

04 February 2014

Executive Cabinet

You are invited to attend a meeting of the Executive Cabinet to be held in Council Chamber, Town Hall, Chorley on Thursday, 13th February 2014 commencing at 6.00 pm.

AGENDA

1. **Apologies for absence**

2. **Minutes** (Pages 5 - 12)

To confirm as a correct record the minutes of the meeting of the Executive Cabinet held on 16 January 2014 (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.

MATTERS REFERRED BY THE OVERVIEW AND SCRUTINY COMMITTEE (INTRODUCED BY THE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE, COUNCILLOR STEVE HOLGATE)

5. **Final Report - Health and Wellbeing benefits of the Play, Open Spaces and Playing Pitch Strategy** (Pages 13 - 18)

To receive and consider the report of the Overview and Scrutiny Task Group (enclosed).

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

6. **Revenue and Capital Budget Monitoring 2013/14 Report 3 (End of December 2013) (Pages 19 - 36)**

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

7. **Chorley Council Performance Monitoring Quarter Three 2013/14 updated (Pages 37 - 46)**

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

8. **Chorley Partnership Performance Monitoring Quarter Three 2013/14 (Pages 47 - 54)**

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

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

9. **Astley Development Plan (Pages 55 - 74)**

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. **Renewable and Low Carbon Energy Supplementary Planning Document (Pages 75 - 112)**

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

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

11. **Permission to consult on the refreshed Private Sector Housing Assistance Policy (Pages 113 - 136)**

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

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

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

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

13. **Approval for the contract award for resurfacing of three town centre car parks (Pages 137 - 140)**

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

14. **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.

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Executive Cabinet

Minutes of meeting held on Thursday, 16 January 2014

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

Also in attendance

Lead Members: Councillors June Molyneaux, Danny Gee and Kim Snape

Other Members: Councillors Eric Bell, Henry Counce, John Dalton, Alison Hansford, Keith Iddon, Kevin Joyce, Paul Leadbetter, Greg Morgan and John Walker

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

Members of the public: Two

14.EC.1 APOLOGIES FOR ABSENCE

No apologies for absence were received.

14.EC.2 MINUTES

RESOLVED - The minutes of the meeting of the Executive Cabinet held on 12 December 2013 be confirmed as a correct record and signed by the Executive Leader.

14.EC.3 DECLARATIONS OF ANY INTERESTS

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

14.EC.4 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.

14.EC.5 2014/15 BUDGET AND SUMMARY MEDIUM TERM FINANCIAL STRATEGY (MTFS)

The Executive Member for Resources, Policy and Performance presented the report which set out the budget position for 2014/15 including the forecast for the following two years. The reported presented the proposals in respect of potential investment in the Council's Corporate Strategy priorities in 2014/15, increasing budget resilience in the longer term and consultation on the budget.

Members noted that Council Tax would be frozen and not increase in 2014/15. This would be the second consecutive year that the current administration had achieved a balanced budget position for the forthcoming financial year without increasing Council Tax.

The publication of the Local Government Finance Settlement completed the CSR 2010 four year period. It had resulted in large scale reductions in Central Government grant placing significant pressure on the Councils budget.

Moving forward there would be challenges as the provisional figures published for 2015/16 indicated that a further £0.874m would be reduced from Central Government

Grant in 2015/16. Announcements had been issued stating austerity measures would continue after 2015/16 and beyond, therefore, a reduction in the region of £0.350m had been assumed in 2016/17 although this would be subject to change as part of the CSR 2014. This resulted in a forecasted budget deficit totalling £2.709m.

Early planning and preparation had enabled the Council to address the forecasted budget deficit in advance of 2014/15. Consistent with last year's budget setting process, a balanced budget position had been achieved with no further permanent use of NHB to fund the financial commitments within the base budget.

This presented an opportunity to invest in the Council's Corporate Strategy for a further year despite the significant reductions in grant funding. The investment projects link to the Corporate Strategy and the priorities contained within it. The New Investment Programme, now in its second year, supported the delivery of the Corporate Strategy priorities. The potential new programme of investments was set out in Appendix Two with more detailed individual mandates for each proposal in Appendix Three.

The Council would address the significant budget deficit in the longer term to 2016/17 brought about in the main by cuts to core funding and Central Government's austerity measures. Despite a balanced budget being achieved for 2014/15 further action would be required to achieve the same budget status in future years.

Options that would be considered over the next three year MTF period included the re-engineering of services to fundamentally review service provision to reduce net expenditure and improve efficiency. Also, a programme of reducing the Council's debt position which had an impact on the revenue account including a possible accelerated rate at which the Pension Fund deficit was clawed back and income generation schemes as a continuation of the projects implemented to date. Finally, increases in Council Tax.

Members noted that the project "Town Centre Masterplan" included the development of a prospectus for the civic quarter. This was dependant on the site and other factors. The prospectus would be developed internally and shared with partners as appropriate.

Decision made

Approval granted to the contents of the report in order to start the Budget Consultation process and noted the following proposed budget items in particular:

- **Council Tax to be frozen in 2014/15.**
- **The proposed New Investments for 2014/15 and 2015/16.**
- **The balanced budget position for 2014/15.**
- **The forecasted budget position to 2016/17.**

Reason(s) for decision

To progress the Council's 2014/15 Budget Setting process to achieve an approved and balanced budget.

Alternative option(s) considered and rejected

Setting the budget is a statutory responsibility.

14.EC.6 REVIEW OF THE COUNCIL TAX SUPPORT SCHEME AND DISCOUNTS AND EXEMPTIONS

The Executive Member for Resources, Policy and Performance presented a review of the first year of the council tax support scheme and the discounts and exemptions for empty properties, which were implemented in April 2013.

Collection rates for council tax from council tax support recipients and those affected by the changes to discounts and exemptions had been better than modelled. The number of claims for council tax support had decreased during the financial year, and the number of long term empty properties had decreased.

The schemes had been in operation for less than one year, and the review set out in the report outlined that the changes had been successfully implemented and the overall impact on individuals was difficult to fully estimate at this point, particularly with other changes being made nationally through welfare reforms.

Members discussed the number of empty properties and noted that landlords appeared to be turning round properties quicker than previously, including Registered Social Landlords.

Decision made

- 1. Recommendation to Council supported that the proposed council tax support scheme and discounts and exemptions for empty properties and second homes be presented for approval.**
- 2. Approval granted that the other precepting authorities be consulted on the proposed scheme.**

Reason(s) for decision

The council is required to adopt a scheme for council tax support and discounts and exemptions for empty properties. In adopting the scheme last year, the council agreed to review the scheme after the first year and make any necessary changes.

Alternative option(s) considered and rejected

To not make change the schemes. This was rejected as the schemes are currently operating successfully and have only been in place since April 2013.

14.EC.7 MEMBER INFORMATION SYSTEMS

The Executive Member for Resources, Policy and Performance presented the report which sought approval for the members IT desktop and associated home package to be replaced entirely with data enabled tablet devices empowering members to access information systems beyond home and office boundaries.

The drive for efficiencies had led to improvements in digital systems across the Council. The proposed roll out of tablet devices for members and officers would improve access to these systems. Members would be empowered to access information on the move to support engagement with their communities.

Several members had volunteered to engage in a proof of concept exercise using tablet devices for a trial period. The project was facilitated by Member Support Working Group. Two device types were trialled and a third rejected on lack of operational merit. The iPad was the most favoured and would present the least user issues which had also been the experience of other local Councils.

A number of criterions were set and feedback gathered at the end of the trial period. Improvements suggested would contribute to the final configuration of devices before roll out.

Members queried several points including the use of Office 365 and Lync in the future, wi-fi, 4G connectivity, 1 GB data usage and the ability to print. Training and support would be available and the detailed roll out plan would be forwarded to Members for their information.

Decision made

1. **Approval granted to the proposals outlined at Option 1 of the report.**
2. **Approval granted that upon issue of the tablet device, the current desktop and associated peripherals be withdrawn.**
3. **Approval granted for the use of tablet devices for officers is agreed if clear business benefits can be achieved in support of the councils Digital Strategy.**
4. **Approval granted that procurement of iPad devices, data bundles and protective cases be agreed followed by a phased roll out and training in 2014.**

Reason(s) for decision

The proposals are in keeping with the council's drive towards improving access to digital information. Option 1 is the favoured solution for business use and Public Service Network (PSN) requirements.

Alternative option(s) considered and rejected

Option 2 would require contributions from member's allowances and likely to cause security concerns for PSN compliance. A like for like replacement of the current desk top provision was also considered and rejected.

14.EC.8 GIS STRATEGY 2014-2017

The Executive Member for Resources, Policy and Performance presented the report which sought approval of the GIS Strategy 2014-17 and provided information on the work completed since approval of the last strategy in 2008.

The strategy set out how the council would use GIS to enable digital access to information and data, and how it could be used to improve service productivity and performance, enabling staff to work efficiently through the use of desktop and mobile systems.

Business intelligence from the use of GIS would support day to day operational management of services and inform decisions on resource planning.

The strategy proposed development of applications to support ward/parish based information that would be available online through the Council website. It was particularly pertinent to provide geographical insight for Council members about service requests such as Planning, Licensing applications and fly tipping.

The GIS Strategy would support the implementation of both the council's ICT Strategy 2014-17 and Digital Strategy 2014-17.

Members noted that the Council were working with LCC to map their assets and that the function relating to "My Parish" would be operational by the end of the year.

Decision made

Approval granted to the GIS Strategy 2014-17.

Reason(s) for decision

The use of GIS is integral to the Council's ICT infrastructure providing significant business intelligence and support for the delivery of day to day services. Approval of the strategy will continue to support the development and priorities for GIS over the period 2014-17.

Alternative option(s) considered and rejected

None.

14.EC.9 DIGITAL STRATEGY 2014-2017

The Executive Member for Resources, Policy and Performance presented the Digital Strategy 2014 – 17 for consideration and agreement.

Reductions in local government financing meant that services needed to be delivered in a more efficient way and working practices needed to be streamlined in order to reduce costs. Much investment had been made in technology and the Council needed to make the most effective use of the digital opportunities available.

Members noted that an integrated impact assessment would be undertaken on the strategy to assess its implications, particularly for different equality strands. The strategy's aim to make online the preferred channel for customers was not at odds with the council's Equality Scheme. The strategy would not preclude customers from using other channels to access services and alternative approaches such as face to face support could be made available for customers.

Decision made**Approval granted to the Digital Strategy 2014 – 2017.****Reason(s) for decision**

The Digital Strategy 2014 - 2017 sets out the principles and outcomes for the digital delivery of services and information provision over the coming three years. These principles and outcomes will ensure services are provided in a way that will meet customer expectations and allow the efficient delivery of those services.

Alternative option(s) considered and rejected

None.

14.EC.10 APPROVAL FOR THE CONTRACT AWARD PROCEDURE AND EVALUATION CRITERIA: SKATE PARK ON JUBILEE RECREATION GROUND, ADLINGTON

The Executive Member for Resources, Policy and Performance presented the report which sought approval for the award procedure and evaluation criteria for the tender of design and installation of a concrete skate park on Jubilee Recreation Ground in Adlington.

The Council obtained Section 106 monies from the Grove Farm development in Adlington which specified that £103,000 be used to improve play facilities on Jubilee Recreation Ground in Adlington. In conjunction with Councillors from Adlington, an outline project plan was written to scope out the delivery of this project.

Extensive consultation had been carried out with young people and residents from Adlington in three individual sessions throughout September and October 2013 and the results of this consultation analysed. 100% of those consulted agreed that the play area needs to be improved, no one objected to the site being improved. Young people and surrounding residents were asked what they would like to see improved on site.

A skate park was the most popular option along with improved surfacing, next was dynamic play equipment and football along with more seating. A further consultation was carried out with the young people to determine preference of the design of the skate park and to provide the brief that would be given to the tenderers.

Decision made

1. Approval granted to the procurement approach of advertising tenders through the Chest e-tendering system using an open invitation to all companies who specialise in free form concrete skate design and installation. It would be a fixed price contract of a maximum of £100,000.
2. Tenders would have to pass the qualification questions first which assessed their financial position, health and safety policies, insurance cover, previous experience and equality, upon which they would be evaluated to establish the best skate park submission based on:-
 - 25% fulfilment of the brief in the design.
 - 25% design quality, play value, robustness, safety compliance, functionality,
 - 10% user involvement proposals for company to work with young people,
 - 10% appropriateness of design in site context,
 - 10% contract management structure/ability to meet timescale,
 - 5% maintenance liability,
 - 5% warranty/guarantees,
 - 5% previous project references and experience,
 - 5% cost.

Reason(s) for decision

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

Alternative option(s) considered and rejected

To not agree contract award procedure and evaluation criteria would fail to comply with the Council Procurement rules.

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

14.EC.12 CREATING A SINGLE FRONT OFFICE: STAFFING REVIEW OF REVENUES, BENEFITS, CUSTOMER SERVICES AND PLANNING BUSINESS SUPPORT

The Executive Member for Resources, Policy and Performance presented the report which sought approval for the phased restructure of the Revenues and Benefits, Customer and Transactional, and the Planning Business Support teams within the Customer, ICT and Transactional Service.

The report set out the principles that would inform the change, which included developing a single front office where services were delivered as far as possible at the first point of contact.

Migrating processes to the front office would enable an immediate reduction in management costs, and in the longer term would enable significant reductions in the back office.

Decision made

1. **Approval granted to the principles for the long term organisational business model set out a paragraph 23 of the report.**
2. **Approval granted to the proposed structure detailed in the report, for consultation.**
3. **Approval granted to the remodelling and extension of the Customer Service Centre at Union Street to support capacity for increased front office space and digital inclusion initiatives.**
4. **Approval granted to delegate authority for approval for the final structure to the Executive Member for Resources, Policy and Performance.**

Reason(s) for decision

To ensure that the council has a fit for purpose staffing structure and business model with the right capacity and skills to ensure delivery of the forthcoming changes.

Alternative option(s) considered and rejected

To not change the structure of the revenues and benefits, planning support and customer services teams.

Some consideration to a shared service model has previously been undertaken with South Ribble Council but remains incompatible with the council's proposed operating model at the present time.

14.EC.13 STRATEGIC HOUSING RESTRUCTURE

The Executive Member for Homes and Business presented the report which provided details of a review of the Strategic Housing Team, including the outcome of an informal consultation exercise, and proposals for a new structure.

Decision made

1. **Approval granted that the establishment changes proposed in the body of the report be implemented subject to the statutory staff and Union consultation period.**
2. **Approval granted that delegated power be given to the Executive Member for Homes and Business to make the decision to sign off any amendments to the proposals contained within the report as a result of the consultation.**
3. **Approval granted that the budgetary changes proposed with the report be approved.**

Reason(s) for decision

This will deliver the objectives identified in the review and identify £24,249.00 cashable savings.

Alternative option(s) considered and rejected

None.

Executive Leader

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Report of	Meeting	Date
Chair of Overview and Scrutiny Task Group – Play, Open Spaces and Playing Pitch Strategy	Overview and Scrutiny Committee	9 January 2014

FINAL REPORT - HEALTH AND WELLBEING BENEFITS OF THE PLAY, OPEN SPACES AND PLAYING PITCH STRATEGY

PURPOSE

1. To review the Health Impact Section of the Council's Integrated Impact Assessment to ascertain if its current arrangements are adequate when considering the health and wellbeing of its residents.

RECOMMENDATION(S)

2. To consider the recommendations of the Overview and Scrutiny Task Group contained within the report.

EXECUTIVE SUMMARY OF REPORT

3. The Council's Integrated Impact Assessment is the tool which is used to ascertain whether the Council's policies and procedures are robust and fit for purpose. The Health Impact Section of this document is used to assess whether or not, health and wellbeing opportunities are being maximised.
4. The Committee focused on the emerging Play, Open Spaces and Playing Pitch Strategy as a way of testing the current health impact arrangements contained within the Integrated Impact Assessment tool.

Confidential report Please bold as appropriate	Yes	No

CORPORATE PRIORITIES

5. This report relates to the following Strategic Objectives:

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

INTRODUCTION

6. At a recent meeting, the Overview and Scrutiny Committee had received a presentation on how the Council impacts on the health of its citizens. The Council delivers a number of health related services, such as Environmental Health and Housing, Planning and Development Control, Sports and Leisure, Economic Development and Welfare Benefits.

7. The Joint Strategic Needs Assessments (JSNA) is the document which analyses the health needs of populations to inform and guide commissioning of health and wellbeing services within local authority areas. These assessments would identify long term health trends that would be difficult to measure at present. The new arrangements would need time to become established with many health benefits only becoming measurable over a longer period of time.
8. As a result of the new public health responsibilities, all districts are now represented on the countywide Health and Wellbeing Board and Healthwatch has recently been launched to scrutinise accountability and public involvement.
9. The committee felt that in scrutinising health impact it was important to put this in the context of local need against what was currently being delivered.
10. The Overview and Scrutiny Committee decided to undertake a piece of work to look at the emerging Play, Open Spaces and Playing Pitch Strategy that would detail developments planned what was going to do over the next five years in light of a recent study that had been undertaken for the Local Development Framework process. By using our Impact Assessment methodologies the Committee wanted to try and assess whether the health and wellbeing opportunities were being maximised.

METHODS OF INVESTIGATION

11. We received a presentation on the Play, Open Spaces and Playing Pitch Strategy. Chorley has never previously had an overall Strategy that pulls together all the existing management and location plans of sites across the borough. The Council has very high and ambitious standards that are above those of our neighbouring authorities. The Council felt that a new strategy was required to pull together the three key areas of play areas, playing pitches and open spaces. It would also provide detailed actions and assist with section 106 agreements in the future.
12. The draft Play, Open Spaces and Playing Pitch Strategy would set out how Chorley Council plans to protect, manage, enhance and secure its open spaces over the next five years and beyond. It would focus on sites that need to be improved and 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.
13. To support the Strategy and associated action plan, three supplementary documents have been produced, each covering the three elements of play, open spaces and playing pitches, that provide the full details and analyse that have been undertaken to identify the key priorities and associated actions.
14. The Committee were provided with the detailed lists of the play areas, open spaces and playing pitch provision across the borough that had been compiled into the eight Neighbourhood Areas. This list had been circulated to all Members of the Council and Parish Councils and any additional suggestions or existing amendments would be included into the Strategies consultation process, which is currently on going.
15. The draft Play, Open Spaces and Playing Pitch Strategy 2013 - 2018 is currently out for consultation with partners, local residents, sports clubs/organisations, community groups and neighbourhood partnerships until January 2014.
16. The tool that is used to assess the impact of new policies, strategies and areas of service is the Councils approved Integrated Impact Assessment that includes an element that focuses on health impact.

17. Using the draft Strategy as an example, the Committee sought to test the Health Impact Section of Integrated Impact Assessment (IIA) on a number of sites from the lists that covered the three areas of play areas, open spaces and playing pitches, to ascertain whether the IIA was robust enough to maximise its health and wellbeing outcomes.

INTEGRATED IMPACT ASSESSMENT – HEALTH IMPACT SECTION

18. The Health Impact section of the Integrated Impact Assessment assesses the impact of new policies and strategies and contains a section on the impact of health. The current arrangements asks – What potential impact does the activity make upon:
19. Encouraging healthy lifestyles across Chorley Population, with possible issues to consider being:
- Diet and nutrition
 - Exercise and physical activity
 - Substance use; tobacco, alcohol and drugs
 - Risk taking behaviour
 - Education and learning, or skills
20. Promoting a positive social environment for all of Chorley's residents, with issues to consider being:
1. Social status
 2. Employment (paid or unpaid)
 3. Social/family support
 4. Stress/mental health
 5. Income
21. Promoting a positive physical environment across Chorley with possible issue to consider being:
1. Living conditions
 2. Working conditions
 3. Accidental injuries or public safety
 4. Transmission of infectious disease

PUBLIC HEALTH INDICATORS – CHORLEY

22. Members looked at the Health Profile for Chorley that had recently been published. The profile gave a picture of the area and was designed to help local government and health services understand our community needs, so that we can work to improve people's health and reduce inequalities.
23. The health of people in Chorley is varied compared with the England average. There are some extreme negative indicators that are not acceptable and needed to be addressed. Members learnt that priorities in Chorley include reducing those health inequalities by reducing fuel poverty, improving housing and integrating health into planning through the Local Development Framework (LDF), improving mental health and wellbeing and access to services and reducing alcohol harm.

FINDINGS AND RECOMMENDATIONS

24. The Committee identified the following four case studies from the provision listed in the draft Strategy:
1. Southland High School: Playing Pitches – Chorley Town West
 2. Canal Walk: Play Area – Chorley Town East
 3. Greenside: Playing Pitches – Euxton, Astley and Buckshaw
 4. Coronation Recreational Ground: Multi-use facility – Chorley Town West

SOUTHLANDS HIGH SCHOOL

25. Southland High School is classified as a Sports Academy and works in partnership with the Councils Sports Development Team. A Business Manager is in post and the facilities are advertised to the wider community for use at a cost. The Academy is structured and activities are planned and well organised.
26. Councillor Julia Berry and Mark Perks visited Southlands High School and met with the Manager – Claire Hamilton, to discuss the facilities and their plans for the future. The school had fantastic resources that were clearly being underused, with the main reasons being given as lack of communication and collaboration with other organisations including the Council. It was considered that improved working relations needed to be established and that by embracing an holistic partnership approach, long term planning could develop greater investment for health and wellbeing intervention programmes that would benefit the community.
27. It was clear, that when assessing the potential need for health and wellbeing on this site, partnership working was an area that needed to be explored to ensure that any existing facilities could be maximised to their full extent. It became apparent that the current health impact section needed to provide a more detailed list of actions to be followed and evidenced by officers, that would include the following examples:
- Consultation with surrounding landowners
 - Consultation with existing owners of nearby facilities and/or users
 - Improved methods of communications
 - Consultation with any schools in the area

CANAL WALK

28. This land has two different land owners and as a result the land is not maintained as it should be. Poor consultation in the past has resulted in the space not being used to its maximum potential and reports of antisocial behaviour had become more frequent. Places for People had submitted a planning application for housing development that had since been retracted. Access is not particularly good and with the Canal located nearby, there is a danger to children. The land is also in a low deprivation area in terms of health.
29. Recently a Residents Association has been constituted and they have been very proactive. Consultation has taken place with nearby residents as to what they would like to see the land used for and they have drawn up a plan of action. This group has been maintaining the site, ensuring that the grass gets cut and have held a number of social events to encourage greater interaction with the local residents. They are also undertaking partnership working with the organisation, Groundwork on a neighbourhood project.

30. Health Profiles give a snapshot overview of health for each local authority in England and are designed to help local government and health services make decisions and plans to improve local people's health and reduce health inequalities, the profiles present a set of important health indicators that show how the area compares to the national and regional average.
31. Super Output Areas give an improved basis for comparison across the country because the units are more similar in size of population than, for example, electoral wards. They are also intended to be stable, enabling the improved comparison and monitoring of policy over time
32. This site was located within a Super Output area and Members thought that it was important for this information to be linked to any health impact assessment. This would be something that would need to be identified through the Integrated Impact Assessment.
33. This site had been neglected for various different reasons over the years and as a result regular grass cutting and maintenance schedules had not been adhered to. The upkeep of this land was extremely important in terms of people being able to use the land effectively and this was seen as something that needed to be included in any assessment.

GREENSIDE PLAYING PITCHES

34. The playing pitches are owned by Chorley Council and are located within the Greenside estate in Euxton. The site is primarily used by Euxton Girls Football Club, who are based there and have facilities that include, a clubhouse, pitches and a car park. The football pitches are fully utilised but Members considered if there could be room to develop an all-weather pitch. In addition, it was felt by Members that the area was not used by the wider community and was a lost opportunity that needed to be maximised.
35. Broader engagement with the community is needed and additional signage is required to highlight public access to the site. There are some links to the surrounding woodland that could be improved upon by maintaining pathways between the land to schools and houses.
36. This site is situated in the heart of a residential area, although the site was being used by the football club, Members felt that its facilities were not being utilised fully by the surrounding community and wondered if this was due to inadequate signage. The Health Impact Assessment needed to prompt officers to address these kinds of issues. Members felt that improved signage and promotional information would maximise this sites potential more fully.

CORONATION RECREATIONAL GROUND

37. This recreation ground is owned by Chorley Council and is located within the centre of the town. This site is traditionally laid out and incorporates a wide range of facilities that included children's play areas fitted with equipment, playing pitches, tennis courts and a bowling green. A footpath has been installed around the perimeter and centre of the park and lighting has been erected that is used in the evenings. King George V and Queen Mary visited the park in 1913 and Members felt that it was important to retain this historic legacy by restoring the existing buildings, renovating paths and maintaining tree roots.
38. The Councils Sport and Leisure teams hold an annual free play day for children of the borough, local guiding and scout groups regularly use the park in the summer and the facilities are well used by residents who live nearby. A mobile fitness club also uses the park three times a week and it was thought that this type of activity could be expanded upon to provide rehabilitation for patients linking with the doctors surgeries in the area.

39. It was considered that recognition needed to be given to the existing use of a site, especially if it had historical value. This detail should be addressed with the assessment tool. This would help to build relations with the surrounding community and promote a feeling of community involvement and pride for the residents.

CONCLUSION

40. The Committee felt that overall there needed to be more emphasis placed on the importance of using the Integrated Impact Assessments on any new policies and procedures that are implemented by the Council, particularly in relation to the impact of health and wellbeing. It was also considered that a better understanding about the importance of using this tool would greatly influence decisions made in the future in relation to health and wellbeing and therefore training in this area was a key issue that needed addressing for both officers and Elected Members of the Council.

RECOMMENDATIONS

41. The Committee agreed for the following recommendations to be considered by the Executive Cabinet:
1. That the Health Impact Section of the Councils Integrated Impact Assessment that is used across all services be reviewed to provide a set of objectives that are more detailed and fit for purpose to ensure that any future health and wellbeing opportunities can be maximised to their full potential.
 2. That any Integrated Impact Assessment fully considers and links into the super output areas of the borough.
 3. That partnership working be fully explored at every stage to ensure greater collaboration and engagement and build on existing experience.
 4. That the profile of the Integrated Impact Assessments, particularly in relation to the section on Health Impact be raised with both officers and Elected Members of the Council
 5. That training be provided to all Elected Members and officers of the Council that will provide:
 - Greater understanding of the context of the Integrated Impact Assessments.
 - An understanding of its principles and methods
 - Awareness of the different tools and ways of using Health Impact Assessments
 - The importance of involving stakeholders and service users in the process at every stage development.
 6. Following the end of the consultation the Health Impact Section of the Councils Integrated Impact Assessment be applied to the draft Play, Open Spaces and Playing Pitch Strategy 2013 – 2018 and that potential impacts are clearly identified within the final report to Executive Cabinet.
 7. That improved processes/projects that the Integrated Impact Assessment is used for be regularly monitored and reviewed.

