

06 September 2013

Council

You are invited to attend a meeting of the Council to be held in Council Chamber, Town Hall, Chorley on Tuesday, 17th September 2013 commencing at 6.30 pm.

AGENDA

1. **Apologies for absence**

2. **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.

3. **Minutes of meeting Tuesday, 16 July 2013 of Council (Pages 5 - 12)**

4. **Mayoral Announcements**

5. **Public Questions**

Members of the public who have requested the opportunity to ask question(s) on any item(s) on the agenda will have three minutes to put their question(s) to the relevant Councillor. Members of the public will be allowed to ask one short supplementary question.

6. **Executive Cabinet (Pages 13 - 16)**

To consider the attached general report of the meeting held on 15 August 2013. A general report of the meeting held on 12 September 2013 will follow.

7. **Revenue Budget Monitoring 2013/14 Report 1 (end of June 2013) (Pages 17 - 32)**

To consider the attached report of the Chief Executive recommended for approval by Executive Cabinet on 15 August 2013.

8. **Capital Programme Monitoring 2013-14 - 2015-16 (Pages 33 - 44)**
To consider the attached report of the Chief Executive, recommended for approval by Executive Cabinet on 15 August 2013.
9. **Overview and Scrutiny Committee (Pages 45 - 50)**
To consider the attached general report of Overview and Scrutiny meetings held in July, August and September.
10. **Governance Committee**
To consider the attached general report of the meeting held on 12 September 2013 (to follow).
11. **Proposed Changes to the Members Allowances Scheme (Pages 51 - 54)**
To consider the attached report of the Chief Executive on recommendations of the Independent Remuneration Panel.
12. **Open Space and Playing Pitch Supplementary Planning Guidance (Pages 55 - 74)**
To consider the attached report of the Director of Partnership, Planning and Policy.
13. **Questions Asked under Council Procedure Rule 8 (if any)**
14. **To consider the Notices of Motion (if any) given in accordance with Council procedure Rule 10**
15. **Any other item(s) the Mayor decides is/are urgent**

Yours sincerely



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Chief Executive

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Distribution

1. Agenda and reports to all Members of the Council for attendance.

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PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT COUNCIL MEETINGS

- Questions should be submitted to the Democratic Services Section by midday, two working days prior to each Council meeting to allow time to prepare appropriate responses and investigate the issue if necessary (12 Noon on the Friday prior to the meeting).
- 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 ordinary Council meeting, excluding the Annual Meeting.
- The question to be answered by the Executive Member with responsibility for the service area or whoever is most appropriate.
- On receiving a reply the member of the public will be allowed to ask one supplementary question.
- Members of the public will be able to stay for the rest of the meeting should they so wish but will not be able to speak on any other agenda item upon using their allocated 3 minutes.

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Council**Tuesday, 16 July 2013**

Present: Councillor June Molyneaux (Mayor), Councillor John Walker (Deputy Mayor) and Councillors Ken Ball, Eric Bell, Julia Berry, Alistair Bradley, Terry Brown, Henry Caunce, Jean Cronshaw, Matthew Crow, Magda Cullens, John Dalton, David Dickinson, Doreen Dickinson, Graham Dunn, Dennis Edgerley, Christopher France, Anthony Gee, Danny Gee, Peter Goldsworthy, Marie Gray, Alison Hansford, Harold Heaton, Steve Holgate, Keith Iddon, Kevin Joyce, Hasina Khan, Paul Leadbetter, Roy Lees, Adrian Lowe, Marion Lowe, Greg Morgan, Mick Muncaster, Steve Murfitt, Beverley Murray, Mark Perks, Alan Platt, Pauline Phipps, Dave Rogerson, Geoffrey Russell, Rosie Russell, Joyce Snape, Kim Snape, Ralph Snape, Paul Walmsley and Peter Wilson.

Also in attendance

Officers: Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places) Alex Jackson (Senior Solicitor) and Carol Russell (Democratic Services Manager)

13.C.50 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor Robert Finnamore.

13.C.51 DECLARATIONS OF ANY INTERESTS

There were no declarations of interest received.

13.C.52 MINUTES OF ANNUAL COUNCIL MEETING HELD ON 14 MAY 2013

RESOLVED – that, subject to an amendment on minute 13.C.46 to correct the appointment of the shadow lead member on Development Control Committee from G Russell to J Dalton, the minutes of the Annual Council meeting held on 14 May 2013 be approved and signed as a correct record by the Mayor.

13.C.53 MAYORAL ANNOUNCEMENTS

The Mayor thanked all those who had attended his Silver Sparkle Summer Ball which had raised around £2000 for his chosen charities. He also referred to a sponsored event which Councillor Khan was holding for her 30 day fast during Ramadan and asked Members to consider sponsoring her.

Dates for the diary for forthcoming fundraising events in 2014 were 14 February for a Valentine themed Charity Ball and a comedy night with Dave Spikey on 28 March.

13.C.54 PUBLIC QUESTIONS

There were no public questions to be considered.

13.C.55 EXECUTIVE CABINET

Members considered a general report of the meeting of the Executive Cabinet held on 20 June 2013.

Members raised questions on Chorley's Inward Investment Plan and Member expenses claims.

The Executive Leader, Councillor Alistair Bradley proposed, the Executive Member for Resources, Policy and Performance, Councillor Peter Wilson seconded, and it was **RESOLVED – that the report be noted.**

13.C.56 PROVISIONAL REVENUE OUTTURN 2012/13

Member considered a report of the Chief Executive on the Provisional Revenue Outturn for 2012/13 which had been agreed at Executive Cabinet on 20 June but required Council approval to the slippage requests to finance expenditure on items or projects in 2013/14.

The report set out the provisional revenue outturn figures for the Council as compared against the budgets and efficiency savings targets which had been set for 2012/13.

Members raised questions regarding revenue from car parking; the development of the former McDonalds Market St site; improvements to the White Hart premises; and the prioritisation of the development of the town centre and the risks involved.

The Executive Member for Resources, Policy and Performance, Councillor Peter Wilson proposed, the Executive Leader, Councillor Alistair Bradley seconded, and it was **RESOLVED – that the slippage requests outlined in Appendix 2 of the report, be approved to finance expenditure on specific items or projects in 2013/14.**

13.C.57 CAPITAL PROGRAMME PROVISIONAL OUTTURN 2012/13 AND MONITORING 2013/14 - 2015/16 PROGRAMME

Consideration was given to a report on the provisional outturn figures for the 2012/13 capital programme and an updated capital programme for the financial years 2013/14 to 2015/16 to take account of the rephasing of expenditure from 2012/13 and other proposed budget changes.

The Executive Member for Resources, Policy and Performance, Councillor Peter Wilson proposed, the Executive Leader, Councillor Alistair Bradley seconded, and it was **RESOLVED -**

- 1. The financing of the 2012/13 Capital Programme, as presented in Appendix 1 to the report be approved.**
- 2. The rephasing of capital budgets between 2012/13 and 2013/14, as presented in column (2) of Appendix 2 of the report be approved.**
- 3. The other amendments to the Capital Programme for 2013/14 to 2015/16, as presented in columns (3), (6) and (9) of Appendix 2 of the report be approved.**

4. **The virement of £40,000 from the Head of Governance's Bengal Street depot revenue budget to the budget for revenue financing of capital expenditure be approved.**

13.C.58 LOCAL ENFORCEMENT PLAN

Members considered a report of the Director of Partnerships, Planning and Policy requesting approval to a Local Enforcement Plan which would form a framework to manage enforcement complaints in the planning service, including performance targets and service standards.

In 2012 the National Planning Policy Framework introduced a new approach to local enforcement and the proposed Local Enforcement Plan set out priorities for investigation; explained what would and would not be investigated; and outlined the Council's general discretionary powers with regard to planning enforcement. The plan also gave the priorities for responses to complaints, clarified the timescales for responses, and set out the Council's approach to handling enforcement matters and compliance checking.

The report had been considered at Executive Cabinet and been slightly amended to take into account Members comments. The Enforcement Plan would be subject to review 12 months after implementation.

The Executive Member for Planning and LDF, Councillor Dennis Edgerley proposed, Councillor Paul Walmsley seconded, and it was **RESOLVED – that the Local Enforcement Plan, performance targets and service standards be approved, as detailed in the report.**

13.C.59 SCRUTINY REPORTING BACK - 2012/13

Members considered the annual report on the work of the Overview and Scrutiny Committee in 2012/2013, entitled Scrutiny Reporting Back.

The Chair of the Overview and Scrutiny Committee, Councillor Steve Holgate proposed, Councillor Roy Lees former Vice Chair in 2012/13 seconded and it was **RESOLVED – that the annual report be noted.**

13.C.60 GOVERNANCE COMMITTEE

Consideration was given to a general report of the Governance Committee meeting held on 27 June 2013.

The Chair reported that the Committee had held a thorough debate on the observations of the independent person on standards complaints and as a result, the Monitoring Officer would take a report to the next meeting of the Committee in September.

The Chair of the Governance Committee Councillor Paul Leadbetter proposed, the Vice Chair, Councillor Alison Hanford seconded and it was **RESOLVED – that the report be noted and the update information on the Icelandic Bank Investment be circulated to all Councillors.**

13.C.61 CHORLEY COUNCIL ANNUAL REPORT 2012/13

Members considered a report of the Chief Executive presenting the Annual Report of the Council for 2012/13 which provided a summary of progress during the year and identified areas for improvement and challenge in 2013/14.

Good progress had been made against the key priorities identified in the corporate strategy, in particular neighbourhood working and economic development. Areas for improvement remained reducing customer dissatisfaction; delivering more to strengthen the economy and get people into work; and overcoming the challenges linked with increasing deprivation and debt.

The Executive Leader, Councillor Alistair Bradley proposed, the Executive Member for Resources, Policy and Performance, Councillor Peter Wilson seconded and it was **RESOLVED – that the Annual Report be noted and the inclusion of comparative performance information over a 3 year period be considered.**

13.C.62 COMMUNITY INFRASTRUCTURE LEVY ADOPTION

The Director of Partnerships, Planning and Policy submitted a report on the adoption of a charging schedule for the introduction of the Community Infrastructure Levy (CIL).

CIL is a new charge on some forms of built development which allows authorities to levy a charge on owners or developers carrying out built development so that they contribute to the costs of providing the infrastructure needed to support the development of the area. The levy would be charged by square metre based on internal floorspace. CIL replaces Section 106 in terms of “off site infrastructure” associated with new built developments, although Section 106 would still apply to larger schemes. A detailed explanation of the full implications for developers, the Council and Parish Councils would be provided to Members through a Member Learning Session.

The charging schedule had been subject to independent examination by the planning inspectorate who had made a number of recommendations with which the Council must comply. The proposed charging schedule was contained within the report.

The Executive Member for Planning and LDF, Councillor Dennis Edgerley proposed, Councillor Paul Walmsley seconded, and it was **RESOLVED – that the Charging Schedule for the adoption of the Community Infrastructure Levy be approved as follows:**

Development	CIL Charge
Dwelling houses (excluding apartments)	£65 sq.m
Apartments	£0 sq.m
Convenience retail (excluding neighbourhood convenience stores)	£160 sq.m

Retail warehouse, retail parks, and neighbourhood convenience stores	£40 sq.m
Community uses	£0 sq.m
All other uses	£0 sq.m

13.C.63 COMMUNITY GOVERNANCE REVIEW UPDATE

The Chief Executive submitted a report on the status of the Community Governance Review of Buckshaw which commenced with the publication of the terms of reference for the review in February 2011. The review was looking into whether the current parishing arrangements best served the local community and whether there should be a new parish council created for the Buckshaw area.

The first stage consultation had suggested mixed views on whether or not there should be a Parish Council for Buckshaw but overriding support for any decision to be postponed until the local authority boundary was reviewed to put all of Buckshaw under one principal council, be it Chorley or South Ribble.

The Community Governance Review had been halted when the Boundary Commission had indicated a possible boundary review but it emerged that this was only on the basis of an agreed approach to a new boundary by both Chorley and South Ribble Councils. This had not been possible due to the significant financial implications of such a boundary change and, coupled with the major development still to take place on Buckshaw, it was proposed that there was no real benefit in continuing with the review.

Some Members expressed concern at the Boundary Commission's stance. Whilst the situation would not be resolved in the short term it was important that engagement with groups on Buckshaw continued and the issue be reconsidered in the future.

The Executive Leader, Councillor Alistair Bradley proposed, the Executive Member for Resources, Policy and Performance, Councillor Peter Wilson seconded, and it was **RESOLVED –**

1. **The Community Governance Review of Buckshaw be discontinued and the Council makes a decision to make no recommendations to change the current parishing or boundary arrangements.**
2. **The consultees from the first stage of the review be advised of the Council's position.**

13.C.64 PROPOSED CHANGES TO THE MEMBERS ALLOWANCE SCHEME AND CONSTITUTION

Members considered a report of the Chief Executive on recommendations from the Independent Remuneration Panel on two issues relating to the Members Allowances Scheme.

Firstly the Panel had recommended that the independent person looking into standards complaints on the Governance Committee (and any second person appointed) should be remunerated with an allowance of £500 per year.

The second recommendation was following a change in Council positions from 5 lead members to 9 portfolio champions, each with a similar role but over a reduced service area. The proposal was that portfolio champions receive half the former lead member allowance. As a consequence Appendix 2 of the Constitution would be revised to reflect the change in the title of the position.

The Executive Leader Councillor Alistair Bradley proposed, the Executive Member for Resources, Policy and Performance, Councillor Peter Wilson seconded and it was **RESOLVED –**

1. **The independent person on the Governance Committee be paid £500 per annum, reviewed after two years and if a second independent person is appointed they also be paid £500 per annum, also to be reviewed after two years. The position of any third independent person to be appointed would need to be clarified.**
2. **The allowance paid to portfolio champions (formerly lead members) be £707.20 per annum.**
3. **The definition of a lead member be maintained and renamed as portfolio champion and the consequential Constitutional change (to Appendix 2) be approved.**

13.C.65 CHANGE IN OUTSIDE BODY REPRESENTATION

Further to two requests for changes in outside body representation, the Executive Leader, Councillor Alistair Bradley proposed and the Executive Member for People, Councillor Bev Murray seconded, and it was **RESOLVED – that the following two changes be approved:**

- **Councillor Bev Murray be replaced by Councillor Hasina Khan as the Council's representative on the Chorley Local Childrens Trust; and**
- **Councillor Robert Fynamore and Sarah Ainsworth (Labour nominee) be replaced by Councillor Hasina Khan and Mike Handley (Labour nominee) on the Runshaw College Community Liaison Group.**

13.C.66 QUESTIONS ASKED UNDER COUNCIL PROCEDURE RULE 8

There were no questions received under procedure Rule 8.

