

16 October 2013

Executive Cabinet

You are invited to attend a meeting of the Executive Cabinet to be held in Council Chamber, Town Hall, Chorley on Thursday, 24th October 2013 commencing at 6.00 pm.

AGENDA

1. **Apologies for absence**

2. **Minutes (Pages 5 - 8)**

To confirm as a correct record the minutes of the meeting of the Executive Cabinet held on 12 September 2013 (enclosed).

3. **Declarations of Any Interests**

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

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

4. **Public Questions**

Members of the public who have requested the opportunity to ask a question(s) on an item(s) on the agenda will have three minutes to put their question(s) to the respective Executive Member(s). Each member of the public will be allowed to ask one short supplementary question.

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

5. **Chorley Town Centre Masterplan** (Pages 9 - 26)

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

There will be a presentation, which all Town Centre stakeholders have been invited too.

6. **Revised Car Park Tariffs** (Pages 27 - 34)

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

7. **ICT Strategy 2014-17** (Pages 35 - 50)

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

ITEM OF EXECUTIVE MEMBER (PEOPLE) (INTRODUCED BY COUNCILLOR BEV MURRAY)

8. **Consultation - Draft Play Area, Open Space and Playing Pitch Strategy** (Pages 51 - 82)

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

ITEM OF EXECUTIVE MEMBER (PLACES) (INTRODUCED BY COUNCILLOR ADRIAN LOWE)

9. **Scrap Metal Dealers Act 2013** (Pages 83 - 90)

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

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

10. **Executive's response to the Overview and Scrutiny Task Group inquiry into the adoptions of estates** (Pages 91 - 96)

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

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

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

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

12. **Chorley Council's Property service** (Pages 97 - 102)

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

ITEM OF EXECUTIVE MEMBER (PLACES) (INTRODUCED BY COUNCILLOR ADRIAN LOWE)

13. **Health Environment and Neighbourhoods Review** (Pages 103 - 162)

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

ITEM OF EXECUTIVE MEMBER (HOMES AND BUSINESS) (INTRODUCED BY COUNCILLOR TERRY BROWN)

14. **Single Homelessness Initiative: Approval to Awards Contracts for Pre-Tenancy Training, Accommodation Finding and Pilot of Houseshares services** (Pages 163 - 170)

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

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

Yours sincerely



Gary Hall
Chief Executive

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Distribution

1. Agenda and reports to all Members of the Executive Cabinet (Alistair Bradley (Executive Leader), Peter Wilson (Deputy Executive Leader) and Beverley Murray, Terry Brown, Dennis Edgerley and Adrian Lowe for attendance.
2. Agenda and reports to Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Partnerships, Planning and Policy), Jamie Carson (Director of People and Places), Chris Moister (Head of Governance) and Ruth Rimmington (Democratic and Member Services Officer) for attendance.

If you need this information in a different format, such as larger print or translation, please get in touch on 515151 or chorley.gov.uk

PROCEDURE FOR PUBLIC QUESTIONS/SPEAKING AT EXECUTIVE CABINET MEETINGS

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

PROCEDURE FOR 'CALL-IN' OF EXECUTIVE DECISIONS

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

Executive Cabinet

Minutes of meeting held on Thursday, 12 September 2013

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

Also in attendance

Lead Members: Councillors June Molyneaux, Julia Berry and Danny Gee

Other Members: Councillors Henry Counce, Alison Hansford, Harold Heaton, Steve Holgate, Paul Leadbetter, Marion Lowe, Greg Morgan and Mick Muncaster

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

Members of the public: None.

13.EC.81 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor Peter Wilson (Executive Member for Resources, Policy and Performance).

13.EC.82 MINUTES

RESOLVED - The minutes of the meeting of the Executive Cabinet held on 15 August 2013 be confirmed as a correct record and signed by the Executive Leader.

13.EC.83 DECLARATIONS OF ANY INTERESTS

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

13.EC.84 PUBLIC QUESTIONS

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

13.EC.85 CHORLEY'S CREDIT UNION – BUDGET INVESTMENT UPDATE

The Executive Leader presented a report which updated Members on the progress of the budget investment item to develop a Credit Union. The report also provided the proposed governance arrangements for ongoing monitoring.

The report set out the monitoring information which would track performance, including the number of members joining from within Chorley, the value of income generated by all loans and the amount of savings generated by members.

145 new members had joined since the opening of the shop on Market Street early August. This was excellent progress as the target for the year was 315 new members. The number of smart loans was also exceeding targets.

In response to a query it was noted that an outreach service was planned. This would be encouraged through volunteering and the SPICE project, which was one of the reasons why the governance arrangements were proposed.

After three years it was projected that the credit union would be self-sufficient. These figures were based on the experiences of the credit union in Wigan and Leigh.

Partner organisations were being approached to input into the credit union as this kind of organisation could help people before they present requiring assistance.

Decision made

That the governance arrangements set out below are implemented to monitor the progress of Chorley's Credit Union towards self sustainability.

1. **A committee be set up to monitor the progress of delivery -'Chorley's Credit Union Governance Group' will be established. The remit of this group will be to monitor progress against the contract and the business development plan. The representation will be;**
 - a. **Chorley Council, Chief Executive**
 - b. **Chorley Council, Executive Member for Resources, Policy and Performance**
 - c. **Unify Credit Union, General Manager**
 - d. **Unify Credit Union, Board representative**
 - e. **Contour Homes officer representative**
 - f. **Accent officer representative**
2. **The representation of this group includes representatives from the two housing providers who have made financial contributions to the set-up of the Credit Union, Contour Homes and Accent at a total contribution of £3000 each over three years. In return for this contribution they will receive preferential benefits for their tenants.**

Reason(s) for decision

The recommendation is proposed to enable the Council to monitor the delivery of the £150,000 investment made into Chorley's Credit Union and to ensure that it is self-sustainable by the end of the three year investment period.

Alternative option(s) considered and rejected

Not to implement governance arrangements would mean that the Council does not have the ability to clearly manage and monitor progress of the Credit Union.

13.EC.86 COMMUNITY INFRASTRUCTURE LEVY – INSTALMENTS POLICY

The Executive Member (LDF and Planning) presented a report requesting the adoption of an instalments policy associated with the implementation of CIL.

Community Infrastructure Levy (CIL) was a new charge on some forms of built development; it allowed a charging authority 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 development of the area.

It would fund infrastructure projects such as transport, education, leisure and health which were set out in a published list known as a Regulation 123 list. The levy would be charged at a rate of pounds per square metre, based upon net additional internal floorspace of any given development for uses identified in the Charging Schedule.

Although CIL would replace Section 106 in terms of 'off site infrastructure' associated with new built developments, S106 would still apply particularly in relation to larger schemes to mitigate the impacts of that specific development subject to certain tests.

Decision made

That the Instalments Policy as set out in Appendix 1 of this report be adopted by the authority with CIL charging commencing from 1 September 2013.

Reason(s) for decision

The DCLG CIL Regulations 2013 allow a charging authority to set its own payment deadlines and/or offer the option of paying by instalments. If it wishes to do this it must publish an instalments policy on its website. The majority of authorities that have adopted CIL have adopted such a policy. The policy will support developers bringing forward new schemes.

Alternative option(s) considered and rejected

None.

13.EC.87 EXCLUSION OF THE PUBLIC AND PRESS

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

13.EC.88 KEY PARTNERSHIPS MONITORING REPORT

The Executive Member (Resources, Policy and Performance) presented a report which provided an update on the performance of the council's key partnership arrangements.

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

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

Decision made

That the report be noted.

Reason(s) for decision

To ensure effective monitoring of the councils key partnerships.

Alternative option(s) considered and rejected

No alternative options considered.

Executive Leader

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Report of	Meeting	Date
Director of Partnerships, Planning and Policy (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	24 October 2013

CHORLEY TOWN CENTRE MASTERPLAN

PURPOSE OF REPORT

1. To ensure that Members are informed about the Town Centre Masterplan and to gain Member’s endorsement of the recommended actions.

RECOMMENDATION(S)

2. Members are recommended to note the contents of the report, endorse the recommended actions, and to approve further work to determine which elements of the masterplan are prioritised and progressed to delivery.

EXECUTIVE SUMMARY OF REPORT

3. The Economic Development Strategy was adopted in November 2012 with a key priority “to create a vibrant town centre that attracts people from both the local community and visitors in the day and evening, for shopping, eating and entertainment”. A key action was to develop a town centre masterplan. Following a thorough procurement process, Deloitte was appointed in February 2013 to define the changing town centre offer and the required retail element, identify significant land/property owners, define land use zones, masterplan investment ready locations, target investment in the public realm and ensure adequate provision for car parking. This report highlights the main messages, and details the suggested phasing and delivery of three investment opportunities and a public realm framework to achieve the vision of the town centre masterplan.

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)

- To realise our Corporate Strategy outcome to create ‘A strong local economy’ and to deliver a key priority within the 2012 Economic Development Strategy which aims ‘to create a vibrant town centre that attracts people from both the local community and visitors in the day and evening, for shopping, eating and entertainment’.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- None

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

- The Economic Development Strategy was adopted in November 2012 with a key priority “to create a vibrant town centre that attracts people from both the local community and visitors in the day and evening, for shopping, eating and entertainment”. Working with our Town Centre Team, the following town centre projects have been started/delivered:

- Trial re-opening of Market St
- New car park pricing trial
- Re-modelled town centre grant programmes
- Car park improvement programme
- Fazakerley St summer market
- Planning secured for re-modelled Market Walk II
- Market St/Gillibrand St Redevelopment
- Redevelopment of Pall Mall Triangle and associated public realm works
- Refurbishing Market St shop fronts

8. A key action of the 2012 Economic Development strategy was to develop a town centre masterplan. Following a thorough procurement process, Deloitte was appointed in February 2013 to:
- Define the changing offer and the required retail element for Chorley Town Centre within the context of modern shopping habits and competitive edge of town/city centre retail destinations.
 - Identify the major land/property holders in the town centre to support the consolidation and delivery of development opportunities.
 - Clearly define land use zones within the context of a changing and multi-functional town centre offer.
 - Identify and provide masterplanned investment-ready locations for future multi-use development.
 - Identify priority locations for targeted investment in the public realm to support Chorley Town Centre's vitality and viability
 - Calculate and locate the required level of car parking provision over the short, medium and long term.
9. The 2012 Central Lancashire Core Strategy, 2012 Chorley Local Plan, 2010 Central Lancashire Retail and Leisure Review and the 2008 Town Centre Audit and Design Strategy have provided contextual information for this piece of work. In addition, Deloitte has undertaken specific town centre stakeholder engagement with both major businesses and retailers. Two stakeholder sessions were also carried out inviting all Members, the Town Centre Team, Economic Development Group, and representatives of the Equality Forum and Culture & Heritage.

CHORLEY TOWN CENTRE MASTERPLAN, SUMMARY OF MAIN MESSAGES

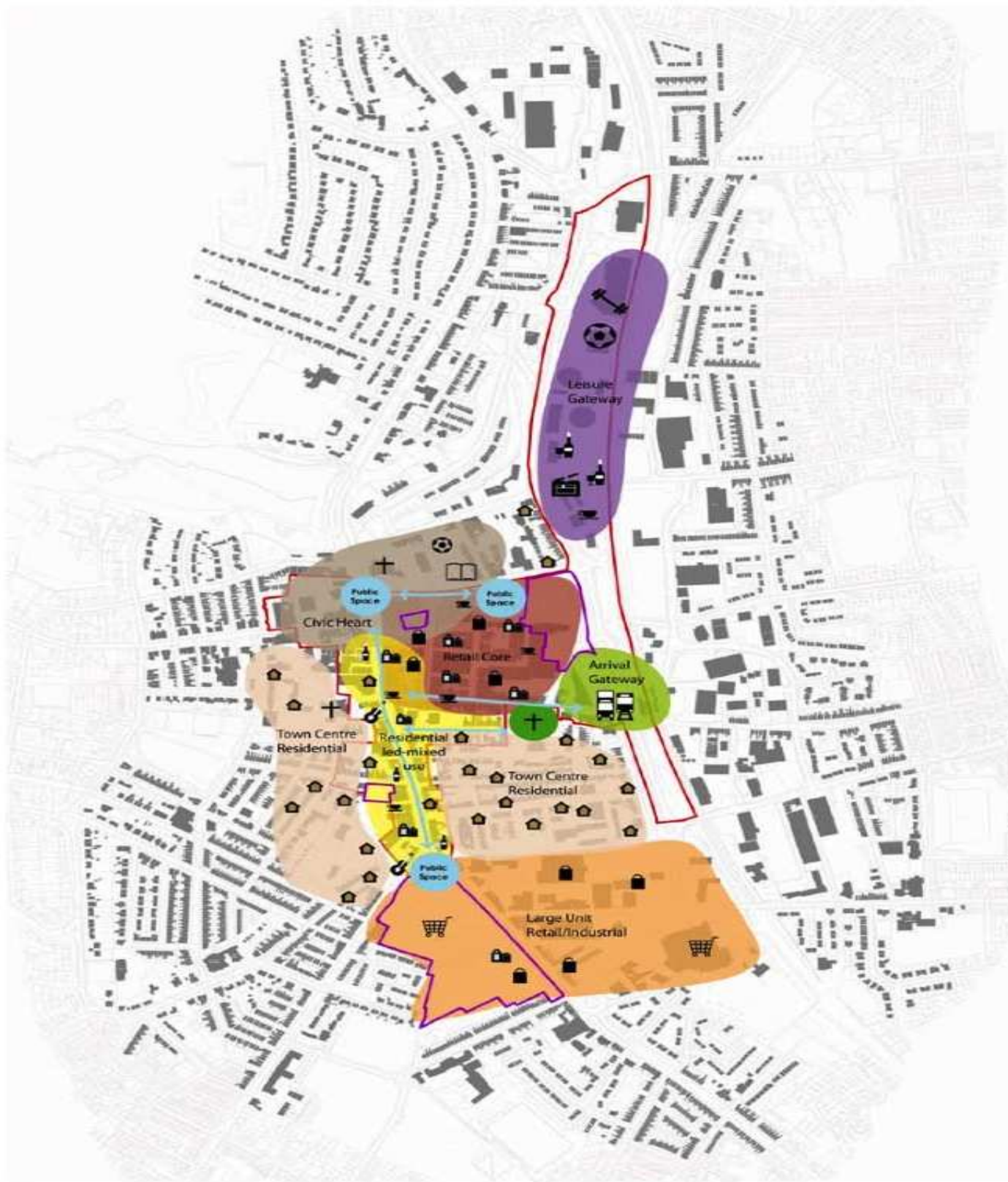
10. The main messages are detailed below. A copy of the full report titled 'Chorley Town Centre Masterplan, Opportunity & Delivery' is available in the Member's Room from 16th October and can also be found in the library on the Council's web site at <http://democracy.chorley.gov.uk/documents/s39825/Chorley%20Town%20Centre%20Masterplan%20Opportunity%20and%20Delivery.pdf> . This report should be read in conjunction with the 'Chorley Town Centre Masterplan, Baseline Report' which can be sourced in the same way using <http://cbc-us-mod/documents/s39824/Chorley%20Town%20Centre%20Masterplan%20-%20Baseline%20Report.pdf>
11. **Introduction** – Chorley is a vibrant and prosperous market town that, despite the economic downturn, has continued to provide a range of facilities in the town centre for both residents and visitors. There is a need for new investment and continuing evolution to aspire 'to be the best historic market town in the north west' based on the following principles:
- Reinforcing a resilient retail offer particularly supportive to the independent sector
 - Adding to the richness of the town centre offer by expanding the leisure and community offer
 - Supporting the core town centre offer with great public spaces and attractive streets

The cornerstones of the masterplan comprises of three investment opportunities and a public realm framework.

12. **Defining the changing offer and the required retail element** – Key changes in an evolved town centre include an increase in leisure activities and community spaces, support of e-retailing with facilities such as click and collect points, and the conversion of secondary and tertiary retailing/business space to residential. Implications for Chorley Town Centre:
 - A consolidation of the current retail offer and a strengthening of the retail core.
 - Opportunity to attract a 'flagship retailer' to enhance the offer.
 - A coordinated approach to possible future out of centre retail to ensure the town centre remains 'fit for purpose'.
 - Using footfall data to improve dwell time and increasing awareness of what is on offer – providing a mix which is what local people want and need.
 - A need to fit 'Click and Collect' within the town centre and the development of wireless technology
 - Promotion of the wider area, to encourage further investment in jobs, and in the town centre, to persuade residents to spend their money in the area and support the town further.

13. **Define land use zones** – The masterplan identifies 'character areas' (see diagram below) with potential to introduce some mixed uses in to already established land use zones. This allows for change to be accommodated and for the town centre to remain robust.

Character Areas



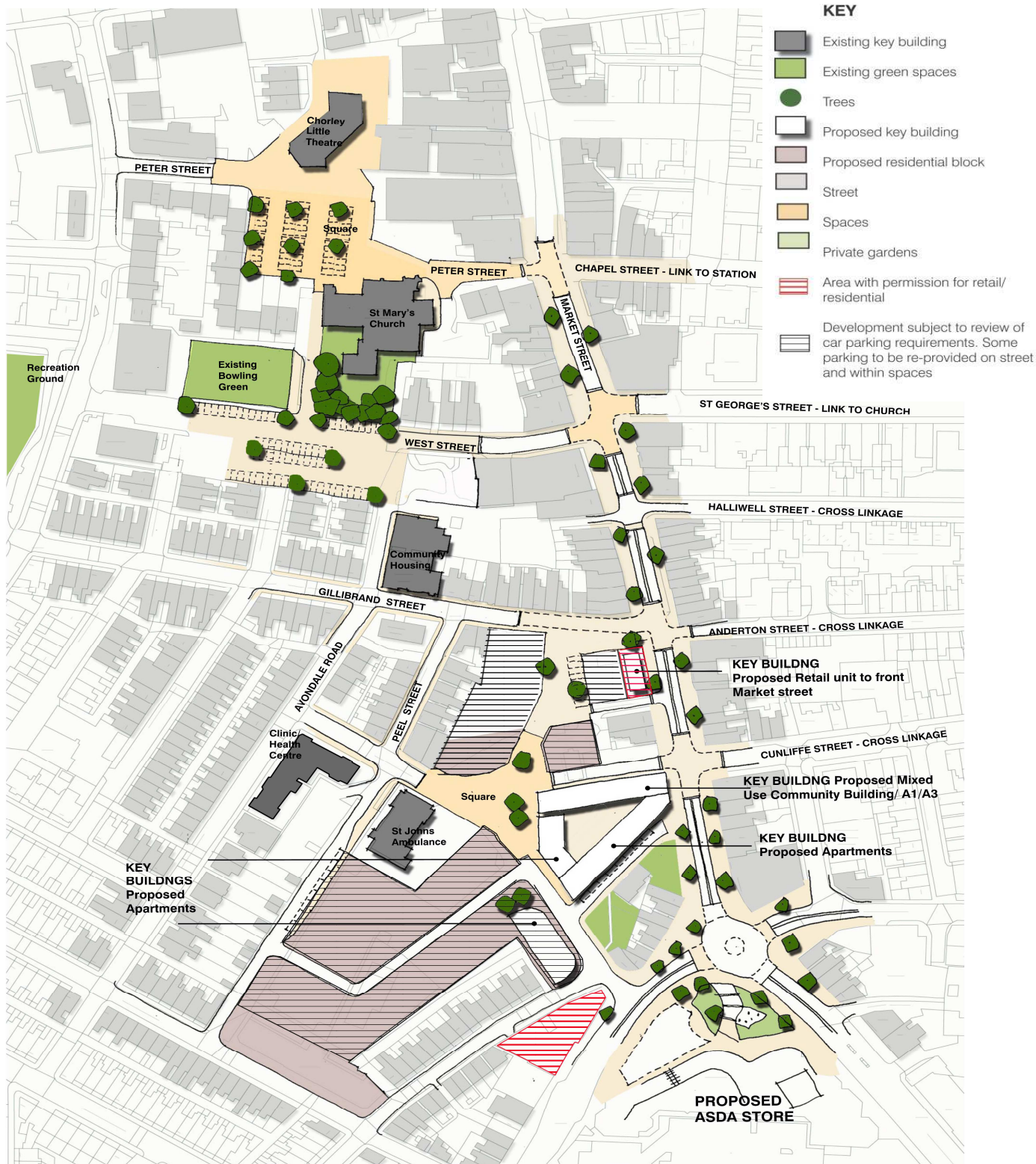
14. **Identify and provide masterplanned investment-ready locations** – Three investment opportunities have been identified at South Market St/Fleet St, Civic Quarter and Flat Iron Car Park.

South Market Street / Fleet Street	
Timing	Short / Medium term – 1 – 3 years
Stakeholders	Chorley Council, Homes and Communities Agency
Key components	Creation of a residential community which will link the back streets of the Town Centre creating a network of amenity spaces which reinvigorate a number of hidden assets; such as Chorley Little Theatre. Potential to provide additional community uses in a bespoke building. Short term opportunity for the Council to develop retail units geared towards the independent sector
Role of the Council	Act as lead facilitator of the high street through the creation of high quality residential and linked amenity spaces. Public realm improvements on Market Street are critical to the realisation of this development.

