borough.
Free Swimming	Make available free afternoon swimming sessions for under 16's during the summer holidays (Monday – Fridays) at the Council's leisure facilities: All Seasons Leisure Centre and Brinscall Swimming Baths. This project will run for 12 months.

Corporate Priority: AN AMBITIOUS COUNCIL THAT DOES MORE TO MEET THE NEEDS OF RESIDENTS AND THE LOCAL AREA	
Investment	Overview
Employee Health Scheme	Continuation of the employee health care cash plan for a second year.
Campaigns and Events	Support the delivery of campaigns and events that are planned over the next 12 months, including: <ul style="list-style-type: none"> • Civic Pride. • Town centre marketing and revitalising the Town centre. • Delivery of a Campaigns and Engagement Strategy. • Christmas Lights switch on.
Corporate Priority: A STRONG LOCAL ECONOMY	
Investment	Overview
Purchase of Key Town Centre Sites	Purchase of key Town Centre sites enabling the Council to proactively influence further retail development.
Car Park pay and Display Income Reduction	Implementation of a revised and reduced car parking tariff system.
Inward Investment Pot	Enables the development and delivery of an Inward Investment Plan to bring forward key employment sites.
Town Centre Master Plan	The plan will form the foundations for a strategic and planned approach to attract future investment to key development sites, enhance the public realm and improve the town centre offer.
Support the Expansion of Local Business	Establishing a business advice and support service for existing businesses in the Borough who have been trading for more than 3 years in order to help them to survive and grow.
Implement a Joint Employment Initiative with Runshaw College	A budget to be used to help overcome some of the barriers that young people face in accessing and sustaining apprenticeships.

OPTIONS TO BE CONSIDERED TO ACHIEVE SUSTAINABLE AND RECURRING BUDGET RESILIENCE

39. As set out in the paragraphs above the Council still faces a significant budget deficit in the medium term to 2015/16 with further possible reductions in future years thereafter. Therefore further action is required to achieve a balanced budget after 2013/14.
40. An option that is available to the Council to progress towards a balanced budget position across the lifetime of the MTF5 is to increase Council Tax. An increase, together with further savings options, would not only help to address the budget deficit but could also be used to invest in ambitious projects that support delivery of the Council's new priorities, and generate further revenues for the Council.
41. The table below shows the impact of increasing Council Tax between 0.5 % and 2% in each of the three years, 2% is the current cap before needing to undertake a referendum.

% Each Year	2013/14	2014/15	2015/16
0.5	£29,000	£58,000	£87,000
1.0	£58,000	£116,000	£174,000
1.5	£87,000	£174,000	£261,000
2.0	£116,000	£232,000	£348,000

42. The table also shows that below inflationary increases do have a significant, cumulative and permanent effect, something that the Council Tax Freezing Grant option lacks as it is awarded for a short term temporary period after which it is lost. Even over a short term period approximately £348,000 can be raised.
43. The sum of £116,000 generated by the 2.0% increase can also be put into context with regard to its impact per household in the borough. For example, based on the 2013/14 Band D tax base this amounts to approximately £3.54 per household or 7 pence per week in 2013/14 (based on Council Tax Base). This increase facilitates a significant cumulative sum, therefore, small sustainable council tax increases can generate significant levels of income that can be used to bridge the budget gap. Over the last 5 years the average increase is just below 1% taking into account the 1% cut made in 2012/13. Further cuts are probably unsustainable given the scale of the forecast deficit by 2015/16.

OTHER RELEVANT ISSUES

44. The feasibility of achieving additional income in 2013/14 with regard to Business Rates Retention is currently being assessed and will be estimated on the information submitted in the Council's return to central Government (NDR1) in January 2013. It should be noted that the information submitted is estimated and being assessed for the first time under the new regime. In the past income raised has varied during the year as a result of variable factors, for example, closures, appeals and collections with values in nature, being potentially significant. As a result of potential in year tax base shift this source of income is attached with some risk, risk that is being transferred from Central Government to Local Authorities with effect from 2013/14.

- 45. This report has dealt with the Council’s revenue budget, however, implicit in the investment programme set out above are the financial implications for the Capital Programme, for example, investing in the local economy and buying Town Centre sites to boost /improve the local economy. The budget forecasts include the cost of the current programme and one of the investment opportunities is to enhance the capital programme, the impact of which will be dealt with when the final budget proposals are made.
- 46. In addition to the large scale changes that have come into effect in 2013/14 there is also another issue on the horizon that may well have a further negative implications on the budget. The pension fund is due to be re-valued next year and although employer’s pension contributions have increased steadily in the past few years it is still unknown if these increases have plugged the fund’s deficit position. This poses another possible amendment to the key budget assumptions. The assumption table shows that after 2013/14 nothing has been factored into futures budgets for any increases in Employers’ Pension Contributions as this is at present unknown. Implicit in the recent changes made to the pensions scheme was the desire to mitigate the costs to employers, but the impact will not be quantified until the re-evaluation.

BUDGET CONSULTATION

- 47. Consultation on the proposed budget for 2013/14 will commence following approval of the proposals by Executive Cabinet. The consultation will focus on obtaining feedback on the potential key investment areas in order to help prioritise activity. It will also highlight the impact of a reduction in Council funds and ask residents their views on Council Tax levels. The consultation will invite responses from residents, partners, parish groups and other stakeholders through a variety of methods including a short survey (available both in hard copy and online) and events in the community such as the Flat Iron market. Results will be analysed and published in mid-February for consideration as part of budget finalisation.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

- 49. The financial implications of the above report are all contained in the text above but to clarify all proposals are funded and can be accommodated within the 2013/14 Budget. The report does contain some assumptions with regard to what the final out-turn position will be for 2012/13, however, should this change due to unforeseen significant circumstances arising before 31st March 2013 this will be reviewed and reported.

COMMENTS OF THE MONITORING OFFICER

50. There are no legal implications in adopting the Budget proposals for consultation.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Susan Guinness	5101	01/01/13	

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APPENDIX ONE

Four Year Budget Summary 2012/13 - 2014/15

	2012/13 ESTIMATE £'000	2013/14 ESTIMATE £'000	2014/15 ESTIMATE £'000	2015/16 ESTIMATE £'000
CASH BASE BUDGET REQUIREMENT	13,668	13,727	12,962	13,426
Cash Movements:				
Other Virements (Transfer below the line)	74			
Inflation				
Pay	(55)	71	78	88
Pensions	(22)	64	13	17
Non-Pay	57	106	61	61
Contractual	517	195	177	205
Income	27	(10)	14	19
Increments	28	67	30	17
Volume Expenditure	(127)	(172)	130	0
Volume Income	16	207	100	45
Savings Identified 2011/12	(51)	(4)	(2)	0
Growth Items 2011/12 (non-recurrent)	(266)	0	0	0
Savings Achieved for 2012/13	(898)	(2)	0	0
Additional Savings Achieved for 2012/13	(30)	(6)	0	0
Mainstream Growth Items 2012/13 (recurrent)	278	(93)	0	0
Growth Items 2012/13 & 2013/14	65	0	(65)	0
Growth Items 2012/13 (Non-recurrent)	445	(445)	0	0
Base Budget Review Savings 2013/14	0	(133)	0	0
Transformation Strategy Savings 2013/14	0	(610)	(73)	0
DIRECTORATE CASH BUDGETS	13,727	12,962	13,426	13,877
Contingency:				
- Management of the Establishment	(200)	(200)	(200)	(200)
- Other Corporate Savings Targets	0	0	0	0
Directorate & Corporate Budgets	13,527	12,762	13,226	13,677
Net Financing Transactions:				
- Net Interest/Premiums/Discounts	0	(19)	(12)	(69)
Review of Investment & Debt Strategy	0	(75)	(75)	(75)
- MRP less Commutation Adjustment	344	416	442	469
- Debt Restructuring Saving	(50)	(50)	(50)	(50)
sub total	294	272	305	275
TOTAL EXPENDITURE	13,821	13,034	13,531	13,952
Financed By:				
Council Tax - Borough	(6,402)	(5,810)	(5,839)	(5,869)
Localisation of Council Tax Support Grant	0	(753)	(753)	(753)
Grant for freezing Council Tax	(318)	(160)	(160)	0
Grant for freezing Council Tax 2013/14 & 2014/15	0	(65)	(65)	0
Parish Precepts	567	567	567	567
Council Tax Parishes	(567)	(529)	(529)	(529)
Formula Grant	(5,883)	(5,448)	(4,624)	(4,624)
New Homes Bonus	(1,044)	(1,044)	(1,044)	(1,044)
Performance Reward Grant	(89)	0	0	0
Area Based Grant	0	0	0	0
LABGI Grant	0	0	0	0
New Burdens Grant	0	(16)	(16)	0
Council Tax Transition Grant	0	(20)	0	0
Collection Fund (Surplus)/Deficit	(40)	(77)	(7)	(7)
Transfers to/(from) Earmarked Reserves	(31)	68	(63)	(39)
Local Services Support Grant	(71)	(71)	(71)	(71)
Transfer to/(from) General Balances	58	0	0	0
TOTAL FINANCING	(13,821)	(13,358)	(12,604)	(12,368)
Net Expenditure	0	(324)	927	1,584
Analysis of Net Expenditure (Budget Gap)				
Net Expenditure in Year	0	(324)	1,251	657
Surplus New Homes Bonus	0	(739)	(1,500)	(2,300)
Key Assumptions				
Reduction in Government Grant Settlement (AEF)	£857k	£435k	£824k	£0k
Profiled Reduction in Grant Settlement	-11.7%	-7.4%	-15.1%	0.0%
Pay Award	0	1%	1%	1%
Pension Increase	0.5%	0.5%	0%	0%
Increase in Council Tax	-1%	0%	0%	0%
Grant for Freezing Council Tax	£318k	£159k	£159k	£0k
Grant for freezing Council Tax 2013/14 & 2014/15	-	£65k	£65k	£0k
Use of New Homes Bonus	£1,044k	£1,044k	£1,044k	£1,044k

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Project Mandates

1	Proactive Clean Up Team
2	Neighbourhood Working Pot
3	Community Development Support and Volunteering Project
4	16/17 Year Old's Drop In Scheme
5	Tree Policy
6	Extension and Improvement of Street Furniture
7	Active Generation
8	Street Games
9	Improvements to Play Areas
10	Free Swimming
11	Employee Health Scheme
12	Campaigns and Events
13	Purchase of Key Town Centre Sites
14	Car Park Pay and Display Income Reduction – no project mandate as continuation of current arrangements
15	Inward Investment Pot
16	Town centre Master Plan
17	Support the Expansion of Local Business
18	Joint Employment Initiative with Runshaw College

Project Mandate

PROJECT MANDATE

1 - Pro-active Clean-Up Team

Date: 10th December 2012

Author: Jamie Dixon

Responsible Directorate: People and Places

Project Mandate

1. Project Overview

This project will deliver improvements across the borough through a dedicated clean-up team to monitor and take remedial and improvement action in areas where repeat environmental issues are experienced.

2. Project Background

Across the borough there are a number of areas that require on-going action to address environmental issues such as litter, dumped rubbish and over-grown vegetation. This is currently addressed through an ad-hoc reactive approach and requires a dedicated team that can undertake pro-active remedial action followed by regular monitoring and further action to ensure standards are maintained.

The dedicated team will also provide additional resources to support neighbourhood working and target areas and issues that are identified through the neighbourhood meetings.

3. Corporate Priorities

The project would contribute to the following objectives:

- Clean safe and healthy communities.
- An ambitious Council that does more to meet the needs of residents and the local area.

4. Objectives

- Improve environmental and cleanliness across the borough.
- Proactively target and monitor areas to ensure standards are maintained.
- Increase in the percentage of people satisfied with their neighbourhood as a place to live.

5. Scope

The scope of the project includes establishing a permanent dedicated clean-up team consisting of two operatives and van. The service will operate year round and will undertake regular monitoring and environmental improvements as required.

6. Constraints

The permanent dedicated team will be established from 2013/14.

This project requires a budgetary investment.

7. Impact on other Directorates/Projects

This project will work closely with the neighbourhood team and directly support improvements to neighbourhood working alongside the Health, Environment and Neighbourhoods team.

Project Mandate

PROJECT MANDATE

2 - Implement improvements to neighbourhood working

Date: 10th December 2012

Author: Simon Clark

Responsible Directorate: People and Places

Project Mandate

8. Project Overview

This project will deliver improvements to neighbourhood working as set out and agreed in the review of neighbourhood working that will be presented to Executive Cabinet in November 2012.

9. Project Background

In 2007 the Council commissioned a report from Partners in Change entitled “*The Scope and Prospects for Neighbourhood Working in Chorley*”. This led to the creation of the a neighbourhood working model with seven neighbourhood areas initially supported by a neighbourhood profile which was intended to inform an annual neighbourhood action plan.

Over the last 4 years the neighbourhood working model has evolved to a point where Members have a twice yearly neighbourhood area meeting with officers; undertake regular Ward walks with Neighbourhood Officers as required and can submit ‘Expressions of Interest’ to resource particular and discreet work packages and projects in their particular area, together with ‘business as usual’ delivery of neighbourhood, community development and street scene services.

Therefore the original concept of providing a neighbourhood profile and developing a project/action plan for each neighbourhood area has been superseded. The current neighbourhood working model is supported by a modest budget and delivered by integrating actions and plans into officers ‘business as usual’ work streams.

The new administration initiated a review into neighbourhood working in order to consider how existing arrangements could be more clearly defined, improved and linked to other key initiatives such as civic pride. This project follows on from the review and aims to implement the recommendations in order to improve neighbourhood working in Chorley.

10. Corporate Priorities

This project supports the Council’s priorities to involve residents in improving their local areas and equality of access for all and clean, safe and healthy communities.

11. Objectives

- Members will have significantly more control and say in what happens in their area and potentially direct access to resources to deliver.
- Increase the number of neighbourhood areas, from seven to eight in order to address issues with eastern parishes covering large rural and urban settlements.
- Increase in the percentage of people satisfied with their neighbourhood as a place to live.
- Increase representation from parish and county councillors at neighbourhood meetings in order to improve the effectiveness of the meetings and planning for the areas.
- To increase the level of support to communities to facilitate the growth of community groups and increase the volunteering capacity within communities.

12. Scope

The scope of the project is limited to implementing the recommendations contained within the review of neighbourhood working and extending the level and nature of support to communities for community group growth and sustainable volunteering capacity. More specifically this includes:

- The development of the annual neighbourhood plans;
- The reallocation of staff to the new areas;
- The establishment of neighbourhood meetings in the areas affected by the change in neighbourhood footprint.
- Extending memberships/representation at the neighbourhood meetings to include parish and county councillors.
- Development of a clear process and governance arrangements for devolving and monitoring budgets to a neighbourhood level.
- The provision of additional resource through the existing Spice Uplift 'time banking' project to support community development work and provide a means of building on the work already done to implement a model to encourage sustainable volunteering effort in communities.
- Develop an annual 'Community clean-up programme' to provide 12 'skip days' (one per month) across the Borough.

13. Constraints

The project will be delivered during 2013/14 with some elements, if approved, extending until 2016.

To implement the recommendations of the review and make further improvements will require additional investment, which will be subject to approval at full Council.

It should be noted that the delivery of the community clean up programme will be funded from existing streetscene budgets.

14. Impact on other Directorates/Projects

Neighbourhood working is not just the responsibility of Health, Environments and Neighbourhoods. Other services will also have a role to play, including:

- Democratic Services
- Streetscene and Leisure Contracts
- Policy and Communications
- Planning
- Housing

This project also has close links to the projects to develop and implement a civic pride campaign and the member accreditation scheme.

Project Mandate

PROJECT MANDATE

3 - Strengthening the Voluntary, Community and Faith Sector in Chorley

Date: 02/01/13

Author: Vicky Willett

Responsible Directorate: People & Places

Project Mandate

15. Project Overview

The Voluntary, Community and Faith sector has a vital role to play in delivering services for the benefit of Chorley residents, increasing levels of volunteering and encouraging community engagement.

This project will look to provide additional support to the VCF Sector in Chorley through strengthening the work of the Chorley VCFS Network as the over-arching organisation responsible for coordinating the sector and therefore best placed to identify and address local needs.

16. Project Background

In 2010/11 the Chorley Partnership commissioned an organisation to undertake a project to organise more formal networks and communication channels for VCF sector representation in Chorley, extending the work previously done by the SMIC (Stronger More Involved Communities) thematic group and reducing the on-going support needed from Chorley Council to keep the group running.

The VCFS Network Development Project was implemented with Chorley Partnership funding to develop a sustainable and representative forum for the VCF Sector, giving them a more coordinated and influential voice, coordinating advice support and being an advocate for the sector.

This year the Chorley partnership commissioned another piece of work from the VCF network with the overarching objective being to increase, retain and support volunteers in Chorley.

Additionally, Lancashire County Council have recently commissioned Chorley's VCF network to host one of six project coordinators to operate across Lancashire in order to deliver a strategic county wide approach to volunteering.

17. Corporate Priorities

The project would contribute to the following corporate objectives:

- Involving residents in improving their local area and equality of access for all.
- An ambitious Council that does more to meet the needs of residents and the local area.

18. Objectives

The objective of this project will be to further strengthen the VCF sector in Chorley through supporting the VCFS Network to become more self-sustaining and effectively achieve their priorities as follows:

- To continue to be the umbrella structure and focus for Voluntary, Community and Faith Sector partnership work across Chorley in particular by the Chorley Local Strategic Partnership.
- To expand our membership to ensure that all sectors are fully represented.
- To ensure that the whole sector is enabled to participate fully and is recognised as a significant partner by statutory bodies and other organisations for all activities in the Chorley borough for example in the establishment of a Faith Forum linked to the work of the Equality Forum.

Project Mandate

- To explore improvement of current partnerships including opening up dialogue and partnership including cross-boundary work with the South Ribble Voluntary, Community and Faith Sector Network.
- To support the development of Volunteering in Chorley through the project that the Network currently manages and through opportunities that arise via the county council funding through One Lancashire. To ensure that the Network Project embraces improving opportunities for volunteering and looks at new initiatives including SPICE, employee supported volunteering and training.
- To continue to support the work being undertaken on Working Together with Families project ensuring that “families” includes all members both younger and older.
- To increase the ability of the sector to influence the Health and Well Being agenda by being proactive and opening up opportunities to work with both Public Health and the Clinical Commissioning Group at present in shadow format. To seek to maintain the current post that the Network manages funded via the NHS.
- To support the work being undertaken on economic regeneration ensuring that the resources and needs of the VCF sector are taken into account and supported.
- To improve our ability to communicate and promote information to the sector using a variety of channels including word of mouth, information technology, outreach, media outlets.

19. Scope

The project will include:

- Working with the VCFS Network to identify where activity and resources should be targeted to achieve the priorities listed above.
- Supporting the Network to develop a project plan.
- Managing the delivery of the project plan by the VCFS Network to its successful completion.

This project will be delivered in partnership with other key local initiatives, specifically the Spice Uplift Time Credits programme although this will be run through a separate project.

20. Constraints

Resources are required to deliver the objectives of the project and should be completed by March 2014. It is expected that this resource should be used to ensure the future self-sustainability of the Network.

21. Impact on other Directorates/Projects

This work links in with the corporate strategy project, improving volunteering and should also support neighbourhood working initiative.

Project Mandate

PROJECT MANDATE

4 - 16/17 Young Persons Drop-in

Date:

Author:

Responsible Directorate:

Project Mandate

22. Project Overview

The drop-in is for 16/17 year olds only and operates two days a week on Tuesdays and Fridays from Lord Street in Chorley. It is the gateway (single point of access) for referrals of 16/17 year olds from the Chorley and South Ribble area who are at risk of becoming homeless.

23. Project Background

The service commenced in January 2012 and ceases in July 2013. The service was funded by a on-off amount of from the Department for Communities and Local Government. The drop in provides mediation and support to 16/17 year olds at risk of homelessness.

The service was commissioned following significant issues arising during 2011 when Chorley Council and LCC Children's Social Care were in conflict regarding the support requirements for young people. At that time, the number of 16/17 year olds presenting as homeless was increasing and resulting in a reactive response where the approach taken by the different agencies was in conflict and often resulted in young people being placed inappropriately in temporary accommodation. Following extensive discussions with Children's Social Care(CSC) led by Chorley Council it was agreed that the focus should be on prevention and that this service would be a single gateway for referral which would focus on trying to keep the young people at home.

24. Corporate Priorities

The project sits under two of the four priorities Involving residents in improving their local area and equality of access for all and clean, safe and healthy communities. The project also supports the Council's prevention of Homelessness Strategy, Supports the Working with families project, supports the Council's work on Children's safeguarding and contributes to the reduction in NEETS and improving life chances of young people.

25. Objectives

From the information available (January – October 2012) 43 16/17 year olds have used the service and the majority were helped to either stay at home, stay with other members of their family in settled accommodation or accessed supported accommodation. The number of 16/17 year olds accommodated in Cotswold have also reduced as this service works with the young person to try and eliminate the need for temporary accommodation. Previously young people would be referred directly into Cotswold by CSC.