13.C.67 TO CONSIDER A NOTICE OF MOTION GIVEN IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 10

Consideration was given to the following motion, submitted by Councillor Matthew Crow:

Robin Hood Tax Motion

The Council notes that:

- *Local government will see real term cuts in central grant of 28% over the 2010 Comprehensive Spending Review period, meaning a cut of £6bn in annual grant by 2015;*
- *Extending the current Financial Transaction Tax (FTT) on shares to other asset classes such as bonds and derivatives could raise £20bn of additional revenue in the UK a year; and*
- *At least 11 European nations including France and Germany are moving ahead with FTTs on shares, bonds and derivatives estimated to raise £30bn a year.*

The Council believes that:

- *Revenues from the FTT could help repair the damage caused by cuts in public services since 2010;*
- *Local government deserves to receive a significant proportion of FTT revenues, making an important contribution to both capital and revenue expenditure such as reversing cuts to council tax benefits; and that*
- *Whilst an FTT might have a negligible effect on jobs in the City of London, investing FTT revenues in a smart and progressive way would see a significant increase in employment levels in other sectors.*

The Council resolves to:

- ***Write to the Government stating this Council's support for extending the current FTT on shares to other asset classes, such as bonds and derivatives and to use the revenues from this measure to reverse on-going shrinkage in central grants to Local Government.***

The motion was proposed by Councillor Matthew Crow and seconded by Councillor Steve Murfitt and following debate, where opposition Members spoke strongly against the motion, it was

RESOLVED – that the motion be supported and the Council write to the Government accordingly.

Chair

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EXECUTIVE CABINET - GENERAL REPORT

1. Any Cabinet recommendations on the reports that require Council decisions appear as separate items on the agenda.

MEETING HELD ON 15 AUGUST 2013**Refurbishment Works 98-102 Market Street**

2. I presented a report setting out the tender procedure being used and requesting authority for the use of the criteria intended to award the contract. The bids will be assessed on a scoring matrix of 80% cost and 20% quality. This is the usual split for this type of contract.
3. I advised there have been 11 expressions of interest in taking a lease of the one of the premises, including the kiosk. They are from a variety of businesses, representing the aspirations for the town centre and include businesses that will contribute to bringing customers into the town and the town centre offer.
4. We approved the tender process for the award of the contract and the award criteria.

Individual Electoral Registration

5. The Executive Member (Resources, Policy and Performance) presented a report outlining the details surrounding the introduction of Individual Electoral Registration (IER) and the processes and timescales involved in the transition.
6. People who fail to register under the new system in 2014 will have their registration carried forward to 2015 ensuring that they will be registered to vote at the 2015 UK general election. However, postal or proxy voters will need to register under the new system from 2014 or they will automatically lose the right to use this method of voting.
7. We noted that, following implementation, there will be other associated costs in respect of the maintenance of systems; scanning equipment, printing and postage costs but there will be no additional funding to cover these.
8. A dry run of electoral registers against the Department for Work and Pensions (DWP) data base has recently been undertaken which allows the Council to identify particular issues it will face in creating a full and accurate local register, and will be used to identify any resource implications. 83.4% of the data had matched which is currently the highest match figure in Lancashire.
9. We noted the report and granted delegated authority to the Executive Member (Resources, Policy and Performance) to agree any additional funding for resources necessary for the implementation of IER as required by the Electoral Registration and Administration Act 2013.

Chorley Council Performance Monitoring Quarter One 2013/14

10. The report presented by the Executive Member (Resources, Policy and Performance) set out the performance against the delivery of the Corporate Strategy, the Residents Survey 2013 and key performance indicators during the first quarter of 2013/14, 1 April to 30 June 2013.
11. One project is rated amber; Trial re-opening of Market Street. Lancashire County Council has taken responsibility for finalising the design and delivering the scheme. The anticipated completion date is October 2013.

12. A postal Resident Survey 2013 has been undertaken with 1,234 responses having been received. Ten of the eleven indicators have performed above target or within the 5% tolerance, and all of the indicators have either maintained or improved performance when compared to 2008. The % of residents who feel that the Council provides value for money has increased from 41.4% in 2008 to 51.1%. In the current economic climate is a positive result.
13. On the Corporate Strategy measures four indicators have performed below target; the percentage of 16-18 year olds who are not in education, employment or training (NEET), the percentage of domestic violence detections, the percentage of residents who feel that Chorley Council provide value for money, and the percentage of customers dissatisfied with the way they were treated by the Council.
14. In response to queries further updates were given in relation to the Working Together With Families project and the Friday Street Health Centre. We noted the report.

Chorley Partnership Performance Monitoring Quarter One 2013/14

15. The report, presented by the Executive Member (Resources, Policy and Performance), is the first in a new format of partnership performance reports setting out the priorities and performance of the Chorley Partnership for the first quarter of 2013/2014, from 1 April to 30 June 2013.
16. The report presents how successful partnership groups have been delivering against priorities in that quarter. This is a move away from using performance indicators towards placing some contextual information regarding the work that has been delivered and what impact and outcomes this has achieved.
17. Overall progress against priorities is excellent, of the nineteen priorities identified across the partnership, seventeen are rated as green and two are rated as not started and noted the report.
18. We discussed the priorities of Domestic Violence and Violent Crime, and Child Sexual Exploitation.

Energy Utility Contracts

19. The Executive Member (Resources, Policy and Performance) explained that the report updates Members on the process of appointing a new electricity supplier for the Council.
20. The Executive Member recently approved the continued use of the Yorkshire Purchasing Organisation for the procurement of the Council's energy utility suppliers. The scoring matrix for the consideration of any bids made within the YPO Framework has also been approved.
21. We noted that YPO are a Public Sector Buying Organisation who procure energy on behalf of, in excess of, 80 Public Sector Bodies. Chorley Council have used YPO since 1998.
22. We granted delegated authority to the Executive Member for Resources, Policy and Performance to award a contract for the supply of electricity to Council buildings for the period April 2015 – March 2019 to the preferred contract proposed by the YPO.

Resurfacing of three Town Centre car parks

23. The Executive Member (Resources, Policy and Performance) presented a report seeking approval for the award procedure and evaluation criteria for the contract for resurfacing and improvements to the Portland Street, Flat Iron and short stay Fleet Street car parks.
24. The report also seeks approval for the car park behind the former McDonald's site to become a pay and display car park with a small number of free spaces. This car park would be tarmaced and vehicle access would remain via Fleet Street.
25. We discussed the need to carry out this work at minimal disruption to shoppers and traders. We clarified that, on the Flat Iron, black tarmac will be used and the current red brick work will be made good.
26. We approved the procurement approach of advertising tenders through the Chest e-tendering system using an open invitation to five contractors from Lancashire County Council's (LCC) approved list plus LCC themselves. We approved tenders being evaluated to establish the most economically advantageous tender based on 80% cost, 20% quality and granted approval to the car park behind the former McDonald's site becoming a short stay pay and display car park, to include 10 spaces free for the first 30 minutes.

Park and Open Spaces Memorial Policy

27. The Executive Member for People explained the report provides an update following consultation on the Parks and Open Spaces Memorial policy and seeks approval for the adoption of the policy.
28. Seven consultation responses have been received which are set out in the appendix to the report. In light of the consultation, the draft policy has been amended.
29. We noted this is a sensitive area and that the Policy will bring clarity for officers and residents. We approved the consultation and responses be noted and the amended policy be formally adopted with immediate effect.

End of Year Core Funding Report 2012/13

30. The Executive Member for People presented a report updating Members on the performance of the core funding recipients during 2012/13.
31. At the Executive Cabinet meeting in March 2013, the core funding allocation for 2013/14 had been agreed. The recipients are now in the process of delivering, and are subject to quarterly monitoring. This is proportionally based on the value of the grant, and increases to detailed quarterly monitoring reports for the larger contracts.
32. We noted that organisations who have been unsuccessful in gaining funding can request an appointment to discuss their application and noted the report.

Clayton Brook Village Hall – Community Management

33. The Executive Member for People presented a report setting out a request from Clayton Brook Community House to progress the transfer of Clayton Brook Village Hall into community management.
34. The community management of Council assets is an established policy, with community centres in community management at Fairview and Tatton. There are also a number of

playing pitches and open spaces that are in community management with local organisations.

35. This work with Clayton Brook Community House will need to consider whether the existing group is the appropriate organisation to take on the community management and to consider representation from the broadest possible cross section of the local community.
36. We approved officers to be instructed to work with Clayton Brook Community House to pursue the option of community management at Clayton Brook Village Hall and that a condition of community management be that Clayton Brook Community House look at the best type of organisational structure to manage the facility and show how the representation on this organisation would draw from as broad a cross section in the local area as possible.

Allocation of Sagar House Section 106 equipped play space contribution

37. A report was presented by the Executive Member for People which sets out a request from Ecclestone Parish Council for a grant of £77,000 towards the provision of a multiuse ball court with associated landscaping, paths and lighting on the recreation ground at Drapers Avenue, Ecclestone.
38. The report requests that the remaining Section 106 balance be spent on a Council owned site in or near to Ecclestone which has been recommended for improvement in quality.
39. In response to a query we noted Ecclestone Parish Council are providing the land, have worked up the proposals and tender process, will submit the necessary planning application, will project manage the installation of the ball court and provide the on-going maintenance and insurance of the ball court.
40. We granted the requests.

Land Drainage Act 1991 - review of Land Drainage policy

41. The Executive Member for Places presented a report advising Members of a review of the Councils Land Drainage policy and seeking approval for amendments to the policy for the purposes of clarity.
42. In the light of officer activity in this area a review of the policy has been undertaken to clarify areas of uncertainty and ensure the policy is consistently applied given the limited resources, capacity and capability the Council has in terms of land drainage issues.
43. We discussed the broad principles on which the policy was based.
44. We approved the retention of the priority basis on which Council resources are deployed to assist householders/landowners with land drainage investigations. We also approved the principles set out in the report in the application of the Land Drainage policy.

Recommendation

45. That the report be noted.

COUNCILLOR ALISTAIR BRADLEY
Executive Leader

RR



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	15 August 2013

REVENUE BUDGET MONITORING 2013/14 REPORT 1 (END OF JUNE 2013)

PURPOSE OF REPORT

1. This report sets out the provisional revenue outturn figures for the Council as compared against the budgets and efficiency savings targets it set itself for the financial year 2013/14.

RECOMMENDATION(S)

2. That Council should approve the use of £143,000 of the Town Centre Reserve for revenue financing of the capital scheme for resurfacing of three Town Centre car parks.
3. That Council should approve the use of the £40,000 one-off Minimum Revenue Provision saving, relating to Regeneration Projects in the 2013/14 Capital Programme, to finance revenue costs relating to the projects including the cost of business rates for 98-102 Market Street outlined in paragraph 21.
4. That Council should approve the use of the one-off £35,950 Minimum Revenue Provision saving, arising from the rephasing of capital expenditure from 2012/13, for the reduction of debt as detailed in paragraph 28.

EXECUTIVE SUMMARY OF REPORT

5. The Council expected to make overall target savings of £200,000 in 2013/14 from management of the establishment. I am pleased to report that a total saving of £50,000 has been achieved in the first quarter, leaving a further £150,000 remaining for the target to be achieved for the year. Further savings should be made as the year progresses and more vacancies occur but if the remaining target is not achieved, budget efficiencies will need to be identified elsewhere to ensure the target for the year is achieved.
6. The projected outturn currently shows a forecast underspend of around £35,000 against the budget. No action is required at this stage in the year.
7. The Council's Medium Term Financial Strategy proposed that working balances were to be maintained at a level no lower than £2.0m due to the financial risks facing the Council. The current forecast to the end of June shows that the General Fund balance will be around £2.095m. This would reduce to around £2.019m should the recommendations outlined in this report be approved. This puts 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.

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

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

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

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 9. None.

CORPORATE PRIORITIES

- 10. 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	√

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

BACKGROUND

- 11. The Council’s approved revenue budget for 2013/14 included the following savings proposals required to balance the budget and maintain front line services. The majority of these proposals had already been put in place by the start of the new financial year with the remainder now implemented since April.

Savings	£m
Staffing Restructures	0.392
Base Budget Review	0.133
Major Contracts	0.070
Planning Fees - 15% national increase in charges	0.075
Investments & Debt restructuring	0.135
Total Savings Achieved 2013/14	0.805

12. In addition to the savings outlined above, the Council expected to make overall target savings of £200,000 from management of the establishment.
13. The 2013/14 budget also included significant additional investment which focussed on the Council's corporate priorities. A sum of £1,348,500 was approved for investment in the following areas:

INVESTMENT AREA	Amount £
Neighbourhood working: <ul style="list-style-type: none"> • Proactive clean up team • Neighbourhood working pot • Community development and volunteering 	50,000 100,000 70,000
Support to the VCFS Network – Increasing volunteering in the borough	15,000
Chorley Community Bank	50,000
16/17 year old drop in scheme	15,000
Tree Policy	30,000
Extension and improvement of street furniture	65,000
Active Generation	31,000
Street Games	50,000
Play area improvements	100,000
Free Swimming	7,500
Employee health scheme	20,000
Campaigns and events	40,000
Regeneration Projects	40,000
Car park pay and display income reduction	75,000
Inward investment delivery	350,000
Town Centre Masterplan	30,000
Support the expansion of local businesses	110,000
Implement a joint employment initiative with Runshaw College	50,000
Private Property Improvement Scheme Trial	50,000
TOTAL NEW INVESTMENT	1,348,500

Details of the costs incurred and expenditure committed to date against these new investment areas can be seen at Appendix 2.

14. Earlier this year the Council approved the virement of £40,000 from the Head of Governance's Bengal Street Depot revenue budget to undertake capital works to enable the site to deliver the recycling business with Recycling Lives Limited. It is envisaged that this sum can be generated from the part-year savings in 2013/14 from the arrangement with Recycling Lives, though the actual saving will depend on the date of completion of the lease agreement.
15. The Council also recently approved the funding required for the proposed enhancements to deliver a more comprehensive ICT Disaster Recovery solution that will also support more effective Business Continuity for the Council. The required sum of £220,000 has already

been identified from in-year underspends within Customer, ICT & Transactional Services and set aside to fund this project.

CURRENT FORECAST POSITION

- 16. Set out in Appendix 1 is the summary provisional outturn position for the Council based upon actual spending in the first three months of the financial year, adjusted for future spending based upon assumptions regarding vacancies and service delivery. No individual service directorate figures are attached. These can be viewed at <http://democracy.chorley.gov.uk/documents/s38414/June%202013%20Monitoring.pdf> and are also available as hard copies for inspection in the Members’ Room.
- 17. In the period to the end of June we have already identified £50,000 of contributions towards the annual corporate savings targets of £200,000 for 2013/14. The main savings that have been identified are from vacant posts within the People & Places Directorate.
- 18. The directorate cash budgets have been amended for approved slippage from 2012/13 and any transfers from reserves. The significant additions to the budget include:
 - £162,450 investment in ICT communications and information management.
 - £78,200 residual budget from the Neighbourhood/pump priming budget.
 - £66,650 environmental clean-ups/grot spots.
- 19. The projected outturn shown in Appendix 1 forecasts an underspend against the budget of £35,000. The significant variances from the Cash Budget are shown in the table below. Further details are contained in the service unit analysis available in the members’ room:

ANALYSIS OF MOVEMENTS

Table 1 – Significant Variations from the Cash Budget

Note: Savings/underspends are shown as ().