COUNCILLOR JULIA BERRY

CHAIR OF OVERVIEW AND SCRUTINY TASK GROUP – PLAY, OPEN SPACES AND PLAYING PITCH STRATEGY

COUNCILLOR MARK PERKS

VICE CHAIR OF OVERVIEW AND SCRUTINY TASK GROUP – PLAY, OPEN SPACES AND PLAYING PITCH STRATEGY

Report Author	Ext	Date	Doc ID
Dianne Scambler	5034	16 December 2013	***



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	13 February 2014

REVENUE AND CAPITAL BUDGET MONITORING 2013/14 REPORT 3 (END OF DECEMBER 2013)

PURPOSE OF REPORT

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

RECOMMENDATION(S)

2. Note the forecast position for the 2013/14 revenue budget and capital investment programme.
3. Approve the transfer to a change reserve and equalisation account, based on a 50:50 split, net income received from Market Walk in 2013/14.
4. Approve a budget virement of £31k from the 2013/14 budget growth item Supporting the Expansion of Local Businesses (Business Improvement Growth Grant) to Starting in Business Grants.
5. Note the forecast position on the Council's reserves.
6. Approve the transfer of residual budget from the Leisure Centres capital improvement works to Astley Hall and Park Development Plan.
7. Request Council approve the proposed re-profiling of the Capital Programme to better reflect delivery in 2013/14.
8. To approve the use of revenue funding from the Small Business Rate Relief to replace borrowing as funding for short life capital schemes to achieve revenue savings in 2014/15 and beyond.

EXECUTIVE SUMMARY OF REPORT

9. The projected revenue outturn currently shows a forecast underspend of £118k against budget. No action is required at this stage in the year.
10. The forecast of outturn excludes the following special items:
 - Any underspends on committed items which are expected to be carried forward into 2014/15;
 - Income generated from Market Walk;
 - Section 31 grant received to compensate the Council for loss of Business Rates as a

result of Small Business Rate Relief.

11. The latest projection of net income to be received from Market Walk is £160k in 2013/14. It is the recommendation of this report that the final surplus at year end is divided between two reserves: an equalisation reserve to smooth any fall in forecast income from Market Walk in future years; and a Change Reserve which would assist in funding future organisational change.
12. The forecast of capital expenditure in 2013/14 is £26.483m. This figure includes the purchase of Market Walk for £23.341m. If the acquisition of Market Walk is excluded then the forecast for all other capital expenditure this financial year is £3.142m, a reduction of £1.135m since the previous report re-phased into 2014/15 to reflect delivery on site.
13. The Council expected to make overall target savings of £200k in 2013/14 from management of the establishment. A total saving of £150k has been achieved to the end of December. Further savings should be made as the year progresses but if the remaining target is not achieved, budget efficiencies will be identified elsewhere to ensure the target for the year is achieved.
14. The Council's Medium Term Financial Strategy proposed that working balances were to be maintained at a level no lower than £2.0m due to the financial risks facing the Council. The current forecast to the end of December shows that the General Fund balance will be £2.152m.

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)

15. To ensure the Council's budgetary targets are achieved.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

16. None.

CORPORATE PRIORITIES

17. This report relates to the following Strategic Objectives:

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

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

BACKGROUND

18. The latest revenue budget is £15.796m.
19. Set out in Appendix 1 is the provisional outturn position for the Council based upon actual spend in the first nine months of the financial year and adjusted for future spend based upon assumptions regarding vacancies and service delivery.
20. The Council's approved revenue budget for 2013/14 included target savings of £200,000 from management of the staffing establishment. The September budget monitoring report announced that £150k of the savings target for 2013/14 had been achieved and Directorate budgets have reduced accordingly.
21. The 2013/14 budget included significant additional revenue and capital investment which focused on the Council's corporate priorities. A sum of £1.349m (revenue) and £1.475m (capital) was approved for new investment. Details of the costs incurred, expenditure committed to date and any proposed carry forward into 2014/15 against the revenue investment areas can be seen in Appendix 2.
22. The latest forecast of capital expenditure is £26.483m. Explanations for the changes to the previously reported position are expanded on in Section B of this report. The latest three year capital programme is shown in Appendix 4 based upon actual and committed expenditure during the first nine months of the financial year and adjusted for future spending based upon the latest timescales for project delivery.

SECTION A: CURRENT FORECAST POSITION – REVENUE

23. The projected outturn shown in Appendix 1 forecasts a £118k underspend compared to budget; a £40k favourable movement compared to the position reported at the end of the second quarter. The significant variances from the position previously reported are shown in the table below. Further details are contained in the service unit analysis available in the members' room.

ANALYSIS OF MOVEMENTS

Table 1 – Significant Variations from the last monitoring report

Note: Savings/underspends are shown as ().

	£'000	£'000
Expenditure:		
Staffing costs	11	
ERVS	39	
Citizens Advice Bureau - Debt Advice	(20)	
Playground Equipment Maintenance/Repairs	<u>(18)</u>	
		12
Income:		
Legal Fees income	(12)	
Young Peoples Activities	(12)	
Parks and Open Spaces Capital Recharge Income	30	
Cemetery Income	<u>(15)</u>	
		(9)
Other:		
Housing & Council Tax Benefits	(74)	
Other minor variances	<u>31</u>	
		(43)
Net Movement		(40)

24. Forecasted staffing costs have increased over the last quarter in both the Chief Executive & Transformation and Partnerships, Planning & Policy directorates. The increase of around £11k compared to the September forecast is in the main due to temporary arrangements put in place prior to departmental restructures being implemented.
25. In October 2013 approval was granted for the redundancy and pension strain costs for seven individuals who came forward voluntarily prior to restructures for voluntary severance. The majority of the costs have been funded from uncommitted budgets and in-year savings as previously reported. A balance of £39k remains at this stage and further savings should be identified by year-end to cover this cost.
26. In setting the estimates for 2013/14 the Council identified a budget provision of £30,000 to help support third sector advice organisations who provide advice and support to residents in need of help with managing finances and debt. The council has worked closely with local advice organisations over the past two years to identify potential gaps in service provision and ensure that the required support is available to residents. This work will not require the full budget as partner organisations are redirecting their advice to provide the necessary support. A saving of £20,000 is forecast this year.
27. The Council's Streetscene section carry out routine maintenance checks of playground equipment. In 2013/14 most maintenance and upkeep work has been carried out in-house. This has kept the current year requirement for external service providers to a minimum resulting in reduced external costs and a forecast underspend against budget of £18,000.
28. The Council's budget for legal fees income was set at £30,000 for 2013/14 and was based on actual income received in 2012/13 of £29,550. As reported in September, income levels for the first half of the year were significantly higher than budgeted, mainly as a result of S106 related issues and this trend has continued in the third quarter. As a result, an additional £12,000 income is now forecast in 2013/14 with the total income for the year estimated to be around £62,000.
29. Throughout 2013/14 the Council has organised activities for young people, particularly for children with disabilities. For many of these activities the Council receives external funding from Lancashire County Council under the Lancashire Break Time initiative. As these activities are organised by the Council's Young Peoples Activities team the majority of costs

are maintained in-house therefore generating additional income for the Council. It is anticipated at this stage that a surplus of around £12,000 should be achieved for 2013/14.

- 30. The Council’s budget for 2013/14 included a sum of £30,000 recharge income for staff in Parks & Open Spaces to work on capital schemes throughout the year and charge the cost of that time to the Capital Programme. However, the majority of schemes in this area are S106 funded and involve the use of external contractors and it now seems likely that there will be minimal staff time that qualifies for a revenue recharge to capital this year.
- 31. Cemetery income levels dropped in 2012/13 compared to previous years and as a result the 2013/14 budget was reduced accordingly. This year has seen an increased use of the cemetery with the Streetscene section working to improve the grounds of the cemetery and the service provided. It is currently forecast that additional income of around £15,000 should be generated this year.
- 32. As outlined in previous monitoring reports, one budget that could have a significant impact on the Council’s year-end position is the budget for housing benefit payments. Figures for the third quarter continued to show both a slowdown in the anticipated demand compared to 2012/13 and also an increase in the level of benefits overpayments recovered. During the last quarter, the Benefits Fraud Manager was involved in pro-active investigation work on capital fraud as part of an exercise with the National Fraud Initiative. As a result of both the slowdown in demand and this additional investigation work, the revised forecast is for a further underspend against budget of around £74,000.

MARKET WALK

- 33. On 29 November 2013 the Council acquired the Market Walk Shopping Centre in the Town Centre. The rental income from the shopping centre over the four months to financial year end will be reserved for transfer to two reserves subject to Member approval.

	2013/14
Income Budget	£'000
Gross Income	(583)
Expenditure Budget	
(Financing costs of the acquisition; marketing and promotion; Legal fees; vacant units service charge; strategic management.)	423
Net Income	(160)
<i>Transfer to equalisation account</i>	80
<i>Transfer to change reserve</i>	80

- 34. The current estimate is that the period from 29 November 2013 to 31 March 2014 will generate net income of £160k to the Council. If the movement to reserves is approved and assuming final outturn figures remain within forecast, £80k will be transferred to an equalisation reserve in order to smooth any adverse movement in income generation in future years and £80k will be transferred to the Council’s change reserve to help fund future service re-organisations.

RETAINED BUSINESS RATES

- 35. The calculation of Retained Business Rates included in the 2013/14 approved budget is attached as Appendix 3. These figures, with the exception of the estimated levy, were provided to the Government on the NNDR1 return for 2013/14. Of the estimated net rate yield of £26.027m, the Council would retain £2.740m after paying £20.685m to central

Government, £2.342m to Lancashire County Council, and £0.260m to the Fire Authority. Much of the central Government share is reallocated to local authorities through other funding mechanisms.

36. Actual figures will be reported to the Government on the NNDR3 return. However, NNDR3 forecast figures can be produced throughout the year in order to review performance against estimated figures. Figures produced as at the end of December suggest that we are broadly on target, with a projected net rate yield of £25.859m. This includes a £1m adverse adjustment for appeals.
37. The current projection of empty and partly occupied premises reliefs is £0.656m, which is £0.233m higher than the £0.423m estimated for 2013/14. The total in 2013/14 will change as properties become occupied, void periods expire, and new voids arise.
38. Small business rate relief is forecast to exceed the estimate by £0.165m; and mandatory charity relief by £0.030m.
39. The net effect of all variances is a reduction in net rate yield of £0.168m, however there is additional funding from the section 31 grant of £423k (although approximately 50% of this grant will be clawed back through a change to the levy calculation). Overall the forecast for the Council is a £178k favourable position compared to budget.
40. This is the first year of the new system of local retention of business rates and monitoring of performance against the estimates is especially important. The latest estimates indicate we are marginally better off compared to budget however the position regarding appeals could worsen between now and year end which would have an adverse effect. The budget for 2014/15 is being prepared and once all the guidance has been issued from DCLG we will be in a more certain position going forward with regards to future forecasting of business rates.

Section 31 Grant (Small Business Rate Relief)

41. Central Government is committed to refunding Local Authorities for their loss in income from Retained Business Rates as a result of Small Business Rate Relief. The refunds, based on the initial estimates reported through NNDR1, are to be made through a section 31 grant.
42. The Council estimates that it will receive up to £423k as section 31 grant in relation to 2013/14. However it is expected that up to half of this will be clawed back through a change to the business rates levy calculation.
43. It is recommended that this additional funding be used to reduce the use of borrowing within the capital programme in 2013/14 and hence save the subsequent revenue costs of borrowing in 2014/15 and future years.

GENERAL FUND RESOURCES

44. With regard to working balances, and as per Appendix 1, we started the year with a balance of £2.060m. The approved MTFs proposes that working balances are to be no lower than £2.0m given the budgetary challenges facing the Council. The current forecast to the end of December shows that the General Fund closing balance will be around £2.142m as detailed in the table below.

Table 2 – Movement in General Fund Balance

General Balances	£m
Opening Balance 2013/14	2.060
Use of MRP saving to restructure debt.	(0.036)
Provisional revenue budget underspend	0.118
Forecast General Fund Balance 2013/14	2.142

SECTION B: CURRENT FORECAST POSITION – CAPITAL

45. The Capital Budget for 2013/14 to 2015/16 as approved at Special Council in February and taking into account amendments reported to the Executive in June, August and November is as follows:

- 2013/14: £4.276m
- 2014/15: £9.476m
- 2015/16: £1.184m

46. Capital expenditure to date as at 31 December 2013 is £24.942m, if the acquisition of Market Walk is excluded, the revised spend to date is £1.601m. This represents 51% delivery against the revised forecast of expenditure for 2013/14. Some of the larger capital schemes are now on site and completion of the works at 98-102 Market Street and to the Astley Hall Farmhouse before the end of the financial year should see expenditure accelerate in line with the latest estimates.

Approved amendments

47. The main activity of a capital nature since the last report to executive has been the acquisition of Market Walk. The Budget of £23.341m was approved via a special meeting of the Council in November and the purchase went ahead on 29 November.
48. The lowest bid to deliver the refurbishment to the buildings at 98-102 Market Street was £83k over the initial estimate. An Executive Member Decision Report approved the use of other budget within the approved Regeneration programme to be allocated to make up the shortfall.

Proposed amendments

49. Elsewhere on this agenda a report seeks approval to award the contract for the resurfacing of Portland Street and Flat Iron car parks; and tarmacking the Fleet Street “free” car park. The contract price is £57k greater than the initial allocated budget of £308k. Subject to Executive Cabinet approving the contract, £57k will be transferred from the Regeneration programme to the resurfacing budget to fund the additional cost. Given timescales for completion in Spring, it is proposed to transfer the full budget provision of £365k into 2014/15.

Revised Regeneration Project Budget

Project	2013/14 Forecast	2014/15 Forecast	2015/16 Forecast	All Years Forecast	Changes from Qtr 2
Projects still in development	0	210	0	210	-140
Market Street Re-development	0	200	0	200	0
Car Park Re-surfacing	0	365	0	365	57
Market Street Refurbishment (98-102)	368	0	0	368	83
Regeneration Programme of Investment TOTAL	368	775	0	1,143	

50. The Capital Budget Investment package for 2013/14 was for £1.475m and to be financed from £1.115m borrowing and £360k capital receipts.

51. The Regeneration Programme was approved as part of the Capital Budget Investment package for 2013/14. An initial £1m was approved for regeneration schemes financed from borrowing. This was later increased to £1.143m as a transfer from the Town Centre Reserve was authorised to assist with the funding for the car park resurfacing work. The additional £143k represents the balance remaining in the Town Centre Reserve – a reserve traditionally used to finance works to the Town’s car parks. The table above shows the likely profile of expenditure with the majority expected to materialise in 2014/15.

52. The remaining £475k investment budget is split as follows:

- Astley Hall and Farmhouse Development Works – £280k: work to the Memorial Arch and Cenotaph is complete and orders are raised for works to the Farmhouse. The budget was increased due to an external contribution of £18k received from Chorley Pals and it is expected that the full revised budget of £298k will be fully expended by the end of the financial year.
- Clayton Brook Village Hall Extension – £135k: it is likely that the main phase of the extension will be completed in 2014/15.
- Yarrow Valley Country Park reservoir works – £60k: the improvements to the reservoir are complete.

53. The final financing of the investment projects will be presented in the outturn report and will depend on the final expenditure in 2013/14 and the capital receipts generated.

54. The Leisure Centre Improvement budget has been reviewed as part of 2014/15 budget setting. The previously reported indicative amounts for 2014/15 and 2015/16 are now likely to be greater than future expenditure requirements. The latest estimate of spend on centre improvements this financial year is £200k and the requirements going forward give a forecast surplus of £305k up to 2016/17. It is proposed to transfer this unallocated budget to fund some of the additional works planned as part of the Astley Hall and Park Development Plan.

Leisure Centre Improvements and transfer to Astley Development Plan

Project	2013/14 Forecast	2014/15 Forecast	2015/16 Forecast	2016/17 Forecast	Total
Leisure Centre Improvements – Original Budget	364	282	284	0	930
Leisure Centre Improvements – Revised Forecast	200	75	275	75	625
Balance to be transferred	-164	-207	-9	75	-305
Recommended budget transfer to Astley Hall / Park Development		305			

55. Since the previous monitoring report Housing officers have proposed the re-profile of Housing budgets to better reflect the use of funding and timescale of earmarked delivery. Confirmed allocations for the Disabled Facilities Grant (DFG) funding in 2014/15 have been received and increase the estimated amount for 2014/15 by £12k. From 2015/16 DFGs are

included as part of the Better Care Fund and will be administered by Lancashire County Council. The County have confirmed they will honour indicative allocations for Districts which for Chorley is £370k. The revised DFG budgets is therefore as follows:

- 2013/14: £366k
- 2014/15: £318k
- 2015/16: £370k

56. If all the recommendations above and some other minor adjustments to the profile of project delivery, and outlined in Appendix 4, are approved the revised capital programme will be:
 2013/14: £26.483m (£3.142m excluding the acquisition of Market Walk)
 2014/15: £10.557m
 2015/16: £1.162m

57. The financing of the capital programme will be confirmed at year end and reported in the Outturn Report. There is the opportunity for Members to reduce the use of borrowing to finance expenditure in 2013/14 and avoid the future burden on the revenue budget in 2014/15 and future years by approving the use of revenue surpluses (RCCO).

58. The typical saving over a useful economic (UEL) life of 20 years would be £5k per year for every £100k of upfront capital expenditure. If Members were to approve the replacement of borrowing with RCCO we would target capital schemes with the short UEL first to generate the greatest revenue saving in future years.

59. The table below is an example of the revenue budget savings that could be achieved in 2014/15 and future years by financing capital expenditure in 2013/14 from in-year surpluses. (Saving based on using 50% of the monies due from Section 31 Grant – awarded for losses in Business Rates due to SBRR.)

	Capital Expenditure in 2013/14 £000	UEL (years) £000	Revenue Budget Saving (per year) £000
Replacement of recycling/litter bins & containers	100	10	10
Planned Improvements to Fixed Assets	112	20	6
	212		16

IMPLICATIONS OF REPORT

60. 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

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

COMMENTS OF THE MONITORING OFFICER

62. The Monitoring Officer has no comments.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Dave Bond	5488	20/01/14	Revenue and Capital Budget Monitoring 2013-14 Report 3

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
General Fund Revenue Budget Monitoring 2013/14 Forecast to end of December 2013	Original Cash Budget	Impact of Council Restructure	Agreed Changes (Directorates)	Agreed Changes (Other)	Amended Cash Budget	Contribution to Corp. Savings (Staffing)	Contribution to Corp. Savings (Other)	Current Cash Budget	Forecast Outturn	Variance	Variance
	£	£	£	£	£	£	£	£	£	£	%
Chief Executive & Transformation	6,005,490			46,500	6,051,990	(50,000)		6,001,990	5,813,240	(188,750)	-3.1%
Partnerships, Planning & Policy	1,417,850			33,220	1,451,070			1,451,070	1,457,880	6,810	0.5%
People & Places	6,560,040			307,900	6,867,940	(100,000)		6,767,940	6,856,940	89,000	1.3%
Directorate Total	13,983,380	-	-	387,620	14,371,000	(150,000)	-	14,221,000	14,128,060	(92,940)	-0.7%
Budgets Excluded from Transformation Directorate Monitoring:											
Pensions Account	243,970				243,970			243,970	231,800	(12,170)	-5.0%
Benefit Payments	153,240				153,240			153,240	(15,429)	(168,669)	-110.1%
Corporate Savings Targets											
Management of Establishment	-			(200,000)	(200,000)	150,000		(50,000)	-	50,000	-100.0%
Reduction in Pension Rate	-			-	-			-	0	-	-
Efficiency/Other Savings	-			-	-			-	0	-	-
Total Service Expenditure	14,380,590	-	-	187,620	14,568,210	-	-	14,568,210	14,344,431	(223,779)	-1.5%
Non Service Expenditure											
Contingency Fund	-				-			-	0	-	-
Contingency - Management of Establishment	(200,000)			200,000	-			-	0	-	-
Efficiency/Other Savings	-				-			-	0	-	-
Revenue Contribution to Capital	-			435,950	435,950			435,950	435,950	-	-
Net Financing Transactions	261,350			-	261,350			261,350	235,400	(25,950)	-
Parish Precepts	530,240				530,240			530,240	530,234	(6)	-
Total Non Service Expenditure/Income	591,590	-	-	635,950	1,227,540	-	-	1,227,540	1,201,584	(25,956)	-
Total Expenditure	14,972,180	-	-	823,570	15,795,750	-	-	15,795,750	15,546,015	(249,735)	-1.6%
Financed By											
Council Tax	(6,340,200)				(6,340,200)			(6,340,200)	(6,340,200)	-	-
Grant for freezing Council Tax 2013/14	(64,570)				(64,570)			(64,570)	(65,950)	(1,380)	-
Revenue Support Grant	(3,861,960)				(3,861,960)			(3,861,960)	(3,861,957)	3	-
Retained Business Rates	(2,740,260)				(2,740,260)			(2,740,260)	(2,740,260)	-	-
Council Tax Transition Grant	(19,890)				(19,890)			(19,890)	(19,890)	-	-
New Homes Bonus	(1,805,030)				(1,805,030)			(1,805,030)	(1,805,040)	(10)	-
New Burdens Grant	(16,400)				(16,400)			(16,400)	(16,402)	(2)	-
Collection Fund (Surplus)/Deficit	(77,000)				(77,000)			(77,000)	(77,000)	-	-
Use of Earmarked Reserves - capital financing	-			(152,260)	(152,260)			(152,260)	(152,260)	-	-
Use of Earmarked Reserves - revenue expenditure	67,630			(611,030)	(543,400)			(543,400)	(543,400)	-	-
Conts in CGUA Reclassified as Revenue	-			(60,280)	(60,280)			(60,280)	(60,280)	-	-
Budgeted Contribution from General Balances	(114,500)				(114,500)			(114,500)	(114,500)	-	-
Total Financing	(14,972,180)	-	-	(823,570)	(15,795,750)	-	-	(15,795,750)	(15,797,139)	(1,389)	0.0%
Net Expenditure	-	-	-	-	-	-	-	-	(251,124)	(251,124)	-
General Balances Summary Position				Target	Forecast	Less potential slippage to 2014/15			132,940		
				£	£						
General Fund Balance at 1 April 2013				2,000,000	2,059,860	Forecast Underspend			(118,184)		
Use of MRP for the reduction of debt.					(35,950)						
Provisional (Over)/Under Spend					118,184						
Forecast General Fund Balance at 31 March 2014				2,000,000	2,142,094						

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Appendix 2: Revenue Budget Investment - approved in 2013/14

Project	MAINSTREAM 2013/14 £	Total New Investment £	Estimate of spend to 31 March 2014 £	Estimate carry forward to 2014/15 £	Further information
Unify Credit Union		50,000	41,403	8,597	Reporting £8.5k saving assuming £1k misc spend.
Employee health scheme		20,000	20,000	0	Anticipated spend around £1,500 per month.
Campaigns and events		40,000	40,000	0	Balance fully spent.
Private Property Improvement Scheme		50,000	3,000	47,000	Proposed slippage to 2014/15 or move to reserve.
Regeneration of key town centre sites	40,000	40,000	40,000	0	Budget used to support the revenue costs of 98-102 Market Street and Bengal Street
Support the expansion of local businesses		100,000	63,302	36,698	Business Investment for Growth (BIG) Grant - a number of further projects are in the pipeline - but expenditure likely in 2014/15
Support the expansion of local businesses		10,000	10,000	0	Commitment to an annual business event in Autumn 2013 and other miscellaneous expenses in support of the BIG grant
Inward investment delivery		350,000	157,452	192,548	<u>Inward Investment delivery currently £350k Commitments</u> <input type="checkbox"/> Inward Investment Plan £79k <input type="checkbox"/> Market Street Shop Fronts £126K <input type="checkbox"/> Chorley Works £35k <input type="checkbox"/> Market Street/Big lamp Design works £10k <input type="checkbox"/> Choose Chorley Grant/Bring Forward Investment Sites £100k
Town Centre masterplan		30,000	30,000	0	
Joint employment initiative with Runshaw College		50,000	25,000	25,000	Joint employment initiative with Runshaw College £50,000 (initial one off budget growth for 13/14 but will now be split 50:50 over two years).
16/17 year old drop in scheme		15,000	15,000	0	Service provided by the charity "Key".
Community development and volunteering		70,000	50,000	20,000	Working with the social enterprise SPICE. There will be a saving in 2013-14. Work will be starting in August.
Support to the VCFS Network		15,000	15,000	0	
Neighbourhood Working		100,000	60,000	40,000	
Active Generation		31,000	31,000	0	
Street Games		50,000	50,000	0	Programme for the remainder of 13/14 should fully utilise the budget.
Free Swimming		7,500	7,500	0	Programme implemented with Active Nation for the summer period.
Proactive clean up team	50,000	50,000	50,000	0	Employee costs
Tree Policy	30,000	30,000	30,000	0	Tree works went live in August. Budget expected to be fully spent in 2013/14.
Play area improvements		100,000	4,215	95,785	Work will start after consultation, spend expected in quarter four. NB recurrent for 3 years ... is the full allocation required?
Extension & improvement of street furniture		65,000	65,000	0	The contract value is around £60k, with the remaining £5k for fitting and parts.
TOTAL	120,000	1,273,500	807,872	465,628	

Exclude from Growth Summary

Car park pay and display income reduction		75,000	75,000		£50k overspend (loss of income)
TOTAL	120,000	1,348,500	882,872	465,628	

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Appendix 3

Comparison of Business Rate Income to NNDR1 2013/14

	NNDR1 £000	NNDR3 Dec-13 £000	Variance From NNDR1 £000
Gross rate yield	31,521	31,687	166
Estimated change in receipts	(86)		86
Estimated adjustment due to appeals	(1,000)	(1,000)	0
Adjusted Gross Rate Yield	30,435	30,687	252
<i>Relief</i>			
Small Business Rate Relief	(1,612)	(1,777)	(165)
Charitable Relief	(1,846)	(1,876)	(30)
Empty / Partly Occupied Relief	(423)	(656)	(233)
Other Relief	(34)	(35)	(1)
Total Mandatory Relief	(3,915)	(4,344)	(429)
Discretionary Relief	(9)		9
Adjusted Gross Rate Yield (after reliefs)	26,511	26,343	(168)
Losses in collection	(350)	(350)	0
Cost of collection	(134)	(134)	0
Net Rate Yield (before transitional arrangements)	26,027	25,859	(168)
<i>Allocation of Net Rate Yield</i>			
Amount of NNDR to be paid to Central Government	13,014	12,930	(85)
Amount of NNDR to be retained by Chorley BC (before tariff/levy)	10,411	10,344	(67)
Amount of NNDR to be passed to LCC	2,342	2,327	(15)
Amount of NNDR to be passed to LFA	260	259	(1)
	26,027	25,859	(168)
<i>Calculation of Chorley BC retained NNDR</i>			
Amount of NNDR to be retained by Chorley BC (before tariff/levy)	10,411	10,344	(67)
Section 31 grant (empty property and small business rate relief)	0	423	423
Tariff to be paid to Central Government	(7,500)	(7,500)	0
Levy to be paid to Central Government	(171)	(349)	(178)
Estimated retained NNDR	2,740	2,918	178

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	13 February 2014

CHORLEY COUNCIL PERFORMANCE MONITORING QUARTER THIRD 2013/2014

PURPOSE OF REPORT

1. This monitoring report sets out the performance against the delivery of the Corporate Strategy and key performance indicators during the third quarter of 2013/14, 1 October to 31 December 2013.