It is anticipated that the continuation of the service would:

- Provide support to 70 young people (based on current performance)
- Keep the no of 16/17 year olds referred into Cotswold at a minimum
- Maintain the positive working relationship that has been established between CBC and CSC

Project Mandate

26. Scope

To fund half of the cost of the service to March 2014. The funding would be used to pay for the two part time mediation/support workers, the hiring of the venue, equipment and some materials. .

27. Constraints

Provide details of any known constraints within which the project has to be delivered, such as timescales, budget, staff resources or partnership working.

LCC currently provide an officer from CSC to attend the drop-in and we would look to LCC to continue to provide that resource

28. Impact on other Directorates/Projects

The main impact will be on the Housing Options and Supported Housing Services.

Project Mandate

PROJECT MANDATE

5 - Tree Policy

Date: 19/11/2012

Author: Jamie Dixon

Responsible Directorate: People & Places

Project Mandate

29. Project Overview

Revise the current tree policy to action work on all trees on Council land rather than just dead, dangerous and diseased trees.

30. Project Background

The current tree policy that has been in place since 2010 states that the Council will only action work only to dead, dangerous and diseased trees. Many requests for service are for pruning overhanging branches / topping trees. The policy could be amended to include Council trees overhanging private gardens / houses (including the roots) regardless of tree health.

The estimated cost of this proposal is difficult to determine as it depends on requests and demand. The work would be undertaken using a specialist tree contractor provide additional tree work two days a week during the growing season (over 26 weeks). If demand is less – spare capacity could utilised on other tree work and if demand was greater this would require further funding or it could be undertaken the following season (assuming the budget remains in place).

31. Corporate Priorities

The revised policy would contribute to the following objectives:

- Clean safe and healthy communities.
- Involving residents in improving their local area and equality of access for all.
- An ambitious Council that does more to meet the needs of residents and the local area.

32. Objectives

To complete 52 days of tree work over a 26 week period.

33. Scope

<i>Included</i>	<i>Not Included</i>
<ul style="list-style-type: none"> • Trees on Council owned land 	<ul style="list-style-type: none"> • Trees on other private land
<ul style="list-style-type: none"> • Two days work per week over 26 weeks starting April 2012 	<ul style="list-style-type: none"> • Trees on the highway
<ul style="list-style-type: none"> • Other tree work within Council owned sites 	

34. Constraints

The project requires budgetary resources.

35. Impact on other Directorates/Projects

Links into the work undertaken by the Streetscene Tree Officer and the wider Streetscene and Parks team.

Project Mandate

PROJECT MANDATE

6 - Street Furniture

Date: 06/12/2012

Author: Jamie Dixon

Responsible Directorate: People & Places

Project Mandate

36. Project Overview

Continuation of the litter bin replacement with a further 300 replacement litter / dog waste bins

37. Project Background

The current bin stock includes approximately 1,115 litter bins (includes 189 dog bins). During 2012 300 bins were replaced in the town centre and along the main arterial routes and main roads through the various towns and villages. The new bins have improved capacity by 10% which helps reduce litter and supports the operational efficiency of the Streetscene service. The new bins are also signed up as litter / dog waste bins and this supports initiatives to encourage residents to dispose of dog waste responsibly.

Replacement of a further 300 bins will be targeted at the remaining high use sites such as parks, play areas, car parks and to replace the old style red dog bins. The red dog bins offer limited capacity and often appear to be full, when they aren't, due to the opening mechanism trapping bags of dog waste. Litter bin capacity will be improved by 10% and it will also be much easier for residents to dispose of their dog waste

38. Corporate Priorities

The revised policy would contribute to the following objectives:

- Clean safe and healthy communities.
- An ambitious Council that does more to meet the needs of residents and the local area.

39. Objectives

- To replace 300 litter bins with larger litter bins that can accept both litter and dog waste. The additional bins will:
- Increase capacity by at least 10% to manage street waste including replacing some sites that currently have multiple litter / dog bins with a litter bin that can also take dog waste.
- Include a sticker to educate people that dog waste can now be included in normal litter bins.
- Rationalise litter bin provision which improves operational efficiency and provides more effective emptying arrangements.
- Replace existing red dog bins with larger capacity bins that can accept dog waste and litter.
- Provide greater convenience for customers – less problems with overflowing bins and more litter bins will be sited closer to bus stops.

Project Mandate

40. Scope

<i>Included</i>	<i>Not Included</i>
<ul style="list-style-type: none">• Replacement of Council owned litter and dog bins.	<ul style="list-style-type: none">• Replacement of litter bins owned by other organisations
<ul style="list-style-type: none">• Replacement to improve litter bin capacity	<ul style="list-style-type: none">• Additional litter bins

41. Constraints

Further litter bins could be included dependent on additional budget.

42. Impact on other Directorates/Projects

Links into the work undertaken by the Neighbourhoods team to improve litter and dog fouling.

Project Mandate

PROJECT MANDATE

7 - Active Generation

Date: 27 November 2012

Author: Lee Boyer

Responsible Directorate: People and Places

Project Mandate

43. Project Overview

Active Generation is a specific project aimed at encouraging the 50+ age group to be more active physically, and to promote healthier lifestyles. The project could be mainstreamed into business as usual service delivery.

44. Project Background

Having successfully delivered an externally funded Active Generation project over the last 4 years, the current Administration is seeking to embed the principles of physical activity and healthy lifestyle promotion as a mainstreamed service for older residents.

The mainstreamed service will continue to provide activity opportunities for older people but will also link into the wide neighbourhood working model and seek to establish local community groups that are self-sustaining and able to continue with the provision of local activities and developments.

The information below summarises what has been delivered by the scheme so far this year:

Active Generation 2012 (April – December statistics)

Number of Separate sessions delivered	111
Individual Sessions delivered	501
Visits to Active Generation sessions	3193
Number of people on average per session	6.373253
Number of Individual males attending	795
Number of individual females attending	961
Total individuals attending AG sessions	1756
Cost per visit to Active Generation session	£1.26
Community Groups Supported	52

31 separate sports and activities have been delivered this last quarter

- Sports and Activities include, Tai Chi, Yoga, Pilates, Badminton, Crown Green Bowling, Dances, Canoeing, Tennis, Table Tennis, Short Tennis, Cricket, Running groups, Health Walks, Handball, Basketball, 50+ Games etc, Olympic programme of activities and full programme of events during Older Peoples week in Chorley.

52 Community groups supported include

- Chorley Older peoples forum, Art in Adlington, Age UK groups, Chorley Bowls Forum, VCFS, Eaves Green Seniors and many more.

Project Mandate

45. Corporate Priorities

The project meets the clean, safe and healthy communities priority in that it will promote arrange of activities for the over 50's age group as well as tackling health inequalities.

The project will also contribute to the priority of involving residents in improving equal access to all.

46. Objectives

The objectives of this project are:

- Increase the level of participation in physical activity amongst older people to the national minimum of one session of physical activity (30 mins) per week.
- Engage further with those approaching older age to ensure they are supported with physical activity opportunities and health lifestyle messages.
- To increase the range of activities available through supporting local community groups and encouraging volunteering effort.

47. Scope

The scope of this project is restricted to ensuring that Active Generation as a brand is delivered. The project will not seek to develop further branded activity products for the 50 + age group. However in developing Active Generation for this age group the project will seek to determine and establish an extension to service delivery that ensures those approaching 50 years are encouraged to either maintain appropriate levels of activity or engage in service provision.

48. Constraints

The project will require support from the wider neighbourhood working resource provision across the Council. In particular the community and volunteering elements of the project will be contingent on available resources from the community development team. The budget will be essentially used to fund a FTE Active Generation Officer plus a small budget to seed fund activities as required.

49. Impact on other Directorates/Projects

A number of other Directorates will be impacted, in particular Communications Team and the Housing Team to ensure the service is widely used and communicated.

There will be cross over with this project and the Volunteer Development project.

Project Mandate

PROJECT MANDATE

8 - Street Games

Date: 27 November 2012

Author: Lee Boyer

Responsible Directorate: People and Places

Project Mandate

50. Project Overview

Street Games is a specific project aimed at delivering doorstep sport in a low cost way with a key emphasis on the most deprived communities in the Borough. It is aimed towards young people 5 years to 24 years. The project could be mainstreamed into business as usual service delivery.

51. Project Background

Having successfully delivered an externally funded Street Games project over the last 3 years, the current Administration is seeking to embed the principles of physical activity and diversionary activity amongst younger people as a mainstreamed service.

The indicators of success to date over the past 12 months of the Street Games service are:

- 622 sessions of activity delivered, including evening, weekend, school, holiday time, weekly evening session.
- 1237 hours of actual coaching delivery
- 5103 participants (these are counted as one on each activity)
- 8702 attendances
- 3221 Male participants
- 1880 Female participants
- 3242 Under 13's
- 1251 13-15 years
- 93 over 16.
- 102 With a known disability. (2% although this is the base minimum not all data that returns discloses this, so the actual figure is expected to be higher.)
- 76 estimated to be from BME community. (1.5%)
- In excess of 15 different sports delivered.
- Football the most popular activity. Others include Handball, Table Tennis, Rugby Union, Rock Climbing, Orienteering, Dodgeball, Athletics, Streetgolf,
- Re ages not all ages are disclosed so we don't have the full range of the 5103

In addition young volunteer successes over this year include:

- 34 young volunteers signed since start of streetgames but on books to date.
- 13 currently active 16 short term (one off or short events)
- 405 hours of volunteering this year completed.
- 1 Fundamentals of movement course completed.
- 2 Safeguarding qualifications
- 1 NGB level one qualification Handball level One
- 6 Activator courses
- Us, Girls, Chorley 2012 Schools, School Holiday activity's, Great Manchester Run, Sky Ride Manchester, Volunteer Conference's. attended and residential for Chorley Vols.
- One volunteer accepted for role at London 2012 for Coca Cola.

The service will continue to provide sport and diversionary activity opportunities for younger people within their communities.

Project Mandate

52. Corporate Priorities

The project meets the clean, safe and healthy communities priority in that it will promote arrange of activities with in communities. The project will also contribute to the priority of involving residents in improving equal access to all as well as promoting volunteering.

53. Objectives

The objectives of this project are:

- To develop the legacy of the existing Streetgames project and ensure it is provided as part of the mainstream activity offer..
- Engage further with younger people (14 to 25 age range) and direct them into leadership and volunteering roles.
- To complement and support national initiatives around doorstep sport clubs, active women (Us Girls project).
- Enable the further enhancement of the Get Up and Go offer

54. Scope

The scope of this project is restricted to ensuring that Street Games as a brand is delivered. The project will not seek to develop further branded activity products for door step sport.

55. Constraints

Existing resources (previously externally funded) will be utilised to deliver this project but with support from the wider neighbourhood working resource provision across the Council. In particular the community and volunteering elements of the project will be contingent on available resources from the community development team. The budget will be essentially used to fund 2 FTE and 2PTE officer posts, combining development and delivery of doorstep sports.

56. Impact on other Directorates/Projects

A number of other Directorates will be impacted, in particular Communications Team and the Housing Team to ensure the service is widely used and communicated.

There will be cross over with this project and the Volunteer Development project as well as community safety teams.

ICT teams will be engaged to establish a means of mobile working within the mainstreamed service.

Project Mandate

PROJECT MANDATE

9 - Improvement of Play Areas

Date: 06/12/2012

Author: Jamie Dixon

Responsible Directorate: People & Places

Project Mandate

57. Project Overview

The project includes investment into a number of existing Council owned play areas.

58. Project Background

The project will be phased and will include the development and improvement of Council owned play areas at a number of key sites including Astley Park. Were possible the funding will be used to attract further external funding to enhance the various schemes.

59. Corporate Priorities

The revised policy would contribute to the following objectives:

- Clean safe and healthy communities.
- Involving residents in improving their local area and equality of access for all.
- An ambitious Council that does more to meet the needs of residents and the local area.

60. Objectives

To invest in improvements of Council owned play areas. To be confirmed but could to include for example:

- **Astley Park** - investment in creating a ‘destination’ play area (new play equipment across a range of age groups and associated safety surfacing)
- **King Georges Field** - investment in improving the play provision for 8-12 year olds (replacement of play equipment, boundaries and safety surfacing where necessary).
- **Tatton Rec. Ground** - investment in improving the play provision for the toddler to 8 year old age bracket (replacement of equipment, boundaries and safety surfacing where necessary)
- **Harper’s Rec. Ground** - investment in replacing equipment, boundaries and safety surfacing in the toddler play area.
- **Coronation Rec. Ground** - investment in resurfacing of tennis courts and replacement of boundary mesh fencing and nets.

To levy in further additional external funding to enhance the various schemes.

61. Scope

<i>Included</i>	<i>Not Included</i>
<ul style="list-style-type: none"> • Improving existing Council owned play areas 	<ul style="list-style-type: none"> • Improving play areas at non Council owned sites
	<ul style="list-style-type: none"> • Developing play areas at new Council owned sites.

62. Constraints

This project required budgetary resources.

63. Impact on other Directorates/Projects

Links into the work undertaken as part of the Open Spaces Study that identifies Council owned sites that require investment.

Also supports the development of Astley Park.

Project Mandate

PROJECT MANDATE

10 - Free Swimming

Date: 02/01/13

Author: Vicky Willett

Responsible Directorate: People & Places

Project Mandate

64. Project Overview

This project is to make available free afternoon swimming sessions for under 16's during the school summer holidays (Monday – Fridays) at the Council's leisure facilities: All Seasons Leisure Centre and Brinscall Swimming Baths. This project will run for 12 months.

65. Project Background

Improving the health of Chorley's local communities is a key focus for the administration and in particular tackling health inequalities to enable young people to take part in physical activity preventing a range of longer term health and social issues.

This project will remove a potential financial barrier to physical activity and enable young people from any community including those that are more deprived, to access swimming facilities. It will also complement the existing Get Up and Go programme, enhancing the current offer to young people in terms of physical and diversionary activity.

66. Corporate Priorities

The project would contribute to the following corporate objectives:

- Clean safe and healthy communities.
- Involving residents in improving their local area and equality of access for all.
- An ambitious Council that does more to meet the needs of residents and the local area.

67. Objectives

The project will aim to:

- Work with our partners Active Nation to put in place the free swimming programme including monitoring and reporting arrangements.
- Promote the project through appropriate channels including Get Up and Go
- Increase the numbers of young people taking part in physical activity

68. Scope

This project will include liaising with Active Nation to set up and deliver the free swimming project. Free swimming will be available on week day afternoons during the school summer holidays for young people aged under 16 and living in the Chorley Borough.

This project does not include free swimming during term time and does not extend to other age groups at the present time.

69. Constraints

The budget required should cover all delivery costs and Active Nation will be the main partner in ensuring effective delivery.

70. Impact on other Directorates/Projects

This work links in with the existing Get Up and Go programme, neighbourhood working and other health and wellbeing initiatives.

Project Mandate

PROJECT MANDATE

11 - Employee Health Scheme

Date: 10th December 2012

Author:

Responsible Directorate: Chief Executives Office

71. Project Overview

This project is a continuation of a Health Cash Plan funded by the council. The council pays a fixed contribution per employee which then enables employees to claim back the costs of health related treatments such as dental charges, eye tests and glasses, consultant appointments, professional therapy and many other benefits.

The scheme has proved to be very successful in its first year, and this project would extend the scheme for a further 12 months.

72. Project Background

An employee health scheme was introduced in 2012/13 following two years of no pay award for staff.

Although there had been little apparent impact of having no pay award, it was felt that continued pay freezes could lead to disengagement, lower productivity and morale. The health scheme was therefore introduced in an effort to offer some reward and benefit to staff during this period.

Since June 2012, the scheme has been accessed 164 times and claims have totalled approximately £6,037 for services including dental care, optical care, prescriptions and wellbeing such as physiotherapy and acupuncture.

73. Corporate Priorities

This project supports the council's priority to be an ambitious council that does more to meet the needs of residents and the local area.

74. Objectives

The key objective is the continuation of this scheme for a further 12 months, which would support:

- Improved employee health;
- Increased staff satisfaction and engagement;
- Improvements in staff benefits, creating a more attractive package for potential employees; and
- Achieve a reduction in the current health and wellbeing expenditure.

75. Scope

The scheme would be applied to all employees, including agency workers who have worked for more than 12 weeks, and temporary staff that are employed within the year.

76. Constraints

Budgetary resources are required to cover a period of 12 months.

77. Impact on other Directorates/Projects

The scheme is accessible to all staff, but has no specific impact on services other than HR&OD who are responsible for coordinating the scheme.

This scheme would run alongside other health and wellbeing initiatives we are running in the next 12 months which include:

- Running Club
- Pedometer Challenge
- Flu Vaccinations
- Smoking Cessation
- Health Screening

Project Mandate

PROJECT MANDATE

12 - Campaigns and Promotions

Date: 10 December 2012

Author: Chris Sinnott

Responsible Directorate: Chief Executives Office

Project Mandate

78. Project Overview

The investment would support identified campaigns and promotional activity for the town centre and the borough.

79. Project Background

The changed focus of the policy and communications service means that it is possible to clearly define and identify areas where undertaking further promotion and campaigns could effectively support the council in achieving its priorities. A campaigns and engagement strategy will be developed in early 2013 to guide the work of the team. Most of the campaigns will be resourced from existing budgets. However, there are some areas where an additional budget would mean that more could be achieved.

80. Corporate Priorities

The revised policy would contribute to the following objectives:

- A strong local economy.
- Involving residents in improving their local area and equality of access for all.
- An ambitious Council that does more to meet the needs of residents and the local area.

81. Objectives

- To promote and increase engagement in the changed approach to neighbourhood working and civic pride campaign.
- To support the economic development strategy, with a campaign to promote the town centre – with an aim to; increase visitor stay, and diversify the reasons for visiting the town centre.
- To promote the use of the collective fuel purchasing scheme (this is likely to be iChoosr).
- To maintain the improved Christmas lights display.

82. Scope

Included within the scope of this investment would be;

- A promotional campaign of the civic pride campaign and neighbourhood working (including as necessary, advertising, printed materials and other materials)
- A promotional town centre marketing campaign (including as necessary, advertising, printed materials and evaluation work through surveys)
- A campaign to promote the use of the collective fuel purchasing scheme – through advertising, printed materials and website development.
- Cost for the additional Christmas lights display used in 2012, for use in 2013.

The staff costs of developing and managing these campaigns is already available.

83. Constraints

Budgetary resources are required to deliver the project.

84. Impact on other Directorates/Projects

These campaigns link closely with the work of Economic Development and Health, Environment and Neighbourhoods. It links closely with the following projects and initiatives:

- Tackling fuel poverty (Corporate Strategy key project)
- Develop a town centre master plan (Corporate Strategy key project)
- Launch the civic pride campaign (Corporate Strategy key project)
- Implement improvements to neighbourhood working (Corporate Strategy key project)
- Develop volunteering in the borough (Corporate Strategy key project)

Project Mandate

PROJECT MANDATE

13 - Purchase of key town centre sites

Date: 04 January 2012

Author:

Responsible Directorate:

85. Project Overview

This project will progress proposals provided by Liberata for the purchase of key town centre sites which would enable the Council to control and influence further retail developments in the town centre with the overall aim of boosting trade.

86. Project Background

The percentage of vacant town centre floor space has seen a gradual reducing trend since 2009. However, there are a number of long term vacant properties in key town centre locations. This, together with public realm issues such as poorly maintained premises and shop frontages, lack of seating and greenery, affect visitors' experience and give the perception that the town centre is in need of revitalising.

To address these issues the Council has already remodelled its town centre grant programmes to support the establishment of new enterprises within long term vacant properties but more still needs to be done.

Liberata have provided proposals for the purchase of key town centre sites which would give the Council more control and influence over further retail developments in the town centre. This follows the purchase of the old McDonald's site and would aim to further boost the town centre.

87. Corporate Priorities

This project supports the following priorities:

- A strong local economy
- An ambitious council that does more to meet the needs of residents and the local area.

88. Objectives

- To reduce the number of vacant premises in the town centre
- Achieve more control over future retail development
- Boost trade and strengthen the town centre offer.

89. Scope

This project will focus specifically on identifying and facilitating the purchase of key vacant sites (and any associated redevelopment or refurbishment works) although it should be noted that at this stage there is still the option to discount the work done by Liberata

Activity to convert interested parties into occupied premises will be delivered through business as usual of the economic development team as will any support to new businesses that subsequently let Council owned retail premises.

Project Mandate

90. Constraints

There would be significant financial costs in the Council pursuing a strategy by purchasing vacant units but this will secure more influence over the retail offer and further development of the town centre. This would be covered by financing the cost of borrowing up to £1million to invest in full asset purchase. Any purchases would also offer the opportunity to generate rental income to mitigate some of the costs

The financing of any agreed solution will be dependent on the outcomes of the forthcoming budget process. This could also impact upon project timescales.

91. Impact on other Directorates/Projects

This project could have implications for the Economic Development and Governance teams.