	£'000	£'000
Expenditure		
Staffing costs	(63)	
Non-Domestic Rates (Empty Properties)	27	
Non-Domestic Rates (Other Properties)	<u>15</u>	
		(21)
Income		
Planning & Building Control Fees	(15)	
Welfare Reform Grant	<u>(24)</u>	
		(39)
Other		
Housing & Council Tax Benefits	(73)	
Net Financing Transactions (MRP)	(76)	
Other minor variances	<u>24</u>	
		(125)
Management of the Establishment (savings target)		150
Net Movement		(35)

20. The forecast saving of £63,000 on staff salaries shown in the table above is in addition to the contribution of £50,000 already made to the corporate savings target in quarter 1. The additional saving comes from within the Chief Executive & Transformation and People & Places Directorates.
21. Part of the Council's Town Centre regeneration programme included the proposal to create three retail units following the acquisition and refurbishment of 98-102 Market Street. Following acquisition, the Council has subsequently become liable to pay non-domestic rates on the empty properties until they are either let to tenants, in the case of 100 and 102 Market Street, or demolished in the case of 98 Market Street. The current estimated cost to the Council is around £25,000 in 2013/14 but this will vary depending on the timescale for occupancy and demolition. It is proposed that this cost is financed from the saving on MRP outlined below (see paragraph 27). A further £2,000 is forecast for other properties currently vacant within the Council's investment portfolio and this again depends on the actual dates of occupancy.
22. The Council will also incur an overspend against the budgets for non-domestic rates chargeable on other Council owned land at property. Around £11,000 of the total forecast overspend of £15,000 is in respect of charges against the Council's car parks as a result of changes in transitional relief for 2013/14.
23. The Council's income budget of £650,000 for Planning Application Fees in 2013/14 included an estimated additional £75,000 following the national increase in planning fees implemented in November 2012. Income levels will be monitored closely throughout the year to ensure this additional income is achieved but at this early stage, income for the first quarter is higher than compared to the budget. Income from Building Control Fees also compares favourably with the budget for the first three months of the year and at this stage a combined surplus of around £15,000 over budget is forecast for the year.
24. The Council recently received a grant from the Department of Work and Pensions of around £24,000 as additional funding to meet the costs of implementing welfare reform changes in 2013/14. It is anticipated that the impact of the changes can be met from within existing staffing resources and that no additional external costs will be incurred.
25. One budget that could have a significant impact on the Council's year-end position is the budget for housing benefit payments. As we have seen in recent years it is extremely difficult to accurately predict the level of expenditure due to the size and nature of the budget in that it is very much demand driven. Figures for the first quarter show a slowdown in the anticipated demand compared to 2012/13 and as a result the initial forecast is for an underspend against budget of around £73,000. This position will be monitored closely throughout the year and Members advised accordingly.
26. The Director of People and Places, in his report on this agenda, recommends approval of the contract award procedure for the resurfacing of three Town Centre car parks (Portland Street, Flat Iron and Fleet Street). In my capital programme monitoring report, I recommend that the maximum estimated cost of £308,000 should be added to the 2013/14 Capital Programme. The Regeneration Projects capital budget would provide £165,000 of the funding. It is recommended that the balance should be provided from the Town Centre Reserve, and it would be shown as revenue financing of capital if approved. Once tenders are received, and the need for overnight working considered, any unused budget provision would be reversed back to its source.
27. The Net Financing Transactions budget includes £40,000 estimated Minimum Revenue Provision (MRP) in respect of borrowing to finance Regeneration Projects which are included within the 2013/14 Capital Programme. This budget would not be required for MRP in 2013/14, because the requirement to charge the revenue budget for debt repayment arises from 2014/15 onwards. However, I suggest that the budget is earmarked to cover any revenue costs relating to the Regeneration Projects in 2013/14, including the

cost of business rates for the empty retail units at 98-102 Market Street. I will report specific proposals for further use of this budget in later monitoring reports.

28. Due to rephasing of capital projects that would have been financed by borrowing, from 2012/13 to 2013/14, there is a one-off £35,950 reduction in MRP this year. This is not a recurring saving, just a result of incurring borrowing to finance some schemes a year later than originally planned. I recommend that the saving is earmarked to reduce debt, which will achieve revenue budget savings in subsequent years. This can be achieved in two ways: (a) voluntarily setting aside of funds to restructure past debt already incurred, or (b) using funds to finance capital expenditure in the current year via the revenue account thus preventing borrowing being incurred from the outset. The option attaining the highest level of savings at the point of transaction will be selected.

RETAINED BUSINESS RATES

29. The calculation of Retained Business Rates included in the 2013/14 approved budget is attached as Appendix 3. These figures, with the exception of the estimated levy, were provided to the Government on the NNDR1 return for 2013/14. Of the estimated net rate yield of £26.027m, the Council would retain £2.740m after paying £20.685m to central Government, £2.342m to Lancashire County Council, and £0.260m to the Fire Authority. Much of the central Government share is reallocated to local authorities through other funding mechanisms.
30. Actual figures will be reported to the Government on the NNDR3 return. However, NNDR3 figures can be produced throughout the year in order to review performance against estimated figures. Figures produced at the end of July suggest that we are broadly on target, with a projected net rate yield of £26.638m. However, there are a number of variances to arrive at that total, some of which could be of concern.
31. The NNDR1 included a £1m adjustment due to successful appeals by businesses, but at this point in the year most appeals would still be unresolved and would therefore not be reflected in the calculation of the higher net rate yield. It would be more realistic to assume that the final figure for appeals would be closer to the estimate than it is at present, and that net rate yield would reduce because of the following variances. The end of July NNDR3 figures have therefore been amended to include £1m for appeals, and the net rate yield has been reduced to £25.638m as a consequence.
32. The current projection of empty and partly occupied premises reliefs is £0.689m, which is £0.266m higher than the £0.423m estimated for 2013/14; and £0.043m higher than the 2012/13 actual total of £0.646m. The total in 2013/14 would change as properties become occupied, void periods expire, and new voids arise.
33. Small business rate relief is forecast to exceed the estimate by £0.082m; and mandatory charity relief by £0.024m.
34. The net effect of all variances is a reduction in net rate yield of £0.389m, of which this Council's share would be a reduction of £0.078m. The impact of the reduction would be in 2014/15.
35. This is the first year of the new system of local retention of business rates, so monitoring of performance against the estimates is especially important. Figures for 2014/15 will have to be prepared before we have full year figures for 2013/14. The experience gained from regular monitoring of net rates yield should help to improve the accuracy of estimates for subsequent years.

OTHER ISSUES

36. The Council recently granted temporary conditional planning approval for a residential Gypsy and Traveller site at Heath Paddock, Hut Lane, Heath Charnock for a period of 2

years. There is currently a balance of around £77k remaining in a specific earmarked reserve for use in relation to potential appeals and enforcement costs relating to the Hut Lane site. Although the issue has been temporarily resolved following the grant of planning permission, the full financial impact of the decision is still to be assessed and as such I feel it is prudent at this stage to retain this balance in reserve to meet any potential future costs.

GENERAL FUND RESOURCES AND BALANCES

- 37. The current cash budgets for 2013/14 have been updated to take account of the transfer of approved slippage of £518,850 from 2012/13 and for other transfers from reserves to finance revenue expenditure in 2013/14.
- 38. With regard to working balances, and as per Appendix 1, we started the year with a balance of £2.060m. The approved MTFS proposes that working balances are to be no lower than £2.0m given the budgetary challenges facing the Council. The current forecast to the end of June shows that the General Fund balance will be around £2.095m. Taking into account the recommendations regarding the use of savings on MRP, the revised closing balance would reduce to £2.019m as detailed in the table below.

Table 2 – Movement in General Fund Balance

General Balances	£m
Opening Balance 2013/14	2.060
Provisional revenue budget underspend	0.035
Forecast General Fund Balance 2013/14	2.095
Use of MRP saving	(0.076)
Proposed General Fund Balance 2013/14	2.019

- 39. Appendix 4 provides further information about the earmarked reserves and provisions that are currently available during 2013/14.

IMPLICATIONS OF REPORT

- 40. 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

- 41. The financial implications are detailed in the body of the report.

COMMENTS OF THE MONITORING OFFICER

42. The Monitoring Officer has no comments.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Dave Bond	5488	23/07/13	Revenue Budget Monitoring 2013-14 Report 1 (End of June 2013).doc

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
General Fund Revenue Budget Monitoring 2013/14 Forecast to end of June 2013	Original Cash Budget	Impact of Council Restructure	Agreed Changes (Directorates)	Agreed Changes (Other)	Amended Cash Budget	Contribution to Corp. Savings (Staffing)	Contribution to Corp. Savings (Other)	Current Cash Budget	Forecast Outturn	Variance	Variance
	£	£	£	£	£	£	£	£	£	£	%
Chief Executive & Transformation	6,005,490			257,310	6,262,800			6,262,800	6,237,800	(25,000)	-0.4%
Partnerships, Planning & Policy	1,417,850			12,890	1,430,740			1,430,740	1,448,190	17,450	1.2%
People & Places	6,560,040			203,330	6,763,370	(50,000)		6,713,370	6,710,520	(2,850)	0.0%
Directorate Total	13,983,380	-	-	473,530	14,456,910	(50,000)	-	14,406,910	14,396,510	(10,400)	-0.1%
Budgets Excluded from Transformation Directorate Monitoring:											
Pensions Account	243,970				243,970			243,970	243,970	-	-
Benefit Payments	153,240				153,240			153,240	80,500	(72,740)	-47.5%
Corporate Savings Targets											
Management of Establishment	-			(200,000)	(200,000)	50,000		(150,000)	-	150,000	-100.0%
Reduction in Pension Rate	-			-	-			-	0	-	-
Efficiency/Other Savings	-			-	-			-	0	-	-
Total Service Expenditure	14,380,590	-	-	273,530	14,654,120	-	-	14,654,120	14,720,980	66,860	0.5%
Non Service Expenditure											
Contingency Fund	-				-			-	0	-	-
Contingency - Management of Establishment	(200,000)			200,000	-			-	0	-	-
Efficiency/Other Savings	-				-			-	0	-	-
Revenue Contribution to Capital	-			211,800	211,800			211,800	336,280	124,480	
Net Financing Transactions	261,350			40,000	301,350			301,350	235,400	(65,950)	
VAT Shelter Income	-				-			-	0	-	-
Transfer to Earmarked Reserve - VAT Shelter Income	-				-			-	0	-	-
Parish Precepts	530,240				530,240			530,240	530,234	(6)	
Total Non Service Expenditure/Income	591,590	-	-	451,800	1,043,390	-	-	1,043,390	1,101,914	58,524	
Total Expenditure	14,972,180	-	-	725,330	15,697,510	-	-	15,697,510	15,822,894	125,384	0.8%
Financed By											
Council Tax	(6,340,200)				(6,340,200)			(6,340,200)	(6,340,200)	-	
Grant for freezing Council Tax 2013/14	(64,570)				(64,570)			(64,570)	(64,570)	-	
Revenue Support Grant	(3,861,960)				(3,861,960)			(3,861,960)	(3,861,957)	3	
Retained Business Rates	(2,740,260)				(2,740,260)			(2,740,260)	(2,740,260)	-	
Council Tax Transition Grant	(19,890)				(19,890)			(19,890)	(19,890)	-	
New Homes Bonus	(1,805,030)				(1,805,030)			(1,805,030)	(1,805,040)	(10)	
New Burdens Grant	(16,400)				(16,400)			(16,400)	(16,402)	(2)	
Collection Fund (Surplus)/Deficit	(77,000)				(77,000)			(77,000)	(77,000)	-	
Use of Earmarked Reserves - capital financing	-			(171,800)	(171,800)			(171,800)	(296,280)	(124,480)	
Use of Earmarked Reserves - revenue expenditure	67,630			(544,850)	(477,220)			(477,220)	(461,220)	16,000	
Conts in CGUA Reclassified as Revenue	-			(8,680)	(8,680)			(8,680)	(60,280)	(51,600)	
Budgeted Contribution from General Balances	(114,500)				(114,500)			(114,500)	(114,500)	-	
Total Financing	(14,972,180)	-	-	(725,330)	(15,697,510)	-	-	(15,697,510)	(15,857,599)	(160,089)	1.0%
Net Expenditure	-	-	-	-	-	-	-	-	(34,705)	(34,705)	
General Balances Summary Position											
				Target	Forecast						
				£	£						
General Fund Balance at 1 April 2013				2,000,000	2,059,860						
Provisional (Over)/Under Spend					34,705						
Forecast General Fund Balance at 31 March 2014				2,000,000	2,094,565						

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New Investment approved in 2013/14 Revenue Budget

INVESTMENT AREA	TOTAL NEW INVESTMENT £	2013/14 EXPENDITURE TO DATE £	COMMITMENTS £	TOTAL EXPENDITURE + COMMITMENTS £	BALANCE REMAINING £	COMMENTS
Proactive clean up team	50,000	13,429	26,859	40,288	9,712	
Tree Policy	30,000	1,020	0	1,020	28,980	Tree works orders pending - going live in August. Budget expected to be fully spent in 2013/14.
Regeneration of key town centre sites	40,000	0	0	0	40,000	No cost in 2013/14 - see recommendation in report.
Play area improvements	100,000	0	0	0	100,000	Work will start after consultation, spend expected in quarter four.
Community development and volunteering	70,000	0	0	0	70,000	There will be a saving in 2013-14. Work will be starting in August.
Unify Credit Union	50,000	14,739	27,334	42,073	7,927	
Support to the VCFS Network	15,000	7,500	0	7,500	7,500	
Neighbourhood Working	100,000	2,327	6,610	8,937	91,063	Two of the 24 priorities have been completed and Lead Officers are finalising details and costs of the remaining Neighbourhood Priorities, spend is expected over the next three quarters.
16/17 year old drop in scheme	15,000	0	0	0	15,000	Service provided by the charity "Key" who will invoice quarterly.
Extension & improvement of street furniture	65,000	0	0	0	65,000	The contract has been let and orders are being raised with spend expected in quarters two and three. The contract value is around £60k, with the remaining £5k for fitting and parts.
Active Generation	31,000	10,942	20,058	31,000	0	
Street Games	50,000	8,139	0	8,139	41,861	Programme for the remainder of 13/14 should fully utilise the budget.
Free Swimming	7,500	0	7,500	7,500	0	Program implemented with Active Nation for the summer period.
Employee health scheme	20,000	5,941	12,000	17,941	2,059	Anticipated spend around £1,500 per month.
Campaigns and events	40,000	0	1,458	1,458	38,542	Astley Park events organised for Aug/Sept. Also Christmas events.
Car park pay and display income reduction	75,000	0	75,000	75,000	0	
Inward investment delivery	350,000	22,564	0	22,564	327,436	Report to Exec Cabinet 20th June 2013 to approve the delivery of the recommended inward investment plan activities.
Town Centre masterplan	30,000	11,385	22,700	34,085	(4,085)	Forecast overspend to be met from in year savings.
Support the expansion of local businesses	100,000	0	15,850	15,850	84,150	A number of projects are in the pipeline
Support the expansion of local businesses	10,000	175	712	887	9,113	Commitment to an annual business event in Autumn 2013
Joint employment initiative with Runshaw College	50,000	20,625	0	20,625	29,375	Budget to be spent over two years.
Private Property Improvement Scheme	50,000	0	0	0	50,000	Currently 1 minor application under review for this trial scheme.
TOTAL	1,348,500	118,786	216,081	334,867	1,013,633	

