

EXECUTIVE CABINET

THURSDAY, 28TH AUGUST 2014, 6.00 PM
COUNCIL CHAMBER, TOWN HALL, CHORLEY

AGENDA

APOLOGIES FOR ABSENCE

- 1 **MINUTES OF MEETING THURSDAY, 26 JUNE 2014 OF EXECUTIVE CABINET** (Pages 5 - 10)

- 2 **DECLARATIONS OF ANY INTERESTS**

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

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

- 3 **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 JOHN WALKER)

- 4 **REPORT OF THE OVERVIEW AND SCRUTINY TASK GROUP - CCTV PROVISION AND INFRASTRUCTURE REVIEW** (Pages 11 - 36)

To receive the report of the Overview and Scrutiny Task Group and accept it for consideration, with a view to the Executive Cabinet's recommended response to the recommendations being reported to a future meeting.

ITEM OF EXECUTIVE LEADER AND EXECUTIVE MEMBER (ECONOMIC DEVELOPMENT AND PARTNERSHIPS) (INTRODUCED BY COUNCILLOR ALISTAIR BRADLEY)

5	HEALTH AND WELLBEING - RESPONSE TO THE OVERVIEW AND SCRUTINY TASK GROUP ON HEALTH IMPACT ASSESSMENTS	(Pages 37 - 40)
	Report of Director of Public Protection, Streetscene and Community.	
6	CENTRAL LANCASHIRE BIODIVERSITY AND NATURE CONSERVATION SUPPLEMENTARY PLANNING DOCUMENT	(Pages 41 - 78)
	Report of Chief Executive.	
ITEM OF DEPUTY EXECUTIVE LEADER AND EXECUTIVE MEMBER (RESOURCES) (INTRODUCED BY COUNCILLOR PETER WILSON)		
7	REVENUE AND CAPITAL BUDGET MONITORING 2014/15: REPORT 1 (END OF JUNE 2014)	(Pages 79 - 96)
	Report of Chief Executive.	
8	CHORLEY COUNCIL PERFORMANCE MONITORING - FIRST QUARTER 2014/15	(Pages 97 - 106)
	Report of Chief Executive	
9	EXTERNAL COMMUNICATIONS AND MEDIA PROTOCOL	(Pages 107 - 114)
	Report of the Chief Executive.	
10	CROSTON FLOOD RISK MANAGEMENT SCHEME UPDATE	
	Report of Director of Public Protection, Streetscene and Community (to follow)	
ITEM OF EXECUTIVE MEMBER (COMMUNITY SERVICES) (INTRODUCED BY COUNCILLOR BEV MURRAY)		
11	PLAY, OPEN SPACES AND PLAYING PITCH STRATEGY	(Pages 115 - 160)
	Report of Director of Public Protection, Streetscene and Community.	
ITEM OF EXECUTIVE MEMBER (CUSTOMER AND ADVICE SERVICES) (INTRODUCED BY COUNCILLOR GRAHAM DUNN)		
12	RESPONSE TO THE OVERVIEW AND SCRUTINY TASK GROUP ON SELECT MOVE	(Pages 161 - 168)
	Report of Director of Customer and Advice Services.	
13	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.

By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Condition:

Information is not exempt if it is required to be registered under-
The Companies Act 1985

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

The Building Societies Act 1986 (recorded in the public file of any building society, within the meaning of the Act)

The Charities Act 1993

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

**ITEM OF DEPUTY EXECUTIVE LEADER AND EXECUTIVE MEMBER
(RESOURCES) (INTRODUCED BY COUNCILLOR PETER WILSON)**

- 14 **RANGLETT'S RECREATION GROUND PHASE 1 PROCUREMENT** (Pages 169 - 172)

Report of Director of Public Protection, Streetscene and Community.

- 15 **RANGLETT'S RECREATION GROUND PHASE 2 PROCUREMENT** (Pages 173 - 178)

Report of Director of Public Protection, Streetscene and Community.

**ITEM OF EXECUTIVE MEMBER (COMMUNITY SERVICES) (INTRODUCED
BY COUNCILLOR BEV MURRAY)**

- 16 **UPDATE ON LEASE FOR DUXBURY PARK GOLF COURSE** (Pages 179 - 184)

Report of Director of Public Protection, Streetscene and Community.

- 17 **ANY URGENT BUSINESS PREVIOUSLY AGREED WITH THE CHAIR**

GARY HALL
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Executive Cabinet Councillor Alistair Bradley (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Beverley Murray, Graham Dunn, Adrian Lowe and Paul Walmsley.

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**MINUTES OF****EXECUTIVE CABINET****MEETING DATE****Thursday, 26 June 2014****MEMBERS PRESENT:**

Councillor Alistair Bradley (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Beverley Murray, Adrian Lowe and Paul Walmsley

MEMBER RESPONSIBLE:

Councillors Steve Holgate, Danny Gee and Steve Murfitt

COUNCIL CHAMPIONS:

Councillors June Molyneaux, Jean Cronshaw, Julia Berry and Alan Whittaker

OFFICERS:

Gary Hall (Chief Executive), Lesley-Ann Fenton (Director of Customer and Advice Services), Jamie Carson (Director of Public Protection, Streetscene and Community), Chris Moister (Head of Governance), Jamie Dixon (Head of Streetscene and Leisure Contracts), Andrew Daniels (Communications Manager), Rebecca Huddleston (Performance Improvement Manager), Natalie Taylor-Proctor (Policy and Partnerships Officer) and Ruth Rimmington (Democratic and Member Services Officer)

APOLOGIES:

Councillor Graham Dunn

OTHER MEMBERS:

Councillors Eric Bell, Charlie Bromilow, Henry Counce, Matthew Crow, John Dalton, Mike Handley, Paul Leadbetter, Matthew Lynch, Greg Morgan, Mark Perks and John Walker

MEMBERS OF THE PUBLIC: Two**14.EC.41 Minutes of meeting Thursday, 20 March 2014 of Executive Cabinet**

RESOLVED - The minutes of the meeting of the Executive Cabinet held on 20 March 2014 be confirmed as a correct record and signed by the Executive Leader.

14.EC.42 Declarations of Any Interests

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

14.EC.43 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.44 Croston Flood Risk Management Scheme

As there were members of the public present for this item the Chair agreed to take this item of business first.

The report of the Director of Public Protection, Streetscene and Community was presented by the Executive Member (Resources).

Croston was the primary location across Chorley where serious flooding incidents had occurred. The Environment Agency (EA), together with the Council and other partners had been developing a flood risk management scheme that would reduce the risk of flooding in Croston.

The proposed scheme would create a Flood Storage Area (FSA) upstream of Eccleston Bridge, on the River Yarrow. The FSA would comprise a long embankment dam across the River Yarrow, incorporating a structure designed to restrict the volume of water passing downstream towards Croston. The scheme would provide a 1 in 100 year storm protection to 438 properties.

Members wholly supported the Scheme and noted the positive action undertaken by the Lower Yarrow Flood Action Group, which had been set up by local residents.

Members discussed the history of the Scheme and noted that, initially, it had been proposed as fully funded by the Environment Agency, but since then, as one of the key partners, the Council had been asked to identify ways to provide £1.1 million towards the scheme. The total cost of the scheme was £6 million and the Environment Agency had secured £4 million, providing work starts by March 2015.

Members, including the Opposition, felt this was not appropriate and supported the recommendation to write to the Government, the Department for Environment, Food and Rural Affairs and the Member of Parliament for South Ribble requesting that the £1.1 million funding gap to deliver the Scheme be resolved.

(This decision was made with cross party support).

Decision:

1. That the update provided in the report be noted.
2. Support granted to the scheme to construct a Flood Storage Area as detailed in the report, subject to planning approval.
3. That the Executive Cabinet write to the Government, the Department for Environment, Food and Rural Affairs and the Member of Parliament for South Ribble requesting that the £1.1 million funding gap to deliver the Scheme be resolved.
4. The decision on consultation with local stakeholders regarding the budget gap be brought back to the Executive following the receipt of the responses to the letters referred to in recommendation 3.

Reasons for decision: To support the proposed flood risk management scheme for Croston and to seek approval for an approach to raise a £1.1M funding contribution.

Alternative options considered and rejected: None.

14.EC.45 Final Report of the Overview and Scrutiny Task Group - Select Move

The report of the Overview and Scrutiny Task Group was presented by the Chair of the Overview and Scrutiny Committee, Councillor Mark Perks.

The Scrutiny inquiry into the Select Move choice based lettings scheme had been requested by Members after concerns were raised about the accessibility and user-friendliness of Select Move. In addition, there was a perception that people from outside the sub region and without local connection were accessing properties in Chorley.

The objectives of the inquiry were to investigate and evidence whether Select Move was meeting the needs to the satisfaction of the applicants, by reviewing the application processes, the allocation processes and the standard of allocated properties.

The desired outcomes were to secure a choice based lettings service that met the needs of Chorley residents, to identify areas of improvement on condition of property at handover and to reduce waiting times and lists.

The findings were mainly positive and Select Move had been demonstrated to be a fit-for purpose, effective way for a number of partners over a sub-regional footprint and to work collaboratively to allocate social housing.

There were some important improvements which could be made to the scheme, including ensuring necessary safeguards for those who were not equipped to access digital services. The Task Group had made 15 recommendations, which had been supported by the Overview and Scrutiny Committee. Some of the recommendations were to be actioned by partner organisations.

Decision: To receive the report of the Overview and Scrutiny Task Group and accept it for consideration, with a view to the Executive Cabinet's recommended response to the recommendations being reported to a future meeting.

14.EC.46 Provisional Revenue and Capital Budget Outturn 2013/14

The report of the Chief Executive was presented by the Executive Member (Resources).

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

The provisional outturn figures for the 2013/14 Capital Programme were presented and the Capital Programme was updated for financial years 2014/15 to 2016/17 to take account of the re-phasing of expenditure from 2013/14 and other proposed budget changes.

The accounts were provisional at this stage and subject to final checking and scrutiny by the Council's external auditor. Should there be any significant changes to the

outturn as a result of this process a further report would be submitted to Executive Cabinet.

Members noted that in November 2013 the Council acquired the Market Walk Shopping Centre. Executive Cabinet had previously approved that the net rental income from the shopping centre over the four months to financial year-end be transferred to two reserves. It was proposed to amend the share of resources to an 80:20 split between the Change Management Reserve and Market Walk Equalisation Reserve.

The net income to 31 March 2014, once all costs that fall on the Council had been deducted, was £326k. This had increased compared to the initial forecasts and was largely due to the Council reducing the costs of financing the acquisition. This had been achieved by the fact that some borrowing had been financed via internal cash balances that had been available, that alternatively would have been invested and only realised a very small rate of return.

The transfer to the change management reserve would help to fund future service reorganisation across the Council. The creation of an equalisation reserve would smooth any possible adverse movement in income generation from the shopping centre should that occur in future years. Variations in income levels were also mitigated against within the Council's Medium Term Financial Strategy which contained a further minimum £100k ongoing contribution to this reserve over the next three years to 2016/17.

Members noted that the Business Rates Retention (BRR) scheme had been introduced in April 2013. It provided a direct link between business rates growth or decline, and the amount of money the Council had to spend on local people and local services. The Council was able to keep a proportion of business rates revenue, as well as growth generated on that revenue, within their local area. Conversely any decline in Business Rates revenue levels reduced the income received by the Council.

A key element of the new regime was the impact that appeals had on the level of income received. Should business rate payers be successful in appealing against the valuation placed on premises, upon which the charge was based, this would reduce the subsequent rate yield in 2014/15. This might potentially lead to a further deficit chargeable in 2015/16.

Decision:

1. Approval granted to the slippage requests and other transfers to reserves outlined in Appendix 2 of the report to finance expenditure on specific items or projects in 2014/15.
2. Approval granted to the transfer of £326k net income from Market Walk in 2013/14 split 80:20 between the Change Management Reserve and Equalisation Reserve (to limit the future impact of any potential reduction in income).
3. The impact of the final capital expenditure outturn and approval of the re-phasing of capital budgets to 2014/15 be noted.
4. Approval granted to the financing of the 2013/14 Capital Programme to maximise the use of funding resources available to the Council.

Reasons for decision: To ensure the Council's budgetary targets are achieved.

Alternative options considered and rejected: None.

14.EC.47 Chorley Council Performance Monitoring - Fourth Quarter 2013/14

The report of the Chief Executive was presented by the Executive Member (Resources).

The report set out the performance against the delivery of the Corporate Strategy and key performance indicators during the fourth quarter of 2013/14.

The report reviewed the performance of key projects and performance indicators from the new Corporate Strategy for 2013/14. It also presented an update on the outcomes of key projects identified within the 2012/13 Corporate Strategy.

Overall performance of 2013/14 key projects was excellent, with all the projects on track or scheduled to start later in the year.

Overall performance of Corporate Strategy and key service measures remained strong. 72% of the Corporate Strategy measures and 86% of the key service measures were performing above target or within the 5% tolerance.

The Corporate Strategy measures performing below target were; the number of town centre visits, growth in the business rate base, the percentage of customers dissatisfied with the way they were treated by the council, the percentage of domestic violence detections and the number of long term empty properties in the borough. Action plans had been developed to outline what action would be taken to improve performance.

Decision: That the report be noted.

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

Alternative options considered and rejected: None.

14.EC.48 Draft Statement of Community Involvement June 2014

The report of the Director of Public Protection, Streetscene and Community was presented by the Executive Member (Public Protection).

The Statement of Community Involvement (SCI) provided the community and other interested parties with clarity on the levels of involvement in the planning process. It detailed how the Council would consult in relation to preparing planning policy documents and in determining planning applications.

Once finalised, the Council was required to act in accordance with the adopted document. The Council adopted an SCI in 2006, however this was now out-of-date.

A revised draft SCI had been prepared, which would be subject to a 4 week consultation between 30 June and 28 July 2014.

The main changes incorporated into the SCI were:

1. Local planning authorities were required to make information on their planning activity available to their communities as soon as it is ready, and to do so on-line;

2. The new regulations prescribed additional bodies that were subject to the 'duty to cooperate' under section 110 of the Localism Act 2011.
3. The preparation and adoption stages by local planning authorities of development plan documents and supplementary planning documents including as to consultation with interested persons and bodies and the documents which must be made available at each stage.