Project Mandate

PROJECT MANDATE

15 - Produce an Inward Investment Plan

Date: 26/10/2012

Author: Cath Burns

Responsible Directorate: Partnerships, Planning and Policy

Project Mandate

92. Project Overview

This project will produce an inward investment plan and deliver key actions. Activity will include developing an inward investment web site, marketing package and a grant scheme to support the capital injection from inward investors who are creating jobs for local people.

93. Project Background

The emerging 2012 Economic Development strategy aims to promote and increase inward investment in Chorley to support economic growth in the borough and provide a mix of well paid, high and low skilled jobs.

The Chorley Local Plan will provide a future supply of employment land in Chorley upto 2026. This project will develop a plan for bringing forward development and inward investment.

In a global economy and a very competitive market place, the challenge for Chorley is to develop and articulate a succinct and targeted proposition to enable it to stand out from its competitors, particularly from within the Manchester conurbation, and bring new investment and jobs. Chorley has some fantastic assets but it needs to make sure that potential investors hear about them.

Given the current recession, Chorley simply cannot afford to leave its inward investment activities to other agencies. There is potential for Chorley to raise its game and be at the forefront of the impending economic recovery that has the potential to bring new jobs and investment to the borough.

The most important aspect of any inward investment campaign is an on-line presence. By developing an inward investment web site, Chorley will send out a clear message that it is a forward-looking, open and welcoming place for new investors.

Potential inward investors need to know specifically how Chorley can help solve their business challenges and what particular industry and sector strengths the town has. Firms need to know how Chorley can tap into wider supply-chains, particularly those that would serve advanced manufacturing and engineering industries and support the Enterprise Zone at Samlesbury and Warton. This is hugely important in helping to position Chorley's development opportunities in a more effective way to inward investment intermediaries.

The potential to complement any existing provision and to provide a grant scheme to support the capital requirements of inward investment companies who are creating local jobs will be developed, subject to funding.

94. Corporate Priorities

Producing an inward investment plan and delivering key actions over the first year will support the Corporate Strategy's priority theme on 'A strong local economy', by helping to create a strong business sector and providing access to high quality employment.

Project Mandate

95. Objectives

The project will aim to produce an inward investment action plan and delivery of key actions identified in the plan. This may include, but is not limited to:

- Creating a database of target intermediaries to reach out to potential investors and their advisors who are likely to be involved in expansion and relocation plans of business that are suited to the town.
- Developing an inward investment web site.
- Creating sectoral propositions and associated marketing material.
- Introducing and delivering a reward scheme, or suitable alternative to support the expansion of existing companies who are creating/safeguarding jobs, subject to funding.

96. Scope

Whilst this project will produce an inward investment action plan and deliver activity (as outlined above), there will be other elements in the plan for delivery and resourcing that fall out of the remit of this specific project.

The inward investment action plan will complement any other work of partner organisations and agencies.

The development of the inward investment web site will complement Chorley Council's own web site.

The grant scheme to support the capital requirements of inward investment companies who are creating local jobs will complement any existing provision.

97. Constraints

Timescales

Estimated key milestones are shown below, but the milestones and the dates will be reviewed following delivery of the inward investment plan.

Key Action	Milestone Date
Produce an inward investment action plan	Feb 2013
Create a database of target intermediaries	Feb 2013
Develop an inward investment web site	Aug 2013
Create sectoral propositions and associated marketing material.	Apr 2013
Agree proposal for grant scheme for capital investment	Feb 2013

Project Mandate

Resources

Economic Development will secure a third party to produce the inward investment action plan, create the database of target intermediaries, provide a set of recommendations for developing the web site and support the creation of the sectoral propositions. Support will be required from the Communications Team in preparing the marketing material. Additional staff resources will be required in Economic Development to deliver the grant scheme for capital investment.

Budget

The project's budget would enable the development of an inward investment plan and provide flexible resources to be targeted at delivering priority areas identified in the plan. This may include, but is not limited to:

- Creating a database of target intermediaries to reach out to potential investors and their advisors who are likely to be involved in expansion and relocation plans of business that are suited to the town.
- Developing an inward investment web site.
- Creating sectoral propositions and associated marketing material.
- Introducing and delivering a reward scheme, or suitable alternative to support the expansion of existing companies who are creating/safeguarding jobs, subject to funding.

98. Impact on other Directorates/Projects

The development of the inward investment web site will complement Chorley Council's own web site and integrate with the information technology requirements of ITC.

Support will be required from the Communications Team in preparing the marketing material.

Project Mandate

PROJECT MANDATE

16 - Develop a Town Centre Masterplan

Date: 31/10/2012

Author: Cath Burns

Responsible Directorate: Partnerships, Planning and Policy

Project Mandate

99. Project Overview

Producing, consulting and agreeing a long term plan for the future development of Chorley Town Centre in order for it to maintain and grow its position in the retail hierarchy; providing consideration to the demarcation of the town centre boundary, land use zoning, locations for new development, public realm and car parking.

100. Project Background

The Central Lancashire Core Strategy, adopted in 2012, will deliver retail and town centre uses in Chorley Town Centre by 'building on the success of the Market Walk shopping centre, through investing in further retail development, supporting a range of other retailers and services, as well as improving the centre's appearance and accessibility'. To support its Key Service Centre role, in addition, the 2012 Chorley Local Plan states that 'it will also preserve the market town character, encourage local specialist shops to remain in the town centre....supporting town centre development providing for tourists and visitors'.

The Central Lancashire Retail and Leisure Review 2010 identifies capacity for additional and convenience shopping floor space, and the Chorley Local Plan identifies four key sites for retail development.

The emerging 2012 Economic Development Strategy has a long term outcome 'to create a vibrant town centre that attracts people from both the local community and visitors in the day and evening, for shopping, eating and entertainment'. In order to help realise these strategies and plans, developing a town centre masterplan will provide the foundations for a strategic and planned approach to attract future investment to key development sites, enhance the public realm and improve the town centre offer.

This project will consider whether the size of the retail element of the town centre is fit for purpose, more clearly define land use zones, provide investment-ready locations for future development, identify locations for investment in the public realm, as well as car parking provision.

101. Corporate Priorities

This project fits in with the Council's Corporate Priority for 'A strong local economy' by supporting a 'Vibrant town centre' and a 'Strong and expanding business sector'.

102. Objectives

This project will aim to:

- Define the required size of the retail element of the town centre.
- Clearly define land use zones for a multi-functional market town.
- Provide masterplanned investment-ready locations for future development.
- Identify locations for targeted investment in the public realm.
- Provide adequate provision for car parking.

Project Mandate

103. Scope

This project will build upon the aspirations of the Core Strategy and Chorley Local Plan.

104. Constraints

Timescales

An indication of timescales are provided in the table below:

Task	Timescale
Prepare brief	Dec 2012
Seek quotations through The Chest	Jan 2012
Evaluate submissions and award contract	Feb 2012
Third party commences work	Mar 2012
Final submission	June 2012

Resources

This project will be managed by the Head of Economic Development and a third party will be appointed to undertake the work.

Budget

This project requires budgetary resources.

105. Impact on other Directorates/Projects

Elements of this project will need to be consistent with planning policy and development management, as such a multi-disciplinary task and finish group will be established to oversee the work.

Project Mandate

PROJECT MANDATE

17 - Implement a programme to support the expansion of local businesses

Date: 25/10/12

Author: Cath Burns

Responsible Directorate: Partnerships, Planning and Policy

106. Project Overview

Establishing a business advice and support service for existing businesses in the Borough who have been trading for more than 3 years in order to help them to survive and grow. A newly appointed Business Advisor will work closely with the start-up Business Advisor and other business support organisations/programmes to provide a fully integrated business support infrastructure. This will include establishing a 'Choose Chorley Business Network' and a quarterly business newsletter. A reward scheme to support the expansion of existing companies who are creating/safeguarding jobs will also be introduced, subject to funding.

107. Project Background

In the past, the majority of business advice and information for existing businesses was provided by Business Link which employed 51 Business Advisors across Lancashire to intensively assist companies. With the restructure of Business Link, the provision of free dedicated one to one business advisory support to existing businesses in Chorley ceased in November 2011. Central Government has, instead, put in place a Business Link on-line resource. This resource is proving to be very limited. This is substantiated by the June 2012 Survey by the Open University Business School which found that "the internet is not necessarily the best way to deliver business advice, which often needs to be tailored to the specific needs of a particular organisation".

Furthermore, the closure of the Regional Development Agencies in March 2012 has been a factor in the worsening supply of quality business advice and information from qualified and experienced business advisors.

The provision of quality one to one business advice and information to our existing businesses is fundamental to the Chorley economy for the following reasons:

- Maintaining the existing business and employment base which is more vulnerable in these uncertain economic times. Clients receiving formal business support have a higher chance of business survival than those receiving no support.
- Improving competitiveness and supporting the growth of existing businesses.
- Many businesses remain unaware of the support which is on offer, as do intermediaries such as banks and accountants.
- Complements Chorley Council's new business start up scheme. New businesses increase competition in the market place, forcing 'business churn'- existing businesses need to be able to raise their game if they are to compete in the market.

Existing and planned support for the provision of quality business advice and information is limited. There is some initial thinking on the development of a Business Growth Hub for the Lancashire Enterprise Partnership area. The Hub will support SMEs in Lancashire with 5%-20% annual growth potential. An ERDF bid is being prepared to help resource this initiative. If taken forward, the Hub will work with a cohort of 100 key businesses across Lancashire from the following priority sectors: Aerospace, Advanced Manufacturing, Professional and Financial, Environmental and Green, and

Project Mandate

Creative/Digital. It is anticipated that the Hub will be accessed by 8% of Lancashire's business base every year. A significant proportion of Chorley businesses will not be served by the emerging Business Growth Hub with its current focus on priority sectors.

Whether this is a chargeable service is still yet to be determined. Furthermore, Winning Pitch is providing a Growth Accelerator Programme targeting existing businesses with 20% annual growth potential over 3 years. This is a paid service after an initial free meeting. It is estimated that only a limited number of Chorley businesses will be supported in this way.

There are a plethora of private sector led Chorley-based business networks but with access restrictions on gender, fee charges and trade duplication. By Chorley Council establishing a 'Choose Chorley Business Network', which complements and integrates with existing provision, will help Chorley Council improve relationships with SMEs, achieve a improved understanding of the trading environment and their business needs, help inform future provision of business support and provide a networking opportunity to exchange SME experiences and enhance trading positions.

The potential to complement existing provision and to provide a reward scheme to support the expansion of existing companies who are creating/safeguarding jobs will be developed, subject to funding.

108. Corporate Priorities

This project fits in with the Council's Corporate Priority on 'A strong local economy' by supporting a 'Strong and expanding business sector' and providing 'Access to high quality employment'.

109. Objectives

The project will aim to:

- Establish a business advice and support service for existing businesses in the Borough who have been trading for more than 3 years in order to help them to survive and grow.
- A Business Advisor will be appointed to deliver a high quality bespoke service to existing businesses, working closely with the start-up Business Advisor and other business support organisations/programmes to provide a fully integrated business support infrastructure.
- Establish a 'Choose Chorley Business Network' which complements and integrates with existing business network provision.
- Produce a quarterly business newsletter so that business are informed of the support available and current economic news.
- Introduce and deliver a reward scheme to support the expansion of existing companies who are creating/safeguarding jobs, subject to funding. Estimated outcomes from the reward scheme include:
 1. Support for 23 expanding companies;
 2. 23 companies committed to the employment charter;
 3. 10,000 sq ft floor space improved or created;
 4. 100 jobs created; and
 5. £400,000 of private sector investment.

Project Mandate

110. Scope

Whilst the Business Advisor Service will support all existing businesses the focus will be:

- To work in partnership with the emerging Lancashire Business Growth Hub to ensure that referrals are made into the Chorley service, and vice versa.
- To target businesses in the average and high risk sectors with a view to maintaining stability in these uncertain economic times as a first priority, and then to seek out untapped potential.
- Some focus on non-priority sectors, but not exclusively, to support growth and job creation.
- Particular targeting to our retail businesses within the Town Centre and Local Service Centres which do not belong to priority sectors.

The role of the Business Advisor will complement that of the start-up Business Advisor and partner agency services.

111. Constraints

Timescales

Key milestones include:

Key Action	Milestone Date
Business Advisor in post	November 2012
First formal meeting of the 'Choose Chorley Business Network'	January 2013
First issue of 'Choose Chorley Business Newsletter'	January 2013
Agree proposal for reward scheme for capital expansion	January 2013

Resources

A Business Advisor is being appointed to help establish the business advice and support service, who will also support the business network and the preparation of the newsletter along with other staff in the Economic Development Section. Support from the Communications Team will be required in the production of the newsletter. A temporary resource will be required for approximately 3 months to develop our database of businesses for receipt of the newsletter. Additional staff resources will be required in Economic Development to deliver the reward scheme.

Project Mandate

Budget

This project's budget would need to comprise of the following:

1. Business Advisor budget to cover networking memberships, marketing and guest speakers
2. Choose Chorley Business Network and Annual North West Business Insider Event
3. Maintaining business database for the Choose Chorley Business Newsletter
4. Reward scheme for capital expansion of existing businesses

112. Impact on other Directorates/Projects

The role of the Business Advisor will complement that of the start-up Business Advisor and partner agency services.

Support from the Communications Team will be required in the production of the newsletter.

Project Mandate

PROJECT MANDATE

18 - Implement a joint employment support initiative with Runshaw College

Date: 1 November 2012

Author: Gary Hall

Responsible Directorate: Chief Executive's office

Project Mandate

113. Project Overview

Working with Runshaw College and Lancashire County Council, this project will identify the barriers to young people accessing and sustaining apprenticeships in the Borough of Chorley.

114. Project Background

Evidence from Runshaw College suggests a number of young people are not able to access the apprenticeship opportunities that exist in the Borough, for a number of reasons, the main barriers being:

- Access to transport
- Start-up costs e.g. equipment, uniforms etc.
- Right skills and training

Currently there are 30 apprentice vacancies within the Borough that remain unfilled. Identifying the barriers in more detail and breaking down these barriers so that these opportunities are taken will directly impact on the Council's aspiration to reduce unemployment and manage the number of NEETS within the Borough.

115. Corporate Priorities

The project directly links to Corporate Project "Implement a joint employment support initiative with Runshaw College" and the NEET target of 5.1.

116. Objectives

The objective will be to reduce the number of reduce the number of young people, particularly NEET young, people excluded from employment opportunities through the barriers identified by 50%.

117. Scope

The project will be limited to those accessing opportunities through Runshaw College and will need to be flexible enough to deal with individual circumstances. Assistance from Lancashire County Council who provide support in a number of areas, particularly transport, will also be required.

118. Constraints

Budgetary resources are required to fund the project. This budget would be used to overcome some of the financial barriers that young people face in accessing and sustaining apprenticeships by allocating budget to Runshaw College to make available a Chorley Council employment support fund from which employers can access support towards costs additional to wages; this may include travel, training, protective clothing, tools and equipment to do the job dependent on the specific needs of the individual. The amount available would be limited per apprentice from that employers can access (via Runshaw) as much or as little as they require. Any surplus could be allocated towards developing the Runshaw Skills for Work placement scheme to create placements in Chorley.

119. Impact on other Directorates/Projects

There would be limited resource implications internally, as once the scheme is set up, it would be run and administered through Runshaw College.

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Executive Cabinet

Minutes of meeting held on Thursday, 18 October 2012

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

Also in attendance

Lead Members: Councillors Marion Lowe, Matthew Crow and Julia Berry

Other Members: Councillors Henry Caunce, John Dalton, Alison Hansford, Steve Holgate, Kevin Joyce, Paul Leadbetter, June Molyneaux, Greg Morgan and Geoffrey Russell

Officers: Jamie Carson (Director of People and Places), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Chris Moister (Head of Governance), Chris Sinnott (Head of Policy and Communications) and Ruth Rimmington (Democratic and Member Services Officer)

12.EC.146 APOLOGIES FOR ABSENCE

An apology for absence was submitted on behalf of Councillor Dennis Edgerley.

12.EC.147 MINUTES

RESOLVED - The minutes of the meeting of the Executive Cabinet held on 13 September be confirmed as a correct record and signed by the Executive Leader.

An update was requested in relation to the Localisation of Council Tax Support. The draft scheme had been approved for consultation at Council on 25 September and the consultation was being undertaken by various mechanisms. These included a postal survey to current recipients of Council Tax benefit and a random sample of additional people totalling 12,000 people. The survey was available on the Council's website and would be one of the topics discussed with members of the public at the upcoming Town Hall Open Day.

12.EC.148 DECLARATIONS OF ANY INTERESTS

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

12.EC.149 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.150 REVIEW OF 3 TIER FORUM

The Executive Member (Places) reported that when the decision had been taken to participate in the 3 Tier Forum it had been on the basis that there would be a review after 12 months. As there had only been three meetings it had been proposed to delay the review for six months.

Members discussed the private nature and effectiveness of the Forum, but noted that the meetings were evolving. The Council needed to be a member of the Forum to influence Lancashire County Council on the way the Forum worked going forward, both in terms of increasing the representation of Town and Parish Councils and for it to be a public meeting.

It was noted that the Council was increasing communication with Town and Parish Councils through the monthly intheboro electronic magazine and the Borough/Parish Liaison meeting.

Decision made

To delay the review the 3 Tier Forum for six months.

Reason(s) for decision

As there have only been three meetings of the Forum.

Alternative option(s) considered and rejected

None.

12.EC.151 CONSULTATION - PARKS AND OPEN SPACES MEMORIAL POLICY

The Executive Member (People) presented a report which highlighted the variety of requests for memorials that were received by the Council and enclosed a draft policy for consultation to guide future acceptance of memorial items across the Council's parks and open spaces.

Members noted the sensitive nature of the policy, but agreed that the policy was 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 was important that the policy had flexibility to deal with exceptional circumstances.

Members discussed the key stake holders who would be consulted. Members would contact Councillor Murray with the details of any organisations who might wish to submit a consultation response. Any people who had submitted a request for a memorial would also have the opportunity to submit a consultation response.

Decision made

To circulate the draft policy to key stakeholders for consultation, subject to the inclusion of the following at the end of paragraph 5 of the draft policy "If they are vandalised or require replacement, the donors will be asked if they wish to replace the bench".

Reason(s) for decision

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 option(s) considered and rejected

1. 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.
2. No longer accepting any form of memorial requests for any of our sites - an unnecessary measure.

12.EC.152 WEST LANCASHIRE LOCAL PLAN (PUBLICATION) AND DRAFT STATEMENT OF COMPLIANCE WITH THE DUTY TO COOPERATE

The Executive Leader presented a report which sought approval to support the West Lancashire Local Plan and draft Statement of Compliance with the Duty to Cooperate.

The document provided robust evidence as to how West Lancashire Borough Council had 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.

The report sought approval for the Executive Member (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.

Members noted that the Duty to Cooperate was a requirement of planning regulations and would need to be prepared to catalogue the evidence of the wide range of collaborative work with neighbouring authorities and other bodies that Council's had undertaken in preparing their Local Plan.

Decision made

1. **Approval granted to support the West Lancashire Local Plan and Draft Statement of Compliance with the Duty to Cooperate.**
2. **Approval granted to the delegation of powers 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 was to oppose the draft Local Plan this would be brought back to Executive Cabinet for consideration.**

Reason(s) for decision

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

Alternative option(s) considered and rejected

None.

12.EC.153 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.154 GARAGE SITES CHORLEY

The Deputy Executive Leader and Executive Member (Resources, Policy and Performance) presented a report which outlined the disposal of four pieces of council owned land to Adactus Housing Group Ltd for the construction and letting of Affordable rented housing.

Members noted that further work was ongoing in this area and another report would be brought to Executive Cabinet in the future. The transfer of land was subject to planning permission.

Decision made

1. **Approval granted to the transfer of the sites on the terms agreed and detailed in the report.**
2. **Support given to the Social Housing Grant (SHG) awarded to Adactus Housing Group by the Homes and Communities Agency (HCA), by approving the transfer of each site at nil value which was below the market value of the individual sites**
3. **Authorisation granted to Liberata Property Services, in conjunction with the Head of Governance, to proceed with the termination of the garage agreements on the sites and note the loss of annual income in the region of £4,804.80 per annum.**
4. **Authorisation granted to the Head of Governance to complete a formal deed of variation with the tenant of a piece of land and note the loss of annual income in the region of £125 per annum.**

Reason(s) for decision

The transfer of the sites will result in the construction of 15 new Affordable rented residential properties to be advertised and let through the Select Move choice based lettings system.

Alternative option(s) considered and rejected

If the sites were not transferred to Adactus Housing Group, they would be in breach of their contract with the Homes and Community Agency, and they would have to search for alternative sites, which might not provide as well in terms of location and timescale.

12.EC.155 POLICY AND PERFORMANCE REVIEW

The Deputy Executive Leader and Executive Member (Resources, Policy and Performance) presented a report which sought approval for changes to the structure and budget of the Policy and Communications service.