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Calculation of Business Rates Retained Estimate 2013/14

	NNDR1 2013/14 £	NNDR3 End July £	Variance from NNDR1 £
<u>Summary of NNDR1 2013/14 figures</u>			
Gross Rate Yield	31,520,861	31,529,000	8,139
Less:			
- Small business rate relief	-1,611,468	-1,693,000	-81,532
- Mandatory relief to charities	-1,845,842	-1,870,000	-24,158
- Empty/partly occupied premises relief	-423,355	-689,000	-265,645
- Other mandatory reliefs	-34,168	-6,000	28,168
Mandatory Reliefs	-3,914,833	-4,258,000	-343,167
Discretionary Reliefs	-8,591	0	8,591
Gross Rate Yield after reliefs	27,597,437	27,271,000	-326,437
Losses in collection	-350,000	-350,000	0
Cost of Collection Allowance	-133,847	-134,000	-153
	27,113,590	26,787,000	-326,590
Estimated change in receipts 1/10/12 - 30/9/13	-86,566	-149,000	-62,434
Estimated adjustment due to appeals	-1,000,000	-1,000,000	0
Net Rate Yield (before transitional arrangements)	26,027,024	25,638,000	-389,024
<u>Allocation of Net Rate Yield 2013/14</u>			
Amount of NNDR to be paid to central government	13,013,512	12,819,000	-194,512
Amount to be retained by Chorley under the rates retention scheme	10,410,810	10,255,200	-155,610
			Before deduction of tariff/levy
Amount to be passed to Lancashire County Council	2,342,432	2,307,420	-35,012
Amount to be passed to Lancashire Fire Authority	260,270	256,380	-3,890
Total	26,027,024	25,638,000	-389,024
<u>Calculation of Chorley retained business rates</u>			
Unadjusted total from above	10,410,810	10,255,200	-155,610
Tariff to be paid to central government	-7,499,540	-7,499,540	0
Levy to be paid to central government	-171,010	-93,203	77,807
Estimated retained business rates 2013/14	2,740,260	2,662,457	-77,803

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Analysis of Reserves and Provisions 2013/14 to 2014/15

Reserve or Provision	Purpose	Balance 31/3/13 £	Forecast Use in 2013/14 £	Forecast Balance 31/3/14 £	Notes
<u>Reserves</u>					
General Fund Balance		2,059,860	34,705	2,094,565	(1)
Restructuring Reserve	Unused balance from 2012/13	22,990		22,990	(2)
VAT Shelter Income	Capital/revenue financing	152,260	(152,260)	0	
Provision for Pension Liabilities	Payment to Lancashire Pension Fund	1,750,000	0	1,750,000	
Non-recurring growth	Budgeted financing of new investment	114,500	(114,500)	0	
	Non-Directorate Reserves	2,039,750	(266,760)	1,772,990	
<u>Chief Executive's Office</u>					
	Slippage from 2012/13	21,670	(21,670)	0	
	<i>Chief Executive's Office</i>	21,670	(21,670)	0	
	Slippage from 2012/13	26,800	(26,800)	0	
	PRG - capital financing	50,720	(50,720)	0	
	PRG - uncommitted	29,350	(29,350)	0	
	<i>Policy & Performance</i>	106,870	(106,870)	0	
	Chief Executive's Office	128,540	(128,540)	0	
<u>Partnerships, Planning & Policy</u>					
	Slippage from 2012/13	22,730	(22,730)	0	
	Government Grants	584,730	(274,740)	309,990	
	Handyperson Scheme	48,530	(2,660)	45,870	
	Capital financing	7,920	(7,920)	0	
	<i>Housing</i>	663,910	(308,050)	355,860	
	Town Centre Grants	188,540	(80,000)	108,540	
	Town Centre Reserve	233,330	(233,330)	0	
	<i>Economic Development</i>	421,870	(313,330)	108,540	
	Planning Appeal Costs	183,130	(100,000)	83,130	
	Government Grants	34,350		34,350	(2)
	Local Development Framework	42,030	(42,030)	0	
	<i>Planning</i>	259,510	(142,030)	117,480	
	Partnerships, Planning & Policy	1,345,290	(763,410)	581,880	
<u>People & Places</u>					
	Slippage from 2012/13	145,730	(145,730)	0	
	Astley Hall Works of Art	5,780		5,780	(2)
	Neighbourhood Working	78,200	(78,200)	0	
	Allotment Development	10,720	(10,720)	0	
	Maintenance of Grounds	52,200	10,000	62,200	(2)
	People & Places	292,630	(224,650)	67,980	

Analysis of Reserves and Provisions 2013/14 to 2014/15

Reserve or Provision	Purpose	Balance 31/3/13 £	Forecast Use in 2013/14 £	Forecast Balance 31/3/14 £	Notes
<u>Reserves</u>					
<u>Transformation</u>					
	Slippage from 2012/13	1,000	(1,000)		0
	Legal Case Mgt System	2,350	(2,350)		0
	Town Hall Roof Safety Boards	16,000	(16,000)		0
	Union Street Roof Safety Boards	10,000	(10,000)		0
	Clayton Brook Public House	73,760	(73,760)		0
	Buildings Fund	100,000	(100,000)		0
	Elections	0	85,000	85,000	
	<i>Governance</i>	203,110	(118,110)	85,000	
	Slippage from 2012/13	20,050	(20,050)		0
	<i>Shared Financial Services</i>	20,050	(20,050)	0	
	Slippage from 2012/13	29,500	(29,500)		0
	Additional NEETs	79,040	(79,040)		0
	<i>Human Resources & OD</i>	108,540	(108,540)	0	
	Slippage from 2012/13	162,450	(162,450)		0
	Capital financing	8,450	(8,450)		0
	<i>ICT Services</i>	170,900	(170,900)	0	
	Transformation	502,600	(417,600)	85,000	
	Directorate Reserves	2,269,060	(1,534,200)	734,860	
	Earmarked Reserves	4,308,810	(1,800,960)	2,507,850	
	Total Reserves	6,368,670	(1,766,255)	4,602,415	
<u>Provisions</u>					
Insurance Provision	Potential MMI clawback	15,000	0	15,000	
	Total Provisions	15,000	0	15,000	

Notes

(1) Based on forecast as at 30 June 2013.

(2) Use of these reserves would be proposed in revenue budget monitoring reports during 2013/14.



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	15 August 2013

CAPITAL PROGRAMME MONITORING 2013/14 – 2015/16

PURPOSE OF REPORT

1. To update the Capital Programme for 2013/14 and provisional budgets for 2014/15 and 2015/16, to take account of additional resources and other proposed budget changes.
2. To present an updated analysis of the receipt and use of developers' contributions for the financing of capital projects between 2013/14 and 2015/16.

RECOMMENDATION(S)

3. That the Council be recommended to approve the amendments to the Capital Programme for 2013/14, as presented in column (2) of Appendix 1.
4. That the Council be recommended to approve the amendments to the provisional budgets for 2014/15 and 2015/16, as presented in columns (5) and (8) of Appendix 1.

EXECUTIVE SUMMARY OF REPORT

5. Council of 16th July 2013 approved amendments to the 2013/14 Capital Programme which increased the budget from £11,951,340 to £12,853,770. Budget provision rephased from 2012/14 totalled £917,710; and other budgets reduced by a net total of £15,280.
6. The provisional Capital Programmes for 2014/15 and 2015/16 were each increased by £4,720 on the assumption that Government funding of Disabled Facilities Grants (DFGs) in those years would match the funding allocated for 2013/14.
7. Few changes are required to the 2013/14 Capital Programme at this stage. A net increase in the programme of £102,720 is proposed, as shown in column (2) of Appendix 1. The provisional budgets for 2014/15 and 2015/16 are each reduced by £50,120 because of the estimated reduction in DFGs funded by housing associations.
8. The Director of People and Places reports a request that a S106 contribution received from an Eccleston development should be used to provide a £77,000 grant to Eccleston Parish Council. If agreed, the effect on the budget for Play, Recreation and Public Open Space projects will be indicated in the next monitoring report.
9. Places for People have declined to sign the Local Adaptations Agreement relating to Disabled Facilities Grants for housing association tenants. It is estimated that expenditure,

and the contribution that would finance it, would reduce by £52,440 in 2013/14 and £50,120 in subsequent years.

10. The main capital receipt required to finance new projects added to the 2013/14 Capital Programme by Council on 28th February 2013 has not yet been received. Other capital receipts totalling £42,044 were received in the first quarter of 2013/14; and the Council's share of Chorley Community Housing's Preserved Right to Buy receipts in the quarter is estimated to be £19,000.
11. Revenue budget savings could be achieved by financing replacement People and Places directorate vehicles by borrowing rather than leasing. Additional vehicles are required for the waste and recycling contract from 2014/15. Savings could be achieved if these vehicles are purchased rather than being recharged by Veolia through the contract.
12. Also on this agenda, the Director of People and Places makes recommendations in respect of the contract award procedure for the resurfacing of three town centre car parks. Though contract figures have not yet been finalised, it is recommended that the estimated maximum budget should be added to the 2013/14 Capital Programme, to be financed from the Town Centre Investment Reserve (£143,000 revenue financing) and the Regeneration Projects capital budget (£165,000 prudential borrowing).
13. Appendix 2 to the report indicates that an uncommitted balance of developers' contributions totalling £442,000 would be carried forward at the end of 2013/14.

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

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

14. It is necessary for Council to approve the revised 2013/14 Capital Programme, to take account of additional resources, the transfer of budgets to revenue, the allocation of budgets to specific projects for monitoring purposes, and changes to the presentation of financing of the programme.
15. Provisional budgets for 2014/15 and 2015/16 should be updated to reflect the resources estimated to be available.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

16. None

CORPORATE PRIORITIES

17. 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

- 18. Council of 16th July 2013 approved amendments that increased the 2013/14 Capital Programme by £902,430 to £12,853,770. Budgets rephased from 2012/13 totalled £917,710; and other amendments reduced the programme by £15,280.
- 19. The provisional Capital Programme budgets for Disabled Facilities Grants for 2014/15 and 2015/16 were each increased by £4,720. This was to match the Government funding allocated in 2013/14, on the assumption that it would continue at that level. The actual allocation of Government grant is unlikely to be known until March 2014, which would be after approval of the Capital Programme for 2014/15.

CAPITAL PROGRAMME 2013/14

- 20. If the changes presented in column (2) of Appendix 1 are approved by Council, the Capital Programme for 2013/14 would increase by a net total of £102,720. The reasons for the changes are as indicated in the following paragraphs.
- 21. The £3,330 ICT budget for Unified Intelligent Desktop costs not eligible for grant funding should be transferred to the ICT revenue budget to contribute towards the cost of new projects. Revenue financing of the capital programme would be reduced to match to ensure that the budget impact would be neutral.
- 22. Presentation of the Affordable Housing New Development Projects budget has been changed to show the schemes already approved at St. George’s Street and Halliwell Street, and confirmation that the uncommitted budget provision is currently £73,650.
- 23. The budget for Disabled Facilities Grants for each year from 2013/14 to 2015/16 included an estimate of expenditure and income in respect of housing association properties. Places for People have declined to sign the Local Adaptations Agreement. This will affect the budget provision required each year, and the estimated impact is that the budget in 2013/14 should reduce by £52,440. This expenditure would have been financed by the housing association so there is no effect on the Council’s capital resources.

24. Receipt of a S106 contribution not available for Borough-wide use means that the budget for Play, Recreation and Public Open Spaces projects can be increased by £15,490, taking the total to £232,280. When specific projects have been agreed, this budget will be split so that they can be monitored separately. The Director of People and Places reports on this agenda that the Council has received a request from Ecclestone Parish Council for a £77,000 grant to provide a multiuse ball court at Drapers Avenue, Ecclestone. If approved, this would be financed with a S106 contribution received from a development in Ecclestone, and would be reported as a separate budget. It is likely that the £8,590 balance remaining of the particular contribution would be transferred to the revenue budget to fund improvements to existing Council-owned facilities in or near to Ecclestone.
25. The financing of the programme has been revised to move £124,480 from 'external contributions – other' to revenue financing of capital. The contributions were received prior to 2013/14 and have been brought forward in earmarked revenue reserves. In revenue budget monitoring reports, the use of the earmarked reserves for revenue financing of the capital programme will be shown.
26. The £360,000 capital receipt required to finance budget growth in 2013/14 approved by Council on 28th February 2013 has not yet been received. Should the resource not be received by 31st March 2014, and the budgeted expenditure is incurred, it could be necessary to incur additional borrowing in 2013/14. The borrowing could be repaid by voluntarily setting aside the capital receipt once received.
27. Capital receipts not reflected in the current estimate have been received. These total £42,044. In addition, the Council's share of Chorley Community Housing's Preserved Right to Buy capital receipts for the first quarter is estimated to be £19,000. The number of sales is lower than achieved in the last four months of 2012/13, and will continue to be monitored with CCH throughout the year.
28. Most vehicles used in the provision of Council services are leased or provided through the waste and recycling contract. When replacement vehicles are required at the end of leases, or additional waste/recycling vehicles are needed, it may be possible to achieve revenue budget savings by funding purchases by borrowing. This option is currently being evaluated and recommendations as to the most cost effective way of funding vehicle acquisition will be presented at a later date.
29. The Director of People and Places, in a report on this agenda, has recommended a contract award procedure and evaluation criteria for the resurfacing of the Flat Iron, Portland Street and Fleet Street car parks. This resurfacing work is not currently included in the revenue budget or capital programme. The cost would depend on tenders submitted and whether an option to resurface the Flat Iron car park overnight is pursued. To provide budget cover so that the work could start promptly, it is recommended that the maximum estimated budget of £308,000, excluding fees and surveys already funded in 2012/13, should be added to the 2013/14 Capital Programme. In my revenue budget monitoring report on this agenda, it is proposed that £143,000 of the Town Centre Reserve should be used to finance the scheme. This would be shown as revenue financing of capital in revenue budget monitoring. The balance of the funding (£165,000) should come from the Regeneration Projects capital budget. Should tenders be less than currently estimated, or the option of overnight working not be adopted, then any unused budget provision would be transferred back.

CAPITAL PROGRAMME 2014/15 and 2015/16

30. The budget for Disabled Facilities Grants in each of 2014/15 and 2015/16 should reduce by £50,120 for the reasons explained above. The effect on the Council’s resources is neutral.

DEVELOPERS’ CONTRIBUTIONS

31. Appendix 2 presents the S106 and similar contributions from developers which are budgeted to be received and applied in 2013/14. The uncommitted contributions are £108,000 for play/recreation facilities (of which £22,000 has not yet been received); and £334,000 of the Pilling Lane contribution. The latter could be used for purposes including streetscape improvements, cycle network and public transport, community safety and recreation facilities. Funding of highway improvements in the Pilling Lane area by Lancashire County Council (£150,000), improvements to Rangletts Recreation Ground (£221,660), and new CCTV in the area (£30,000) have already been included in the 2013/14 Capital programme.