Key Actions

1. Establish a key Project Delivery team led by Chorley council
2. Engage with a design team to produce detailed site masterplan.
3. Soft Market Testing
4. Investigate the role of Community Buildings into the site
5. Procure Development Partner



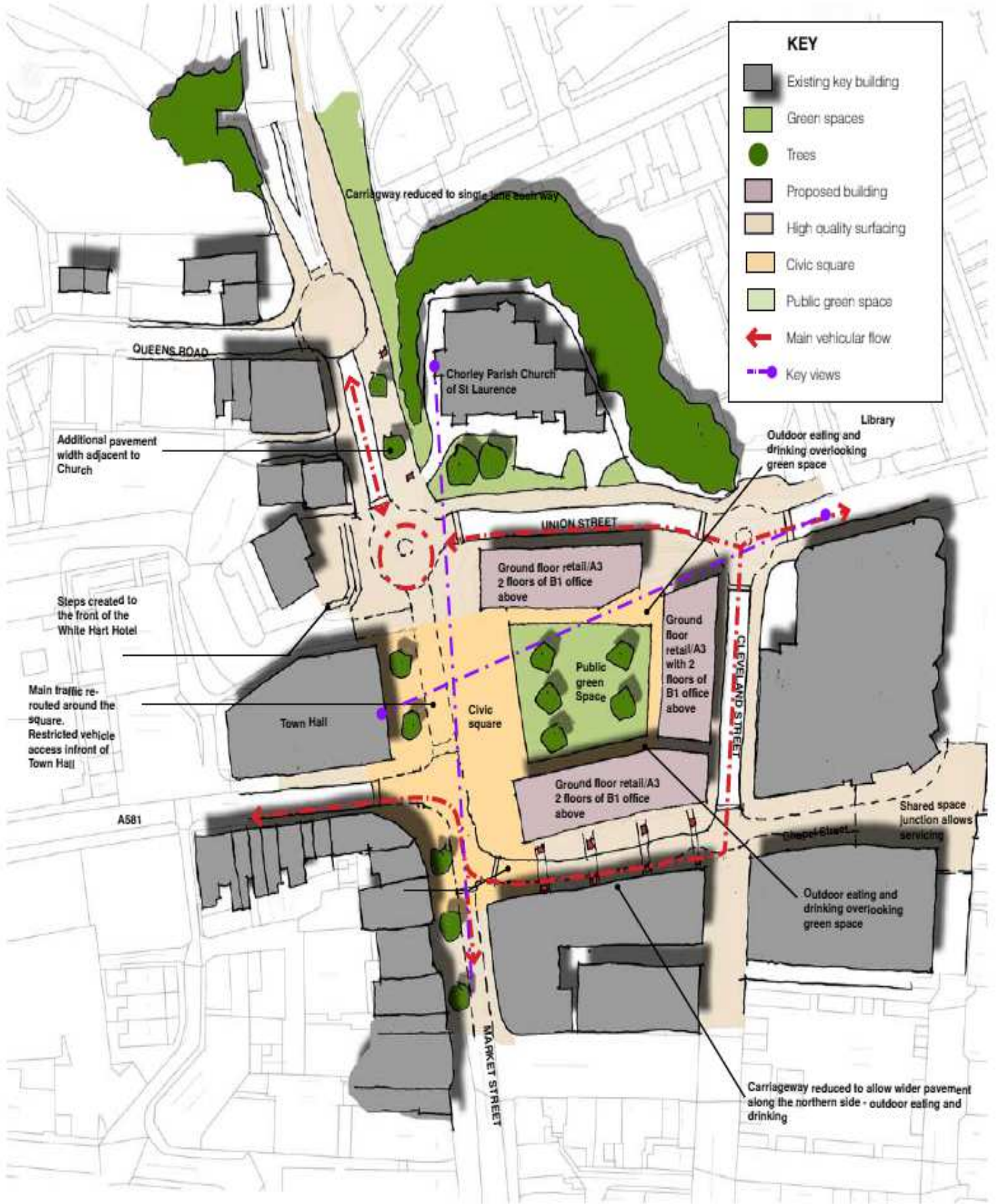


Civic Quarter	
Timing	Medium Term – 3-5 years
Stakeholders	Chorley Council, Northern Trust
Key Components	Key development block (4,500 – 6,000sqm) largely targeted at employment uses with active ground floor uses, including retail and leisure. Cementing the Civic Quarter with the creation of public space currently lacking in the centre to link the smaller spaces together and the retail heart to the civic heart
Role of the Council	Act as lead facilitator of the promotion of the opportunity and carry out the 'meanwhile' works, which may include leading site assembly.
Impact	Key development block (4,500 – 6,000sqm) for the town centre which is able to respond to commercial demand. Creation of deliverable site for modern employment space for the town and establishing the cluster of municipal uses into a Civic heart.

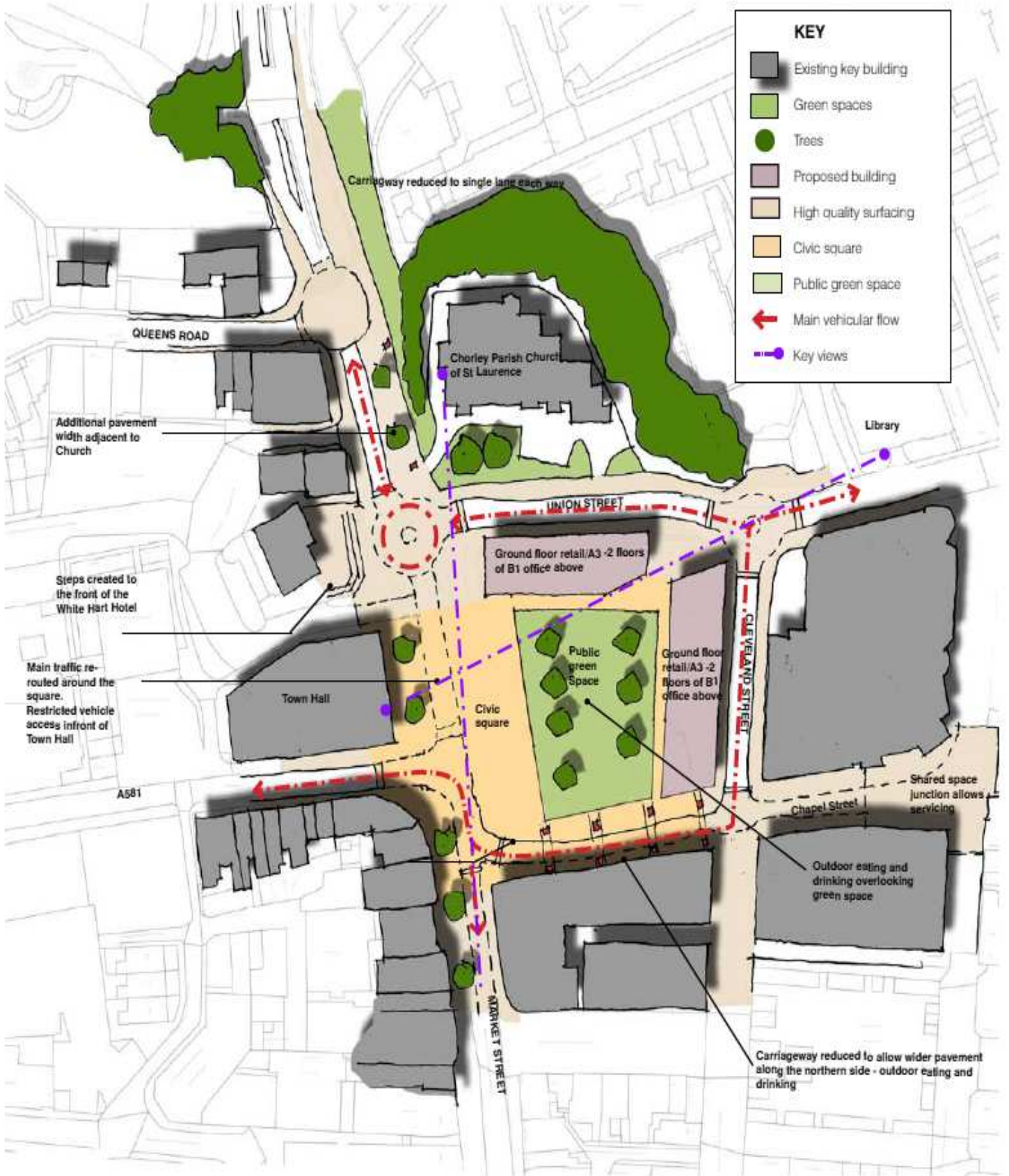
Key Actions

1. Establish a key Project Delivery team led by Chorley Council
2. Undertake the meanwhile use actions
3. Create the Opportunity Prospectus
4. Engage with a design team to produce detailed scheme proposal and costing for both the public realm and the development block.
5. Develop a Site Assembly Strategy
6. Implement the Wider Public realm works for the site.

Civic Quarter Option 1



Civic Quarter Option 2



<u>Flat Iron</u>	
Timing	Short term – 1-3 years
Stakeholders	Chorley Council, Booths, Market Walk
Key components	Largely public realm improvements to create the setting of the outdoor market and the creation of a multi use events space. Opportunity remains to increase the retail footprint of Market Walk with the extant permission. Location ideally suited to respond to the ‘click and collect’ opportunity associated with a major retailer or service provider.
Role of the Council	Act as lead developer of the works and custodian of the events schedule.
Impact	Creation of events space and focal point for the town and framing the important historic market setting. Location ideally suited to respond to the ‘click and collect’ opportunity associated with a major retailer or service provider

Key Actions

1. Establish a Key Project Delivery team led by Chorley Council
2. Engage with a design team to produce detailed scheme proposal and costing
3. Establish complementary events programme. Continue to monitor the disposal of Market Walk.
4. Click and Collect Introduction.

Proposed Public Realm Option

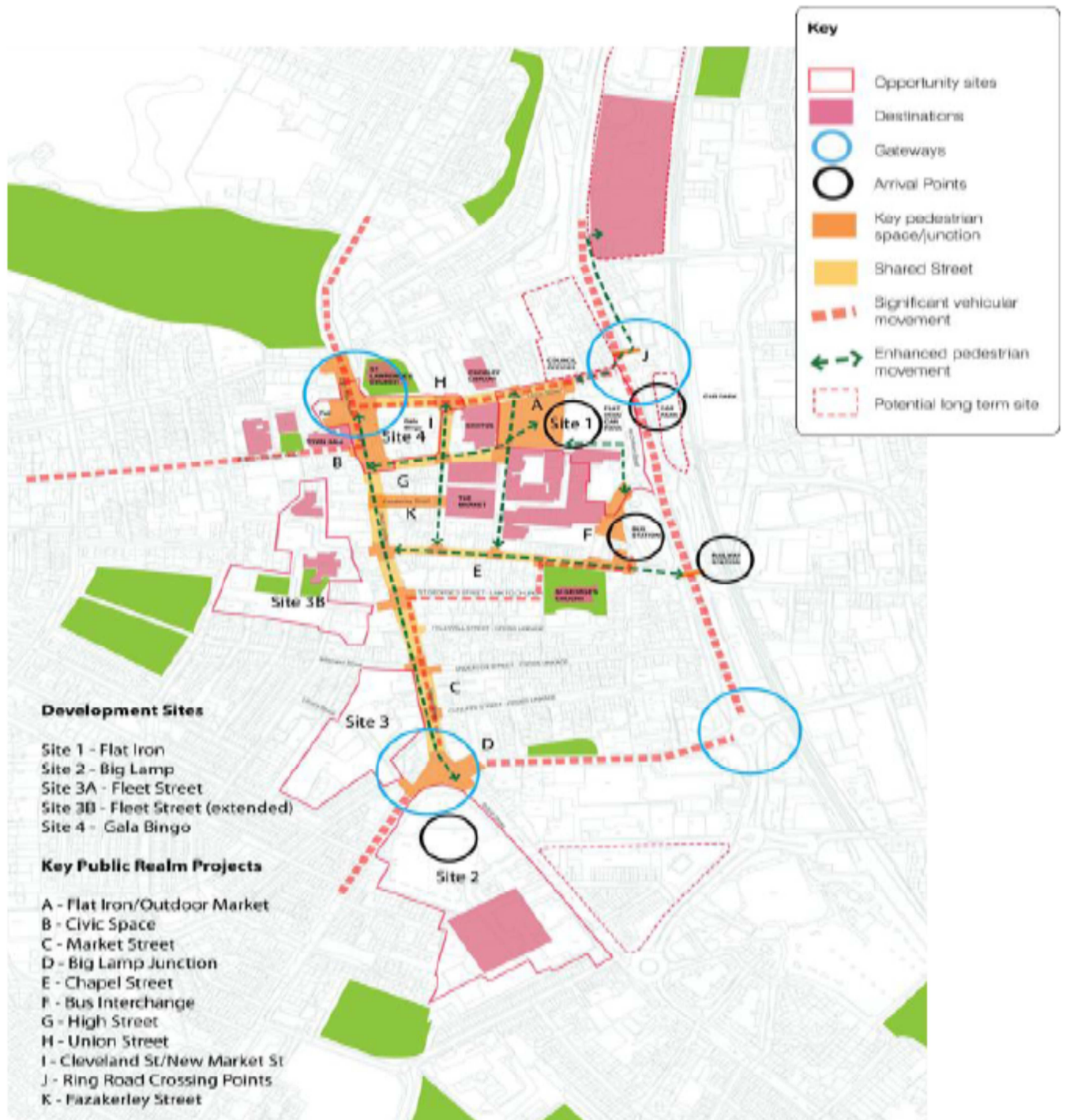
Creation of a new flexible Space for use as an Outdoor Market, Car Park and Events - improved pedestrian connections with Union Street and the Bus Station



- 15. **Public Realm Framework** - The public realm in the town centre is 'leaky' with few places for people to stop and dwell. Furthermore, the public realm is lacking in character and quality, with too many materials present within the streetscape.

Allied to the investment opportunities is a public realm framework (see diagram below) which knits together the opportunity sites and town centre destinations by improving the public realm along key pedestrian spaces/junctions and at key gateways and arrival points. The underlying principle of the public realm framework is one of facilitating pedestrian safety and minimising the impact of the car.

Public Realm Framework



The visual below illustrates the southern end of Market St where the space has been redesigned for pedestrians and vehicles to share by widening footpaths and reducing the carriageway.



An indication of the type of materials which could be used within different aspects of the public realm has been given.

16. **Car Parking Provision** – There are approximately 1,408 publicly available car parking spaces provided across Chorley Town Centre. A car parking survey was undertaken at all car parks during each Saturday between 17/11/12 and 09/01/13. These surveys included the build up to Christmas and the New Year period; which are peak times for season shoppers. The number of empty spaces at each car park was recorded at two separate times during each Saturday surveyed and indicated an average 49% spare capacity within the town centre, equating to an overprovision of approximately 696 spaces. The table below provides a summary of how the current town centre parking supply will be affected by the roll out of the Town Centre Masterplan.

It can be seen from the table that following the removal of the 381 spaces as part of the proposals, and the additional demand for 207 spaces resulting from the proposed land uses, there would still be up to 128 publicly available parking spaces. This figure also includes additional provision of up to 20 on-street parking spaces which should be used for collection and short stay trips increasing the vitality on Market Street. The resultant car parking availability does not take into account the impact of delivering a 435 space car park as part of the proposed foodstore. This will provide additional public car park provision which will benefit Town Centre visitors on linked trips. It is therefore considered that there will be no detrimental loss in publicly available car parking across the town centre as a result of the Masterplan proposals. Taking into account future car parking provision to be delivered as part of the proposed foodstore at Pall Mall, and the spare provision in the town centre, it is also considered that there is a sufficient supply of car parking to cater for future growth in visitor numbers.

Chorley Town Centre Car Parking Supply Summary

	Item Total	Adjusted Town Centre Supply	Occupied	Available
Existing Town Centre Car parking provision	1408	1408	712	696
Total Parking to be removed	381	1027	712	315
Additional Parking Demand for proposed Commercial/Retail/Community Facilities	207	1027	919	108
Additional On-Street parking provided	20	1047	919	128
Proposed ASDA Car parking provision	435	1482		
Total Residential parking required	193	Additional private residential car parking to be provided as part of the masterplan		

CHORLEY TOWN CENTRE MASTERPLAN, DELIVERY

17. The plan provides an anticipated timeframe for the delivery of the investment opportunities and key components of the public realm framework. The phasing is ordered to achieve the maximum benefit from an investment opportunity and which has the least complexity to deliver. The phasing is illustrated in the table below.

Phasing

Opportunity Site / Public Realm Project	Timeframe for Delivery			Phasing	Comments
	1-3	3-5	5+		
Market Street – Shared Space	✓			1	<ul style="list-style-type: none"> The opening of Market Street pilot by the Council provides for real time testing of the proposal although the pilot should be launched at the same time as the design proposals for the shared space as not to damage the overall perception of the proposal
Flat Iron Event Space / Car Parking Improvement	✓				<ul style="list-style-type: none"> Capable of starting once design is agreed
Civic Square /carriageway improvements	✓			3	<ul style="list-style-type: none"> Would set the quality of the vision and establish the linkage of this key employment quarter with the retail heart and commences the change of Market Street. Demonstrates the commitment to the Civic Quarter development. Sees the principle of comprehensive development in a phased manner.
South Market Street / Fleet Street	✓	✓		4	<ul style="list-style-type: none"> There is much work to do to get this site 'market ready' but the opportunity has real credibility and is capable of delivery in the short term. The Council investment into the Gillibrand Street retail should set the tone of the quality of design proposed for this area of change.
Market Street/Bolton Street/Pall Mall Junction	✓			5	<ul style="list-style-type: none"> The revisit of the planning application provides a timely opportunity to rework the junction proposal and to provide a more appropriate high quality, low engineered solution to act as the gateway to this area of change and wider Market Street improvement.
Civic Quarter Development			✓	6	<ul style="list-style-type: none"> Site assembly and identification of end occupiers are the main constraints which will dictate the timescale of the development of this site. The development framing, public realm works of the Civic Square and Market Street shared space proposals will be critical to demonstrating the vision of the council in establishing the Civic Quarter.

18. Financial appraisals have been provided for the investment opportunities, and an indicative figure of £6.6M has been given to deliver the public realm framework. The Council will be a key enabler, investor and custodian of the plan, and further work is required to determine which elements of the Town Centre Masterplan to prioritise for delivery.

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 STATUTORY FINANCE OFFICER

20. The Masterplan sets out the aspirations for developing the town centre. The anticipated costs of achieving all the aspects of the plan are circa £4 – 6 million over the period of the plan. Clearly these are significant sums and are likely to have to be funded from a combination of sources, including public and private sector. Any sums committed by the Council will have to be in the context of its priorities and the sustainability of the Council's budget during this period when funding is reducing. Imaginative and inventive solutions will need to be found. As a start though, if this is a key priority for the Council, the Council's CIL 123 list should be amended to include infrastructure projects in the town centre, so that if agreed, funds can be used and allocated from this source.

COMMENTS OF THE MONITORING OFFICER

21. There are no comments.

LESLEY-ANN FENTON
DIRECTOR OF PARTNERSHIPS, PLANNING AND POLICY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Cath Burns	5305	10 October 2013	***



Report of	Meeting	Date
Director of Partnerships, Planning and Policy (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	24 October 2013

REVISED CAR PARK TARIFFS

PURPOSE OF REPORT

- To update members on the results of trial on the change of car park tariffs in the town centre car parks.

RECOMMENDATION(S)

- That the trial tariffs be adopted permanently from 8 December 2013
- That the temporary trial tariff scheme be extended until 7 December 2013.
 - On short stay car parks, 1 hour parking reduced to 50p
 - On short stay car parks, the facility to park for up to 4 hours (rather than 3 hours)
 - On all car parks free parking after 5pm on weekdays
 - On all car parks, free parking after 1pm on Saturday
- The Revised Tariffs during the trial were:

a. Flat Iron:

Up to	Existing Charge	New Charge
1 hour	70p	50p
2 hour	Not available	£1.00
3 hours	£1.00	£2.00
4 hours	Not Available	£4.00

b. Short Stay:

Up to	Existing Charge	New Charge
1 hour	70p	50p
2 hour	Not available	80p
3 hours	£1.00	£1.00
4 hours	Not Available	£2.00

c. Long Stay:

Up to	Existing Charge	New Charge
3 hours	£1.00	£1.00
4 hours	£1.40	£1.40
All Day	£3.50	£3.50

5. The changes to conditions trialled were:
 - Consecutive ticketing will be prohibited.
 - No return to the same car park within 2 hours.
 - Tickets not transferable between car parks.

6. The trial re-designated Portland Street car park as Short Stay and Farrington Street as Long Stay which were both previously 'Mixed' stay car parks.

EXECUTIVE SUMMARY OF REPORT

7. Following the car park prices trial, this report considers the merits of the trial and recommends the permanent introduction of the trial tariffs and parking conditions.