RECOMMENDATION(S)

2. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

3. This report sets out performance against the Corporate Strategy and key performance indicators for the third quarter of 2013/14, 1 October to 31 December 2013. Performance is assessed based on the delivery of key projects in the 2012/13 – 2015/16 Corporate Strategy and against the measures in the new 2013/14 – 2016/17 Corporate Strategy along with key service delivery measures.
4. Overall performance of key projects is excellent, with the majority of the projects now complete. Of those that are yet to be completed, 100% are rated as green and scheduled for completion by the end of quarter 4. Performance of projects from the new Corporate Strategy, approved in November 2013, will be reported formally from quarter 4.
5. Overall performance of Corporate Strategy and key service measures remains strong. 72% of the Corporate Strategy measures and 71% of the key service measures are performing above target or within the 5% tolerance.
6. The Corporate Strategy measures performing below target are; the percentage of customers dissatisfied with the way they were treated by the council, the percentage of domestic violence detections and the number of affordable homes delivered. Action plans have been developed to outline what action will be taken to improve performance.
7. The key service delivery measures performing below target are; the time taken to process housing and council tax benefit new claims and change events and the percentage of major planning applications determined within 13 weeks. Again, action plans have been included within the report to outline what actions are being taken to improve performance.

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

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

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

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

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 9. None

CORPORATE PRIORITIES

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

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

BACKGROUND

- 11. The Corporate Strategy is the key strategic document for the authority and includes performance indicators and key projects which focus on delivering the Council's four priorities.
- 12. The Corporate Strategy was refreshed and approved by Council in November 2013. The new strategy includes 20 key projects, aimed at learning from and strengthening successful activity in 2012/13. Key performance measures have also been updated so that where targets were being successfully achieved they have been amended to ensure that they remain challenging and reflective of the Council's ambitions.

PERFORMANCE OF KEY PROJECTS

- 13. The Corporate Strategy for 2012/13 – 2015/16 included 20 key projects. At the end of the third quarter, overall performance of key projects is excellent with 14 of 20 projects complete and the remainder scheduled to complete in quarter 4.
- 14. At the end of the third quarter, 14 projects (70%) are complete and of those remaining 100% are rated green, meaning that they are either complete or progressing according to timescale and plan. The table below provides a brief summary of the current position and scheduled timeframe for completion.

Project	Position
Implement a programme to support the expansion of local businesses	On track to complete and achieve all targets by the end of January 2014.
Deliver affordable homes through the use of Council assets	The actions to deliver the affordable homes will be complete at the end of March. The properties themselves will be completed throughout 2014 with the final development estimated for completion in early 2015 (subject to legal requirements being met).
Migrate services to the front office	Scheduled to complete in March 2014 with work underway to migrate the remaining services through a staffing review which currently is being consulted on.
Produce a development plan for Astley Park	The project will be complete on approval of the Astley Park development plan by Executive Cabinet in February 2014.
Support the development of Friday Street Health Centre	Further actions have been identified under the 2014/15 Corporate Strategy project with an update on progress provided later in the report.
Develop a Youth Ambassador scheme	The scheme is now fully launched with initiatives on-going to increase sign up by young people to be a Youth Ambassador. The initial meeting has now been confirmed with a provisional date for a larger meeting on the 4 th April depending on take up. The project to develop the scheme will be complete at the end of March with the operation and management of the scheme taken forward as business as usual.

15. Following the refresh of the Corporate Strategy in November 2013, monitoring of new key projects will commence reporting from quarter 4 at which point it is anticipated that all 2012/13 projects will be complete and therefore closed off. The outputs and outcomes of these projects will be reported in the quarter 4 performance report.
16. At this stage it is possible to provide a brief update on the following projects from the refreshed Corporate Strategy for 2014/15:
- **Host Chorley element of cycling Tour of Lancashire** – this project will now be a programme of cycling and other sporting activity culminating in a larger weekend sporting event scheduled for Easter 2015.
 - **Friday Street Health Centre** – A steering group has now been formed including key stakeholders from Lancashire Care Foundation Trust and the Chorley and South Ribble Clinical Commissioning Group. The new Corporate Strategy project will include working through this steering group to deliver a number of key actions to support the delivery of the health centre.

PERFORMANCE OF CORPORATE STRATEGY MEASURES

17. At the end of the third quarter, it is possible to report on 11 of the key performance indicators within the Corporate Strategy. Five indicators were performing on or better than target. The full outturn information for the performance indicators is included at Appendix A.
18. It should be noted that the indicators are now being measured against new and more challenging targets set out in the 2013/14 Corporate Strategy which have been amended to build on positive performance.
19. The following indicators are performing better than target:
 - The number of visits to Council's leisure centres
 - Number of young people taking part in 'Get Up and Go' activities
 - Number of jobs created through targeted interventions
 - Number of jobs created through inward investment
 - Number of homelessness preventions and reliefs
20. Three indicators (27%) are performing slightly below target, but within the 5% tolerance threshold:
 - Number of long term empty properties in the borough
 - % of 16-18 year olds not in employment, education or training
 - Overall employment rate
21. Three indicators (27%) performed below target; the percentage of customers dissatisfied with the way they were treated by the Council, the percentage of domestic violence detections and the number of affordable homes delivered
22. The table below gives the reasons for this worse than anticipated performance, and the steps that are being taken to improve performance. A brief analysis of trend has also been provided to give some context to the performance value:

Performance Indicator		Target	Performance
% of customers dissatisfied with the way they were treated by the Council		20%	30%
Reason below target	The main reasons for dissatisfaction identified by customers are the timeliness and quality of response provided. Analysis of cases shows that around 40% of dissatisfaction relates to waste collections and more specifically the delivery of new or replacement containers with customers receiving an automated response to say that the container has been delivered when it hasn't; however it should be noted that the number of cases is very small in comparison to the overall number of containers delivered. Officers continue to work with the waste contractor to ensure cases aren't closed off before they are completed. Around 15% of complaints relate to more complex cases such as tree issues and planning applications where multiple stakeholders may be involved which means that what may appear to be a simple request takes considerable work by officers to resolve.		

Action required	Following the refresh of the Corporate Strategy in November 2013, a new key project has been included to deliver a project to improve customer satisfaction. This project will complete in-depth analysis of performance to date and will consider a range of aspects that may contribute to dissatisfaction including technology, service culture and frontline contact management. The project will work directly with services to put in place specific actions and aims to achieve an improvement in satisfaction.
Trend	In comparison at the end of quarter three 2012/13, dissatisfaction was 31.1%

Performance Indicator		Target	Performance
% of domestic violence detections		70%	61.2%
Reason below target	Domestic violence (DV) detections are a measure of the % of DV recorded incidents that result in a formal disposal by the police (i.e. prosecution and caution.) This is a police set target which has been adopted by the council and Chorley Partnership. Reasons for the indicator being off target are: <ol style="list-style-type: none"> 1. The original target was set as a stretch target 2. The recording of what is a DV incident has changed over time and now includes sibling to sibling incidents and other inter familial incidents. 3. The age limit for recording incidents has lowered from 18 years old to 16 years old 4. Other interventions and alternative disposals, including mediation, reduce the number reaching a 'detection' stage 5. Lack of cooperation from the victim will account for some reported cases not progressing 6. Insufficient evidence to a criminal justice standard will result in reduced cases reaching 'detection' 7. In the interests of the parties involved some cases may not result in any formal action being taken, e.g. not wishing to criminalise the parties involved. 		
Action required	Notwithstanding the above, the following actions have taken place: <ol style="list-style-type: none"> 1. Police regularly review their processes to ensure the best evidence is gathered at an appropriate stage 2. Liaison undertaken with the Crown Prosecution Service to ensure each case is fully assessed before a decision on detection is made including a senior officer challenge 		
Trend	Performance at quarter two 2013/14 was 64%. The year end figure for 2012/13 was 76%.		

Performance Indicator		Target	Performance
Number of affordable homes delivered		75	70
Reason below target	There are numerous factors that can affect the development of affordable homes including weather conditions, utility companies, as well as developers' and Registered Providers' ability to obtain land and funding for new build. A major factor has been the loss of First Buy properties. This was a Government scheme which assisted first time buyers. All properties purchased under the		

	scheme were classed as 'affordable' and therefore could be accounted for in our figures for affordable homes. This scheme was replaced in 2013 by Help to Buy which provides assistance to home buyers up to a maximum purchase price of £600k. Consequently properties sold under the terms of this scheme cannot be classed as 'affordable.'
Action required	<p>The performance of this measure is currently outside of our control. The council is reliant on developers and Registered Providers completing their properties in accordance with the timescales they provided to the HCA and ourselves. However we will continue to liaise closely with developers and RP's to monitor progress.</p> <p>There are 58 'affordable' homes currently being built in Chorley and it is hoped that at least 45 of them will be completed before the end of March 2014, making a total of 118 completions and thereby achieving the annual target of 100 completions.</p>
Trend	Performance at quarter 2 was positive with 58 properties delivered against a target of 50. However only 70 properties were delivered against a target of 75 in quarter 3.

PERFORMANCE OF KEY SERVICE DELIVERY MEASURES

23. There are some important indicators that are not included within the Corporate Strategy, but are measured locally as indicators of service performance. There are seven indicators that can be reported at the end of the third quarter. The full outturn information is included at Appendix B: Key Service Delivery Measures.
24. The following indicators (71%) are performing better than target:
- % other planning applications determined within 8 weeks
 - Supplier Payment within 30 days
 - Number of households living in Temporary Accommodation
 - % minor planning applications determined within 8 weeks
 - Average working days per employee (FTE) per year lost through sickness absence
25. There are currently two indicators that are performing worse than target:
- Average time taken to process housing and council tax benefit new claims and change events
 - % major planning applications determined within 13 weeks

The table below gives the reasons for this worse than anticipated performance, and the steps that are being taken to improve performance:

Performance Indicator		Target	Performance
Time Taken to process HB/CT benefit new claims and change events		10 days	11.68 days
Reason below target	The 'in month' performance for December 2013 was 9.93 days to make decisions on all claim types which is on target. The figure reported for quarter 3 shows the year to date position and is therefore still affected by the under-performance that occurred in the busiest first quarter after annual billing when work volumes outstanding were at their highest and when the service had reduced resources due to maternity leave.		
Actions required	Revenues and benefits officers continue to monitor work outstanding on a daily basis and monitor performance against targets. There is also the opportunity to offer overtime should it be necessary to address any back log in applications.		
Trend	Performance at quarter 2 2013/14 was 11.67 days. Compared to last year, performance at quarter 3 2012/13 was 10.48 days.		

Performance Indicator		Target	Performance
% major planning applications determined within 13 weeks		70%	55.5%
Reason below target	Community Infrastructure Levy (CIL) charging which commenced from 1 September 2013 resulted in a rush of Section 106 sign-offs which had previously been left dormant by Developers in the period to the end of August 2013. Planning Officers had been issuing reminders to Developers to inform them of the introduction of CIL and that any determinations made after 1 September 2013 would be liable to CIL. The figure reported at quarter 3 shows the year to date position and is therefore affected by performance earlier in the year.		
Actions required	Performance is improving compared to the figure of 45.7% reported at the end of Quarter 2, although no major applications were issued or determined in December 2013. Officers continue to monitor the status of major applications and endeavour to deliver within the 13 week period; however the negotiations on the separate legal agreements particular to each application can involve multiple stakeholders and are often beyond the planning officer's control. The DCLG's Data Collection, Transparency and Dissemination Team who co-ordinate the national PS1 and PS2 returns have also been notified of the introduction of CIL and its impact on performance figures for Chorley.		
Trend	Performance at quarter 2 2013/14 was 45.7%. Compared to last year, performance at quarter 3 2012/13 was 72.9%.		

IMPLICATIONS OF REPORT

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

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












GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Victoria Willett	5248	15 January 2014	Third quarter performance report 2012/13








Appendix A: Performance of Corporate Strategy key measures

 Performance is better than target
  Worse than target but within threshold
  Worse than target, outside threshold

Indicator Name	Polarity	Target Value	Performance Value	Symbol	Trend
Overall employment rate	Bigger is better	80%	78.1%		→
Number of jobs created through targeted interventions	Bigger is better	75	116		↑
Number of jobs created through inward investment	Bigger is better	37	38		↑
The % of 16-18 year olds who are not in education, employment or training (NEET)	Smaller is better	5%	5.1%		↑
% of domestic violence detections	Bigger is better	70%	61.2%		↓
The number of visits to Council's leisure centres	Bigger is better	750000	811903		↑
Number of young people taking part in 'Get Up and Go' activities	Bigger is better	11250	16237		→
Number of affordable homes delivered	Bigger is better	75	70		↓
Number of Homelessness Preventions and Reliefs	Bigger is better	150	501		↑
Number of long term empty properties in the borough	Smaller is better	195	202		↓
% of customers dissatisfied with the way they were treated by the Council	Smaller is better	20%	30%		↓

Trend shown is for change from quarter 2.

Appendix B: Performance of key service delivery measures

Indicator Name	Polarity	Target Value	Performance Value	Symbol	Trend
Average time taken to process new claims and change events	Smaller is better	10Days	11.68Days		↓
Average working days per employee (FTE) per year lost through sickness absence	Smaller is better	4.87Days	4.47Days		↑
% MAJOR planning applications determined within 13 weeks (Statutory PS2 indicator)	Bigger is better	70%	55.5%		↑
% MINOR applications determined within 8 weeks (Statutory PS2 indicator)	Bigger is better	65%	69.2%		↑
% OTHER applications determined within 8 weeks (Statutory PS2 indicator)	Bigger is better	80%	83%		↑
Supplier Payment within 30 days	Bigger is better	98%	100%		→
Number of households living in Temporary Accommodation (NI 156)	Smaller is better	25	9		↑

Trend shown is for change from quarter 2.



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources, Policy and Performance)	Executive Cabinet	13 February 2014

CHORLEY PARTNERSHIP PERFORMANCE MONITORING QUARTER THREE 2013/14

PURPOSE OF REPORT

1. To update the Executive on the performance of the Chorley Partnership during the third quarter of 2013/2014, from 1 October to 31 December 2013.

RECOMMENDATION(S)

2. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

3. This report follows the new format of report introduced at the start of this financial year. It sets out the priorities and performance of the Chorley Partnership for the third quarter of 2013/2014, from 1 October to 31 December 2013.
4. The report presents to Members the priorities of the partnership groups and how successfully they have been delivering against those priorities. This is a move away from using performance indicators towards providing some contextual information regarding the work that has been delivered and what impact and outcomes this has achieved.
5. Overall progress against priorities is excellent, of the eighteen priorities identified across the partnership, seventeen are rated green and one is rated amber.

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

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

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

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. None.

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	✓

WHAT HAS BEEN ACHIEVED IN QUARTER THREE?

CHORLEY PARTNERSHIP EXECUTIVE

9. During the third quarter of 2013/2014, the partnership have considered and progressed the following issues in conjunction with the sub-groups:
- i. Established a project group with health partners including Lancashire Care Foundation Trust and Chorley and South Ribble CCG, to progress the delivery of the Friday Street Health centre. Lancashire Care Foundation Trust will be leading on the development and this group will hold partners to account to ensure that progress is being made (lead organisation – Lancashire Care Foundation Trust)
 - ii. Agreed to supplement the Meals on Wheels pilot with volunteers from Runshaw College and Help Direct to support socially isolated older people and developed a model of ‘community kitchens’ to be piloted in western parishes whereby pubs and garden centres are turned into luncheon clubs, supported by Runshaw College and Help Direct volunteers (lead organisation – Chorley Council)
 - iii. Delivered training to support the implementation of the early support system in partnership with Help Direct including the processes for referral (lead organisation – Help Direct / Lancashire County Council)
 - iv. Reviewed the outcomes of the Big Brew consultation event held by the VCFS Network and agreed to support a number of specific priorities for future work (lead organisation – VCFS Network)
 - v. Established a local working group to contribute to the development of a programme of health reforms, in particular, integrated neighbourhood teams and self-management of care (lead organisation – Lancashire Care Foundation Trust)
 - vi. Developed final implementation plans for linking partners into Chorley’s Credit Union, in particular Lancashire Teaching Hospitals Trust and their 7,000 employees (lead organisation – Lancashire Teaching Hospitals Trust)

SUB GROUP PERFORMANCE AGAINST PRORITIES

10. The following tables show the delivery of the sub groups against their priorities. It indicates if progress is green (progressing according to plan), amber (the priority has a problem with achieving the aims and action is being taken to resolve this), red (the priority has a problem with achieving the aims and requires action to achieve its objectives) and not started. It also provides an update on the outputs of the work in the third quarter.

Chorley & South Ribble Health & Wellbeing Partnership	
Priority	Status
a. Accessibility – ensure that high quality health services and interventions are readily available to our citizens	Green
b. Independence – provide services, interventions and support that enables citizens to live independently in the community	Green
c. Activity – provide the infrastructure and incentives for citizens to undertake activities that promote good health and wellbeing	Green
Decisions made and work undertaken by the partnership from October – December:	
<ul style="list-style-type: none"> • Accessibility: A task and finish group has been formed to undertake a health impact assessment on the proposed city deal and other housing developments across Chorley and South Ribble. The work has been scoped and an initial workshop held to capture a variety of partner and stakeholder aspirations for new housing and other developments. This work will be progressed to be completed by March. • Independence: The partnership raised the profile of changes to the funding of Disabled Facilities Grant and secured commitment from Lancashire County Council to ensure 2015/16 financial allocations from the Better Care Fund are delivered to districts. This work has now escalated to Lancashire Health and Well-being Board level to establish what added value can be levered into an integrated process in the future. • The partnership has also ensured that the successful Warm Homes Healthy People projects delivered in previous years by districts have been funded through the LCC public health budget following withdrawal of Department of Health funding at a national level. • Activity: Business as usual services continue to be delivered within a context of provision, engagement and participation of activities that promote improving health and wellbeing <p>Activities that cut across these themes and being delivered with partners are:</p> <ul style="list-style-type: none"> • Health Checks linked to volunteer opportunities and time credits – piloted in 3 GP practices (lead organisations - Lancashire County Council/Chorley Council) • Connecting communities through food – LCC funded project to develop a toolkit that links surplus local food to end users such as food banks, luncheon clubs and markets (lead organisations – Lancashire County Council/Chorley Council) • Chorley have joined a central Lancashire cluster of agencies as a Dementia Friendly Alliance with the purpose of working towards becoming a Dementia Friendly Community (lead organisations – Lancashire County Council/VCFS Network) • Health literacy work continues with partners in Chorley Town East (lead organisation Chorley Council) <p><u>Note that the chair of the Partnership is held by Chorley in 2015 and a review of terms of reference and our action plan is being undertaken.</u></p>	

Economic Development Partnership	
Priority	Status (red, amber or green)
a. Thriving town centre	Green
b. Promote and increase inward investment	Green
c. Business support to new and existing businesses	Green
d. Supporting young people through education, training and fostering entrepreneurship	Green
e. Reducing the gap in our most deprived communities	Green
Decisions made and work undertaken by the partnership from October – December	
<ul style="list-style-type: none"> • In partnership with Newground, Chorley Council has been consulting with traders along Market St with a view to comprehensively refurbishing all Market St shop frontages.(lead organisation – Chorley Council) • Working with Lancashire County Council, the top end of Market Street has been reopened to traffic with the provision of additional car parking. (lead organisations – Chorley Council/Lancashire County Council) • Our Choose Chorley Business Evening, hosted by Dave Guest, and entertained by motivational speaker Wayne Hemmingway, attracted 170 attendees and was supported by First Investments, Runshaw Business School, Whittle Jones and Workspace Properties. • 350 people attended the November Careers and Jobs Fair, which was supported by 15 partner agencies, including Job Centre Plus, and 11 Employer 	

Chorley & South Ribble Community Safety Partnership	
Priority	Status (red, amber, green)
a. Domestic Violence and Violent Crime	Green
b. Child Sexual Exploitation	Green
c. Reduce Anti-Social Behaviour	Green
d. Reoffending - Young Offenders	Green
e. Acquisitive Crime (Burglary dwelling and vehicle crime)	Green
f. Killed and Seriously Injured	Green
Decisions made and work undertaken by the partnership from October – December	
<ul style="list-style-type: none"> • In quarter three, members of the Chorley and South Ribble CSP (Community Safety Partnership) Responsible Authority Group (RAG) agreed the following suggested changes to the Chorley and South Ribble CSP Structure and governance arrangements: <ul style="list-style-type: none"> a) That the current RAG maintains its prescribed statutory functions but adopts an annual conference and community engagement format. b) That the Chorley and South Ribble CSP Officer Working Group (OWG) retains responsibility for Community Safety operational service delivery. c) That the Chorley and South Ribble CSP RAG and OWG align with the Lancashire Community Safety Strategy Group arrangements. 	

d) Should these recommendations be supported the RAG agrees to delegate to the OWG the task of making the necessary transition arrangements, prior to formally adopting the new CSP structure and governance arrangements.

- **Bright Sparx** – The operation was delivered across October and November. Vulnerable people were targeted over this period to highlight safety by putting bins away. Patrols were carried out by the police in hotspot areas to identify any issues. All other agencies were vigilant in reporting unauthorised bonfires across the borough. Diversionary activities were delivered however the weather did cause some disruption to some of the planned activities. (lead organisation – Chorley Council with Lancashire Fire and Rescue Service/Lancashire Constabulary)

Police figures for the period of the operation:

	2013	2012
ASB Incidents (Logs)	116	121
Criminal damage excluding vehicle (Crime reports)	12	9
Assault (Crime reports)	14	29

- **Housing Cash Bond Scheme** - The CSP has been granted £5000 towards the development of a pilot scheme to support ex-offenders with a local Chorley connection to secure accommodation. Working in partnership with Lancashire Constabulary and Lancashire Probation service the scheme will look to place difficult offenders into accommodation which they would not usually be considered for. The pilot is a response to the fact that it was identified that accommodation is a main criminal driver. The pilot is expected to go live on the 1st of April 2014. (lead organisation – Chorley Council with Lancashire Constabulary/Probation Trust/Police and Crime Commissioner)
- **Perpetrator Programme** - The CSP has been granted £5000 Police and Crime Commissioner funding towards the development of a high risk repeat Domestic Violence Perpetrator program. The program will be delivered in conjunction with South Ribble, Preston and West Lancashire at a total cost of £18,000. The program aims to work with 30 high risk repeat perpetrators across the new central Lancashire policing division (10-15 for Chorley and South Ribble) and when evaluated aims to inform future commissioning and service delivery.

A multi-agency commissioning group has been formed to implement the pilot and a full specification and has been developed and agreed. The scheme will have a strong victim focus and ensure that the partners of offenders are fully supported throughout the programs delivery. An additional £5,000 has been secured by Lancashire Probation to commission UCLAN to evaluate the scheme. The pilot is expected to go live on the 1st of April 2014. Consultation has taken place with LCC and the proposed pilot will not duplicate any of their proposed commissioned activity works. (lead organisations – Chorley Council/Lancashire Constabulary/Probation Service)

Chorley Children’s Trust		
Priority	Status (red, amber, green)	Reason for performance if rated red or amber
a. Things to do and places to go for children, young people and families	Green	
b. Identify and respond to the emotional and social wellbeing of children and young people	Green	Delivery commenced in quarter 3.
c. Prevention & Early Intervention Support for Children, Young People and Families	Green	
d. Reducing Young People Not in Education, Employment or Training	Amber	Performance currently stands at 5.1% against the target of 5% which is slightly off track although an improvement on last quarter’s performance of 7.5%.

Decisions made and work undertaken by the partnership from October – December

- **Working Together With Families** – The Working Together With Families programme is currently working with 133 families across Lancashire, ahead of programme target. A local self-assessment has been undertaken and action plan produced. Quarterly performance monitoring is also being developed by Lancashire County Council (lead organisation – Chorley Council)
- **NEET young people** - Performance relating to young people not in employment, education or training (NEET) has been examined in detail; work continues through the Young Peoples Service to ensure that young people from all groups are able to access the support they need. (lead organisation - Lancashire County Council)
- **Runshaw College joint employment support project** – this project aims to support young people to overcome barriers to accessing and sustaining apprenticeships. The project is seeing excellent progress with 53 apprenticeship places created and filled since the scheme commenced in May 2013 and 20 young people supported into apprenticeships through funding from the scheme. (lead organisation - Runshaw College)
- **Under 18 alcohol specific hospital admissions** – a task and finish group has been set up to look at how young people gain access to alcohol and also the follow up in place following treatment in A&E. Further analysis of data and work to raise awareness of the Young Addaction service will also be progressed. (lead organisation – Chorley Council)

IMPLICATIONS OF REPORT

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

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

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Victoria Willett	5248	20 January 2014	Chorley Partnership 3rd Quarter Report

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Report of	Meeting	Date
Director of People and Places (Introduced by the Executive Member for People)	Executive Cabinet	13 February 2014

ASTLEY DEVELOPMENT PLAN

PURPOSE OF REPORT

1. To provide an update on development work in Astley and to seek approval for the five year development plan - Astley 2020.