Decision: Approval granted to publish the draft Statement of Community Involvement for four weeks consultation.

Reasons for decision: To ensure that the Council fulfils its commitment set out in the Local Development Scheme to produce such documents in a timely fashion.

Alternative options considered and rejected: None as subject to statutory regulations as how prepared.

Chair

Date

Report of the Overview and Scrutiny Task Group – CCTV Provision and Infrastructure May 2014



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APPENDIX 1	

1. PREFACE

Under the requirement to undertake scrutiny of crime and disorder matters, the Overview and Scrutiny Committee considered a detailed report of the Director of People and Places on the current Chorley CCTV service and existing infrastructure and also information about CCTV systems in other authorities where systems had been reduced or decommissioned.

The report included information about provision in the South Ribble area where the system was much smaller and also in Blackpool where the Council had decided, due to budgetary pressures, to stop staffing the system.

Details about Chorley's CCTV system – the hours of operation, infrastructure, and staffing and maintenance issues were provided, along with overall comments on the impact of reducing CCTV coverage, cost implications and potential options for improvements in the future.

In discussion Members raised the public perception of safety provide by CCTV, how far cameras acted as a deterrent, the cameras role in preventing the escalation of crime or the prosecution of offenders including those involved in serious crime.

As the subject was a complex one, the Chair of Overview and Scrutiny suggested that a full scrutiny review on the provision of CCTV in Chorley be undertaken by a Task Group to inform future CCTV provision in the Borough.

In undertaking the review of provision, the Task Group engaged with both partners and customers to ensure that all perspectives were considered and to ensure the scrutiny was balanced. The system was perceived as being highly valued by the community and an effective tool used in the prevention of crime and disorder.

We would like to thank the Task Group Members for their deliberations, the officers and the external representatives and the residents of Chorley who made a contribution to this report. The representations we received have proved invaluable and enabled us to recommend a number of options for the Executive to explore to enable the Council to better serve our residents of Chorley.



Councillor Robert Fynamore (Chair)



Councillor Kim Snape (Vice Chair)

2. EXECUTIVE SUMMARY

The Overview and Scrutiny Committee asked the Task Group to undertake a scrutiny inquiry to look at CCTV Provision and Infrastructure in Chorley.

Chorley Council's closed circuit television system (CCTV) is solely owned and operated by the Council and comprises a number of overt cameras located across the Chorley borough area. The infrastructure has been in place for 18 years with some upgrades and improvements to equipment during that time but is essentially analogue based whereas current technology has moved to a digital format.

There are three main areas to the system:

- CCTV suite with monitored screens
- Recording capability for images
- Image capturing hardware – cameras

Improvements over recent years have been to partially digitise recording capacity which is now at full capacity; upgrading of monitoring screens; and the replacement of some cameras when irreparable or requiring excessive maintenance.

Present monitoring operating times meet current periods of high demand and are regularly reviewed based on crime and other intelligence data. This element of the service has been the subject of a recent internal audit and several management actions arising out of the review are being implemented.

The CCTV equipment and infrastructure is supported by an external contractor on a fixed term procured contract. The current contract is due to expire at the end of March 2015 and any planned changes to the CCTV infrastructure would be timed to coincide with the drafting of a new contract specification.

Objectives

To review the current CCTV system and inform future provision with a range of options from gold plated, through to minimal/no CCTV provision – including impact and cost implications.

Outcomes

To recommend a level of CCTV provision for the future which balances the needs of stakeholders with affordability for the Council.

Members were keen to ensure that all seven equality and diversity strands were fully taken into consideration throughout the review and were keen to work effectively in partnership with the relevant stakeholders to facilitate any improvements to the service.

Task Group Membership

Councillor Robert Finnamore (Chair)
Councillor Kim Snape (Vice Chair)
Councillor Doreen Dickinson
Councillor Graham Dunn
Councillor Roy Lees
Councillor June Molyneaux
Councillor Rosemary Russell

Officer Support:Lead Officers

Paul Lowe – Neighbourhoods Manager
Simon Clark – Head of Health, Environment and Neighbourhoods

Democratic Services

Dianne Scambler Democratic and Member Services Officer

Meetings

The meeting papers of the Group can be found on the Council's website www.chorley.gov.uk/scrutiny. This includes the inquiry project outline and other relevant information on policy and procedures.

Contribution of Evidence

The Task Group would like to thank all those who have provided evidence and contributed to the Inquiry. Section 4 contains the details of those involved

3. LIST OF RECOMMENDATIONS

Overall there is significant support for the provision a CCTV service from key partners such as police; from public response to a consultation; from local town centre business and from Parish Council.

The Group were satisfied that they had received the appropriate data that was required to evidence the continued need for CCTV in Chorley. (**Appendix 1**)

After considering the information obtained during the review of Chorley Council's CCTV service, the Overview and Scrutiny Committee has concluded that the provision of CCTV plays an integral role in the tackling of Crime and Antisocial Behaviour. Evidence suggests that Chorley Council's CCTV is a key tool which supports the reporting, detection and prosecution of crime and antisocial behaviour which occurs across the Borough. Additionally the results of a resident survey commissioned as part of the CCTV review, show that for the majority of residents, the presence of CCTV makes them feel safe. Furthermore it is evident that CCTV proves useful in helping to safeguard vulnerable residents, including those who go missing from home. As Chorley Council has made long term commitments in helping to ensure that Chorley has clean, safe and healthy communities and a strong local economy, it is recommended that the Council continues to support the provision of CCTV which aids the realisation of these commitments.

Therefore the option to decommission the service is not considered acceptable and the Task Group recommend the service is continued to be provided by the Council at some level.

The Executive Cabinet is therefore asked to consider the following options:

Infrastructure Provision

Option	Detail	Cost	Advantage/Disadvantages
Option 1	Do nothing and retain the existing system and seek to maintain it.	c. £20k per annum	Equipment will become obsolete and not maintainable at reasonable cost
Option 2	Replace key components to improve the system recording capability	c. £28k one off cost	Upgraded and digitised recording capacity provided
Option 3	Option 2 plus replacement of the current desktop operating system utilised to remotely switch camera	c. £48k one off cost	Improved operation and manoeuvrability of cameras

	views and manoeuvre cameras according to monitoring requirements		
Option 4	Option 3 plus the wholesale replacement of existing camera heads	c. £215k	The current suite of 50+ cameras would be replaced with new products and remove the current annual maintenance cost requirement of £20K
Option 5	Option 3 plus phased replacement of existing camera heads	c. £48k plus £4k per camera which could total in excess of £250k	Higher costs due to no economies of scale and maintenance cost of remaining cameras ongoing. However there is an advantage in terms of ability to consider relocation and addition of cameras in a phased way to meet changing demand.

The Group’s recommendation would be for the Executive Cabinet to consider implementing Option 5. This would enable the Council to upgrade its cameras on a priority basis, using an intelligence led approach and allowing the authority to keep abreast with the latest technology.

In addition, the Task Group recommends that the Council explores any outsourcing opportunities for the service and the provision subscription service for businesses. This is to include exploring the possibility of asking Parish Councils to contribute to the purchasing of replacement or additional cameras.

In terms of the operation of the service, the Task Group recommend that current staffing levels are maintained but that the hours of operation are regularly reviewed using local intelligence to ensure periods of high demand are covered.

4. BACKGROUND AND CONTEXT

CCTV SERVICE

Chorley Council's closed circuit television system (CCTV) is solely owned and operated by the Council and comprises a number of overt cameras located across the Chorley borough area.

The system was first commissioned in 1996 and was initially introduced as a town centre system, linked to the Secured Car Parks scheme. It was subsequently extended throughout Chorley Borough and there are now a number of overt cameras located across the borough. All cameras are monitored from a central control room located at Chorley Police Station and are only accessible to view by Chorley Council appointed CCTV control room operators.

The CCTV service also has access and control over two stand-alone CCTV systems, which cover Astley Park and the Chorley covered market. Additionally the service also has direct access to live CCTV footage from a number of cameras, covering Chorley Railway Station, owned by the British Transport Police. However there is no facility to control these cameras.

The CCTV unit benefits from a direct link to the police radio system, ensuring real time communication and the appropriate deployment of police officers and PCSO's. This is further supported by the town centre radio system where the majority of pubs and retail businesses within the town centre, including Chorley Bus Interchange, have direct radio contact with the CCTV unit.

Chorley Council has CCTV equipment, maintenance and call outs contract in place that is due to expire at the end of March 2015.

The Council's CCTV system is regulated by the Surveillance Camera Code of Practice pursuant to Section 29 of the Protection of Freedom Act 2012. In recognition of this, the Council's CCTV Policy 2013/14 has been introduced and covers all twelve guiding principles of the Act. The Council's CCTV service is also compliant with all relevant legislation.

The CCTV service also benefits from having a CCTV operating policy, which was reviewed and refreshed on the 1 August 2013. The purpose of this policy is to support the regulation, management, operation and use of the CCTV system for Chorley Council.

The Council's CCTV system is aimed at preventing and detecting a wide range of crimes such as theft, burglary, violent crime, criminal damage and tackling anti-social behaviour. The system can also be used to locate missing persons.

In conjunction with Chorley Council's CCTV Policy 2013/14, the objectives of the CCTV system are:

- To protect residents, environment and the people who work and visit the borough of Chorley
- To improve feelings of safety
- To support Lancashire Constabulary in a bid to deter and detect crime
- To assist in identifying, apprehending and prosecuting offenders
- To protect members of the public
- To protect private and public buildings
- To support the Community Safety Partnership in relation to reducing and preventing crime and disorder
- To assist in the management of the Chorley town centre radio scheme in conjunction with the retail and business sector
- To monitor and safeguard town centre car parks to deter all aspects of auto-crime
- To help tackle and identify offenders of anti-social behaviour

STAFFING LEVELS/HOURS OF OPERATION

All staff that operate the CCTV system are employed by Chorley Council and work in the CCTV suite based at Chorley Police Station. The team consists of just under four full time equivalent posts including a team supervisor.

The CCTV unit operates 365 days a year and the system is monitored over a 6 week rota during the hours of 8.30am and 3.00am. Operational times vary to meet expected demand. Although the system is not monitored twenty four hours a day the system does record all the time, 365 days a year and recorded footage is retained.

Staffing levels have been the subject of a separate internal audit and several management recommendations are now being implemented as a result including:

- A regular review of operational hours to ensure periods of high activity/demand are covered.
- A review of camera locations to ensure infrastructure is effectively deployed in areas of high activity.
- A robust logging system for incidents to ensure the work and value of the service is effectively captured

CAMERA TYPE AND LOCATIONS

The CCTV cameras are commissioned on an intelligence led basis subject to consultation with partners and stakeholders.

The CCTV system is made up of two camera types, Shoebox type which are square shaped cameras and Dome type, which are multi directional cameras housed in a clear dome, both have the ability to pan, tilt and zoom.

The CCTV cameras relay images back to the control room using a number of

transmission mediums including coaxial, microwave transmission, radio transmission, Coded Orthogonal Frequency Division Multiplex (COFDM) and Fibre Optic.

The Task Group received information on the locations and numbers of cameras currently in operation over the Borough of Chorley.

CCTV EFFECTIVENESS

The use of closed circuit television cameras for the purpose of tackling crime has greatly increased over the last decade. It is estimated that nationally 80% of Councils operate and contribute to the provision of CCTV services.

The Group considered an analytical report that had recently been undertaken by the Community Safety Partnership's Analyst. The report sought to provide analysis of the Council's CCTV usage, crime and anti-social behaviour in the borough of Chorley, so that informed decisions could be made in relation to tasking and allocating resources effectively.

The report was prepared by utilising data from the Chorley CCTV Operator Log and Lancashire Constabulary's crime recording and intelligence based systems between 1 June and 31 December 2013. The report is appended to the Task Group's Final Report.

The group also received a report giving a brief summary of findings relating to a national study that had been undertaken by the Home Office to evaluate the effectiveness of Closed Circuit Television (CCTV).

5. METHOD OF INVESTIGATION

Evidence

The Group received the following reports:

Chorley's current CCTV system and existing infrastructure, along with information about CCTV systems in other authorities
The effectiveness of Chorley's CCTV system
Draft CCTV System Operating Policy 2013/14
Review of the Impact of Chorley Council's CCTV service – Internal Audit Report
Detailed Analyst of the current CCTV provision in Chorley undertaken by the Community Safety Partnership's Analyst (appended)
Home Office National Study on the effectiveness of CCTV

Interviews

Members interviewed various stakeholders to find out their views about the Council's CCTV system that included:

Malcolm Allen, Chair of Chorley Trader Alliance on behalf of the day time economy
Sam Wyatt, Community Safety Manager, Places for People
Cath Burns, Head of Economic Development, Chorley Council
Inspector Alison Barff-Lewis, Lancashire Constabulary
Andrew Hill, Environmental Protection and Community Safety Manager, West Lancashire Council

Written representation

The Task Group also received written representations from:

Peter Verhaege, Applejax Nightclub on behalf of the night time economy
The Parish Councils of Adlington, Astley Village, Charnock Richard, Clayton-le-Woods, Ecclestone and Whittle-le-Woods

Public Consultation

A public consultation survey was undertaken on the Council's website to determine how safe, residents of Chorley felt.

Site Visit

Members also attended Chorley Police Station to see the CCTV system in use and view footage of activity leading to police intervention/prevention of crime.

6. FINDINGS

Stakeholders Representation

The Group interviewed representatives of all relevant stakeholders to obtain their views on CCTV provision in Chorley. Representatives were asked a number of questions that included:

- What value they placed on the current CCTV system and service.
- What benefits, if any, they received from the service,
- If they made a contribution to the provision of the service, and
- What impact did they think there would be if the CCTV system was either to be reduced or upgraded.

In addition Members were keen to ascertain if they could provide any anecdotal evidence of how the CCTV system and its service had benefited them, their premises or organisation.

The CCTV service, including the radio service was considered an invaluable tool for the shopkeepers of Chorley. The service was used in helping to catch and deter shoplifters and assisting in the location of children who had wandered away from their parents. In the past a number of shopkeepers had originally contributed to the handheld radio service that is still in use in shops around the town centre. However, a few years ago, the Council had taken the decision to mainstream the funding of the service through the Councils budget. It was conveyed that shopkeepers would be willing to pay a contribution for this service if it meant it could be retained, although it was considered that any contribution should be on a sliding scale, with the larger stores who benefited more, paying a higher rate.