8. Due to the formal consultation periods required the existing trial needs to be extended until 7th December after which the permanent schedule will be in place.

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

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)

9. The objectives of the trial were met:
 - a. Make Chorley an affordable destination.
 - b. Increase the churn of vehicles on the Flat Iron car park, thus increasing its capacity.
 - c. Make visitors aware of alternative car parks to the Flat Iron.
 - d. Increase the number of visitors to Chorley town centre.

10. Findings of the trial show that:
 - a. The Flat Iron car park is the primary destination for shoppers.
 - b. Over 60% of visitors say that pricing does influence their decision on where to park.
 - c. Many shoppers commented that our car parks were cheaper than neighbouring towns such as Bolton, Preston & Wigan.
 - d. Availability of spaces on the Flat Iron has improved.
 - e. The vast majority (66%) of businesses have seen an increase in business on Saturday afternoons with only 20% having seen no difference.
 - f. 20% of businesses have seen an increase in business across the rest of the week.
 - g. 40% of businesses say their customers haven't changed the car park they use compared to 31% who say they had.
 - h. 34% of businesses say the new tariffs increased the time their customers stayed whilst only 20% say that their customers didn't stay as long.

- i. 46% of businesses feel that their customers consider both price and availability of spaces when choosing to come to Chorley whereas 51% consider it is on price alone.
 - j. Footfall figures from both Market Walk and Booths show that more visitors have stayed longer on a Saturday afternoon.
 - k. The Chorley Traders Alliance has commented that many of their members have different ideas on how parking should be managed but in general trade has been more resilient since the trial tariffs were introduced.
11. The underlying anecdotal evidence from businesses and visitors is that the trial has been worthwhile and should continue to be promoted as a positive attractor to visiting Chorley.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

12. Reverting back to the original tariffs – neither as attractive to shoppers and visitors nor guaranteed to restore lost revenue.
13. Withdraw the ‘free after 1pm’ on the Flat Iron car park only – could confuse visitors by having different offers on different car parks but revenue would increase.
14. Changing the free period to another day / time – promote confusion in the tariff system to the consumer with potentially little improved benefit on the trialed scheme.
15. Invest in ANPR (Automatic Number Plate Recognition) system to enable pay-on-exit – would require investment of ~£100k to include a barrier on exit system. No PCN’s would be issued.
- a. Due to the fact that Chorley Council operates its car parks under Traffic Management Act (TMA) 2004 it means that we cannot issue PCN’s off-site i.e. by post as required by standalone ANPR systems. Systems in place elsewhere operate under the 1994 TMA which is contract law and we cannot revert back to that act.
 - b. By introducing a barrier system on exits it prohibits vehicles from leaving without paying hence, nobody would receive a PCN because they couldn’t physically leave without payment being made. If payment is made the ANPR system would automatically raise the barrier upon approach thus reducing queues. No barrier / ticket would be required upon entry as ANPR would record entry times.

CORPORATE PRIORITIES

16. 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	X
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	X

BACKGROUND

17. The Flat Iron car park currently accounts for approximately 50% of total car park revenue from 30% of the spaces available. This car park is considered the most desirable parking destination for visitors and often becomes full with visitors searching for spaces.
18. Many of the Long Stay car parks are only used by permit holders during the week. Although designated Long Stay, all of these car parks are within a short distance from the town centre retail district.

19. The current Short Stay car parks only permit stays up to 3 hours but several requests, primarily from hair & beauty salons, say a 4 hour limit would be preferred by their customers.
20. Once visitors are within our car parks there is no signage telling them how to get to the next available car park to ensure they stay within Chorley and don't leave with the impression of insufficient parking.
21. Options were produced on car parking pricing schemes to attract more visitors to the town centre for the Town Centre Team to consider, and the option to encourage a quicker turnover of customers on short stay, especially the Flat Iron, whilst offering an element of free parking on all car parks was the preferred choice. The following proposals were adopted for trial which commenced on 12 October 2012.
 - On short stay car parks, 1 hour parking reduced to 50p
 - On short stay car parks, the facility to park for up to 4 hours (rather than 3 hours)
 - On all car parks free parking after 5pm on weekdays
 - On all car parks, free parking after 1pm on Saturday

22. The Revised Tariffs during the trial were:

a. Flat Iron:

Up to	Existing Charge	New Charge
1 hour	70p	50p
2 hour	Not available	£1.00
3 hours	£1.00	£2.00
4 hours	Not Available	£4.00

b. Short Stay:

Up to	Existing Charge	New Charge
1 hour	70p	50p
2 hour	Not available	80p
3 hours	£1.00	£1.00
4 hours	Not Available	£2.00

c. Long Stay:

Up to	Existing Charge	New Charge
3 hours	£1.00	£1.00
4 hours	£1.40	£1.40
All Day	£3.50	£3.50

23. The changes to conditions trialled were:

- Consecutive ticketing will be prohibited.
- No return to the same car park within 2 hours.
- Tickets not transferable between car parks.

24. The trial re-designated Portland Street car park as Short Stay and Farrington Street as Long Stay which were both previously 'Mixed' stay car parks.

FINANCIAL IMPACT

25. See Appendix 1
- a. For the year (Oct 2011 – Sept 2012) on old tariffs revenue was £719,038
 - b. For the year (Oct 2012 – Sept 2013) on new tariffs revenue is £596,625
26. To make an allowance for the estimated adverse affect of having alternative and temporary car parking arrangements currently available, the total decline in income in paragraph 25 above should be adjusted by circa. £20,000. Appendix 1 provides the detailed analysis of income over both time and sites with Saturdays only shown in Appendix 1a. The anticipate reduction in annual car parking income as a result of these charges is £100k, of which Saturdays account for circa £71k.
27. Other factors affecting revenue:
- c. We introduced free parking at the Macdonalds site in November which took revenue away from Fleet St short stay.
 - a. Approximately 50 vehicles are parking for free on the sites of the old tax office and Swan with 2 necks on Water Street which will potentially impact on ticket sales.
 - b. We used 30 spaces on the Flat Iron for the Big Wheel, which also acted as an attraction, and in fact revenue was actually up 13.8% during December on this car park. A similar attraction is planned for 2013.
 - c. The re-opening of Market Street will introduce a further 29 free 30-minute on street parking bays which may impact on nearby short stay revenue.
 - d. The resurfacing of the main car parks in Q4 will displace vehicles and potentially negatively impact revenue for the duration.
 - e. Based on annual figures there has been a 15% reduction in the uptake of Long Stay permits by the private sector.
28. Other Considerations:
- a. Re-opening Market Street will provide additional spaces with 30 minutes free parking which will impact upon short stay revenue.
 - b. The potential new ASDA development will provide a further 400 alternative parking spaces.
 - c. The redevelopment of the former Macdonalds site will lead to a formal short stay car park with a further 70 spaces and reverse the decline of Fleet St revenue.
 - d. Any enhancements made to Portland St car park will increase its desirability.
 - e. The Town Centre Masterplan will consider the provision of car parking in relation to the other aspects it is looking at.
 - f. Chipside & Legion contracts are currently up for renewal (end Sept 2014). It is currently proposed that Chipside are given a 2yr extension and Legion a 5yr extension.
 - g. Legion costs ~£62k for enforcement and cash collection
 - h. Chipside costs ~16k for ticket processing (which includes resident permits)
 - i. PCN revenue is ~£75k which largely covers costs of enforcement

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

30. The report sets out that the introduction of the revised car parking charges will impact on the Council's budget by reducing annual income in the region of £100,000. This amendment to the budget can be accommodated by the matching and re-classification of PCSOs expenditure from recurring in the base line budget to being financed from New Homes Bonus receipts (NHB). The classification and use of NHB funding was approved in the budget report at the Special Council meeting on 28/02/13. This matching of recurrent and non-recurrent funding to relevant expenditure is also contained within the Health, Environment and Neighbourhoods Review also on this agenda.

COMMENTS OF THE MONITORING OFFICER

31. Due to the statutory requirements relating to the advertising of these changes, it is necessary to continue the trial tariffs until 7 December before implementing the permanent change from 8 December 2013.

LESLEY-ANN FENTON
DIRECTOR OF PARTNERSHIPS, PLANNING AND POLICY

Background Papers			
Document	Date	File	Place of Inspection
Trial of Revised Car Park Tariffs	13/08/2012	***	http://democracy.chorley.gov.uk/ieDecisionDetails.aspx?ID=3665
Extension of Trial Tariffs	07/03/2013	***	http://democracy.chorley.gov.uk/ieDecisionDetails.aspx?ID=3851

Report Author	Ext	Date	Doc ID
Conrad Heald	5507	30/09/2013	***

APPENDIX 1

	October	November	December	January	February	March	April	May	June	July	August	September	TOTAL	
Farrington St	Oct 2011 - Sept 2012	£2,681	£2,889	£2,201	£3,003	£2,561	£2,996	£2,188	£2,934	£2,488	£2,409	£2,312	£2,217	£30,881
	Oct 2012 - Sept 2013	£2,384	£2,135	£2,098	£2,146	£1,789	£1,553	£2,006	£1,744	£1,822	£1,787	£1,741	£1,663	£22,866
	Change from previous year £	£297	£754	£103	£858	£772	£1,443	£182	£1,190	£667	£623	£572	£554	£8,015
	Percentage change from previous year	11%	26%	5%	29%	30%	48%	8%	41%	27%	26%	25%	25%	26%
Flat Iron	Oct 2011 - Sept 2012	£33,667	£32,553	£24,593	£31,778	£28,800	£35,164	£27,845	£32,261	£31,546	£31,585	£30,840	£32,540	£373,171
	Oct 2012 - Sept 2013	£26,515	£26,936	£27,982	£25,195	£23,723	£23,154	£25,765	£24,253	£25,996	£26,715	£28,756	£27,533	£312,524
	Change from previous year £	£7,152	£5,617	(£3,389)	£6,583	£5,077	£12,010	£2,080	£8,007	£5,549	£4,869	£2,084	£5,007	£60,647
	Percentage change from previous year	21%	17%	(14%)	21%	18%	34%	7%	25%	18%	15%	7%	15%	16%
Fleet St L/S	Oct 2011 - Sept 2012	£2,899	£3,435	£2,115	£3,065	£2,674	£3,395	£2,313	£3,169	£2,771	£2,216	£1,968	£3,286	£33,306
	Oct 2012 - Sept 2013	£3,395	£3,333	£2,537	£2,633	£2,523	£2,180	£2,200	£1,956	£1,847	£1,272	£1,293	£2,764	£27,932
	Change from previous year £	(£496)	£102	(£422)	£432	£150	£1,216	£112	£1,213	£923	£944	£676	£522	£5,374
	Percentage change from previous year	(17%)	3%	(20%)	14%	6%	36%	5%	38%	33%	43%	34%	16%	16%
Fleet St S/S	Oct 2011 - Sept 2012	£1,851	£2,093	£1,813	£1,986	£1,683	£2,045	£1,589	£2,021	£1,755	£1,842	£1,799	£1,858	£22,335
	Oct 2012 - Sept 2013	£1,888	£1,561	£1,034	£614	£646	£727	£1,042	£1,048	£1,160	£1,173	£1,482	£1,128	£13,502
	Change from previous year £	(£37)	£532	£779	£1,372	£1,037	£1,319	£547	£973	£596	£669	£317	£730	£8,833
	Percentage change from previous year	(2%)	25%	43%	69%	62%	64%	34%	48%	34%	36%	18%	39%	40%
Friday St	Oct 2011 - Sept 2012	£4,483	£4,593	£3,733	£3,862	£3,269	£3,900	£2,810	£2,980	£2,929	£3,119	£3,084	£3,297	£42,060
	Oct 2012 - Sept 2013	£3,455	£3,607	£3,797	£2,890	£3,075	£2,688	£3,316	£2,703	£2,779	£2,956	£3,137	£2,983	£37,386
	Change from previous year £	£1,028	£986	(£63)	£972	£194	£1,212	(£506)	£277	£149	£163	(£53)	£314	£4,674
	Percentage change from previous year	23%	21%	(2%)	25%	6%	31%	(18%)	9%	5%	5%	(2%)	10%	11%
George St	Oct 2011 - Sept 2012	£918	£833	£712	£918	£759	£809	£667	£740	£652	£599	£596	£700	£8,904
	Oct 2012 - Sept 2013	£922	£694	£561	£564	£443	£466	£664	£558	£535	£458	£498	£545	£6,908
	Change from previous year £	(£4)	£139	£151	£353	£317	£343	£3	£183	£117	£141	£98	£155	£1,996
	Percentage change from previous year	(0%)	17%	21%	38%	42%	42%	0%	25%	18%	24%	16%	22%	22%
Hollinshead St	Oct 2011 - Sept 2012	£321	£274	£354	£299	£197	£262	£228	£192	£300	£202	£198	£328	£3,155
	Oct 2012 - Sept 2013	£141	£148	£212	£112	£127	£156	£185	£111	£152	£116	£115	£186	£1,761
	Change from previous year £	£180	£126	£142	£187	£70	£106	£44	£80	£149	£87	£83	£142	£1,394
	Percentage change from previous year	56%	46%	40%	63%	36%	40%	19%	42%	50%	43%	42%	43%	44%
Portland St	Oct 2011 - Sept 2012	£3,197	£4,168	£4,381	£3,650	£2,995	£3,258	£3,003	£3,629	£3,529	£3,611	£3,541	£3,554	£42,516
	Oct 2012 - Sept 2013	£2,416	£2,690	£3,714	£2,586	£2,370	£2,251	£2,737	£2,330	£2,560	£2,851	£2,867	£2,687	£32,059
	Change from previous year £	£781	£1,478	£667	£1,064	£625	£1,007	£267	£1,298	£969	£760	£675	£867	£10,457
	Percentage change from previous year	24%	35%	15%	29%	21%	31%	9%	36%	27%	21%	19%	24%	25%
Queens Road	Oct 2011 - Sept 2012	£2,467	£2,548	£1,798	£2,516	£2,236	£2,668	£1,988	£2,281	£1,910	£2,216	£2,194	£2,003	£26,824
	Oct 2012 - Sept 2013	£2,007	£2,033	£1,714	£2,186	£2,039	£1,923	£2,912	£2,181	£2,274	£2,402	£1,973	£1,941	£25,584
	Change from previous year £	£459	£515	£85	£330	£198	£745	(£924)	£100	(£364)	(£186)	£221	£62	£1,240
	Percentage change from previous year	19%	20%	5%	13%	9%	28%	(46%)	4%	(19%)	(8%)	10%	3%	5%
St Mary's	Oct 2011 - Sept 2012	£4,608	£4,722	£3,379	£4,520	£3,960	£4,800	£3,616	£4,157	£4,208	£4,323	£4,164	£4,038	£50,497
	Oct 2012 - Sept 2013	£3,838	£3,936	£3,570	£3,740	£3,351	£2,885	£4,068	£3,501	£3,747	£3,630	£3,878	£3,534	£43,676
	Change from previous year £	£770	£787	(£190)	£781	£609	£1,915	(£451)	£656	£461	£693	£286	£505	£6,821
	Percentage change from previous year	17%	17%	(6%)	17%	15%	40%	(12%)	16%	11%	16%	7%	12%	14%
Water St	Oct 2011 - Sept 2012	£584	£468	£555	£320	£384	£427	£486	£395	£527	£442	£409	£447	£5,443
	Oct 2012 - Sept 2013	£426	£297	£644	£306	£345	£372	£534	£319	£371	£290	£419	£387	£4,711
	Change from previous year £	£158	£171	(£88)	£14	£38	£55	(£49)	£76	£156	£152	(£11)	£59	£732
	Percentage change from previous year	27%	37%	(16%)	4%	10%	13%	(10%)	19%	30%	34%	(3%)	13%	13%
West St	Oct 2011 - Sept 2012	£7,177	£7,600	£6,262	£6,768	£5,927	£7,213	£5,765	£6,956	£6,334	£6,639	£6,677	£6,629	£79,946
	Oct 2012 - Sept 2013	£6,225	£6,198	£6,079	£5,427	£5,002	£4,741	£5,939	£5,306	£5,414	£5,667	£6,073	£5,645	£67,716
	Change from previous year £	£952	£1,403	£183	£1,341	£926	£2,472	(£174)	£1,650	£919	£972	£605	£984	£12,230
	Percentage change from previous year	13%	18%	3%	20%	16%	34%	(3%)	24%	15%	15%	9%	15%	15%

Oct 2011 - Sept 2012	£719,038
Oct 2012 - Sept 2013	£596,625
Change from previous year £	(£122,413)
estimates affect of additional free car parking presently available	£20,000
BUDGET ADJUSTMENT REQUIRED TO FUND NEW CHARGES	(£102,413)
Percentage change from previous year	(17.02%)

****Estimated figures****
based on average % change over full year

APPENDIX 1a

		October	November	December	January	February	March	April	May	June	July	August	September	TOTAL
Farrington St	Oct 2011 - Sept 2012	£903	£669	£633	£754	£744	£889	£487	£497	£666	£651	£426	£771	£8,090
	Oct 2012 - Sept 2013	£563	£502	£678	£465	£506	£457	£502	£394	£617	£447	£412	£607	£6,149
	Change from previous year £	£340	£167	(£45)	£289	£238	£432	(£15)	£103	£49	£204	£14	£164	£1,940
	Percentage change from previous year	38%	25%	(7%)	38%	32%	49%	(3%)	21%	7%	31%	3%	21%	24%
Flat Iron	Oct 2011 - Sept 2012	£15,780	£11,862	£6,975	£12,131	£11,873	£15,626	£9,300	£8,950	£12,326	£11,894	£8,525	£16,013	£141,255
	Oct 2012 - Sept 2013	£8,560	£8,545	£8,601	£6,477	£8,219	£7,778	£8,126	£6,025	£10,608	£8,637	£8,725	£12,195	£102,496
	Change from previous year £	£7,220	£3,317	(£1,626)	£5,653	£3,654	£7,848	£1,174	£2,925	£1,719	£3,257	(£200)	£3,818	£38,759
	Percentage change from previous year	46%	28%	(23%)	47%	31%	50%	13%	33%	14%	27%	(2%)	24%	27%
Fleet St L/S	Oct 2011 - Sept 2012	£1,597	£1,354	£864	£1,168	£1,146	£1,502	£904	£962	£1,203	£1,072	£685	£1,579	£14,035
	Oct 2012 - Sept 2013	£1,257	£1,246	£938	£830	£1,002	£938	£792	£479	£827	£543	£540	£1,200	£10,591
	Change from previous year £	£340	£109	(£74)	£338	£144	£564	£111	£483	£376	£529	£145	£379	£3,444
	Percentage change from previous year	21%	8%	(9%)	29%	13%	38%	12%	50%	31%	49%	21%	24%	25%
Fleet St S/S	Oct 2011 - Sept 2012	£759	£673	£565	£635	£572	£723	£468	£468	£557	£552	£377	£796	£7,143
	Oct 2012 - Sept 2013	£549	£425	£329	£126	£173	£193	£255	£236	£394	£276	£344	£425	£3,724
	Change from previous year £	£210	£248	£236	£509	£398	£530	£213	£231	£163	£277	£33	£371	£3,419
	Percentage change from previous year	28%	37%	42%	80%	70%	73%	46%	49%	29%	50%	9%	47%	48%
Friday St	Oct 2011 - Sept 2012	£2,345	£2,121	£1,660	£1,607	£1,546	£2,089	£1,093	£1,059	£1,286	£1,392	£1,130	£1,670	£18,997
	Oct 2012 - Sept 2013	£1,542	£1,405	£1,732	£1,255	£1,417	£1,354	£1,265	£665	£1,416	£1,236	£1,056	£1,430	£15,772
	Change from previous year £	£803	£717	(£72)	£351	£129	£734	(£172)	£395	(£129)	£156	£74	£240	£3,225
	Percentage change from previous year	34%	34%	(4%)	22%	8%	35%	(16%)	37%	(10%)	11%	7%	14%	17%
George St	Oct 2011 - Sept 2012	£367	£243	£199	£268	£215	£255	£245	£160	£207	£171	£140	£245	£2,716
	Oct 2012 - Sept 2013	£228	£182	£101	£89	£134	£121	£186	£114	£156	£129	£121	£159	£1,719
	Change from previous year £	£140	£62	£98	£180	£81	£134	£59	£46	£51	£41	£19	£86	£997
	Percentage change from previous year	38%	25%	49%	67%	38%	53%	24%	29%	25%	24%	14%	35%	37%
Hollinshead St	Oct 2011 - Sept 2012	£321	£274	£254	£246	£197	£262	£170	£132	£238	£202	£151	£273	£2,718
	Oct 2012 - Sept 2013	£141	£148	£164	£87	£95	£156	£147	£52	£152	£116	£93	£152	£1,501
	Change from previous year £	£180	£126	£90	£158	£103	£106	£23	£80	£86	£87	£59	£121	£1,217
	Percentage change from previous year	56%	46%	36%	64%	52%	40%	14%	61%	36%	43%	39%	44%	45%
Portland St	Oct 2011 - Sept 2012	£1,431	£1,528	£1,499	£1,306	£1,107	£1,370	£909	£895	£1,222	£1,218	£901	£1,726	£15,113
	Oct 2012 - Sept 2013	£636	£869	£1,421	£638	£778	£702	£601	£578	£916	£737	£727	£1,120	£9,725
	Change from previous year £	£795	£659	£78	£668	£329	£668	£308	£317	£306	£481	£174	£607	£5,389
	Percentage change from previous year	56%	43%	5%	51%	30%	49%	34%	35%	25%	40%	19%	35%	36%
Queens Road	Oct 2011 - Sept 2012	£791	£631	£486	£636	£576	£785	£431	£435	£490	£590	£460	£730	£7,042
	Oct 2012 - Sept 2013	£469	£425	£475	£456	£467	£444	£560	£457	£713	£509	£435	£660	£6,069
	Change from previous year £	£323	£207	£11	£180	£109	£341	(£129)	(£22)	(£223)	£81	£26	£70	£973
	Percentage change from previous year	41%	33%	2%	28%	19%	43%	(30%)	(5%)	(46%)	14%	6%	10%	14%
St Mary's	Oct 2011 - Sept 2012	£1,869	£1,474	£1,033	£1,441	£1,337	£1,806	£1,053	£821	£1,483	£1,330	£928	£1,536	£16,113
	Oct 2012 - Sept 2013	£1,060	£1,078	£1,006	£904	£990	£779	£1,041	£821	£1,291	£969	£1,021	£1,223	£12,186
	Change from previous year £	£809	£396	£27	£536	£347	£1,027	£12	£0	£192	£361	(£94)	£313	£3,927
	Percentage change from previous year	43%	27%	3%	37%	26%	57%	1%	0%	13%	27%	(10%)	20%	24%
Water St	Oct 2011 - Sept 2012	£584	£468	£308	£280	£255	£427	£175	£301	£324	£442	£287	£334	£4,185
	Oct 2012 - Sept 2013	£426	£297	£539	£290	£345	£320	£416	£82	£371	£290	£339	£361	£4,077
	Change from previous year £	£158	£171	(£232)	(£10)	(£90)	£108	(£242)	£219	(£48)	£152	(£52)	(£27)	£108
	Percentage change from previous year	27%	37%	(75%)	(4%)	(35%)	25%	(138%)	73%	(15%)	34%	(18%)	(8%)	3%
West St	Oct 2011 - Sept 2012	£2,953	£2,397	£1,775	£2,267	£2,064	£2,738	£1,586	£1,608	£2,126	£2,081	£1,413	£2,822	£25,830
	Oct 2012 - Sept 2013	£1,714	£1,678	£1,656	£1,279	£1,433	£1,352	£1,445	£1,254	£1,840	£1,434	£1,444	£2,112	£18,642
	Change from previous year £	£1,239	£720	£119	£989	£630	£1,386	£141	£354	£286	£647	(£32)	£710	£7,188
	Percentage change from previous year	42%	30%	7%	44%	31%	51%	9%	22%	13%	31%	(2%)	25%	28%