These changes would provide savings and drive a change in the focus of the service, to work on identified priority projects that support greater community engagement.

Decision made

1. **Approval granted for consultation on the new structure (Appendix B), and responsibility for the final approval of the structure following consultation and approval granted to the delegation of powers to the Executive Member for Resources, Policy and Performance.**
2. **Approval granted to the changes to the budget for implementation in 2013/2014.**

Reason(s) for decision

To facilitate the effective functioning of the service, and to secure efficiency savings.

Alternative option(s) considered and rejected

To not undertake the changes. This was rejected as it would not support the priority of delivering excellent value for money, or the objectives of the medium term financial strategy.

12.EC.156 CHANGES TO STRUCTURE FOR THE TOWN CENTRE AND MARKETS

The Executive Member (Homes and Business) presented a report which sought approval to consult on a new staffing structure for the Chorley Markets team.

The proposed structure was designed to enable the better delivery of markets and town centre services due to increased operational scope, future service improvements and additional projects.

A number of changes including the creation of a new post and revised working patterns had been included.

Decision made

1. **Approval granted for consultation on the new structure (Appendix B).**
2. **Approval granted that following consultation, subject to only minor alterations, the final decision to implement the proposals be delegated to the Executive Member for Homes and Business supported by the HR team.**

Reason(s) for decision

To support the delivery and implementation of the Market Operational Review which began early 2012 to ensure the service is fit for the future.

Alternative option(s) considered and rejected

1. To continue as we are.
 - a, Rejected - the service has no flexibility in capacity for future market service improvements or additional projects.
2. To employ an additional position of 'Markets and Town Centre Coordinator' and 'Market and Event Team Leader' whilst deleting the 'Markets Coordinator' post and leaving all other 'Market Officer' posts as existing.
 - a, Rejected – this would lead to additional staffing costs and the Market Officer posts would remain inflexible in regards to working availability and providing toilet cover.

Executive Leader

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Executive Cabinet

Minutes of meeting held on Thursday, 22 November 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 Julia Berry

Other Members: Councillors Henry Counce, John Dalton, David Dickinson, Anthony Gee, Harold Heaton, Steve Holgate, Keith Iddon, Kevin Joyce, Hasina Khan, Paul Leadbetter, June Molyneaux, Greg Morgan, Mick Muncaster and John Walker

Officers: Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places), Chris Moister (Head of Governance), Simon Clark (Head of Health, Environment & Neighbourhoods), Chris Sinnott (Head of Policy and Communications), Asim Khan (Head of Customer, ICT and Transactional Services), Andrew Daniels (Communications Manager) and Ruth Rimmington (Democratic and Member Services Officer)

Members of the public: One

12.EC.157 APOLOGIES FOR ABSENCE

No apologies for absence were submitted.

12.EC.158 MINUTES

RESOLVED - The minutes of the meeting of the Executive Cabinet held on 18 October 2012 be confirmed as a correct record and signed by the Executive Leader.

12.EC.159 DECLARATIONS OF ANY INTERESTS

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

12.EC.160 PUBLIC QUESTIONS

The Executive Leader reported that there had been a request from one member of the public to speak the agenda item relating to the trial re-opening of Market Street and new parking layout for St George's Street.

The question was read out by Peter Loughlin and the detail is set out below.

Could you please confirm that all surveys will be carried out before and after the re-opening of Market Street (if it goes ahead) so that a fair comparison can be obtained; and that the full details of all such surveys will be fully available to the public?

12.EC.161 TRIAL RE-OPENING OF MARKET ST AND NEW PARKING LAYOUT FOR ST GEORGE'S STREET

The Chair brought this item forward on the agenda as it related to the question raised by the member of the public.

The Executive Member (Homes and Business) updated Members on proposals for the trial re-opening of Market Street and new parking layout for St George's Street. The report summarised the main points from the consultation process and sought approval to progress the schemes through to delivery.

The plans for re-opening Market Street had been prepared with the full involvement of highways practitioners at both Pendle Borough Council and Lancashire County Council. The proposal addressed the highway's requirements of Lancashire County Council, as the Highway Authority. With the use of signage, raised table crossings, bollards and planters (to restrict the carriageway width) traffic speeds would be at a minimum.

There would be periodic monitoring and evaluation with qualitative feedback from town centre stakeholders (pre-scheme scenarios would be drawn from consultation), and quantitative analysis of footfall surveys (from current footfall count practice), pedestrian and vehicle flows (at Park Road, Junction of St George's St/Market St and other routes into Market St (namely St Thomas's Road)) and parking usage (from current monitoring of car park usage). There would also be monitoring of pedestrian and vehicle flows for pre and post scheme analysis.

Monitoring and evaluation would be made fully available to the public, including pollution monitoring which would be undertaken in a similar fashion.

It was clarified that there had been extensive consultation undertaken, including the Council's Equality Forum and Shop Mobility to ensure that there was provision for wheel chair users. Once the work had been undertaken feedback from members of the public would also be monitored and the details of this were under consideration. It was noted that the consultation had been targeted and extensive. The Citizens Panel had been replaced by a Citizens Jury, and due to the targeted and extensive nature of the consultation the Citizens Jury had not been consulted about the proposals.

It was hoped that the area would be safer going forward than it was currently as cars currently weren't monitored, road safety was of paramount importance for this scheme.

Decision made

1. **Approval granted to the proposals for the trial reopening of Market Street and new parking layout for St George's Street to be progressed through to delivery as outlined in paragraphs 14, 15, 17 and 18 of the report, with approval of any scheme amendments being delegated to the Executive Member for Homes and Business.**
2. **The reversal of a decision in relation to the St George's Street Management Proposal in relation to an aspiration to reduce the impact of cars in the Conservation Area be noted.**

Reason(s) for decision

These schemes will help to revitalise the top end of Market Street and Chorley Town Centre, provide additional parking which in turn will attract more shoppers and boost trade in the area.

Alternative option(s) considered and rejected

None.

12.EC.162 REFRESH OF CHORLEY'S ECONOMIC DEVELOPMENT STRATEGY

The Executive Leader and Executive Member (Economic Development and Governance) presented a report which updated Members on the refresh of Chorley's Economic Development Strategy, summarised the main changes and sought adoption of the Strategy.

It was noted that the strategy would be updated to include the installation of rural broadband.

In response to a query the Executive Leader advised that one of the motivations behind the Strategy was to encourage independent businesses and to expand the offer of shops. There were a lot of potential visitors who lived within half an hour and Chorley needed to attract these people. The wording of the Strategy regarding competition would be reworded to reflect this.

To monitor the progress in delivering against the priority areas, key long term outcomes and measures had been identified, which would be reported on an annual basis, at the same time as refreshing the strategy and actions. The base level for the measures would be set shortly and would take into account the kind of measures that businesses within Chorley would find useful.

Decision made

1. **Approval granted to adopt the refreshed Economic Development Strategy (contained in Appendix A of the report).**
2. **Delegated powers granted to the Executive Leader to make minor amendments to the Strategy.**

Reason(s) for decision

The refreshed Strategy will ensure that our priorities and actions are clearly aligned to current issues and strengths facing the borough.

Alternative option(s) considered and rejected

None.

12.EC.163 98-102 MARKET STREET - FORMER MCDONALDS SITE: PROPOSED REFURBISHMENT WORKS

The Executive Leader and Executive Member (Economic Development and Governance) updated Members on the purchase of and proposals for the future use and occupation of the former McDonalds site.

One of the key factors within the proposal was to retain influence over the type of shops within the town. The development would be of an arcade style and the design of this would be considered carefully. The development of a car park would give the Council's options, both in terms of a potential commercial partner in the operation that car park and potential to use current Council car parks for other purposes.

Members noted that the site would form a key part of the Town Centre Master Plan. A further report would be presented to Executive Cabinet with firm proposals for the redevelopment of the buildings and car park in the New Year.

Decision made

1. **That the report be noted.**
2. **Agreement granted, in principle, to refurbish 100-102 Market Street for retail units, to the demolition of 98 Market Street and the creation of a car park in the area between the Fleet Street Car Park and Gillibrand Street.**

Reason(s) for decision

Market Street is a link between the two retail centres, Market Walk/ Market/ Booths and the proposed Asda development. On this basis retail is the better option for this site. The need in Chorley is for smaller retail sites rather than larger stores and it is appropriate to split the site into smaller units. The creation of the arcade provides a direct access to the car park behind and means a more attractive shop frontage.

Alternative option(s) considered and rejected

1. Create 2 retail units one at 100 Market Street and the other at 102 Market Street. Although a cheaper alternative to the recommendation there is not the need for a large retail unit in this location and there is concern over its subsequent letting.

2. Demolish the whole site and rebuild purpose built units. The existing units at 100 and 102 Market Street, are sound, and whilst they require some works the recommendation proposed is more cost effective.

12.EC.164 REFRESH OF THE KEY PARTNERSHIPS FRAMEWORK

The Executive Member for Resources, Policy and Performance presented the updated key partnerships framework for approval.

The Council's key partnerships framework had been approved in 2007 in response to Audit Commission feedback. The framework identified the extent of the Council's key partnerships and put in place effective governance controls and monitoring arrangements to ensure the success of the partnerships and the achievement of the Council's priorities.

Responsibility for the key partnerships framework and its monitoring transferred from Procurement to Policy and Communications in late 2011 as part of the review of shared financial services. This was in order to free up some capacity in the procurement team and strengthen the performance and equality monitoring, while also reducing the duplication in reporting. The review of the framework had included an update to the list of key partnerships.

Decision made

Approval granted to the updated key partnerships framework.

Reason(s) for decision

To ensure that the Council has an up to date and robust framework in place to support the effective governance and monitoring arrangements of the Council's key partnerships.

Alternative option(s) considered and rejected

None.

12.EC.165 REVENUE BUDGET MONITORING 2012/13 REPORT 2 (END OF SEPTEMBER 2012)

The Executive Member for Resources, Policy and Performance presented a report which set out the current financial position of the Council as compared against the budgets and efficiency savings targets it set itself for the financial year 2012/13.

The Council had expected to make overall target savings of £200,000 in 2012/13 from management of the establishment and the full savings target for 2012/13 had been achieved. The projected outturn currently showed a forecast underspend of around £312,000.

The Council's Medium Term Financial Strategy proposed that working balances were to be no lower than £2.0m due to the financial risks facing the Council. The current forecast to the end of September showed that the General Fund balance would be around £2.334m. This put the Council in a strong position and should help to mitigate against future risks associated with the Local Business Rates Retention scheme from April 2013.

Members noted that projects to improve Chorley Town Centre, to be funded from the £300,000 reserve created for that purpose, had commenced.

Decision made**The report be noted****Reason(s) for decision**

To ensure the Council's budgetary targets are achieved.

Alternative option(s) considered and rejected

None.

12.EC.166 CAPITAL PROGRAMME MONITORING 2012/13 - 2014/15

The Executive Member for Resources, Policy and Performance presented a report which requested an update to the Capital Programmes for financial years 2012/13 to 2014/15 to take account of proposed budget changes and the rephrasing of expenditure to 2013/14. The report gave details of the budgeted receipt and use of contributions from developers for the period 2012/13 to 2014/15.

Members discussed that Network Rail had moved closer to finalising payments for Buckshaw Parkway Station, which would be financed with the Section 106 contribution held by this council. It was likely that the 2012/13 budget for the project should be available to provide enhancements to the station, but expenditure would not be committed until the construction contract was finalised. This could mean that some budget provision would have to be rephased to 2013/14 later in the year if improvements could not be implemented during 2012/13.

Decision made

- 1. That Council be recommended to approve the proposed amendments to the Capital Programmes for 2012/13, 2013/14 and 2014/15, as presented in columns (3), (7) and (10) of Appendix 1.**
- 2. That Council be recommended to approve the rephrasing of capital budgets between 2012/13 and 2013/14, as presented in columns (2) and (6) of Appendix 1.**

Reason(s) for decision

1. The 2012/13 to 2014/15 Capital Programme should be increased to include budget provision for refuse and recycling bins that reflects increased costs and meets demand for new and replacement bins.
2. A home repair grant is repayable, and the usual practice is to top up the Housing Renewal budget with the repaid grant. The cash has not yet been received so expenditure should not be committed until it is.
3. Two small sums should be transferred to the revenue budget to cover minor repairs to the Town Hall (£2,030); and minor improvements to the Covered Market (£7,110). These relate to existing capital projects, but this particular expenditure should not be capitalised.
4. The likelihood of completing the Chorley East Health Centre during 2012/13 has reduced because agreement has not yet been reached with the NHS. Three small Streetscene schemes cannot be completed over the winter so budget provision should be rephased.
5. Improvements to fire doors at Cotswold House are required on health and safety grounds.

Alternative option(s) considered and rejected

None.

12.EC.167 CHORLEY PARTNERSHIP PERFORMANCE MONITORING - SECOND QUARTER 2012/13

The Executive Member for Resources, Policy and Performance updated the meeting on the performance of the Chorley Partnership during the second quarter of 2012/2013, from 1 July to 30 September 2012.

Performance of the Chorley Partnership in achieving the key performance targets remained good, with latest figures available for alcohol related hospital admissions showing a year to date reduction of 11% at quarter four 2011/12 compared to quarter four 2010/11. Figures for primary fires in Chorley were lower than anticipated.

Crime overall had increased by 6.7% in quarter one and two compared to the same period last year, although there had however been a significant decrease in anti-social behaviour, and domestic abuse detections was performing above target.

Overall performance on the key projects / priorities in the Chorley Partnership delivery plan was good, with 74% rated green or completed.

Members noted that discussions were ongoing with the Police regarding the crime figures. When the percentages were so low a slight change could have a distorted effect on the figures.

Decision made

That the report be noted.

Reason(s) for decision

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

Alternative option(s) considered and rejected

None.

12.EC.168 CHORLEY COUNCIL PERFORMANCE MONITORING - SECOND QUARTER 2012/13

The Executive Member for Resources, Policy and Performance outlined the performance against the delivery of the Corporate Strategy and key performance indicators during the second quarter of 2012/13, 1 July to 30 September 2012.

Overall performance of key projects remained excellent, with a majority of the projects on track or completed. Only two projects were rated 'amber', 'explore the development of a service package for accommodation for 16/17 year olds', and 'Implement the framework for strategic partnerships'. Explanation of the reasons and the actions being taken to bring the projects back on track was provided within the report.

Following the refresh of the Corporate Strategy, the report provided a progress update on all projects which have not yet been completed and identified those that would be managed and monitored through service improvement plans from now on. The report included details of the one project that had been carried over into the new corporate strategy; to implement the customer services migration plan.

Decision made

That the report be noted.

Reason(s) for decision

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

Alternative option(s) considered and rejected

None.

12.EC.169 REVIEW OF NEIGHBOURHOOD WORKING

The Executive Member (Places) advised Members of the outcome of a review into neighbourhood working. The report requested approval to develop and improve service delivery and community engagement at a neighbourhood level.

The current neighbourhood working model had evolved since its launch in 2008. There were seven neighbourhood areas and each area had a Ward Member meeting twice a year which discussed issues arising in the particular area and received retrospective reports on neighbourhood activities delivered by Council and partner services.

This review provided an opportunity to revise the delivery of neighbourhood working in Chorley and Members discussed and welcomed the proposed arrangements, particularly the redrawn boundaries and extended membership. The Parish representative should not be the clerk, or someone who was not also a Borough Councillor. There was potential for areas, like the town centre and Buckshaw Village for a representative from the community to be involved.

Parishes would receive details of the new arrangements shortly and be invited to submit their Parish Plans to form part of the information basis for the Neighbourhood work plans. The proposals had been discussed at the Borough Parish Liaison meeting the previous evening and had been well received.

Decision made

1. **The definition of neighbourhood working approved as "Working with our partners to improve the quality of life, health and wellbeing of all our citizens and to improve the environment of the neighbourhoods in which they live".**
2. **Approval granted to the redrawn boundaries of the neighbourhood areas, increasing the number of areas from seven to eight as described in paragraph 29 and Appendix 1 of the report.**
3. **Approval to the level of representation at the twice yearly round of neighbourhood area meetings to include County Council Member representation and Parish Council Member representation in accordance with the Table 1 within the report.**
4. **Approval granted to the process described in paragraph 35 outlining the establishment of annual neighbourhood work plans.**
5. **The business as usual activities undertaken as part of neighbourhood working come from a number of service teams baseline budgets but that work or services provided over and above will need to be provided through a separate budget yet to be agreed with a means for Members to access it be noted.**
6. **The resource implications arising out of this review be noted.**

Reason(s) for decision

To ensure the neighbourhood working model continues to develop and meets the needs of Members and the communities they serve.

Alternative option(s) considered and rejected

The option to retain the current neighbourhood working model and framework was considered but it is appropriate to develop and adapt neighbourhood working as described in this report.

12.EC.170 LANCASHIRE FIRE AND RESCUE SERVICE - MEMORANDUM OF UNDERSTANDING RELATING TO ENFORCEMENT WORK

The Executive Member (Places) presented a report which sought authorisation for the sign up to two Memoranda of Understanding (MoU) between Lancashire Fire and Rescue Service and the Councils housing standards and workplace health and safety enforcement function.

The Councils workplace health and safety enforcement and housing standards enforcement teams had been approached by Lancashire Fire and Rescue Service to sign up to two Memoranda of Understanding (MoU) between the two organisations. These related to the Councils enforcement work in these areas.

The MoU's sought to formalise an unwritten arrangement that had existed between the two organisations so that there was clarity in terms of where responsibility lay in relation to both enforcement of fire safety provision in domestic dwellings and enforcement of electrical safety in workplaces that fell within Chorley Council's enforcement responsibility.

Decision made

1. **Acceptance of the terms of the Electrical Safety in Workplaces Memorandum of Understanding (MoU) and authorisation for the Director of People and Places to sign.**
2. **Acceptance of the terms of the Housing Standards Memorandum of Understanding (MoU) and authorisation for the Director of People and Places to sign.**

Reason(s) for decision

To ensure that partnership working in the areas of housing fire safety enforcement and electrical safety in work places enforcement is effectively coordinated and the roles and responsibilities of both organisations are fully understood.

Alternative option(s) considered and rejected

An alternative option would be not to sign up to the MoU's and continue with the informal arrangement between the organisations in determining enforcement responsibility and the agency best place to take action.

12.EC.171 LOW COST HOME OWNERSHIP (LCHO) SCHEMES - POLICY AMENDMENT TO ALLOW OWNERS TO RENT OUT THE PROPERTY ON A TEMPORARY BASIS

The Executive Member for Homes and Business presented a report requesting approval to allow owners of LCHO properties to be able to rent out the property with certain conditions attached.

There were currently 11 LCHO schemes in the borough representing 120 properties. The option of deed of release i.e. the owner was able to buy out the discount was available on 2 of the 11 schemes. Currently, there was no option for the owner to rent out the property on any of the 11 schemes.

Due to market conditions some owners were having difficulty selling their property and were asking if the Council would be willing to change the policy rules to allow them flexibility to either buy out of the scheme or rent out the property.

In reality it is unlikely that many owners would be able to afford to buy out the discount but a number would be able to rent out the property which would ease their hardship.

Members noted that the recommendations would enable properties to be rented out at affordable rates rather than being empty. It was not anticipated that there would be a great demand for this. Each case would be determined on its own merits and the policy would be kept under close review.

Decision made

Delegated authority granted to the Executive Member for Homes and Business to consider each application on its merits to allow LCHO owners to rent out their property at an 'affordable' rent until either their personal circumstances change to allow them to return to the property to take up residence or until market conditions improve and they are able to sell the property. If approved LCHO owners renting out their home would need to meet the conditions listed in section 8 of the report.

Reason(s) for decision

To give owners of LCHO properties the option to rent out the property with the intention of easing hardship until market conditions improve.

Alternative option(s) considered and rejected

1. Retain the status quo, this option has been rejected because of the level of dissatisfaction with the terms of the scheme and the difficulties owners are having selling their home.
2. Allow owners to be able to buy out the discount on their home and sell the property at a future date without any price restriction i.e. at open market value. The Council would reinvest the proceeds from the buyout in affordable housing elsewhere in the borough. This option has been rejected because it is unlikely that any LCHO owners will be in a position to buy out the remaining equity in the property.
3. The option of renting out the property will allow LCHO owners to obtain some income to be able to continue to pay the mortgage and move elsewhere for reasons of employment or because of a change in their circumstances.

12.EC.172 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 Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

12.EC.173 KEY PARTNERSHIPS MONITORING REPORT

The Executive Member for Resources, Policy and Performance presented a report which updated Members on the progress on the performance of the Council's key partnership arrangements.

The key partnerships performance report was produced in accordance with the requirements of the Council's key partnerships framework. It informed Members of the performance of the Council's key partnerships against targets set for the current year, any emerging issues including whether the contract was on budget or subject to any overspend or underspend of budget. It also provided an assessment of the key partner's financial strength and stability.

Overall performance of all of the key partnerships was good and the financial assessments of the partnerships were positive with the financial standing of all key partnerships either remaining the same or improving.

Decision made

That the report be noted.