Feedback from both traders and staff of the market service stated that the CCTV provision was an invaluable resource for their business and work. There was also a greater feeling of security felt by visitors to our town.

It was however, felt that there were some areas of the town that were not presently covered, that needed to be and that some of the current equipment would benefit from being upgraded. Chorley has a low empty shop rate and although this is mainly attributed to the work of the economic development team, it does help that the town centre of Chorley is perceived to be a safe town, a fact that attracts new investors to the town.

The CCTV system was also considered highly when monitoring the activity of the night-time economy. The town's bars and club use the town centre radio communication to contact the CCTV control room and this provide reassurance and confidence to those businesses that are operating into the late hours. With the help of the CCTV monitoring system, the police can obtain a true and accurate picture of an incident to ensure a quick and effective response to the matter in hand. The use of CCTV also helps to track underage drinkers, helping to prevent children from harm.

Lancashire Constabulary considers Chorley's CCTV system provision priceless to their organisation. The monitored system assisted them in numerous ways and was considered paramount to helping with the detection and protection against crime. The service assists with the detection of burglaries, the obtaining of anti-social behaviour orders, building evidence in support of charges and surveillance of illegal activities for their CID target team. The system is used regularly as evidence in cases that are taken to court and has often been the difference in obtaining a conviction. Several examples of where CCTV footage had been used as evidence in securing criminal convictions were provided to the Group that included, successful conviction of drug dealing, the capture of offenders of vehicle damage, the apprehension of a large scale shoplifting, serious acquisitive crime and the finding of missing persons.

The current provision is invaluable but could always benefit from extra provision and any increase would see huge benefits for all the community. The system is currently monitored until 3am in the morning and is an integral part of the night time economy plans for the police service. The service provides reassurance for traders, taxi drivers, door staff, street pastors and PCSO's. The police would like to see the possibility of an increased 24 hour service to be considered. Although the police do not financially contribute to the provision of the service, the CCTV suite is accommodated within Chorley's Police Station at no cost to the Council.

Representations from our registered providers who have housing stock in the borough thought that their organisations would benefit greatly if Chorley's CCTV provision was to be extended. Although the current system is limited in some of their areas, the system helped when dealing with issues associated with anti-social behaviour especially around their community centres or other communal areas.

Parish Council Representation

As part of their willingness to consult with all relevant stakeholders, the group asked the 22 Parish Councils to give their views and opinions on the CCTV services available across the Borough.

Whilst it was accepted that fixed CCTV provision was varied across the Borough, all Parish Councils had access to the mobile unit that was deployed across Chorley as and when required.

Responses were received from six parish councils, who all agreed that they considered the use of CCTV an invaluable tool to be used to tackle crime and disorder. There were many examples provided of where CCTV had been used to either detect or prevent criminal activity and all felt that the service could be improved upon to cover other areas across the borough.

Public Consultation

A small web based public consultation was undertaken during the period the Task Group was operating and the broad findings were that over 61% of respondents felt safe or very safe in the knowledge that a CCTV service was operating. A further 32% reported neither safe or unsafe feelings.

Other Local Authorities CCTV Services

South Ribble Council

South Ribble operates a much smaller and less comprehensive CCTV service when compared to Chorley Council. Currently 12 unmonitored CCTV cameras are operated across the South Ribble Borough Council footprint. The CCTV service has an annual revenue budget of £15,000 to support its service and maintenance.

Whilst the system is not monitored, there is a member of staff who is employed on a part time basis to manage the systems service and maintenance contract and to review and download CCTV images for evidential purposes.

South Ribble has a similar population and crime profile to Chorley but they do not have an established Town Centre or night-time economy, unlike Chorley. Similarly to Chorley, South Ribble has experienced significant reductions in Crime and anti-social behaviour over the last six years.

Blackpool Council

Blackpool Council operated a 151 camera monitored CCTV system at an annual cost of £600,000. In 2013 a decision was taken by Blackpool Council to cease staffing CCTV operations completely. Lancashire Constabulary was keen to retain the service, however, because Blackpool Council produces a priority led budget; CCTV was deemed not to be a priority for the Council, therefore funding was withdrawn. Blackpool Council took the view that the CCTV service is largely utilised by the Police and not Council used and therefore not a Council priority.

The control centre and equipment are still operational, but not monitored and so it is feasible that the service could be re-established in future years. However, Blackpool Council have stated that even if crime levels increase, unless the funding gap can be closed by the police and local commercial sector, the staffed CCTV system will continue to be provided.

Similarly to South Ribble Council, Blackpool Council still employs a small team to manage the CCTV systems service and maintenance contract and to review and download CCTV images for evidential purposes. The effect on community safety issues of the decision to operate an unmonitored CCTV system across Blackpool has yet to be evaluated. Therefore further research would be required at a further date in order to accurately report on the impact of this decision.

West Lancashire Council

West Lancashire Council had recently undertaken a similar review of their CCTV provision and service. The Council has always operated a 24 hour, seven days a week service. Although the service had always offered up the reduction of monitored hours as a cost saving measure for the Council, this had never been taken up. Ormskirk is a busy town and although there are probably periods throughout the day that are less busy than others, the system was monitored at all times.

Their old system was 10 years old and was coming to the end of its practical working life. The Council had started to see an increase in maintenance costs and any potential new equipment had significantly advanced. The Council decided to renew the system and the service was increased by adding a further 50% of cameras to existing provision. Although the system was upgraded, the Council did not invest in the best or latest technology. They did however try to get as many cameras as they could that were the same type, to reduce maintenance costs, although some additional types were needed dependant on locations or required functionality. The Council now has some cameras that are capable of recording a 360° rotation and some that are fitted with a sensory light, aimed at dispersing.

The CCTV service is funded by West Lancashire Council's mainstream budget who had recently moved its CCTV suite to new premises to allow for the extension in service and upgrade of equipment. Originally some of the equipment had been funded by the Local Strategic Partnership grant, but since its cessation, all funding is now provided by the authority. No actual income is generated from the scheme but it is considered a vital service for the detection and prevention of crime in the town.

7. CONCLUSION

The CCTV system is highly valued by the community of Chorley and has been evidenced by the findings of the Group. The Group feel that the perception of crime and the confidence upon which Chorley residents place in its CCTV system is of paramount importance.

It was noted that there have been many research studies conducted which have aimed to evaluate the effectiveness of CCTV but that it was difficult to quantify its effectiveness with a broad brush approach. Advice given directly by the Home Office indicated that authorities were best to evaluate their need in response to local issues and concerns.

The impact on crime figures is hard to predict but should the CCTV service be decommissioned, it could be theorised that without the deterrent effect of the CCTV cameras, certain crime categories would be negatively affected. Theft, anti-social behaviour, criminal damage and violent offences could increase.

CCTV places a key role in both supporting the detection rates of crime and anti-social behaviour. The system is not only used to identify suspects and accomplices but serves to eliminate individuals from suspicion, which can reduce the length of the investigatory process. Reducing the CCTV service provision could see a reduction in the successful detection of cases and prosecutions.

CCTV Analysis

Chorley Borough Council



Author: CSP Analyst

Date: 17 March 2014

GPMS: Not protectively marked

AIM & PURPOSE

The report will seek to provide analysis of Council CCTV usage, crime and anti-social behaviour in the district of Chorley, in order that informed decisions can be made in relation to tasking and allocating resources. Inferences and recommendations will be made if necessary, based on the objective analysis provided.

SCOPE

The document has been prepared utilising data from Chorley CCTV Operator Log and Lancashire Constabulary crime recording and intelligence systems. The Operator Log covered a period of time between 1 June 2013 and 31 December 2013. This information has been obtained on 14th March 2014.

SECTION 1: KEY FINDINGS, INFERENCES, CONCLUSIONS AND RECOMMENDATIONS

- There were 1041 operator logs recorded during the period 1 June 2013 and 31 December 2013.
- There were 127 requests to provide retained evidence and 335 requests to review footage.
- The greatest number (n=134) of CCTV Operator logs related to assaults this accounted for 12.9% of logs; 63.2% of these were requested by police.
- The three hour period of the week when most logs were created was between the hours of 00:00 and 02:59 on Sunday (n=67).
- There were 1776 crimes recorded in the locations where a camera is situated during the seven month period.

SECTION 2: ANALYSIS REPORT

Operator Logs

There were 1041 operator logs recorded during the period 1 June 2013 to 31 December 2013. This includes 706 incidents recorded on CCTV Operator Logs and 335 footage review requests. The three hour period of the week when most logs were created was between the hours of 00:00 and 02:59 on Sunday (n=67). This is also the period when most arrests (n=15) were made at scene and most number of evidential CDs were requested for (n=5).

The busiest three hour period of the day was between 09:00 and 11:59 hours, this period of the day had the most logs generated; greatest number of arrests at scene, most review requests made and greatest number of evidential CDs burnt off. The busiest days of the week were Saturday and Sunday when 183 logs were created on each day.

Monday had the least number of logs (n=101) recorded; the least busiest times of the day was between 03:00 and 05:59 hours when only 4 logs were recorded over the seven month period. With the exception of Saturday and Sunday between 00:00 and 02:59 hours; there were less than 10 logs recorded during the hours of 00:00 and 05:59 during the whole seven month period.

Three hour period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0000-0259	1	0	2	0	2	22	67
0300-0559	0	1	1	0	0	1	1
0600-0859	0	6	3	7	2	3	1
0900-1159	35	36	31	41	37	33	21
1200-1459	17	25	30	32	24	23	25
1500-1759	22	37	32	32	32	37	20
1800-2059	15	14	17	19	28	32	22
2100-2359	11	17	16	14	33	32	26
Total per day	101	136	132	145	158	183	183

Table 1: Number of operator logs per three hourly intervals per day, highlighting busiest periods in shades of red.

Requests for Service

60.6% (n=630) of Operator Logs resulted from police requests for CCTV whilst operators transferred 77.8% of logs to the police. A few logs, 5.7% (n=59) were not police related. Of the logs not recorded as police related 51.7% (n=30) were town centre radio requested and 5.1% council requests; the remaining ones had limited details but some related to British Transport Police and Lancashire Fire and Rescue Service.

In 5.5% (n=57) of cases when requests had been made, operators have recorded that the incident could not be seen on camera, this could be due to requests where there is no camera coverage at all or the incident was hidden from camera view.

An action made by the CCTV Operator was recorded on 77.5% of logs. In 37.2% of these cases CCTV Operators were asked to provide assistance to the police; in 28.3% of cases CCTV Operators received information and passed details to the police and in 10.3% of the cases CCTV Operators were proactive in identifying incidents / potential incidents and reported it to the police. CCTV Operator assistance was given to other organisations in 10.7% of the logs these included local businesses and town centre radio requests.

Actions Taken by Operator	Number of logs
Police assistance	300
Police advised	228
Other assistance	86
Pro-active CCTV Police advised	83
Potential incident logged	36
More than one action taken	22
View footage of car incident	21
Public protection - vulnerable person	21
Advised Nightsafe to attend	16
Footage burnt off	10
Traders informed of issue	8
Subject Access Request	5
Public protection - observation for public event	2
CBC/ Police Officers protection	2
Advised caller to contact Police	2
Unknown	234

Table 2: Number of actions taken by the operator.

Impact of CCTV

Assault was the most prevalent incident type during the seven month period, this accounted for 12.9% (n=134) of all operator logs, followed by anti-social behaviour 11.0% (n=114). Theft accounted for 109 logs, concern for welfare 77 logs and missing persons 67 logs. A complete list of operator logs by incident type can found at Appendix 1.

Over the seven month period 9.7% of the logs related to 110 people who were arrested on the spot. A further 34 persons were known to be arrested later. 20.1% (n=21) of those arrested were arrested for assault.

A dip sample of the assaults established that CCTV was used to establish facts of the crime, establish incorrect information provided by the aggrieved, attributed to admissions from offenders and identified unknown offenders. For example, an assault occurred on a young person and the offender was unknown. CCTV footage provided verification of the offender after officers had made tentative links to identify the offender. This resulted in full admission of assault by the offender who received an adult caution.

CCTV Operators have contributed in obtaining evidence and alerting police of instances for Anti-social Behaviour Orders on five females who were persistently targeting vulnerable people in Chorley. The individuals had between them actively targeted; offered sexual services, stolen from, bullied and

intimidated over 30 very vulnerable individuals over the last 12 months. Victims included the elderly, the infirm and those struggling with quite severe disabilities and mental health issues. The weight of evidence put before the court resulted in full Orders being granted on first application.

CCTV evidence was important in a high risk Domestic Violence case when an offender threatened to kill a female and her new boyfriend in Chorley Town Centre, this was captured on CCTV; later in the day the offender attempted to enter the victim’s home and made further threats to kill. Having reviewed the CCTV footage the Crown Prosecution Service found that the course of conduct and the direct threats made in the street were clearly evidenced. The case resulted in the offender receiving a 4 week sentence of imprisonment and 12 month suspended sentence.

An offender, who had seriously assaulted and stolen a large sum of cash off a victim who was left, lying in the middle of the road, received a 45 months prison sentence. The offender was traced through CCTV, the clothing seen on CCTV was seized and the hidden cash found. This was a substantial result in that the victim of robbery had little recollection of what had happened and could only provide little evidence.

Other incidents resulted in seizure or disposal of alcohol, dispersal of groups or individuals, attendance at the police station or words of advice given. In five cases members of the public were taken to hospital. Two cases related to deaths in a public place, when CCTV assisted in deciding that one of cases was not suspicious when a body was found in the road.

CCTV is also used for protection of people and places when left in a vulnerable state prior to physical assistance getting to the scene. These cases can vary from watching Cash in Transit vans, monitoring local public events, to monitoring lone vulnerable females or searching for missing persons. A breakdown of the CCTV Operator logs by result can be found at Appendix 2.

Crime in Camera locations

There are 42 cameras monitored by Chorley Borough Council CCTV Operators. The locations of the streets which contained a CCTV camera were identified.

There were 1776 crimes in the incident locations that contained CCTV cameras owned by Chorley Borough Council. A breakdown of crimes by location is shown in Table 3 below.