Oct 2011 - Sept 2012	£263,238
Oct 2012 - Sept 2013	£192,651
Change from previous year £	£70,587
Percentage change from previous year	27%

****Estimated figures****
based on average % change over full year



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	24 October 2013

ICT STRATEGY 2014 - 2017

PURPOSE OF REPORT

- To present the ICT strategy for consideration and approval, alongside results of consultation undertaken with councillors, services and ICT staff. In addition, the report gives an overview of the progress made in delivering changes and improvements to ICT over the past few years.

RECOMMENDATION(S)

- The ICT strategy 2014-2017 is approved.

EXECUTIVE SUMMARY OF REPORT

- The council has made significant changes to ICT over the past few years, introducing a series of changes and improvements to the infrastructure and the software used to delivery services. These changes have enabled the organisation to make changes to business processes and achieved some significant savings which have in some cases been invested in further improvements.
- Following consultation with councillors and staff, a new ICT strategy has been drafted for approval. The strategy sets out the aims and objectives for the council in the coming three years, and a series of key actions which will be delivered in the next financial year.

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

(If the recommendations are accepted)

- The new ICT strategy sets the aims and objectives for ICT over the coming three years. As a critical support service, it is important that the organisation has in place a clear plan which links with the corporate strategy and ensures that the organisation is well-served by technology and information.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- To not have an updated ICT strategy. This was rejected because it would mean that the organisation did not have an up-to-date and useful strategy to prioritise and inform the development of ICT.

CORPORATE PRIORITIES

7. 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

8. The council has undergone a significant change in ICT in the last few years, with significant changes to infrastructure as well as the consolidation of key applications used across the organisation. The aims of the work that has been undertaken since 2010 were:
- To upgrade the network to create an infrastructure capable of supporting the organisation’s ambitions.
 - Consolidation of business applications to establish a more cost effective solution
 - Maximising the investment in Microsoft products
 - Making improvements to the way in which customer requests are received and handled.
9. The following section gives more details about the progress that has been made in achieving those aims.
10. Before developing the new strategy, a considerable amount of consultation has been undertaken to ensure that the new strategy reflects the needs of the organisation. The results of the consultation is summarised in this report and has been used in the development of the strategy.

THE JOURNEY SO FAR

11. In 2010/2011 a significant capital investment was made in ICT to reflect the need to invest in the infrastructure so that business changes could then be made. The investment included the upgrade of the infrastructure, server virtualisation, telephony and storage capacity and without it the subsequent improvements we have made would not have been possible.
12. The revenue spend (excluding staffing costs) over the three period between 2010/11 and 2012/13 has remained fairly static. The key change in the revenue budget is that the management and spend on software that was previously within service budgets has largely been consolidated, so that it has been possible to maximise the potential for renegotiation of ICT software and support contracts and to redirect and invest the savings achieved to support business change.
13. The key areas of change brought about through the capital investment and the centralisation of revenue budgets is set out below:
- a) Software consolidation
- Move from Goss Interactive content management system for the website to SharePoint – saving £4,800 per annum
 - Removal of TK dialogues through introduction of SharePoint – saving £6,000 per annum
 - Replacement of Flare with IDOX – saving £8,458 per annum for 5 year contract
 - Transfer of Land Charges to IDOX – saving £45,300 per annum with a further £12,300 per annum from 2013/14
 - Renegotiation of the Microsoft Licence Agreement – saving £24,715 per annum
 - Northgate Contract for EDMS – saving £9,550 in 2012/13

- b) Infrastructure investment
- Reduction in Disaster Recovery support costs – saving £10,000
 - Investing in the Unified Intelligent Desktop infrastructure – external funding of £200,000 to Chorley to establish this network and a platform to facilitate mobile technology solution for service delivery
 - Photocopier/printer rationalisation – saving £48,000 over 2011/12 and an expected £72,000 over 2013/14, 14/15 and 15/16
 - Introducing hybrid mail solution – immediate saving of £3,200 with further annual savings of £8,300 anticipated in 2013/14; £17,000 in 2014/15 and £19,100 in 2015/16
 - To reduce the reliance on physical assets – infrastructure being created enables printing external correspondence from any building or from home without reliance on physical resources.
 - Improved reporting facilities to enable managers to control personal productivity of staff more effectively
14. The savings achieved directly from these changes to March 2013 were £184k. Additional savings of £187k will be made of the lifetime of contracts, leading to a savings of £371k overall.
15. The direct savings that have been made to date have been reinvested into priority areas and improvement work:
- £40,000 corporate savings target contribution 2012/13
 - £20,000 in 2011/12 to support establishment of Business Advisor post
 - £31,375 Northgate EDMS including Public Access & GIM Connector
 - £10,000 Digitisation of paper records to support rationalisation of accommodation
 - £12,500 IDOX Total Land Charge
 - £20,000 Asidua Mobile solution
 - £5,000 Pro print Upgrade
 - £24,400 Website and Intranet Design
 - £10,000 Northgate System Configuration and Training
 - £10,000 Microsoft Service Centre Upgrade to 2013 (ICT Helpdesk)
 - £2,000 Miscellaneous i.e. Smartphones, Tablets
16. In addition to the direct savings that have been reinvested, the changes in ICT in the last three years have made a significant contribution to the achievement of significant savings elsewhere in the organisation. Between 2011 and 2013, restructures that have been enabled by the improvements in technology have saved £359k in staffing costs.

CONSULTATION FOR THE NEW STRATEGY

17. As part of the preparation work for the ICT strategy, consultation was undertaken across the organisation. The process included councillors, senior management and staff within the ICT service. The consultation gave people the chance to identify strengths of ICT; to raise issues they had with ICT and the approach that is taken by the service, as well as identifying potential areas for future development.

Councillors

18. Councillors were invited to give their views through an online survey which was included in In the Know on 14 June. 21 councillors took part and completed the survey. A summary of the responses is set out below:

Systems and support

- In terms of availability of systems, understanding of needs and technical support there was a positive response, with no respondents saying they were dissatisfied.
- Reliability of systems was an area where some respondents identified they were dissatisfied, with four either fairly or very dissatisfied.
- Respondents generally felt that the help desk was useful in terms of the length of time to respond and the communication on fault fixing. Two respondents, however, did rate the ease of reporting as 'fairly poor'.

Importance, cost and future

- All of the respondents felt that ICT was important in terms of delivering efficiencies, flexible working and service improvements.
- 78% of respondents felt that the current investment in ICT was about right, with 22% feeling that it is not enough.
- There was support for the ambition to create a paperless business, with only two of the respondents being 'fairly non-supportive'. When asked about attending council meetings that were conducted without paper agendas, two indicated they would be unhappy with 14 supportive.
- Councillors were asked an open-ended question about where they thought technology could be used more effectively. Six Members responded, with five mentioning introducing the use of iPads and/or smart phones to support councillors in their role.

Senior management

19. The Chief Executive, Directors and Heads of Service were interviewed and had the opportunity to submit responses to a set of questions sent prior to the meeting. Their views are summarised below:
- There was support for the consolidation of software, although the solutions needed work for services.
 - Training and helping staff to become familiarised with new systems needs to be factored into the introduction of new solutions.
 - Services need to be more closely involved in the development and implementation of systems and processes, and discussions at an earlier stage need to be encouraged.

ICT staff

20. Each member of the ICT team were interviewed and asked for their views about how the ICT service could be developed in the coming years, and any issues that need to be considered. The summary of the responses is:
- Need to ensure that team members are consistently trained or familiarised in systems prior to them being rolled out.
 - Need to develop simple user guides to support colleagues in other services and reduce the number of calls for support.
 - Need to ensure that system security and compliance with the public sector network is maintained, particularly with the introduction of tablets.
 - Support for strengthening the internal development team
 - GIS was identified as critical to improving the information provision available internally and externally, which will include a need to ensure there is clarity about how information is managed.
21. The consultation has been used in developing the ICT strategy. From the feedback, some specific issues have been identified that needed to be addressed:
- Ensuring that systems are robust and reliable
 - Ensuring that communication and engagement about change is more effectively undertaken so that services and individuals understand the rationale and understand the implications.

- Improvement in engagement between services and ICT to understand business needs.

ICT STRATEGY 2014 TO 2017

22. The ICT strategy is included as Appendix A to this report.
23. The overall aim of the strategy is to provide trusted and robust ICT that enables the delivery of high quality services to our customers. In addition, it will drive down costs through more efficient processes and effective management of information.
24. The strategy has four strategic objectives with associated long term outcomes. They are:
- Objective 1: High quality customer experience
- | | |
|-------------------|---|
| Long term outcome | <ul style="list-style-type: none"> a. Customers able to access and request high volume services online b. Information and services available through popular devices c. Technology enables direct and targeted communications with customers d. Customers can contact the council easily through a range of channels e. Customers can access information about their local area and service request online |
|-------------------|---|
- Objective 2: Robust and reliable infrastructure
- | | |
|-------------------|--|
| Long term outcome | <ul style="list-style-type: none"> a. Effective network and digital telephony is in place and reliable for council office sites. b. Reliable and cost-effective solution for storage c. Effective business continuity and disaster recovery in place d. Integrated telephony system in place e. Secure network, compliant with the Government Public Sector Network |
|-------------------|--|
- Objective 3: Accessible and well-managed information
- | | |
|-------------------|---|
| Long term outcome | <ul style="list-style-type: none"> a. Effective and efficient information management processes in place b. Business related information digitised and stored efficiently and effectively c. Integrated digital document and records management in place d. Data capture in place for council assets and work scheduling e. Business and performance intelligence is easy to access and well used |
|-------------------|---|
- Objective 4: Coordinated and appropriately resourced support for ICT
- | | |
|-------------------|--|
| Long term outcome | <ul style="list-style-type: none"> a. ICT understands the business needs and processes of services b. Staff in place with the right skills to deliver in-house expertise for key systems and infrastructure c. Arrangements in place for external support where it is more effective d. Effective procurement, making full use of systems that deliver a variety of business solutions |
|-------------------|--|
25. The strategic objectives and long term outcomes will be delivered during the course of the strategy, at the end of 2016/2017. However, to ensure that progress can be managed and ensure that the ICT programme of work is clear, the actions will be refreshed more regularly. The actions set out in the strategy will be delivered in the period to April 2015. The actions will be managed using the council's project management methodology.
26. In addition to the key actions, a series of key measures has been identified to measure the success in achieving the long term outcomes.
27. The delivery of the strategy will be reported through the organisational plan, which includes the key actions and projects for the organisation during the year. This is reported to the Overview and Scrutiny Performance Panel on a six-monthly basis.
28. The strategy will be reviewed and refreshed at the end of 2014/2015 to update the key actions and make any further changes that are necessary.

IMPLICATIONS OF REPORT

29. 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

30. Members will be aware that resources have been committed to improving the Council's ICT infrastructure previously. The key objectives in the strategy represent the opportunity to build on what we have done to date and manage some of the risks more effectively. For that reason the resources required in terms of budget at this stage will be minimal, however, should further budgets be required this will be dealt with through the normal budget approval process.

COMMENTS OF THE MONITORING OFFICER

31. There are no comments.

COMMENTS OF THE HEAD OF POLICY AND COMMUNICATIONS

32. The ICT strategy proposed should support the organisation in achieving some of the priorities of the corporate strategy, particularly around providing easy access to high quality services. As an important strategy affecting a key service, an integrated impact assessment will be completed.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Asim Khan / Chris Sinnott	5448	13 September 2013	ICT Strategy Exec Cabinet report

ICT Strategy

2014 – 2017



Introduction

Technology and the effective management of information are vital for Chorley Council in delivering high quality services to its residents and customers. Over the past few years, the organisation has introduced a significant amount of new technology and other changes with the aims of making it easier for customers to access high quality services, to support service delivery, and to make business intelligence more readily accessible.

Links to other strategies

The ICT strategy will support the delivery of the priorities of the corporate strategy and medium term financial strategy, as well ensuring that the organisation can rely upon the technology to deliver its services.

As a key corporate strategy, the ICT strategy links closely with a number of other strategies and policies. These include:

- Workforce development plan: this includes actions to ensure that staff members are trained in key systems and the use of ICT.
- GIS strategy: this will ensure that the systems and approach taken to mapping information will support this strategy's aims of ensuring that information is easily accessible.
- Digital strategy: which will support this strategy in ensuring that customers are able to access services easily online, and that support is given to those customers unable to use digital channels.

Background and context

The context in which Chorley Council operates and delivers its services is important in developing and implementing the ICT strategy, as this will influence the way in which ICT needs to be delivered to support the council to efficiently deliver services.

External and technological change

There are a series of significant external factors that have influenced the development of this strategy. These include the government's strategic aims for the use of ICT, and the development of new technology which changes the way in which the organisation works and interacts with residents. Some of the key factors are summarised below:

- The reduction in local government financing will continue to have a huge impact on the council over the period of this strategy. The use of technology and management of information will continue to support the reduction of costs while maintaining services.
- The government continues to emphasise the preference for the use of digital channels to access services and benefits, through the digital by default strategy. The approach in this strategy will be to work with the changes introduced by the government to improve access to services and deliver efficiencies through the council's Digital Strategy.
- The development of the internet over the past two decades has transformed the way in which residents expect to connect with the council; with many increasingly expecting to be able to request services and find information easily online.
- The consumerisation of ICT or Bring Your Own Device (BOYD) is becoming the norm in the business community. This means that employees are able to use their own devices that they are familiar with, which enables the service to concentrate on priority areas rather than managing a large estate of physical devices. This will be explored to understand the opportunities and risks that this may present for the council and public services network.
- Business applications are increasingly migrating to cloud based delivery, accessible from anywhere through the web, and without the need for onsite physical storage. The council will continue to use cloud-based technology where it is appropriate.

Consultation

As part of the development of this strategy, extensive consultation has been undertaken with councillors, senior managers and members of staff in the ICT team. Those taking part in the consultation were asked where they thought ICT needed improvement, and what opportunities could be exploited through the strategy.

Some key messages emerged from the consultation which will be addressed in this strategy.

Feedback	Action
Ensure that users are properly trained in new or changed systems	The workforce development plan for the organisation for this year includes ICT training for users.
Involve services in the development and selection of solutions	One of the key long term outcomes of the strategy is for ICT to understand the business needs of services. In addition, this strategy includes a list of principles to ensure that the decisions taken around ICT are open and understood by the organisation.
Make sure that there is time for new systems to be consolidated when they introduced	The actions which include changing systems or significant business processes in this strategy have a period of consolidation included in the planned timescale.
Ensure that the ICT service has the right skills to support the development of new systems and processes	This strategy includes two key actions; one around reviewing the skills that will be needed to deliver the key priorities, and another to undertake an options appraisal of the way in which the service is provided.

Implications for ICT delivery

Technology is changing at a continually faster rate. It is highly likely that decisions that made ICT successful in the past will not be the same as those required to achieve success in the future. The biggest differences will now be expanded technological functions, features and device forms. The bigger changes will be the many ways that people interact with information technology. This will require new ways for supporting technology and the people that use it.

The emphasis and investment in IT services will primarily focus on the ability to deliver the information technology to support the council to continue improving processes and transform the way services designed and delivered and work with people to successfully achieve this and make the cultural shift to digital technologies.

The management of a robust infrastructure remains integral to this strategy. However, rapidly changing technology means that maintaining capacity and skills internally may not always be the most effective way of supporting all parts of the infrastructure. Consideration will be given as part of this strategy to the most appropriate approach to support over time.

Aim

The aim of this strategy is to provide trusted and robust ICT that enables the delivery of high quality services to our customers. In addition, it will drive down costs through more efficient processes and effective management of information.

Objectives and long term outcomes

There are four strategic objectives with accompanying long term outcomes which are set out below. These will be delivered over the course of the strategy, between 2014 and the end of 2016/17.

Objective 1:	High quality customer experience
Long term outcome	<ul style="list-style-type: none"> a. Customers able to access and request high volume services online b. Information and services available through popular devices c. Technology enables direct and targeted communications with customers d. Customers can contact the council easily through a range of channels e. Customers can access information about their local area and service request online
Objective 2:	Robust and reliable infrastructure
Long term outcome	<ul style="list-style-type: none"> a. Effective network and desktops in place and reliable for council office sites. b. Reliable and cost-effective solution for storage c. Effective business continuity and disaster recovery in place d. Integrated digital telephony system in place e. Infrastructure is secure and compliant with the Government Public Sector Network
Objective 3:	Accessible and well-managed information
Long term outcome	<ul style="list-style-type: none"> a. Effective and efficient information management processes in place b. Business related information digitised and stored efficiently and effectively c. Integrated digital document and records management in place d. Data capture in place for council assets and work scheduling e. Business and performance intelligence is easy to access and well used
Objective 4:	Coordinated and appropriately resourced support for ICT
Long term outcome	<ul style="list-style-type: none"> a. ICT understands the business needs and processes of services b. Staff in place with the right skills to deliver in-house expertise for key systems and infrastructure c. Arrangements in place for external support where it is more effective d. Effective procurement, making full use of systems that deliver a variety of business solutions

Underlying principles

In addition to the aim and strategic objectives of the strategy, a series of principles have been developed which should guide the management of the ICT function and the implementation of technology during the period. These principles will support the delivery of the objectives of the strategy, and should help develop the organisation's understanding of the approach that will be taken to ICT.

The council will:

1. ensure that ICT supports service delivery and drives efficient and responsive services
2. seek to minimise and standardise the portfolio of technology used to capitalise on organisation-wide licensing arrangements
3. make digital access to services as easy as possible for customers, with support and alternatives available for those who cannot use it
4. consider the ability of the organisation to support and maintain new technology and solutions as part of the procurement
5. make sure that information is freely available across the organisation
6. reduce and remove paper-based storage of information
7. use minimal customisation of software
8. consider how systems will fit together when developing new and existing software
9. disaster recovery and business continuity provision will be considered when configuring systems
10. ensure that information is protected from unauthorised use and disclosure

Delivering the strategy

This strategy continues to be ambitious, to ensure that Chorley Council is well served by information technology in delivering high quality services. The implementation of new technology and infrastructure takes time and resource to ensure that it is done properly. This means that the ICT services needs to ensure that it has in place the capacity to deliver the improvements set out in this strategy as well as arrangements to maintain business as usual.