IMPLICATIONS OF REPORT

32. 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

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

COMMENTS OF THE MONITORING OFFICER

34. 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	23 rd July 2013	Capital Prog Monitoring 2013-14-2015-16 Aug 2013 EC.doc

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Capital Programme - 2013/14 to 2015/16

Scheme	2013/14		2013/14		2014/15		2014/15		2015/16		2015/16		Total 2013/14 to 2015/16 (10) £
	Current Estimate (1) £	Changes (2) £	Revised Estimate (3) £	Current Estimate (4) £	Changes (5) £	Revised Estimate (6) £	Current Estimate (7) £	Changes (8) £	Revised Estimate (9) £	Current Estimate (7) £	Changes (8) £	Revised Estimate (9) £	
Chief Executive													
<u>Head of Customer, ICT & Transactional Services</u>													
Thin Client/Citrix Virtual Desktop Infrastructure	46,830		46,830	0		0	0		0	0		0	46,830
Unified Intelligent Desktop (externally funded)	27,910		27,910	0		0	0		0	0		0	27,910
UID / Asidua Mobile	3,330	(3,330)	0	0		0	0		0	0		0	0
<u>Head of Customer, ICT & Transactional Services Total</u>	78,070	(3,330)	74,740	0	0	0	0	0	0	0	0	0	74,740
<u>Head of Governance</u>													
Planned Improvements to Fixed Assets	414,340		414,340	200,000		200,000	200,000		200,000	200,000		200,000	814,340
Chorley East Health Centre - land purchase/construction	6,650,000		6,650,000	0		0	0		0	0		0	6,650,000
Regeneration Projects	1,000,000	(165,000)	835,000	0		0	0		0	0		0	835,000
- Resurfacing Town Centre Car Parks	0	308,000	308,000	0		0	0		0	0		0	308,000
Demolish Clayton Brook PH and landscape site	73,760		73,760	0		0	0		0	0		0	73,760
Grant to modify Bengal Street depot for charity use	40,000		40,000	0		0	0		0	0		0	40,000
<u>Head of Governance Total</u>	8,178,100	143,000	8,321,100	200,000	0	200,000	200,000	0	200,000	200,000	0	200,000	8,721,100
<u>Head of Human Resources & Organisational Development</u>													
Integrated HR, Payroll and Training System	15,000		15,000	0		0	0		0	0		0	15,000
<u>Head of HR & Organisational Development Total</u>	15,000	0	15,000	0	0	0	0	0	0	0	0	0	15,000
<u>Chief Executive Total</u>													
	8,271,170	139,670	8,410,840	200,000	0	200,000	200,000	0	200,000	200,000	0	200,000	8,810,840
Director of Partnerships, Planning & Policy													
<u>Head of Economic Development</u>													
Climate Change Pot	19,680		19,680	0		0	0		0	0		0	19,680
<u>Head of Economic Development Total</u>	19,680	0	19,680	0	0	0	0	0	0	0	0	0	19,680
<u>Head of Housing</u>													
Affordable Housing New Development Projects	498,330	(424,680)	73,650	0		0	0		0	0		0	73,650
- Affordable Housing St. George's Street Chorley	0	271,680	271,680	0		0	0		0	0		0	271,680
- Affordable Housing Halliwell Street Chorley	0	153,000	153,000	0		0	0		0	0		0	153,000
Disabled Facilities Grants	605,490	(52,440)	553,050	623,330	(50,120)	573,210	635,130	(50,120)	585,010	635,130	(50,120)	585,010	1,711,270
Housing Renewal	54,020		54,020	0		0	0		0	0		0	54,020
- Energy Efficiency Grants	3,180		3,180	0		0	0		0	0		0	3,180
Cotswold House Refurbishment	85,570		85,570	0		0	0		0	0		0	85,570
Bengal Street Depot Residential Accommodation	75,000		75,000	0		0	0		0	0		0	75,000
<u>Head of Housing Total</u>	1,321,590	(52,440)	1,269,150	623,330	(50,120)	573,210	635,130	(50,120)	585,010	635,130	(50,120)	585,010	2,427,370

Capital Programme - 2013/14 to 2015/16

Scheme	2013/14		2013/14		2014/15		2014/15		2015/16		2015/16	Total
	Current	Changes	Revised	Current	Changes	Revised	Current	Changes	Revised	Current	Changes	2013/14 to
	Estimate	(2)	Estimate	Estimate	(5)	Estimate	Estimate	(8)	Estimate	Estimate	(9)	2015/16
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)		(10)
	£	£	£	£	£	£	£	£	£	£		£
<u>Head of Planning</u>												
Eaves Green Link Road - contribution to LCC scheme	80,000		80,000	0		0	0		0		0	80,000
Chorley Strategic Regional Site	391,200		391,200	0		0	0		0		0	391,200
Highway Improvements Pilling Lane area (S106 funded)	150,000		150,000	0		0	0		0		0	150,000
Puffin Crossing Collingwood Rd/Letchworth Drive (S106 funded)	47,820		47,820	0		0	0		0		0	47,820
Buckshaw Village Railway Station (S106 financed)	725,910		725,910	0		0	0		0		0	725,910
Buckshaw Village Cycle Network (S106 financed)	11,150		11,150	0		0	0		0		0	11,150
<u>Head of Planning Total</u>	1,406,080	0	1,406,080	0	0	0	0	0	0	0	0	1,406,080
<u>Director of Partnerships, Planning & Policy Total</u>	2,747,350	(52,440)	2,694,910	623,330	(50,120)	573,210	635,130	(50,120)	585,010			3,853,130
<u>Director of People and Places</u>												
<u>Head of Health Environment & Neighbourhoods</u>												
Pilling Lane CCTV (S106 funded)	30,000		30,000	0		0	0		0		0	30,000
<u>Head of Health Environment & Neighbourhoods Total</u>	30,000	0	30,000	0		0	0	0	0		0	30,000
<u>Head of Streetscene & Leisure Contracts</u>												
Leisure Centres/Swimming Pool Refurbishment	364,210		364,210	282,250		282,250	283,780		283,780			930,240
Duxbury Park Golf Course/Access Rd capital investment	95,470		95,470	0		0	0		0		0	95,470
Replacement of recycling/litter bins & containers	109,690		109,690	115,000		115,000	115,000		115,000			339,690
Eaves Green Play Development (S106 funded)	183,990		183,990	0		0	0		0		0	183,990
Play and Recreation Fund projects	23,500		23,500	0		0	0		0		0	23,500
Common Bank - Big Wood Reservoir	11,520		11,520	0		0	0		0		0	11,520
Rangleys Recreation Ground/Duke Street Field (S106 funded)	221,660		221,660	0		0	0		0		0	221,660
Adlington Play Facilities (Grove Farm S106)	103,420		103,420	0		0	0		0		0	103,420
Play, Recreation and Public Open Space projects (S106)	216,790	15,490	232,280	0		0	0		0		0	232,280
Astley Hall/Park Development Works	250,000		250,000	0		0	0		0		0	250,000
Clayton Brook Village Hall Extension	135,000		135,000	0		0	0		0		0	135,000
Astley Hall Farmhouse	30,000		30,000	0		0	0		0		0	30,000
Yarrow Valley Country Park Reservoir Works	60,000		60,000	0		0	0		0		0	60,000
<u>Head of Streetscene & Leisure Contracts Total</u>	1,805,250	15,490	1,820,740	397,250	0	397,250	398,780	0	398,780			2,616,770
<u>Director of People and Places Total</u>	1,835,250	15,490	1,850,740	397,250	0	397,250	398,780	0	398,780			2,646,770
<u>Capital Programme Total</u>	12,853,770	102,720	12,956,490	1,220,580	(50,120)	1,170,460	1,233,910	(50,120)	1,183,790			15,310,740

Capital Programme - 2013/14 to 2015/16

Scheme	2013/14		2013/14	2014/15		2014/15	2015/16		2015/16	Total 2013/14 to 2015/16 (10) £
	Current	Changes	Revised	Current	Changes	Revised	Current	Changes	Revised	
	Estimate	(2)	Estimate	Estimate	(5)	Estimate	Estimate	(8)	Estimate	
	(1)	£	(3)	(4)	£	(6)	(7)	£	(9)	£
<u>Financing the Capital Programme</u>										
Prudential Borrowing	2,406,880		2,406,880	597,250		597,250	764,690		764,690	3,768,820
Prudential Borrowing - Chorley East Health Centre	6,650,000		6,650,000	0		0	0		0	6,650,000
Capital Receipts	360,000		360,000	0		0	0		0	360,000
Revenue Budget - VAT Shelter income	152,260	(3,330)	148,930	0		0	0		0	148,930
Revenue Budget - virement from revenue budgets	59,540	267,480	327,020	0		0	0		0	327,020
Chorley Council Resources	9,628,680	264,150	9,892,830	597,250	0	597,250	764,690	0	764,690	11,254,770
Ext. Contributions - Developers	2,303,890	15,490	2,319,380	0		0	0		0	2,319,380
Ext. Contributions - Other	252,310	(176,920)	75,390	68,670	(50,120)	18,550	68,670	(50,120)	18,550	112,490
Government Grants - Disabled Facilities Grants	323,460		323,460	311,270		311,270	273,720		273,720	908,450
Government Grants - Housing Capital Grant	345,430		345,430	243,390		243,390	126,830		126,830	715,650
External Funding	3,225,090	(161,430)	3,063,660	623,330	(50,120)	573,210	469,220	(50,120)	419,100	4,055,970
Capital Financing Total	12,853,770	102,720	12,956,490	1,220,580	(50,120)	1,170,460	1,233,910	(50,120)	1,183,790	15,310,740

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S106 and Similar Developers' Contributions

	Balance 1/4/13 £'000	2013/14 Receipts £'000	Use £'000	Balance 1/4/14 £'000	2014/15 Receipts £'000	Use £'000	Balance 1/4/15 £'000	2015/16 Receipts £'000	Use £'000	Balance 1/4/16 £'000	Notes
Budgeted use of developers' contributions											
Affordable Housing	499	0	(499)	0			0			0	(1)
Transport	785	80	(865)	0			0			0	
Play/Recreation Facilities	618	44	(554)	108			108			108	(1) (2)
Various Purposes	735	0	(401)	334			334			334	(3)
Total	2,637	124	(2,319)	442	0	0	442	0	0	442	

(1) Further contributions may be receivable between 2013/14 and 2015/16

(2) In addition to Chorley Council schemes included in the capital programme, Play and Recreation Fund grants to support other schemes would be included in the revenue budget when approved.

(3) This contribution can be used for purposes including highway improvements, community safety and recreation facilities. Use of the balance will be proposed in future reports.

Use of Contributions Receivable from Developers 2012/13 to 2014/15

	2013/14 £'000	2014/15 £'000	2015/16 £'000
Affordable Housing New Development Projects	499		
Eaves Green Link Road - contribution to LCC scheme	80		
Buckshaw Village Railway Station (S106 financed)	726		
Buckshaw Village Cycle Network	11		
Eaves Green Play Development (S106 funded)	184		
Common Bank - Big Wood Reservoir	11		
Play and Recreation Fund projects	24		
YVCP Natural Play Zone			
Rangleys Recreation Ground	221		
Adlington Play Facilities (Grove Farm S106)	103		
Play, Recreation & Public Open Space projects (S106)	232		
Highway Improvements Pilling Lane area	150		
Puffin Crossing Collingwood Rd/Letchworth Dr.	48		
Pilling Lane CCTV	30		
	2,319	0	0

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REPORT OF OVERVIEW AND SCRUTINY COMMITTEE

1. This report summarises the business transacted at the meeting of the Overview and Scrutiny Committee on 11 July, including the work to date on the Task Groups relating to the Select Move Review and Play and Open Spaces Strategy. It also summarises the business that was considered at the Overview and Scrutiny Performance Panel on 25 July 2013.

OVERVIEW AND SCRUTINY COMMITTEE – 11 JULY 2013**Executive Cabinet Minutes – 20 June 2013**

2. It was explained that the Chorley Inward Investment Plan that had been promised would be made available to Members would be published in the next edition of *intheknow*, that Friday.

Annual Scrutiny Reporting Back Report 2012/13

3. Members considered the Overview and Scrutiny Annual Report that detailed the work of the Committee in 2012/13, including the specific outcomes from the Task Groups and the Committee's role in finance scrutiny, other performance and holding the Executive to account.
4. It was reported that a formal response to the recommendations contained within the Adoption of Estates Review that related to Lancashire County Council was expected shortly.
5. Members were provided with a further update on the IDVA funding. The Clinical Commissioning Groups had no plans to contribute to a centralised IDVA service for 2013/14, as they had already allocated their funds to existing priorities. This meant that the IDVA service would continue to be provided on a local basis. Members were very disappointed with this outcome and asked if more could be done to secure this funding in the future.

Council Services – How we impact on the health of our citizens

6. We received a presentation on how the Council impacts on the health of its citizens. The Council delivers a number of health related services, such as, Environmental Health and Housing, Planning and Development Control, Sports and Leisure, Economic Development and Welfare Benefits.
7. Effective partnership working is key to the successful delivery of many of these services and the authority is actively involved in the Chorley and South Ribble Health and Wellbeing Partnership. Many health initiatives have been incorporated into the neighbourhood priorities and the Council continues to work closely with the Voluntary and Community Faith Sector (VCFS) network.
8. Scrutiny's role was in measuring health impact, Joint Strategic Needs Assessments (JSNA) would analyse the health needs of populations to inform and guide commissioning of health and wellbeing services within local authority areas.

However, these assessments would identify long term health trends that would be difficult to measure at present. The new arrangements would need time to become established with many of the health benefits only becoming measurable over a longer period of time. In the meantime it was important to identify short term indicators that would include assessing value for money at a local level and the tracking of partner and council service delivery to measure their success.

9. There was a new remit of the County Council to scrutinise health and wellbeing. All the districts were represented on the Health and Wellbeing Board and Healthwatch had recently been launched to scrutinise accountability and public involvement.
10. We felt that there needed to be a more coordinated approach to the gathering of all the statistical information that was available for each of the neighbourhood areas. The neighbourhood plans should include every aspect relating to the health and wellbeing of its residents in that area. It was also felt that there needed to be better collaboration and communication with the County Council and that all Members would benefit from an information session to update them on the latest situation with regards to the health and wellbeing agenda.
11. We agreed to undertake a piece of work to look at the emerging Play and Open Spaces Strategy (e.g. what we're going to do over the next 5 years in the light of the analysis undertaken by KKP for the LDF process) and to see, using our Impact Assessment methodologies, whether the health and wellbeing opportunities are being maximised. The dedicated meeting would be chaired by Councillor Julia Berry with support from the Vice Chair, Councillor Mark Perks.

Overview and Scrutiny Performance Panel 2013/14

12. The Membership of the Overview and Performance Panel for 2013/14 be confirmed as follows:
 - Councillor Steve Holgate (Chair)
 - Councillor Mark Perks (Vice Chair)
 - Councillor Julia Berry
 - Councillor Keith Iddon
 - Councillor Marion Lowe
 - Councillor Kim Snape

Overview and Scrutiny Review for Allotments – Monitoring Report

13. We received a report that provided us with an update on the implementation of outstanding actions agreed following the Overview and Scrutiny Task Group review of allotments. It had previously been reported that all agreed recommendations had been actioned and this report provided additional works that had since been implemented.
14. Additional plots had been made available at Manor Road, with more planned as part of the Rangletts Recreation Ground development due for completion in March 2014.

This would represent a 36% increase from the 146 plots that were available in 2010 and see a reduction on the waiting list from 405 to 363.