Location	Number of cameras	Number of crimes
1	11	293
2	4	235
3	1	212
4	3	190
5	4	178
6	2	169
7	11	125
8	2	109
9	1	107
10	1	83
11	1	66
12	1	9
Total	42	1776

Table 3: Number of cameras and number of crimes in the locations containing CCTV.

One location recorded the most crimes during this time period. This location contains 11 of the 42 cameras. Assault with Injury was the most prevalent offence type during the seven month period, this accounted for 13.7% (n=244) of all crime, followed by shoplifting (n=195). Other theft accounted for 163 offences, criminal damage to vehicles 140 offences and assault without injury 126 offences.

The peak time when most crime occurred was Saturday between 21:00 and 23:59 (n=61).

37.2% (n=661) of the offences in these incident locations had a positive outcome, 33.2% (n=589) were undetected, 1.9% (n=34) of the offences were dealt with by restorative justice. 27.7% (n=492) of offences were closed or declared that a prosecution was not possible.

SECTION 4: APPENDICES

Appendix 1: Breakdown of CCTV Operator Logs by Incident Type

Incident Type	Number of logs	Number of logs as percentage
Assault	134	12.9%
ASB	115	11.0%
Theft	109	10.5%
Concern for Welfare	77	7.4%
Missing Person	67	6.4%
Criminal Damage	63	6.1%
Shoplifting	56	5.4%
Drugs	42	4.0%
Public Order	41	3.9%
Wanted Person	38	3.7%
Drunk and Disorderly	32	3.1%
Suspicious Circumstances	28	2.7%
Traffic Offence	19	1.8%
Unknown	18	1.7%
Driving under the influence	16	1.5%
Road Traffic Collision	16	1.5%
Burglary	15	1.4%
Breach of Conditions	14	1.3%
Dangerous Driving	13	1.3%
Intruder Alarm	11	1.1%
Robbery	11	1.1%
Harassment	10	1.0%
Domestic Abuse	9	0.9%
ASB Drinking in exclusion zone	8	0.8%
Fraud	8	0.8%
Begging	8	0.8%
Indecent Exposure	7	0.7%
Littering	6	0.6%

Breach of ASBO	6	0.6%
Stolen Vehicle	6	0.6%
Possession of Weapon	5	0.5%
Illegal Trading	5	0.5%
Underage drinking	3	0.3%
Making off without Payment	3	0.3%
Threatening Behaviour	3	0.3%
Racist Incident	3	0.3%
Sexual Offence	3	0.3%
Interfering with vehicle	3	0.3%
Death	2	0.2%
Fire	2	0.2%
Lost property	1	0.1%
Firearms	1	0.1%
Blackmail	1	0.1%
Complaint	1	0.1%
Dog Bite	1	0.1%
Truancy	1	0.1%
Total	1041	100.0%

Appendix 2: Breakdown of CCTV Operator Logs by result

Result of CCTV Incident	Number of incidents
1 Person Arrested	126
1 Person Arrested and 1 Directed to leave	1
2 Persons Arrested	4
3 Persons Arrested	3
Anti-Social Driving Notice	1
Alcohol seized / poured away	17
Banning Order	5
Body Search	2
Caution	5
Community Order	1
Community Resolution	4
Directed to leave the area	24
False Alarm	1
Group Dispersed	3
Issued Direction to Leave	2
Littering Ticket	5
No sanction issued / known	355
Sanction not applicable	359
Incident not on camera	57
Nuisance	1
Penalty Notice	7

Restorative Justice	11
Sectioned under Mental Health Act	1
Summoned to Court	6
Taken to hospital	5
Vehicle Seized	1
Voluntarily Attended Police Station	17
Words of Advice	13
Youth Referral	3
Grand Total	1041

Chorley
Council



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Report of	Meeting	Date
Director of Public Protection, Streetscene and Community (Introduced by the Executive Member for Economic Development and Partnerships)	Executive Cabinet	28 August 2014

HEALTH AND WELLBEING - RESPONSE TO THE OVERVIEW AND SCRUTINY TASK GROUP ON HEALTH IMPACT ASSESSMENTS

PURPOSE OF REPORT

1. This report provides the Executive Cabinet response to the recent Overview and Scrutiny Task Group recommendations on health impact assessments.

RECOMMENDATION(S)

2. It is recommended that Members accept the recommendations made by the Overview and Scrutiny Committee Task Group into Health Impact Assessments.
3. It is recommended that Members endorse the actions taken by officers in relation to the recommendations made by the Overview and Scrutiny Committee as outlined below.

EXECUTIVE SUMMARY OF REPORT

4. The Executive Cabinet received a report on 13 February 2014 from the Overview and Scrutiny Committee relating to a task group enquiry into the fitness for purpose of the Councils health impact assessment toolkit.
5. The work of the task group was based around the application of the Councils health impact assessment to the draft Play and Open Spaces Strategy.
6. The task group made seven recommendations in relation to the health impact assessment toolkit as follows:
 - a. The Health Impact Section of the Councils Integrated Impact Assessment 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.
 - b. That any Integrated Impact Assessment fully considers and links into the super output areas of the borough.
 - c. That partnership working be fully explored at every stage to ensure greater collaboration and engagement and build on existing experience.
 - d. That the profile of the Integrated Impact Assessments, particularly in relation to the Health Impact be raised with both officers and Elected Members of the Council.

- e. That training be provided to all Elected Members and officers of the Council to 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.
 - f. 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 any potential impacts are clearly identified within the final report to Executive Cabinet.
 - g. That improved processes/projects where the Integrated Impact Assessment is used are regularly monitored and reviewed.
7. In response to these recommendations the following action has been taken or is proposed:
- a. A review of the toolkit has been undertaken and the assessment criteria in relation to health and wellbeing have been amended to reflect the priorities of both the Lancashire Health and Wellbeing Board and the local Health and Wellbeing Partnership. The assessment is now made against the following criteria:
 - Starting Well
 - Living Well
 - Aging Well

This considers the impact of the policy/service against these criteria and provides a whole life approach to public health priorities.
 - b. One of the primary purposes of the toolkit is to ensure that the impact of any new policy of service is effectively considered across a number of equality areas and demographics. It is recognised that whilst the toolkit does not specifically reference super output areas (SOA's) by implication health inequalities should be an integral part of any assessment to ensure that any impact is positive or any negative impact is mitigated.
 - c. It is recognised that many areas of the Councils business is partnership based and where new policies or services are being considered the impact assessment should include some reference to this and ensure that partner actions or input is properly considered as part of the assessment. Where we are able to, we are starting to undertake assessments in conjunction with partners, for example, with Lancashire County Council (Public Health) and South Ribble Borough Council in terms of the Local Development Framework.
 - d. This is accepted and a programme of Member and Officer training and update sessions will be provided including a member learning hour and inclusion in the officers organisational development programme.
 - e. See (d) above
 - f. The Executive Member for People and Director of People and Places will ensure that the final report of the Play and Open Space Strategy includes the health impacts that have been identified as a result of the assessment.

- g. The Executive Cabinet accepts that regular reviews of the toolkit are necessary to ensure it is current and fit for purpose. It is proposed to implement an annual review of the toolkit to ensure this.

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

(If the recommendations are accepted)

- 8. To support the improvement and development of the Councils integrated impact assessment toolkit.

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	

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	

COMMENTS OF THE STATUTORY FINANCE OFFICER

- 12. There are no comments

COMMENTS OF THE MONITORING OFFICER

- 13. There are no comments from my perspective.

COMMENTS OF THE HEAD OF POLICY AND COMMUNICATIONS

- 14. The integrated impact assessment tool is a key element in supporting the council to meet its obligations around equality and diversity, and the changes that have been made will help to keep it fit for purpose.

JAMIE CARSON

DIRECTOR OF PUBLIC PROTECTION STREETSCENE AND COMMUNITY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Simon Clark/Sarah James	5732/5348	20 June 2014	O&SHIA



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Economic Development and Partnerships)	Executive Cabinet	28 August 2014

CENTRAL LANCASHIRE BIODIVERSITY AND NATURE CONSERVATION SUPPLEMENTARY PLANNING DOCUMENT UPDATE

PURPOSE OF REPORT

- To seek Member endorsement of the attached draft Central Lancashire Biodiversity and Nature Conservation Supplementary Planning Document (SPD).

RECOMMENDATION(S)

- It is recommended that:
 - Executive Cabinet endorses the draft Biodiversity and Nature Conservation SPD, as detailed in Appendix 1, and approves it for consultation for a six week period between September and October.
 - Authority be delegated to the Chief Executive to approve minor changes and amendments prior to the consultation.

EXECUTIVE SUMMARY OF REPORT

- The Central Lancashire authorities are producing a Biodiversity and Nature Conservation SPD. This report explains the purposes and objectives of the Biodiversity and Nature Conservation SPD, summarises its contents, and sets out the broad timetable for consultation and adoption.

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

(If the recommendations are accepted)

- To ensure that guidance is produced to provide advice on how the biodiversity and nature conservation policies, as set out in the Core Strategy and the Chorley, Preston and South Ribble emerging Local Plans, 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. 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. On adoption, this SPD will be one of a suite of Central Lancashire SPDs that form part of the Local Development Framework for the Central Lancashire authorities of Chorley, Preston and South Ribble. They are to be considered alongside policy in the Central Lancashire Core Strategy and the Local Plans of the three authorities. The Councils are working alongside the Wildlife Trust for Lancashire, Manchester and North Merseyside (The Wildlife Trust) and Lancashire County Council (LCC) to produce this SPD.
- 9. This SPD relates to Core Strategy Policy 22 on biodiversity and geodiversity. In addition, the authorities each have a policy on biodiversity and nature conservation in their emerging Local Plans. These policies are listed in the Appendix to the SPD (Appendix 1).
- 10. This SPD explains the Councils’ approach towards conserving, protecting and enhancing biodiversity. Planning can make an important contribution to protecting and improving biodiversity, which is defined as ‘the variety of all life on earth’. Development can have a negative impact on biodiversity, both directly, through the destruction of habitat, and indirectly (e.g. development that results in changes to air or water quality over time). Development can also have positive impacts for biodiversity by integrating new habitats with adjacent spaces.

CONTENT OF THE SPD

- 11. The SPD provides guidance for applicants in terms of understanding the relevant Central Lancashire policies and what is required as part of the planning application process in order to protect, conserve and enhance biodiversity.
- 12. The National Planning Policy Framework (The Framework) and the local planning policies refer to the concept of ecological networks. Ecological networks are links between sites of biodiversity importance. Lancashire County Council have produced ecological network mapping for Lancashire to cover woodland and scrub, grassland, and wetland and heath habitats. The SPD provides information on how to consider planning applications having an impact on ecological networks in the Central Lancashire context.

13. The SPD includes sections on the following matters:

- The legislative framework in relation to biodiversity
- Relevant national and local policies on biodiversity and nature conservation
- Designated sites of biodiversity importance
- The Lancashire Ecological Network
- Biodiversity and the Planning application process including:
 - When are surveys and assessments required?
 - Who should undertake a survey and assessment?
 - At what time of the year should surveys and assessments be carried out?
 - Where can data to inform the survey and assessment be obtained?
 - What should be included in a survey and assessment?
 - Designing development to conserve and enhance biodiversity
 - Determination of applications
 - Implementation

NEXT STAGES

14. If approved for consultation, the SPD will be consulted on by the three authorities for a 6 week period during September/October 2014. Following consultation, all comments and suggestions will be analysed and the SPD finalised. In Chorley, it is then proposed to report the final SPD to Council with a recommendation to adopt on 25th November 2014.
15. Final adoption cannot take place until the SPD and a statement setting out the people consulted and a summary of the main issues raised and how they have been addressed, is made available for a minimum of 4 weeks. Adoption is intended to take place after this period in January 2015.

IMPLICATIONS OF REPORT

16. 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

17. There are no comments.

COMMENTS OF THE MONITORING OFFICER

18. Adoption of SPD's is voluntary and does not require local examination although a public consultation must be carried out. The procedure to be followed is laid down in The Town and Country Planning (Local Planning) (England) Regulations 2012. The SPD must not conflict with the adopted development plan. The SPD is a material consideration in determining planning applications.

GARY HALL
CHIEF EXECUTIVE

Background Papers			
Document	Date	File	Place of Inspection
Central Lancashire Core Strategy	July 2012		www.centrallancashire.com
Chorley Local Plan 2012-2026 (Amended in accordance with Inspector's Partial Report – 6 th November 2013)	November 2013		www.chorley.gov.uk
South Ribble Site Allocations Partial Version 2013	2013		www.southribble.gov.uk
Preston Local Plan (Site Allocations) 2012 - 2026	2014		www.preston.gov.uk

Report Author	Ext	Date	Doc ID
Stephen Lamb	5282	30/07/14	Biodiversity SPD Exec Cabinet Report – August 2014

Central Lancashire Biodiversity and Nature Conservation Supplementary Planning Document

Consultation Draft

A: INTRODUCTION

What is a Supplementary Planning Document (SPD) and what is the purpose of this SPD?

1. Supplementary Planning Documents (SPDs) provide further detail and guidance in relation to policies and proposals within the development plan; although they do not form part of the statutory development plan themselves. SPDs must be consistent with national planning policies, as well as the policies set out in the development plan.

2. This SPD is one of a suite of Central Lancashire SPDs that have been prepared in accordance with the Local Planning Regulations (SI 2012 No.767) and the National Planning Policy Framework (the Framework), conforming and responding to all relevant local and national policies, and based upon a robust and up-to-date evidence base. These SPDs form part of the Local Development Framework (LDF) for the Central Lancashire authorities of Chorley, Preston and South Ribble. They are to be considered alongside policy in the Central Lancashire Core Strategy and the Site Allocations and Development Management Policies Development Plan Documents (DPDs) - now referred to as Local Plans, of the three authorities. The SPD guidance should therefore be taken into consideration from the earliest stages of the development process of any site, including any purchase negotiations and in the preparation of development schemes.

3. The Central Lancashire Councils recognise the important contribution that planning can make to improving biodiversity within Central Lancashire. This includes enhancing the international, national and local areas of recognised importance, as well as species and habitats. To this end, the Councils have worked with The Wildlife Trust for Lancashire, Manchester & North Merseyside (The Wildlife Trust) and Lancashire Environment Record Network (LERN) to produce this Biodiversity and Nature Conservation SPD.