Although the strategy sets the objectives for the organisation for three years, the actions included will be delivered in the period up to April 2015. This will support the management of the strategy delivery, and give the opportunity to review progress after one year.

The key actions will be managed through the council's project management methodology, but set out below is an overview of what will be delivered.

Key actions overview

Objective 1: High quality customer experience

1. Develop additional functionality on the website: by March 2014

The website has been well-received since it was first launched in 2012. Further improvements through this action will be put in place to make it easy for customers to move online more easily; implement the My Account feature to the site, including service expectations for the time taken to complete the work; change the infrastructure for the webforms for high volume services and introduce new forms in identified areas

2. Implement direct communications solution linked to CRM: by March 2014

This solution will enable the council to complement traditional forms of communication (such as press releases) with targeted messages directly to people who should be interested in receiving them – for example to notify them of a change to a service they receive.

3. Investigate enabling service requests through mobiles: by December 2014

The proportion of people accessing the internet through mobile devices has increased significantly in the past few years with the increased prevalence of smart phones and tablets. This work will introduce a solution to make it more straightforward to request services and report issues for high volume services from a mobile phone. This key action links to key action (1).

4. Implement terminals in Customer Services: by March 2015

To support changes to digital systems and improve customer access, this work will remodel the floor space and introduce terminals in Customer Services so customers can access online services while getting any support or help they might need from an advisor. This will help with building customer confidence and transition to online services.

5. Implement new booking system: by March 2015

This will investigate the options for a booking system for activities such as Get Up and Go and other council events and implement the selected solution.

6. Review infrastructure and usage of solutions used by customer services: by March 2014

In light of the actions to improve functionality on the website and improvements to handling service requests on mobile devices, work will be undertaken to review and improve the desktop solution used in customer services. This key action links to key action (1).

Key actions overview

Objective 2: Robust and reliable infrastructure

- 7. Investigate introduction of Office 2013 and Windows 8: by June 2014**
Work will be undertaken to identify the benefits and issues of introducing Windows 8 and Office 2013 across the organisation, including examining compatibility with applications used to deliver services. A recommendation will be made about a potential roll-out of an upgrade with an associated action plan.
- 8. Implement integrated telephony solution: by March 2015**
This action will implement changes to the telephony infrastructure, making use of the voice over IP functionality that is available through Microsoft Lync. This will make it far easier for users to access telephony as well as computer systems away from their normal desk.
- 9. Reviewing telephony provision for contact centre: by March 2015**
A review of the telephony system and software used in the contact centre will be undertaken and recommendations made for the best option for service management information and performance reporting. This is linked to key action (8).
- 10. Implementing dual screens: by March 2014**
Dual screens have already been implemented to support business efficiency in a number of service areas. Work will be undertaken to identify areas where dual screens would support service delivery and then introduce the new screens.
- 11. Update the Information Security Framework: by March 2015**
The framework is central to ensuring that the council continues to have robust and secure infrastructure, and complies with the requirements of the government public services network. This will be updated to ensure it remains relevant and robust.
- 12. Upgrade disaster recovery and business continuity provision: by March 2015**
The upgrade will include implementing new hardware at LCC and installing a secondary link to speed up recovery time and make the arrangements more robust.
- 13. Review and implement new mobile solutions: by April 2014 for councillors, by September 2014 for staff**
Councillors: this will be the review of the pilot of tablet devices and the implementation of a new member information system, which will utilise tablets to make information available to councillors in meetings and community work
Staff: to put in place improved infrastructure and mobile devices to make it easier and quicker to access digital systems, service tasks and access to up to date information. In addition, to facilitate meetings and reduce printing.
- 14. Review mobile phone provision and implement changes: by December 2014**
Review the approach taken to mobile phones provided for work purposes, make recommendations and implement changes.

Objective 3: Accessible and well-managed information

- 15. Develop additional functionality on the intranet: by September 2014**
Following the launch of the intranet, further functionality needs to be developed and implemented to ensure that it becomes a useful business tool for everyone. Planned functionality includes better and more accessible reporting of performance information; further integration of Microsoft Lync and integration of decision making.
- 16. Implement MyShare: by September 2014**
The MyShare system is already available for use. However, there is development still needed around the system to make full use of document sets for project work and templates for regularly used documents. In addition, over the period of this strategy, the use of team and personal drives will be phased out beginning with changing them to read only access.
- 17. Implement corporate EDMS system for remaining services: by March 2015**
The electronic document management system will be extended to the rest of the organisation, prioritising those services with high volumes of customer information received on a regular basis.

Key actions overview**18. Implement further phases of hybrid mail: by March 2015**

Work will be undertaken to extend the hybrid mail arrangements to outgoing mail from the organisation to customers. This will include letters from staff and councillors to customers, and a root and branch review of letters, corporate standards, mono print and standardisation work.

19. Reduce printing provision: by April 2014

The introduction and extension of technology and solutions which reduce the organisation's need for printing (such as mobile solutions, hybrid mail and the EDMS) mean that the number of multi-functional printing devices can be reduced over time. Arrangements will be made for reducing the number of devices and removal of colour devices but ensure the organisation has necessary provision in place.

20. Digitise historic land charges and planning records: by December 2013

The back scanning and digitisation of historic records for land charges and planning permission will make it easier and more efficient for customers to be able to access relevant information quickly through the website.

21. Use GIS to capture and map work schedules and business information: by September 2014

Working closely with services, work schedule information in key services will be captured and mapped using GIS. This will make it easier to manage service delivery as well as making information available for customers. This action will concentrate on streetscene services initially. In addition, other key business information on the empty property database will be captured through GIS to facilitate timely inspections of empty properties. This is linked to key action (1).

22. Launch MyWard: by December 2013

A solution designed and developed internally, this compiles and presents information for councillors about activity in their ward; ranging from service requests to planning applications and litter bin provision. Following the pilot and testing of MyWard, it will be made available to all councillors for use and developed further to provide online reports and statistical information

23. Introduce use of GIS for burial records: by December 2014

This work will make use of GIS to map burial plots and capture burial records so that they can be used in service management and make information easily accessible to customers and other stakeholders. It will also help with management of the future plots. This links to key action (5)

24. Review skills and capacity of the ICT service: by March 2014

To ensure that the ICT service is able to deliver a robust service and infrastructure, as well as delivering this strategy, the council needs to ensure that it has in place the right capacity and skills. This review will make recommendations for changes that may be needed to make the service resilient.

25. Undertake options appraisal of service provision options: by March 2015

As technology develops, and the organisation changes, it is important that consideration is given to ensuring that the service is delivered in the most economical and effective manner. The available options will be examined and recommendations made.

26. Agree further consolidation of skill and capacity for managing and administration of key business systems within the ICT service: by March 2015

Work will be undertaken to identify and agree the consolidation of capacity to manage and administer systems into the ICT service, where it is the most efficient approach.

Objective 4: Coordinated and appropriately resourced support for ICT

Responding to changing needs

The actions set out above will form the majority of the business improvement work undertaken by the ICT service. However, as a critical support service, there will be a need to respond to the changing needs of services – for example to implement new, or significantly changed, solutions. To ensure that work is effectively prioritised, work that is not planned in the organisational plan or this strategy will need a business case to be agreed by Strategy Group. This will give the opportunity to consider the organisational benefits and the resource requirements of taking a particular course of action.

Training and support

Getting the most from systems and technology in place needs the users to be trained and feel comfortable with using key applications. The consultation undertaken as part of the development of the strategy showed that services felt greater time needed to be taken when new systems are implemented to ensure that they are working as expected and users are able to fully use them. Projects and new solutions delivered through this strategy will include a period of consolidation to allow time for users to become familiarised and bugs to be fixed.

In addition, the workforce development plan includes ICT training as a priority area for the year, and interventions will be put in place to ensure that users are suitably trained in the systems they use.

Measuring the success

The delivery of the key actions will be managed through the project management methodology. This means that each action will identify the benefits that will be realised when the work is completed. However, there will be a series of key measures which will be used to monitor the success in reaching the long term outcomes. Targets for these measures will be set and monitored as key local performance indicators:

- % of service requests received online
- Number of active accounts on My Account
- % of councillors satisfied with the service received from ICT
- % of staff satisfied with the provision of ICT
- % of files on MyShare available across the organisation
- % of high importance service centre requests resolved within xx days.
- % availability of key line of business applications
- Number of incoming paper based application forms
- % of ICT strategy actions rated green or complete

Reporting and review of the strategy

The actions in the strategy will be managed and monitored through the project management methodology and the organisational plan. This means that it will be reported on a regular basis to Members through overview and scrutiny, to Strategy Group and the Executive Member. In addition, the progress in delivering the strategy will be reported on a six monthly basis to the Executive Member for Resources, Policy and Performance and to Strategy Group.

The strategy will be reviewed and refreshed at the end of 2014/15 to update the key actions and make any further changes that are necessary.

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Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for People)	Executive Cabinet	24 October 2013

CONSULTATION – DRAFT PLAY, OPEN SPACE AND PLAYING PITCH STRATEGY

PURPOSE OF REPORT

- To provide an update on the draft Play, Open Space and Playing Pitch Strategy and to seek approval for the consultation process.

RECOMMENDATION(S)

- That the draft Play, Open Space and Playing Pitch Strategy is noted and approval is given for consultation as detailed in the report.

EXECUTIVE SUMMARY OF REPORT

- The report provides an update on the emerging Play, Open Space and Playing Pitch Strategy that will provide a 5 year action plan to protect, manage, enhance and secure sites and identifies deficiencies and future priorities.
- An outline of the proposed consultation process is also provided to be undertaken over a ten week period from 11th November until 17th January 2014.
- Consultation drop-in sessions will be undertaken for each of the eight neighbourhood areas with the relevant elected Members and Parish / Town Councils. Other key stakeholders and groups will also be consulted as detailed in the report.

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)

- 6. To seek approval for consultation on the draft Play, Open Space and Playing Pitch Strategy.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 7. Not to seek approval for consultation on the draft Play, Open Space and Playing Pitch Strategy.

CORPORATE PRIORITIES

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

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

BACKGROUND

- 9. The draft Play, Open Space and Playing Pitch Strategy builds upon the Opens Spaces Study undertaken in 2011-12. The Executive Summary provides an overview of the strategy together with a 5 year action plan (see Appendix 1). Three further background documents providing detailed supporting evidence have been produced and can be accessed via the following links:
 - [Open Spaces Strategy:](http://democracy.chorley.gov.uk/documents/s39697/Open%20Spaces%20Strategy%20Background%20Information.pdf)
<http://democracy.chorley.gov.uk/documents/s39697/Open%20Spaces%20Strategy%20Background%20Information.pdf>
 - [Play Area Improvement Strategy:](http://democracy.chorley.gov.uk/documents/s39698/Play%20Area%20Improvement%20Strategy%20Background%20Information.pdf)
<http://democracy.chorley.gov.uk/documents/s39698/Play%20Area%20Improvement%20Strategy%20Background%20Information.pdf>
 - [Playing Pitch Strategy:](http://democracy.chorley.gov.uk/documents/s39699/Playing%20Pitch%20Strategy%20Background%20Information.pdf)
<http://democracy.chorley.gov.uk/documents/s39699/Playing%20Pitch%20Strategy%20Background%20Information.pdf>

- 10. The vision for the draft strategy is *‘to secure the future provision, improvement and maintenance of play areas, open space and playing pitches in Chorley, supporting safe, healthy and sustainable communities and serving the needs and aspirations of the residents of Chorley. Ensure that everyone has the opportunity to access good sport, physical activity and recreation facilities promoting their usage and improving the health and wellbeing of all’*.

- 11. The draft strategy covers three key areas:
 1. **Open spaces** – amenity / natural and semi-natural greenspace, provision for children and young people, parks & gardens, allotment, green corridors, cemeteries, churchyards & civic spaces.
 2. **Playing pitches** - football, cricket, rugby, hockey & bowling greens.
 3. **Play areas** – 81 sites (40 Council owned).

- 12. An integrated impact assessment has been undertaken and is attached in Appendix 2.

13. The draft strategy is also currently being examined by an Overview & Scrutiny Committee Task Group to ensure that the health and well-being benefits are being maximised. This work includes checking the list of sites which have been sent out to all Councillors and Parish Councils for comment and feedback.
14. The Task Group is also assessing the effectiveness of the integrated impact assessment by looking at four cases studies.
15. The recommendations made by the Task Group will be considered during the consultation period and incorporated into the final document.

CONSULTATION

16. To ensure that the draft strategy is available for comment and input from a wide range stakeholders it is proposed that consultation is undertaken over a 10 week period from 11th November 2013 until 17th January 2014.
17. For elected Members and Parish / Town Councils, drop in sessions will be arranged in the eight neighbourhood areas to clarify information and capture feedback relevant to these specific areas.
18. The following groups and organisations will also be consulted:
 - Local sports clubs.
 - Local community organisations
 - Friends groups
 - Schools
 - Chorley Natural History Society
 - Chorley Allotments Society
 - RSL's (Registered social landlords)
 - Natural England
 - Environment Agency
 - Lancashire County Council
19. Following consultation the draft strategy report will be revised and brought back to Executive Cabinet for final approval.

IMPLICATIONS OF REPORT

20. 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?	Y
No significant implications in this area		Policy and Communications	✓

COMMENTS OF THE STATUTORY FINANCE OFFICER

21. Some of the proposals set out in the strategy will be subject to further funding and will require appropriate elected Member approval.

COMMENTS OF THE MONITORING OFFICER

22. No further comments to add.

COMMENTS OF THE HEAD OF POLICY AND COMMUNICATIONS

23. The strategy should not pose any issues for the Council in meeting the objectives of its equality scheme and statutory responsibilities.

JAMIE CARSON
DIRECTOR OF PEOPLE & PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jamie Dixon	5250	07-10-2014	EC 24-10-2013 Consultation Draft Play, Open Space & Playing Pitch Strategy

Play, Open Space & Playing Pitch Strategy 2013-18

Executive Summary

Consultation draft



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1.0 WHERE ARE WE NOW?

1.1 Forward

Chorley is a district in central Lancashire that occupies a prime strategic location. It is a predominantly rural area, with approximately three quarters of the Borough being open space and countryside. This defines the Borough's character and the protection of open space from future encroachment is important for all residents of Chorley.

Chorley was granted membership of the UK Healthy Cities Network in 2013 and has a wide range of opportunities for people to get active and stay active. Our wealth of open spaces are popular and well used and vary from a doorstep green, to a town park, allotments, nature reserve or large playing field. They play an important role in community life. Much of the open space is owned and maintained by Chorley Council but residents also have permitted use of a range of privately owned spaces, such as school playing fields and private sports grounds.

Residents of Chorley have access to 297 sites classed as open space, covering 852 hectares and circa 100 playing pitch sites covering approximately 98 hectares. Chorley is identified as a growth area in Lancashire with an estimated 6,000 dwellings to be built by 2026 with a population expected to rise to up to 118,000. New open spaces will be created as part of this development to serve the growing community.

Chorley Council is committed to a programme of investment in our parks, playing pitches and open spaces to sustain quality spaces and outdoor facilities for everyone to enjoy. We also face significant with ever more pressure to reduce council spending, we need to ensure that the management and maintenance of our parks is efficient and providing value for money. However, we don't do this alone. We welcome input and assistance from many partners, groups and volunteers who, like us, are committed to enhancing and protecting our green spaces.

We are consulting on this draft strategy to share the priorities and improvements that we've identified and we welcome your views and ideas.



Councillor Beverley Murray
Executive Member (People)

1.2 Introduction

The draft Play, Open Space and Playing Pitch Strategy sets out how Chorley Council plans to protect, manage, enhance and secure its open spaces over the next five years and beyond. It focuses on sites that need to be improved or sustained to mitigate against negative trends and recommends how any identified deficiencies in provision of open space should be addressed through a five year action plan (Appendix 1).

To support the Executive Summary and the associated action plan, three supplementary documents (Appendices 2-4) have been produced covering open space, play areas and playing pitches respectively. These documents provide the full details and analysis that has been undertaken to identify the key priorities and associated actions.

The executive summary will:

- Provide an overview of the Play, Open Space and Playing Pitch Strategy focusing on the key priorities from each background document together with a combined draft action plan which prioritises both strategic and site based projects over the next five years.
- Using Health Impact Assessment (HIA) methodologies, new projects will be scoped to assess whether the health and wellbeing opportunities available to the Borough are being maximised.
- Outline how the Council, in partnership with the local community and partner agencies, can ensure total inclusion and improve existing provision for health and wellbeing.
- Prioritise future spending on play areas, playing pitches and open spaces through the combined action plan.
- Provide information to inform the Council to make decisions on the distribution of developer contributions, prioritising projects and sites according to a range of core criteria.
- Ensure that any targets identified through the strategy are delivered in a clear, collaborative and inclusive manner.
- Ensure the Borough of Chorley demonstrates equality of accessibility across both the rural and urban areas.

1.2 Background

Playing pitches, play areas and open spaces are increasingly recognised as a vital component of successful, healthy and thriving towns, cities and villages. Research shows that parks and open spaces are some of the most widely used facilities provided by local authorities and it is well documented that there are strong links between health, well-being and open space. Natural open space and green space also demonstrate economic, social, environmental benefits within society.

Urban and semi-rural environments in Chorley offer a diverse range of open space opportunities, along with the close proximity to beautiful countryside, the Leeds Liverpool Canal and 317 miles of

public rights of way. Popular open space visitor attractions include Astley Park, Go Ape treetop adventure at Rivington and Hoghton Tower. The area is also blessed with large swathes of open space including Yarrow Valley Country Park, Cuerden Valley Country Park, and the countryside to the east which forms the West Pennine Moors. These sites along with recreation grounds, sports pitches, play areas and amenity open space provide opportunities to get outside and exercise.

These open spaces also provide visual and aesthetic quality, contact with wild-space and a safe refuge for wildlife and natural habitats. The need to protect and increase the amount of open space globally has been heightened through climate change as we increasingly have to deal with hotter summers and wetter winters.

The health profile of Chorley is mixed compared with the England average. Priorities in Chorley include improving access to and the quality of local health services in emerging new health and wellbeing structures, reducing health inequalities across settings and enabling families to make healthy lifestyle choices (The Chorley Health Profile, 2013)

The following key points summarise the benefits of open space:

- Strategic functions: defining and separating urban areas, better linking town and country and providing for recreational need over a wide area
- Promoting health and well-being – providing opportunities for people of all ages for informal recreation, or to walk, cycle or ride within parks and open spaces or along paths, bridleways and canal banks. Allotments may provide physical exercise or other health benefits
- Urban quality – helping to support regeneration and improving quality of life for communities by providing visually attractive green spaces close to where people live, making areas more attractive to new employers who in turn create new employment opportunities.
- Trees and greenspaces filter air pollution, stabilise ground surfaces, intercept rainfall, flood mitigation, create visual and sound barriers, provide temporary cover for derelict sites, contribute to sheltering, shading and water protection, and decreased local air temperatures, lowering the impact of climate change.
- Havens and habitats for flora and fauna – sites may have potential to be corridors or stepping stones from one habitat to another and may contribute towards achieving objectives set out in local biodiversity action plans
- As a visual amenity, even without public access, people can enjoy having space near to them to provide an outlook, variety in the urban scene or as a positive element in the landscape. Urban greenspaces are major contributors to the quality of the environment and human health and well-being in towns and suburban areas.
- As a community resource – as a place for congregating and for holding community events, religious festivals, fetes and fairs, increases quality of life and heightens social interaction.
- Physical activity in the natural environment not only aids an increased life-span, greater well-being, fewer symptoms of depression, lower rates of smoking and substance misuse but also an increased ability to function better at work and home.
- Health Walk and Green Gym participants cited they stated being 'in the countryside' and 'contact with nature' as key motivating factors to be active.

What is Chorley Council doing to promote open space and healthy lifestyles?

Our pro-active teams are out and about in the community across the Borough helping to deliver, develop and sustain sporting and play activity along with encouraging and supporting residents to adopt a healthy and positive lifestyle.

The Council develop and work with all levels of ability and all ages by using a diverse range of sport and play methods to engage the community as a whole.

The teams work on specific projects and events, working alongside many partners both locally and nationally, to support clubs, groups and organisations to enhance what they offer in the community. Three of our projects Get up and Go, Raising the Bar and Active Generation were recognised by the London 2012 Olympic and Paralympic Games as outstanding and innovative projects and have been awarded the Inspire Mark. Other projects include Streetgames, Sportivate, Us Girls, Reach up and Go.

Our ranger team lead volunteer groups carry out practical maintenance activities and provide support to health walk leaders to run Find Your Feet and Tiny Treckers, they also organize regular guided walks through Yarrow Valley Country Park and surrounding countryside.

Our leisure centres throughout the Borough are promoted to residents and offer value to our customers, free swimming is available for children in the summer holidays to encourage families to keep fit and active.

To find out more please visit Chorley Council website and also look at the What's Happening magazine which advertises the latest activities.