Reason(s) for decision

To keep members updated on the performance of key partnerships and to ensure effective governance arrangements are in place.

Alternative option(s) considered and rejected

None.

12.EC.174 EXTERNAL MAIL HANDLING - CREATING A VIRTUAL POSTROOM

The Executive Member for Resources, Policy and Performance advised Members of proposed changes to the way the council handles external mail requirements, as part of a wider programme of business transformation. The report advised Members of the current costs associated with external mail handling and postage and suggested various options and recommendations on how these could be reduced.

Decision made

- 1. Support granted for the drive to streamline mail handling through a phased introduction of a hybrid mail solution across the council. Mail received and sent by the Council would therefore be dealt with by external suppliers.**
- 2. Support and approval granted to the suggested changes for the circulation of agenda papers to be distributed electronically and paper copies available only at meetings. This would be supported by a review of the technology used by Members in 2013.**
- 3. Agreement that steps be taken internally to stop mail being sent by first class post unless there were exceptional circumstances (to include mail sent to Members) such as time related constraints or legal requirements. However effective planning of mail despatch could help with the management of this.**
- 4. Support granted for the drive to reduce costs by increasing the level of electronic applications for services through the provision of the new website and intranet.**
- 5. To note that where appropriate the Council would partner with existing suppliers i.e. for the provision of rail cards where this would not disadvantage the customer and reduces costs. Service improvements would continue to be supported by a variety of existing access channels such as by phone or in person for advice and support through the Councils Customer Service Centre.**
- 6. To note the efficiency savings that would be achieved through the reduction in internal staff resource deployed to deal with mail and also the copying equipment used to produce it.**

Reason(s) for decision

- 1. To enable the council to secure a better value mail handling solution to help drive efficiency savings.**
- 2. To help support the plans for reducing staffing numbers through the organisational review.**
- 3. To reduce the current cost of first class mail and other associated postage costs.**
- 4. To help achieve our aspirations to create a virtual post environment within the council.**

Alternative option(s) considered and rejected

The current arrangements could be maintained but that would impact on the level of efficiency savings attainable through the proposed organisational structure and would mean the current unacceptable cost of external mail postage and associated costs would also remain.

12.EC.175 TRANSACTIONAL SERVICES REVIEW

The Executive Member for Resources, Policy and Performance presented a report which advised that the drivers for the proposals outlined were to achieve the Council's strategic ambition to migrate services in to the front office, increasing flexibility, productivity and customer satisfaction whilst reducing back office costs.

Decision made

To approve the new structure set out at Appendix's C and D for consultation, and grant delegated powers for the final approval of the structure following consultation to the Executive Member for Resources, Policy and Performance.

Reason(s) for decision

To enable back office support to be realigned in the front office, therefore reducing back office costs and increasing performance of the front office to deal with customer requests efficiently and effectively.

Alternative option(s) considered and rejected

None.

Executive Leader

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Executive Cabinet

Minutes of meeting held on Thursday, 13 December 2012

Present: Councillor Alistair Bradley (Executive Leader in the Chair) and Councillors Terry Brown, Dennis Edgerley and Adrian Lowe

Also in attendance

Lead Members: Councillors Julia Berry and Danny Gee

Other Members: Councillors Eric Bell, John Dalton, David Dickinson, Harold Heaton, June Molyneaux, Mick Muncaster and John Walker

Officers: Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places), Chris Moister (Head of Governance), Simon Clark (Head of Health, Environment & Neighbourhoods), Chris Sinnott (Head of Policy and Communications), Andrew Daniels (Communications Manager), Lorraine McIntyre (Team Leader (Supported) Housing Options) and Ruth Rimmington (Democratic and Member Services Officer)

Members of the public: None.

12.EC.176 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Bev Murray and Peter Wilson.

12.EC.177 MINUTES

RESOLVED - The minutes of the meeting of the Executive Cabinet held on 22 November 2012 be confirmed as a correct record and signed by the Executive Leader.

12.EC.178 DECLARATIONS OF ANY INTERESTS

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

12.EC.179 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.180 BUSINESS RATES RETENTION

The Executive Leader presented a report which updated Members on the new Business Rates Retention funding regime which would form a significant part of the Council's core funding total with effect from 1 April 2013. The changes were the main reason why the Local Government Finance Settlement would only be received just before Christmas.

This was another fundamental change to the way Local Authorities received one of their main funding streams. It would have a significant impact on the Council's budget and Medium Term Financial Strategy (MTFS) going forward. The two key issues for Members to be aware of were the potential to significantly alter the monetary value of this major source of income, and that this transformed the Council's role in the collection process in terms of managing the local business tax base.

Currently all Business Rates in Chorley were collected by the Council and passed to Central Government who distributed it back out across the public sector via the Local Government Finance Settlement and a complex funding formulae, but would also have to pay a tariff to the Government if it thought the Council was retaining more than

it needed. The new regime meant that the Council retained 50% of the income locally and distributed it to Lancashire County (18%) and Lancashire Fire Authority (2%). The remaining 50% would be paid to Central Government. In effect it transferred the risk of collection from Central Government to the local area.

The rationale for changing the current system was to incentivise councils to grow their business community, although the impact of decline was greater than the financial 'rewards' for growth. A tax base which remained the same was likely to also result in a reduction in funding and the level of tax base growth required to increase actual income would be substantial.

There would be a mechanism to provide additional income to local authorities who were adversely affected by the new regime by means of a safety net payment to top up the funding total. This only applied if there was a reduction of more than 7.5% which would be a significant amount.

It was positive for the Council that there was not one main employer, but a variety of employers within the Borough as this reduced the risk.

Decision made

The report be noted.

Reason(s) for decision

This change is fundamental to the way Local Authorities are funded and will have a significant impact on the council's core funding, budget and Medium Term Financial Strategy.

Alternative option(s) considered and rejected

No alternative options have been considered.

12.EC.181 HEALTHY CITIES (TOWNS) NETWORK APPLICATION

The Executive Leader introduced a report which sought approval to proceed with an application to join the Healthy Cities Network with Chorley Council area being recognised as a Healthy Town.

The aims of the network were to enhance learning and build capacity through sharing ideas, experience, best practice and widen participation of the Healthy Cities movement, also to support member towns to develop and test innovative approaches to emerging public health issues. In addition, the network aimed to become a strong collective voice for health, wellbeing, equity and sustainable development and to inform and influence local, regional, national and European policy on health matters.

Joining the Healthy Cities network would provide the Council with several benefits, including the opportunity to learn from others who might be ahead in implementing key policies that promote health and wellbeing and address inequalities and access to assistance at a World Health Organisation (WHO)/European level for policy development. The Council would also have access to toolkits and briefings on health issues which would help develop skills and capacity to address health inequalities and potential collaborative working opportunities with other towns and cities.

Membership of the network could be reviewed after a period of time. It was predominantly larger authorities that were joining the network, but there was a wish to embed health and well-being into all aspects of Council services.

Decision made

- 1. Endorsement of the Zagreb Declaration for Healthy Cities.**
- 2. Approval for an application to the Healthy City Network to be made for the reasons outlined in the report.**

Reason(s) for decision

1. To seek recognition of the work being undertaken by the Council and its partners to deliver services with health and wellbeing as an integral part and to seek to address the health inequalities that exist amongst Chorley citizens.
2. To access a wider network of Healthy Towns and Cities to gain knowledge and share best practice.

Alternative option(s) considered and rejected

None.

12.EC.182 OPEN SPACE AND PLAYING PITCH SUPPLEMENTARY PLANNING DOCUMENT

The Executive Member (LDF and Planning) presented the draft Open Space and Playing Pitch Supplementary Planning Document (SPD) for endorsement.

Five Supplementary Planning Documents had already been adopted in October for affordable housing, design, the re-use of employment premises, rural development and access to healthy food.

The guidance in the document expanded on Policies which set out the minimum provision standards for different typologies of open space and playing pitches. The figures were based on the current standard and the aim was to maintain this standard. There was a wide variation between the three authorities covered by the document (Chorley, South Ribble and Preston).

The financial contributions for new provision/ improvements were noted as being in addition to the CIL charges and would be secured through section 106 agreements.

Decision made

1. **Endorsement of the draft Open Space and Playing Pitch Supplementary Planning Document, as detailed in Appendix 1, and approval of the document for consultation.**
2. **Delegated authority be granted to the Executive Member for LDF and Planning to approve minor changes and amendments prior to the consultation.**

Reason(s) for decision

To ensure that further guidance is produced to supplement and provide advice on how the open space and playing pitch policies as set out in the Core Strategy and Chorley Local Plan are to be implemented.

Alternative option(s) considered and rejected

None.

12.EC.183 ADOPTION OF CHORLEY COUNCIL'S TENANCY STRATEGY

The Executive Member (Homes and Business) presented the results of the consultation exercise on the draft Tenancy Strategy which had been considered by Executive Cabinet on 21 June and sought adoption of the revised Tenancy Strategy.

The Localism Act 2011 required each Local Authority to publish a Tenancy Strategy. Registered Providers of social housing must have regard to the strategy when developing their tenancy policies, but were not bound by it.

The report set out the principles of the Strategy and the Council's expectations which sought to minimise any negative impact on affordability and homelessness in the

borough by making clear the Council's position with regard to the tenure of Affordable rent.

The consultation period ran for six weeks and all Registered Providers with stock in Chorley were invited to comment, with comments received from Adactus/CCH, Places for People and New Progress. The agreed strategy would be issued to each Registered Provider and those who commented would be advised as to if and how the strategy had been amended.

It was anticipated that around 900 hundred properties, under the control of Registered Providers, were unoccupied. A meeting has been held earlier in the day to work with Registered Providers to reduce this number.

It was suggested that a briefing note on the Tenancy Strategy be circulated to all Members via intheknow.

Decision made

Approval of the attached Tenancy Strategy.

Reason(s) for decision

It is important that the Tenancy Strategy is adopted in a timely manner in order to comply with legislation and to influence and inform the tenancy policies being developed by Registered Providers.

Alternative option(s) considered and rejected

The Localism Act 2011 requires local authorities to publish a Tenancy Strategy consequently no other options were considered.

12.EC.184 EXCLUSION OF THE PUBLIC AND PRESS

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

12.EC.185 APPROVAL FOR CONTRACT AWARD FOR DUXBURY PARK ACCESS ROAD

The Executive Leader introduced a report which sought approval to award the contract for the resurfacing of the Duxbury Park access road.

Work on the access road would start in February 2013. The contractor would liaise with the golf course operators and tenants of Duxbury farmhouse to minimise disruption.

Decision made

Approval of the award of the contract for resurfacing the road to Lancashire County Council.

Reason(s) for decision

Under the Council's Contract Procedure Rules approval of contract award is required from Executive Cabinet for tenders greater than £75,000 in value.

Alternative option(s) considered and rejected

To not follow the agreed contract award procedure would be in breach of the Council's Procurement rules.

12.EC.186 UPDATE ON THE INDOOR LEISURE CONTRACT

The Executive Leader presented a report which provided an update on the performance of the indoor leisure contract and the savings negotiated for the duration of the contract. The report also informed Members of the changes to the existing contract which would be captured in the contract variation.

Active Nation were in year seven of a 15 year contract with the Council to manage the Council's indoor leisure facilities. The contract performance to date had been good and by working in partnership, the Council and Active Nation had identified a number of potential areas for savings whilst maintaining high service standards. The Council had an "open book accounting" arrangement with Active Nation.

Decision made

- 1. The good performance of the indoor leisure contract to date be noted.**
- 2. Approval of the savings negotiated so far with Active Nation and the agreed changes to be incorporated into the contract variation.**

Reason(s) for decision

To ensure the current indoor leisure contract continues to provide high service standards to users of the facilities, continues to encourage participation in sport and leisure and offers good value for money.

Alternative option(s) considered and rejected

Other options such as reducing the opening hours of the leisure centres were considered but these will impact on current service standards.

12.EC.187 UPDATE ON THE WASTE MANAGEMENT CONTRACT

The Executive Member (Places) introduced a report which provided an update on the performance of the waste contract and the savings negotiated for the duration of the contract. The report also advised that some of the savings identified were subject to extending the existing waste management collection contract by another two years.

Veolia Environmental Services were in year four of a ten year contract with the Council to provide a waste collection service to households. The contract performance to date had been good and by working in partnership the Council and Veolia had identified a number of savings.

There have been no deductions for poor performance over the past 12 months as 99.9% of collections had taken place on the right day based on reports of missed bins.

Decision made

- 1. The good performance of the waste contract be noted and approval of the savings negotiated so far with Veolia.**
- 2. Authorisation for officers to start negotiations on extending the existing waste management collection contract by another two years in order to realise some of these savings.**

Reason(s) for decision

To ensure the current waste contract continues to provide high service standards and offers value for money.

Alternative option(s) considered and rejected

A number of alternative options for savings have been explored and these are detailed in the report but were not considered viable.

12.EC.188 PLANNING BREACH: LAND AT HEATH PADDOCK, HUT LANE, HEATH CHARNOCK

The Executive Leader introduced a report which outlined the progress and expenditure made to date with instigating legal proceedings relating to the land at Hut Lane, Heath Charnock (known as Heath Paddock) since approval by the Development Control Committee on 9 August 2011 to seek injunctive relief and by the Executive Cabinet on 18 August 2011 to allocate financial resources.

Following the re-affirmation to continue enforcement action by the Development Control Committee on 30 October 2012, the report requested endorsement and re-affirmation the Council's budget provision and commitment to continuing with enforcement action.

Members agreed that legal proceedings must continue due to the harm arising to the green belt.

Decision made

- 1. To note the progress and expenditure to date in instigating prosecution of the land owners for breach of the enforcement notices and for seeking injunctive relief.**
- 2. Re-affirmation and refer to the 8 January 2013 Council that the £115k (net of expenditure to date) and the provision of £30k for any operational necessity (approved by Cabinet on 18 August 2011) be set aside from balances from the general revenue fund to cover the cost of this enforcement action.**
- 3. To recommend increasing the budgetary provision by a further £40k from balances to fund a re-run of the Public Enquiry given the successful High Court Challenge and for continuing enforcement action as detailed in this report.**

Reason(s) for decision

To continue enforcement action.

Alternative option(s) considered and rejected

The Council could refuse to fund the action. This was rejected on the basis that it would have damaging reputational issues for the Council, could potentially open up the Council to third party claims and encourage further breaches of planning control.

12.EC.189 PROCUREMENT OF THE NIGHT CARETAKING AND CONCIERGE SERVICE AT COTSWOLD SUPPORTED HOUSING

The Executive Member (Homes and Business) presented a report which outlined the procurement process undertaken for the concierge service at Cotswold Supported Housing and sought approval to award the contract to the successful contractor.

A tender for the new contract had been advertised on the Council's e-procurement portal, The Chest, in October. A number of bids had been received and a subsequent evaluation process undertaken. A ranked list of bidders had been drawn up and a preferred contractor identified.

Decision made

Approval of the decision to award the contract for the Night Caretaking and Concierge Service at Cotswold Supported Housing, to the contractor who achieved the highest scoring tender, namely Profile Security Services for the period of 1 February 2013 to 31 January 2015.

Reason(s) for decision

To continue to provide a high quality service and ensure the health and safety of the customers, staff and the building is safeguarded.

Alternative option(s) considered and rejected

None (there are no feasible alternatives).

Executive Leader

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Overview and Scrutiny Performance Panel

Monday, 17 December 2012

Present: Councillor Steve Holgate (Chair) and Julia Berry, Graham Dunn, Hasina Khan and Kim Snape

Also in attendance

Officers: Jamie Dixon (Head of Streetscene & Leisure Contracts), Chris Sinnott (Head of Policy and Communications), Victoria Willett (Partnership Officer) and Dianne Scambler (Democratic and Member Services Officer)

12.OSP.14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Roy Lees and Terry Brown (Executive Member for Places)

12.OSP.15 MINUTES

a) Confirmation

That the minutes of the Overview and Scrutiny Performance Panel meeting held on 17 September 2012 be held as a correct record for signing by the Chair.

b) Matters arising from the minutes

10.OSP.10 – Business Plan Monitoring Statement – Partnerships, Planning and Policy

Further information had been requested on the Supporting People model as Members felt that it was difficult to hold Lancashire County Council to account when not in possession of the full facts.

Members felt it would be useful if a report was provided that gave the authorities position in relation to the work that they were involved in on this issue, including the Councils policy in relation to people who present themselves to the Council without recourse to public funds. This information would provide a base from which to scrutinise more effectively going forward.

RESOLVED – That the Head of Housing Services present a report to a future meeting of the Panel on the work of the authority on the supporting people agenda.

12.OSP.13 – Transformation Directorate - Business Plan Monitoring

The Customer Satisfaction results were circulated at the meeting and were discussed more fully further down the agenda.

Although the requested update ICT Plan was provided and circulated at the meeting, the Panel felt that the information contained within warranted further

scrutiny and asked if it could be brought back as an update report to the next meeting.

RESOLVED – That an update be provided on the progress made against the projects in the ICT Plan for the next meeting of the Panel.

12.OSP.16 DECLARATIONS OF ANY INTERESTS

No declarations of interest were received.

12.OSP.17 CHORLEY PARTNERSHIP PERFORMANCE MONITORING - SECOND QUARTER 2012/13

The Group received a report of the Chief Executive setting out performance against the Chorley Partnership delivery plan and key performance indicators for the second quarter of 2012/13, 1 July to 30 September 2012.

The performance of the key projects/priorities in the delivery of the Chorley Partnership plan was good with 74% rated either green or completed. The performance of the key projects remained excellent, with all four projects currently rated 'green'.

Latest figures available for alcohol related admissions showed a year to date reduction of 11% at quarter four 2011/12 compared to quarter four in 2010/11. However Members asked if more detailed breakdown could be provided on the different categories that were reported against and how our figures compared against other authorities within Lancashire.

Crime had increased by 6.7% in quarters one and two compared to the same period last year, there had been a significant decrease in anti-social behaviour, and domestic abuse detections were performing above target.

Members were informed that several factors had contributed to the recent spike in crime that included:

- a higher level of detection rates in recent months
- changes to the sentencing practice by the courts earlier in the year which had led to alleged offenders being released with bail conditions instead of being remanded
- a delay in the delivery of the integrated management framework
- an increase in opportunistic crimes

A number of actions had been put into place to improve on the increased figures; however the Panel were concerned that the reasons given did not give sufficient detail and asked how this could be achieved.

It was explained that it was the responsibility of Overview and Scrutiny Committee to scrutinise crime and disorder related matters and that a designated meeting had been arranged for January. The Chair requested that along with the issues already highlighted in the work programme, the Committee scrutinise the increased crime figures and asked that the relevant partners be invited to attend the meeting.

The Panel also thought that monitoring reports should be provided to the Overview and Scrutiny Committee on any crime and disorder reviews undertaken in the past where specific issues had been identified and asked if an update report on the funding of the Independent Domestic Violence Advocacy (IDVA) service could be brought to a future meeting.

RESOLVED

1. That the report be noted.
2. That a breakdown of the categories that are reported upon under the Alcohol Related Admissions be provided at future meetings.
3. That an explanation be provided within future Chorley Partnership report on crime related information figures.
4. That the Overview and Scrutiny Committee be asked to review the increase in the crime figures and the role of the Police and Community Support Officers at its meeting in January.
5. That an update report be provided to the Overview and Scrutiny Committee on the funding of the IDVA service.

12.OSP.18 CHORLEY COUNCIL PARTNERSHIP PERFORMANCE MONITORING - SECOND QUARTER 2012/13

The Chief Executive submitted a report setting our performance against the delivery of the Corporate Strategy and key performance indicators during the second quarter of 2012/13, 1 July to 30 September 2012.

Overall performance remained excellent, with the majority of projects on track or completed. Only two projects were rated 'amber' and an explanation of the reasons and action being taken to bring them back on track was provided:

- Explore the development of a service package of accommodation for 16/17 year olds
- Implementation of a framework for strategic partners

Following the refresh of the Corporate Strategy, the report provided the Panel with an update on all projects which had not yet been completed and identified those that would be managed through service improvement going forward. It was also explained that one project, the implementation of the customer services migration plan had been carried over into the new strategy.

Performance on the Corporate Strategy measures and key service delivery indicators remained good with 67% of the measures and 80% of the key performance indicators performing above target or within the 5% tolerance.

The Councils new website had been launched and had received good feedback. The website will increase self-service functionality and encourage customers' to transact with the Council online. The new my account facility was still in the process of being developed to ensure that the product was not only fit for purpose for Chorley residents, but was a secure platform for the Council. Members thought that this was a fantastic application for residents and asked to be kept informed on the progress of its implementation.

The implementation of a framework for strategic partnerships had been delayed due to dependencies on other projects such as the Transactional Services Review that incorporated the new working arrangements for the Revenue and Benefits Service.

The development of an action plan to tackle social isolation in the borough had now been completed and was now available on the Councils website.

Only four key service and delivery measures were performing below target:

- Percentage of 16-18 year olds who are not in education, employment or training (NEET)
- Percentage of new businesses established; and
- Percentage of customers satisfied with the way they were treated by the Council
- Processing of planning applications as measured against targets for 'minor'

In each case an action plan had been developed to outline what action needed to be taken to improve performance.