4. Development can have a negative impact on biodiversity, both directly, through the destruction of habitat, and indirectly. These impacts can be significant

and lead to the decline of biodiversity. Development can also have positive impacts for biodiversity for sites where there is little wildlife, by integrating new habitats with adjacent spaces. The main goal of this SPD is to ensure that there is no net loss of nature conservation assets, and where appropriate there is an improvement in them. It explains the Councils' approach as local planning authorities towards conserving, protecting and enhancing biodiversity and ecological networks.

5. This SPD provides guidance for applicants in terms of understanding the relevant Central Lancashire policies and what is required as part of the planning application process. This includes guidance in relation to ecological networks. Once adopted, this SPD should be afforded significant weight as a material consideration in determining planning applications.

What is biodiversity and why is it important?

6. Biodiversity is defined as 'the variety of all life on earth' in the Government's Biodiversity Strategy - 'Biodiversity 2020 – A Strategy for England's wildlife and ecosystem services'. Natural ecosystems provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, and also services such as protection from natural disasters and regulation of our climate. Biodiversity is important for its own sake and Central Lancashire supports species and habitats of international, national and local importance.

B: LEGISLATIVE FRAMEWORK

Key Legislation

7. Key legislation in relation to biodiversity and nature conservation that is of relevance to this SPD includes:

- **The Conservation of Species and Habitat Regulations 2010:** These Regulations provide for the designation and protection of 'European sites', the protection of 'European protected species', and the adaptation of planning and other controls for the protection of European Sites.
- **The Natural Environment and Rural Communities Act 2006:** This includes the duty on public bodies, including local planning authorities, to have proper regard to conserving biodiversity in the exercise of their functions. It also lists species and habitats of principal importance for biodiversity in England.
- **Wildlife and Countryside Act 1981:** The Act covers protection of wildlife (birds, and some animals and plants), the countryside and the designation of protected areas including Sites of Special Scientific Interest (SSSIs) that are identified for their flora, fauna, geological or physiographical features.
- **The Water Framework Directive:** This came into force in December 2000 and became part of UK law in December 2003. It applies to all surface

freshwater bodies (including lakes, rivers and streams), groundwater, groundwater dependant ecosystems, estuaries and coastal waters out to one mile from low water. The Directive aims to improve the ecological health of inland and coastal waters and prevent further deterioration. The overall aim is for all inland and coastal water bodies to reach at least "good" ecological status by 2015.

8. There is other legislation covering biodiversity such as the Protection of Badgers Act 1992. A list of legislation covering wildlife and the countryside can be found on Natural England's website or by following the link <http://www.naturalengland.org.uk/ourwork/regulation/wildlife/policyandlegislation/legislation.aspx>

What is a protected species?

9. Legislation in the United Kingdom, under domestic or European law, provides for the protection of certain species of wild plants, birds and animals. The degree of protection could be partial (e.g. trade is prohibited) or full, in which case the disturbance, killing or injuring of one of the species could constitute an offence. Breeding places and sheltering places associated with protected species are also protected. Details of the species which are protected under the various pieces of legislation can be found on the Natural England website at <http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/specieslinks.aspx>

C: PLANNING POLICY

National Policy

10. Guidance on planning policy is issued by Central Government in the Framework. Local Planning Authorities have to take the contents of the Framework into account when determining planning applications and preparing Local Plans and Supplementary Planning Documents.

11. The Framework includes a range of requirements relating to biodiversity that are relevant to this SPD, It states that:

- the planning system should contribute to and enhance the natural and local environment by minimising impacts on biodiversity and providing net gains in biodiversity where possible, contributing to the Government's commitment to halt the overall decline in biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures [paragraph 109].
- local planning authorities should set criteria-based policies against which proposals for development on or affecting protected wildlife will be judged.

Distinctions should be made between the hierarchy of international, national and locally designated sites so that protection is commensurate with their status and give appropriate weight to their importance and the contribution that they make to wider ecological networks [paragraph 113].

12. To minimise impacts on biodiversity the Framework sets out, at paragraph 117, that planning policies should:

- Plan for biodiversity at a landscape scale across local authority boundaries
- Identify and map components of the local ecological networks including the hierarchy of international, national and locally designated sites of importance for biodiversity, wildlife corridors and stepping stones that connect them and areas identified by local partnerships for habitat restoration or creation.
- Promote the preservation, restoration and re-creation of priority habitats, ecological networks and the protection and recovery of priority species populations, linked to national and local targets

13. The Framework states [paragraph 118] that when determining planning applications, local planning authorities should apply the following principles:

- If significant harm resulting from a development cannot be avoided (through locating on an alternative site with less harmful impacts), adequately mitigated, or as a last resort, compensated for, then planning permission should be refused
- Proposed development on land within or outside a SSSI likely to have an adverse effect on a SSSI should not normally be permitted
- Opportunities to incorporate biodiversity in and around developments should be encouraged
- Planning permission should be refused for development resulting in the loss or deterioration of irreplaceable habitats

Local Policy

14. The Framework policy requirements are reflected in the Central Lancashire Core Strategy and the emerging Local Plans for each of the three local authorities.

15. The Core Strategy is the key planning policy document for Central Lancashire, as it sets the overarching vision for the area. It is underpinned by the emerging Local Plans for each of the three local authorities. The Central Lancashire Core Strategy was adopted in July 2012. This SPD relates to Core Strategy Policy 22 on Biodiversity and Geodiversity, which aims to conserve, protect and seek opportunities to enhance and manage the biological and geological assets of the area, through a series of measures.

16. In addition, the three Central Lancashire authorities each have a policy on Biodiversity and Nature Conservation in their emerging Local Plans. These policies were produced in conjunction with advice from the Lancashire Environmental Records Network (LERN) and the Wildlife Trust. They address the same issues, although there are some differences in the detailed policy wording. Chorley and

Preston also have policies on Species Protection. Appendix 1 contains the local policies for the three authorities.

17. Section F of this SPD deals with Biodiversity and the Planning Application Process. This sets out how these policies will be applied in relation to the planning application process.

D: DESIGNATED SITES

18. Some sites have a statutory designation and are protected by legislation such as the Conservation of Species and Habitat Regulations 2010 and the Wildlife and Countryside Act 1981 (as amended).

19 The following types of sites are identified on the Local Plan Policies Maps of each local authority and are protected by the Local Plan Policies on Biodiversity and Nature Conservation:

- International Sites designated under European legislation, which include Special Protection Areas (SPAs) and Special Areas of Conservation (SACs). The Ribble and Alt Estuaries SPA is an example. This site is also designated as a Ramsar site, which are wetlands of international importance.
- Sites of National importance for conservation, which are designated as Sites of Special Scientific Interest (SSSIs)
- Locally important sites, which may have been designated as Local Wildlife Sites – known in Lancashire as Biological Heritage Sites (BHSs) and Local Geodiversity Sites (LGS, formerly RIGs).

E: THE LANCASHIRE ECOLOGICAL NETWORK

What are Ecological Networks?

20. The 'Making Space for Nature' (2010) report was an independent national review of England's wildlife sites and the connections between them. It concluded that the conservation objectives behind the identification of sites cannot be successfully achieved if sites remain, or become, further fragmented and isolated from each other. Particularly when considered in the light of the need for species to be able to respond to potential environmental changes arising from climate change.

21. It recommended that ecological connections which exist between high quality sites are maintained, and developed, to allow species populations, or at least their genes, to move between them to establish a coherent and resilient network.

22. This review has informed national planning policy in the Framework, which requires Local Planning Authorities to identify, preserve, restore and re-create ecological networks linking existing sites of biodiversity importance.

23. The priorities for action to enhance the resilience and coherence of ecological networks are summarised by the mantra: *better, bigger, more and joined*. To achieve this, 'Making Space for Nature' recommends:

1. Improving the quality of current sites by better habitat management.
2. Increasing the size of current wildlife sites.
3. Enhancing connections between, or join up, sites, either through physical corridors, or through 'stepping stones'.
4. Creating new sites.
5. Reduce the pressures on wildlife by improving the wider environment, including through buffering wildlife sites.

24. Core Strategy Policy 22 and the individual authority Local Plans all refer to ecological networks. This SPD includes guidance on how to deal with development which is located within an ecological network.

What is the Lancashire Ecological Network?

25. In Lancashire, ecological networks are being mapped, on behalf of the Lancashire Local Nature partnership, in response to the recommendations contained in the 'Making Space for Nature' review and to assist local planning authorities to comply with the Framework.

26. The Lancashire Ecological Network (the Network) seeks to identify linkages between known wildlife sites. The Network is mapped using existing data about wildlife sites, habitats and species preferences. These data are evaluated to identify areas of high 'landscape integrity' where habitats are in relatively natural condition and have lower levels of human modification. Separate habitat preference maps were created for three different broad habitat groups:

- Woodland and Scrub;
- Grassland;
- Wetland and Heath.

These habitat groups are likely to support species that are believed to have similar preferences and needs.

27. Mapping software was used to identify the best connections between core habitat sites for each species group using a series of steps:

1. Identify Core Areas
2. Map Habitat suitability

3. Identify corridors connecting core sites based on the 'least cost path' between core areas.
28. A more detailed summary of the development of the Lancashire Ecological Network is available at [\(address to be inserted when known\)](#).

Elements of the Lancashire Ecological Network

29. For each of the three identified broad habitat groupings, the following components have been identified:

Core Areas:

30. These are identified wildlife sites of at least county importance. All Core Areas are classified by the priority habitat groupings for which they are of importance. The following types of wildlife site are included in Core Areas:

- Natura 2000 ('European sites'), which are international designations
- Biological Sites of Special Scientific Interest
- Biological Heritage Sites;
- Local Nature Reserves of County importance.

Therefore, many existing designated sites form part of the ecological network.

Corridors:

31. Corridors comprise continuous stretches of permeable habitat that can, over time, be utilised by species to move between Core Areas. They are classified by length (0 – 250m, 250m - 3km, 3 – 5km). Corridors can contain habitat features which also act as Stepping Stones. In general, shorter routes, and routes through higher quality habitat, are preferable for habitat connectivity as species are more likely to successfully move through sites. Long paths between sites may represent paths that are only accessible to some species.

32. Attention is focused on corridors of 3 kilometres or less as the corridors that are most likely to be contributing to movement of individuals and species. This distance represents an intermediate dispersal capability and is proposed as an interim standard for evaluating overall network condition and connectivity. This measure can be adjusted upwards or downwards for individual habitat types or for all habitat types as future research indicates is appropriate.

Stepping Stones:

33. Mapping ecological corridors and protected sites allows areas that are potential stepping stones to be highlighted — high quality habitats occurring in long corridors. Stepping Stones include:
- District level wildlife sites (where these exist) and Local Nature Reserves (of district wildlife significance) and important road verges. These are classified in respect of the priority habitats they support.

- Areas of priority habitat, outside protected sites but within, or partially within, the ecological network corridor.

34. The Core Areas, Corridors of 3km or less and Stepping Stones are the Primary Features of the Network.

Ecological Network Mapping

35. The Ecological Network mapping can be viewed on the Lancashire County Council website at <http://mario.lancashire.gov.uk/agsmario/> (*not available yet*).

36. Information on integrating Ecological Networks in the development process is found in the following section on Biodiversity and the Planning Application process.

F: Biodiversity and the Planning Application Process

37. This section sets out how biodiversity and nature conservation can be integrated into the planning application process. The following flowchart guides applicants and officers through the steps that should be taken to ensure biodiversity is addressed as part of proposals.

38. Core Strategy Policy 22 on Biodiversity and Geodiversity aims to conserve, protect and seek opportunities to enhance and manage the biological and geological assets of the area, through a series of measures including promoting the conservation and enhancement of biological diversity and seeking opportunities to conserve, enhance and expand ecological networks. The full text of the policy can be found in Appendix 1.

39. The Policies on Biodiversity and Nature Conservation in each of the emerging Local Plans include criteria to:

- protect and safeguard all designated sites and ecological networks
- protect, safeguard and enhance habitats for European, nationally and locally important species
- protect, conserve, restore and enhance ecological networks and provide links to the network from and/or through the proposed development site
- take account of the ecology of the site and the surrounding area, unless justified otherwise (Chorley and Preston only)

40. In addition the policies also include a range of other criteria, including:

- the need to provide net gains in biodiversity, where possible, and ensuring that any adverse impacts are avoided, or if unavoidable, are reduced or appropriately mitigated and/or compensated
- where there is reason to suspect that there may be protected habitats/species on or close to a proposed development site, requiring planning applications to be accompanied by a survey undertaken by an appropriate qualified professional

41. The criteria differ slightly for each authority and planning applicants are advised to check the criteria for the relevant authority, as set out in Appendix 1. Chorley and Preston also include policies on Species Protection.

42. Therefore, there is a strong local policy basis to support this SPD and the approach that it takes towards biodiversity and nature conservation.

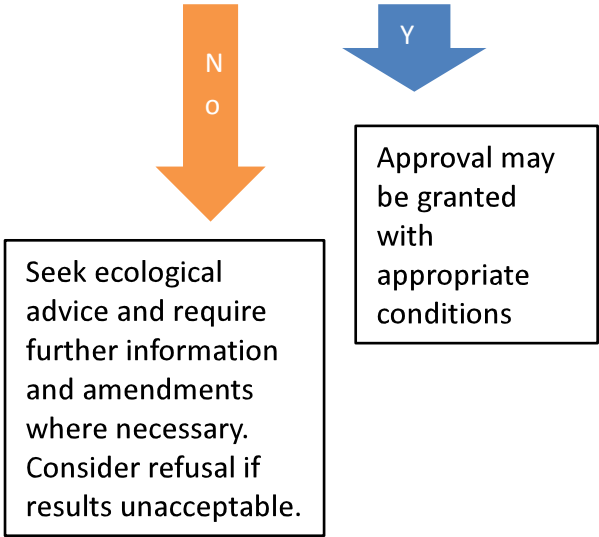
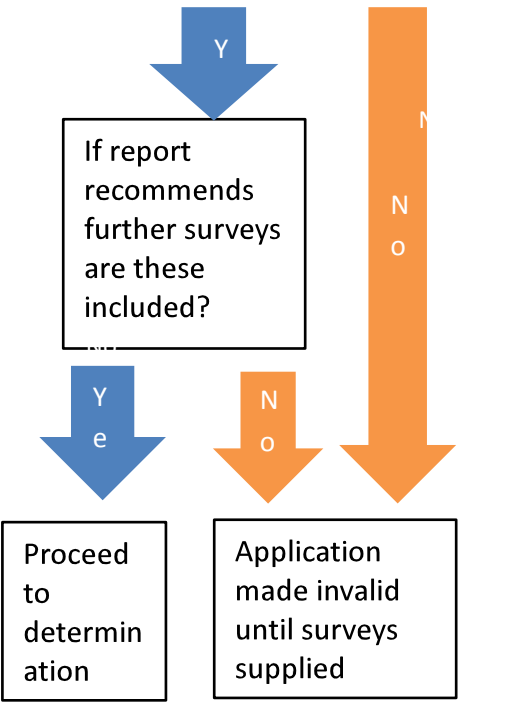
Dealing with Ecological Issues in the Planning Process

Pre-application:
Applicant to establish whether any biodiversity considerations and commission surveys and assessments where needed in line with advice in this SPD.