15. The Parks and Open Spaces team continued to seek and identify further potential sites and the Committee were pleased that the team continued to identify additional sites across the borough, this included working with the Parish Councils to develop non-Council owned sites.

OVERVIEW AND SCRUTINY PERFORMANCE PANEL – 25 JULY 2013

Chorley Council Performance Monitoring Quarter Four 2012/13

14. The Panel considered a report of the Chief Executive monitoring the Council's performance against the delivery of the Corporate Strategy and key performance indicators during the fourth quarter of 2012/13. We were informed that the majority of key projects were on track for delivery with the trial reopening of Market St being delayed due to changes to the scheme. Completion on this was due in October.
15. Corporate Strategy measures which were performing below target and therefore subject to action plans were:
 - % of customers dissatisfied with the way they were treated by the Council
 - town centre visits
 - % of 16 – 18 year olds who are not in education, employment or training (NEETs)
 - growth in the business rate base
 - the number of long term empty properties in the borough.

The key service delivery measure performing below target was the processing of minor planning applications. In all cases action plans were in place to address improving performance.

16. Members queried the number of empty properties and the strategy to address the issue. Councillor Peter Wilson, Executive Member reported that recent council tax regulation changes could impact on the number of empty properties in the longer term but it was too early to tell. Some empty properties which were considered a blight on an area, had been selected for the Council to engage with owners to bring property back into use.
17. There was a further query on progress with the Friday Street Health Centre project and the Chief Executive reported that discussions were ongoing with the Care Trust about the financing of the scheme with the next stage being to draw up plans. The suitability of the site remained an issue but a suitable alternative was proving difficult to find.
18. In response to a query regarding updates on key projects which were on track for delivery, the Chief Executive reported that project and performance information would shortly be available to Members through the intranet. If Members had detailed

questions as a result, then these should be brought to the meeting – but with advance notice so that the correct information could be sourced.

Chorley Partnership Performance Monitoring Quarter Four 2012/13

19. Members considered a report of the Chief Executive on the performance of the Chorley Partnership during the fourth quarter of 2012/13 against the delivery plan and key performance indicators. Councillor Peter Wilson, Executive Member reported that the performance indicators for the Partnership were being reviewed. For quarter 1 in 2013/14, there would be a new approach to delivery planning which would provide greater clarity on the links and performance of sub groups as well as partner organisations.
20. Overall, performance of the partnership was very good with 41 of the 52 key projects/priorities being complete or on target for completion. Of the remaining 11, 5 were the responsibility of the NHS Central Lancashire which had been abolished on 1 April with responsibilities transferring to the Chorley and South Ribble Clinical Commissioning Group, Lancashire County Council and Lancashire Care Trust. Information was being sourced on these projects.
21. We expressed concern that despite a reduction in the rate of alcohol related hospital admissions in Chorley, the figure was still extremely high and more should be done to tackle the issues. An example of one town centre pub offered 10 drinks for £10 was referred to. Councillor Peter Wilson confirmed that more work was necessary in this area and he welcomed the support of the Panel in making that request to the LSP.
22. The Director of People and Places reported that the LSP had tasked the Children's Trust with interventions to look at young people admitted to hospital with alcohol related admissions. In relation to a query about availability of information on the Children's Trust website, the Director offered to ensure it was up to date. I was requested to write to the Chair of Chorley Partnership to request that more detailed work is undertaken into tackling the high rate of alcohol related hospital admissions in the Borough.

Performance Focus – Shared Services

23. Shared services was the topic of the performance focus for this meeting and we invited Gary Hall and Councillor Peter Wilson to present their report which provide the financial and organisational benefits to the establishment of shared financial and assurance services with South Ribble Council.
24. In terms of performance in the last quarter of 2012/13, there had been an improvement on the previous year with 80% of financial service indicators and 46% of assurance indicators being green. Since its establishment, the shared financial and assurance services had been predicted to save £290,000 but had in fact saved £550,000. Both Councils had benefitted equally from the savings made.

25. In some areas, services had been improved will full integration and greater efficiency/delivery. However this hadn't been achieved in all areas and management accounting would be the focus over the next 12 months. Shared services was not the solution for all services and areas like IT and revenues and benefits had been investigated but discounted on the basis that the Council could make more savings by delivering the services alone, however this did not discount looking at these options in the future. Experience had shown that standardisation across authorities was a good basis for shared services.
26. In answer to questions about delivering services for other organisations, a number of models were available but there were mixed benefits, one issue being the loss of officer time within a smaller council. We noted the report and asked that a Member Learning Hour be delivered on the risks and benefits of future shared services.

Overview and Scrutiny Task Group – Select Move

27. At its first meeting, the Group received a presentation that provided background information on Select Move so that Members could effectively scope the review. Select Move is a Choice Based Letting Partnership that replaces traditional waiting lists. Applicants express their interest with 'bids' on a weekly cycle rather than waiting to be allocated a property.
28. The Group have AGREED that the desired outcome would be a choice based lettings service that met the needs of Chorley residents by achieving the following objectives:
 - To investigate and evidence whether Select Move is meeting the needs and satisfaction of customers and they are happy with the outcomes.
 - To gather and understand in more detail information relating to current waiting times including the impact on particular bands/groups of customers and what actions, if any, can be taken to reduce waiting times.
 - To investigate and evidence all properties being let are in an acceptable standard on handover to the tenant and if not, what if anything can be done to address this.

Overview and Scrutiny Task Group - Play and Open Spaces Strategy

29. Members of the Committee met to discuss the emerging Play and Open Space Strategy, to examine whether the health and wellbeing benefits were being maximised.
30. Chaired by Councillor Julia Berry, the meeting received a presentation of the Head of Streetscene and Leisure Contracts that provided us with the progress made on the Strategy and its scope. We were also provided with a list of the sites to ensure that all the play areas, playing pitches and open spaces had been identified across the Borough.

31. At its next meeting the Group will work through a number of case studies from the list to discuss how the Integrated Impact Assessment will lend itself to maximising the benefits of the new strategy, particularly in relation to the health impact.

Recommendation

That the report be noted.

COUNCILLOR STEVE HOLGATE
Chair of Overview and Scrutiny Committee
DS



Report of	Meeting	Date
Chief Executive	Council	17 September 2013

PROPOSED CHANGES TO THE MEMBERS' ALLOWANCES SCHEME

PURPOSE OF REPORT

1. To make recommendations to Council from the Independent Remuneration Panel about the Members' Allowances Scheme and some consequential changes required to the Constitution.

RECOMMENDATION(S)

That the following changes to the Members' Allowances Scheme be agreed:

2. An allowance be payable to the Vice-Chair of Governance Committee of £50 (per half day), only applicable when chairing the meeting due to the absence of the Chair.
3. Members start using the electronic claim system (rather than the paper based system) in line with staff from 1 November 2013 and in doing so, the scheme be revised to include a provision for the shortest journey route to be claimed.
4. The approved duties list be revised so that Members may claim travel for those meetings where they are appointed as a formal member; where they are attending as a nominated substitute member; or are attending Executive Cabinet. All other meetings, whether acting as an observer or speaking as a ward Councillor, to be outside the scheme and therefore not eligible for travel expenses.

Confidential report Please bold as appropriate	Yes	No

CORPORATE PRIORITIES

5. 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

6. In line with the requirements of the Local Authorities (Members Allowances) (England) Regulations 2003 the Council is required to request the Independent Remuneration Panel make recommendations on any changes to the Members Allowances Scheme for determination by a full Council meeting.

7. The Independent Remuneration Panel met on 2 September 2013 to consider two items and this report contains their recommendations. The Council do not necessarily need to accept their findings as long as they have given them appropriate consideration.

VICE-CHAIR OF GOVERNANCE COMMITTEE

8. The Executive Leader of the Council requested the Panel consider whether an allowance should be payable to the Vice-Chair of Governance Committee, and if an allowance should be payable, the amount of that allowance. The request came as a result of representations he received.
9. The Governance Committee meets four times a year to consider audit activity and has an overview of the Council's constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour. It also receives, hears and makes decisions on standards complaints following investigation.
10. The Panel considered comparative information with other Council positions. Within the current Scheme at Chorley several Vice-Chairs receive a payment. The Development Control Committee meets 13 times a year and is a quasi-judicial function. The Chair and Vice also meet regularly to determine planning applications under delegated powers.
11. The Licensing and Safety Committee meets four times a year, and have fourteen scheduled sub-committees to consider applications for Premises Licenses, Hackney Carriage Licenses etc. The Chair and Vice-Chair take turns at chairing the sub-committees. Licensing is a quasi-judicial function. The Chair and Vice also meets taxi drivers at regularly Licensing Liaison meetings.
12. The Overview and Scrutiny Committee meets four times a year and the Overview and Scrutiny Performance Panel meets four times a year with the Chair and Vice-Chair undertaking that role for both Committees. The expectation is that the Chair and Vice-Chair will also get involved in Scrutiny review task groups.
13. The Panel noted that the Vice-Chair of Governance does not have any additional duties, other than to chair meetings in the absence of the Chair and attend Committee briefings.
14. The Panel also considered the comparative information with other Councils and noted that Chorley Council are the only district to have merged the Audit Committee and the Standards Committee to form a Governance Committee.
15. This makes comparison with other Councils slightly more difficult, although for the Audit Committee the majority of authorities only pay the Chair and for the Standards Committee some authorities pay the Chair and some don't. Only one district pays the Vice-Chair. One other authority pays the Vice-Chair a day rate which is only applicable when chairing the meeting due to the absence of the Chair.

MEMBERS TRAVEL

16. The Panel observed that the current Travel Scheme forms part of the Members Allowances Scheme and has remained largely unchanged since its original introduction. The rates paid are uprated in line with the increases agreed nationally for employees.
17. At the current time Councillors claim travel using a paper based system. Staff use an electronic claim system and the proposal is that Members should be moved to this system as a more efficient means of processing claims.

- 18. The Panel agreed that as the Council moves towards increasing technology to create efficiencies and to paperless meetings using tablet PCs, the proposal fits with the overall culture within the organisation and has prompted consideration of the travel scheme and whether it remains fit for purpose.
- 19. The system automatically calculates the shortest route for the journey and amount that can be claimed. The Panel noted that the current scheme does not stipulate that Members should take the shortest route for a journey but it is proposed that this be included along with the need to use the electronic system in order to make a claim. Members will be given training on using the system.

APPROVED DUTIES

- 20. The list of approved duties includes the ability to claim travel expenses for all formal meetings attended – irrespective of whether a Councillor is a Member (or a named substitute Member) of that Committee. However, the Panel noted the current scheme generally includes a provision that travel expenses cannot be claimed for ward duties.
- 21. Attendance at Executive Cabinet as the Council’s major decision making body is encouraged; however attendance at other meetings (particularly Licensing and Development Control Committees) as observers is generally due to ward interest.
- 22. Whilst the scheme is being reviewed it is appropriate for it to be tightened up for Members to claim travel for those meetings where they are a formal member; are attending as a nominated substitute; or are attending Executive Cabinet. Members will still be able to claim for attendance at outside bodies where they are the Council’s representative and for member development sessions, both internally and externally. Attendance as an observer or to represent ward interests at other Council meetings will be outside the scheme and therefore met from the Councillors basic allowance.

IMPLICATIONS OF REPORT

- 23. 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

- 24. It is difficult to assess the financial impact of the proposals however, whatever the impact is it is likely to be very small, and as such, unlikely to be material. Once the implications can be modelled budgets may be adjusted accordingly.

COMMENTS OF THE MONITORING OFFICER

- 25. The recommendations are in accordance with the Regulations.

GARY HALL
CHIEF EXECUTIVE

Background Papers			
Document	Date	File	Place of Inspection
Members Allowances Scheme	December 2012	Website	http://chorley.gov.uk/Documents/Democratic%20Services/Information/Appendix%209%20(Member%20Allowances%20Scheme)%20v1.pdf

Report Author	Ext	Date	Doc ID
Ruth Rimmington	5118	2 September 2013	Independent Remuneration Panel



Report of	Meeting	Date
Director of Partnerships, Planning and Policy	Council	17 th September 2013

OPEN SPACE AND PLAYING PITCH SUPPLEMENTARY PLANNING DOCUMENT

PURPOSE OF REPORT

- To seek adoption of the Open Space and Playing Pitch Supplementary Planning Document (SPD).

RECOMMENDATION(S)

- Members are asked to adopt the Open Space and Playing Pitch SPD as detailed in Appendix 1.

EXECUTIVE SUMMARY OF REPORT

- The adopted Core Strategy identifies six areas where Supplementary Planning Documents (SPDs) are required across Central Lancashire. Five Supplementary Planning Documents were adopted by Chorley Council on 30 October 2012 for the following key topic areas: affordable housing, design, the re-use of employment premises, rural development and access to healthy food.
- The Open Space and Playing Pitch SPD has now been finalised and is intended to be adopted.

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	✓	An ambitious council that does more to meet the needs of residents and the local area	✓

BACKGROUND

- Supplementary Planning Documents (SPDs) offer local planning authorities the opportunity to add guidance in specific policy areas. They are documents that must be prepared in consultation with interested parties, and must be subject to a screening process to discover whether a sustainability appraisal would be required. Unlike Development Plan Documents (DPDs) SPDs do not require independent examination before they are adopted.

7. The text of the Core Strategy identifies the six areas where SPDs will be required across Central Lancashire, and the aim is to apply the SPDs consistently to all three local authority areas. The SPDs are:
 - Affordable Housing
 - Access to Healthy Food
 - The Re-use of Employment Premises
 - Rural Development
 - Design
 - Open Space and Playing Pitch
8. The first five of these SPDs were adopted by Chorley Council on 30 October 2012. The Open Space and Playing Pitch SPD has been prepared separately, following the completion of the Open Space Study and Playing Pitch Strategy.
9. The Access to Healthy Food SPD has been temporarily withdrawn by Chorley Council and South Ribble Council pending review.
10. The guidance in this document expands upon Core Strategy Policy 24 on Sport and Recreation and Local Plan Publication policies HS4A: Open Space Requirements in New Housing Developments and HS4B: Playing Pitch Requirements in New Housing Developments. These policies set out the minimum provision standards for different typologies of open space and playing pitches.
11. The SPD provides further guidance on the implementation of these policies and how the standards will be applied. Details are provided on determining whether a residential development will have to contribute towards the different typologies of open space, and if so whether the provision should be on-site or by way of a financial contribution for off-site provision or improvements.
12. A separate financial contribution schedule has been prepared which identifies the amount of financial contribution that will be required from a residential development for each typology for off-site provision or improvements. The charges vary for each of the three authorities as the Open Space Study sets different provision standards for each authority. The schedule is included in Appendix 2.
13. The financial contributions are in addition to the CIL charges and will be secured through section 106 agreements.

DRAFT SPD CONSULTATION RESPONSES

14. A draft version of the SPD was consulted on for 6 weeks between 30th January and 13th March 2013. 20 responses were received in relation to the consultation. A summary of the main issues raised and how those issues have been addressed in the SPD is included in Appendix 3.
15. The representations received mainly relate to the evidence base, viability and links with the Community Infrastructure Levy.
16. The SPD has been amended to address some of the issues raised. In particular a section has been added on how viability will be taken into consideration when applying the requirements of the SPD and associated policies. A section has also been added identifying how the SPD meets the requirements for the use of planning obligations in the Community Infrastructure Levy Regulations.