The Panel were informed that the percentage of 16-18 years olds not in NEETS had improved and as at 31 October 2012 the NEET figure was 5.2% young people against a Lancashire target of 6.2% and a Chorley target of 5.1%. College enrolment figures were now residency based which helps Chorley who has no 16-19 provision within the borough.

The new Customer Satisfaction survey had not been particularly well answered in terms of quantity but the Council had been able to act upon the information received. One of the main areas for concern had been officers not getting back to people on more detailed service issues and steps have been taken to address this.

Members felt that some elements of the Customer Care Policy needed updating and the Head of Policy and Communications promised to look into this matter.

RESOLVED

- 1. That the report be noted.**
- 2. That the Head of Policy and Communications assess what changes need to be made to the Customer Services Policy.**

12.OSP.19 SCRUTINY FOCUS -STREETSCENE MODERNISATION

The Panel received a report that provided some contextual information and initial questions to help Members understand the performance of streetscene and it was reported that performance against the key indicators for the service was excellent compared to the targets set, with all being achieved.

The service had recently undertaken a modernisation project over the last year, to review working practices and ensure they were fit for purpose. A strategy had been developed and the Panel were provided with an action plan that provided details on the development action taking place within the service. Under four main headings:

- Leadership Development
- Modern Working Arrangements
- Service Delivery and Support Services
- Business Development Opportunities

The Head of Streetscene attended the meeting and explained that the service were currently undertaking a benchmarking exercise that would provide them with appropriate data from which to develop a set of relevant performance indicators to help further develop the service. Members asked if a performance indicator could be implemented on grass cutting.

A customer satisfaction survey was now undertaken each month and against a sample of customers who had been in contact with the service the previous month resulting in a more meaningful feedback that could be used to improve services and better manage staff by improving training methods or making appropriate changes to maintenance schedules.

A new structure had been implemented that brought all the different teams together under one overarching Manager and two team leaders. The result has been that the service now has as a multi skilled pool of staff that can better respond to the needs of the service. Staff are more engaged in the work of the service are actively encouraged to suggest any improvements for service delivery.

The restructure of the services had generated £58,000 of savings in 2012/13, with a further £154,000 identified for 2013/14. These had been identified as part of the

corporate savings programme for the Council, although there would be budget investment proposals for the service and the service had increased its income generating possibilities.

The service was also working more closely with the Customer Services Team to ensure that staff in Contact Chorley were adequately trained and informed on how to deal with the different services within streetscene to ensure better customer satisfaction.

The Council had invested in 300 (25% of total stock) new bins across the borough in 2012/13. The new bins had an increased capacity (20%) for the same price and can also accept dog waste. The Clean-up Chorley campaign that included the Dirty Dog Campaign had been well received with more skip days and increased patrols planned for the New Year and the service had also rolled out a bus shelter improvement programme across the borough.

Members asked when the new bus timetable information would be displayed at the bus stops. Initial contact with the bus companies had led the Council to believe that the timetables would be being displayed again but as they had not yet materialised, further endeavours would be made.

The Chair on behalf of the Panel thanked the Head of Streetscene for attending the meeting. The Chair also commented that he had been disappointed that Executive Member for Places had been unable to attend the meeting and asked that the Cabinet be asked to consider sending a substitute upon such occasions.

RESOLVED

- 1. That the report be noted.**
- 2. That grass cutting be a performance indicator for streetscene services.**
- 3. That the Director of People and Places find out when the bus timetable will be displayed at bus stops across the borough.**
- 4. That the Executive Cabinet considers sending substitutes to Panel meetings when the relevant portfolio holder is unable to attend.**

Chair

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Overview and Scrutiny Committee - Call-in Panel

Monday, 17 December 2012

Present: Councillor Steve Holgate (Chair), Councillors Julia Berry, Graham Dunn and Hasina Khan

Also in attendance

Councillors: Councillors Peter Wilson (Executive Member (Resources, Policy and Performance)

Officers: Chris Moister (Head of Governance) and Carol Russell (Democratic Services Manager)

12.OS.1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

12.OS.2 DECLARATIONS OF ANY INTERESTS

There were no declarations of interest.

12.OS.3 CONSIDERATION OF CALL-IN REQUEST: 98/102 MARKET ST, CHORLEY, FORMER MCDONALDS SITE, PROPOSED REFURBISHMENT WORKS

Members were advised of the request submitted by Councillor Peter Goldsworthy for the call in of an Executive Cabinet decision of 22 November 2012 on 98/102 Market Street, former McDonalds Site: Proposed Refurbishment Works. The call in request was on the grounds that "the Cabinet had failed to consider sufficient alternative options".

The call in procedure allows for consideration of the request by a panel of three members plus the Chair of the Overview and Scrutiny Committee, where the scheduled committee meeting is some time away. If the panel chose to call in the decision of the Cabinet then it would be reconsidered at the next Executive Cabinet meeting in January. If the panel did not accept the call in, then there would be no further action taken.

The Chair advised that the panel should consider the report in light of the objection submitted by Councillor Goldsworthy and consider his alternative proposal "that the site be considered for housing or a combination of housing and retail/commercial use". Councillor Peter Wilson, Executive Member for Resources, Policy and Performance was also present to answer Member questions about the proposal.

Chris Moister, Head of Governance presented the report considered by the Executive Cabinet on 22 November and outlined the process which had taken place in recommending that in principle, 100/102 Market St be refurbished and that 98 Market St be demolished with the creation of a car park in the area between Fleet St car park and Gillibrand St.

The recommendation was seen as a medium term solution prior to the master planning process which would shortly be undertaken. A more detailed scheme would be coming to Executive Cabinet in February or March 2013. The conversion to retail units was to meet a need identified by economic development officers for starter businesses and met one of the Council's strategic objectives of investing in the town centre. Other options, including the provision of housing, had been considered but the view had been taken that the cost of conversion to housing or of demolition and redevelopment was prohibitive at the current time. In addition, the zoning of this area of the town centre under the Local Plan was currently for retail use and whilst housing use could be considered, this would require master planning of the whole of Market Street. Whilst this level of detail had not been included in the report, options had been

thoroughly considered with officers from Liberata, the Council's property management contractor.

Members asked questions of both Councillor Wilson and Chris Moister regarding commercial interest and redevelopment of the site for either retail or housing development. There had been no commercial interest in the site for 15 years which is why the Council had opted to purchase it. If redevelopment of the site has been financially viable when markets were more buoyant, then it would have taken place. The option recommended, was seen as the best option at the current time in order to provide business startup opportunities and to invest and improve Market St. It was important to also bring in some rental income to see some return on the Council's investment. Options for the longer term were still to be considered and would be part of the master planning process for the town centre.

Members concluded that there was still an opportunity to influence future development on the site and that if there had been an economically sustainable housing solution it would have taken place. Whilst the focus was currently on retail use there was an opportunity as part of the master planning process to look at other options.

RESOLVED - That the request to call in the decision be rejected but Executive Cabinet be asked to ensure that an evaluation of the option for housing on the site be included as part of the master planning process.

Chair



Report of	Meeting	Date
Chair of Safer Chorley and South Ribble Partnership	Overview and Scrutiny Committee	22 January 2013

COMMUNITY SAFETY PERFORMANCE REPORT

PURPOSE OF REPORT

1. To update the Overview and Scrutiny Committee on the performance of the Community Safety Partnership (CSP) for quarter 3 and year to date 2012/13.

RECOMMENDATION(S)

2. Members are requested to consider and note the report

EXECUTIVE SUMMARY OF REPORT

3. This report sets out the current quarter 3 and year to date performance of the Community Safety Partnership for 2012/13. The report focuses on the main crime categories of All Crime, Serious Acquisitive Crime, Violent Crime including domestic abuse, Criminal Damage (including Arson) and Antisocial Behaviour (ASB).

Confidential report Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

4. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy communities	x	An ambitious council that does more to meet the needs of residents and the local area	x

BACKGROUND

5. Members of the Overview and Scrutiny Committee will recall at their last meeting they requested a performance update from the Community Safety Partnership.
6. This report sets out the current quarter 3 and year to date performance of the Community Safety Partnership for 2012/13. The report focuses on the main crime categories of All Crime, Serious Acquisitive Crime, Violent Crime including domestic abuse, Criminal Damage (including Arson) and Antisocial Behaviour .

Performance

7. Outlined below is the quarter 3 and year to date performance of the Community Safety Partnership for 2012/13

Table 1

Chorley CSP					
Category	Qtr 3 Last Year	Qtr 3 This Year	% Change	YTD	% Change
All Crime	1352	1392	+3.0%	4,463	+5.5%
Serious Acquisitive Crime	158	173	+9.5%	586	+16.3%
Burglary Dwelling	57	61	+7.0%	205	+11.4%
Vehicle Crime	93	109	+17.2%	369	+20.6%
Robbery	8	3	-62.5%	12	-14.3%
All Violent Crime	358	368	+2.8%	1,140	+4.7%
Violence Against the Person	330	347	+5.2%	1,071	+5.8%
Alcohol Related Violence	92	102	+10.9%	287	-2.4%
Domestic Abuse	161	173	+7.5%	547	+19.7%
Domestic Abuse Detections (70%)	76%	74%		76%	
Domestic Violence Murder	0	0	=		=
Criminal Damage (inc arson)	250	253	+1.2%	775	+11.8%
Anti Social Behaviour	1128	1051	-6.8%	3,774	+28.8%
Detected Arsons (20%)	0.0%	20.0%		11.1%	

All Crime

8. In quarter three, All Crime is showing a 3% (n=40) increase. Year to date shows a 5.5% (n=231) increase in all offences. All areas are showing an increase except robbery and ASB reports.
9. Whilst the Community Safety Partnership has recorded an increase in the All Crime category, upon review of IQuanta data which compares Chorley Community Safety Partnership against 14 other similar Partnerships, Chorley's All Crime figure is lower than the comparative group mean average with our partnership being 7th out of the cohort of 15.

Serious Acquisitive Crime (SAC)

10. Offences have recorded an increase of 9.5% in quarter 3 and 16.3% YTD. During this quarter, vehicle crime has seen the greatest increase of 17.2% (n=16) with burglary increasing by 7% (n=4).
11. Chorley had high levels of SAC during May (96 offences) and September (77 offences). YTD increases are due to these exceptional results earlier in the year. Although the previous quarter has seen an increase in SAC, these increases are not as great as those seen earlier in the year.
12. Serious Acquisitive Crime figures for Chorley have been compared with serious acquisitive crime figures across the Lancashire force area and are seen to follow the trend of the rest of the force, however, May and September show exception to this and it is because of performance in these months that the YTD increase is so high. Performance in quarter three is fairly good and lower than the levels being seen in the rest of the force area despite an influx of Merseyside offenders.
13. Theft from motor vehicle shows a strong positive correlation to the increase in serious acquisitive crime and is the main reason for the increase in this category. Burglary in a dwelling also shows a positive correlation to the increase in SAC.

14. During quarter three, stealing from motor vehicles was the main offence accounting for the increase of SAC, 57% (N=84) of all SAC was stealing from motor vehicles and 33% (n=48) of all SAC was burglary in a dwelling. Peak wards for SAC offending were Chorley SE 10%, Chorley East 10%, Chorley SW 9.5%, Clayton le Woods & Whittle le Woods 8% and Chorley NW 7.5%.
15. Monday and Thursday show slight peaks in terms of day of the week that SAC was committed. 21% (n=31) of offences were committed on a Monday and 16% (n=24) were committed on a Thursday.
16. Whilst the Community Safety Partnership have recorded an increase in the Serious Acquisitive Crime, upon review of IQuanta data which compares Chorley Community Safety Partnerships against 14 other similar Partnerships, Chorley's Serious Acquisitive Crime figure is lower than the comparative group mean average with our partnership being 6th out of the cohort of 15.

Violence

17. During this quarter, violent crime has increased by 2.8% (n=10). Violence against the person has risen by 5.2% (n=17) and alcohol related violence has seen a 10.9% (n=10) increase. All violent crime saw an increase in October and December but November saw a 7.7% reduction. Detections for violent crime are 53.1% YTD.
18. When scrutinising the recorded violence figure more closely there appears to be no significant increase in violent crime and that all increases are within the bounds of normality.
19. The biggest increases have occurred earlier in the year and quarter three has seen the lowest numbers. January is highlighted as a performance threat as already there is a 17.6% (n23) increase. February could possibly improve performance slightly as there is one less day in the month compared with last year. However, a further performance threat could be Easter weekend being the last weekend in quarter four.
20. All violent crime figures for Chorley were compared with violent crime figures across the Lancashire force area and the result is shown in the chart below. Chorley CSP appears to be below the trend of the force with the exception of September and October.
21. During quarter three, assault with injury accounted for 50% of all violent crime in Chorley and assault without injury for 23%. Peak wards for all violent crime are Chorley wards (SE, SW, NW, East and NE). These wards account for 67% (n=224) all violent crime.
22. Weekends are peak days for violent crime being committed with 55% (n=184) being committed between Friday and Sunday. 31% (n=105) of all violent crime was alcohol related and 35% (n=117) was domestic related. Victims of violent crime a split female 51% (n=154) and male 49% (146). 53% (n=176) of violent crime has been detected.

Antisocial Behaviour (ASB)

23. Over quarter 3 the partnership has recorded a reduction of 6.8% in the category of ASB. Whilst the year to date figure is disappointing showing a 28% reduction members of the committee should note that the partnership were up against a very low baseline set in 2011 and events such as Euro 2012 have influenced the recorded figures.

Three Yearly Figures

24. Although the Community Safety Partnership has recorded increases in both year to date and quarter 3 these are the first increases experienced over a 3 year period. All crime and

Serious Acquisitive Crime have both seen cumulative reduction since 2009/10. Violence has shown an increase over this period which is largely accounted for by a significant increase in the reporting of Domestic Violence which is welcomed by the Community Safety Partnership.

Table 2

25. All Crime, Serious Acquisitive Crime and Violent Crime 2009/10-2012/13

	2009/2010	2010/2011	2011/2012	2012/2013
All Crime	5783	5687	5634	4440
% change		-2%	-1%	
SAC	704	753	673	587
% change		7%	-11%	
Violent Crime	1293	1424	1454	1127
% change		10%	2%	

26. Whilst the Community Safety Partnership has experienced unwelcomed increase across several crime categories it is important to consider what percentage of these crimes have been detected. Detections of crimes are important as they can limit further offences being committed by individual and also provide reassurance to our communities that criminal are being caught.

Table 3

27. Year to date detection rates 2012/13

	YTD detection rates 2012/13
All crime	38.9%
Serious Acquisitive Crime	56.9%
Assaults	48.1%
Domestic assaults	68.9%
Criminal Damage	22.1%

Partnership Activity.

28. Chorley Community Safety Partnership is structured to ensure that statutory agencies and wider partners are able to respond as effectively as possible to the strategic and often dynamic priorities of the partnership. However 2012/13 has so far been a challenging year for the Partnership as in addition to recurrent seasonal threats to crime and disorder there has been a number of one off events such as the Olympics, Euro 2012 and the Queens Jubilee which presented unique challenges for the partnership.

29. In addition to the core activity of the partnership which includes enforcement/prevention and the delivery of the Community Safety action plan, a number of multi-agency operations and initiatives have been conducted throughout 2012/13 which have contributed to the effective

tackling of crime and ASB across the borough. The following initiatives and operations outlined are those which are predominantly designed to tackle Serious Acquisitive Crime, Criminal Damage, ASB and violent crime.

Operation Firecrest

30. Operation Firecrest looks to prevent and tackle rural acquisitive crime and is centred on several locations throughout Borough. Visits to known offenders, farms and rural businesses are made and crime prevention advice is offered, community meetings are held and officers provide a high visibility presence to deter offenders. Furthermore farmers, landowners and gamekeepers are encouraged to work collectively with the police to help identify, disrupt and deter criminals through initiatives like Farm Watch and Rural Watch.

Operation Cannon/ Lock it or Lose It

31. Operation Cannon is specifically designed to reduce the number of insecurity facilitated Serious Acquisitive offences. Geographic areas which experience higher levels of insecurity related offences are flooded with multi-agency teams who try window, doors, garages, vehicles and sheds for insecurity. If partners find something insecure they speak to the property owner and provide them with information and advice on how to reduce the likelihood of becoming a victim of crime. The operation is branded as Lock it or Lose and has been supported with a media and literature campaign.

Operation Contego

32. Operation Contego is designed to tackle the issue of cross boarder offending. In addition to increased police patrols ANPR stop checks are used to targets and disrupt offenders as they enter the borough. Agencies and partners involved in this operation include Traffic Police, VOSA, Environment agency Trading Standards, SRBC Community Safety, Benefits and Licensing.

Summer Nights

33. Summer Nights is a multi-agency campaign that aims to tackle and prevent crime and ASB across Chorley in the summer months.
34. Key outcomes/actions include but are not limited to
 - Reducing ASB during peak seasonal periods
 - Reducing violence in the night time economy
 - Protecting and supporting vulnerable people including DV
 - Community Beat sweeps street surgeries
 - Reduction of Serious Acquisitive Crime SAC
 - Provision of positive activities
 - Restorative justice

Bright Sparx

35. Bright Sparx aims to make sure the public stay safe and enjoy themselves over the Halloween and Bonfire Night period. The initiatives aims are 3 fold to engage, enforce and educate over the period. Activities are centred around.
 - Combating criminal damage and ASB related to fireworks & bonfires
 - Educating young people about firework & bonfire safety
 - Ensuring that firework & bonfire injures and damage to property are reduced
 - Reassuring the public about firework & bonfire safety measures.
 - Highly successful this year contributing

Operation Shepherd

36. Operation Shepherd utilises and redirects existing services to combat the changing culture during a peak period of the Christmas and New Year festivities. Services are shaped to deliver additional resources to combat Violence, Domestic Violence, Serious Acquisitive Crime and ASB. Additional actions include: -

Violence

- CCTV hours extended 21st 24th 26th December to 4am and 31st December to 6am
- Town centre radio system update
- Street Pastors to operate on the 21st 24th 26th December to 4am and 31st December to 6am. Outlying areas early evening town centre late evening.
- Gather intelligence and ensure drugs polices will be enforced and drug torches are used over the period within licensed premises.

Domestic violence

- Notices in A+E, licensed premises etc. regarding domestic violence “spot the signs” campaign.
- Additional IDVA cover.

SAC

- Street surgeries in hot spot
- Vehicle crime- Vulnerable vehicle checks
- Housing associations- Lock it or lose it signs in reception offices to raise awareness.
- Watch coordinator communicates to neighbourhood watches and business watches the lock it or lose it insecurity message.

ASB

- High risk offender joint visits with Housing associations and Lancs
- Deployment of CCTV van to hotspot areas.
- Diversionary activity provision.

Community Alcohol Network

37. The project was established with the aims of reducing young people's access to alcohol in order to reduce risky drinking and alcohol fuelled anti-social behaviour. It also aimed to reduce problems by tackling proxy purchasing through enhanced enforcement activity in identified hotspots. In addition it aimed to raise awareness of alcohol related health and social issues amongst young people, parents and the wider community.
38. Test purchase operations were conducted to ensure compliance and publicity was used to raise awareness of the scheme within the community. The engaged the parents/guardians/carers of young people who were drinking alcohol and reduced the risk of young people becoming the perpetrators or victims of crime and ASB. The initiative increased parents/guardians/carers awareness of the impact that alcohol has on anti-social behaviour and crime and empowered them to discuss the impact of alcohol with their child. This initiative was evaluated and directly resulted in a reduction of crime and ASB.

Operation Cherub

39. Operation Cherub is operated locally by Lancashire constabulary in conjunction with partners and targets inebriated youths, and youths in possession of alcohol removing them from the street, provide them with a brief alcohol intervention and return them to their primary carers. Operation cherub is operated on an intelligence led basis making use of information from such sources as Police Data, PACT and even Councillors. Typically Operation Cherub carries out the following actions

- Police stop youths
- A youth referral is issued

1. A youth referral is a non-permanent reprimand and acts as the first marker into the criminal justice system and clearly signposts the child behaviour is illegal and unacceptable
2. A youth referral highlights the child's school and helps us to track potentially problematic schools and age groups so further interventions can be offered directly to the school.
3. A youth referral allows the parent of the child to take action against the child's behaviour before their behaviour becomes problematic.

- The child's parents are contacted and either the child is returned direct to the home or the parent is asked to come to site. Asking the parents to come to site highlights to them the circumstances of the child's detention and shows them the individuals their child is association with, and also the fact they may be part of large groups that promote fear of crime.
- The parent and child receive alcohol intervention literature and if necessary further alcohol support groups are signposted.