Validation by LPA:
Is adequate ecological assessment/survey information submitted if needed?

Determination by LPA: Does application demonstrate that harm to species/habitats can be avoided or mitigated, or as a last resort compensated for?

Implementation:
Applicant to apply to discharge ecological conditions as appropriate. Applicant to implement mitigation/management regime if required



When are surveys and assessments required?

43. Many planning applications have the potential to impact in some way on biodiversity, through the direct loss of habitats and species, or the reduction in the value of habitats and their ability to support the species that depend on them. It is essential that the impacts of a proposal on biodiversity are considered before a development scheme is designed and before a planning application is submitted.

44. Where required (as set out below), a survey and assessment of the impact on the relevant species or feature should be undertaken and submitted with the application. Where appropriate this report should include details of measures to be implemented to mitigate or compensate for adverse impacts. This ensures that: the Local Planning Authority has sufficient information to make an informed decision about whether wildlife can be protected during development; and makes certain that there will be no adverse impact on local biodiversity as a result of the development. Applications will not be valid if the appropriate information is not submitted. Each authority produces validation checklists which specify what is required to accompany a planning application.

When are surveys and assessments required for designated sites and priority habitats?

45. Where an application is likely to affect designated sites or priority habitats, as listed in Table 1 in Appendix 2, a survey and assessment for the relevant feature must be submitted with the application. This also includes applications for developments that are adjacent to such a site, but which might have an impact upon it. The designated sites are shown on the individual Local Plan Policies Maps for the three authorities.

46. A full survey and assessment may not be required in the following circumstances:

International and national sites: A survey and assessment will not be required where the applicant is able to provide copies of pre-application correspondence with Natural England, where the latter confirms in writing that they are satisfied that the proposed development will not affect any statutory sites designated for their national or international importance.

When are surveys and assessments required for Ecological Networks?

47. The Lancashire Ecological Network mapping can be viewed on the Lancashire County Council website at <http://mario.lancashire.gov.uk/agsmario/> These maps should be assessed before an application is submitted in order to ascertain whether proposals fall within one of the networks (currently identified for Woodland and Scrub, Grassland, Wetland and Heath) If an application is likely to affect a Key Feature of the Ecological Network, a survey and assessment of the impact of the proposal on the function of the Network must be submitted with the application. Designated sites, priority habitats and biodiversity features will often also form components of the Ecological Network. Therefore, if development is likely to affect them, a survey and assessment will already be required. The survey and assessment should be expanded to also assess the function of these areas as part of the Ecological Network and the impact of the development upon the Network.

48. In any circumstances where a proposal comes forward within the Network, and it is not considered likely to affect a designated site, priority habitat or biodiversity feature as set out in Appendix 2, Table 1 (or trigger a Protected Species Assessment, as set out in Appendix 3, Table 2), applicants should consult with a qualified ecologist to ascertain whether the functioning of the Ecological Network is likely to be affected by the development. If Ecological Networks are likely to be affected, then a Survey and Assessment will be required. If they are not likely to be affected then a covering letter from an ecologist should support the application demonstrating that there has been no net loss of biodiversity and, ideally, demonstration that there has been a net gain to the functioning of the Network.

When are surveys and assessments required for Protected and Priority species?

49. If the application involves any of the development proposals shown in Appendix 3, Table 2, a protected species survey and assessment must be submitted with the application. However, there are some exceptions. A full species survey and assessment may not be required in the following circumstances:

- Following consultation by the applicant at the pre-application stage, the Local Planning Authority has stated in writing that no protected species surveys and assessments are required.
- If it is clear that no protected species are present, despite the guidance in Table 2 indicating that they are likely, the applicant should provide evidence with the planning application to demonstrate that such species are absent (e.g. this might be in the form of a letter or brief report from a suitably qualified and experienced person, or a relevant local nature conservation organisation).
- If it is clear that the development proposal will not affect any protected species present, then only limited information needs to be submitted. This information should, however,
 - (i) demonstrate that there will be no significant effect on any protected species present and
 - (ii) include a statement acknowledging that the applicant is aware that it is a criminal offence to disturb or harm protected species should they subsequently be found or disturbed.

50. In some situations, it may be appropriate for an applicant to provide a protected species survey and report for only one, or a few, of the species shown in Table 2 (e.g. those that are likely to be affected by a particular activity). Applicants should make clear which species are included in the report and which are not, because exceptions apply.

51. Natural England publishes Standing Advice which explains how LPAs should deal with applications that involve protected species. When determining an application for development that is covered by Standing Advice, the Councils will take this Advice into account. This Advice includes a decision tree that identifies features on application sites that are likely to be associated with protected species. It also identifies some of the protected species most often affected by development and contains more detailed information on survey and mitigation requirements for these species. Further information can be found at <http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/advice.aspx#application> .

Who should undertake a survey and assessment?

52. The Survey should be undertaken and prepared by competent persons with suitable ecological qualifications and experience. Where surveys involve disturbance, capture or handling of a protected species, then only a licensed person can undertake such surveys (e.g. issued by Natural England).

At what time of the year should surveys and assessments be carried out?

53. For certain species and habitats, surveys and assessments can be carried out at any time of the year, but for other species, particular times of year are required to give the most reliable results. Surveys must be carried out at an appropriate time and month of year, in suitable weather conditions and using nationally recognised survey guidelines/methods where available. Table 3 in Appendix 4 sets out the most appropriate times of year to undertake surveys for particular species.

54. Surveys conducted outside of the optimal times, as set out in Table 3, may be unreliable. For certain species (e.g. Great Crested Newt) surveys over the winter period are unlikely to yield any useful information. Similarly negative results gained outside the optimal period should not be interpreted as absence of a species and further survey work maybe required during the optimal survey season. This is especially important where existing surveys and records show the species has been found previously on site or in the surrounding area. An application may not be valid until survey information is gathered from an optimal time of year.

55. Species surveys are also very weather dependent so it may be necessary to delay a survey, or to carry out more than one survey if the weather is not suitable (for example heavy rain is not good for surveying for otters, as it washes away their spraint - droppings). Likewise bat surveys carried out in wet or cold weather may not yield accurate results.

56. It is also important to note that the absence of evidence of a species does not necessarily mean that the species is not there, nor that its habitat is not protected. For example, a bat roost is protected whether any bats are present or not.

Where can data to inform the survey be obtained?

57. The survey and analysis may be informed by the results of a search for ecological or geological data from other sources, such as the local Bat and Badger Groups, and the Lancashire Environment Record Network (LERN), which is the local environmental record centre for Lancashire. Further information can be found at <http://www.lancspartners.org/lern/>

What should be included in a survey and assessment?

58. This section sets out what should be included in a survey and assessment. Providing comprehensive information in a survey is essential to enable the proper assessment of a planning application. Insufficient or unclear conclusions on how the development could

impact on biodiversity may make an application invalid, or result in delays to its consideration.

59. Appendix 5, Table 4 sets out suggested content for an ecological assessment and survey.

What should be included in a survey and assessment of designated sites, priority habitats and ecological networks?

60. Where a survey and assessment is required, the survey must be to an appropriate level of scope and detail and must:

- Record which sites, habitats, species and features are present on and, around the site, including features that form part of identified ecological networks, as appropriate.
- Pay particular attention to habitats and species identified in appropriate legislation, and to species identified as being of local significance.
- Identify the extent/area/length present;
- Map their distribution on site and/or in the surrounding area shown on an appropriate scale plan.

61. The survey should be informed by of a search for appropriate ecological data from LERN and other sources.

62. Following on from the survey, the assessment should identify and describe potential development impacts likely to harm designated sites, priority habitats, and the Ecological Network, including both direct and indirect effects both during construction and afterwards. Where harm is likely, evidence must be submitted to show:

- How alternatives designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated.

63. In addition, proposals are to be encouraged that will enhance, restore or add to designated sites priority habitats, other biodiversity features or geological features and to the functioning of ecological networks. The assessment should give an indication of likely change in the area (hectares) of priority habitat on the site after development e.g. whether there will be a net loss or gain. An ecological survey and assessment may form part of a wider Environmental Impact Assessment.

What should be included in a survey and assessment for protected and priority species?

64. Where a protected species survey and assessment is required, the survey must be to an appropriate level of scope and detail and must:

- Record which species are present and identify their numbers (may be approximate);
- Map their distribution and use of the area, site, structure or feature (e.g. for feeding, shelter, breeding).

65. The survey should be informed by of a search for appropriate ecological data from LERN and other sources.

66. Following on from the survey, the assessment must identify and describe potential development impacts likely to harm the protected species and/or their habitats identified by the survey, including direct and indirect effects, both during construction and afterwards. Where harm is likely, evidence must be submitted to show:

- How alternatives designs or locations have been considered;
- How adverse effects will be avoided wherever possible;
- How unavoidable impacts will be mitigated or reduced;
- How impacts that cannot be avoided or mitigated will be compensated.

67. In addition, proposals are to be encouraged that will enhance, restore or add to features or habitats used by protected species. The assessment should also give an indication of how species numbers are likely to change, if at all, after development (e.g. whether there will be a net loss or gain).

68. The information provided in response to the above requirements are consistent with those required for an application to Natural England for a European Protected Species Licence. A protected species survey and assessment may form part of a wider Ecological Assessment and/or part of an Environmental Impact Assessment.

Designing development to conserve and enhance biodiversity

69. In accordance with Core Strategy Policy 22, the Nature and Conservation policies in the authorities' emerging Local Plans, and the Framework, biodiversity should be conserved and enhanced. Whilst new development can potentially cause harm to biodiversity, it can also create opportunities to enhance habitats and improve the functioning and resilience of ecological networks. The enhancement of sites is considered later in this section.

The Mitigation Hierarchy

70. The National Planning Policy Framework [paragraph 118] sets out a mitigation hierarchy that should be followed when designing schemes and when determining planning applications. It sets out that:

- Significant harm resulting from a development should be avoided through locating on an alternative site with less harmful impacts
- If harm cannot be avoided then it should be adequately mitigated.
- As a last resort, if significant harm cannot be avoided, or adequately mitigated, it should be compensated for.
- In circumstances where significant harm cannot be avoided, mitigated, or compensated for, then planning permission should be refused.

71. Criterion a) in the Biodiversity and Nature Conservation policies in all three of the emerging Local Plans, as set out in Appendix 1, re-iterates that development should follow this mitigation hierarchy.

72. The Chorley and Preston Local Plan Biodiversity and Nature Conservation policies, both also include definitions of what constitutes damage, or harm, to natural environmental assets and these definitions will be used when assessing applications that occur in Central Lancashire.

73. Utilising the survey evidence, the ecological assessment should identify and describe potential development impacts likely to harm designated sites, priority habitats, other listed biodiversity features and ecological networks, where appropriate, including both direct and indirect effects, both during construction and afterwards.

74. The survey and assessment should then inform the design of the scheme.

Harm Avoidance

75. The objective is for proposals to avoid harm to habitats and species. Preferably this should involve locating on an alternative site with less harmful impacts. Harm can also be avoided by measures such as reducing the scale of development, or locating development to an alternative part of the site.

76. In all cases, schemes should be designed to ensure that important features and ecological connectivity between them and features outside the site are retained.

Mitigating harm

77. Where it is not possible to avoid harm to existing sites, habitats, species and ecological networks, it may still be possible to minimise potentially damaging impacts through mitigation measures. In such cases the mitigation steps required should be proposed by the developer and will then normally be the subject of planning conditions or obligations on design, methods or timing of development.

78. Measures that could achieve this include, amongst others:

- Timing the development of sites to avoid the breeding seasons of species present
- Creating new areas of habitat, or managing existing ones
- Creating buffer zones between sensitive areas and development areas to reduce disturbance to habitats
- Ensuring that new infrastructure such as bridges are built to enable movement of wildlife to continue
- Steps to ensure that the hydrological status of sensitive sites is maintained through the careful design of drainage infrastructure
- Translocation of species from destroyed habitat (to be used as a last resort)

79. However, mitigation still entails harm of some form. Where a site or its surroundings have clear biodiversity value and the proposed mitigation steps are insufficient to reasonably protect this value, then planning permission may be refused on these grounds once all other planning issues have been taken into account.

Compensating for loss

80. Where damage is unavoidable, and will still occur in spite of mitigation, then consideration should be given to compensating for any loss to biodiversity by creating new habitat in replacement either on site, or off-site.

81. This could include the enhancement and restoration of habitats in identified ecological networks. Where this is appropriate then the steps required will be proposed by the developer and will then normally be the subject of planning conditions or planning obligations, for example to ensure re-creation of habitat in a certain place by a certain time and normally as a duty of the developer.

82. Established habitat usually acquires biodiversity value over a very long period of time, as its ecology diversifies and changes. Artificially recreated habitat will therefore usually be greatly inferior to established habitat. For example, newly planted woodland is of lesser value than existing ancient woodland. There are only very limited circumstances where this loss is justified. It should not be considered unless a planning decision has been made to permit a development in the face of harm to biodiversity, once other planning issues have been taken into account. Compensation for lost habitat will not make an unacceptable development acceptable.

Enhancement of Sites

83. The Framework, the Core Strategy and the emerging Local Plan Biodiversity and Nature Conservation policies seek the enhancement of sites and a net gain in biodiversity, where possible.