RECOMMENDATION(S)

2. That Members note the update on development outlined in the report.
3. The five year development plan, Astley 2020, is approved and the further development work as detailed in the action plan is implemented, subject to funding.
4. That an initial expression of interest including a first round Heritage Lottery Fund (HLF) bid is prepared and submitted together with Chorley Remembers to support the delivery of Astley 2020.

EXECUTIVE SUMMARY OF REPORT

5. The report provides an update on recent and current developments at Astley Hall and Park.
6. Consultation regarding the future development of the site took place during August 2013 together with discussion with key stakeholders.
7. A five year development plan from 2014-19, known as Astley 2020, has been produced that details actions covering five key areas:
 1. Astley Hall and Park conservation.
 2. Improving the visitor offer and experience.
 3. Business development to support a sustainable business model.
 4. Heritage partnership development.
 5. World War I commemoration.
8. Existing and proposed funding will support the delivery of some elements of the development. However, significant funding will be required to fully deliver Astley 2020 and this will require external funding through a suitable source such as the Heritage Lottery Fund. Preliminary discussions have taken place and a joint HLF bid together with Chorley Remembers would provide the best option for a further funding submission.

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)

- To maximise the use of Astley Hall and Park by improving the facilities for visitors and residents together with conserving and maintaining the site.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- Not to develop Astley Hall and Park on the scale outlined.

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

- Over the last five years there has been significant investment in Astley, in particular to the Coach House complex via a £3.2 million heritage lottery restoration project. This included renovation of the walled garden, art gallery, new café and meeting room complex. Recent improvements include a new exhibition in the Coach House, changes to the cenotaph and extended opening of Astley Hall.

RECENT DEVELOPMENTS

- Astley Park recently gained Green Flag status in 2012. Whilst developing a long term development plan for Astley Hall and Park, the Council has been running in parallel to this a number of improvements to address immediate issues and also support the longer term development of the site. This has involved close working and collaboration with other partner organisations such as Chorley Remembers and the Astley Advisory Committee.
- During 2013-14, £380K of additional Council investment has been allocated to develop Astley and there is also a commitment to the long term investment needed to conserve the hall for accessibility now and longer term preservation.
- Projects recently delivered include:
 - Restoration of the Memorial Arch.
 - Chorley Remembers Exhibition.
 - Cenotaph improvements including new footpath.

16. Projects currently in progress include:
 - New exhibition space in Astley Farmhouse.
 - Destination play area.
 - Fountain on the lodge.
 - Lighting of Memorial Arch.

17. Astley Hall, Museum and Art Gallery have become registered as part of a successful museum accreditation process through the Arts Council England. This process recognises that Astley Hall adheres to recognised standards in relation to accessibility; management and collection care and also entitles eligibility for public funding. The Council’s recent commitment to its cultural offer includes:
 - 22% increase in opening hours to the hall, museum and art gallery.
 - A newer, more vibrant temporary exhibitions and events programme.

CONSULTATION

18. During August 2013 the Council undertook consultation on the future improvement of Astley Hall and Park. The purpose of this consultation was to update the community on the areas where improvement was being considered and canvas opinion in relation to some proposals for development.

19. Residents and visitors were invited to have their say on a range of issues such as lighting in the park, a new play area, mini golf provision, events car parking and the type of events which are run in the park.

20. The consultation was also communicated through the Council’s website, social media and directly with stakeholder groups such as the Astley Advisory Committee. During the consultation, the progress and plans to further develop and restore the Hall, Coach House and Farmhouse complex were discussed.

21. The consultation received 176 responses from a diverse audience consisting of residents, visitors, local councillors and key stakeholders including Astley Advisory Group, Friends of Astley Park, Chorley Natural Society and the Town Centre Forum. The results are detailed in Table 1 and clearly demonstrate support for a number of the proposals with strong support for events infrastructure, destination play area, sensory garden, fountain feature and temporary events car parking.

22. Table 1 – Astley Consultation

	Supportive	Partially supportive	Unsure	Not supportive
Footpath Lighting	56%	14%	15%	15%
Temporary Events Staging	69%	26%	0%	5%
Proposed fountain	66%	13%	0%	21%
Proposed Mini Golf	45%	35%	0%	20%
Events car parking off Southport Rd	61%	26%	0%	13%
Destination Play Area	74%	20%	0%	6%
Sensory Garden & Sensory Trail	78%	20%	0%	2%

23. The consultation was structured using open questions to capture additional information and reasons supporting the preferences expressed. Only four of the proposals received >10% responses that were either unsure / unsupportive. The reasons given by these respondents are summarised below.
24. **Lighting** - although 70% of responses were fully / partially supportive, 30% were either unsure or not supportive. The main areas of concern were:
- Impact to wildlife - particularly bats.
 - Light pollution affecting star gazers / astronomy enthusiasts.
 - Concerns that lighting will encourage anti-social behaviour.
 - Historic sensitivity and concerns lighting is inappropriate to setting of house / grounds.
 - Cost of installing, running and maintaining lighting.
25. **Fountain** - 79% of responses were fully / partially supportive and 21% were not supportive. The main areas of concern were:
- Cost of installing, running and maintaining fountains.
 - Impacts to wildlife -particularly wildfowl.
 - Inappropriate to setting of Astley Hall (historical accuracy)
26. **Mini Golf** – Although 80% of responses were fully / partially supportive, a significant number were only partially supportive (35%) and 20% were not supportive. The main areas of concern were:
- Existing golf facility is not fully used.
 - Existing golf facility is sufficient.
 - Maintenance and vandalism.
 - Cost of staffing of the facility.
27. **Events Parking** - 87% of responses were fully / partially supportive and 13% were not supportive. The main areas of concern were:
- Highways access.
 - Impact to wildlife.
28. Two of the proposals are currently being taken forward and implemented as follows:
- **Destination play area** – a concept design has been produced based on a play area themed on the ruins of a 17th Century Castle. The detailed design work is currently being undertaken and following planning, procurement and construction the estimated completion is for early 2015.
 - **Proposed fountain** – the estimated cost is £30K and the fountain will reduce future costs by helping to improve the water quality and reducing the need for clearing / dredging of the lodge. The fountain proposal has been discussed with the Council's Planning Conservation Officer and English Heritage and they have not raised any concerns. An ecological assessment is being undertaken to determine the best location for the fountain and to ensure that any impacts on wildlife are minimised.
29. Proposals planned to be taken forward for 2014-15 and 2015-16 include:
- Footpath lighting.
 - Events parking.
 - Sensory garden and sensory trail.
 - Temporary events staging infrastructure.

30. The concerns outlined regarding lighting and events car parking will be fully considered in more detail as part of the development of these options. Where possible they will be designed out or mitigated and this will be incorporated into the final designs submitted for planning permission required for both of these options.
31. The proposed Mini Golf will not be taken any further at this stage and options to enhance the current putting green will be considered.

ASTLEY 2020 – FIVE YEAR DEVELOPMENT PLAN

32. Following on from the consultation a five year development plan, Astley 2020, has been produced together with an action plan detailing future areas of work required (see Appendix 1).
33. The vision for Astley 2020 is ***‘Working together with our heritage partners to maximise the visitor experience and to create a sustainable centre of regional importance’***
34. The aims include providing an offer that is:
 - Accessible, relevant and identifiable to all citizens of Chorley borough.
 - Attractive to those wishing to settle in the Chorley area.
 - Appealing to those visiting the area.
 - Responsive to what people want to see and experience.
 - Promoting the philosophy of cultural pride, identity and diversity.
35. To secure a long term sustainable future that meets the needs of local residents and visitors a number of objectives have been identified as follows:
 - Develop an Astley Hall conservation and maintenance plan and programme.
 - Meet the visitor expectation and improve the visitor offer and experience.
 - Develop the cultural offer to support a sustainable business model.
 - Lead and nurture partnership working.
 - Conserve and enhance the ecological value of Astley Park.
 - Commemorate World War I in an emotive, compassionate and inclusive manner.
36. The objectives outlined above fall into five key themed areas for development:
 1. Hall and Park conservation.
 2. Improving the visitor offer and experience.
 3. Business development to support a sustainable business model.
 4. Heritage partnership development.
 5. World War I Commemoration.
37. The development plan details each of these key areas and draws together future work in a combined action plan.

NEXT STEPS

38. Following approval of the development plan, officers will programme and implement the work packages identified in the five year development plan. This will involve working closely with key stakeholders such as the Astley Advisory Group and heritage partners including Chorley Remembers.

39. Further investment has been incorporated into the Council’s future budget proposals to allocate £306K in 2014-15 and a £200K in 2015-16 for further development in Astley. The capital is currently profiled as detailed below to deliver further improvements:

	2014-15	2015-16
Destination play area	£ 75,000	£ -
Events parking	£ 200,000	£ -
Events staging infrastructure	£ -	£ 25,000
Footpath lighting	£ -	£ 125,000
Sensory garden & trail	£ 31,000	£ -
Steps, bridge & footpath improvements	£ -	£ 50,000

40. The other developments required to fully deliver and maximise the benefits of Astley 2020 will require significant investment. This will require external funding through a suitable source such as the Heritage Lottery Fund. Preliminary discussions have taken place and a joint HLF bid together with Chorley Remembers would provide the best option for a further funding submission.
41. It is therefore proposed that the Council work up and submit a first round HLF bid with Chorley Remembers.

IMPLICATIONS OF REPORT

42. 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

43. The report details developments at Astley that are currently being delivered through existing capital budgets. Any additional developments and associated funding will be subject to further capital investment and / or external funding that will require approval from elected Members.

COMMENTS OF THE MONITORING OFFICER

44. None to add at this stage.

JAMIE CARSON
DIRECTOR OF PEOPLE & PLACES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jamie Dixon	5250	28-01-2014	EC13-02-2014 Astley 2020

Astley 2020

Outline Development Plan

‘Working together with our heritage partners to maximise the visitor experience and to create a sustainable centre of regional importance’



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1. INTRODUCTION

- 1.1 Astley Hall and Park is situated adjacent to the thriving market town of Chorley in the heart of Lancashire, North-West England. At the heart of the park is Astley Hall, a Grade I listed Jacobean house, which is one of the borough's most iconic landmarks. It has great historical interest and is one of the borough's main tourist attractions, giving the park a sense of grandeur and importance. Astley Hall is set in 43 hectares of landscaped parkland and includes a coach house, farmhouse, outbuildings and walled garden. Although there is evidence of human occupation on the site since the Bronze Age, the main hall building originated as a timber-framed manor house in the 1580s. Its exterior and interior were radically remodelled over the next 100 years, with an additional wing added in the 1820s. Remarkable features include gravity-defying plaster ceilings, painted panelling in the Great Hall and a collection of early English furniture of the highest quality. The adjacent Coach House is a Grade II listed building which underwent extensive £3m HLF-funded renovations in 2007–9 and now houses a cafe, exhibition gallery and events spaces.
- 1.2 Astley Hall and its contents were donated to Chorley and its people by Reginald Arthur Tatton in 1922, with the remit to preserve the Hall and its collections for the people of the town. This remit is still very much at the centre of everything we do at Astley Hall, in addition to fitting into the strategic vision of the Council.
- 1.3 From woodland walking to sunbathing in the gardens, the beautiful surroundings of Astley Park are the perfect place for people to relax. Just a short walk from the town centre and home to the River Chor, there are footpaths to enjoy the woodland, glorious gardens in which to relax and a beautiful lake enjoyed by local residents and visitors.
- 1.4 It is also the place where the town's fallen are remembered, with the cenotaph and grand memorial arch at the entrance, reminding us of the great sacrifices the people of Chorley have made.
- 1.5 Astley Park is also host to major sports, arts and cultural events in the town, including the annual Picnic in the Park. Described as 'the jewel in Chorley's crown', the hall and park is enjoyed throughout the year by people of all ages.

2. RECENT DEVELOPMENTS AND SUCCESSES

- 2.1 Astley Park recently gained Green Flag status in 2012. Whilst developing a long term development plan for Astley Hall and Park, the Council has been running in parallel to this a number of improvements to address immediate issues and also support the longer term development of the site. This has involved close working and collaboration with other partner organisations such as Chorley Remembers and the Astley Advisory Committee. Projects recently delivered and currently in progress include:
 - New exhibition space in Farmhouse.
 - Destination play area.
 - Restoration of the Memorial Arch.
 - New Chorley Remembers exhibition.
 - Improvements to Cenotaph including new footpath.
- 2.2 The Council's commitment to developing the parkland around the hall combined with a greater understanding for the need to work in partnership with other heritage groups has led to a greater awareness for the need to consolidate a cultural hub that is reactive to the needs of the community.

The Council has invested £380K during 2013-14 to develop the projects outlined and there is also a commitment to the long term investment needed to conserve the hall for accessibility now and longer term preservation.

- 2.3 Astley Hall, Museum and Art Gallery has become registered as part of a successful museum accreditation process through the Arts Council England. This process recognises that Astley Hall adheres to recognised standards in relation to accessibility, management and collection care and also entitles eligibility for public funding.

The Council’s recent commitment to its cultural offer includes:

- 22% increase in opening hours to the hall, museum and art gallery.
- A newer, more vibrant temporary exhibitions and events programme.
- New commemorative Chorley Remembers exhibition.
- Investment in arts development throughout the borough.
- Parkland developments.

3. CONSULTATION

- 3.1 During August 2013 the Council undertook consultation on the future improvement of Astley Hall and Park. The purpose of this consultation was to update the community on the areas where improvement was being considered and canvas opinion in relation to some proposals for development.
- 3.2 Residents and visitors were invited to have their say on a range of issues such as lighting in the park, a new play area, mini golf provision, events car parking and the type of events which are run in the park.
- 3.3 The consultation was also communicated through the Councils website, social media and directly with stakeholder groups such as the Astley Advisory Committee. During the consultation, the progress and plans to further develop and restore the Hall, Coach House and Farmhouse complex were discussed.
- 3.4 The consultation received 176 responses from a diverse audience consisting of residents, visitors, local councillors and key stakeholders including Astley Advisory Group, Friends of Astley Park, Chorley Natural Society and the Town Centre Forum. The results are detailed in Table 1 and clearly demonstrate support for a number of the proposals with strong support for events infrastructure, destination play area, sensory garden, fountain feature and temporary events car parking.

Table 1 – Astley Hall & Park Consultation

	Supportive	Partially supportive	Unsure	Not supportive
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Events car parking off Southport Rd	61%	26%	0%	13%
Destination Play Area	74%	20%	0%	6%
Sensory Garden & Sensory Trail	78%	20%	0%	2%

- 3.5 The consultation was structured using open questions to capture additional information and reasons supporting the preferences expressed. This information will be considered when developing these proposals and where possible concerns raised will be designed out or mitigated.

4. FORWARD PLAN

4.1 VISION

Our vision is:

‘Working together with our heritage partners to maximise the visitor experience and to create a sustainable centre of regional importance’

4.2 AIMS

Chorley has a proud and rich heritage and cultural history. There has been a steady and progressive realisation that Chorley’s cultural assets should be seen as a whole and have greater synergy in order to create a unified and sustainable cultural offer. Combined with this is the ever increasing necessity to have a sustainable and financially viable cultural offer that is:

- Accessible, relevant and identifiable to all citizens of Chorley borough.
- Attractive to those wishing to settle in the Chorley area.
- Appealing to those visiting the area.
- Responsive to what people want to see and experience.
- Promoting the philosophy of cultural pride, identity and diversity.

4.3 OBJECTIVES

To secure a long term sustainable future that meets the needs of local residents and visitors a number of objectives have been identified as follows:

- Develop an Astley Hall conservation and maintenance plan and programme.
- Meet the visitor expectation and improve the general visitor offer and experience.
- Develop the cultural offer to support a sustainable business model.
- Lead and nurture partnership working.
- Conserve and enhance the ecological value of Astley Park.
- Commemorate World War I in an emotive, compassionate and inclusive manner.

The objectives outlined above fall into five key areas for development:

1. Astley Hall and Park conservation.
2. Improving the visitor offer and experience.
3. Business development to support a sustainable business model.
4. Heritage partnership development.
5. World War I Commemoration.

4.4 ASTLEY HALL AND PARK CONSERVATION

- 4.4.1 Initial exploratory work is needed to determine and progress with the long term conservation and maintenance of Astley Hall itself so that it remains the jewel in the crown of Chorley's cultural offer. There are several serious problems with the building that need to be identified

and addressed over the course of the next ten years. A conservation and maintenance plan will highlight the major problems facing the building. These include:-

- Subsidence of the Great Hall.
- Misuse of materials during previous restoration work.
- Structural repairs to floors and ceilings.
- Front window and render restoration.

4.4.2 The key actions needed to address these issues include:

- Exploratory works to determine long term problems and way forward.
- Produce conservation plan to clearly identify and prioritise works.
- Discussions with English Heritage on approach, methods and materials.
- Long term 10 year plan of works and cyclical maintenance schedule.

4.4.3 Astley Park has a rich and varied environmental and ecological heritage. The woods are a designated biological heritage site and they are remnant ancient woodland. The woodland requires a maintenance plan to provide a structured programme to manage the woods and tree stock.

4.4.4 The river Chor flows through the park and it needs conserving and protecting through partnership working. Future areas for development include a reed bed scheme to improve water quality and river wall / bank improvements.

4.4.5 The other various ecological features such as ponds, lake and grasslands need to be included in an overall conservation plan for the whole Astley site.

4.5 IMPROVING THE VISITOR OFFER AND EXPERIENCE

Astley Hall and Park currently offers a good visitor experience, however there are a number of areas where this could be improved. To significantly increase visitor numbers and to support a sustainable business model, improvements need to be made across the hall, parkland and wider heritage offer. The areas that require further improvement include:

4.5.1 **Astley Hall** – to make the hall a destination of regional importance by:

- Development of a comprehensive and exciting events and exhibitions programme to appeal to a diverse audience.
- Development of an Astley marketing strategy.
- New and improved educational programme and facilities.
- Creation of children's activity offer using modern interpretation methods for engagement.
- Structured storylines with interactive displays for people of all ages.
- Modern interpretation methods including up to date ICT and media facilities that use audio, visual and sensory technology.
- Produce a quantitative survey to determine what customers would like to see as part of their Astley visit.
- Invest in the interpretation and story of the hall, its owners and its staff.
- Create dedicated museum spaces, allowing our objects and artefacts to tell stories and reach a greater audience.

4.5.2 **Astley Park** - as indicated through the consultation a number of areas for improvement have been identified including:

- Developing appropriate and fit for purpose infrastructure to support small, medium and large scale events e.g. event parking, lighting and stage / event areas.
- Improving play provision to provide a destination level attraction for children of all ages
- Restoration of existing features such as the sensory garden and footpaths.
- Development of a comprehensive and co-ordinated outdoor events programme together within a signature event to create profile of regional significance.
- Promotion of healthy living through increased leisure and play activities.

4.5.3 Meeting the overall visitor expectation

- Embracing and promoting a Customer Service Excellence environment and approach.
- Improving general facilities for visitors – parking, access, orientation, toilets *etc.*
- Working closely with the Visitor Attraction Quality Assured Scheme (VAQAS) to ensure that we are providing a good level of service.
- Investing in the re-use of spaces across Astley including refurbishment of spaces within the Hall.

4.6 BUSINESS DEVELOPMENT TO SUPPORT A SUSTAINABLE BUSINESS MODEL

Astley currently attracts a limited amount of income (£50K) from wedding hire and tenancy agreements. In order to develop a more sustainable business model a number of potential income generation options have been scoped as follows:

4.6.1 Weddings and other ceremonies - As it stands, the wedding offer at Astley is good but there are many things that we can do to improve the offer including:

- Improve facilities for guests – toilet facilities and the Wattle and Daub Room.
- Create wider variety of wedding packages that will appeal to different clients.
- Consider having a nominated wedding and ceremonies planner for all Council venues.
- Strongly market the venue for weddings, baby naming ceremonies and civil partnerships.

4.6.2 Museum shop - There is a significant need and demand to seriously consider a museum shop at Astley Hall. A shop could be located in the ground floor of the Coach House and would be open in conjunction with the Café and could sell high end quality gifts fitting to the site. A good quality shop would need investment, including an adequate supply of standing stock, staffing and refurbishment. An average museum receiving 30,000 visitors per annum should expect to see a profit in the region of £10-15K per year. An alternative proposal would be to franchise out the Astley Hall sub-brand. Consideration for a smaller 'pop-up' retail area within the Hall to pick up extra sales.

4.6.3 Guide book - Although often sold through a museum shop, guidebooks can generate a significant income. Even if the Council were to franchise out a shop, it might be best to maintain control the sales of guidebooks through the hall itself (at the point of entry).

4.6.4 Admissions and Family Memberships - Surprisingly, many visitors to Astley Hall from outside the borough expect to pay for entry. Although we would continue to have free entry for local residents, a charge for non-residents could be introduced.

For visitors from outside the borough, average prices for visiting a House and/or Museum of this size would be as follows:-

Adults £6.00; Children 6-16 £3.00; Concessions £5.00; Family Day Tickets £14.00. Children under 6 would be FREE entry. We could also introduce an annual membership scheme available to visitors from outside the borough with saving incentives. In addition to this, all visitors could be charged for controlled entry event days.

4.6.5 **Other Tenancy** - As well as Café Ambio and a possible shop in the activity space, the Farmhouse upstairs could accommodate at least two or three small retail areas for other retailers.

Ackhurst Lodge could become another area for tenancy, bringing in approximately £800 to £1000 per month or as high quality honeymoon accommodation to fit in with our wedding package (similar to Samlesbury Hall).

4.6.6 **Events and exhibitions** - Events and temporary exhibitions are an ideal opportunity to increase admissions. Many controlled events, concerts, lectures *etc.* have the potential to draw large audiences and generate income. Similarly, high profile/quality temporary exhibitions can demand an entrance fee and commission of sales.

4.6.7 **Other areas of growth requiring further research include:-**

- Research fees (for family and local enquiries)
- Conferencing – improve marketing of existing offer
- Film location / facility fees (general) – third party renting spaces *etc.*

4.6.8 **Opportunities to improve environmental sustainability such as:**

- Consider installing a biomass boiler system and solar panels.
- Increasing energy efficiency such as insulation and LED lighting.
- Waste minimisation and recycling.
- Community food growing in the Walled Garden.

4.7 HERITAGE PARTNERSHIP DEVELOPMENT

4.7.1 There is an opportunity to develop a heritage hub bringing together various partners from across Chorley. This would bring together those individuals and groups who are passionate about Chorley's diverse heritage through an accessible and effective visitor facility for heritage, arts and local culture.

4.7.2 The heritage hub would provide a facility that is dedicated to the presentation and interpretation of historical and cultural information about Chorley, its people, buildings and natural features.

4.7.3 Develop a hub of partners working across Astley the Chorley area, with the aim of strengthening the visitor experience and expectation and highlighting the varied cultural offer across the borough.

4.7.4 With our partners, research people and places whose lives shaped the Chorley of today.

4.8 WORLD WAR I COMMEMORATION

4.8.1 Develop educational activities and facilities within the Chorley Remembers experience.

4.8.2 Work together with Chorley Remembers to develop and deliver a temporary exhibitions programme to commemorate the different stages and aspects of World War I.

4.8.3 Work with external partners to provide a range of events and activities to commemorate World War I.

5. FUNDING REQUIREMENTS

- 5.1 Many of the options for development will require investment in Astley to ensure the long term sustainability of the site. There are two major areas that require capital investment. First is a 10 year maintenance and conservation programme for the Hall. Second is the investment required for increasing the visitor offer and experience together with business development.
- 5.2 If the Council looks to fund the first element, the conservation of the building, there is an opportunity to seek funding from the HLF for the investment required for increasing our audience and the long term sustainability of the site. The HLF are more likely to fund projects where the Council are committed to assisting above and beyond operational costs. The current investment in the park and conservation of the hall would certainly assist an application.

6. ACTION PLAN

- 6.1 An outline action plan detailing proposed actions over a five year period from 2014-2019 is included in Appendix 2.

7. NEXT STEPS

- 7.1 Formal approval of the five year development plan by Executive Cabinet.
- 7.2 Implement actions outlined in the development plan that are currently funded.
- 7.3 Implement capital works that are currently funded / proposed for future budget investment.
- 7.4 Submit a Heritage Lottery Fund bid to support the delivery of the remaining unfunded development.