Open space challenges

Improving the quality of parks and open spaces in Chorley has been, and remains, one of the council's top priorities. However, reduced financial resources have led to increasing pressure to reduce council spending generally and this has brought about a need to reassess the costs of maintaining these spaces and the way they are managed.

Community consultations have highlighted local resident's interest and desire for better quality open spaces with a good range of facilities. In order to provide improvements, funding needs to be found and the cost of future maintenance taken into account.

Also, demands on urban land and an on-going need to provide new homes to accommodate an increasing population in Chorley can mean that there is added pressure on open space, both public and privately owned. The council will ensure that it continues to have robust policies in place to protect the majority of public and private open spaces, such as playing fields and development is targeted on brown field land where possible. Providing it can be demonstrated that it would enhance the overall open space in an area, in some cases the Council may consider development on poorer quality sites in exchange for funding to improve other open space. Balanced against this is the need to ensure that future population growth is reflected in the level of open space provision.

There are no easy solutions to these challenges, but this strategy will set down solid principles to ensure that the right decisions are made to create, manage and protect quality open space for the future.

Current and future needs

Chorley has a population of 109,100 (2012 estimate) who have access to 297 sites classed as open space, covering 852 hectares and circa 100 playing pitch sites covering approximately 98 hectares. Chorley is identified as a growth area in Lancashire with an estimated 6000 dwellings to be built by 2026 with a population expected to rise to between 114,200-118,000. The council needs to ensure that there is sufficient provision of open space and sports facilities to cater for this increase. New open spaces will be created as part of this development to serve the growing community.

2.0 WHERE DO WE WANT TO GET TO?

2.1 Vision

To secure the future provision, improvement and maintenance of play areas, open space and playing pitches in Chorley, supporting safe, healthy and sustainable communities and serving the needs and aspirations of the residents of Chorley.

Ensure that everyone has the opportunity to access good sport, physical activity and recreation facilities promoting their usage and improving the health and wellbeing of all.

2.2 Objectives

- To protect and allocate open spaces where possible in the site allocations SPD.
- To guide neighbourhood working and action plans for the next five years.
- To publish a combined action plan identifying a programme of works and priority sites for investment up to 2018.
- To create 6 new junior football pitches by 2018 and deliver improvements to pitch sites that are rated as poor or average.
- By 2018 no play areas will have a low play quality.
- To increase user satisfaction in our parks and open spaces over the next 5 years, as measured by the open space survey.
- To retain 4 Green Flag sites within our parks and open spaces over the next 5 years.
- To create or refurbish at least 2 children's play areas per year for the next 5 years
- To increase the amount of allotment sites across the Borough focusing on the areas with identified deficiencies by 1.6 hectares before the end of 2017.

- Focus on identified deficiencies - particularly around quality, quantity and accessibility – and improve identified open spaces as per action plans, providing better linkages, improved community safety and standards of provision. .
- To increase community involvement in open space management by supporting at least one new group or individual per year over the next 5 years
- To provide annual reports to highlight achievements and setbacks and where necessary realign targets within action plans.
- To review the playing pitch, play area and open space strategy in year 5 in order to refresh the documents to continue 2019 – 2024.

3.0 APPROACH AND METHODOLOGY

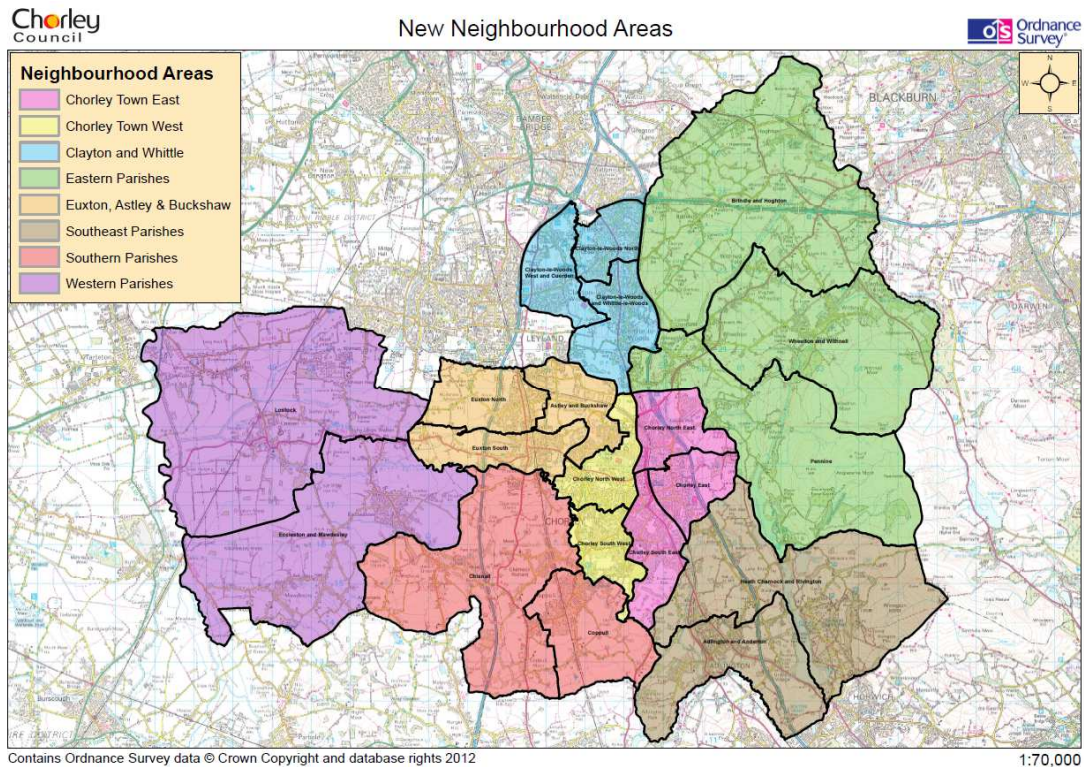
3.1 Policy context

The strategy sets out a vision and framework for the future Chorley’s play areas, playing pitches and open spaces. The strategy is also aligned and linked to policies, aims and aspirations contained in national, regional and local documents and plans including:-

National	
<ul style="list-style-type: none"> • National Planning Policy Framework (NPPF 2012) • Planning Policy Guidance Note 17 (PPG17) • NI199 – national indicator for play • Planning & Design for Outdoor Sport & Play (Fields in Trust) • Rugby Football Union National Facilities Strategy • Community Rugby League Facilities Strategy • Play Strategy for England • National Community Safety Plan • Sport England towards a level playing field 	<ul style="list-style-type: none"> • Sport England Strategy (2011/12 – 21014/15) • Sport England Youth and Community Strategy (2012-17) a sporting habit for life. • The Football Association - National Game Strategy • Grounds to Play – England and Wales Cricket Board Strategic Plan (2010 – 2013) • England Hockey (2012) • Conformity to Disability Discrimination Act
Regional	
<ul style="list-style-type: none"> • Central Lancashire Core Strategy • Central Lancashire PPG17 Open Space Study (2012) • Strategic Framework for Play in Lancashire – LCC (2010) 	<ul style="list-style-type: none"> • Lancashire County Football Association (LCFA) • Lancashire Cricket Board (LCB)
Local	
<ul style="list-style-type: none"> • Chorley Council Corporate and Strategic Priorities • Chorley Play Partnership • Sustainable Community Strategy for Chorley (2007-15) • Chorley & South Ribble Clinical Commissioning Group 	<ul style="list-style-type: none"> • Chorley Health Profile 2012 • Chorley Community Safety Partnership • Neighbourhood Plans • Asset Management Strategy

3.2 Neighbourhood Areas

The Chorley borough area is split into eight neighbourhood areas for management and development purposes. The strategy makes reference the neighborhood areas that consist of a number of wards and they are a mix of urban, semi-rural and rural settlements as illustrated below.



3.3 Open space typology and assessment

The open space in Chorley, including play areas, has been assessed under the following open space typologies as detailed in the table below. Sometimes the ‘purpose’ of a space can be hard to define, as many sites are multi-functional. Therefore a ‘primary purpose’ is identified in order to help clarify the main functions of the space. Each area of open space is only measured once.

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	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.

Site analysis measures

Each open space has been assessed, scored and mapped on a geographical information system (refer to the appendices 2-4 for more detail). The following criteria have been used:-

Quality – this depends on two things: the needs and expectations of users (people and wildlife) and good design, management, security and maintenance – i.e. ‘fit for purpose’. Green Flag Award criteria were used to calculate the quality of each site and assign a score.

Value - using data calculated from the site visits and desk based research a value score for each site is established. Value is defined in PPG17 in relation to the following three issues:

- Context of the site i.e. its accessibility, scarcity value and historic value.
- Level and type of use.
- The wider benefits it generates for people, biodiversity and the wider environment.

Quantity – this is measured in terms of the amount of provision by hectare per 1,000 population. There are quantity standards set for different types of open space for each local authority area. These are a guideline as to how much open space, sport and play/recreation provision is needed to strategically serve the area. These standards have been calculated taking into account the current provision, current population, any identified deficiencies and the estimated population in 2026 (the end date of the Core Strategy and Site Allocations DPD). This therefore identifies surplus or deficit of provision by typology by neighbourhood area.

The standards are as follows:

Typology	Recommended Standard (ha/1000 population)		
	Preston	South Ribble	Chorley
Amenity greenspace	0.54	1.33	0.73
Provision for children/young people	0.02	0.06	0.08
Parks and gardens	1.81	0.66	1.91
Natural and semi-natural	1.78	1.98	4.64
Allotments	0.17	0.08	0.07
Green corridors	-	-	-
Cemeteries/churchyards	-	-	-
Civic spaces	-	-	-
Playing Pitches	1.01	1.14	1.21

No quantity standards are set for green corridors, churchyards/cemeteries or civic spaces. The open space study states that it is not appropriate to set provision standards for green corridors in terms of quantity because of their linear nature and the demand for cemeteries/churchyards is determined by demand for burial space. Civic spaces are normally provided on an opportunistic and urban design led basis therefore no quantity standard is set.

Accessibility – if a space is not accessible, it will not be well used. It is important to make sure spaces are welcoming and accessible to residents. However, quieter spaces can contribute to the visual amenity and biodiversity value of an area.

The open space 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 spaces. The table below identifies the accessibility standards for each typology. It must be noted that accessibility must be looked at on a site by site basis, for example if access to a site means crossing busy roads, railways or water bodies it may be more appropriate to increase the quantity of open space in this locality to avoid unnecessary threats to site users.

Typology	Accessibility Standard
Amenity greenspace	10 minute walk time (800m)
Provision for children/young people	10 minute walk time (800m)
Parks and gardens	12 minute walk time (1000m)
Natural and semi-natural	10 minute walk time (800m)
Allotments	10 minute walk time (800m) / 10 minute drive time
Green corridors	No standard set.
Cemeteries/churchyards	No standard set.
Civic spaces	No standard set.

No accessibility standards are set for green corridors, churchyards / cemeteries or civic spaces. This is because it is difficult to assess green corridors against catchment areas due to their linear nature and usage. Provision of cemeteries / churchyards should be determined by demand for burial space therefore it is not appropriate to set an accessibility standard. The companion guide to PPG17 states that there is no realistic requirement to set catchments for civic spaces as the provision will not be appropriate in every environment and cannot be easily influenced through planning policy.

For play areas the following extra measures have been considered – equipment condition and life expectancy; repair and maintenance costs and inclusive play i.e. does the site have equipment for use by children regardless of their physical or learning abilities?

Quality and Value Assessment

A threshold was applied to the results to identify whether the site is of high or low quality/value (green indicates high quality / value (above 40% and 20% respectively), red indicates low quality /value (below 40% and 20% respectively). The open space study recommends what action to take based on the quality and value ratings of a site as follows:

High quality / High value	Site should be protected.
High quality / Low value	Preferred policy approach should be to enhance its value. If this is not possible the next best policy approach is to consider whether it might be of high value if converted to a different type of open space. If this is also impossible, only then is it acceptable to consider a change of use.
Low quality / High value	Preferred policy approach should be to protect site and enhance its quality. If there is a surplus of sites within that typology, and the site is not needed to remedy a deficiency in another typology, disposal of the site with the lowest value should be considered.
Low quality / Low value	If there is an identified shortfall, the policy approach should be to enhance its quality, provided it is also possible to enhance its value. If there is a surplus of sites within that typology, changing the site to another typology should be considered. If there is no shortfall in other typologies, the open space may be surplus to requirements and a change of use should be considered.

3.4 Playing Field assessment

Quality

Playing pitches were assessed on the length of grass, size of pitch, adequate safety margins, slope of the pitch, evenness of the pitch, evidence of dog fouling, evidence of litter, evidence of unofficial use, evidence of damage to the surface, changing accommodation, goal posts, car parking, line marking and training area. Pitches have been scored as:

- An excellent or good pitch = Good quality
- An average pitch = Adequate quality
- A below average pitch or poor pitch = Poor quality

Capacity

This is based on the quality rating for football and rugby pitches and the number of teams currently playing at the sites. These ratings assist in the identification of sites for improvement/development or rationalisation.

Cricket capacity is measured on a season rather than a weekly basis. A good quality wicket should be able to take 5 matches per season per grass wicket and 60 matches per synthetic wicket. Pitches have been rated as:-

- Red – the pitch is being used over capacity
- Amber – the pitch is played to capacity
- Green – the pitch is being used under capacity

3.5 Link to Open Space & Playing Pitch Supplementary Planning Document

Chorley Council's Planning Policy Team have been working in partnership with Preston Council and South Ribble Council on a Joint Core Strategy to help identify potential sites where new house allocation and development can be accommodated. This will inevitably have an impact on the demand for and distribution of open spaces across the borough. To this end a Central Lancashire Open Space Study and Playing Pitch Strategy was prepared by consultants Knight, Kavanagh and Page (KKP) in 2011. An assessment of the quantity, quality and accessibility of open space provision was carried out in accordance with the companion guide to Planning Policy Guidance Note 17 (PPG17) 'Assessing Needs and Opportunities.'

The Play, Open Space and Playing Pitch Strategy has used the data from the KKP study to form the basis of the document with updates and changes made where necessary. The strategy sets out a rationale for ensuring that the correct quantity of open space is created and secured through the planning process and that existing public and private open spaces are protected from inappropriate development. The strategy will ensure that the needs of current and future residents are taken into account, that the quality of the spaces is regularly assessed and improved and that the open spaces are well distributed and accessible to as many people as possible.

The strategy document provides an evidence base and rationale to help secure external funding for the improvement and additional provision of open space and facilities within the borough. Every new residential development in the borough contributes towards open space via developer contributions secured through S106 agreements linked to the planning process.

The full strategy is very detailed, providing an assessment of every site in the borough and can be found in appendices 2, 3 and 4. These documents form part of the evidence base for the Site

Allocations and Development Management Policies Development Plan Document (DPD) and have informed the following policies:

- HS4A: Open Space Requirements in New Housing Developments
- HS4B: Playing Pitch Requirements in New Housing Developments
- HW1: New Open Space, Sport and Recreational Facilities
- HW2: Protection of Existing Open Space, Sport and Recreational Facilities
- HW5: Allotments

They will be used to inform final decisions on sites to be protected as open spaces and playing pitches and new sites to be allocated. They will aid and confirm the process for determining provision in relation to new development within the borough. They will also determine whether the development should contribute an on-site or off site sum, determine the location for this and set the level of contribution as per the cost in the table below:

Typology	Cost per m2	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

Please refer to Central Lancashire Supplementary Planning Document Open Space and Playing Pitch, Final Version: July 2013 for more detail.

4.0 HOW WE GET THERE?

4.1 Working with partners and the community

There are many voluntary, public and private sector partners already involved in looking after the open spaces across the borough. Some act in an advisory role, others actively manage our spaces, provide key services, perform community liaison or help with funding for specific projects. These partnerships can and do bring significant benefits. Similarly, integrating open space improvements with wider programmes of neighbourhood working often gives better outcomes. We are committed to further developing a partnership, multi-agency approach to the improvement of our open spaces. Open space partners include:

- Parish Councils
- Chorley Community Housing
- Places for People
- Community Payback (Probation Service)
- Trust for Conservation Volunteers
- Private landowners / schools
- Various sports groups / clubs
- Chorley Allotment Society
- Cuerden Valley Trust
- Chorley Football Development Group
- Chorley Cricket Development Group
- Bowls forum
- Neighbourhood partnerships
- Local community and friends groups
- Chorley and District Sport Forum

Across the borough there are numerous community groups who look after the interests of their local green spaces. The council acknowledges the importance of their input, dedication and local involvement, which helps to improve, enliven and enhance our open spaces.

Chorley is very fortunate in having dedicated and committed volunteers and Friends Groups, who hold regular volunteer work days, where they carry out tasks such as weeding, scrub clearance, litter picking and planting, to supplement the council's maintenance regime. They also act as our eyes and ears on the ground and report larger maintenance issues to the council. The council will continue to support and encourage the formation of local Friends Groups and welcomes the input of local community and interest groups.

4.2 Combined five year action plan

The strategy essentially analyses and summarises the findings of the open space study. It identifies where there are deficiencies and where further provision is required. It also identifies where improvements are needed to be made to existing sites.

It is recommended that the majority of sites continue to be protected.

The action plan prioritises the sites which require improvement over a five year period and identifies where the funding will come from and who is leading the project. The majority of deficiencies in open space can be addressed by securing new provision from housing developments either on-site or by way of a financial contribution towards off-site provision.

The action plan also details when broad objectives will be implemented and who will lead on delivery of projects, for example, identifying potential sites by settlement to meet the deficit of allotments in Chorley.

A five year action plan has been produced that reflects site based and also broader objectives that will be delivered as part of the strategy. The allocation of actions is based upon the priorities identified with high priority actions starting in 2013-14 (year one) and other actions being phased across the five year period up to 2018.

The strategy and action plan is a 'living' document. As sites and circumstances change over time the document will be updated accordingly. It is also important note, that actions are not 'fixed in stone' and may be brought forward or rescheduled based upon changes in circumstances such as external funding and development opportunities.

5.0 HOW WILL WE KNOW WHEN WE'VE GOT THERE?

5.1 Monitoring

It is essential that the site assessment data is reviewed and refreshed area by area taking into account of any improvements in pitch and open space quality and increases in capacity. This will keep a tally of the surpluses / deficiencies in the borough. This will ensure that the audit and assessment data will be accurate in order to respond appropriately to the needs of the local community. This will also avoid the need for a complete review of the Strategy in the short term.

As recommendations and deficiencies are addressed it is important to continually update the base line data. The action plans will be implemented on a year by year basis. Progress will be monitored and logged and feedback sought from site users. An annual update report will be produced to highlight the achievements and setbacks encountered. New action points will be set and targets adapted as necessary dependant on what has been achieved

5.2 Review

A review of the overall strategy will take place in year five and this will form the basis of future strategy development.

6.0 NEXT STEPS...

6.1 Consultation

It is essential to involve residents, local groups and organisations in making choices and decisions about the future development and priorities for our open spaces. The draft strategy now informs a consultation and collaboration process to help create an accurate, detailed open space action plan for each neighbourhood / settlement in the borough and to ensure that the vision and objectives of Chorley Council are supported.

There may well be some tough decisions and compromises to be made in order to achieve the high quality, safe, clean and sustainable open spaces that we aspire to. However, we will ensure that we keep residents fully informed and involved in the process so that everyone understands the Council's intentions.

Consultation will be carried out with statutory and non-statutory partners, local residents, community groups and neighbourhood partnerships from November 2013 until January 2014.

Following collation and consideration of consultation feedback, a final strategy will be drafted and then be taken to the Council's Executive Cabinet approval in February / March 2014.