NEXT STEPS

- 17. The SPD along with a statement setting out the people consulted when preparing the SPD, a summary of the main issues raised and how these issues have been addressed must be made available for a minimum of 4 weeks before it is adopted. The 4 week period took place between 19th August and 16th September 2013.
- 18. The final version of the SPD is being placed before Members for approval.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE MONITORING OFFICER

- 20. The procedure followed for adoption is appropriate and there are no legal reasons for the Council not to accept the recommendation.

LESLEY-ANN FENTON
 DIRECTOR OF PARTNERSHIPS, PLANNING AND POLICY

Background Papers			
Document	Date	File	Place of Inspection
Central Lancashire Core Strategy	July 2012		www.centrallancashire.com
Chorley Local Plan 2012-2026: Publication version	September 2012		www.chorley.gov.uk
Central Lancashire Open Space Study: Policy Implications and Recommendations.	May 2012		www.centrallancashire.com
Central Lancashire Open Space Study: Final Open Space Audit Report.	May 2012		www.centrallancashire.com
Central Lancashire Playing Pitch Strategy and Action Plan.	June 2012		www.centrallancashire.com
Central Lancashire Final Playing Pitch Assessment Report.	June 2012		www.centrallancashire.com

Report Author	Ext	Date	Doc ID
Katherine Howarth	5295	02/09/13	***

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Central Lancashire
Supplementary Planning Document
Open Space and Playing Pitch

Final Version: August 2013



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 - iii. Calculating the amount of on-site provision required
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 - v. Maintenance costs
- F. Viability
- G. Sustainability Appraisal and Habitats Regulations Assessment
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A. Introduction

1. Supplementary Planning Documents (SPDs) were introduced by the Planning and Compulsory Purchase Act 2004 as part of the reforms to the planning system. Although not forming part of the statutory development plan, one of the functions of an SPD is to provide further detail on policies and proposals within the Local Plan. SPDs must be consistent with national planning policies as well as the policies set out in the Local Plan.
2. The Central Lancashire SPDs have been prepared in accordance with the Town and Country Planning (Local Planning) Regulations 2012 and the National Planning Policy Framework (The Framework), conforming and responding to all relevant local and national policies and are based on a robust and up-to-date evidence base. SPDs do not contain policies nor do they seek to allocate land but are to be considered alongside policies in the Central Lancashire Core Strategy and Local Plan Documents. Their guidance should therefore be taken into consideration from the earliest stages of the development process of any site, including any purchase negotiations.
3. The purpose of this SPD is to provide advice on how the Councils' open space and playing pitch policies, as set out in the Local Plans, are to be implemented. This includes guidance on provision standards and how they will be applied.
4. Once adopted, this document should be afforded significant weight as a material consideration in determining planning applications.

B. Planning Policy

National Planning Policy Framework

5. Guidance on planning policy is issued by central Government in the form of the Framework. Local Planning Authorities have to take the contents of the Framework into account as a material consideration when determining planning applications and when preparing their Local Plans.
6. The requirements of the Framework in relation to open space are set out in section 8: Promoting Healthy Communities. These are as follows:
 - Planning policies should be based on robust and up-to-date assessments of the needs for open space, sports and recreation facilities and opportunities for new provision.
 - Existing open space, sports and recreational land and buildings, including playing fields should not be built on unless:
 - An assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or
 - The loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or
 - The development is for alternative sports and recreation provision, the needs for which clearly outweigh the loss.

Community Infrastructure Levy Regulations

7. The Community Infrastructure Levy Regulations 2010 set out limitations for the use of planning obligations (s106 Agreements). These limitations are set out below along with how this SPD meets them:
 - a) Necessary to make the development acceptable in planning terms

Paragraph 73 of the Framework highlights the importance of access to open spaces and opportunities for sport and recreation as they make an important contribution to the health and wellbeing of communities. This SPD requires new residential developments to contribute towards open space and playing pitch provision where there are existing deficiencies in provision or where the development would lead to a deficiency in relation to the proposed standard. This is considered necessary to ensure that the residents of the new development have access to sufficient open space and playing pitch provision.
 - b) Directly related to the development

This SPD only requires open space and playing pitch contributions from a development where there are deficiencies in the area which would result in residents of the new development not having access to sufficient open space and playing pitch provision.
 - c) Fairly and reasonably related in scale and kind to the proposed development

The amount of contribution required from a new residential development by this SPD is based on the number of dwellings proposed. The approach is therefore reasonably related in scale and kind to the proposed development.

Local Policy

8. The adopted Central Lancashire Core Strategy is the key policy document as it sets the overarching vision for the area. It will be underpinned by Local Plans for each of the three Local Authorities. These documents will include policies and proposals allocating some land for development whilst protecting other areas from inappropriate development. The Local Plans will conform to the Core Strategy and will supersede, respectively, the adopted Preston Local Plan 2004, South Ribble Local Plan 2000 and Chorley Borough Local Plan Review 2003.
9. The Central Lancashire Core Strategy was adopted in July 2012. Core Strategy Policy 24: Sport and Recreation sets out ways of ensuring that everyone has the opportunity to access good sport, physical activity and recreation facilities. Of particular relevance to this SPD is:
 - Devising robust minimum local standards based on quantified needs, accessibility and qualitative factors, and seeking developer contributions where new development would result in a shortfall in provision.
10. This SPD sets out the minimum local standards and how they will be applied, along with the accessibility and qualitative assessments, to determine the amount of new open space and playing pitch provision or appropriate financial contributions required from new residential developments.

11. Core Strategy Policies 18: Green Infrastructure and 19: Areas of Separation and Major Open Space are also relevant to this SPD.

C. Evidence Base

12. The Framework requires planning policies to be based on robust and up-to-date assessments of the needs for open space, sports and recreation facilities and opportunities for new provision.
13. In May and June 2012 a Central Lancashire Open Space Study and Central Lancashire Playing Pitch Strategy were published respectively. Both documents were produced in accordance with the companion guide to Planning Policy Guidance Note 17 (PPG17) 'Assessing Needs and Opportunities'. Although PPG17 has been superseded by the Framework, its companion guide has not been withdrawn. The approach taken is also consistent with the Framework.

Open Space Study

14. The Open Space Study is an assessment of the quantity, quality and accessibility of open space provision in the three Central Lancashire Local Authority areas. The Study covers the following typologies:

PPG17 Typology	Primary Purpose
Amenity greenspace	Opportunities for informal activities close to home or work or enhancement of the appearance of residential or other areas.
Provision for children and young people	Areas designed primarily for play and social interaction involving children and young people such as equipped play areas, ball courts, skateboard areas and teenage shelters.
Parks and gardens	Accessible, high quality opportunities for informal recreation and community events. Does not include Country Parks due to their more natural characteristics. They are included in natural and semi-natural greenspaces.
Natural and semi-natural greenspaces	Wildlife conservation, biodiversity and environmental education and awareness. Includes urban woodland and Country Parks.
Allotments	Opportunities for those people who wish to do so to grow their own produce as part of the long term promotion of sustainability, health and social inclusion.
Green corridors/green wedges	Walking, cycling or horse riding, whether for leisure purposes or travel and opportunities for wildlife migration.
Cemeteries/churchyards	Quiet contemplation and burial of the dead, often linked to the promotion of wildlife conservation and biodiversity.
Civic spaces	Providing a setting for civic buildings, public demonstrations and community events.

15. The Study sets new quantity standards for the provision of open space for Chorley, Preston and South Ribble authorities and applies the standards on a settlement or ward basis to identify where there are deficiencies in provision in relation to quantity.
16. An assessment of the quality and value of each area of open space is also included within the Study. The quality assessment includes criteria such as access, equipment and facilities, parking, site problems and maintenance. The assessment of value includes criteria such as the level of use and ecological, educational, economic, health and amenity benefits.

A threshold was applied to the results to identify whether the site is of high or low quality and value.

17. The Study sets accessibility standards for the different typologies of open space in order to identify areas that are not currently served by existing facilities. They are based on distances residents would be willing to travel to access different types of open space.

Playing Pitch Strategy

18. The Central Lancashire Playing Pitch Strategy assesses existing pitch provision and is a demand led assessment. It also provides a strategic framework for the maintenance and improvement of existing playing pitches and ancillary facilities between 2012 and 2026. It covers the sports of football, rugby, cricket and artificial grass pitches. It also sets out an approach to securing new outdoor sports facilities through new housing development.
19. The Strategy identifies how future provision of playing pitches should be secured and where new provision is needed. It also includes an Action Plan which identifies any surpluses or deficiencies in playing pitch provision for each individual authority and recommends actions relating to individual sites that are identified as having issues e.g. the pitch is overplayed, is of poor quality or changing facilities are required.
20. These documents form part of the evidence base for the Local Plans and have informed the relevant policies within them as well as this SPD, which supplements these policies and provides further guidance on how they will be implemented.

D. Open Space and Playing Pitch Standards

21. The Open Space Study and Playing Pitch Strategy set standards of provision for each Local Authority. These quantity standards are a guideline as to how much open space, sport and recreation provision per 1,000 people is needed to strategically serve the area. The standards are as follows:

Typology	Standard: Hectares per 1,000 population		
	Preston	South Ribble	Chorley
Amenity greenspace	0.54	1.33	0.73
Provision for children and young people	0.02	0.06	0.08
Parks and gardens	1.81	0.66	1.91
Natural and semi-natural greenspaces	1.78	1.98	4.64
Allotments	0.17	0.08	0.07
Playing pitches	1.01	1.14	1.21

22. The Open Space Study does not set quantity standards for cemeteries/churchyards or civic spaces as the need for cemeteries/churchyards is determined by the demand for burial space and civic spaces are normally provided on an opportunistic and design led basis. Residential developments will therefore not be required to contribute towards the provision of these typologies.
23. The Study also does not set a quantity standard for green corridors/green wedges due to their linear nature, however residential developments will be required to provide new green corridors/green wedges where appropriate.

24. These standards are included in policies within the emerging Local Plans. The next section of this SPD provides further guidance on how these standards will be applied to new residential developments and how the level of contribution towards open space and playing pitch provision will be determined.

E. Applying the Standards

25. All new residential development will be required to contribute towards open space and playing pitch provision with the exception of the following:

- Nursing/rest homes
- Sheltered accommodation
- Replacement dwellings

26. In South Ribble, open space and playing pitch provision or a financial contribution will only be required on residential developments resulting in a net gain of five or more dwellings. Elsewhere such provision or financial contribution will be required from all dwellings.

(i) Deciding whether open space and playing pitch contributions are required from the development

27. In accordance with the Framework, and the recommendations in the Open Space Study and Playing Pitch Strategy, contributions towards new provision or improvements to existing sites will be required where there are identified local deficiencies in the quantity, accessibility or quality and/or value of open space and recreational facilities.

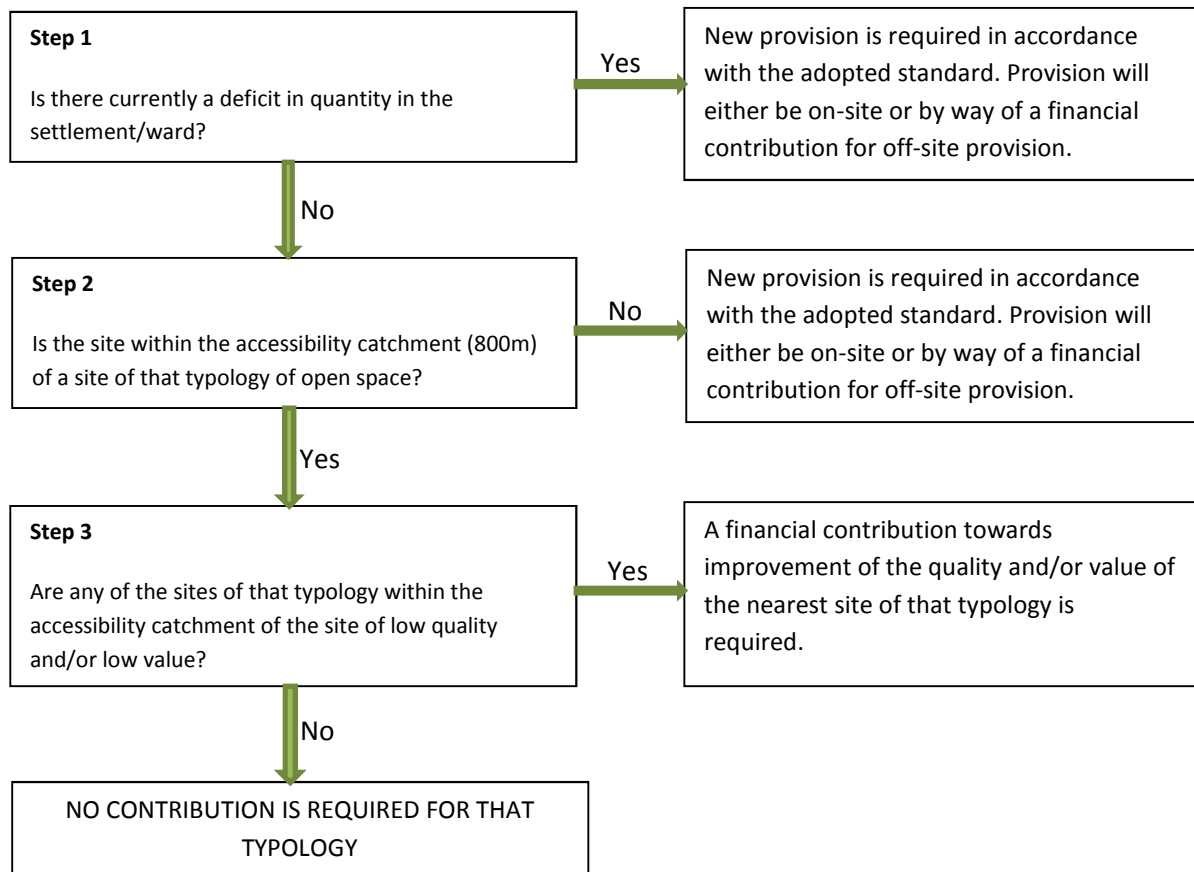
28. The approach to determining whether a contribution is required varies for each typology. The approach for each typology is set out below.

Amenity greenspace

Residential developments will be required to contribute towards the provision of amenity greenspace if there is an identified local deficiency in quantity, accessibility or quality/value.

29. The process for determining whether a residential development is required to contribute towards the provision of amenity greenspace is set out in Diagram 1. The process for determining whether a contribution towards provision for children/young people is required is the same, therefore Diagram 1 and the explanatory text is also applicable to this typology.

Diagram 1: Process for determining amenity greenspace and provision for children/young people contributions.



Step 1

30. The first step in determining whether a contribution is required is to identify whether there is a deficit in quantity of that typology in the settlement or ward as identified in the Open Space Study. In Preston and South Ribble quantity is assessed on a ward basis whereas in Chorley it is assessed on a settlement basis. Due to the nature of Chorley Borough, it is considered more appropriate to assess provision on a settlement basis. For residential developments in Chorley Borough falling outside of the defined settlements and in the Green Belt, the quantity for the ward will be used. Where there is an existing deficit in quantity in the settlement/ward in relation to the proposed standards, new provision will be required in accordance with the proposed standards. Section (ii) identifies how this provision is to be made i.e. on-site or a financial contribution for off-site provision. If provision is on-site, section (iii) identifies how the amount of provision will be calculated.