Appendix 1 – Development Plan



Appendix 2 – Outline Action Plan 2014-19

Action	Start	Complete	Cost	Funding
ASTLEY HALL AND PARK CONSERVATION				
Scope works and conservation plan	Mar-14	Sep-14	TBC	CBC
Procurement (Specification / Tendering / Evaluation)	Oct-14	Mar-15	TBC	CBC
10 year maintenance and conservation plan starts (exploratory work completed)	Apr-15	2025	TBC	CBC
New environmental monitoring system	Apr-18	Mar-19	TBC	HLF
New lift	Apr-18	Mar-19	TBC	HLF
New boiler & solar panels	Apr-18	Mar-19	TBC	HLF
Develop an Astley Park conservation plan	Sep-14	Mar-15	-	CBC
VISITOR OFFER AND EXPERIENCE				
Destination play area – Phase 1	Jan-14	Mar-15	£175K	CBC
Destination play area – Phase 2	Apr-17	Mar-18	TBC	HLF
Lodge fountain	Jan-14	May-15	£30K	CBC
Events car parking	Apr-14	Mar-15	£200K	CBC
Footpath lighting	Apr-15	Mar-16	£125K	CBC
Temporary events staging infrastructure	Apr-15	Mar-16	£25K	CBC
Steps, bridge & footpath improvements	Apr-15	Mar-16	£50K	CBC
Sensory Garden and Trail	Apr-14	Sep-14	£31K	CBC
Produce and develop comprehensive and integrated events and exhibitions programme including a signature event	Apr-15	Dec-15	-	CBC
Develop Astley marketing plan including publicity and advertising strategy	Sep-14	Mar-15	-	CBC
Develop new and improved educational programme and facilities	Sep-14	Mar-15	-	CBC
Quantitative analysis of visitor needs and expectations	Sep-14	Mar-15	-	CBC
Additional toilets to support events in the park	Apr-17	Mar-18	TBC	HLF
Creating dedicated spaces: Improvement to Townley Parker room	Apr-18	Mar-19	TBC	HLF
Creating dedicated spaces: New permanent exhibition in the servants wing	Apr-18	Mar-19	TBC	HLF
New interpretation throughout the Hall - structured storylines and interactive displays	Apr-18	Mar-19	TBC	HLF
Orientation in the anti-room	Apr-18	Mar-19	TBC	HLF
Childrens interactive area	Apr-17	Mar-18	TBC	HLF
ICT & Media interpretation – embracing new technology for successful interpretation	Apr-18	Mar-19	TBC	HLF

Action	Start	Complete	Cost	Funding
BUSINESS DEVELOPMENT TO SUPPORT A SUSTAINABLE BUSINESS MODEL				
Review wedding offer	Jan-14	Apr-14	N/A	CBC
Museum shop / retail offer	Apr-17	Mar-18	TBC	HLF
Introduce admission fees for non-residents	Apr-15	Apr-15	TBC	CBC
Review other tenancies	Apr-15	Sep15	TBC	CBC
Refurbishment of Ackhurst Lodge	Apr-17	Mar-18	TBC	HLF
Explore option for biomass boiler, solar panels and energy efficiency measures	Apr-17	Mar-18	TBC	HLF
Develop waste minimisation and recycling initiatives	Sep-14	Mar-15	-	CBC
Develop community food growing in Walled Garden	Sep-14	Mar-15	-	CBC
HERITAGE PARTNERSHIP DEVELOPMENT				
Farmhouse Exhibition Space development	Jan-13	Apr-14	£128K	CBC
Develop Heritage Hub	Apr-17	Mar-18	TBC	HLF
Develop shared approach to heritage delivery across Astley and the Chorley area	Jul-14	Apr-16	-	CBC
WORLD WAR I COMMEMORATION				
Develop educational activities in line with WWI commemorations	Jan-14	Dec-15	-	CBC
Work with Chorley Remembers on temporary exhibitions during WWI commemorations	Jan-14	Dec-15	TBC	CBC / CR
Work with external partners on event programming during commemorations	Jan-14	Dec-15	TBC	CBC
ADDITIONAL FUNDING (HLF BID)				
Potential Museum Development NW funding for options appraisal for development of spaces at Astley Hall complex	Mar-14	Jun-14	-	-
Further consultation with partners	Feb-14	Jun-14	-	-
Project enquiry to HLF	Feb-14	Mar-14	-	-
Round One application to examine feasibility (3 months)	Jun-14	Sep-14	-	-
Round Two and Project Development Stage (up to 24 months)	Oct-14	Sep-16	-	-
Final Stage HLF (meet every 2 months for projects £2m-£5m)	Oct-16	Dec-16	-	-

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Report of	Meeting	Date
Director of Partnerships, Planning and Policy (Introduced by the Executive Member from LDF and Planning)	Executive Cabinet	13 February 2014

RENEWABLE AND LOW CARBON ENERGY SUPPLEMENTARY PLANNING DOCUMENT

PURPOSE OF REPORT

- To seek Member endorsement of the attached draft Renewable and Low Carbon Energy Supplementary Planning Document (SPD).

RECOMMENDATION(S)

- It is recommended that:
 - Executive Cabinet endorses the draft Renewable and Low Carbon Energy Supplementary Planning Document, as detailed in Appendix 1, and approves it for consultation.
 - Authority be delegated to the Executive Member for Partnerships, Planning and Policy to approve minor changes and amendments prior to the consultation.

EXECUTIVE SUMMARY OF REPORT

- This report explains the purposes and objectives of the Renewable and Low Carbon Energy SPD, the broad timetable and mechanism for its approval, and the intended route to its adoption and use.

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

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

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

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

4. To ensure that guidance is produced to provide advice on how the climate change and renewable and low carbon energy scheme policies as set out in the Core Strategy are to be implemented.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

5. None.

CORPORATE PRIORITIES

6. 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

7. Supplementary Planning Documents (SPDs) offer local planning authorities the opportunity to add guidance in specific policy areas. They are documents that must be prepared in consultation with interested parties, and must be subject to a screening process to discover whether a sustainability appraisal would be required. Unlike Development Plan Documents (DPDs) SPDs do not require independent examination before they are adopted.
8. Core Strategy Policy 28 promotes the development of renewable and low carbon energy schemes whilst directing it to locations where the environmental impacts such as landscape and visual effects and noise will be minimised.
9. The SPD expands upon Core Strategy Policy 28 and provides further guidance on the implementation of this policy. Details are provided on various renewable and low carbon energy technologies, their requirements and the planning issues associated with each technology that will need to be addressed as part of any planning application. The technologies covered by the SPD are:
 - Wind turbines
 - Solar power
 - Hydropower
 - Biomass
 - Heat pumps
 - Combined heat and power
10. Guidance on each of the technologies has been brought together from a variety of sources in accordance with the NPPF and the guidance set out in Planning Practice Guidance for Renewable and Low Carbon Energy, DCLG, July 2013.
11. In accordance with both of these documents, buffer zones or separation distances have not generally been applied as many factors need to be taken into consideration when determining whether the impact of a proposal is acceptable, not just distance though there are separation guidelines associated with the safety of wind turbines.

RENEWABLE AND LOW CARBON ENERGY TECHNOLOGIES

12. Wind power has a great deal of potential in Chorley Borough. The SPD includes guidance on wind turbines ranging from small domestic turbines to large turbines up to around 150 metres in height and gives details on how applications will be considered in terms of their landscape and visual impact, impact on sites with statutory protection, noise, safety, ecology, air traffic and radar, electromagnetic interference and shadow flicker.
13. Solar power systems utilise light and heat from the sun to produce electricity and heat buildings. Systems range from roof mounted panels to free standing structures which can be grouped together to form solar farms. The SPD includes guidance on all sizes of solar power systems and gives details on how applications will be considered in terms of their landscape and visual impact, impact on sites with statutory protection, impact on agricultural land, ecology, flood risk and light reflection.
14. Hydropower uses flowing water to generate electricity and can be utilised in the Borough but there is only potential for small scale schemes. The SPD includes guidance on how applications for hydropower schemes will be considered in terms of their landscape and visual impact, impact on sites with statutory protection, noise, ecology and flood risk.
15. Biomass systems are used to heat homes as well as larger buildings such as schools, offices and industrial premises. On a larger scale biomass plants can be developed to produce electricity. The SPD includes guidance on how applications for biomass schemes will be considered in terms of their landscape and visual impact, impact on sites with statutory protection, noise, odour and transport.
16. Heat pumps are used to heat buildings by transferring heat from the ground, water or the air. The SPD includes guidance on how applications for heat pumps will be considered in terms of their landscape and visual impact, impact on sites with statutory protection, noise and ecology.
17. Combined Heat and Power is used to heat buildings by using the heat that is a by-product of electricity generation. Systems can range from domestic scale to large plants that are used to provide electricity and heat large developments such as universities and hospitals but there are not likely to be any developments in the Borough of this scale. The SPD includes guidance on how applications for Combined Heat and Power will be considered in terms of their landscape and visual impact, impact on sites with statutory protection and noise.
18. The SPD also highlights supplementary information that it will be necessary to submit with a planning application for any of the technologies listed above such as an Environmental Impact Assessment.

NEXT STEPS

19. Following approval for consultation, the SPD will be consulted on for a 6 week period between 31st March and 12th May 2014.
20. Following consultation, all comments and suggestions will be evaluated prior to the preparation of the final version which is intended to be placed before Members for approval at the 22nd July Council meeting for adoption.

IMPLICATIONS OF REPORT

21. 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

22. There are no comments.

COMMENTS OF THE MONITORING OFFICER

23. There are no comments.

LESLEY-ANN FENTON
DIRECTOR OF PARTNERSHIPS, PLANNING AND POLICY

Background Papers			
Document	Date	File	Place of Inspection
Central Lancashire Core Strategy	July 2012		www.centrallancashire.com
Chorley Local Plan 2012-2026: Publication version	September 2012		www.chorley.gov.uk
Planning Practice Guidance for Renewable and Low Carbon Energy	July 2013		www.gov.uk

Report Author	Ext	Date	Doc ID
Katherine Howarth	5295	27/01/14	***



Renewable and Low Carbon Energy Supplementary Planning Document

Draft Version: March 2014

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A. INTRODUCTION

1. Supplementary Planning Documents (SPDs) were introduced by the Planning and Compulsory Purchase Act 2004 as part of the reforms to the planning system. Although not forming part of the statutory development plan, one of the functions of an SPD is to provide further detail on policies and proposals within the Local Plan. SPDs must be consistent with national planning policies as well as the policies set out in the Local Plan.
2. This SPD has been prepared in accordance with the Town and Country Planning (Local Planning) Regulations 2012 and the National Planning Policy Framework (The Framework), conforming and responding to all relevant local and national policies and is based on a robust and up-to-date evidence base. The SPD does not contain policies nor does it seek to allocate land but is to be considered alongside policies in the Central Lancashire Core Strategy and Local Plan. The guidance should therefore be taken into consideration from the earliest stages of the development process of any site.
3. The purpose of this SPD is to provide further guidance on Core Strategy Policies 27: Sustainable Resources and New Developments and 28: Renewable and Low Carbon Energy Schemes. It sets out the various renewable and low carbon energy technologies, their requirements and the planning issues associated with each technology that will need to be addressed as part of any planning application.
4. Once adopted, this document should be afforded significant weight as a material consideration in determining planning applications.

B. PLANNING POLICY

National Planning Policy Framework

5. Guidance on planning policy is issued by central Government in the form of the Framework. Local Planning Authorities have to take the contents of the Framework into account as a material consideration when determining planning applications and when preparing their Local Plans.
6. The requirements of the Framework in relation to climate change and renewable and low carbon energy are set out in Section 10: Meeting the Challenge of Climate Change, Flooding and Coastal Change. These are as follows:
 - Support the move to a low carbon future by planning for new development in locations and ways which reduce greenhouse gas emissions and setting local requirements for building's sustainability.
 - Increase the use and supply of renewable and low carbon energy by designing policies to maximise renewable and low carbon energy development while ensuring that adverse impacts are addressed satisfactorily.

Central Lancashire Core Strategy

7. The adopted Central Lancashire Core Strategy is the key policy document as it sets the overarching vision for the area. It is underpinned by the Local Plan which allocates land for development whilst protecting other areas from inappropriate development.
8. The Central Lancashire Core Strategy was adopted in July 2012. Of particular relevance to this SPD is Core Strategy Policy 28: Renewable and Low Carbon Energy Schemes. This policy sets out requirements for renewable and low carbon energy schemes, of which this SPD seeks to provide additional guidance.

9. Other Core Strategy policies relevant to this SPD include:

- Policy 16: Heritage Assets
- Policy 21: Landscape Character Areas
- Policy 22: Biodiversity and Geodiversity
- Policy 27: Sustainable Resources and New Development

Chorley Local Plan 2012-2026

10. Chapter 9 of the Local Plan deals with tackling climate change. It does not contain any further policies on tackling climate change than those contained in the Core Strategy. There are however a number of policies within the Local Plan that will need to be taken into consideration when determining planning applications for renewable and low carbon energy schemes. These include:

- BNE1: Design Criteria for New Development
- BNE8: Protection and Enhancement of Heritage Assets
- BNE9: Biodiversity and Nature Conservation
- BNE11: Species Protection

C. THE IMPORTANCE OF RENEWABLE AND LOW CARBON ENERGY

11. Climate change is a key Government priority.

12. The 2008 Climate Change Act established the world's first legally binding climate change target. The Government aims to reduce the UK's greenhouse gas emissions by at least 80% by 2050 compared to 1990 levels. To help achieve this, the 2009 Renewable Energy Directive set a target for the UK to achieve 15% of its energy consumption from renewable sources by 2020 compared to 1990 levels.

13. Most of the UK's energy currently comes from fossil fuels such as coal, oil and gas which are a finite resource and release greenhouse gases. Renewable energy technologies produce energy from natural resources and include wind turbines, solar power and hydropower. In addition there are a range of low or zero carbon technologies which are not completely renewable as they may require a small amount of electricity to operate but the carbon emissions are very low or in some cases zero. Such technologies include biomass, Ground Source Heat Pumps and Combined Heat and Power. The next section provides detailed guidance on each of these technologies.

14. Increasing the amount of energy produced from renewable and low carbon technologies will reduce the dependence on fossil fuels which are becoming more expensive and difficult to find. It will also help to make sure the UK has a secure energy supply and reduce greenhouse gas emissions which will slow down climate change.

15. In 2012 4.1% of the UK's energy consumption came from renewable sources, which was an increase of 0.3% from 2011. It is vital that the energy consumption from renewable sources continues to increase so that the UK achieves its 15% renewable target.

16. Planning plays an important role in the delivery of new renewable and low carbon energy schemes and in accordance with national planning policy, such schemes will be encouraged in the Borough provided they do not have any unacceptable impacts.

D. GUIDELINES FOR RENEWABLE AND LOW CARBON ENERGY SCHEMES

17. Core Strategy Policy 28 (see Appendix 1) sets out the requirements for renewable and low carbon energy schemes in the Borough. This section identifies the various technologies and provides further guidance on how planning applications for such schemes will be assessed and what information will be required as part of the planning application.
18. Early discussions with the Council's Development Control Team are encouraged for all renewable and low carbon energy schemes prior to submitting a planning application. Open and constructive discussions about schemes before they are formally submitted as a planning application can help steer proposals into a form that are more likely to be acceptable to the Council whilst leading to the reworking or withdrawal of proposals that appear to be fundamentally unacceptable. This can be achieved by entering into pre-application discussions which will help save time and avoid unnecessary expense. There is a charge for this pre-application service which the Council will determine on a case by case basis. Further information on pre-application advice is available at www.chorley.gov.uk/planning

(i) Wind Turbines

Introduction

19. Wind power is a technically proven energy technology for which there is great potential in the UK due to it benefitting from some of the highest wind speeds in Europe. Wind energy is produced by turbines operated by winds. When the wind is blowing the blades are pushed around and each circulation powers a turbine which then generates electricity.
20. Due to the initial relatively easy setup, low maintenance requirements and high levels of energy produced, wind energy is one of the most cost effective renewable fuels available. The faster the wind the more energy the wind turbine will produce, if the wind is very strong the turbines will stop for safety reasons. One wind turbine as part of a wind farm can produce enough energy to supply 1,000 homes over a year.
21. Wind turbines vary considerably in size. Small-scale (microgeneration) wind turbines have a power output less than 50kW and are generally intended to supply electricity to a household. They can be building mounted or stand alone. Building mounted wind turbines have a blade diameter less than 2 metres. Stand-alone small-scale wind turbines typically have a blade diameter less than 15 metres and are usually no more than 30 metres tall.
22. Medium scale wind turbines have a power output between 50kW and 500kW and can range from a single turbine to small groups of turbines. They are most commonly installed to supply electricity to businesses. Medium size wind turbines typically have a blade diameter between 15 and 30 meters and are usually no more than 80 metres tall.
23. Large scale wind turbines have a power output between 500kW and 5MW and are used for producing electricity which feeds directly into the national grid. They are usually grouped together to form a wind farm. Large wind turbines can have a blade diameter over 100 metres and are over 80 metres in height with some exceeding 150 metres in height.

Planning application procedure

24. Chorley Council will deal with planning applications for wind turbine developments of 50MW or less installed capacity. Larger installations of more than 50MW capacity are subject to separate procedures and will be considered by the Secretary of State for Energy and the Council will be a statutory consultee.

25. Pre-application consultation must be carried out for developments of more than 2 wind turbines or where the hub height of any turbine exceeds 15 metres in accordance with the Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendments) Order 2013.

Permitted development

26. In some cases domestic wind turbines can be installed without the need for planning permission if specified limits and conditions are met. These are set out in Appendix 2.
27. Domestic wind turbines not meeting these conditions and all non-domestic wind turbines will require planning permission.

Environmental Impact Assessment

28. Wind turbines are listed under Schedule 2 of the Environmental Impact Assessment (EIA) Regulations 2011 as projects that may require EIA if any of the following apply:
- More than 2 turbines are proposed;
 - The hub height of any turbine exceeds 15 metres;
 - The proposal lies within a sensitive area (SSSIs).
29. If any of these conditions apply the Council must provide a Screening Opinion advising the applicant whether or not EIA is required. An applicant can also request a Screening Opinion to be provided.
30. EIA is an assessment of the possible impacts that a proposed project may have on the environment including the environmental, social and economic impacts.
31. Where EIA is required the planning application will need to be accompanied by an Environmental Statement that assesses the impact the project is likely to have on the local environment.
32. Where a proposal does not require a full EIA the Council may still require that certain relevant issues are addressed, such as the cumulative impacts of the proposal or the impact of the proposal on a SSSI if it is adjacent to it but not within it, in an Environmental Statement which must accompany a planning application.

Identifying suitable locations

33. Wind speed is an important factor in identifying a suitable location for a wind turbine. Small scale wind turbines start generating electricity at 4 metres per second. There is an average wind speed of over 4 metres per second across the whole Borough therefore there is potential for wind turbines to be installed across the Borough. Large turbines require a higher wind speed. Parts of the Borough have wind speeds over 6 metres per second (see Appendix 3), these areas could be more suitable for medium and large scale wind turbines. The flow of wind to the turbine should be free of obstructions such as trees and buildings.
34. When looking for a suitable site, access to the National Grid is required. Discussions with the appropriate electricity company should take place to identify if there are likely to be any issues connecting the turbine to the grid and to assess whether it is cost effective. Evidence of this consultation should be included with the planning application.
35. Site access is also important. Adequate access is required for both the initial construction of the wind turbines and for subsequent maintenance of them. The existing road network serving a site needs to be assessed to identify whether it is suitable. If any amendments to the road network are required to gain access to a site for construction and maintenance then they should be detailed in the planning application.

36. Wind turbines do not fall within the specified categories of acceptable uses in the Green Belt, therefore planning permission for proposals located in the Green Belt will only be granted in very special circumstances. Such very special circumstances may include the wider environmental benefits associated with increased production of energy from renewable sources. Planning permission will only be granted if these very special circumstances outweigh any harm identified when the proposal is assessed against the planning issues identified in the next section.

Planning issues and requirements

37. Although wind energy has many environmental, social and economic benefits, wind turbines can also have negative impacts as they can give rise to noise issues, be visually intrusive and impact upon ecology, aviation and telecommunications.
38. The planning issues associated with wind turbines are set out below and must be addressed in all planning applications to ensure that any potential negative effects are mitigated.

Landscape and visual impact

39. Wind turbines are large structures and along with associated infrastructure they will inevitably have an impact on the landscape and visual environment. Effects will vary depending on the size and number of turbines in a scheme, its location, the landscape characteristics and the sensitivity of viewpoints or visual receptors.
40. Landscape impacts are the effects of a wind turbine on the fabric, character and quality of the landscape and the degree to which it will become a significant or defining characteristic of the landscape.
41. Visual impacts concern the degree to which the wind turbine will become a feature in particular views and the impact this has upon the people experiencing those views.
42. A Landscape and Visual Impact Assessment must be submitted with all planning applications for wind turbines to assess the likely landscape and visual impacts of the proposal. This should be prepared in accordance with the Guidelines for Landscape and Visual Impact Assessment, 3rd Edition, April 2013 (Landscape Institute and Institute of Environmental Management and Assessment).

Sites with statutory protection

43. In the Borough there are a number of national and local environmental designations. Wind turbines and ancillary infrastructure can have a significant impact on the setting of these designations and the designation itself.
44. Chorley Borough has an extensive network of sites important for biodiversity. These include Sites of Special Scientific Interest (SSSIs) which are statutory sites of national conservation value. There are two SSSIs in the Borough at White Coppice and Charnock Richard, these are identified on the Local Plan Policies Map.
45. If a proposal for a wind turbine lies within or is considered to have an impact upon a SSSI an Environmental Impact Assessment (EIA) may be required. The Council will provide a Screening Opinion advising the applicant whether or not EIA is required.
46. There are also sites at the County and local level that make a significant contribution to the natural diversity of the Borough and a number of buildings, monuments, sites, areas or landscapes that have heritage significance. Careful consideration needs to be given to the impact of wind turbines on these heritage assets. Such heritage assets in the Borough are identified on the Local Plan Policies Map and include:

- Biological Heritage Sites
 - Geological Heritage Sites
 - Conservation Areas
 - Listed Buildings
 - Scheduled Ancient Monuments
 - Historic Parks and Gardens
 - Locally important Areas and Buildings
47. The impact of a proposal on ecological networks in the Borough must also be taken into consideration.
48. If a wind turbine is proposed within the setting of, or near to the setting of, one of the above types of heritage asset, an assessment of its impact on the asset must be undertaken and submitted with the planning application along with details of how any identified negative impacts have been mitigated.

Noise

49. It is perceived that noise from wind turbines will have an adverse impact on local amenity, however noise levels from modern turbines are generally low. Improvements in technology have significantly reduced the level of mechanical noise produced. If located a sufficient distance from noise sensitive developments, increases in noise levels will be acceptable.
50. When considering a proposal, developers should identify any noise sensitive developments such as residential dwellings and carry out a noise assessment produced in accordance with 'The Assessment and Rating of Noise from Wind Farms' (ETSU-R-97). This document sets noise limits at the nearest noise sensitive properties at 5dB(A) above background noise and sets an absolute limit within the range of 35-40dB(A) in low noise environments during the day and 43dB(A) at night time.
51. A noise assessment must be submitted with all planning applications for wind turbines. Good practice guidance on noise assessments of wind turbines has been prepared by the Institute of Acoustics to supplement ETSU-R-97.

Safety

52. Safety may be an issue with wind turbine developments. However, this can often be mitigated through appropriate siting.
53. Wind turbines must be located a safe separation distance away from buildings, public footpaths and bridleways. A safe separation distance is defined as the fall over distance of the turbine, which is the height of the turbine to the tip of the blade, plus 10%.
54. The Highways Agency seeks a minimum setback distance from the boundary of a highway of the height of the turbine plus 10% for small wind turbines with a power output up to 50kW. The minimum setback distance for wind turbines with a power output over 50kW is the height of the wind turbine plus 50 metres.
55. An appropriate separation distance between wind turbines and power lines is also required. National Grid should be consulted on all wind turbine applications and will advise on the required standards for wind turbines being separated from existing overhead power lines. Evidence of consultation with the National Grid must be submitted with the planning application. If any issues with connection are identified, details of how these issues have been addressed must also be submitted.

Ecology

56. There is a risk of collision between moving wind turbine blades and birds and bats. The risk is relatively low however the impacts on birds and bats and other protected species should be assessed for all wind turbine applications.
57. Developers should consult with Natural England regarding the presence of important habitats used by birds, bats or other protected species in and around the proposed development site.
58. An ecological survey must be submitted with all planning applications for wind turbine schemes assessing any potential impacts and identifying appropriate mitigation measures.

Air traffic and radar

59. Wind turbines may represent a risk of collision with low flying aircraft and may interfere with the proper operation of radar by limiting the capacity to handle air traffic and aircraft instrument landing systems.
60. The National Air Traffic Services (NATS) provides air traffic control in the UK and safeguards all radars, navigation aids and communication stations from interference or disturbance. NATS is a statutory consultee for all wind turbine planning applications in the UK. The Council will consult with NATS during the planning process, however applicants for wind turbines are encouraged to consult them to ascertain whether their application is likely to be objected to in advance of submitting a planning application.
61. Wind turbines can also adversely affect a number of Ministry of Defence (MOD) operations including aerodromes, radar facilities and communication facilities. Developers should consult with the MOD if a proposed turbine is 11 metres to blade tip or taller and/or has a rotor diameter of 2 metres or more. If the MOD has concerns about a proposal they will work with the developer to look for ways to mitigate them.
62. Evidence of consultation with NATS and the MOD must be submitted with the planning application along with details of how any concerns have been mitigated.

Electromagnetic interference

63. Wind turbines may interfere with electromagnetic transmissions such as television, radio and phone signals. The Office of Communications (OFCOM) has information on systems that might be affected by a proposal and will identify specific consultees relevant to a site. OFCOM should be consulted prior to submitting a planning application as well as any specific consultees they identify. Operators may impose a clearance zone around their systems or require re-routing to prevent interference. There is often scope for the design and layout of a scheme to be amended to mitigate any adverse effects that may be identified.
64. Evidence of consultation with OFCOM and any other relevant consultees must be submitted with the planning application along with details of how any identified adverse effects have been mitigated.

Shadow flicker

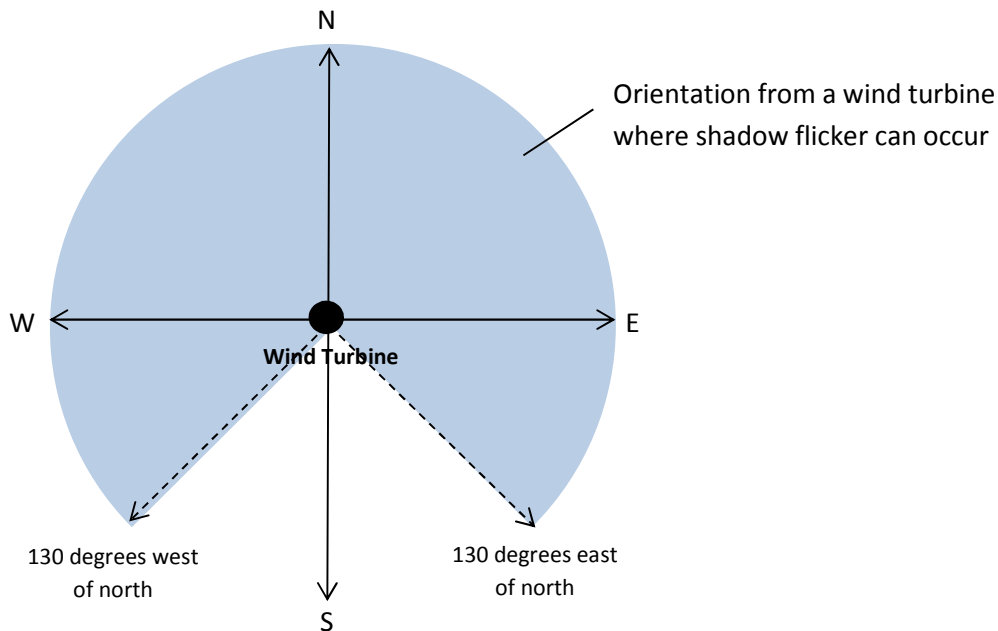
65. Under certain circumstances, the sun may pass behind the rotors of a wind turbine and create a shadow over neighbouring properties (see Figure 1). When the blades rotate, the shadow flicks on and off, an effect known as 'shadow flicker'. Problems caused by shadow flicker are rare and only properties within 130 degrees either side of north, relative to the turbines (see Figure 2) can be affected in the UK and the likelihood of it occurring will depend on a range of factors including direction, distance, turbine height, time of year and prevailing wind direction. It can only occur within ten rotor diameters of a turbine.