Play, Open Space & Playing Pitch Strategy - ACTION PLAN 2013-2018

YEAR 1 - 2013/14

	Ref.	Area / Activity	Site	Action	Who	Completion
Play Areas	PA1	Chorley Town East	Rangletts Recreation Ground	Redevelopment of site to include new play / allotments and access improvements (S106)	CBC	2014-15
	PA2	Chorley Town West	Astley Park	Development of destination play area opposite Pets Corner	CBC	2014-15
	PA3	Chorley Town West	Eaves Green	Improvements to landscaping, recreation and play provision (S106)	CBC	2014-15
	PA4	Clayton & Whittle	Carr Brook	Improvements to habitat, recreation and play provision (S106)	CBC	2014-15
	PA5	South East Parishes	Jubilee Recreation Ground	Improvements to play facilities (S106)	CBC	2014-15
	PA6	Southern Parishes	Byron Crescent	Garages to be demolished	CBC	2013-14
	PA7	Chorley Town East	The Bowers	Review site – decommission / improve	CBC	2013-14
	PA8	Chorley Town West	Railway Road - Opposite 26-30	Review site – decommission / improve	CBC	2013-14
	PA9	Chorley Town West	Coronation Recreation Ground	Improvements footpaths	CBC	2013-14
	PA10	Clayton & Whittle	Union Street	Improvements and replacement of equipment	CBC	2013-14
	PA11	Clayton & Whittle	The Ridings	Review site – decommission / improve	CBC	2013-14
	PA12	Clayton & Whittle	Gough Lane	Ball court lighting	CBC	2013-14
	PA13	Eastern Parishes	Dunham Drive	Review site – decommission / improve	CBC	2013-14
Playing Pitches	PP1	Junior Football	Astley Park / Gillibrand	Create two new junior pitches on Astley Park and one new junior pitch on Gillibrand	CBC	2013-14
	PP2	Senior Football	All senior football pitches	Protect current playing pitch stock	CBC	2013-14
	PP3	Senior Football	Gillibrand	Create two new senior pitches	CBC	2013-14
	PP4	Football Clubs	All sites	CBC to work with and support clubs in the management and improvement of facilities and to work towards achieving FA Charter Standard accreditation. To include planning / application stages; development of lease arrangements (where appropriate) and advice regarding funding.	CBC / Football clubs	On-going
	PP5	Cricket / Bowling Clubs	All sites	Continue to support the development group to improve sites / facilities	CBC / Cricket & Bowling Clubs	On-going
Open Spaces	OS1	South East Parishes	Open spaces in Adlington	All existing open spaces to be protected and allocated in the Site Allocations DPD.	CBC	2013-14
	OS2	Euxton, Astley & Buckshaw	Open spaces in Buckshaw			
	OS3	Chorley Town West & East	Open spaces in Chorley Town			
	OS4	Clayton & Whittle	Open spaces in Clayton-le-Woods			
	OS5	Western parishes	Open spaces in Ecclestone			
	OS6	Euxton, Astley & Buckshaw	Open spaces in Euxton			
	OS7	Clayton & Whittle	Open spaces in Whittle-le-Woods			
	OS8	Eastern parishes	Open spaces in Withnell/Brinscall			
	OS9	Other villages*	Open spaces in other Villages			
	OS10	Southern Parishes	Open spaces in Coppull			
	OS11	Clayton & Whittle	Open spaces in Clayton Brook/Green			
	OS12	Clayton & Whittle	Site 1631 (Land off Meadow Lane)	Currently allocated in the Local Plan as a proposed play space (LT13.11) however it is used as an open space so the allocation should be changed to existing open space in the Site Allocations DPD.	CBC	2013-14
	OS13	South East Parishes	Amenity green space at Acresfield	Site (Ref 1285) To be de-allocated as the site now has planning permission for housing.	CBC	2013-14
	OS14	Euxton, Astley & Buckshaw	Site 1613 (Euxton Hall Park)	Currently allocated in the Local Plan as a proposed play space (LT13.15) however it is used as open space so the allocation should be changed to existing open space in the Site Allocations DPD.	CBC	2013-14
	OS15	Southern parishes	Open space off Mountain Road, Coppull	De-allocate the area of open space off Mountain Road. (Site is in a secluded location and is not overlooked which may raise security issues and it does not serve any visual amenity value).	CBC	2013-14
	OS16	Euxton, Astley & Buckshaw	Pear Tree Lane (new allotments)	New site for allotments to be allocated at site 2: Adjacent Pear Tree Lane.	CBC	2013-14
	OS17	Southern parishes	Station Road, Coppull (new allotments)	New site for allotments to be allocated at site 7: Rear of 81-101 Station Road.	CBC	2013-14
	OS18	South East Parishes	Bolton Road, Adlington (new allotments)	New site for allotments should be allocated at site 1: Rear of 62-76 Bolton Road.	CBC	2013-14
	OS19	Clayton Brook / Green	Manor Road (existing allotments)	To be allocated in the Site Allocations DPD and protected for that use.	CBC	2013-14
	OS20	Eastern parishes	Play space off Withnell Fold Old Road	Site (1627) currently allocated in the Local Plan as a proposed play space (LT13.8) however it is used as open space so the allocation should be changed to existing open space in the Site Allocations DPD	CBC	2013-14
	OS21	Clayton Brook / Green	Amenity greenspace at Westwood Road	De-allocate the amenity greenspace at Westwood Road (ref 1508). The site scores poorly for both quality and value and the site is privately owned and is not accessible.	CBC	2013-14
	OS22	All areas	All sites	Ensure that the priorities and actions outlined in the Play, Open Space and Playing Pitch Strategy are considered as part of the neighbourhood working actions and projects.	CBC	On-going

*Other villages - Abbey Village, Bretherton Brindle, Brindle - Gregson Lane, Charnock Richard, Croston, Higher Wheelton, Hoghton, Hoghton Gib Lane, Mawdesley & Wheelton

Play, Open Space & Playing Pitch Strategy - ACTION PLAN 2013-2018

YEAR 2 - 2014/15

	Ref.	Area / Activity	Site	Action	Who	Completion
Play Areas	PA14	Chorley Town West	Coronation Recreation Ground	£50K investment in resurfacing of tennis courts and replacement of boundary mesh fencing and nets.	CBC	2014-15
	PA15	South East Parishes	King George V Play Area	£50K investment in improving the play provision for 8-12 year olds (replacement of play equipment, boundaries and safety surfacing where necessary).	CBC	2014-15
	PA16	Chorley Town West	Buttermere Green Play Area	Improvements to play area (S106 and external funding).	CBC	2014-15
	PA17	South East Parishes	Grafton Street play area	Improvements to play area (Play and Rec. fund or possible S106)	CBC	2014-15
	PA18	Chorley Town East	Howarth Road, (Rivington View)	Installation of a new play area by developer as agreed in planning application.	CBC	2014-15
	PA19	Chorley Town West	Stansted Road play area	Review site / improve	CBC	2014-15
	PA20	Southern Parishes	Byron Crescent	Improvements to play area (dependant on terms of S106)	CBC	2014-15
	PA21	Clayton & Whittle	Broom Close	Review site / improve	CBC	2014-15
	PA22	Clayton & Whittle	Dahlia Close	Review site / improve	CBC	2014-15
	PA23	Western parishes	Station Road, Croston	Improvements to play area (S106 & external funding)	CBC	2014-15
	PA24	Borough wide	All sites	All sites to be assessed for inclusive play (disability) equipment by 2015	CBC	2014-15
Playing Pitches	PP6	Football clubs	All football pitches	Work with clubs to ensure that sites are not played beyond their capacity and encourage play, where possible, to be transferred to alternative venues which are not operating at capacity.	CBC / Football clubs	On-going
	PP7	Junior football	All football pitches	Re-designation of senior pitches for which there is an oversupply to accommodate junior pitches.	CBC	2014-15
	PP8	Junior football	Eaves Green & Rangletts Rec. Ground	Create new junior pitch at Eaves Green and Rangletts Recreation Ground.	CBC	2014-15
	PP9	Senior Football	All senior pitches	Review anticipated surplus of senior pitches and consider addressing current / future deficit of junior and mini pitches. However, also ensure that some senior pitches are retained for strategic reserve.	CBC	2014-15
	PP10	Womens & girls football	Central football sites	Review central venue sites to accommodate anticipated growth in womens / girls football and improvements to the quality and standard of changing rooms to accommodate segregated changing.	CBC	2014-15
	PP11	Junior football	All existing (2013) junior sites	Review existing junior pitch stock and identify improvements to the quality and capacity.	CBC	2014-15
	PP12	Junior / mini football	All junior / mini football sites	Work with clubs to achieve FA Charter Standard accreditation. As a target, work to achieve at least 75% (from the current baseline of 20%) of youth and mini teams playing within a Charter Standard club (in line with national targets) by 2015.	CBC	2015-16
	PP13	Mini pitch	Jubilee Recreation Ground	Create new mini pitch.	CBC	2014-15
	PP14	Cricket	All cricket pitches	Consider increasing the quality of cricket pitches where necessary and support clubs to develop their ancillary facilities to further meet local needs.	CBC / Cricket clubs	On-going
	PP15	Cricket	All cricket clubs	Encourage & support development of junior girls / womens cricket and ensure that any facilities developed support opportunities for womens / girls competitive cricket.	CBC / Cricket clubs	On-going
	PP16	Cricket	All cricket clubs	Support clubs to develop and improve practice facilities and development of cricket informally in parks.	CBC / Cricket clubs	On-going
	PP17	Rugby League	Chorley Rugby League	Work with Chorley Rugby League to support its facility development plan and encourage and support further development of school and college rugby league.	CBC / Chorley RL	On-going
	PP18	Rugby Union	Chorley RFC	Work with Chorley RFC to develop links with their new facilities and West way playing fields. Encourage and support further development of school rugby union.	CBC / Chorley RFC	2014-15 On-going
	PP19	AGP pitches – rugby, football & hockey	Bishop Rawstorne High school, Croston & Chorley RFC	Creation a two new AGP in Chorley to meet current and future demand.	BRHS / Chorley RFC	2014-15
	PP20	AGP pitches – rugby, football & hockey	All AGP sites	Work to ensure that plans are in place to maintain AGP quality in the long term and make quality improvements to AGPs to address current issues.	CBC	On-going
	PP21	Bowling	All bowling greens	Consider Increasing the quality of bowling greens where necessary.	CBC	On-going
PP22	Bowling	All bowling clubs	Support clubs to develop their ancillary facilities to further meet local needs and ensure that any facilities developed support opportunities for increasing participation of a wider range of age groups.	CBC / Bowling Clubs	On-going	
PP23	Education	Schools	Secure existing community use through implementation of formal community use agreements where they are not currently in existence in order to provide sustainable community access.	CBC / schools	On-going	
PP24	Education	Schools	Ensure appropriate access to changing provision on school sites to support community use of their playing fields and sports grounds/courts.	CBC / schools	On-going	
Open Spaces	OS23	Chorley Town West	Allotments - Rangletts Recreation Ground	New allotments to be created as part of overall site development.	CBC	2014-15
	OS24	Borough wide	Allotments	Seek further opportunities to create new allotments giving priority to sites in areas with identified deficiencies.	CBC	On-going
	OS25	Clayton & Whittle	Cuerden Valley	Work together with Cuerden Valley Country Park to support its future development.	CBC / CVCP	On-going

Play, Open Space & Playing Pitch Strategy - ACTION PLAN 2013-2018

YEAR 3 - 2015/16

	Ref.	Area / Activity	Site	Action	Who	Completion
Play Areas	PA25	Chorley Town East	Harpers Lane Rec. Ground	£50K investment in replacing equipment, boundaries and safety surfacing in the toddler play area.	CBC	2015-16
	PA26	Chorley Town East	Tatton Recreation Ground	£50K investment in improving the play provision for the toddler to 8 year old age bracket (replacement of equipment boundaries and safety surfacing where necessary)	CBC	2015-16
	PA27	Eastern parishes	Abbey Village Play Area	Improvements to play area.	CBC	2015-16
	PA28	Eastern parishes	Orchard Drive	Review site / improve.	CBC	2015-16
	PA29	Southern parishes	Millennium Green, Mawdsley	Review site / improve (possible S106)	CBC	2015-16
Playing Pitches	PP25	Senior Football	Westway	Improve drainage (S106)	CBC	2015-16
	PP26	Senior / Junior Football	Westway / Astley Park	Consider making Astley Park Junior only provision and Westway Senior only provision.	CBC	2015-16
	PP27	Junior football	Primary school sites	Work to maximise primary school sites to address the shortfall of junior pitches and ensure site security and access to changing facilities is enhanced.	CBC / Schools	On-going
	PP28	All football	School sites	Increase community use at school sites (where there is junior or senior pitches) to accommodate junior teams and latent demand.	CBC / Schools	On-going
	PP29	Mini football	Senior pitch sites	Meet likely future deficiencies in mini pitches by utilising senior pitches in areas of oversupply and marking out more pitches where land is available on existing sites.	CBC	2015-16
	PP30	Mini football	Primary school sites	Encourage greater usage of primary school sites to cater for mini-soccer demand	CBC / Schools	On-going
	PP31	Mini football	All relevant sites	Increase the quality and standard of changing rooms to accommodate segregated changing	CBC	On-going
Open Spaces	OS26	Chorley Town West / South East Parishes	Chorley & Adlington cemetery	Consider extension to Chorley and Adlington cemeteries to meet the demand for future burial facilities.	CBC	2015-16
	OS27	South East Parishes	New allotments – Adlington	Consider creation of new allotments at Adlington adjacent to potential extension to Adlington cemetery.	CBC	2015-16
	OS28	Clayton & Whittle	Whittle-le-Woods	Consider potential to formalise sites of a different typology in Whittle-le-Woods to address lack of parks provision. For example, Carr Brook Linear Park (green corridor) or Meadow Lane (amenity green space) could be improved to meet the identified deficiency.	CBC	2015-16

YEAR 4 - 2016/17

	Ref.	Area / Activity	Site	Action	Who	Completion
Play Areas	PA30	Eastern parishes	Lodge Bank	Review site - Replacement of toddler multi-unit	CBC	2016-17
	PA31	Clayton & Whittle	Union Street	Review site / improve	CBC	2016-17
	PA32	Eastern parishes	Knowley Brow, Heapey	Review site / improve	CBC	2016-17
	PA33	Southern parishes	Wymott Park, Ulnes Walton	Review site / improve	CBC	2016-17
	PA34	Euxton, Astley & Buckshaw	Milestone Meadow	Review site / improve	CBC	2016-17
Playing Pitches	Delivery of on-going actions					
Open Spaces	OS29	Western parishes	Eccleston	Consider options to address lack of amenity green space provision identified in Eccleston.		

Play, Open Space & Playing Pitch Strategy - ACTION PLAN 2013-2018

YEAR 5 - 2017/18

	Ref.	Area / Activity	Site	Action	Who	Completion	
Play Areas	PA35	Whittle & Clayton	Osborne Drive	Improvements to play area	CBC	2017-18	
	PA36	Southern parishes	Tarnbreck Drive, Mawdsley	Review site / improve	CBC	2017-18	
	PA37	Southern parishes	Jubilee Way, Croston	Review site / improve	CBC	2017-18	
	PA38	Euxton, Astley & Buckshaw	Foxcote Play Area	Improvements to play area	CBC	2017-18	
Playing Pitches	Delivery of on-going actions						
Open Spaces	Delivery of on-going actions						
	Review strategy				CBC	2017-18	

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Integrated Impact Assessment

Name of the service, policy, strategy or project being assessed	Play, Open Space and Playing Pitch Strategy		
What does the service, policy, strategy or project do?	Provides a 5 year strategy and action plan for play areas, open space and playing pitches.		
Who is it intended to benefit and how?	Residents and visitors to Chorley borough.		
Officer responsible for completing the assessment	Lindsay Blackstock / Jamie Dixon		
Date of Assessment	30/08/2013	Date of Review	TBC

Introduction

What is an Integrated Impact Assessment?

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

Why do we need to do Impact Assessments?

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

Quick Steps for Completion

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

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

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

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

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

Equality Impact Assessment	Yes	No			Evidence	Further action required
1. Have consultations with relevant groups, organisations or individuals indicated that this particular activity will create problems which are specific to them?	Yes				Strategy based on previous open spaces study undertaken in 2011	Further consultation to be undertaken with relevant groups / stakeholders prior to the formal approval of the new strategy.
What potential impact does this activity make to:						
	P	N	U	NI	Evidence	Further action required
1. Equality of opportunity amongst customers of different ages (Age)	P				Wide variety of provision of sites across the borough for various age ranges.	Address any identified deficiencies as detailed in the strategy.
2. Equality of opportunity amongst with or without a physical or mental disability (Disability)	P				Variety of sites across the borough for various disabilities.	Address any identified deficiencies as detailed in the strategy.
3. Equality of opportunity amongst customers of different gender backgrounds (Gender Reassignment)	P				Sites provide equal opportunity for all gender backgrounds.	
4. Equality of opportunity amongst customers who are pregnant or parents (Pregnancy and Maternity)	P				Wide variety of provision of sites across the borough for various age ranges.	Address any identified deficiencies as detailed in the strategy.
5. Equality of opportunity amongst customer groups of different racial backgrounds (Race)	P				Sites provide equal opportunity for all racial backgrounds.	
6. Equality of opportunity amongst customers of different religions (Religion or Belief)	P				Sites provide equal opportunity for all religious backgrounds.	
7. Equality of opportunity amongst customers that live in different parts of Chorley (Rurality)	P				Wide variety of provision of sites across the borough including rural areas.	Address any identified deficiencies as detailed in the strategy.

8. Equality of opportunity amongst male and female customers (Sex)	P				Sites provide equal opportunity for male and female customers.	
9. Equality of opportunity amongst customers of different sexual orientations (Sexual Orientation)	P				Sites provide equal opportunity for all sexual orientations.	

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
1. The effective protection of Chorley's environment. Possible issues to consider are; <ul style="list-style-type: none"> Limiting waste generation & encouraging recycling Limiting factors that contribute to climate change Protection of and improving access to the natural environment 	P				The strategy seeks to protect, enhance and secure playing pitches, play areas and open spaces.	Address any identified deficiencies or areas for improvement as detailed in the strategy.
2. Prudent usage of natural resources. Possible issues to consider are; <ul style="list-style-type: none"> Limiting use of non sustainable energy, water, minerals and materials Reducing the need to travel and encouraging walking, cycling and low carbon modes of travel 	P				The strategy seeks to protect and secure sites to provide equal provision across settlements.	Address any identified deficiencies or areas for improvement as detailed in the strategy.
3. Social progress amongst all of Chorley's communities. Possible issues to consider are; <ul style="list-style-type: none"> Opportunities for education and information Provision of appropriate and sustainable housing Reduced fear of crime and community safety Access to cultural and leisure facilities Encouraging engagement and supporting volunteering 	P				Sites provide equal opportunity for all social backgrounds and accessibility to cultural, leisure and volunteering opportunities.	

Sustainability Impact Assessment	P	N	U	NI	Evidence	Further action required
<p>4. A vibrant local economy in Chorley. Possible issues to consider are;</p> <ul style="list-style-type: none"> Supporting better quality jobs and developing the skills of local residents Supporting local business by procuring goods and services locally Strengthening links with public, private and third sector partners 	P				Sufficient and well managed open spaces will enhance the local environment, health and wellbeing of residents thus supporting the local economy.	

Health Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
<p>1. Encouraging healthy lifestyles across Chorley's population. Possible issues to consider are;</p> <ul style="list-style-type: none"> Diet and nutrition Exercise and physical activity Substance use: tobacco, alcohol and drugs Risk taking behaviour Education and learning, or skills 	P				Wide provision of access to open spaces providing and promoting opportunities for exercise and physical activity.	
<p>2. Promoting a positive social environment for all of Chorley's residents. Possible issues to consider are;</p> <ul style="list-style-type: none"> Social status Employment (paid or unpaid) Social/family support Stress/Mental Health Income 	P				Wide provision of public open space providing opportunities for family activities and social inclusion.	

Health Impact Assessment	P	N	U	NI	Evidence	Further action required
3. Promoting a positive physical environment across Chorley. Possible issues to consider are; <ul style="list-style-type: none"> • Living conditions • Working conditions • Accidental injuries or public safety • Transmission of infectious disease 	P				Wide provision of public open space that enhances the physical environment and promotes healthy living and working conditions.	

Reputational Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
<p>1. Chorley Council's reputation. Possible issues to consider are;</p> <ul style="list-style-type: none"> • Proving to local residents that we provide value for money • Informing and engaging with local residents • Building trust and confidence in Chorley Council • Improving customer satisfaction with council services • Chorley Council's role as a community leader 	P				Chorley Council owns and maintains much of the open space. Maintenance of greenspace is regarded as being of good or excellent quality by residents.	
<p>2. Our ability to deliver the Corporate Strategy. Issues to consider are;</p> <ul style="list-style-type: none"> ▪ A council that consults and engages with residents ▪ An ambitious council that continually strives to improve 	P				The strategy directly supports and helps to deliver <i>clean, safe and healthy communities and to involve residents in improving their local area and equality of access for all.</i>	
<p>3. Our ability to deliver the Sustainable Community Strategy. Issues to consider are;</p> <ul style="list-style-type: none"> • Strong Family Support • Education and Jobs • Being Healthy • Pride in Quality Homes and Clean Communities • Safe Respectful Communities • Quality Community Services and Spaces • Vibrant Local Economy • Thriving Town Centre, Local Attractions and Villages • Sustainable Places and Transport 	P				The strategy supports the SCS by providing open spaces that promote economic, social, environmental and health benefits.	

Integrated Impact Assessment Action Plan

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

Actions needed following Integrated Impact Assessment	Start Date	End Date	Lead Officer
Further review to be undertaken by the Overview and Scrutiny Committee.	Sep-13	Dec-13 TBC	Jamie Dixon
Further consultation with groups and stakeholders to be undertaken prior to final approval.	Nov-13	Jan-14	Lindsey Blackstock

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Agenda Item 8



Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for Places)	Executive Cabinet	24 October 2013

SCRAP METAL DEALERS ACT 2013

PURPOSE OF REPORT

1. To advise Members of new legislation relating to the scrap metal industry and to consider arrangements to enable the Council to discharge its functions under the Scrap Metal Dealers Act 2013.