Step 2

31. If there is no deficit in quantity in the settlement/ward then Step 2 applies and involves assessing the accessibility of existing provision. The Open Space Study sets accessibility standards of 800 metres (10 minutes' walk time) for both typologies. If there is existing provision of both typologies within 800 metres of the proposed development then new provision will not be required. If not then new provision will be required in accordance with the proposed standards. Section (ii) identifies how this provision is to be made i.e. on-site or a financial contribution for off-site provision. If provision is on-site, section (iii) identifies how the amount of provision will be calculated.

Step 3

32. If there is no deficit in quantity and accessibility then Step 3 applies. If any of the sites within the accessibility catchment are identified as being of low quality and/or low value for each typology then a financial contribution will be required for the improvement of those sites. Section (iv) sets out the amount of financial contribution required per dwelling.

Provision for children/young people

Residential developments will be required to contribute towards the provision for children/young people if there is an identified local deficiency in quantity, accessibility or quality/value.

33. The process for determining whether a residential development is required to contribute towards the provision for children/young people is the same as the approach for amenity greenspace as set out in Diagram 1.

Parks and gardens

New residential developments will not be required to contribute towards the provision of new parks and gardens unless new provision is proposed within the accessibility catchment (1,000m) of the development. Instead, financial contributions will be required to improve the quality and/or value of existing provision if there is a park/garden within the accessibility catchment (1,000m) of the development that is identified as being low quality and/or low value in the Open Space Study.

34. The Open Space Study does not consider it appropriate for new provision of parks and gardens to be provided on-site within new residential developments. Instead it is more appropriate to seek to enhance the existing quality of provision and/or improve access to existing provision.
35. If a new park or garden is proposed within the accessibility catchment of a new residential development then a financial contribution towards its provision will be secured from the development. If not a financial contribution will be secured to improve the quality and value of parks and gardens identified as being low quality and/or low value in the Open Space Study. Financial contributions will only be required from residential developments that fall within the accessibility catchment of a park/garden identified as being low quality and/or low value.
36. The Open Space Study sets an accessibility catchment of 1,000 metres (12 minutes' walk time) for parks and gardens in urban areas and 15 minutes' drive time for rural areas. As the accessibility catchment for rural areas covers a wide area, it is considered more appropriate to apply the accessibility catchment for urban areas to all developments when determining whether a contribution towards improvements is required.
37. Section (iv) sets out the amount of financial contribution required per dwelling for improvements.

Natural/semi-natural greenspace

New residential developments will not be required to contribute towards the provision of new natural/semi-natural greenspace unless new provision is proposed within the accessibility catchment (800m) of the proposed development. Instead, on-site provision of features associated with this typology will be required in accordance with Core Strategy Policy 17: Design of New Buildings. Financial contributions will be required to improve the quality and/or value of existing provision if there is a natural/semi-natural greenspace within the accessibility catchment (800m) of the development that is identified as being low quality and/or low value in the Open Space Study.

38. The Open Space Study does not consider it appropriate for new provision of natural/semi-natural greenspace to be provided on-site within new residential developments. Instead it considers it more appropriate to require some on-site provision of features associated with natural/semi-natural greenspace i.e. trees and hedgerows where appropriate and seek to enhance the existing quality of provision and/or improve access to existing provision. Core Strategy Policy 17: Design of New Buildings requires landscaping to be provided as an integral part of the development, which will include features such as trees and hedgerows.
39. If a new natural/semi-natural greenspace is proposed within the accessibility catchment of a new residential development then a financial contribution towards its provision will be secured from the development. If not a financial contribution will be secured to improve the quality and value of natural/semi-natural greenspaces identified as being low quality and/or low value in the Open Space Study. Financial contributions will only be required from residential developments that fall within the accessibility catchment of a natural/semi-natural greenspace identified as being low quality and/or low value.
40. The Open Space Study sets an accessibility catchment of 800 metres (10 minutes' walk time) for natural/semi-natural greenspaces in all areas apart from the Preston urban area where the accessibility catchment is 15 minutes' drive time. As the accessibility catchment for the Preston urban area covers a wide area, it is considered more appropriate to apply the 10 minute walk time accessibility catchment to all developments when determining whether a contribution towards improvements is required.
41. Section (iv) sets out the amount of financial contribution required per dwelling for improvements.

Allotments

All new residential developments within the accessibility catchment (10 minutes' drive time) of an allotment site of low quality and/or low value or a proposed new allotment site will be required to pay a financial contribution towards either new allotment provision or improvements to existing allotments.

42. The Open Space Study sets an accessibility catchment of 10 minutes' drive time for allotments. All residential developments within the accessibility catchment of an allotment identified as being of low quality and/or low value will be required to pay a financial contribution towards improvements to existing allotments.

43. The Open Space Study identifies areas in Central Lancashire where new allotment provision should be located. In those areas, sites have been allocated for new provision in the relevant authority's Local Plan. Residential developments within the accessibility catchment of a proposed allotment site will be required to pay a financial contribution which will be used to bring these sites forward.
44. Section (iv) sets out the amount of financial contribution required per dwelling for both improvements and new provision.

Green corridors/green wedges

New residential developments will be required to incorporate green corridors/green wedges into the design of the development where appropriate to link the site to existing green corridors/green wedges, open spaces, cycle routes, community facilities, employment etc.

45. The Open Space Study does not set a quantity standard for green corridors/green wedges due to their linear nature. Residential developments will therefore not be required to provide a set amount of green corridors/green wedges in the development. Instead the use of green corridors/green wedges will be promoted in the design of new residential developments to link the site to existing green corridors/green wedges, cycle routes and other facilities.

Playing pitches

All new residential developments will be required to pay a financial contribution towards either new playing pitch provision or improvements to existing playing pitches identified in the Playing Pitch Strategy Action Plan.

46. All residential developments will be required to contribute towards playing pitch provision. The Playing Pitch Strategy does not identify deficiencies on a settlement or ward basis as it is not considered appropriate. Rather it assesses provision on a Borough basis and identifies that there is a deficit of provision in all three Borough's. The level of deficit identified for each Borough does not necessarily equate to new provision being required and can be addressed through improvements to existing playing pitches. The Strategy identifies where new provision is needed based on demand and in those areas sites have been allocated in the relevant authority's Local Plan. The Strategy also includes an Action Plan which identifies sites where improvements/facilities are needed to improve capacity. Financial contributions will be used to bring forward sites allocated for new provision and to improve the sites identified in the Action Plan, which will be reviewed continually.
47. Section (iv) sets out the amount of financial contribution required per dwelling for both improvements and new provision.

(ii) Determining whether provision should be on-site or off-site

48. The only typologies that a developer may be required to provide on-site are amenity greenspace and provision for children/young people.

The following thresholds for on-site provision will be used:

- Amenity greenspace - all residential developments of 10 or more dwellings.
- Provision for children/young people - all residential developments of 100 or more dwellings.

Residential developments below these thresholds will be required to pay a financial contribution for off-site provision.

49. The Open Space Study recommends a minimum size of 0.04 hectares for provision for children/young people. However, the Councils acknowledge that play areas can cause some nuisance to residents. Only providing play areas on developments of 100 or more dwellings will allow schemes to be designed in such a way to allow the play area to have a degree of separation from the nearest houses. In certain circumstances it may be acceptable to include provision for children/young people on-site on residential developments of less than 100 dwellings subject to a satisfactory layout which prevents nuisance to residents.

50. Where a contribution is required for any of the other typologies, this will be by way of a financial contribution for off-site provision or improvements to existing provision. The amount of financial contribution required is set out in section (iv).

(iii) Calculating the amount of on-site provision required

51. The only typologies that a developer may be required to provide on-site are amenity greenspace and provision for children/young people.

52. If on-site provision is required then the following calculation should be used for each typology:

$$\text{Number of dwellings} \times \text{Local standard} / 1000 = \text{Hectares required for proposed development}$$

x 2.4*

*2.4 is the average household occupancy in the 2011 Census. Multiplying this by the number of dwellings gives the estimated population of the proposed development.

(iv) Financial contributions for off-site provision or improvements

53. The same amount of financial contribution will be required for both off-site provision and improvements.

54. A separate financial contribution schedule has been published which sets out the financial contribution required per dwelling for each typology. This will be updated annually in line with inflation.

55. The financial contribution will be secured through a Section 106 Agreement and is in addition to the Community Infrastructure Levy (CIL) charges as CIL does not apply to open space contributions.
56. Where a financial contribution is required for off-site provision the first priority will be to provide new provision within the accessibility catchment of the proposed development. If this is not possible then the next priority will be to spend the money on improving or expanding existing provision in the accessibility catchment. If this is also not possible then the money will be spent on new provision or improvements elsewhere in the settlement or ward.

(v) Maintenance costs

57. Where provision is made on-site, a financial contribution towards maintenance will be required unless private maintenance is proposed (a private maintenance agreement will normally be required in South Ribble).
58. A separate financial contribution schedule has been published which sets out the financial contribution required for maintenance per dwelling for a 10 year period (20 years in Preston). This will be updated annually in line with inflation.

F. Viability

59. In exceptional cases, there may be site specific circumstances where the required open space contributions will affect the viability of a development. If there are any concerns about viability on a particular site, it is the responsibility of the developer to make a case that applying the Councils open space requirements will make the scheme unviable. This will need to be demonstrated by the submission of a suitable financial appraisal. The Councils will adopt an 'open book' approach to this assessment and the developer/landowner will be expected to provide all relevant financial and other information behind the appraisal to enable the Councils and/or independent valuers on their behalf to assess the nature, extent and impact of the constraints on the viability of the scheme.

G. Sustainability Appraisal and Habitats Regulations Assessment

60. Given the relationship between this SPD, the Core Strategy and the Local Plans and the level of Sustainability Appraisal (SA) that these documents have undergone together with the anticipated absence of any significant environmental effects arising from this proposal, an independent SA of this SPD is not required as initial screening shows it is not necessary due to the nature of the document and the wider SA of the Core Strategy and Local Plans.
61. A SA and Strategic Environmental Assessment (SEA) Screening Document was prepared for all the Central Lancashire SPDs to establish whether there are any impacts arising from the SPDs that have not been covered in higher level SA/SEAs. The Screening Document concluded that it is unlikely that there will be any significant negative impacts arising from the SPDs that were not covered in the SA of the Core Strategy and the SA of each of the Council's Local Plans.

62. In addition, the Core Strategy underwent a Habitats Regulations Screening Assessment to determine the likely significant effects of the plan on sites of international nature conservation value. Given the SPD is in conformity with the policies contained within the Core Strategy, a full Screening Assessment of this SPD is not required.

H. Monitoring and Review

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

I. Further Information

64. The SPD will primarily be implemented through the development management process and the determination of planning applications. Charges may apply for pre-application consultations, please see websites for details. Planning Officers will be pleased to provide advice and guidance on planning matters regarding open space and playing pitch provision. They can be contacted on:

Local Authority	Website	Telephone	Email
Preston City Council	www.preston.gov.uk	01772 906949	planningpolicy@preston.gov.uk
Chorley Council	www.chorley.gov.uk	01257 515151	planning.policy@chorley.gov.uk
South Ribble Borough Council	www.southribble.gov.uk	01772 625400	forwardplanning@southribble.gov.uk

J. References

65. The following documents form the evidence base for this SPD and are available to view at www.centrallancashire.com:

- Central Lancashire Core Strategy – July 2012.
- Central Lancashire Open Space Study, Policy Implications and Recommendations – May 2012.
- Central Lancashire Open Space Study, Final Open Space Audit Report – May 2012.
- Central Lancashire Playing Pitch Strategy and Action Plan - June 2012.
- Central Lancashire Final Playing Pitch Assessment Report - June 2012.

OPEN SPACE AND PLAYING PITCH SPD - FINANCIAL CONTRIBUTIONS FOR NEW PROVISION/IMPROVEMENTS

Off-site provision and improvements

The same amount of financial contribution will be required for both off-site provision and improvements.

Costs for the typologies of open space identified in the table below have been calculated per dwelling using average costs per m² rounded to the nearest pound for each typology. Examples of how the cost per dwelling has been calculated are set out on the next page. The cost per dwelling for playing pitches is based on the average costs of grass pitches and changing rooms as identified by Sport England and included in the Playing Pitch Strategy.

The cost per dwelling varies for each authority as the standards are different (see example calculations overleaf).

Typology	Cost per m ²	Cost per dwelling		
		Preston	South Ribble	Chorley
Amenity greenspace	£8	£104	£255	£140
Provision for children/young people	£70	£34	£101	£134
Parks and gardens	£32	£1,390	£507	£1,467
Natural/semi-natural greenspace	£5	£214	£238	£557
Allotments	£9	£37	£17	£15
Playing pitch	£55	£1,335	£1,507	£1,599

Maintenance costs

Where provision is made on-site, a financial contribution towards maintenance will be required unless private maintenance is proposed. The only typologies that a developer may be required to provide on-site are amenity greenspace and provision for children/young people.

The cost per dwelling varies for each authority as the standards are different.

Typology	Cost per m ²	Cost per dwelling		
		Preston	South Ribble	Chorley
Amenity greenspace	£4	£52	£128	£70
Provision for children/young people	£7	£3	£10	£13

The above cost per dwelling needs to be multiplied by 10 to give the 10 year maintenance costs. Preston requires 20 years maintenance so the Preston figures should be multiplied by 20 to provide the amount required.

Examples of how off-site provision and improvement financial contributions have been calculated

Example 1 – Amenity greenspace cost per dwelling for Preston

- 1) The hectares of provision required for 1 dwelling is calculated using the formula in section (iii) of the SPD:

$$1 \times 2.4 \quad \times \quad \text{Local standard} \quad / \quad 1000 \quad = \quad 0.001296 \text{ ha}$$

(0.54 ha/1000 population)

- 2) The hectares required converted to m² = 12.96
 3) Multiplied by cost per m² (£8) = £104 per dwelling (rounded to nearest pound).

Example 2 – Amenity greenspace cost per dwelling for South Ribble

- 1) The hectares of provision required for 1 dwelling is calculated using the formula in section (iii) of the SPD:

$$1 \times 2.4 \quad \times \quad \text{Local standard} \quad / \quad 1000 \quad = \quad 0.003192 \text{ ha}$$

(1.33 ha/1000 population)

- 2) The hectares required converted to m² = 31.92
 3) Multiplied by cost per m² (£8) = £255 per dwelling (rounded to nearest pound).

Example 2 – Amenity greenspace cost per dwelling for Chorley

- 1) The hectares of provision required for 1 dwelling is calculated using the formula in section (iii) of the SPD:

$$1 \times 2.4 \quad \times \quad \text{Local standard} \quad / \quad 1000 \quad = \quad 0.001752 \text{ ha}$$

(0.73 ha/1000 population)

- 2) The hectares required converted to m² = 17.52
 3) Multiplied by cost per m² (£8) = £140 per dwelling (rounded to nearest pound).