66. If a wind turbine is proposed within 10 rotor diameters of a building, an analysis of the effect of shadow flicker must be undertaken and submitted with the planning application. Where a proposal could give rise to shadow flicker, the analysis must quantify the impact and propose mitigation measures to eliminate the effects. Modern wind turbines can be controlled so as to avoid shadow flicker and mitigation can also be secured through the use of a planning condition requiring the provision and operation of a system to stop the turbine(s) rotating when shadow flicker occurs.

Figure 1: Shadow Flicker – Representation of impact



Figure 2: Shadow Flicker – Locations where shadow flicker can occur



Summary of requirements

Planning Issue	Requirements	Relevant Criterion of Core Strategy Policy 28
Landscape and visual impact	<ul style="list-style-type: none"> ▪ A landscape and visual impact assessment must be submitted with the planning application to assess the likely landscape and visual impacts of the proposal. 	A
Sites with statutory protection	<ul style="list-style-type: none"> ▪ If a wind turbine is proposed within or near to a SSSI an Environmental Impact Assessment may be required if significant effects are likely. ▪ If a wind turbine is proposed within or near to the setting of a heritage asset (as set out in para 46), an assessment of its impact on the asset must be undertaken and submitted with the planning application. 	B
Noise	<ul style="list-style-type: none"> ▪ A noise assessment must be submitted (produced in compliance with The Assessment and Rating of Noise from Wind Farms [ETSU-R-97]) demonstrating noise from wind turbines will not exceed 5dB(A) above background noise and limited to an absolute limit within the range of 35-40dB(A) in low noise environments during the day. The limit for night time is 43dB(A). 	C
Safety	<ul style="list-style-type: none"> ▪ Wind turbines must be located a safe separation distance away from buildings, public footpaths and bridleways. This is at least the height of the turbine to the tip of the blade (the fall over distance of the turbine) plus 10%. ▪ Wind turbines with a power output of up to 50kW must be set back from the boundary of a highway by a distance equal to their height plus 10%. Wind turbines with a power output over 50kW must be set back from the boundary of a highway by a distance equal to their height plus 50 metres. ▪ Consult National Grid on required separation distance between the turbine and power lines. Evidence of this will need to be submitted with the planning application. 	C
Ecology	<ul style="list-style-type: none"> ▪ Consult Natural England regarding the presence of important habitats used by birds, bats or other protected species in and around the proposed development site. Details of this must be submitted with the planning application. ▪ An ecological survey must be submitted with the planning application assessing any potential impacts and identifying appropriate mitigation measures. 	C
Air traffic and radar	<ul style="list-style-type: none"> ▪ Consult NATS on all wind turbine planning applications and also the Ministry of Defence if a proposed turbine is 11 metres to blade tip or taller and/or has a rotor diameter of 2 metres or more. Evidence of this consultation and any mitigation measures proposed will need to be submitted with a planning application. 	C
Electromagnetic interference	<ul style="list-style-type: none"> ▪ Consult OfCom prior to submitting a planning application to identify specific consultees relevant to a site and establish what systems might be affected by the proposal. Evidence of this consultation and any mitigation measures proposed must be submitted with the planning application. 	C
Shadow flicker	<ul style="list-style-type: none"> ▪ If a wind turbine is proposed within ten rotor diameters of a building, an analysis of the effect of shadow flicker must be submitted with the planning application. If shadow flicker is likely to occur, mitigation measures will need to be proposed to eliminate the effects. 	C

(ii) Solar Power**Introduction**

67. Light and heat from the sun can be utilised to generate electricity using photovoltaic (PV) systems or to heat water using solar water heating systems.
68. Photovoltaic (PV) systems convert solar radiation into electricity using semi-conductors within photovoltaic cells. Individual PV cells are most commonly interconnected to form solar panels and can be mounted on roofs or free standing support structures on the ground. PV can also be integrated onto the roof of a building through the use of PV tiles. They are an important and relatively inexpensive source of electrical energy.
69. Solar water heating systems are designed to capture the heat of the sun and use it to directly heat water. They employ a similar technology to PV systems and use solar panels, called collectors, fitted to a roof. These collect heat from the sun and use it to heat up water which is stored in a hot water cylinder. There are two types of solar water heating panels; evacuated tubes and flat plate collectors, which can be fixed on the roof structure or integrated into the roof.

Planning application procedure

70. All proposals for non-domestic solar power systems such as solar farms will need to apply for planning permission. Some domestic systems will also require planning permission, further details are provided below.

Permitted Development

71. Most domestic roof mounted PV and solar hot water systems do not require planning permission, as long as the panels do not protrude above the highest part of the roof (excluding the chimney) or more than 200mm beyond the roof or wall on which they are installed. If the system is on a flat roof, planning permission will not be required unless the system is more than 1 metre in height above the highest part of the roof (excluding the chimney).
72. However, if the building is in a Conservation Area, planning permission will be required if the panels are fitted to a roof slope or wall that fronts a highway. Planning permission will also be required for solar panels if on a listed building, on a building within the curtilage of a listed building or on a site designated as a Scheduled Ancient Monument.
73. Domestic free standing systems do not require planning permission unless:
- Any part of the installation is higher than four metres.
 - The installation is less than 5m from the boundary of the property.
 - The size of the array is more than 9 square metres or 3m wide by 3m deep.
 - They are installed within the boundary of a listed building or a scheduled monument.
 - The property is in a Conservation Area and part of the solar installation is nearer to any highway bounding the house than the part of the house that is nearest to that highway.
74. Only the first free standing solar installation will be permitted development. Further installations will require planning permission.

Environmental Impact Assessment

75. Solar power schemes are not specifically listed under Schedule 2 of the Environmental Impact Assessment (EIA) Regulations 2011 as projects that may require EIA. However, Section 3a) of Schedule 2 specifies that any industrial energy installation producing electricity, steam and hot water which exceeds 0.5 hectares may require EIA. If the proposal lies within a sensitive area (SSSI) it may require EIA even if it is under 0.5 hectares.

76. Any industrial solar power schemes over 0.5 hectares or within a SSSI may therefore require EIA. For such schemes the Council must provide a Screening Opinion advising the applicant whether or not EIA is required. An applicant can also request a Screening Opinion to be provided.
77. EIA is an assessment of the possible impacts that a proposed project may have on the environment including the environmental, social and economic impacts.
78. Where EIA is required the planning application will need to be accompanied by an Environmental Statement that assesses the impact the project is likely to have on the local environment.
79. Where a proposal does not require a full EIA the Council may still require that certain relevant issues are addressed, such as the cumulative impacts of the proposal or the impact of the proposal on a SSSI if it is adjacent to it but not within it, in an Environmental Statement which must accompany a planning application.

Identifying suitable locations

80. The ideal location for roof mounted solar power systems is on south facing roofs at a pitched angle of around 30° as this gives the best overall annual performance. Installations at any pitch and facing anywhere to the south of due east and due west are also feasible, although output will be reduced. Installation is not recommended on roofs facing north. Free standing systems should be orientated at the same angle and orientation for the best performance.
81. To ensure maximum efficiency is achieved, systems should be clear from shading. All the modules within a system are connected, so any shading on a single module will affect the performance of the whole array. A system can tolerate some shading early or late in the day without much reduction of overall output but it should not be shaded between 10am and 4pm. Nearby buildings, trees, chimneys, TV aerials and vent pipes are all common causes of shading and should be accounted for before any installation. Allowance should also be made for the future growth of trees and vegetation.
82. Solar electricity doesn't necessarily require direct sunlight and can still generate electricity on cloudy days. As much as a third of the energy generated on a sunny day can be generated on a cloudy day at the same time of year.
83. In the case of free standing systems and solar farms, careful consideration needs to be given to site selection in order to ensure they do not have a negative impact on the environment. Preference should be given to the re-use of previously developed land before the use of greenfield agricultural land. If agricultural land is selected, the proposal should allow for continued agricultural use of the land. Further guidance on this is provided in the next section.
84. When looking for a suitable site, access to the National Grid is required. Discussions with the appropriate electricity company should take place to identify if there are likely to be any issues connecting to the grid and to assess whether it is cost effective. Evidence of this consultation should be included with the planning application.
85. Site access is also important. Adequate access is required for both the initial construction of the solar power system and for its subsequent maintenance. The existing road network serving a site needs to be assessed to identify whether it is suitable. If any amendments to the road network or public footpaths are required to gain access to a site for construction and maintenance then they should be detailed in the planning application.
86. Solar power systems do not fall within the specified categories of acceptable uses in the Green Belt, therefore planning permission for proposals located in the Green Belt will only be granted in very special circumstances. Such very special circumstances may include the wider environmental benefits associated with increased production of energy from renewable sources.

Planning permission will only be granted if these very special circumstances outweigh any harm identified when the proposal is assessed against the planning issues identified in the next section.

Planning issues and requirements

87. Whilst solar power systems have many environmental, social and economic benefits, they can also have negative impacts on the landscape if they are not sited appropriately, particularly large scale solar farms.
88. The planning issues associated with solar power systems are set out below and must be addressed in all planning applications to ensure that any potential negative effects are mitigated. These issues relate mainly to non-domestic stand-alone systems and solar farms but may also need to be taken into consideration for smaller scale domestic solar power developments requiring planning permission.

Landscape and visual impact

89. The development of a solar power system has the potential to result in significant impacts upon the character and quality of the landscape. All proposals should aim to complement the character of the local landscape.
90. Solar power systems can also have visual impacts. To avoid the systems becoming a dominant feature within the local landscape and having an adverse visual impact, they should be sited on relatively level ground to reduce their visual profile. Where possible, sites should be screened from view, either by the existing landscape or by planted hedges or mature vegetation.
91. Solar power developments will need to be adequately secured. Preference should be given to using natural features such as vegetation planting to assist in site security. However, in some cases security fencing will be required. Where required, the fencing should be screened and the height should be minimised and a suitable material used to avoid an unacceptable landscape and visual impact.
92. A Landscape and Visual Impact Assessment must be submitted with all planning applications for solar power schemes to assess the likely landscape and visual impacts of the proposal. This should be prepared in accordance with the Guidelines for Landscape and Visual Impact Assessment, 3rd Edition, April 2013 (Landscape Institute and Institute of Environmental Management and Assessment).

Sites with statutory protection

93. In the Borough there are a number of national and local environmental designations. Solar power schemes can have a significant impact on the setting of these designations.
94. Chorley Borough has an extensive network of sites important for biodiversity. These include Sites of Special Scientific Interest (SSSIs) which are statutory sites of national conservation value. There are two SSSIs in the Borough at White Coppice and Charnock Richard, these are identified on the Local Plan Policies Map.
95. If a proposal for a solar power scheme lies within or is considered to have an impact upon a SSSI an Environmental Impact Assessment (EIA) may be required. The Council will provide a Screening Opinion advising the applicant whether or not EIA is required.
96. There are also sites at the County and local level that make a significant contribution to the natural diversity of the Borough and a number of buildings, monuments, sites, areas or landscapes that have heritage significance. Careful consideration needs to be given to the impact of solar power schemes on these heritage assets. Such heritage assets in the Borough are identified on the Local Plan Policies Map and include:

- Biological Heritage Sites
- Geological Heritage Sites
- Conservation Areas
- Listed Buildings
- Scheduled Ancient Monuments
- Historic Parks and Gardens
- Locally important Areas and Buildings

97. The impact of a proposal on ecological networks in the Borough must also be taken into consideration.
98. If a solar power scheme is proposed within the setting of, or near to the setting of, one of the above types of heritage asset, an assessment of its impact on the asset must be undertaken and submitted with the planning application along with details of how any identified negative impacts have been mitigated.

Agricultural Land

99. Solar farms often cover large areas of land and are therefore usually developed in rural locations. When selecting suitable locations, preference should be given to previously developed non-agricultural land or land which is of lower agricultural quality in order to safeguard the long term potential of the best and most versatile agricultural land. Even small scale solar energy developments can impact on the agricultural use of the land.
100. Core Strategy Policy 31 protects Grade 1, 2 and 3a agricultural land from development. Planning applications for solar farms on land designated within these grades must be accompanied by the following:
- An explanation of why the development needs to be located on this land and not on land of a lesser agricultural classification.
 - Clear justification of the benefits the development would have that would outweigh the land being taken out of full agricultural use.
 - Information on the impact of the proposed development on the local area's supply of farming land within the same classification.
101. Where possible, the proposal should allow for the continued agricultural use of the land.

Ecology

102. Solar power schemes can have implications for habitat loss, fragmentation and displacement of species. The nature of the impact is dependent on the ecological characteristics and features of the site and its sensitivity to the proposed change.
103. To minimise the ecological impact, hedges should be retained and any fencing to secure the site must allow species such as badgers to continue to access the site. Security lighting can also have an impact on species such as bats. It is advised that lighting is not used unless absolutely necessary. If it is necessary it must be minimised and directed away from hedges and woodland.
104. Developers should consult with Natural England regarding the presence of important habitats or protected species in and around the proposed development site.
105. An ecological survey must be submitted with all planning applications assessing any potential impacts and identifying appropriate mitigation measures.

Flood risk

- 106. The development of a solar farm does not usually increase flood risk and surface water run-off should not be any greater. However, a change in the composition of the ground surface which affects the way the surface water is channelled, or building solar farms in areas at risk of flooding could increase the risk.
- 107. A flood risk assessment must be submitted with all planning applications for solar power unless they are in Flood Zone 1 and are less than 1 hectare.
- 108. The flood risk assessment should identify and assess the risk on all forms of flooding to and from the development and demonstrate how these flood risks will be managed or mitigated so that the development remains safe throughout its lifetime.

Light reflection

- 109. Photovoltaic panels are designed to absorb light and not reflect it, and only reflect a small amount of the sunlight that falls on them. These reflections are significantly less than direct sunlight. However, concerns have been expressed about the potential for solar panels to cause glint and glare which could be a nuisance or hazard to residents and drivers.
- 110. Glint may be produced as a direct reflection of the sun in the surface of the solar panel. Glare is a continuous source of brightness and is not a direct reflection of the sun, but rather a reflection of the bright sky around the sun. Glint and glare may be more of an issue if tracking panels are proposed, which follow the daily movement of the sun.
- 111. All planning applications for solar power systems should be accompanied by a glint and glare assessment that considers the likely reflective capacity of all the materials used in the construction of the scheme and the potential impacts on residents.

Summary of requirements

Planning Issue	Requirements	Relevant Criterion of Core Strategy Policy 28
Landscape and visual impact	<ul style="list-style-type: none"> ▪ A landscape and visual impact assessment must be submitted with the planning application to assess the likely landscape and visual impacts of the proposal. 	A
Sites with statutory protection	<ul style="list-style-type: none"> ▪ If a solar power scheme is proposed within or near to a SSSI an Environmental Impact Assessment may be required if significant effects are likely. ▪ If a solar power scheme is proposed within or near to the setting of a heritage asset (as set out in para 96), an assessment of its impact on the asset must be undertaken and submitted with the planning application. 	B
Agricultural land	<ul style="list-style-type: none"> ▪ If the proposal is on Grade 1, 2 or 3a agricultural land, justification must be provided with the planning application as to why the development needs to be located on this land. 	C
Ecology	<ul style="list-style-type: none"> ▪ Consult Natural England regarding the presence of important habitats or other protected species in and around the proposed development site. Details of this must be submitted with the planning application. ▪ An ecological survey must be submitted with the planning application assessing any potential impacts and identifying appropriate mitigation measures. 	C
Flood risk	<ul style="list-style-type: none"> ▪ A flood risk assessment must be submitted with the planning application unless it is in Flood Zone 1 and is less than 1 hectare. It should include details of any mitigation measures. 	C
Light reflection	<ul style="list-style-type: none"> ▪ A glint and glare assessment must be submitted with the planning application, that considers the likely reflective capacity of all the materials used in the construction of the scheme and the potential impacts on residents. It should include details of any mitigation measures. 	C

(iii) Hydropower

Introduction

112. Hydropower is the use of flowing water to generate electricity which is known as hydroelectricity. In the UK there are three main methods for generating hydroelectricity:
- Storage schemes – where a dam collects water in a reservoir, then releases it to drive turbines, producing electricity.
 - Pumped storage schemes – where water is pumped to a higher reservoir, usually during times of low-priced electricity (at night), then released to a lower reservoir, again driving a turbine, usually when the electricity price is higher.
 - Run-of-river schemes – where the natural flow of a river or stream is used to drive a turbine.
113. Hydropower is reliable and predictable and if installed correctly can produce electricity all year round as it is only reliant on water flow. Over time, it is one of the most efficient forms of renewable energy.
114. The cost of installing a hydropower scheme can be high compared to other renewable and low carbon technologies, however maintenance requirements and costs are usually relatively low.
115. There is potential for small scale hydroelectric schemes in the Borough.

Planning application procedure

116. Planning permission is required for all hydroelectric schemes, including domestic and non-domestic installations. In addition to planning permission, permission is also required from the Environment Agency. Applicants must apply to the Environment Agency for an environmental permit to ensure that the scheme does not harm the environment. This permit will include a variety of licences, approvals or consents.
117. Before submitting a planning application developers should contact the Environment Agency to discuss the proposed scheme and begin the application for an environmental permit.

Environmental Impact Assessment

118. Installations for hydroelectric energy production are listed under Schedule 2 of the Environmental Impact Assessment (EIA) Regulations 2011 as projects that may require EIA if the installation is designed to produce more than 0.5MW. If the proposal lies within a sensitive area (SSSI) it may require EIA even if it is under 0.5 hectares.
119. If any of these conditions apply the Council must provide a Screening Opinion advising the applicant whether or not EIA is required. An applicant can also request a Screening Opinion to be provided.
120. EIA is an assessment of the possible impacts that a proposed project may have on the environment including the environmental, social and economic impacts.
121. Where EIA is required the planning application will need to be accompanied by an Environmental Statement that assesses the impact the project is likely to have on the local environment.
122. Where a proposal does not require a full EIA the Council may still require that certain relevant issues are addressed, such as the cumulative impacts of the proposal or the impact of the proposal on a SSSI if it is adjacent to it but not within it, in an Environmental Statement which must accompany a planning application.

Identifying suitable locations

123. Hydropower is very site specific and is entirely reliant on having a suitable watercourse. The suitability of a watercourse is determined by the average flow rate and the vertical fall of the water. Without having a suitable watercourse it is unlikely that a hydropower scheme would be viable, and as such there are only a limited number of sites that are suitable within the Borough.
124. When looking for a suitable site, access to the National Grid is required. Discussions with the appropriate electricity company should take place to identify if there are likely to be any issues connecting to the grid and to assess whether it is cost effective. Evidence of this consultation should be included with the planning application.
125. Site access is also important. Adequate access is required for both the initial construction of the hydropower system and for its subsequent maintenance. The existing road network serving a site needs to be assessed to identify whether it is suitable. If any amendments to the road network are required to gain access to a site for construction and maintenance then they should be detailed in the planning application.
126. Hydropower systems do not fall within the specified categories of acceptable uses in the Green Belt, therefore planning permission for proposals located in the Green Belt will only be granted in very special circumstances. Such very special circumstances may include the wider environmental benefits associated with increased production of energy from renewable sources. Planning permission will only be granted if these very special circumstances outweigh any harm identified when the proposal is assessed against the planning issues identified in the next section.

Planning issues and requirements

127. The planning issues associated with hydropower schemes are set out below and must be addressed in all planning applications to ensure that any negative effects are mitigated.

Landscape and Visual Impact

128. Small-scale hydropower schemes consist of the installation of a turbine, associated buildings and ancillary equipment. The visual impact of these can be harmful to the landscape if not appropriately sited.
129. Such schemes should be sensitively sited and designed so that they integrate into the landscape through the careful use of landform, materials, vegetation and tree cover. Where possible existing buildings should be used to house machinery.
130. A Landscape and Visual Impact Assessment must be submitted with all planning applications for hydropower schemes to assess the likely landscape and visual impacts of the proposal. This should be prepared in accordance with the Guidelines for Landscape and Visual Impact Assessment, 3rd Edition, April 2013 (Landscape Institute and Institute of Environmental Management and Assessment).

Sites with statutory protection

131. In the Borough there are a number of national and local environmental designations. Hydropower schemes can have a significant impact on the setting of these designations.
132. Chorley Borough has an extensive network of sites important for biodiversity. These include Sites of Special Scientific Interest (SSSIs) which are statutory sites of national conservation value. There are two SSSIs in the Borough at White Coppice and Charnock Richard, these are identified on the Local Plan Policies Map.

133. If a proposal for a hydropower scheme lies within or near to a SSSI an Environmental Impact Assessment (EIA) may be required. The Council will provide a Screening Opinion advising the applicant whether or not EIA is required.
134. There are also sites at the County and local level that make a significant contribution to the natural diversity of the Borough and a number of buildings, monuments, sites, areas or landscapes that have heritage significance. Careful consideration needs to be given to the impact of hydropower schemes on these heritage assets. Such heritage assets in the Borough are identified on the Local Plan Policies Map and include:
- Biological Heritage Sites
 - Geological Heritage Sites
 - Conservation Areas
 - Listed Buildings
 - Scheduled Ancient Monuments
 - Historic Parks and Gardens
 - Locally important Areas and Buildings
135. The impact of a proposal on ecological networks in the Borough must also be taken into consideration.
136. If a hydropower scheme is proposed within the setting of, or near to the setting of, one of the above types of heritage asset, an assessment of its impact on the asset must be undertaken and submitted with the planning application along with details of how any identified negative impacts have been mitigated.

Noise

137. The noise emitted from a hydroelectric turbine is likely to be contained by the turbine house and is unlikely to be heard more than a few metres away. Where residential properties are located in close proximity to a hydropower scheme the Council may require a noise assessment to be submitted with the planning application, demonstrating that the scheme will not have a negative impact on local amenity. Noise limits can also be imposed if necessary as a condition on the planning permission.

Ecology

138. Hydropower schemes can have significant impacts on wildlife, particularly fish as they can be harmed if they pass through a turbine. As part of the application to the Environment Agency for an environmental permit, the Environment Agency will advise whether the scheme should include structures such as fish passes to protect fish and other freshwater animals from the turbines.
139. Developers should also consult with Natural England regarding the presence of important habitats or protected species in and around the proposed scheme.
140. An ecological survey must be submitted with all planning applications assessing any potential impacts and identifying appropriate mitigation measures.

Flood risk

141. Some hydropower schemes can lead to reduced flows in rivers which can increase flood risk or affect land drainage.
142. A flood risk assessment must be submitted with all planning applications for hydropower. The flood risk assessment should identify and assess the risk on all forms of flooding to and from the development and demonstrate how these flood risks will be managed or mitigated so that the development remains safe throughout its lifetime.

Summary of requirements

Planning Issue	Requirements	Relevant Criterion of Core Strategy Policy 28
Landscape and visual impact	<ul style="list-style-type: none"> ▪ A landscape and visual impact assessment must be submitted with the planning application to assess the likely landscape and visual impacts of the proposal. 	A
Sites with statutory protection	<ul style="list-style-type: none"> ▪ If a hydropower scheme is proposed within or near to a SSSI an Environmental Impact Assessment may be required if significant effects are likely. ▪ If a hydropower scheme is proposed within or near to the setting of a heritage asset (as set out in para 134), an assessment of its impact on the asset must be undertaken and submitted with the planning application. 	B
Noise	<ul style="list-style-type: none"> ▪ If a hydropower scheme is in close proximity to residential properties a noise assessment may be required demonstrating that the scheme will not have a negative impact on local amenity. 	C
Ecology	<ul style="list-style-type: none"> ▪ Consult the Environment Agency before submitting a planning application and apply for an environmental permit. ▪ Consult Natural England regarding the presence of important habitats or other protected species in and around the proposed development site. Details of this must be submitted with the planning application. ▪ An ecological survey must be submitted with the planning application assessing any potential impacts and identifying appropriate mitigation measures. 	C
Flood risk	<ul style="list-style-type: none"> ▪ A flood risk assessment must be submitted with the planning application. It should include details of any mitigation measures. 	C

(iv) Biomass**Introduction**

143. Biomass involves the burning of fuel to produce heat and electricity, the most common being wood. Other fuels that can be used include energy crops and animal waste.
144. Biomass heating from the burning of wood is considered a low carbon source of energy, as only the carbon that has been absorbed by the wood is released. If the trees used are replanted, the use of wood as a fuel is almost carbon neutral as the new trees will absorb the equivalent amount of carbon released.
145. At a domestic scale biomass heating usually comes from the burning of wood in one (or a combination) of the following forms:
 - An open fire.
 - A wood burning stove.
 - A wood fuel boiler.
146. The cost of wood burning stoves and boilers are relatively low, biomass therefore has one of the lowest capital costs of all the low carbon technologies.
147. In addition to homes biomass systems can be used in many other sectors such as schools, offices and industrial premises.
148. On a larger scale, wood and other biomass fuels can also be used for the production of electricity. The main method of producing electricity from wood is a combustion plant where the fuel is burned to produce steam.