40. Operation Cherub is a preventative measure and not an alternative to arrest, if a crime i.e. ASB or Criminal damage is identified an arrest is made. For parents who engage positively the initiative acts as a wakeup call, and for those who don't respond negatively it highlights to the Partnership that further interventions at a later date may need to be considered i.e. social workers or even nomination onto the Vulnerable Households (families first) project.
41. Whilst the initial part of Operation Cherub is reactionary it has a preventative effect. Taking inebriated children off the streets prevent further drinking and ASB occurring. There is also a duty of care issue and the initiative will help reduce strain on borough resources including, Police response to ASB, reduced strain on NHS and reduced costs associated by the repairing criminal damage caused by ASB. Furthermore the usage of an unmarked vehicle frees up a marked vehicle required for front line duties.
42. Staysafe builds upon Operation Cherub by focussing primarily of vulnerability. Stay safe operates on a multi-agency approach and includes social workers, youth offending team representatives and the police. Stay safe identifies youth on the street who are deemed vulnerable and returns them to a place of safety offering appropriate and immediate intervention for them and their primary carers.

Operation Tornado

43. Operation Tornado is the concentration of Road Policing units in conjunction with ANPR multi-agency stop check sites operated by Chorley Council prioritising in the identification of potential vehicles being used for the transportation of scrap metal. Checks are made to identify if any carried waste is from the result of metal thefts. Scrap yards are visited by local Neighbourhood Policing Units, waste and licencing teams to check registers, compliance and identify potential unreported intelligence.

2012 Olympics and Euro 2012 Partnership Plans

44. The Olympic Torch bearing passing through Chorley was part of a national event and the planning of it was heavily supported by local agencies. There were no reported incidents in Chorley due to the multi-agency approach which took place. During Euro 2012 an increased police presence at all town centre licensed premises together with identification of environmental visual audits via the mini MATACs avoided any potential spikes in ASB or violence.
45. Over the next three months the Community Safety Partnership will continue to work to prevent and reduce crime and ASB. Future threats include the Easter period and school

holidays along with the competing against low crime and ASB figures recorded in quarter 4 2011/12.

46. Should Members of the Overview and Scrutiny Committee require further information in relation to any of the areas of business, operations and initiatives outlined above representatives of the Community Safety Partnership are happy to provide any further detail necessary.

IMPLICATIONS OF REPORT

47. 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	x	Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

48. There are no financial implications.

COMMENTS OF THE MONITORING OFFICER

49. There are no comments from the Monitoring Officer.

JAMIE CARSON
CHAIR OF SAFER CHORLEY AND SOUTH RIBBLE PARTNERSHIP

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Paul Lowe	5758	14 th January 2014	N/A



Report of	Meeting	Date
Chair of Safer Chorley and South Ribble Partnership	Overview and Scrutiny Committee	22 January 2012

PCSO ROLE, DUTIES AND PRODUCTIVITY

PURPOSE OF REPORT

- To inform members of the Overview and Scrutiny Committee of the role, duties and the productivity Police Community Support Officers (PCSO's) deployed in the Chorley Borough area and part funded by the Council

RECOMMENDATION(S)

- Members of the Overview and Scrutiny Committee are asked to consider and note the report.

EXECUTIVE SUMMARY OF REPORT

- Members of the Overview and Scrutiny Committee will recall that the committee's schedule of business includes a review of the role, duties and productivity of PCSO's.
- This report outlines the role, duties and the productivity of PCSO's in relation to the Council, Community Safety Partnership (CSP) and Lancashire Constabulary areas of business including their contribution to the CSP Strategic Assessment priorities, Council Corporate Strategy and wider policing issues.

Confidential report Please bold as appropriate	Yes	No

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy communities	x	An ambitious council that does more to meet the needs of residents and the local area	x

BACKGROUND

- This report outlines the role, duties and productivity of PCSO's in relation to the Council, CSP and Lancashire Constabulary areas of business including their contribution to the CSP Strategic Assessment priorities, Council Corporate Strategy and wider policing issues.
- Police Community Support Officers were introduced in September 2002 by the Police Reform Act 2002. Chorley Councils annual financial contribution to Lancashire

Constabulary to support the employment of additional PCSOs is currently £297,000 per annum. This financial arrangement is governed by a Service Level Agreement (Appendix 1) and Memorandum of Understanding between Chorley Council and Lancashire Constabulary (Appendix 2).

8. Day to day Lancashire Constabulary PCSOs carry out a number of varied duties which aim to reduce crime, disorder and ASB along with helping to reduce reoffending; and work to improve community confidence and reassurance.
9. PCSO powers vary from force to force and sometimes within a force itself. The powers of PCSOs stem from the Police Reform Act 2002, as amended. Every PCSO since 2007 has been provided a number of standard powers regardless of which force they belong to. This is in addition to the discretionary powers that can be designated by the Chief Constable or Commissioner of each PCSOs respective force.
10. The roll and function of the PCSO's supports a number of Council, CSP and wider policing issues.

PCSO's Contribution to the Community Safety Strategy

11. The priorities of the 2012/2013 strategic assessment are
 1. Domestic Abuse
 2. Child Sexual Exploitation
 3. General ASB – Delinquent Peer Groups, Youth nuisance, ASBRAC (high risk repeat victims of ASB), vehicle and motorcycle nuisance.
 4. Night time economy, crime and anti-social behaviour
 5. Reducing Reoffending concentrating on those perpetrators involved in violent crime and burglary in a dwelling (BIAD).
12. Cross-cutting themes
 - Alcohol related harm
 - Drugs

Domestic Abuse

13. The input of PCSO's into the Domestic Abuse area of business is limited due to the specialist and high risk nature of the agenda. Due to strict guidelines on dealing with domestic abuse the role of PCSO's is limited to gathering and submitting Intelligence and making referrals into Multi Agency Risk Assessment Conferences (MARAC's) and other supportive services.

Child Sexual Exploitation

14. The tackling and prevention of Child Sexual Exploitation (CSE) is a relatively new area of business for the CSP, as historically it has been largely the primary concern of the Constabulary. PCSO's are responsible for submitting vulnerable child referrals regarding children/youths that are suspected to be at risk of exploitation. The intelligence used to inform these referrals comes via the PCSO's engaging with the community, conducting visits to problematic or high risk families, direct observations, attendance of multi-agency meetings such as Mini MATAAC's or liaising directly with agencies such as Young Peoples Services (YPS).
15. PCSO's support the monitoring of individuals at higher risk of CSE by monitoring police systems including intelligence data bases, liaison with the Public Protection Unit (PPU) and wider constituent agencies. Furthermore they also support the monitoring, visitation and also feedback intelligence relating to high risk sexual offenders who are managed by PPU.

16. In addition PCSO's support the prevention of CSE by engaging with local schools and discussing behavioural patterns which could be indicative of CSE taking place. Such behaviours may include truancy, family issues, drug and alcohol usage, ASB and criminality.

Night time economy, crime and anti-social behaviour

17. In addition to daily patrolling activity PCSO's contribute a significant amount of time to the tackling and prevention of crime and ASB associated with the night time economy. Operations and activities the PCSO's support include.

Operation Staysafe

18. Operation Staysafe is run during peak periods of time when youth related and alcohol driven crime and ASB is expected to be problematic across the Borough. This operation involves the targeting of young people on the streets who are committing ASB and drinking alcohol. Youths are offered brief alcohol interventions and then taken to a place of safety where they are collected by their parent, guardian or carer. Other youths present are signposted to positive activities or other youth services. Furthermore the presence of the PCSOs during this operation provides reassurance and a high visibility presence which helps prevent further issues arising.

Community Alcohol Network

19. PCSO's support the delivery of Community Alcohol Networks (CAN's) which is an initiative used to help restrict the accessibility of alcohol to young people. Interventions are conducted with licensees in partnership with Trading Standards, the Community Safety Team and the licensing departments of Lancashire Constabulary and Chorley Council. Test purchase operations are conducted to ensure compliance and publicity is used to raise awareness of the scheme within the community. This initiative has resulted in a reduction of crime and ASB and the risk to young people who are drinking alcohol in public places. The initiative also engages the parents/guardians/carers of young people who are drinking alcohol; reduces the risk of young people becoming the perpetrators or victims of crime or ASB; increases parents/guardians/carers awareness of the impact that alcohol has on anti-social behaviour and crime; empowers parents/guardians/carers to discuss the impact of alcohol with their child.
20. As part of the operation PCSO's visit licensed premises and businesses and work with them to help prevent underage sales and promote of safe working practices. They also obtain intelligence around under age sales, proxy sales, problem individuals which is then considered by the Community Safety Team and Multi-Agency Licensing and Tasking (MALT) group.
21. A specific function of the Clayton & Whittle le Woods, Coppull and Adlington PCSO's is the organisation of the Boroughs Pub Watch which coordinates licensed premises holders and supports the banning of problematic persons from licensed premises. This activity helps prevent banned individuals from causing further problems for the community. The PCSO's also facilitate the sharing of information between licensed premises and the Constabulary.
22. Other operations that PCSO's support in a similar capacity to those already described include

Bright Sparks

23. Bright Sparks aims to make sure the public stay safe and enjoy themselves over the Halloween and Bonfire Night period. The initiatives aims are 3 fold to engage, enforce and educate over the period. Activities are centred around.

- Combating criminal damage and ASB related to fireworks & bonfires
- Educating young people about firework & bonfire safety
- Ensuring that firework & bonfire injures and damage to property are reduced
- Reassuring the public about firework & bonfire safety measures.
- Highly successful this year contributing

Summer Nights

24. Summer Nights is a multi-agency campaign that aims to tackle and prevent crime and ASB across Chorley in the summer months.
25. Key outcomes/actions include but are not limited to
- Reducing ASB during peak seasonal periods
 - Reducing violence in the night time economy
 - Protecting and supporting vulnerable people including DV
 - Community Beat sweeps street surgeries
 - Reduction of Serious Acquisitive Crime SAC
 - Provision of positive activities
 - Restorative justice

General Antisocial behaviour (ASB) concentrating on behaviours which are prevalent in Chorley, motorcycle nuisance, ASBRAC (high risk repeat victims of ASB).

26. ASB is one of the biggest crime and disorder priorities for our communities. As a result, the CSP's structure and resource allocation reflects the importance of the Issue. PCSO's are a highly visible part of neighbourhood policing and carry out a number of functions that help prevent and tackle ASB.

Motorcycle Nuisances

- PCSO's issue section 59 warnings and which can result in the seizure of vehicles including motorbikes being used in an antisocial manner.

General ASB

- PCSO's support and promote diversionary activities such as Get Up And Go by showing a presence at events and engage with youths and Council colleagues.
- Introduce new initiatives to address ASB problems e.g. Junior Bobbies organised by PCSO's in Coppull and Chorley Moor provided positive activities over the summer holidays to reduce ASB, organised visits to Her Majesty's Court Service (HMCS), Police Stations, police dogs/horses/helicopter and the organisation of a Crime Scene Investigation (CSI) workshop.
- PCSO's issue Youth Referrals to young people involved in ASB, so this behaviour can be monitored by the Community Safety Team and where applicable referred to Prevent and Deter to help stop issues escalating.
- Conduct joint visits with Housing Associations to problem tenants involved in ASB/Crime – sharing information to allow Housing Associations to take the appropriate action to support the Police
- Should problems escalate Acceptable Behaviour Contracts (ABC's) are compiled by the Community Safety Team and served by PCSO's to individuals on the fringes of persistent ASB.

- PCSO's collect and gather evidence for the Community Safety Team to support the application of and use of tools such as ASB Injunctions (ASBI's), ASB Orders (ASBO's), Drug and ASB Closure Orders etc.

ASBRAC (high risk repeat victims of ASB)

- Follow up contact with individuals who report an ASB issue. This is normally by telephone within 24/48 hours, identifying problems and trends
- PCSO's submit referrals for people/families that are vulnerable due to being a target of ASB. Where applicable they conduct regular visits to vulnerable families, carry out agreed multiagency actions, support the monitoring of the family and the coordination of key partners in order to reduce risk and resolve presented issues.

Reducing Reoffending

27. Serious Acquisitive Crime (SAC) is a continuing priority of the CSP as its impact on communities and individuals can be profound. PCSO's support this area of business by conducting visit's to known SAC offenders and gather intelligence which is used to manage and monitor them. Curfew visits are also carried out and PCSO's report breaches to enable offenders to be arrested and presented at court.
28. Other SAC operations and activities PCSO's support include but are not limited to.

Operation Cannon/ Lock It or Lose IT.

29. Operation Cannon/Lock It or Lose It looks to reduce the number of crimes which are committed due to insecurity. Residents and businesses are engaged with in a proactive way and provided promotional material and advice on how to prevent themselves becoming a victim of a theft offence.

Operation Firecrest

30. Operation Firecrest looks to prevent and tackle rural crime and is centred on locations throughout Borough and targets acquisitive offences. PCSO's conduct extra patrols, target known offenders, make visits to farms and rural businesses to offer crime prevention advice, host community meetings and provide a high visibility presence to deter offenders. Furthermore PCSO's encourage farmers, landowners and gamekeepers to work collectively with the police to help identify, disrupt and deter criminals targeting the Lancashire countryside through initiatives like Farm Watch and Rural Watch.
31. Other actions that PCSO's carry out to reduce SAC include
 - The Gathering of evidence for Criminal Anti-Social Behaviour Orders (CRASBO's)
 - Completion of house to house and CCTV enquiries for Police Constables/Detectives in order to identify further lines of enquiry and offenders which can lead to the improved detection rates.
 - Revisit victims of crime providing reassurance
 - Auto number plate recognition (ANPR) Days identifying travelling criminals.
 - Carry our Restorative Justice interventions

Wider policing issues

32. In addition to the role and duties previously outlined PCSO's carry out a number of other functions which are integral to the delivery of wider community and neighbourhood policing issues. Additional responsibilities include.
- The chairing of Police and Community Together (PACT) monthly meetings which drive delivery against local priorities.
 - Street Surgeries – identifying areas with specific problems and organise surgeries to gather information and identify solutions and provide key messages
 - Problem Orientated Partnerships (POPS) – the identification of problems and usage of the SARA (Scanning , Analysis, Response and Assessment) model to resolve them
 - Attendance at Police and Council Briefings which keep PCSO's up to date with legislation and key messages which are to be delivered to the community
 - Work to resolve neighbour conflicts which helps to prevent ASB escalation.
 - Support Council run events e.g. Picnic in the Park, Christmas lights switch on, Cake Fair by providing a visible presence preventing problems occurring and engaging with the public, providing reassurance
 - Operation Pathway– targeting traffic issues often highlighted by residents at PACT meetings
 - Regular presence outside schools at the start and end of the day and engagement with pupils, parents and teachers and the management of parking/traffic issues
 - Provide a visible and accessible uniformed presence to improve the quality of life in the community and offer greater public reassurance
 - Manage Speed Indicator Devices (SpID's) and the obtaining of funds for new devices. This has been done in Clayton le Woods and Wheelton)
 - Low level missing from home (MFH) enquiries and follow up visits to young people who have been missing
 - School visits – providing a wide range lessons on stranger danger, bullying, drugs, alcohol, ASB and criminal damage.
 - Attend monthly Parish Council meetings providing key messages, local crime information and crime prevention advice.
 - Operation Tornado - regional multi-agency operation to target metal theft. PCSO's help target those involved in the theft and handling of stolen metal and help to reinforce legislative changes which ban payment in cash for scrap metal. Additional activity includes road side check sites which inspect vehicles and the documentation of persons transporting metal. scrap metal dealer inspections are also conducted. Agencies involved in this operation include Environment Agency, British Transport Police (BTP), Smartwater, Electricity North West, National Grid, British Telecom (BT), Virgin Media, HMRC, Airwave, Calor Gas and BOC.

- Support for vulnerable people e.g. those with mental health problems, by making appropriate referrals to obtain support and visiting them to monitor identified issues
- Scene preservation – provision of a cordon around crime scenes that need to be preserved for Crime scene Investigation (CSI) and senior officer attendance. PCSO's also support the implementation of cordons for non-crime scene issues such as fires, Operation Merlin which helps prevent the public coming to harm.
- Assisting with road closures following Road Traffic Collisions (RTC's)
- Joint visits to families with Social Services and other agencies who require support
- Visit local Children's Homes including Gilsbrook House, White House Park and Chorley Hall Road. PCSO's engage with staff, residents and residents as and when specific issues arise e.g. drugs use, behavioural problems, ASB and CSE.
- PCSO's have a responsibility for Neighbourhood Watch and the setting up new schemes and initiatives including Rural/Farm Watch which is now in place in all rural areas of Chorley.
- Complete background checks on abandoned vehicles, vehicle causing obstruction and registered keeper enquiries.
- Attend and support neighbourhood action days and clean up days
- Apply for funding from LANPAC and other avenues for community initiatives and POPs e.g. for new skate parks, lighting and signage.
- Support the execution of drug warrants.

33. It has been identified that the contact PCSO's have with local politicians could be improved and the Community Safety partnership would welcome the Overview and Scrutiny Committees thoughts in relation to improving this area of interest.

Corporate strategy priorities.

34. As discussed Chorley Councils annual contribution to Lancashire Constabulary to support the employment of additional PCSOs is £300,000. This contribution further supports the clean safe and healthy communities aspect of the corporate strategy.
35. The Council receive a monthly performance update relating to environmental crime which focuses on the following areas of interest..

Environmental Crime

1. PCSO hours spent on supporting and resolving Environmental issues on behalf of Chorley Council
2. Number of people engaged with regarding the borough wide 'Dirty Dog' campaign.
3. The number of FPNs issued relating to litter, dog fouling, dog exclusion, dogs on leads by direction and dogs on leads orders.
4. No of environmental issues such as graffiti and fly tipping which are reported to Chorley Council
5. The number of joint PCSOs and Chorley Council neighbourhood officer patrol hours.

Productivity

36. Outlined below are the last 13 months of PCSO activity in relation to these outlined environmental crime area of business.

	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Hours spent on Environmental issues on behalf of The Council.	425.25	584	602	733.50	1304.5	1803	1357.25	1678	1531.75	1316	1569	1562.	1518
Number of people engaged with regarding '@Dirty Dog' campaign.	Not Measured									740	1061	960	791
FPNs issued	9	9	16	14	7	14	10	9	7	7	6	0	6
No. of Environmental reports to Council, (Graffiti/Fly tipping etc)	70	63	33	24	23	39	18	26	15	12	31	25	41
Hours of joint patrol i/c Neighbourhood Officer	102.75	93.75	127.25	68.75	89	127	142	204.75	56.75	22.50	46.25	131.25	32.50

37. Members of the Overview and Scrutiny Committee are asked to consider and note the report.

COMMENTS OF THE STATUTORY FINANCE OFFICER

38. There are no financial implications arising from this report.

COMMENTS OF THE MONITORING OFFICER

39. There are no legal implications arising from this report.

JAMIE CARSON

CHAIR OF SAFER CHORLEY AND SOUTH RIBBLE PARTNERSHIP

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Paul Lowe	5758	11 January 2013	N/A



Report of	Meeting	Date
Chair of Safer Chorley and South Ribble Partnership	Overview and Scrutiny Committee	22 January 2013

INDEPENDENT DOMESTIC VIOLENCE ADVOCATE SERVICE (IDVA) FUNDING

PURPOSE OF REPORT

1. To update Members of the funding arrangements being sought for the Independent Domestic Violence Advocate (IDVA) service in 2013/14 and beyond.

RECOMMENDATION(S)

2. Members are requested to note the report

EXECUTIVE SUMMARY OF REPORT

3. Members will recall undertaking a review of the IDVA service and its funding arrangements as part of the overview and scrutiny of the Community Safety Partnership of which the Council is a Responsible Authority Group member.
4. The Councils Executive Cabinet accepted the recommendations of a report of the Overview and Scrutiny Committee on 24 November 2011.
5. The main recommendations focussed on the provision of budgetary support for IDVA and seeking to ensure partners made appropriate contributions in order for the service to continue.
6. Subsequently a maximum budget of £14,000 (recurrent) for IDVA funding was included as part of the 2012/13 budget growth package that was agreed at Full Council on 28th February 2012.
7. In the intervening period the Council sought support of partners through the Community Safety Partnership and Lancashire County Council produced a report which identified the level of benefit received by partners and agencies through the work of the IDVA service.
8. The produced report proposed funding arrangements for 2012/13 and beyond. Members should note that the proposed arrangements were subject to final agreement by all agencies and partners by June 2012.
9. The proposed arrangements resulted in the Council being requested to provide £1,630 for financial year 2012/13 with an estimated recurrent contribution of £3,260 for 2013/14 and beyond.
10. Several agencies declined to support the proposed financial arrangements and the budget deficit for financial year 2012/13 was met by the now dissolved Safer Lancashire Board.
11. As some agencies declined to financially commit to supporting the IDVA service newly revised funding arrangements have been proposed for financial year 2013/14 and beyond.
12. The new arrangements request that from 2013/14 Chorley Council Provide a recurrent contribution of £9,000 per annum which is £5,000 below the already agreed 2012/13 £14,000 recurrent growth budget for IDVA service provision. It should be also be noted that the newly proposed figure of £9,000 supports the funding of both the IDVA provision and wider domestic abuse services.
13. It is anticipated that the new funding arrangements will be finally agreed by March 2013 and Members will be updated accordingly.