84. Proposals are to be encouraged that will enhance, restore or add to designated sites, priority habitats, other biodiversity or geological features, or which will enhance or restore ecological networks.

85. Developers should look to design in opportunities to improve habitats for biodiversity conservation, and to increase the overall quality of the development by enhancing existing habitats or creating new areas appropriate to the wider landscape context.

86. Useful design measures that might achieve this would include, amongst others:

- Creating areas of new habitat such as woodland, scrubland, coarse grassland or ponds in landscaped areas or public open space
- Siting open space and landscaping so that planting within them enhances habitat connectivity between areas of habitat within and adjacent to the site
- Using native species of local or regional genetic origin in planting schemes

- Making provision on new buildings for species such as bats, swallows, barn owls or other species that might live locally
- Restoring landfill and mineral sites to heathland, grassland or reed bed
- Using Sustainable Drainage Schemes so that drainage infrastructure also acts as biodiversity habitat and contributes to the ecological Network

Determination of Applications

87. In reaching a decision on a planning application that is likely to have an impact on biodiversity, the necessary surveys and assessments will need to be supplied, to ensure that the impacts of proposals can be properly assessed, and the requirements of all policies addressed. The Councils will utilise standing advice from authorities such as Lancashire County Council and Natural England, where relevant, and seek advice from relevant authorities, including the above and the Environment Agency, where necessary. Decisions will be made based upon the evidence supplied and advice received. Ecological conditions will be attached to planning decisions where appropriate.

Implementation

88. Applicants will need to apply to discharge ecological conditions as appropriate and to implement mitigation/management regimes if required.

G: SUSTAINABILITY APPRAISAL AND HABITATS REGULATIONS ASSESSMENT

Sustainability Appraisal and Strategic Environmental Assessment

89. The Central Lancashire authorities will publish a Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) Screening Document alongside this document setting out whether there are any impacts arising that have not been covered in higher level SA/SEAs for the Core Strategy and emerging Local Plans for the three authorities.

Habitats Regulations Assessment

90. A Habitats Regulations screening document will be published alongside this document.

H: MONITORING AND REVIEW

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

I: STATUS OF THIS DOCUMENT

92. Once adopted, this document should be afforded significant weight as a material consideration in determining planning applications.

J: FURTHER INFORMATION

93. 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 individual Council websites for details. Planning Officers will be pleased to provide advice and guidance on planning matters regarding biodiversity and nature conservation. They can be contacted on:

Chorley Council

www.chorley.gov.uk

01257 515151

Preston City Council

www.preston.gov.uk

01772 906912

South Ribble Borough Council

www.southribble.gov.uk

01772 421491

01772 625567

APPENDICES

Appendix 1: Planning Policies

Central Lancashire Core Strategy

Policy 22: Biodiversity and Geodiversity

Conserve, protect and seek opportunities to enhance and manage the biological and geological assets of the area, through the following measures:

- (a) Promoting the conservation and enhancement of biological diversity, having particular regard to the favourable condition, restoration and re-establishment of priority habitats and species populations;
- (b) Seeking opportunities to conserve, enhance and expand ecological networks;
- (c) Safeguarding geological assets that are of strategic and local importance.

Emerging Chorley Local Plan 2012 – 2026

Policy BNE9: Biodiversity and Nature Conservation

In Chorley, Biodiversity and Ecological Network resources will be protected, conserved, restored and enhanced:

Priority will be given to:

- i. Protecting and safeguarding all designated sites of international, national, regional, county and local level importance including all Ramsar sites, Special Protection Areas, Special Areas of Conservation, national nature reserves, sites of special scientific interest and biological heritage sites, geological heritage sites, local nature reserves and wildlife corridors together with any ecological network approved by the Council;
- ii. Protecting, safeguarding and enhancing habitats for European, nationally and locally important species;
- iii. The ecology of the site and the surrounding area (safeguarding existing habitats / features such as but not exclusive to trees, hedgerows, ponds and streams), unless justified otherwise.
- iv. When considering applications for planning permission, protecting, conserving, restoring and enhancing Chorley's ecological network and providing links to the network from and/or through the proposed development site.

In addition development must adhere to the provisions set out below:

- a) The production of a net gain in biodiversity where possible by designing in wildlife and by ensuring that any adverse impacts are avoided or if unavoidable are reduced or appropriately mitigated and/or compensated;
- b) The provision of opportunities for habitats and species to adapt to climate change;
- c) The support and encouragement of enhancements which contribute to habitat restoration;

- d) Where there is reason to suspect that there may be protected habitats/species on or close to a proposed development site, the developer will be expected to carry out all necessary surveys in the first instance; planning applications must then be accompanied by a survey assessing the presence of such habitats/species and, where appropriate, make provision for their needs;
- e) In exceptional cases where the need for development in that location is considered to significantly outweigh the impact on the natural environment, appropriate and proportionate mitigation measures or as a last resort compensatory habitat creation and/or restoration will be required through planning conditions and/or planning obligations.

The following definition of what constitutes damage to natural environmental assets will be used in assessing applications potentially impacting upon assets:

1. Loss of the undeveloped open character of a part, parts or all of the ecological network;
2. Reducing the width or causing direct or indirect severance of the ecological network or any part of it;
3. Restricting the potential for lateral movement of wildlife;
4. Causing the degradation of the ecological functions of the ecological network or any part of it;
5. Directly or indirectly damaging or severing links between green spaces, wildlife corridors and the open countryside; and
6. Impeding links to ecological networks recognised by neighbouring planning authorities.
7. Significant adverse effect on the interest features of a designated nature conservation site.

Policy BNE11: Species Protection

Planning permission will not be granted for development which would have an adverse effect on a priority species unless the benefits of the development outweigh the need to maintain the population of the species in situ. Should development be permitted that might have an effect on a priority species planning conditions or agreements will be used to:

- a) Facilitate the survival of the individual species affected;
- b) Reduce the disturbance to a minimum; and
- c) Provide adequate alternative habitats to sustain the viability of the local population of that species

Emerging South Ribble Site Allocations and Development Management Policies Development Plan Document

Policy G16 – Biodiversity and Nature Conservation

The borough's Biodiversity and Ecological Network resources will be protected, conserved and enhanced. The level of protection will be commensurate with the site's status and proposals will be assessed having regard to the site's importance and the contribution it makes to wider ecological networks:

Regard will be had to:

- Protecting and safeguarding all designated sites of international, national, regional, county and local level importance including all Ramsar, Special Protection Areas, Special Areas of Conservation, national nature reserves, sites of special scientific interest and biological heritage sites, geological heritage sites, local nature reserves, wildlife corridors together with any ecological network approved by the Council;
- Protecting, safeguarding and enhancing habitats for European, nationally and locally important species;
- When considering applications for planning permission protecting, conserving and enhancing the borough's ecological network and providing links to the network from and/or through a proposed development site.

In addition development should have regard to the provisions set out below:

- a) The need to minimise impacts on biodiversity and providing net gains in biodiversity where possible by designing in wildlife and by ensuring that significant harm is avoided or if unavoidable is reduced or appropriately mitigated and/or, as a last resort, compensated;
- b) The need to promote the preservation, restoration and re-creation of priority habitats, ecological networks and the protection and recovery of priority species populations;
- c) Where there is reason to suspect that there may be protected habitats/species on or close to a proposed development site planning applications must be accompanied by a survey undertaken by an appropriate qualified professional;
- d) Where the benefits for development in social or economic terms is considered to outweigh the impact on the natural environment, appropriate and proportionate mitigation measures and/or compensatory habitat creation of an equal or greater area will be required through planning conditions and/or planning obligations.

Emerging Preston Local Plan 2012 - 2026

Policy EN10 – Biodiversity and Nature Conservation

In Preston, Biodiversity and Ecological Network resources will be protected, conserved, restored and enhanced:

Priority will be given to:

- i. Protecting and safeguarding all designated sites of international, national, regional, county and local level importance including all Ramsar sites, Special Protection Areas, Special Areas of Conservation, national nature reserves, sites of special scientific interest and biological heritage sites, *[PC79]* S41 Habitats of Principle Importance, geological heritage sites, local nature reserves and wildlife corridors together with any ecological network approved by the Council;
- ii. Protecting, safeguarding and enhancing habitats for European, nationally and locally important species;
- iii. The ecology of the site and the surrounding area (safeguarding existing habitats/features such as but not exclusive to trees, hedgerows, ponds and streams), unless justified otherwise.
- iv. When considering applications for planning permission, protecting, conserving, restoring and enhancing Preston's ecological network and providing links to the network from and/or through the proposed development site.

In addition development must adhere to the provisions set out below:

- a. The production of a net gain in biodiversity where possible by designing in wildlife and by ensuring that any adverse impacts are avoided or if unavoidable are reduced or appropriately mitigated and/or compensated;
- b. The provision of opportunities for habitats and species to adapt to climate change;
- c. The support and encouragement of enhancements which contribute to habitat restoration;
- d. Where there is reason to suspect that there may be protected habitats/species on or close to a proposed development site, the developer will be expected to carry out all necessary surveys in the first instance; planning applications must then be accompanied by a survey assessing the presence of such habitats/species and, where appropriate, make provision for their needs;
- e. In exceptional cases, where the need for development in social or economic terms is considered to significantly outweigh the impact on the natural environment, appropriate and proportionate mitigation measures and/or compensatory habitat creation and/or restoration will be required through planning conditions and/or planning obligations.

The following definition of what constitutes damage to natural environment assets will be used in assessing applications potentially impacting upon assets:

1. Loss of the undeveloped open character of a part, parts or all of the ecological network;
2. Reducing the width or causing direct or indirect severance of the ecological network or any part of it;
3. Restricting the potential for lateral movement of wildlife;
4. Causing the degradation of the ecological functions of the ecological network or any part of it;
5. Directly or indirectly damaging or severing links between green spaces, wildlife corridors and the open countryside; and
6. Impeding links to ecological networks recognised by neighbouring planning authorities.

Policy EN11: Species Protection

Planning permission will not be granted for development which would have an adverse effect on a protected species unless the benefits of the development outweigh the need to maintain the population of the species in situ. Should development be permitted that might have an effect on a protected species planning conditions or agreements will be used to:

- a) Facilitate the survival of the individual species affected;
- b) Reduce the disturbance to a minimum; and
- c) Provide adequate alternative habitats to sustain the viability of the local population of that species

Appendix 2: Local Requirements for Designated Sites, Priority Habitats, Ecological Networks and Other Biodiversity Features: Criteria (Trigger List) for When a Survey and Assessment are Required

If an application is likely to affect any of the Designated Sites, Key Features of the ecological Network and Priority Habitats listed in Table 1, a survey and assessment for the relevant feature must be submitted with the application, unless one of the exceptions indicated in Section F is relevant.

The Priority Habitats are Habitats of Principal Importance for Biodiversity under S.41 of the NERC Act 2006), which potentially occur in Central Lancashire. Descriptions of the individual habitats can be found on the Joint Nature Conservation Committee section of the Defra website at <http://jncc.defra.gov.uk/page-5706> .

TABLE 1

Designated Sites (as shown on the Policies Maps of the Central Lancashire Authorities)	
Internationally designated sites	Special Protection Areas (SPA) Special Areas of Conservation Ramsar Sites
Nationally designated sites	Sites of Special Scientific Interest National Nature Reserves
Regionally/locally designated sites	Biological Heritage Sites Geological Heritage Sites Ancient Woodland Local Nature Reserves Wildlife Corridors
Priority Habitats (Habitats of Principal Importance for Biodiversity under S41 of the NERC Act 2006)	
Broad habitat	Habitat name
Arable and horticulture	Arable field margins
Arable and horticulture	Traditional orchards
Boundary	Hedgerows
Coastal	Coastal saltmarsh
Coastal	Intertidal mudflats
Freshwater	Eutrophic standing waters
Freshwater	Ponds
Freshwater	Rivers
Grassland	Lowland calcareous grassland
Grassland	Lowland dry acid grassland
Grassland	Lowland meadows
Grassland	Purple moor-grass and rush pastures
Heathland	Lowland heathland

Heathland	Upland heathland
Inland rock	Inland rock outcrop and scree habitats
Inland rock	Open mosaic habitats on previously developed land
Wetland	Blanket bog
Wetland	Coastal and floodplain grazing marsh
Wetland	Lowland fens
Wetland	Lowland raised bog
Wetland	Reedbeds
Wetland	Upland flushes, fens and swamps
Woodland	Lowland mixed deciduous woodland
Woodland	Upland oakwood
Woodland	Wet woodland
Woodland	Wood-pasture and parkland
<p>Ecological Network Elements (as shown on the Lancashire Ecological Network Mapping at http://mario.lancashire.gov.uk/agsmario/)</p>	
Core Areas	
Corridors (classified as having a length of 3km or less)	
Stepping Stones	

Appendix 3: Local Requirements for Protected Species: Criteria and indicative Thresholds (Trigger List) for When a Survey and Assessment are Required

Table 2

Proposals for Development that will trigger a Protected Species Survey	Species likely to be affected and for which a survey will be required									
	Bats	Barn Owls	Breeding Birds	Great Crested Newts	Otters	Water Vole	Badger	Reptiles	Amphibians	Plants
<p>Proposed development which includes conversion, modification, demolition or removal of buildings (including hotels, schools, hospitals, churches, commercial premises and derelict buildings) which are:</p> <ul style="list-style-type: none"> • agricultural buildings (e.g. farmhouses, barns and outbuildings) of traditional brick or stone construction and/or with exposed wooden beams; • buildings with weather boarding and/or hanging tiles that are within 200m of woodland and/or water; • pre-1960 detached buildings and structures within 200m of woodland and/or water; • pre-1914 buildings within 400m of woodland and/or water; • located within, or immediately adjacent to woodland and/or immediately adjacent to 	•	•	•							