Planning application procedurePermitted development

149. Planning permission is not normally needed when installing a biomass system in a house if the work is all internal. If the installation requires a flue outside, planning permission will not be required unless:
 - The flue is on the rear or side elevation of the building and is more than one metre above the highest part of the roof.
 - The building is listed or in a designated area.
 - The proposal is in a Conservation Area and the flue is fitted on the principal or side elevation and would be visible from a highway.
150. If the project also requires an outside building to store fuel or related equipment the same rules apply to that building as for other extensions and garden outbuildings.
151. Large biomass systems used to heat commercial premises or large buildings will require planning permission if the boiler is to be sited outside the building, or in a new building or extension. Planning permission will also be required if a new building is needed as a fuel store.

Identifying suitable locations

152. Domestic scale biomass heating is suitable for many properties. An open fire will require a working chimney. If a property does not have a working chimney one can be constructed but planning permission and Building Regulations may be required.

153. Wood burning stoves require a flue which can be routed up existing chimneys. The stove should be correctly sized for the room it will serve as too large a stove may make a room too hot and waste fuel whereas too small a stove may not provide enough heat. It can be an attractive feature in a room.
154. Wood fuelled boilers take up more space and before considering installing one it is important to ensure that there is enough space to house the boiler and store the required fuel.

Planning issues and requirements

155. There are relatively few planning issues when installing biomass systems, and the issues mainly relate to large non-domestic biomass systems. These issues are identified below and must be addressed in all planning applications to ensure that any negative effects are mitigated.

Landscape and visual impact

156. Domestic biomass systems will not have any landscape or visual impact unless external flues are required. If required they should be designed and sited to have the minimum effect on the appearance of the building.
157. If new buildings are required to house the boiler or store fuel, they should be located close to the existing building and be designed sensitively to complement the adjacent buildings and surrounding area.
158. Larger biomass plants should be located within existing industrial areas so that the landscape and visual impact is minimised.

Sites with statutory protection

159. The installation of a biomass system in a Listed Building will require planning permission if the installation requires a flue outside. The flue should be designed to have minimal effect on the appearance of the Listed Building otherwise planning permission will not be granted.
160. The same applies if the building is located in a Conservation Area.

Noise

161. The operation of larger biomass systems and associated activities such as fuel deliveries may create noise. Planning applications for non-domestic biomass systems should be accompanied by a noise assessment demonstrating that the noise will not cause an unacceptable degree of disturbance to surrounding amenities.

Odour

162. The burning of the fuel in biomass systems can create odour, particularly in larger systems. The impacts of odour from a proposed biomass system and methods for controlling it must be detailed in the planning application so that it does not unduly harm residential amenity.

Transport

163. The environmental impact of transporting biofuels can outweigh the positive benefits of biomass systems. Sufficient fuel storage should be provided so that fewer fuel deliveries will be needed to help minimise the environmental impact.

164. Larger biomass systems should be located in close proximity to a fuel source if possible and surrounding roads should have adequate existing capacity to serve the plant and ensure that delivery vehicles can access the site.

Summary of requirements

Planning Issue	Requirements	Relevant Criterion of Core Strategy Policy 28
Landscape and visual impact	<ul style="list-style-type: none"> ▪ If an external flue is required it should be designed and sited to have the minimum effect on the appearance of the building. ▪ If new buildings are required to house the boiler or store fuel, they should be located close to the existing building and be designed sensitively to complement the adjacent buildings and surrounding area. 	A
Sites with statutory protection	<ul style="list-style-type: none"> ▪ If an external flue is required for a biomass system in a Listed Building or in a building in a Conservation Area, the flue should be designed to have minimal effect on the appearance of the Listed Building/Conservation Area otherwise planning permission will not be granted. 	B
Noise	<ul style="list-style-type: none"> ▪ Planning applications for non-domestic biomass systems should be accompanied by a noise assessment demonstrating that the noise will not cause an unacceptable degree of disturbance to surrounding amenities. 	C
Odour	<ul style="list-style-type: none"> ▪ The impacts of odour from a proposed biomass system and methods for controlling it must be detailed in the planning application so that it does not unduly harm residential amenity. 	C
Transport	<ul style="list-style-type: none"> ▪ Sufficient fuel storage should be provided so that fewer fuel deliveries are required. ▪ Larger systems should be located in close proximity to a fuel source where possible and have adequate access for deliveries. 	C

(vi) Heat Pumps**Introduction**

165. Heat pumps work by transferring heat from one place to another rather than using fuel to produce heat. The heat source can be the air, ground or water and the heat pump transfers heat to a building. They can also be used in reverse to cool a building in the summer. There are three main types of heat pumps, ground, water and air.
166. Ground source heat pumps transfer the heat from the ground into a building to provide space heating. They can also be used to pre-heat domestic water. Heat is drawn from the ground using a ground loop which is a closed circuit of piping buried in the ground in either a borehole or a trench. These pipes are normally filled with a refrigerant or brine that is pumped around the pipes and absorbs heat from the surrounding ground. The heat pump boosts this heat to the temperature needed in the home. There is a power requirement for the pump itself.
167. Water source heat pumps work in the same way as ground source heat pumps but the pipes are sunken in a water source instead of the ground. They can also work by pumping natural water through a heat pump.
168. Air source heat pumps usually work by transferring heat from the outside air to heat water for building heating. They can also be used for cooling in much the same way as an air conditioner. They are cheaper to install than a ground or water source heat pump but are not usually as efficient. This is because they draw the heat from the surrounding air, which in Britain is substantially colder in the winter months when the heating is needed, than in summer.

Planning application procedurePermitted development

169. The installation of a ground or water source heat pump is classed as an engineering operation. For domestic installations planning permission will not be required if it is within the curtilage of a dwelling and the following conditions are met. If the building is listed or in a Conservation Area planning permission may be required.
 - Development is permitted only if the air source heat pump installation complies with the Microgeneration Certification Scheme Planning Standards or equivalent standards.
 - The volume of the air source heat pump's outdoor compressor unit (including housing) must not exceed 0.6 cubic metres.
 - Only the first installation of an air source heat pump would be permitted development, and only if there is no existing wind turbine on a building or within the curtilage of that property. Additional wind turbines or air source heat pumps at the same property requires an application for planning permission.
 - All parts of the air source heat pump must be at least one metre from the property boundary.
 - Installations on pitched roofs are not permitted development. If installed on a flat roof all parts of the air source heat pump must be at least one metre from the external edge of that roof.
 - Permitted development rights do not apply for installations within the curtilage of a Listed Building or within a site designated as a Scheduled Monument.
 - On land within a Conservation Area the air source heat pump must not be installed on a wall or roof which fronts a highway or be nearer to any highway which bounds the property than any part of the building.
 - On land that is not within a Conservation Area, the air source heat pump must not be installed on a wall if that wall fronts a highway and any part of that wall is above the level of the ground storey.

170. In addition, the following conditions must also be met. The air source heat pump must be:
- Used solely for heating purposes.
 - Removed as soon as reasonably practicable when it is no longer used for microgeneration.
 - Sited, so far as is practicable, to minimise its effect on the external appearance of the building and its effect on the amenity of the area.
171. Installations for commercial premises will require planning permission.

Identifying suitable locations

172. Ground source heat pumps have very few locational constraints and can be installed almost anywhere but may not be suitable for every building.
173. Water source heat pumps can only be installed where there is a suitable water source and are therefore only suitable in limited locations. The water body will need to be deep enough not to totally freeze in winter, be of sufficient size to accommodate the pipe work and be in close proximity and at a similar level to the building to be heated. If the water source is a river, the Environment Agency should be contacted prior to submitting a planning application.
174. Accommodating the pump itself should also be factored in. These can vary in size but are often comparable to a domestic fridge freezer. For ground and water source heat pumps the pump is usually housed within the building that it is heating to increase efficiency, therefore sufficient space is required.
175. Air source heat pumps need to be fitted to a wall or placed on the ground outside the building and needs plenty of space around it to get a good flow of air.
176. All heat pumps do not work well with traditional central heating systems that use standard radiators as they will not heat the water to a high enough temperature for the radiators to provide enough heat so a new system may be required. They are most suitable for use with underfloor heating systems as they require lower water temperatures.

Planning issues and requirements

177. There are few planning issues associated with heat pumps as they are unlikely to be visually intrusive and often the main components are located underground or within buildings. The main issues are associated with air source heat pumps and excavations for trenches for ground and water heat pumps that involve sizable locations. These issues are set out below and must be addressed in all planning applications to ensure that any negative effects are mitigated.

Landscape and visual impact

178. Air Source Heat Pumps are located on the outside of the building and can therefore affect the appearance of the building. They should be sited so that they have minimal impact on the appearance of the building.
179. Ground and water source heat pumps require the installation of underground pipes. During construction there may be landscape and visual impacts. The ground must be restored following installation so that there is no continued landscape and visual impact.

Sites with statutory protection

180. A planning application for an air source heat pump on a Listed Building will be assessed against the extent to which it would interfere with the appearance, structure, design or character of the Listed Building. When this would have a negative effect on a Listed Building's special interest, a

proposal would not be allowed. The same approach will be taken for proposals in Conservation Areas.

- 181. When digging trenches or boreholes for ground and water source heat pumps outside of the curtilage of a dwelling, consideration needs to be given to possible archaeological interests in the land. Before any work takes place it needs to be established whether there are any archaeological remains on the site and if this has implications for the work involved. Lancashire County Council Archaeological Service can provide information and advice to applicants.

Noise

- 182. Although air source heat pumps are relatively small, the external fan units can generate a considerable level of noise, this can be exacerbated if the pump is not sited correctly e.g. where noise echoes or can vibrate against a wall or fitted close to a bedroom window. As such, any application for an air source heat pump will be required to demonstrate that noise will not be an issue.

Ecology

- 183. Drilling through contaminated land or soil when digging trenches for ground or water source heat pumps poses significant risk of pollution to groundwater. Before submitting a planning application, the site must be assessed in order to establish whether there is any contamination. Boreholes will need to be designed so that groundwater is not polluted.
- 184. Any proposed ground disturbance has the potential to cause habitat damage. Consideration should be given to the extent of this damage, and whether the site is of ecological value. Such sites should be avoided. The use of heat exchangers in water bodies, such as ponds and lakes, could lead to ecological impacts and should be carefully considered.

Summary of requirements

Planning Issue	Requirements	Relevant Criterion of Core Strategy Policy 28
Landscape and visual impact	<ul style="list-style-type: none"> ▪ Air source heat pumps should be sited so that they have minimal impact on the appearance of the building. ▪ Land should be restored following the installation of ground and water source heat pumps. 	A
Sites with statutory protection	<ul style="list-style-type: none"> ▪ Proposals for air source heat pumps on Listed Buildings must not have a negative effect on the appearance, structure, design or character of the Listed Building. ▪ When digging trenches or boreholes for ground and water source heat pumps outside of the curtilage of a dwelling, consideration needs to be given to possible archaeological interests in the land. Lancashire County Council Archaeological Service should be consulted prior to submitting a planning application and evidence of this consultation must be submitted with the planning application. 	B
Noise	<ul style="list-style-type: none"> ▪ Any planning application for an air source heat pump must demonstrate that noise will not be an issue. 	C
Ecology	<ul style="list-style-type: none"> ▪ Before submitting a planning application for a ground or water source heat pump, the site must be assessed to establish whether there is any contamination. Evidence of this must be submitted with the planning application. 	C

(vii) Combined Heat and Power**Introduction**

185. Combined Heat and Power (CHP) systems provide both heat and electrical power. They recover the heat that is a by-product of electricity generation and distribute it alongside electricity in the form of hot water for space heating. CHP systems are located at the point of consumption meaning there is very little loss of energy through transmission and distribution.
186. CHP plants can be adaptable to different fuels. Conventionally natural gas is used but fuels such as biomass and hydrogen can also be used. Further efficiency savings can be made with the addition of an absorption chiller which allows the CHP system to provide cooling, potentially for air conditioning and refrigeration.
187. CHP can be used for a variety of scales. The main markets for CHP tend to be those with high heat requirements, for example flats, high density housing, supermarkets, leisure centres, hospitals and industrial sites which will require larger scale CHP units.
188. However, CHP can also be used to provide space and water heating in residential or commercial buildings using micro CHP units which are similar to conventional boilers.

Planning application procedurePermitted development

189. CHP systems used in the home do not require planning permission for any internal components of the system. If the installation requires a flue outside planning permission will not be required if the following conditions are met:
 - The flue is less than one metre above the highest part of the roof (excluding any existing chimneys).
 - If the building is in a Conservation Area the flue should not be fitted on a wall or roof slope that fronts a highway.
190. In other buildings, if the installation requires a flue outside planning permission will not be required if the following conditions are met:
 - The capacity of the system that the flue would serve is less than 45kW.
 - The height of the flue is less than one metre above the highest part of the roof or no higher than an existing flue that is being replaced.
 - There would be no more than one flue on the building.
 - If the building is in a Conservation Area, the flue should not be fitted on a wall or roof slope that fronts a highway.
191. Planning permission will be required if the flue is to be installed on a Listed Building.
192. If the development also requires an outside building to store the CHP unit, related equipment or fuel the same rules apply to that building as for other extensions and garden outbuildings.
193. Larger commercial scale CHP plants will require planning permission and may also require authorisation from the Environment Agency regarding emissions and wastes.

Identifying suitable locations

194. CHP can be considered at any site where there is sufficient heat (or cooling) demand, particularly if that demand is for extended periods. The heat demand and availability of space determines the scale of the scheme required.
195. Micro CHP units can be used in domestic and small commercial developments. They can easily be accommodated as they are the size and shape of a conventional boiler and are designed to replace them. The only difference to a standard boiler is that they are able to generate electricity while they are heating water.
196. Small scale CHP units can be used at small industrial sites, commercial buildings and community heating schemes. The system is factory assembled and consists of an engine, generator and heat recovery equipment along with all the associated pipework, valves and controls that are packaged together into a CHP unit that can be connected to the heating and electricity systems of the building. Sufficient space is required for this system.
197. Large scale CHP is predominantly used for large developments such as hospitals and universities where the plant is custom built. The plant generally consists of large and complex systems installed on site therefore a significant amount of space is required. It is unlikely that CHP plants of this scale will be developed in the Borough.

Planning issues and requirements

198. There are few planning issues in relation to micro and small scale CHP systems as these are usually located within the building. Issues only arise if an external flue is required and there can also be issues with noise. There are many issues associated with large scale CHP plants, however given that it is unlikely that CHP units of this scale will be developed in the Borough, this section concentrates on the issues associated with micro and small scale CHP units. These issues are identified below and must be addressed in all planning applications to ensure that any negative effects are mitigated.

Landscape and visual impact

199. Micro and small scale CHP units will not have any landscape or visual impact unless external flues are required. If required they should be designed and sited to have the minimum effect on the appearance of the building.
200. If new buildings are required to house the CHP unit, related equipment or fuel they should be located close to the existing building and be designed sensitively to complement the adjacent buildings and surrounding area.

Sites with statutory protection

201. The installation of a CHP unit in a Listed Building will require planning permission if the installation requires a flue outside. The flue should be designed to have minimal effect on the appearance of the Listed Building otherwise planning permission will not be granted.
202. The same applies if the building is located in a Conservation Area.

Noise

203. Small scale CHP units will generate some noise. Although most CHP engines and gas turbines are supplied with acoustic enclosures, noise is still produced by the unit and its auxiliary equipment. Since the unit may operate almost continuously, where possible it should be located so that the impact of the noise will be minimised and not have an impact on any neighbouring buildings or land uses. A noise assessment will be required for larger schemes.

Summary of requirements

Planning Issue	Requirements	Relevant Criterion of Core Strategy Policy 28
Landscape and visual impact	<ul style="list-style-type: none"> ▪ If an external flue is required it should be designed and sited to have the minimum effect on the appearance of the building. ▪ If new buildings are required to house the CHP unit, related equipment or store fuel, they should be located close to the existing building and be designed sensitively to complement the adjacent buildings and surrounding area. 	A
Sites with statutory protection	<ul style="list-style-type: none"> ▪ If an external flue is required for a CHP unit in a Listed Building or in a building in a Conservation Area, the flue should be designed to have minimal effect on the appearance of the Listed Building/Conservation Area otherwise planning permission will not be granted. 	B
Noise	<ul style="list-style-type: none"> ▪ CHP units should be located so that the impact of noise will be minimised. For larger schemes a noise assessment will be required. 	C

E. SUSTAINABILITY APPRAISAL AND HABITATS REGULATIONS ASSESSMENT

205. Given the relationship between this SPD, the Core Strategy and the Chorley Local Plan 2012-26 and the level of Sustainability Appraisal (SA) that these documents have undergone together with the anticipated absence of any significant environmental effects arising from this proposal, an independent SA of this SPD is not required as initial screening shows it is not necessary due to the nature of the document and the wider SA of the Core Strategy and Local Plan.
206. A SA and Strategic Environmental Assessment (SEA) Screening Document has been prepared for this SPD to establish whether there are any impacts arising from the SPD that have not been covered in higher level SA/SEAs. The Screening Document concluded that it is unlikely that there will be any significant negative impacts arising from the SPD that were not covered in the SA of the Core Strategy and the SA of the Local Plan.
207. In addition, a Habitats Regulations Screening Assessment was undertaken for the Core Strategy to determine the likely significant effects of the plan on sites of international nature conservation value. Given the SPD is in conformity with the policies contained within the Core Strategy, a full Screening Assessment of this SPD is not required.

F. MONITORING AND REVIEW

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

G. FURTHER INFORMATION

209. The SPD will primarily be implemented through the development management process and the determination of planning applications. Charges may apply for pre-application consultations, please see the website for details www.chorley.gov.uk/planning. Planning Officers will be pleased to provide advice and guidance on planning matters regarding renewable and low carbon energy.

H. REFERENCES

210. The following documents form the evidence base for this SPD:
- Central Lancashire Core Strategy, July 2012
 - Chorley Local Plan 2012-2026
 - Planning Practice Guidance for Renewable and Low Carbon Energy, DCLG, July 2013

CORE STRATEGY POLICY 28**Policy 28: Renewable and Low Carbon Energy Schemes**

Proposals for renewable and low carbon energy schemes will be supported and planning permission granted where the following criteria are met:

- (a) The proposal would not have an unacceptable impact on landscape character and visual appearance of the local area, including the urban environment;
- (b) The reason for the designation of a site with statutory protection would not be compromised by the development;
- (c) Any noise, odour, traffic or other impact of development is mitigated so as not to cause unacceptable detriment to local amenity;
- (d) Any significant adverse effects of the proposal are considered against the wider environmental, social and economic benefits, including scope for appropriate mitigation, adaptation and/or compensatory provisions.

Appendix 2**PERMITTED DEVELOPMENT RIGHTS FOR WIND TURBINES****Wind turbine: building mounted**

The installation, alteration or replacement of a building mounted wind turbine can be considered to be permitted development, not needing an application for planning permission, provided ALL the limits and conditions listed below are met:

Limits to be met:

- Permitted development rights for building mounted wind turbines apply only to installations on detached houses (not blocks of flats) and other detached buildings within the boundaries of a house or block of flats. A block of flats must consist wholly of flats (e.g. should not also contain commercial premises).
- Development is permitted only if the building mounted wind turbine installation complies with the Microgeneration Certification Scheme Planning Standards or equivalent standards. The installation must not be sited on safeguarded land. An Aviation Safeguarding Tool can be used to check whether the installation will be on safeguarded land.
- Only the first installation of any wind turbine would be permitted development, and only if there is no existing air source heat pump at the property. Additional wind turbines or air source heat pumps at the same property requires an application for planning permission.
- No part (including blades) of the building mounted wind turbine should protrude more than three metres above the highest part of the roof (excluding the chimney) or exceed an overall height (including building, hub and blade) of 15 metres, whichever is the lesser.
- The distance between ground level and the lowest part of any wind turbine blade must not be less than five metres.
- No part of the building mounted wind turbine (including blades) must be within five metres of any boundary.
- The swept area of any building mounted wind turbine blade must be no more than 3.8 square metres.
- In Conservation Areas, an installation is not permitted if the building mounted wind turbine would be on a wall or roof slope which fronts a highway.
- Permitted development rights do not apply to a turbine within the curtilage of a Listed Building or within a site designated as a Scheduled Monument.

In addition, the following conditions must also be met. The wind turbine must :

- use non-reflective materials on blades.
- be removed as soon as reasonably practicable when no longer needed for microgeneration.
- be sited, so far as practicable, to minimise its effect on the external appearance of the building and its effect on the amenity of the area.

Wind turbine: stand alone

The installation, alteration or replacement of a stand alone (not building mounted) wind turbine within the boundaries of a house or block of flats can be considered to be permitted development, not needing an application for planning permission, provided ALL the limits and conditions listed below are met.

A block of flats must consist wholly of flats (e.g. should not also contain commercial premises).

Limits to be met:

- Development is permitted only if the stand alone wind turbine installation complies with the Microgeneration Certification Scheme Planning Standards or equivalent standards.
- The installation must not be sited on safeguarded land. The Aviation Safeguarding Tool can be used to check whether the installation will be on safeguarded land.
- Only the first installation of any wind turbine would be permitted development, and only if there is no existing air source heat pump at the property. Additional wind turbines or air source heat pumps at the same property requires an application for planning permission.
- The highest part of the stand alone wind turbine must not exceed 11.1 metres.
- The distance between ground level and the lowest part of any wind turbine blade must not be less than five metres.
- An installation is not permitted if any part of the stand alone wind turbine (including blades) would be in a position which is less than a distance equivalent to the overall height of the turbine (including blades) plus 10 per cent of its height when measured from any point along the property boundary.
- The swept area of any stand alone wind turbine blade must be no more than 3.8 square metres.
- In Conservation Areas, development would not be permitted if the stand alone wind turbine would be installed so that it is nearer to any highway which bounds the curtilage (garden or grounds) of the house or block of flats than the part of the house or block of flats which is nearest to that highway.
- Permitted development rights do not apply to a turbine within the curtilage of a Listed Building or within a site designated as a Scheduled Monument.

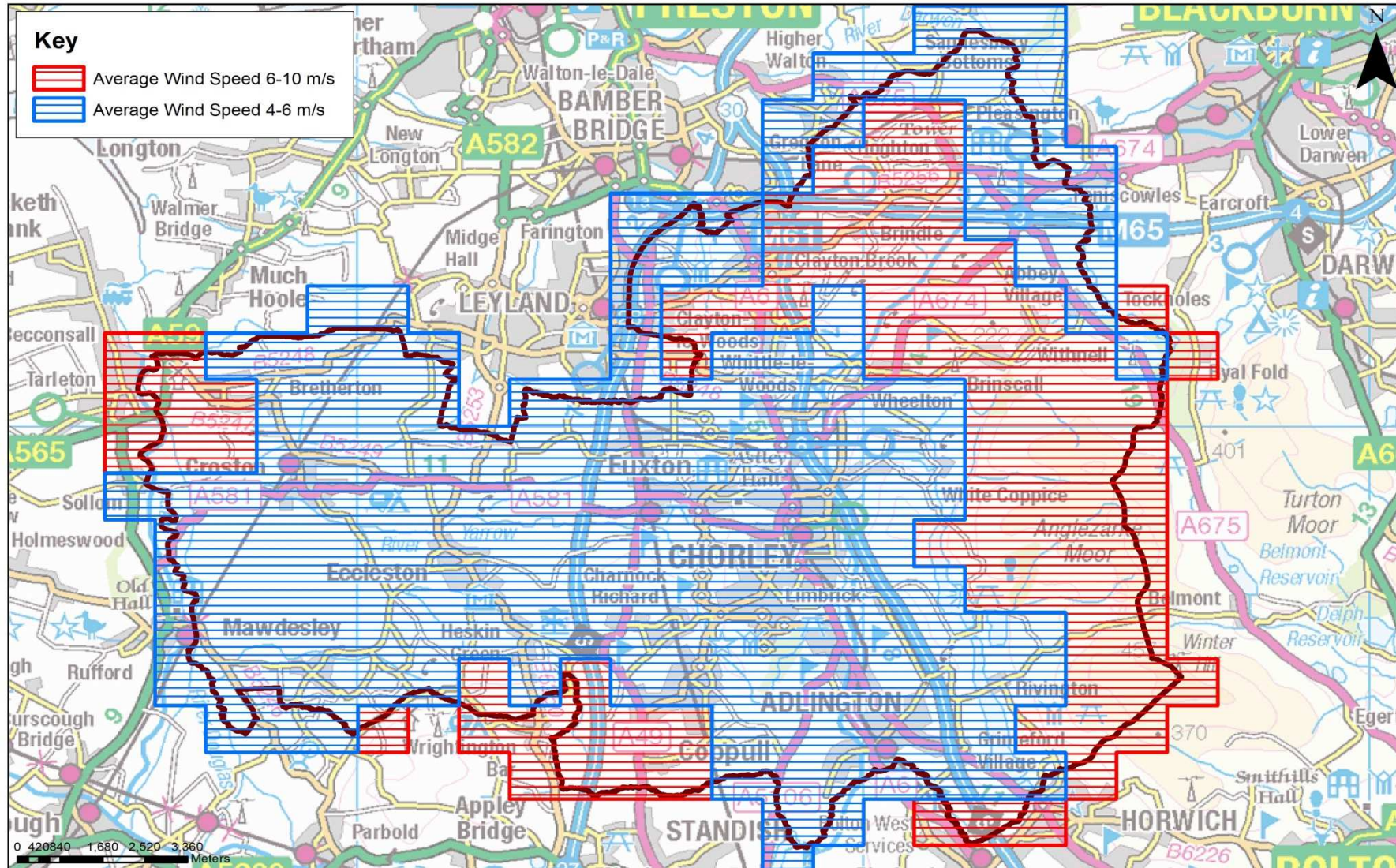
In addition, the following conditions must also be met. The wind turbine must:

- use non-reflective materials on blades.
- be removed as soon as reasonably practicable when no longer needed for microgeneration.
- be sited, so far as is practicable, to minimise its effect on the external appearance of the building and its effect on the amenity of the area.

WIND SPEED MAP

Chorley Council

Ordnance Survey



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Report of	Meeting	Date
Director of Partnerships, Planning and Policy (Introduced by the Executive Member for Homes and Business)	Executive Cabinet	13 February 2014

PERMISSION TO CONSULT ON THE REFRESHED PRIVATE SECTOR HOUSING ASSISTANCE POLICY

PURPOSE OF REPORT

1. To gain permission from the Executive Cabinet to consult on the refreshed draft Private Sector Assistance Policy which applies to the financial year 2014-15 becoming applicable on 1st April 2014. The current policy covers from 2012-14, and due to national and local policy changes significant amendments have become necessary.