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

Key Decision? Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

14. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy communities	x	An ambitious council that does more to meet the needs of residents and the local area	x

BACKGROUND

IDVA SERVICE LEVEL IN CHORLEY AND SOUTH RIBBLE

15. A 2012 study commissioned by Lancashire County Council has identified that, based on the number of domestic violence referrals into the multi-agency risk assessment conference (MARAC), the level of IDVA service necessary to meet demand across the Chorley and South Ribble footprint 2012/13 and beyond would cost in the region of £89,000. This was twice the previous 2011/12 level of funding provided by partners.

FUNDING MODEL 2012/13

16. It was agreed that for 2012/13 the level of IDVA service be increased to meet the demand identified above and 50% of the funding came from the Safer Lancashire Board, with the remaining funding being provided by partner agencies on a scale that identified the percentile benefit they receive through the operation of the service. Chorley Councils contribution for 2012/13 amounted to £1,630.

PROPOSED FUNDING MODEL BEYOND 2013/14

- 17. In 2013/14 and beyond the required £89,000 funding provision for the Chorley and South Ribble IDVA service will have to be completely sourced from its constituent partner agencies. As a number of these agencies cover the wider Lancashire footprint, as with the previous 2012 consultation discussions at a county level are underway to ensure these agencies make budgetary provision on a countywide scale to include the portion necessary for the local Chorley and South Ribble service to continue.
- 18. In the event that partner agencies commit to the proposed apportionment then Chorley's contribution for 2013/14 and beyond will be £9,000 pa (subject to cost increases in line with inflation and any service level increases required based on service demand). This requested contribution is £5,000 below the Councils agreed maximum £14,000 recurrent growth budget for IDVA support.
- 19. It should also be noted that the newly proposed figure of £9,000 supports the funding of both the IDVA provision and wider domestic abuse services. A business case for the increased funding was presented to the Lancashire Chief Executives on the 23rd of November 2012. The business case presents £9,000 requested funding as a single figure so it is unclear what proportion of the proposed monies is intended solely for IDVA provision.

FURTHER ACTION

20. It is anticipated that the final funding arrangements will be agreed by March 2013 and Members will be updated accordingly.
21. Members are requested to note the report

IMPLICATIONS OF REPORT

22. 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		Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

JAMIE CARSON**CHAIR OF SAFER CHORLEY AND SOUTH RIBBLE PARTNERSHIP**

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Paul Lowe	5758	10 th January 2013	N/A

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Report of	Meeting	Date
Chief Executive	Overview & Scrutiny Committee	22 January 2013

MONITORING OF RECEIPT AND USE OF DEVELOPERS' SECTION 106 CONTRIBUTIONS 2011/12 ONWARDS

PURPOSE OF REPORT

1. To update the Overview and Scrutiny Committee on the progress made in implementing the projects included in the revenue budget and capital programme that are to be funded with developers' Section 106 contributions.
2. To brief Overview and Scrutiny Committee about proposed changes in legislation that could affect planning obligations arising from S106 agreements.

RECOMMENDATION(S)

3. To note the progress made in implementing projects funded with developers' S106 contributions.

EXECUTIVE SUMMARY OF REPORT

4. A monitoring report showing receipt and use of contributions from 2010/11 to 2014/15 was presented to Overview and Scrutiny Committee on 5 September 2011. This report confirms actual receipt and use of contributions in 2011/12 and budgeted receipt and use from 2012/13 to 2015/16.
5. The largest scheme to be funded with developers' contributions in this period is Buckshaw Parkway railway station, £3.325 million in total.
6. A new S106 Task Group met during December 2012, and will continue to meet quarterly to monitor receipt and use of contributions.
7. Changes to existing planning obligations could arise as a result of the Growth and Infrastructure Bill 2012/13 and proposed regulations that would require renegotiation of planning obligations agreed up to 6 April 2010. This could have an impact on the Buckshaw Group 1 and Group 4 North agreements.

Confidential report Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

8. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all	✓	A strong local economy	✓
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	✓

BACKGROUND

9. A monitoring report was presented to Overview and Scrutiny Committee on 5 September 2011. The use receipt and use of contributions in the 2010/11 financial year was reported for each category of contribution. Appendix 2 to the report indicated the contributions expected to be received during 2011/12 and 2012/13, and the budgeted use of the contributions up to financial year 2014/15. The appendix identified that £412,391 contributions had not been committed to be spent by 2014/15.
10. Appendix 3 to the report indicated that contributions totalling £6,207,500 before index linking would be received as a result of the Buckshaw Group 1 and Group 4 North S106 agreements. The contributions would be received in phases according to the number of dwellings occupation, which meant that it was not possible to estimate when the contributions would be received. Use of the contributions was not yet included in the council's budget.

RECEIPT AND USE OF CONTRIBUTIONS IN 2011/12

11. The receipt and use of developers' contributions in 2011/12 is presented in Appendix 1. Contributions received during 2011/12 exceeded the figure quoted in the 5 September 2011 report by £178,146. Contributions totalling £3.222 million were applied in the year to finance schemes included in the council's revenue budget or capital programme.
12. By far the largest project was the Buckshaw Parkway railway station, implemented by Network rail in partnership with Lancashire County Council and Chorley Council. The expenditure of £2.763 million included accrued expenditure based on the outturn figure estimated by Network Rail. There was a dispute between Network Rail and the main contractor as to the final cost of the scheme, which has delayed payment by this council to LCC of the final cash sum (already accounted for in 2011/12). Now that the dispute has been resolved, it seems likely that the actual cost of the station would be less than included in the 2011/12 accounts. There would be an adjustment in 2012/13, which would mean that more of the contribution would be available for Buckshaw Village transport improvements.
13. Other payments to third parties to support their projects included the affordable housing contributions to housing association affordable housing schemes (£134,430); and Play and Recreation Fund schemes implemented by parish councils and other bodies (£124,727).

RECEIPT AND USE OF CONTRIBUTIONS 2012/13 ONWARDS

14. Appendix 1 also presents an updated estimate for contributions receivable from 2012/13 to 2014/15, and introduces figures for 2015/16. In total, contributions due between 2012/13 and 2014/15 have increased by £362,509 compared to the figure reported on 5/9/11. Of this total, £229,202 is in respect of play and recreation facilities; affordable housing £53,702; community facilities in Ecclestone £22,764; and the Buckshaw Planning Officer £56,841 (including estimated index linking).

15. Budgeted use of contributions from 2012/13 to 2015/16 is also presented in Appendix 1. The phasing of use to finance capital projects is the same as reported to Executive Cabinet on 17 January 2013. However, use in 2012/13 could change before the end of the financial year. Use of the balance of the Buckshaw station contribution could not be considered until finalisation of the station contract, so rephasing of expenditure to 2013/14 seems likely. Affordable housing projects are being developed in partnership with housing associations, but it is not certain that the 2012/13 budget would be used in full by the end of the financial year. Use of the budgets for a Collingwood Road puffin crossing (£47,820) and highway improvements in the Pilling Lane area (£150,000) depend on implementation of the works by Lancashire County Council, so phasing of expenditure is beyond the control of this council. The Rangletts Recreation Ground project is due to commence during 2012/13, but is likely to continue into 2013/14. Unfortunately an estimated split between years of the expenditure is not available at present.
16. A budget of £224,089 for Play, Recreation and Public Open Space projects is included in the 2013/14 capital programme. This consists of several contributions restricted to use in specific areas rather than being available for Borough-wide use via the Play and Recreation Fund. It will be allocated to specific projects, which could include support for appropriate schemes implemented by other bodies such as parish councils.
17. The Appendix shows that £60,526 Play and Recreation contributions are not committed, though £21,735 of this figure has not yet been received. Of the Pilling Lane contribution, £363,570 has not been committed. However, it is likely that part of this sum would be required to increase the budget for the Rangletts Recreation Ground project to include additional facilities; and to provide CCTV in the area of the development. Approval of the budget changes would be requested once estimated costs are available.

S106 TASK GROUP

18. The first meeting of a new S106 Task Group, consisting of officers from Planning, Legal, People and Places, and Shared Financial Services, was held on 18 December 2012. The group was convened in response to an internal audit recommendation. Meetings would be held quarterly, the first full meeting being due during January 2013.

GROWTH AND INFRASTRUCTURE BILL 2012/13

19. As reported in my Capital Programme monitoring report to Executive Cabinet of 22 November 2012 and Council of 8 January 2013, the Government has recently published the Growth and Infrastructure Bill 2012/13. One purpose of the Bill is to unlock stalled housing sites by allowing for affordable housing in S106 agreements to be reconsidered where the agreements are “economically unrealistic”, particularly those negotiated at the height of the housing boom. The intention of the Bill is to deliver more housing, but the potential impact on affordable housing delivered on-site or off-site through S106 agreements is unclear at present. The second reading of the Bill in the House of Lords was on 8 January 2013, and the Lords committee stage will commence on 22 January 2013.
20. Consultation on the renegotiation of Section 106 planning obligations ran from 13 August to 8 October 2013. As at 9 January 2013, the DCLG web site indicates that responses are being analysed. The DCLG’s proposal is that for all planning obligations agreed on or prior to 6 April 2010, the relevant local authority could be required to renegotiate the terms of planning obligations one month after the introduction of the new regulations (*Town and Country Planning (Modification and Discharge of Planning Obligations) (Amendment) (England) Regulations 2012*) required to implement the policy change. For all planning

obligations agreed after 6 April 2010, the period for a formal request to reconsider an obligation would remain at five years, as at present. Such planning obligations could be renegotiated voluntarily at any time, as allowed by Section 106A of the Town and Country Planning Act 1990.

- 21. Planning obligations agreed up to 6 April 2010 include Buckshaw Group 1 (agreement dated 22 December 2009); and Buckshaw Group 4 North (agreement dated 31 March 2008). Contributions totalling £3,397,500 before index linking would be receivable as a result of the Group 1 agreement; and £2,810,000 before index linking in respect of Group 4 North. To date, only the 2011/12 Planning Officer contribution (£17,802) resulting from the Group 1 agreement has been received. Voluntary negotiations about the obligations have been taking place in advance of the proposed statutory change.

IMPLICATIONS OF REPORT

- 22. 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

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

COMMENTS OF THE MONITORING OFFICER

- 24. The Monitoring Officer has no comments.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Michael Jackson	5490	9 th January 2013	S106 Monitoring O&S Cttee Jan 2013.docx

	Affordable Housing	Transport	Play & Recreation	Milestone Meadow	Buckshaw Youth Dev.	Eccleston Citty Facilities	Pilling Lane	Buckshaw Group 1	Total
	£	£	£	£	£	£	£	£	£
Financing of Buckshaw Village Cycle Network		(11,153)							(11,153)
Financing of Puffin Crossing Collingwood Rd		(47,820)							(47,820)
Financing of P&R Fund schemes - external			(30,000)						(30,000)
Financing of P&R Fund schemes - council			(31,040)						(31,040)
Financing of Eaves Green Play Facilities			(18,000)						(18,000)
Financing of YVCP Natural Play Zone			(3,820)						(3,820)
Financing of Environmental Improvements				(8,978)					(8,978)
Financing of Youth Development grants					(21,000)				(21,000)
Financing of Eccleston Community Facilities						(22,764)			(22,764)
Financing of Highways Imps Pilling Lane area						(150,000)			(150,000)
Financing of Rangletts Rec'n Grnd Imps.						(228,350)			(228,350)
Financing of Buckshaw Group 1 Planning Officer							(18,301)		(18,301)
To be applied 2012/13	(444,627)	(621,341)	(82,860)	(8,978)	(21,000)	(22,764)	(378,350)	(18,301)	(1,598,221)
Balance as at 31 March 2013	53,702	0	576,285	0	31,242	0	363,570	0	1,024,799
Contributions expected as at 5/9/11	0	0	0	0	0	0	0	0	0
Change since 5/9/11	90,000	0	21,735					18,940	130,675
Revised estimate 2013/14	90,000	0	21,735	0	0	0	0	18,940	130,675
Available 2013/14	143,702	0	598,020	0	31,242	0	363,570	18,940	1,155,474
Financing of Affordable Housing schemes	(143,702)								(143,702)
Financing of Eaves Green Play Facilities			(186,480)						(186,480)
Financing of Adlington Play Facilities			(103,425)						(103,425)
Financing of P&R Fund schemes - council			(23,500)						(23,500)
Financing of Play, Recreation and Public Open Space projects			(224,089)						(224,089)
Financing of Youth Development grants					(16,000)				(16,000)
Financing of Buckshaw Group 1 Planning Officer							(18,940)		(18,940)
To be applied 2013/14	(143,702)	0	(537,494)	0	(16,000)	0	0	(18,940)	(716,136)
Balance as at 31 March 2014	0	0	60,526	0	15,242	0	363,570	0	439,338

	Affordable Housing £	Transport £	Play & Recreation £	Milestone Meadow £	Buckshaw Youth Dev. £	Eccleston Citty Facilities £	Pilling Lane £	Buckshaw Group 1 £	Total £
Contributions expected as at 5/9/11	0	0	0	0	0	0	0	0	0
Change since 5/9/11	0	0	0	0	0	0	0	19,600	19,600
Revised estimate 2014/15	0	0	0	0	0	0	0	19,600	19,600
Available 2014/15	0	0	60,526	0	15,242	0	363,570	19,600	458,938
Financing of Youth Development grants					(15,242)				(15,242)
Financing of Buckshaw Group 1 Planning Officer								(19,600)	(19,600)
To be applied 2014/15	0	0	0	0	(15,242)	0	0	(19,600)	(34,842)
Balance as at 31 March 2015	0	0	60,526	0	0	0	363,570	0	424,096
Contributions expected as at 5/9/11	0	0	0	0	0	0	0	0	0
Change since 5/9/11	0	0	0	0	0	0	0	20,290	20,290
Revised estimate 2015/16	0	0	0	0	0	0	0	20,290	20,290
Available 2015/16	0	0	60,526	0	0	0	363,570	20,290	444,386
Financing of Buckshaw Group 1 Planning Officer								(20,290)	(20,290)
To be applied 2015/16	0	0	0	0	0	0	0	(20,290)	(20,290)
Balance as at 31 March 2016	0	0	60,526	0	0	0	363,570	0	424,096

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	9 July	23 July	3 Sept	17 Sept	1 Oct	cancelled 5 Nov	17 Dec	22 Jan	11 Mar	8 April
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Holding the Executive to account

Performance Monitoring Panel Meeting (to consider Council projects, Directorate and LSP monitoring)		*		*			*		*	
Performance Monitoring Panel Minutes			*		*			*		*
Update Report on Section 106 monies								*		
Notice of key decisions	*		*		*	*		*		*
Executive Cabinet minutes	*		*		*	*				*
Budget Scrutiny								*		
Consideration of a call-in request								*		

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

Adoption of Estates			V		S			C		R
Allotments			2 M							3M
Asset Management			2M							3M
Highways					2M					
Lancastrian			1M							2M
Private Rented Housing Inspection										
Tourism and Promoting Chorley			F							1M

Potential topics for future reviews

Reporting procedures through the Contact Centre										
Citizen Engagement										
Budget Processes										

Crime and Disorder Scrutiny

Crime performance								*		
PCSO's role, responsibility and performance								*		
IDVA Service – funding update								M		
Police and Crime Commissioners					*					

Other

Work Programme	*		*			*		*		*
Annual Report										*

Reported Annually
Update report on Section 106 monies
Annual Report

Key
Policy Development and Review of Council Services and External Scrutiny

- S Scoping
- C Collecting and considering evidence
- R Report
- F Feedback and action from EC
- M Monitoring 1 2 and 3
- V Verbal Update
- ML Member Learning Session

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Chorley Council –Notice of ‘key’ decisions

1. This document gives 28 days notice of ‘key’ and other major decisions which the Executive Cabinet and Executive Members expect to take. The document is updated as required and is available to the public on the Council’s website at www.chorley.gov.uk or from the Town Hall, Market Street, Chorley, PR7 1DP.
2. A ‘Key’ Decision is defined as:
 - a) A, Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:
 - a change in service provision that impacts upon the service revenue budget by £100,000 or more; or
 - a contract worth £100,000 or more; or
 - a new or unprogrammed capital scheme of £100,000 or more.
 - b) Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in two or more electoral wards. This includes any plans or strategies which are not within the meaning of the Council’s Policy Framework set out in Article 4 of the Council’s Constitution.
 - c) Under the Access to Information Procedure Rules set out in the Council’s Constitution, a ‘Key’ Decision may not be taken, unless 28 days notice have been given in this document;
 - d) The law and the Council’s Constitution provide for urgent key decisions to be made, even though they have not been included in this document in accordance with General Exception and Special Urgency provisions.
3. The Executive Cabinet is made up of the Executive Leader, Deputy Leader and four Executive Members with the following portfolios:

Executive Leader and Executive Member (Economic Development and Governance)	Councillor Alistair Bradley
Deputy Executive Leader and Executive Member (Resources, Policy and Performance)	Councillor Peter Wilson
Executive Member (People)	Councillor Beverley Murray
Executive Member (Places)	Councillor Terry Brown
Executive Member (LDF and Planning)	Councillor Dennis Edgerley
Executive Member (Homes & Business)	Councillor Adrian Lowe
4. Copies of the Council’s Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council’s website: www.chorley.gov.uk. If there are any queries, including objections to items being considered in private, please contact the Council on 01257 515151 or email contact@chorley.gov.uk.

Gary Hall, Chief Executive

Last updated: 14 January 2013

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
January							
Budget and Medium Term Financial Strategy	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A change in service provision that impacts upon the service revenue budget by £100,000 or more	17 Jan 2013	No	No	Report of the Chief Executive
Capital Programme Monitoring 2012-13 to 2014-15	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A new or unprogrammed capital scheme of £100,000 or more	17 Jan 2013	No	No	Report of the Chief Executive
Changes to the Lancashire Waste Management Cost Sharing Agreement	Executive Cabinet	Executive Member (Places)	A change in service provision that impacts upon the service revenue budget by £100,000 or more	17 Jan 2013	No	No	Report of the Director of People and Places

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Home Office consultation on minimum pricing of alcohol	Executive Cabinet	Executive Member (Places)		17 Jan 2013	No	No	Report of the Director of People and Places
Approval of contract award procedure and evaluation criteria for galvanisation work to swimming pool roof beams at All Seasons Leisure Centre, Chorley	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A contract worth £100,000 or more	17 Jan 2013	Yes, paragraph 3 (information relating to the financial or business affairs of any particular person including the authority holding that information)	No	Report of the Director of People and Places
Governance Business Transformation	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		17 Jan 2013	Yes, (paragraph 1, information relating to any individual)	No	Report of the Chief Executive
February							

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Collective Energy Switching	Executive Leader, Executive Member (Economic Development and Governance)	Executive Leader, Executive Member (Economic Development and Governance)	A significant impact in environmental, physical, social or economic terms on communities living or	7 Feb 2013	No	DECC Local Authority Funds , DECC Local Authority Competition 2012-2013 , Lancashire Councils' funding bid for Department of Energy & Climate Change: DECC Local Authority Funds , Application Form Annex A AGMA Collective Energy Scheme , 'Joining the Collective' – Briefing Note for Local Authorities , Ofgem "Energy Supply Probe" , Chorley Council Project Mandate , Department of Energy & Climate Change: Annual report on fuel poverty statistics 2012	Report of the Director of Partnerships and Planning

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Council Performance Monitoring – Third quarter	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		21 Feb 2013	No	No	Report of the Chief Executive
Chorley Partnership Monitoring – Third quarter	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		21 Feb 2013	No	No	Report of the Chief Executive
General Fund Revenue and Capital Budget and Council Tax 2013/14	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		21 Feb 2013	No	No	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Revenue Budget Monitoring - Third quarter	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		21 Feb 2013	No	No	Report of the Chief Executive
Capital Programme Monitoring 2012-13 to 2014-15	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		21 Feb 2013	No	No	Report of the Chief Executive
Disaster Recovery	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)		21 Feb 2013	No	No	Report of the Chief Executive

Details of the Decision to be taken	Decision to be taken by	Relevant Portfolio Holder	Reason the decision is key	Earliest Date decision can be taken	Will the public be excluded?	Are there any background papers?	Documents to be considered by Decision taker
Approval for Contract Award Procedure and Evaluation Criteria for Resurfacing of Portland St and Flat Iron car parks, Chorley Council	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A contract worth £100,000 or more	21 Feb 2013	Yes, paragraph 3 (information relating to the financial or business affairs of any particular person including the authority holding that information)	No	Report of the Chief Executive
Disposal of land - 1	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance), Executive Member (Homes and Business)	A contract worth £100,000 or more	21 Feb 2013	Yes (paragraph 3, information relating to the financial or business affairs of any particular person including the authority holding that information)	No	Report of the Chief Executive
Outcome of procurement for Hybrid Mail	Executive Cabinet	Deputy Executive Leader, Executive Member (Resources, Policy and Performance)	A contract worth £100,000 or more	21 Feb 2013	No	No	Report of the Chief Executive

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