RECOMMENDATION(S)

2. It is recommended that:
 - (a) the Director of People and Places be authorised to:-
 - grant or renew a licence of a Scrap Metal Dealer under the Scrap Metal Dealers Act 2013.
 - serve Notice of a proposal to refuse or cancel a licence of a Scrap Metal dealer under the Scrap Metal Dealers Act 2013.
 - serve notice of a proposal to vary a licence of a Scrap Metal Dealer under the Scrap Metal Dealers Act 2013.
 - determine applications for a licence of a Scrap Metal Dealer under the Scrap Metal Dealers Act 2013 where it is the intention to refuse or cancel a licence or to vary a licence under section 4 of the Act where the applicant has not served notice requiring the opportunity to make representations to the authority in respect of the proposal to refuse or cancel a licence, or to impose conditions on a licence.
 - institute legal proceedings in respect of any breaches of the provisions of the Act.
 - (b) where the Director of People and Places proposes to refuse or to cancel a licence or to vary a licence under section 4 of the Act and the applicant has given notice to the authority within the prescribed time that they require the opportunity to make representations about that proposal, the relevant Cabinet Member be authorised to conduct the hearing and determine the application on the Cabinet's behalf.
 - (c) Executive Cabinet approve the fees set out in paragraph 53 of the report in respect of Scrap Metal Dealers Licences.
 - (d) Council constitution be amended to incorporate the approved changes in the Officer Delegation Rules contained in part 4 of the Constitution consequent to the decisions at (a) to (c) above.

EXECUTIVE SUMMARY OF REPORT

3. The Scrap Metal Dealers Act 2013 (the Act), received royal assent on 28 February 2013 and will be brought into force on 1st October 2013. This Act repeals the Scrap Metal Dealers Act 1964 and replaces part of the Vehicles (Crime) Act 2001 concerned with Motor Salvage Operators.

4. Whilst retaining a principal regulator role for Local Authorities, the Act introduces a new and arguably tougher regulatory regime for scrap metal dealing and vehicle dismantling, with new powers permitting Local Authorities to refuse, review, suspend and revoke a licence for this purpose and to enter and inspect such premises.
5. The Act also provides Local Authorities with the power to set locally (in accordance with Statutory Guidance to be issued on the matter) different charges for different type of metal dealers, on a cost recovery basis.

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)

6. In order for the Council to meet its statutory obligations under the ‘Act’

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. The Cabinet could choose not to delegate its powers to the Director of People and Places and/or the relevant Cabinet Member and determine all matters arising under the legislation.

CORPORATE PRIORITIES

8. This report relates to the following Strategic Objectives:

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

BACKGROUND

9. The Scrap Metal dealers Act 2013 (“the Act”) received royal assent on 28th February 2013 and is expected to come fully into force from 1st October 2013.
10. The Act repeals the Scrap Metal Dealers Act 1964 (and linked legislation) and Part 1 of Vehicles (Crime) Act 2001, creating a revised regulatory regime for the scrap metal recycling and vehicle dismantling industries. The Act maintains local authorities as the principal regulator but gives them the power to better regulate these industries by allowing them to refuse to grant a licence to ‘unsuitable’ applicants and a power to revoke licences if the dealer becomes ‘unsuitable’.
11. The Act provides that an application for a licence must be accompanied by a fee. The fee is to be set locally by each local authority on a cost recovery basis, but local authorities will

have a duty to have regard to guidance issued by the Secretary of State which will outline the issues that should be considered by them when setting the fee and what activities the fee can cover. This fee will be an essential component of the new regime as it will provide local authorities with the funding they need to administer the regime and to ensure compliance.

12. The Act aims to raise trading standards across the scrap metal industry by requiring more detailed and accurate records of transactions to be kept. Scrap metal dealers will also be required to verify the identity of those selling metal to them.
13. The Act incorporates the separate regulatory scheme for motor salvage operators under the Vehicles (Crime) Act 2001 into this new regime. This is to replace the current overlapping regimes for the vehicle salvage and scrap metal industries with a single regulatory scheme. The Act also revises the definition of 'scrap metal dealer' and 'scrap metal' to ensure they reflect the twenty-first century scrap metal industry.

SUMMARY OF THE ACT

14. The Act defines a "scrap metal dealer" as a person who is for the time being carrying on business as a scrap metal dealer, whether or not authorised by a licence.
15. It further states that "scrap metal" includes:
 - a. any old, waste or discarded metal or metallic material, and
 - b. any product, article or assembly which is made from or contains metal and is broken, worn out or regarded by its last holder as having reached the end of its useful life.
16. The following is not considered to be "scrap metal":
 - a. gold,
 - b. silver, and
 - c. any alloy of which 2 per cent or more by weight is attributable to gold or silver.
17. Provisions allow for the Secretary of State by order to amend these definitions of "scrap metal" for the purposes of this Act.
18. Section 1 of the Act requires that a scrap metal dealer obtains a licence from the local authority in order to carry on business as a scrap metal dealer. It will be an offence to carry on a business as a scrap metal dealer in breach of the requirement to hold a licence. This offence is punishable on summary conviction with a fine not exceeding level 5 (£5,000) on the standard scale.
19. Section 2 provides further detail in respect of the licence, including that there will be two types of licence, one for a site and the other for a mobile collector (for those carrying on business otherwise than at a site). A power is provided for the Secretary of State to prescribe the form and content of the licences in regulations.
20. A site licence will be issued by the local authority in whose area a scrap metal site is situated and will require all of the sites at which the licensee carries on the business as a scrap metal dealer within the local authority area to be identified and a site manager to be named for each site. In doing so, they will be permitted to operate from those sites as a scrap metal dealer, including transporting scrap metal to and from those sites from any local authority area.
21. A mobile collector's licence will authorise the licensee to operate as a mobile collector in the area of the issuing local authority, permitting them to collect any scrap metal as appropriate. This includes commercial as well as domestic scrap metal. The licence does not permit the collector to collect from any other local authority area; a separate licence would need to be obtained from each local authority in whose area the individual wished to collect in. A licence also does not authorise the licensee to carry on a business at a site within any area - should a collector wish to use a fixed site, they would need to obtain a site licence from the relevant local authority. There is no restriction as to the location where the collector can transport and sell their metals.
22. A licence will be issued for a period of three years from the date of issue. The Secretary of State will have the power under paragraph 1(4) of the Act to alter the duration of the licence.

23. Section 3 requires that the licensing authority has to be satisfied that an applicant is a suitable person to carry on business as a scrap metal dealer. In considering suitability, the local authority may have regard to any relevant information, including whether any relevant enforcement action has been taken against the applicant or whether the applicant has been convicted of a relevant offence. The Secretary of State has a power to prescribe in regulations the meaning of relevant offence and relevant enforcement action. It is intended that this will be in line with the criteria used by the Environment Agency when issuing environmental permits under the Environmental Protection Act 1990. The authority must also have regard to any guidance on determining suitability which will be issued from time to time by the Secretary of State, and the authority may consult with other organisations to assist in determining suitability.
24. Section 3 also allows local authorities, when issuing a licence, to include conditions on it if the licensee or site manager has been convicted of a relevant offence. Subsection (8) specifies the two conditions that can be imposed by local authorities on a licence, namely:
 - a. that the dealer must not receive scrap metal except between 9 a.m. and 5p.m. on any day;
 - b. that all scrap metal received must be kept in the form in which it is received for a specified period, not exceeding 72 hours, beginning with the time when it is received.
25. Section 4 provides the licensing authority with the discretion to revoke a licence on particular grounds, including where the local authority is no longer satisfied that the licensee is a suitable person to carry on the business as a scrap metal dealer. The revocation of a licence can only be carried out by a local authority as the licensing authority.
26. Section 4 also allows the licensing authority to vary a licence, imposing the conditions above, if the licensee or a site manager is convicted of a relevant offence.
27. Section 6 places a duty on the local authority to supply any such information as requested relating to a scrap metal licence to any other local authority in England and Wales, the Environment Agency, the Natural Resources Body for Wales and to police forces.
28. Section 7 requires that a register of licences issued under the Act should be maintained by the Environment Agency in England and the Natural Resources Body for Wales in Wales. Local authorities will provide the appropriate information on all licences issued in their geographic areas in order that this register can be updated regularly. The register will be made openly accessible to the public and will include: the name of the authority which issued the licence; the name of the licensee; any trading name; the type of licence; the site(s) covered by the licence and the expiry date of the licence.
29. Section 10 requires that the licensee display a copy of their licence. For site operators this must be in a prominent place in an area accessible to the public. For mobile collectors, it must be in a manner which enables the licence to be easily read by a person outside the vehicle. A criminal offence is committed by any scrap metal dealer who fails to fulfil these requirements. This offence is punishable on summary conviction with a fine not exceeding level 3 on the standard scale (£1000).
30. Section 11 places a requirement on scrap metal dealers, site managers and employees who have been delegated the responsibility to do so, to verify the identity of the person they are receiving metal from and the person's address. This verification must be done by reference to data, documents or other information obtained from a reliable or independent source, such as the Identity and Passport Service, the Driver and Vehicle Licensing Agency, a bank or utility company etc. The Secretary of State will prescribe in regulations the data or documents which are sufficient or not sufficient as the case may be, for verifying identity.
31. It will be an offence not to obtain and verify the seller's identity, punishable by a fine not exceeding level 3 on the standard scale. The offence will apply to the scrap metal dealer, the site manager and any person, who under arrangements made by either the scrap metal dealer or the site manager, has responsibility for fulfilling this requirement on behalf of the business.
32. Section 13 sets out the record-keeping requirements in respect of any scrap metal received by a scrap metal dealer in the course of their business. Information that is required to be recorded includes the type of metal being purchased; the time/date of the transaction; personal information on the seller; who is acting on behalf of the dealer and proof of the

non-cash transaction. Failure to comply with the requirements of this section is an offence attracting a penalty up to level 5 on the standard scale.

33. The legislation places a shared enforcement responsibility for this new statutory duty on both Chorley Borough Council and the Police.

IMPLEMENTATION TIMETABLE

34. The main provisions of the Act commence on 1st October including the offence of buying scrap metal for cash.
35. Dealers and motor salvage operators registered immediately before 1st October will be deemed to have a licence under the Act from 1st October.
36. Provided the dealer submits an application for a licence on or before 15th October their deemed licence will last until the Council either issues them with a licence or gives them notice of the decision to refuse them a licence, although they will be able to continue trading pending an appeal against that decision.
37. Where a dealer submits an application on or before 15th October but does not supply all the required information with the application form then the deemed licence remains in effect after 15th October.
38. Where a dealer with a deemed licence fails to submit an application on or before 15th October the deemed licence will lapse on 16th October.
39. Other Scrap Metal Dealers, not previously registered, will be able to apply for a licence from 1st October, but will have to wait until a licence is granted before they can legally trade.
40. Local authorities will complete suitability checks on applicants and decide whether to issue licences. We recommend that decisions on whether to grant or refuse a licence to previously registered dealers are made before 1st December.
41. All other enforcement provisions within the Act commence on 1st December.

CURRENT SITUATION

42. The Home Office guidance and underpinning statutory instruments which support the Act was released very recently and some of which is still to be released at the time of writing this report. Therefore, officers were unable to prepare a report for the Cabinet to consider the new arrangements prior to the commencement of the new Act.
43. At the time of writing there are 3 registered scrap metal dealers and 4 motor salvage dealers. There are no itinerant collectors registered with the Council but no doubt there are a number operating within the district. These will have to be identified and licensed in future.
44. They have all been visited by a Public Protection Officer to advise them of their duties under the new Act and to consult on the proposed fee. All the operators were happy with the information provided and the proposed fee as quoted in paragraph 53 below.
45. It is anticipated that at the date of the meeting to receive this report that all of the above operators will have applied under the new Act and the accompanying fee as proposed below, will have been paid. Should the proposed fees be amended by Cabinet then a refund or recharge will be made to the operators as appropriate.

PROPOSED DELEGATIONS

46. Under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 the provisions this Act are defined as executive functions which fall within the remit of the Cabinet.
47. It is recommended that the Director of People and Places be authorised to:-
- a. Grant or renew a licence of a Scrap Metal Dealer under the Scrap Metal Dealers Act 2013.
 - b. Serve Notice of a proposal to refuse or cancel a licence of a Scrap Metal Dealer under the Scrap Metal Dealers Act 2013.
 - c. Serve notice of a proposal to vary a licence of a Scrap Metal Dealer under the Scrap Metal Dealers Act 2013.

- d. Determine applications for a licence of a Scrap Metal Dealer under the Scrap Metal Dealers Act 2013 where it is the intention to refuse or cancel a licence or to vary a licence under section 4 of the Act, where the applicant has not served notice requiring the opportunity to make representations to the authority in respect of the proposal to refuse or cancel a licence, or to impose conditions on a licence.

48. Where the Director of People and Places proposes to refuse or to cancel a licence or to vary a licence under section 4 of the Act and the applicant has given notice to the authority, within the prescribed time that they require the opportunity to make representations about that proposal, the Act makes provision for a hearing of representations to be held. In such instances, it is recommended that the relevant Cabinet Member be authorised to conduct the hearing and determine the application on the Cabinet's behalf. This therefore means that any hearings of representations will not be conducted by the licensing committee.

PROPOSED LICENCE FEES

49. An application for a licence must be accompanied by a fee. The fee will be set locally by each local authority on a cost recovery basis having had due regard to the guidance from the Home Office. This was published on the 9th August and says :-

“The fee raising power is an essential component of the legislation and it will provide local authorities with the funding they need to administer the regime and ensure compliance. The costs of the a licence should reflect the time spent assessing and administering applications, processing them, having experienced licensing officers review them, storing them, consulting on the suitability of the applicant, reviewing relevant offences, the decision on whether to issue a licence, as well as the cost of issuing licences in a format that can be displayed. Consulting the local authority’s enforcement records in order to determine the suitability of the applicant is chargeable within the licence fee costs as are costs associated with contested licence applications. Authorities should review fees regularly to check whether they remain appropriate.”

50. The Home Office has decided that under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 this Act will fall as an executive function. The Council must also have regard to the European Service Directive 2006 and The Provision of Services Regulations 2009 when setting fees.

51. An important point arising out of the recent judicial review (Hemming v Westminster City Council) is that the fees cannot be used to pay for enforcement action against unlicensed dealers (particularly collectors) and these have not been included in our calculations.

52. It is clear that the Council is going into uncharted seas with the new regime and it is difficult to calculate the costs of the procedures and formalities under the scheme. It is therefore proposed that the fees are reviewed after a year of operation.

53. The proposed fees are:

Grant application (Site or Collector)	£280
Renewal (Site or Collector)	£130
Variation	£70

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

55. The budget will be updated to reflect the fees proposed and reviewed annually as outlined in the main report.

COMMENTS OF THE MONITORING OFFICER

56. The report properly explains the operation of the new legislation and the delegations and amendments to the constitution are appropriate for the correct implementation of the act.

JAMIE CARSON
DIRECTOR OF PEOPLE & PLACES

There is one background paper to this report.

Report Author	Ext	Date	Doc ID
Mr Paul Carter	5738	17.09.13	***

Background Papers			
Document	Date	File	Place of Inspection
Scrap Metal Dealers Act 2013	Commencement date: 1 st October 2013	Web	http://www.legislation.gov.uk/ukpga/2013/10/contents/enacted

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Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for LDF and Planning)	Executive Cabinet	24 October 2013

EXECUTIVE'S RESPONSE TO THE OVERVIEW AND SCRUTINY TASK GROUP INQUIRY INTO THE ADOPTIONS OF ESTATES

PURPOSE OF REPORT

- To respond to the report of the Overview and Scrutiny task group report that examined the Adoption of Estates.

RECOMMENDATION(S)

- That the responses in Section 8 be approved.

EXECUTIVE SUMMARY OF REPORT

- An Overview and Scrutiny task group looked at the adoption of estates their final report was presented to Executive Cabinet on 20 June 2013 this report is Executive Cabinet's response to the 14 recommendations contained within the report.

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

(If the recommendations are accepted)

- If the recommendations are approved they provide a response to the Overview and Scrutiny task group and also, when implemented, will result in an improvement to the way estates are adopted in the future.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- Not to respond.

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

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

BACKGROUND

7. A copy of the Overview and Scrutiny task groups report is attached as an Appendix to this report.

RECOMMENDATIONS AND EXECUTIVE CABINET RESPONSE

8.

Recommendation	Executive Cabinet Response
<p>(a) That the Executive Cabinet asks Lancashire County Council to consider building on existing work with local planning authorities to put in place arrangements to ensure the consideration of road and highways adoption issues commences at the planning application stage of the planning process, including:</p> <ul style="list-style-type: none"> • Designing developments to provide separate access routes for residential and construction traffic • Phased implementation of larger development • Laying out and constructing roads to adoptable standards 	<p>Agreed. Representations will be made to Lancashire County Council.</p>
<p>(b) That the Executive Cabinet be asked to approve the use of a draft set of national planning conditions seeking pre-commencement on adoption matters, drawn up by the Department of Transport to be trialled by our planning service.</p>	<p>Agreed. The draft planning conditions will be considered and modified for use as appropriate for use by the Planning Service.</p>
<p>(c) That the Executive Cabinet be requested to commission a study of the existing adoptions ‘caseload’ in the Borough, to provide a full picture of all completed and partially completed agreements, including Section 38’s and 106’s.</p>	<p>Agreed.</p>
<p>(d) That the Executive Cabinet request Lancashire County Council to consider adopting a more flexible approach to the setting of bonds with developers, that are required before a Section 38 Agreement is made to enable the level of bond to be set on a site-by-site basis that reflects the actual cost of completing the road concerned to the required state of adoption.</p>	<p>Agreed. Representations will be made to Lancashire County Council.</p>

<p>(e) That the Executive Cabinet agrees to make representations to the National House-Building Council (NHBC) urging it to encourage developers to recognise potential benefits to them of the introduction of a mandatory requirement relating to Section 38 Agreements.</p>	<p>Agreed. Representations will be made to the NHBC.</p>
<p>(f) That Lancashire County Council review their operational practices and resources to ensure a more timely response for developers to secure adoption.</p>	<p>Agreed. Representations will be made to Lancashire County Council.</p>
<p>(g) That both Chorley and Lancashire County Council consider developing a more co-ordinated approach to the process of adoption and that regular reports on the current status of adoptions across the borough be reported to the Neighbourhood Meetings of the Council.</p>	<p>Agreed. This will be introduced and representations will be made to Lancashire County Council, and other partners, to gain their cooperation to the process.</p>
<p>(h) That Lancashire County Council considers the introduction of a pre- application service with associated costs that would not only generate additional income and focus service delivery but would also benefit the early identification of estates for adoption.</p>	<p>Agreed. Representation will be made to Lancashire County Council.</p>
<p>(i) That a review be undertaken on a risk based approach for the adoption of open spaces.</p>	<p>Agreed. This will also include the option to require developers to front load the provision of play and open spaces.</p>
<p>(j) That the Executive Cabinet considers putting into place arrangements for the development of a map based system to be accessed on or via the Council’s website to show information about the status of the roads in the borough for use by the community. For example, an area specifically relating to “would you like to live in Chorley” be developed that could potentially be linked to the County’s website. Individual roads would be tagged according to status and actively used by Contact Chorley for the provision of information to residents.</p>	<p>Agreed, in principle. This project requires further scoping and the timescales and resources required to be identified prior to a final decision being made.</p>
<p>(k) That a list of Frequently Asked Questions (FAQ’s) about the adoption of estates be published on the Council’s website.</p>	<p>Agreed.</p>

<p>(l) That Chorley Council considers a pilot for the introduction of Development and or Site Exit meetings with developers, to identify new sites coming on stream.</p>	<p>Agreed.</p>
<p>(m) That the Executive Cabinet agrees to make representations to the Law Society and the Council for Licensed Conveyancers urging them to consider whether conveyancers provide clients with sufficient information about the estate adoptions process and how they will be affected by the status of roads serving a property.</p>	<p>Agreed. Representations will be made to the Law Society and the Council for Licensed Conveyancers.</p>
<p>(n) That developers be encouraged to nominate a dedicated officer that would work proactively with officers of both borough and county Councils on the adoption processes and be asked to consider reviewing their complaints procedures to improve relations with residents on their developments.</p>	<p>Agreed. Representations will be made to developers of existing estates. Consideration will be given to how this can be strengthened, beyond a request to cooperate with future developments.</p>

9. As per the Council’s existing practise, six monthly progress reports will go to Overview and Scrutiny Committee.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

11. The recommendations, if agreed and implemented, will allow the delivery of adopted open spaces and road systems in a timely manner, and help to ensure that any capital programme expenditure can be more effectively managed.

COMMENTS OF THE MONITORING OFFICER

12. The recommendations, if agreed and implemented, will also assist in a more effective management of s106 agreements and the reduction of avoidable contact on conveyancing matters concerning adoption.

JAMIE CARSON
DIRECTOR OF PEOPLE AND PLACES

Background Papers			
Document	Date	File	Place of Inspection
Overview and Scrutiny Task Group - Adoption of Estates final report	20 June 2013	Web	http://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?IId=30140

Report Author	Ext	Date	Doc ID
Jamie Carson	5815	1 October 2013	

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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