RECOMMENDATION(S)

2. That Executive Cabinet approves the draft Private Sector Housing Assistance Policy for consultation 28th February to 19th March 2014 so it may be adopted in time for the 2014/15 financial year.
3. That any minor changes to the draft policy following the consultation can be approved by the delegated authority of the Executive Member for Homes and Business in consultation with the Director of Partnerships, Planning and Policy. Any significant changes will be brought back to the Executive Cabinet.

EXECUTIVE SUMMARY OF REPORT

4. Disabled Facilities Grants (DFGs) remain a statutory duty of Chorley Council to provide for qualifying customers to enable them to live independently in their current homes. The refreshed policy now also looks at how applications from all tenures are prioritised, the relationship with Registered Providers, and has more detail on the role of Lancashire County Council. Service standards, conditions and eligibility for DFGs are also covered.
5. Following the withdrawal of Regional Housing Pot money, Chorley Council is no longer able to offer the Energy Efficiency Assistance scheme or the Minor Repairs Assistance grant. However, Chorley Council carries out an enabling, assistance and signposting role to connect customers up to new and existing schemes both nationally and locally which could improve the energy efficiency or general condition of their homes.
6. The Home Improvement Agency (HIA), part of the Strategic Housing service, facilitates DFGs and carries out an important function to ensure vulnerable people can remain in their own home, or a home of their choosing, by enabling them to access any assistance available. The HIA will deliver the Private Sector Assistance Policy, and the extensive and holistic role of the HIA is now detailed in the refreshed policy.

7. The refreshed policy is planned to last for a year, April 2014 to March 2015, after which it will be reviewed. National and local policy and budgets are currently subject to change beyond March 2015. Chorley Council is monitoring these impending changes, seeking to influence where possible, to ensure Chorley is not disadvantaged.

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)

8. Due to national and local policy changes it has become necessary to have a renewed strategy and the document requires to be consulted on before it can be adopted. The refreshed draft policy reflects the current services on offer which have changed since the 2012-14 version due to national legislation and funding changes.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

9. Due to changes in national and local policy not refreshing the policy was considered inappropriate.

CORPORATE PRIORITIES

10. 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

11. The Private Sector Assistance Policy outlines Chorley Council’s policy in relation to the provision of information, advice and enabling home owners and tenants requiring adaptations, energy efficiency measures and other support relating to their home. Whilst this document is principally for the private sector owners, tenants and landlords, the adaptations section is also relevant to tenants occupying social housing.
12. The existing policy expires after 31st March 2014 and the refreshed policy is in draft form for the 2014-15 financial year.

DISABLED FACILITIES GRANTS (DFGs)

13. The provision of DFGs remain a statutory duty of Chorley Council under Part 1 of the Housing Grants, Construction and Regeneration Act 1996, and the maximum grant assistance available for an eligible household remains at £30,000.
14. For a customer to receive a DFG they must first have an assessment from an Occupational Therapist (from Lancashire County Council) who will determine the need for and priority of the adaptation and then make a referral to the council. All applications are means tested unless they are on behalf of a child or young adult under the age of 20. Applications will be treated in priority and then date order, with all 'high priority' cases being started before 'standard priority' cases.
15. Applications are treated on a tenure blind basis, however Chorley Council works closely in partnership with Registered Providers when facilitating DFGs for their tenants. A Memorandum of Understanding (MoU) exists with the majority of Registered Providers in the borough. Under the MoU Registered Providers agree to facilitate all adaptations under the value of £1,000, and costs are shared 50/50 between Chorley Council and the Registered Provider for adaptations costing £1,000 or more. For adaptations in non-Registered Provider properties (both home owners and private tenants) costing under £500, Lancashire County Council will facilitate this work themselves and not refer it to Chorley Council.
16. From April 2015 DFG money will be allocated differently through the Better Care Fund via the health and social care pooled budget rather than direct to Chorley Council from the Department of Communities and the Local Government. The DFG money will be allocated through a plan developed jointly by Clinical Commissioning Groups and Lancashire County Council, and is required to be signed off by the Lancashire Health and Well Being Board.

THE HOME IMPROVEMENT AGENCY

17. The Home Improvement Agency (HIA) is a team within Chorley Council's Strategic Housing service whose aim is to ensure that vulnerable people can remain living as independently as possible in their own homes, or home of their choosing, whilst also maintaining their health and wellbeing. The main 'client groups' assisted by the HIA are older people and people with disabilities.
18. As well as administering and facilitating DFGs the HIA plays an important role enabling residents to access services and funding which improve the energy efficiency, condition, and safety of their homes. Key aims of the HIA are to reduce fuel poverty and also helping prevent the need for residential or domiciliary care.
19. The section on the role of the HIA is new to the policy, however the role and purpose of the HIA has not been changed, but it was considered necessary to add some detail on the function of this important service. Signposting, enabling and linking to other services are key to the role of the HIA, as well as the services it directly provides.
20. The HIA receives funding from Lancashire County Council's Supporting People budget to carry out its function as well as commissioning a Handy Person Service which carries out a variety of minor repairs for qualifying home owners at a subsidised rate. The Handy Person's scheme is available to home owners with a disability or over 60 years of age. The Handy Person Service is being retendered for 2014-15 so the contractor and terms in the policy are subject to change.

MINOR REPAIRS ASSISTANCE

- 21. The HIA is no longer able to provide grants for Minor Repairs Assistance as Regional Housing Pot money was discontinued, however the Handy Person Service is available to help assist home owners with a variety of minor repairs.
- 22. The HIA will assist customers to access any applicable funding or assistance available to improve the condition of their home through signposting and advocating were appropriate. This enabling role of the HIA is emphasised in the draft policy.

ENERGY EFFICIENCY

- 23. The Home Energy Conservation Act (HECA) 1995 requires Councils to improve the energy efficiency of homes in their area, i.e. to reduce energy usage and carbon dioxide emissions within the housing stock, as well as producing a biennial progress report. Chorley Council no longer has the loft and cavity wall insulation scheme know as Energy Efficiency Assistance due to changes in national funding. The Energy Company Obligation (ECO) has replaced the Carbon Emissions Reduction Target and the Community Energy Savings Programme, and the introduction of ECO and Green Deal have greatly changed the energy efficiency landscape.
- 24. The Council meets its HECA requirements by performing an enabling role by linking Chorley residents to available schemes such as those funded through the Energy Company Obligation and Green Deal, and this approach is key to reducing fuel poverty which is a priority both nationally and locally. Green Deal is a national loan based scheme where energy efficiency improvement measures are paid for from future savings in bills; whilst ECO obliges energy companies to assist low income and vulnerable households with energy efficiency measures, as well as hard to treat properties which can't be completely funded by Green Deal.
- 25. Assistance available through ECO is constantly changing with initiatives lasting as short as 3 months. Due to the changes in the energy efficiency offer the relevant section in the policy emphasises the increasing signposting, informing and enabling role the HIA now undertakes.

CONSULTATION

- 26. A targeted consultation period has been proposed to run from 28th February to 19th March 2014. Registered Providers and other relevant stakeholders will be made aware of the consultation directly, and the draft policy along with information on the consultation will be accessible via the Chorley Council website throughout the consultation period.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

28. The updated policy is reflective of the current arrangements for providing private sector assistance. The update does not add any new burdens, and as such, the policy will be delivered within the current budgetary framework.

COMMENTS OF THE MONITORING OFFICER

29. Refreshing the policy is necessary in light of the referred to national and local policy changes. The proposed refresh reflects these changes and continues to meet the council's obligations under the legislation.

LESLEY-ANN FENTON
DIRECTOR OF PARTNERSHIPS, PLANNING AND POLICY

Background Papers			
Document	Date	File	Place of Inspection
Private Sector Housing Assistance Policy Consultation Draft 2014-15	22.01.14		Appendix A
Private Sector Housing Assistance Policy 2012-14	01.02.12		CBC Website
Review of Existing Private Sector Housing Sector Assistance Policy 2010-12	01.02.12		CBC Mod Gov Website

Report Author	Ext	Date	Doc ID
Mick Coogan	5552	22.01.14	

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Private Sector Housing Assistance Policy

CONSULTATION DRAFT

2014-2015



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INTRODUCTION

This document outlines Chorley Council's policy in relation to the provision of information, advice and enabling home owners and tenants requiring adaptations, energy efficiency measures and other support relating to their home. Whilst this document is principally for the private sector owners, tenants and landlords, the adaptations section is also relevant to tenants occupying social housing.

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

Chorley Council (the Council) takes the view that the prime responsibility for maintaining and improving housing rests with home owners and landlords. However, the Council is committed to improving the quality of housing across all tenures, including owner occupation and private renting. In addition it is acknowledged that there are some vulnerable homeowners who will need support to enable them to access relevant available assistance to keep their home to a decent standard.

POLICY AIMS

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

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

How the Policy links to the Council's Corporate Strategy

The policy helps to work towards the following three priorities of the Corporate Strategy by meeting the objectives as detailed below:

Clean, safe and healthy communities

- **Reduced health inequalities**

The Home Improvement Agency advises people with disabilities and older people what services are available to enable them to live independently in their own homes, thereby helping to reduce health inequalities.

- **High quality affordable and suitable housing**

The HIA has an enabling role in helping residents live in decent homes as well as facilitating adaptations for people with disabilities.

Involving residents in improving their local area and equality of access for all

- **All residents are able to take an active part in their community**

The HIA helps residents live independently in their own homes, and thereby helps them to take an active part within their community.

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

- **An ambitious council that continually strives to improve**

The policy aims to reduce the number of households in 'fuel poverty'.

DISABLED FACILITIES GRANTS (DFGS)

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

Grant assistance under this policy will be limited to the maximum grant in accordance with the legislation which is currently £30,000.

DFGs for Tenants of Registered Social Housing Providers

In legal terms the ultimate responsibility for funding adaptations lies with the Council. However, Registered Providers also have a duty to their tenants to provide a home which is accessible and safe.

The Homes and Communities Agency's Regulatory Framework states "Registered Providers shall co-operate with relevant organisations to provide an adaptations service that meets tenants' needs" (the Regulatory Framework for Social Housing in England from April 2012), and majority of

Registered Providers who operate in Chorley have entered into a Memorandum of Understanding (MoU) with the Council. The MoU covers major adaptations which are expected to cost £1,000 or more, with the Register Provider agreeing to carry out works below this amount.

Funding for adaptations is limited and therefore the Council will adopt a strict priority and date order system when considering whether to carry out an adaptation in either a private sector property or a property owned by a Registered Provider of social housing. Further information on eligibility is detailed below.

Tenants of Registered Providers should approach their landlord for assistance in the first instance. The Council has an agreement with the majority of Registered Providers whereby the Council and Registered Providers share the cost of major adaptations classed as 'moderate' needs and above on a 50/50 basis and Registered Providers party to this agreement will carry out adaptations costing less than £1,000. In circumstances where the cost is over £1,000, the Council will carry out the work and invoice the Registered Provider accordingly. For works which the HIA (see page 7 for more information on the HIA) manages the Council will charge the Registered Provider a 10% fee (based on the total cost of the work) for procuring and project managing the work.

All households who are resident in 'Intermediate home ownership' housing i.e. those living in Shared Ownership, properties purchased with an Equity Loan and Discounted for Sale (such as the Council's Low Cost Home Ownership scheme) properties are classed as 'private' owner occupiers for the purpose of DFG applications, and therefore these customers should approach the Council for assistance in the first instance.

Lancashire County Council Threshold

Where the adaptation will cost under £500 and the property is privately rented or owned, the County Council will arrange for the works to be completed without a referral to the Council. In some cases there may be multiple adaptations needed, and in these instances the County Council would facilitate the adaptations costing less than £500 and refer the other/s to the Council. One example of this would be a specification containing both a stair hand rail and walk in shower, with the County Council facilitating the former, and the Council facilitating the latter.

The Prioritisation of DFG Applications

All applications are treated in the same way regardless of tenure and are triggered by the receipt of an OT6 form from the Occupational Therapist (OT). The OT's assessment will follow the principles of the Fair Access to Care Services (FACS) criteria.

The OT will classify each case into one of the following categories:

- High Priority
- Standard Priority

The HIA team deals with cases referred by the OT using two defined criteria:

- The priority allocated to the case by the OT
- The date it receives the OT recommendation

Therefore the casework for a high priority case would always be started before any standard priority cases on the customer list.

Within each priority category the date the OT6 is received will determine which case is started first with the oldest case being given priority.

As soon as the OT6 is received the process of checking eligibility is carried out to ensure applicants who are not eligible are aware of their options at an early stage.

Eligibility

- Any disabled person as described by the Housing Grants, Construction and Regeneration Act 1996.
- The duty is primary, absolute and is contained in the Guidance issued by the Department of Communities and Local Government (DCLG) in June 2006 "*Delivering Housing Adaptations for Disabled People: A Good Practice Guide*".
- The duty is 'tenure blind', thus adaptations should be provided for those in need, irrespective of the type of home that they live in.
- Applicants must be over 18. Landlords may apply on behalf of tenants and parents or guardians may apply on behalf of children.
- All applications for DFGs will be assessed by an Occupational Therapist and given a priority need which will be – 'critical', 'substantial' or 'moderate' in line with the FACs criteria.
- The Council's Home Improvement Agency offers a project management service for customers who are ineligible for grant assistance either because they failed the test of financial resources or because they have not met the required threshold within the OT assessment to qualify for grant assistance.
- The property must be a legal residence which includes dwellings, mobile homes, caravans and houseboats.
- Works that are essential as described in s.23 (1) of the Housing Grants, Construction and Regeneration Act 1996. Works must be reasonable and practicable to carry out, as determined by a designated Council officer in consultation with an OT and the applicant.

Conditions

All applications are dealt with in accordance with the priority awarded them (see above) and in date order.

All applications are subject to a test of financial resources in accordance with the Housing Grants, Construction and Regeneration Act 1996 (as amended) to determine the amount to be contributed by the applicant towards the cost of the work.

In accordance with legislation the test of financial resources will not be applied in cases where an application is being made on behalf of a child or young person.

Eligible Works

- To assist entry and exit from the property.
- To aid access into and around the living areas, bedroom, kitchen and bathroom.
- To improve or provide heating and/or light controls.
- To make the dwelling safe for the disabled occupant and other people residing with him/her.
- Access to and from the garden by a disabled occupant.
- Where the existing footprint or layout of the dwelling, including outbuildings and garages, can be adapted or converted to accommodate the facilities required the Council will not consider any extension to the property. Where an extension is necessary and there is no other option, the Council will consider the most cost effective method of meeting the applicant's requirements.
- Where the applicant has a preference for works that are over and above those necessary to meet the disabled person's needs (such as an extension rather than the provision of stair lift and level access shower) the Council will only fund the cost of the original recommended works, the remainder being funded by the applicant.
- The Council does not offer discretionary DFGs nor does it provide any other discretionary top-up grants for adaptations. Any amount above the statutory maximum level must be paid for by the applicant.
- Applications for grant aid will not be considered where works have previously been completed. Applications for grants where works have started but have not been completed will only be considered where the applicant can demonstrate exceptional circumstances as to why they did not apply and seek approval prior to the start of the work. In such cases any work already completed will be excluded from the subsequent application.

Service standards

- Legislation requires a decision from the Council to approve the grant or not within 6 months of receiving the full application (this includes all necessary information e.g. proof of home ownership or landlord consent); the Council will aim to achieve this within 8 weeks. The Council's budget is limited and the ability to fulfil the non-statutory timescales will depend on demand and available funding. These standards apply to all properties and tenures.
- In accordance with legislation, the Council will aim to complete the installation of all disabled adaptations within 12 months from the date of grant approval.
- The Council will aim to process applications fairly, efficiently, courteously and promptly.
- The Council will aim to pay all grant money due within 30 days of a valid claim on certified work.

In accordance with the legislation set out in the Housing Grants, Construction and Regeneration Act 1996: Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008, where the adaptation is carried out to a property which is privately owned and the cost of the work is £5000, or more, the Council will put a legal charge on the property through the Land Registry. The legal charge will last for ten years. If the property is sold or otherwise changes ownership within ten years of the completion date, the Council will require repayment of the grant. The maximum repayable amount at the change of ownership is £10,000.

During the period that the Council is considering the application a number of options will be explored with the applicant as follows:

- Alternative options such as a possible move to a property owned by a Registered Provider or a private sector property.
- Liaison with local Registered Providers to determine whether it is more cost effective for the applicant to transfer to another property rather than adapt the existing property.
- Complete a financial assessment to determine eligibility for assistance and if a financial contribution will need to be made by the applicant.
- Explore options to assist the applicant in funding any contribution required by them.
- If the Council is unable to award a DFG due to lack of eligibility or priority, the applicant will be advised of the option of paying for the work themselves. In such cases the Council will offer to arrange and project manage the work on behalf of the applicant. A fee of 10% of the total cost of the work will be charged by the Council for this service.

Tendering of DFGs

All DFGs are tendered via 'The Chest' website www.the-chest.org.uk, and in accordance with the Council's procurement policy a minimum of three quotations are required from the Council's list of approved contractors. The lowest quotation that meets the specification usually wins the tender, however the customer is given the choice to choose a higher value tender provided they are willing to pay the difference between their preferred contractor's quotation and the lowest.

There are exceptions to this tendering process as stair lifts, through floor lifts and automatic wash & dry WCs will be tendered and installed by arrangement of the County Council. The County Council will invoice the Council; however the County Council will retain ownership of these through an assignment arrangement with the end user. This arrangement includes a service and repair obligation by the County Council for as long as the customer needs the adaptation, and the County Council will recycle the item when it is no longer needed.

Adapted Property Database

The Council, along with the Preston and South Ribble councils and Registered Provider partners in Central Lancashire, are working together to develop a database of adapted homes in the area. This database will enable partners to identify any homes which are adapted making more effective use of these assets where possible.

Other Options

Registered Providers have the discretion to offer a tenant living in an adapted rented property who no longer needs the adaptations a disturbance grant to help them move into a non adapted property and for a DFG applicant to move into the existing adapted property. This policy is voluntary for both the tenant living in the adapted property and the DFG applicant who may be offered the existing adapted property.

There are benefits to this arrangement as it ensures resources within the borough are effectively utilised and may enable needs to be met more quickly. Registered Providers will seek to optimise the use of their stock by facilitating the transfer of an existing tenant whose needs may be better met by a move to more suitable accommodation such as a ground floor flat or bungalow, rather than adapting their existing home. Applicants should refer to the Registered Provider's policies for further details on this option. The Council will expect the applicant to accept a reasonable offer of suitable alternative accommodation rather than progress a DFG application.

Better Care Fund

From 2015/16 the grant paid from the Department of Communities and Local Government to Local Housing Authorities to help pay for DFGs will become a named part the Department of Health's 'Better Care Fund' (formerly referred to as the Integration Transformation Fund). The Better Care Fund is described as a *'single pooled budget for health & social care services to work more closely together in local areas based on a plan agreed between the NHS & local authorities'*. Consequently the money won't be paid directly to the Council.

The plan is expected to be developed jointly by the Clinical Commissioning Groups and the County Council and is required to be signed off by the Lancashire wide Health and Well Being Board. It is anticipated that within the plan the named allocation for DFGs will be awarded to lower tier authorities to spend on DFGs. However, exactly how funds will be allocated is currently an area of uncertainty and the Council is cautiously observing developments. Nevertheless, it is expected that the Council will retain its statutory duty to provide DFGs.

THE HOME IMPROVEMENT AGENCY

The Home Improvement Agency (HIA) is a team within Chorley Council's Strategic Housing service whose aim is to ensure that vulnerable people can remain living as independently as possible in their own homes, or a home of their choosing, whilst also maintaining their health and wellbeing. The main 'client groups' assisted by the HIA are older people and people with disabilities.

As well as facilitating and providing adaptations through DFGs, the HIA also carries out an important enabling role to assist customers to make informed choices about their housing options.

The HIA will assist its customers to meet the 'Decent Homes Standard' by offering advice and assistance, and where ever possible advising how to access any available funding streams, including improving the energy efficiency of their home to help reduce fuel poverty.

The HIA aims to prevent the need for residential or domiciliary care, as well as helping people move on from hospital, therefore also assisting health and social care partners.

The HIA strives to extend the healthy life expectancy of older people, reducing the need for intensive emergency services, maximising income by offering advice on benefits, and helping reduce the fear of crime.

The HIA works in partnership with other Local Authorities and stake holder organisations to improve services in the borough and throughout Lancashire.

ENERGY EFFICIENCY

The Home Energy Conservation Act (HECA) 1995 requires Councils to improve the energy efficiency of homes in their area, i.e. to reduce energy usage and carbon dioxide emissions within the housing stock. The Council meets its HECA requirements by performing an enabling role by linking Chorley residents to available schemes such as those funded through the Energy Company Obligation and Green Deal. Since March 2013, HECA has required the Council to publish a biennial progress report setting out measures the Council considers practical and cost effective in improving the energy efficiency in the borough

'Fuel Poverty' is currently defined as a household whose income is below the poverty line (when energy costs are taken into account) and whose energy costs are also higher than the median for their household type. Reducing fuel poverty is a priority both nationally and locally. In its Corporate Strategy 2013/14 to 2016/17 the Council has set a target that aims to ensure the percentage of households living in fuel poverty remains below the North West average. Improving the energy efficiency of the borough's housing stock is key to reducing fuel poverty.

The **Energy Company Obligation** (ECO) was introduced in January 2013 with the aim of reducing the UK's energy consumption and help households living in fuel poverty by funding energy efficiency improvements from 1st January 2013 to 31st March 2015. ECO replaced both the Carbon Emissions Reduction Target (CERT) and the Community Energy Savings Programme (CESP), and

requires energy companies to improve their domestic customers' homes energy efficiency in the three following areas:

- Carbon Saving Obligation of 20.9 MtCO₂ (2013-15) – concentrating on hard to treat homes that can't be completely funded by the Green Deal.
- Carbon Saving Community Obligation of 6.8 MtCO₂ (2013-15) – assisting low income households with insulation measures and district heating systems, with a minimum of 15% in rural areas.
- Affordable Warmth Obligation of £4.2 billion savings (2013-15) – helping low income and vulnerable households heat their homes for less.

The Council will signpost and, if appropriate, make referrals to any ECO schemes in operation at the time of the customer's enquiry. The energy efficiency companies can carry out measures themselves, through existing mechanisms such as Green Deal providers (see below for further details on Green Deal), or commission suppliers to provide the measures on their behalf by bidding on lots on a brokerage website. The lots can be to provide measures for periods as short as three months so it is not possible to predict what the ECO offer will be in the Chorley area in advance. The Council is working as part of the Lancashire Home Energy Officers Group to provide a consistent Affordable Warmth Obligation offer across Lancashire to residents receiving qualifying benefits.

Households can find out about any current ECO initiatives they may qualify for by calling 01257 515151 and asking for the Home Improvement Agency.

Working along-side ECO is the **Green Deal**. The Green Deal is a Government backed loan scheme which allows customers to pay back the cost of energy efficiency improvements from the savings made on their energy bills. Green Deal is available to home owners, private sector tenants, and businesses. Green Deal can pay for various energy saving measures including insulation, heating systems, draft proofing, double glazing and renewable energy generation.

Green Deal measures can also be paid for in advance if the customer does not wish to take out a loan. Potential customers wishing to find out more about Green Deal and the likelihood of the scheme saving money for their home or business can do so by via the website below:

www.gov.uk/green-deal-energy-saving-measures

The above link also allows potential customers to find Green Deal assessors, installers and providers in their area. Due to the number of assessors, installers and providers that potentially operate in the area, it is not possible for the Council to endorse or recommend any particular company.

The Department of Energy and Climate Change has commissioned the Energy Saving Trust to provide the Energy Saving Advice Service nationally. Callers can be signposted to a wide range of organisations that can help reduce their fuel bills on the following number: 0300 123 1234, and more information is available on the website below:

www.energysavingtrust.org.uk/Organisations/Government-and-local-programmes/Programmes-we-deliver/Energy-Saving-Advice-Service

The Council will continue to bid for any available funding which will allow its residents to achieve affordable warmth. One example of such a funding stream is the Department of Health's 'Warm Homes Healthy People' funding which the Council has been successful in bidding for to help its older residents to stay warm and healthy for the last three winters. It is hoped that similar funding will be accessed by the Council in future years. The HIA will also continue to help individual customers where possible to access any available non-main stream grants, such as those provided by occupation or vocation related charities, in order to improve the energy efficiency of their home.

It is the responsibility of individual landlords to ensure that privately rented homes are free from 'excess cold' – and this can be verified by an Environmental Health Officer by calling 01257 515151.

For tenants of Registered Providers of social housing it is the responsibility of the landlord to ensure that the property is free from excess cold and provides a reasonable degree of thermal comfort. Tenants should contact their landlord in the first instance if they do not believe their home does not meet these criteria (see Appendices 1 & 2 for more information).

HANDY PERSON SERVICE

In August 2011 the Council teamed up with Preston Care and Repair to provide a handyperson service. The service is funded by Lancashire County Council through its Supporting People budget and currently provided by Preston Care and Repair on behalf of the Council. The service is funded until March 2015. The service is due for re-tendering for 2014-15, and therefore the details in this section are subject to change.

Eligibility

The service is available to home owners who are aged over 60 or who have a disability.

Eligible Works and Cost

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

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

COMPLAINTS/COMMENTS

Complaints and comments provide important feedback and help us to improve our services.

Procedure

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

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

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

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

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

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

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

Contact details:

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

MONITORING AND REVIEW

The Strategic Housing service is responsible for ensuring that this policy is adhered to and is effective. The Head of Housing monitors the budget and take-up of the various strands of housing assistance.

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

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APPENDIX 1

DEFINITION OF THE DECENT HOMES STANDARD (DHS)

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

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

Current minimum standard for housing

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

Reasonable state of repair

A dwelling satisfies this criterion unless:

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

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

Reasonably modern services and facilities

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

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

Provides a reasonable degree of thermal comfort

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

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

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APPENDIX 2

HOUSING HEALTH AND SAFETY RATING SYSTEM (HHSRS)

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

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

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
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