Proposals for Development that will trigger a Protected Species Survey	Species likely to be affected and for which a survey will be required									
	Bats	Barn Owls	Breeding Birds	Great Crested Newts	Otters	Water Vole	Badger	Reptiles	Amphibians	Plants
water;										
<ul style="list-style-type: none"> Dutch barns or livestock buildings with a single skin roof and board-and-gap or Yorkshire boarding if, following a preliminary roost assessment the site appears to be particularly suited to bats. 	●									
<p>Development affecting built structures:</p> <ul style="list-style-type: none"> tunnels, mines, kilns, ice-houses, adits, military fortifications, air raid shelters, cellars and similar underground ducts and structures; unused industrial chimneys that are unlined and brick/stone construction; bridge structures, aqueducts and viaducts (especially over water and wet ground). 	● ●									
<p>Floodlighting of:</p> <ul style="list-style-type: none"> churches and listed buildings, green space (e.g. sports pitches) within 50m of woodland, water, field hedgerows or lines of trees with connectivity to woodland or water; any building meeting the criteria listed in (1) above. 	● ●	● ●	● ●							
Felling, removal or lopping of:										

Proposals for Development that will trigger a Protected Species Survey	Species likely to be affected and for which a survey will be required									
	Bats	Barn Owls	Breeding Birds	Great Crested Newts	Otters	Water Vole	Badger	Reptiles	Amphibians	Plants
<ul style="list-style-type: none"> woodland; 	●		●				●			●
<ul style="list-style-type: none"> field hedgerows and/or lines of trees with connectivity to woodland or water bodies; old and veteran trees that are more than 100 years old; mature trees with obvious holes, cracks or cavities, or which are covered with mature ivy (including large dead trees). 	●		●				●			●
<p>Proposals affecting water bodies:</p> <ul style="list-style-type: none"> in or within 200m of rivers, streams, canals, lakes, reed beds or other aquatic habitats 	●		●		●	●			●	●
<p>Proposals located in or immediately adjacent to:</p> <ul style="list-style-type: none"> quarries or gravel pits natural cliff faces and rock outcrops with crevices or caves and swallets. 	●		●					●		
Proposals for wind farm developments of multiple wind turbines and single wind turbines	●									
Proposed development affecting any type of buildings, structures, feature or location where protected species are known to be present	●	●	●	●	●	●	●	●	●	●

Appendix 4: Ecological Survey Seasons

Table 3 Ecological Survey Seasons

Optimal Time



Extending Into



	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Badgers		Optimal Time			Extending Into					Optimal Time	Extending Into	
Bats (Hibernation Roosts)	Optimal Time										Optimal Time	
Bats (Summer Roosts)				Extending Into	Optimal Time				Extending Into			
Bats (Foraging/ Commuting)				Extending Into	Optimal Time				Extending Into			
Birds (Breeding)			Optimal Time			Extending Into						

Birds (Over-Wintering)											
Great Crested Newts			TERRESTRIAL								
			AQUATIC								
Otters											
Reptiles											
Water Voles											
White Clawed Crayfish											
Habitats/ Vegetation			WOODS								

Appendix 5: Suggested Content of Ecological Surveys

Table 4: Suggested content of ecological surveys and assessments:

Suggested heading	Content to be included
Summary sheet	Include the date of survey, OS grid reference, main findings, conclusions and recommendations for mitigation where necessary.
Introduction:	Aims and objectives of the survey and report Site location- include maps, aerial photos and OS Grid reference Site description- include area measurement of the application site, current use/previous use if abandoned, Description of the proposed works- ensure that any survey work is conducted correctly.
Methodology:	Desk Study: List all sources used, if no desk study has been undertaken explain why. The main sources of species records and local site designations should be LERN to ensure the most accurate resolution. LERN can advise if there are species groups or data sets available from other organizations. Ecological Network mapping can be found on the Lancashire County Council mapping at http://mario.lancashire.gov.uk/agsmario/ Field Survey Date of survey Methodology used e.g. BCT Bat survey guidelines. Evidence that the survey has been tailored to the specific site conditions Weather conditions Names and details of surveyors List of equipment used by surveyors.
Limitations of survey:	Explain any limitations to the survey work in full (e.g. difficulties accessing areas)
Results:	State the findings of the survey including: What identified statutory or non-statutory wildlife sites are present on or within the vicinity of the development site What elements of the Lancashire Ecological Network are present on or within the vicinity of the development site What habitats are present at the survey and are they locally/national important What adjacent habitats exist: immediately adjacent to the site or in the wider landscape, and whether good connectivity is evident, including for ecological networks Will the development have an impact on ecological networks as detailed in this SPD? How will the development impact? (minimally/ to a large extent/ will the ecological network function around the development etc.) Potential for European Protected Species (EPS) to use the site. Evidence of EPS using the site What evidence was found Where the evidence was found

	<p>Whether identification of the species is possible</p> <p>Understanding of species' use of the site, not just their presence/absence</p> <p>Evidence of other protected species using the site</p> <p>Nerc Act S41 lists species and habitats of principal importance</p> <p>Locally important species using the site e.g. any Lancashire BAP or BAP Long List species</p> <p>What? Where? How many?</p> <p>How will the development impact? (minimally/ to a large extent/ will the ecological network function around the develop etc.)</p>
Conclusions:	<p>Assess significance of any habitats/species within or adjacent to the site that could be affected</p> <p>Give professional judgement as to how development will impact on the ecology of the site, including any function in terms of ecological network, based on the evidence found during survey</p> <p>Ensure all plans, appendices and photos are fully referenced for clarity</p> <p>State if a further survey is required, what this is to consist of and when it should be carried out.</p> <p>Can all expected impacts be mitigated for?</p> <p>Recommend mitigation clearly, to ensure no adverse impacts on habitats/species</p> <p>State if any part of the proposed development could have an adverse impact which it would not be possible to mitigate against.</p>
Recommendations:	<p>Timing of works to reduce adverse impacts</p> <p>Specific mitigation designed to remove or reduce impacts on named habitats or species.</p>
Mitigation:	<p>Mitigation must be designed specifically to avoid or reduce the impacts of the development on the ecology of the site and its surroundings (don't give 'broad brush' or 'worst case scenario' solutions).</p> <p>Give examples where you have found this type of mitigation successful, if it is particularly innovative.</p> <p>Mitigation strategy should build on cumulative national and international knowledge</p> <p>Note any mitigation proposal may also need approval relating to landscape design.</p> <p>For large schemes, detail how monitoring will be built into the timescale to keep a check on success and make provision for small adjustment to ensure effectiveness</p> <p>If mitigation is designed for EPS it must be likely to satisfy the Natural England licencing criteria</p> <p>If a licence is likely to be refused the LPA cannot issue a planning permission</p> <p>What mitigation can be put in place to ensure that the development has minimal impact on ecological networks, if relevant?</p>
Enhancement:	<p>This is over and above mitigation</p> <p>Design for named habitats/species State the findings of the survey including:</p> <p>What habitats are present at the survey and are they locally/national important</p> <p>What adjacent habitats exist: immediately adjacent to the site or in the wider landscape, and whether good connectivity is evident</p> <p>Potential for European Protected Species (EPS) to use the site.</p> <p>Evidence of EPS using the site:</p> <p>What evidence was found</p> <p>Where the evidence was found</p> <p>Whether identification of the species is possible</p> <p>Understanding of species' use of the site, not just their presence/absence</p>

	Evidence of other protected species using the site Nerc Act S41 lists species and habitats of principal importance What? Where? How many?
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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources)	Executive Cabinet	28 August 2014

REVENUE AND CAPITAL BUDGET MONITORING 2014/15 REPORT 1 (END OF JUNE 2014)

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 2014/15.

RECOMMENDATION(S)

2. Note the full year forecast position for the 2014/15 revenue budget and capital investment programme.
3. Request Council approval to transfer £100k of additional income from Market Walk to invest in the Town Centre Grants Programme and that any surplus additional income, currently forecast to be around £163k, be divided on a 80:20 basis between two reserves: the equalisation reserve to smooth any fall in forecast income from Market Walk in future years; and the change management reserve which would assist in funding future organisational change.
4. Note the forecast position on the Council's reserves.
5. Request Council approve a £30k increase to the Adlington Play and Recreation budget in the capital programme, funded from Section 106 contributions.
6. Request Council approve the proposed re-profiling of the Capital Programme to better reflect delivery in 2014/15.

EXECUTIVE SUMMARY OF REPORT

7. The projected revenue outturn currently shows a forecast underspend of £88,000 against budget (excluding additional net income from Market Walk). No action is required at this stage in the year.
8. The latest forecast excludes any variation to projected expenditure on investment items added to the budget in 2014/15. These projects are forecast to fully expend in 2014/15 and should there be any balances remaining at year end they will be transferred into specific reserves and matched to expenditure in future years.
9. In the 2014/15 budget the expected net income from Market Walk is £543k. The latest projection – after taking into consideration £190k reserved to fund feasibility costs of the proposed extension and £100k to be transferred to fund further Town Centre Investment – is £706k. It is proposed that the £163k surplus be transferred to reserves, allocated 80:20 between the change management reserve and the Market Walk income equalisation reserve.

10. The forecast of capital expenditure in 2014/15 is £13.014m. This figure includes £6.650m to finance the Chorley East Health Centre.
11. The Council expected to make overall target savings of £130k in 2014/15 from management of the establishment. Savings of £100k have already been achieved for the year, with the remaining balance expected to be achieved over the coming months.
12. The Council’s Medium Term Financial Strategy proposed that working balances were to be maintained at a level no lower than £2.0m due to the financial risks facing the Council. The current forecast to the end of June shows that the General Fund balance could be around £2.277m.
13. It is intended that any costs associated with the authority seeking unitary status will be financed by use of the Council’s change management reserve of £261k should this be approved.

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)

14. To ensure the Council’s budgetary targets are achieved.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

15. None.

CORPORATE PRIORITIES

16. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	√
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

17. The latest revenue budget is £15.547m. This has been amended to include approved slippage from 2013/14 and any transfers from reserves. The significant additions to the budget include:

- £220,730 slippage from 2013/14
- £71,270 residual balance from the Neighbourhood pump priming budget.
- £56,500 residual balance from the Environmental Clean-ups budget.
- £100,000 2013/14 Investment budget for Play area improvements
- £44,760 balance of 2013/14 Investment budget for Neighbourhood Working.

18. A full schedule of the investment budgets carried forward from 2013/14 and the new investment budgets introduced in the 2014/15 budget are shown below; and with expenditure to date and officer comments in Appendix 2 (for capital items see Appendix 4).

Investment Area (Revenue)	2013/14 Investment b/f	2013/14 Recurrent Investment	2014/15 New Investment
Deliver Agreed Neighbourhood Priorities	44,760		50,000
16/17 year old drop in scheme			21,000
Britain in Bloom			10,000
Connecting Communities through food			12,000
Meals on Wheels Service			30,000
Expand the food bank			15,000
Extension & improvement of street furniture	6,340		35,000
Play and Open Space Strategy	100,000	100,000	50,000
Free Swimming			8,000
British Cycling, Tour of Lancashire			20,000
Mediation service for Anti-Social Behaviour disputes			7,000
Employee Health scheme			20,000
Campaigns and events			20,000
Chorley Council energy advice switching service			15,000
Inward investment delivery	253,600		100,000
Town Centre Masterplan			35,000
Support the expansion of local businesses (BIG grant)	46,620		45,000
Business Start-up (Grant and Loan)			67,000
Town Centre & Steeley Lane Pilot Action Plans			100,000
Unify Credit Union	9,000	50,000	
Private Property Improvement Scheme	48,030		
Joint employment initiative with Runshaw College	29,370		
Community development and volunteering	28,230	50,000	
Support to the VCFS Network		15,000	
	565,950	215,000	660,000

Investment Area (Capital)	2013/14 Investment b/f	2014/15 New Investment
Regeneration – Car park resurfacing and Market Street Redevelopment	407,000	
Regeneration Projects		100,000
Astley Hall & Park Development:	133,000	324,000
- 2013/14 carry forward	133,000	
- Astley Play Area		50,000
- Event Parking		100,000
- Events Staging		5,000
- Footpath Lighting		40,000
- Sensory Garden		35,000
- Street Furniture		18,000
- Steps & Footpath Improvements		15,000
- Other Proposals		61,000
	540,000	424,000

19. The Council's approved revenue budget for 2014/15 included target savings of £130,000 from management of the staffing establishment.
20. It was recommended in the June Provisional Revenue and Capital Outturn Report that the £326k net income from Market Walk in 2013/14 was split between the Change Management Reserve and Income Equalisation Reserve on a 80:20 basis. A sum of £261k was subsequently allocated to the Change Management Reserve to assist in funding future organisational change.
21. Set out in Appendix 1 is the provisional outturn position for the Council based upon actual spend in the first three months of the financial year and adjusted for future spend based upon assumptions regarding vacancies and service delivery.
22. The latest forecast of capital expenditure in 2014/15 is £13.014m. Explanations for the changes to the previously reported position in June 2014, as part of the 2013/14 Outturn Report, 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 three 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 Council expected to make overall target savings of £130,000 in 2014/15 from management of the establishment. Staffing vacancy savings have already been achieved following the recent departmental restructures in Customer & ICT Services, Health, Environment & Neighbourhoods, Housing and Legal Services. The savings have been achieved from a number of factors including vacant posts in the first few months of the year and new starters commencing on scale points lower than budgeted. As a result, corporate savings of £100,000 have already been realised for 2014/15, which leaves £30,000 to be achieved by the end of the year.
24. The projected outturn shown in Appendix 1 forecasts an underspend compared to budget of around £88,000 (excluding any additional net income from Market Walk). The significant variances from the Cash Budget are shown in the table below. Further details are contained in the service unit analysis available in the members' room.

ANALYSIS OF MOVEMENTS**Table 1 – Significant Variations from the Cash Budget**

Note: Savings/underspends are shown as ().

	£'000	£'000
Expenditure:		
Staffing costs	(43)	
Waste Contract	(16)	
Mailroom Services (Revenues & Benefits)	(13)	
Leisure Contract Capital Recharge	20	
Property Searches Settlement	<u>66</u>	14
Income:		
Market Rents	(34)	
Legal Fees income	(10)	
Supporting People Income	(10)	
Parking Fees	25	
Cotswold Rent Income	23	
Bengal Street Depot – rent/service charge	<u>11</u>	5
Other:		
Housing & Council Tax Benefits	(68)	
Other minor variances	<u>(39)</u>	(107)
Net Movement		(88)

25. The forecast saving of £43,000 on staffing costs shown in the table above is in addition to the contribution of £100,000 already made to meet the corporate savings target for 2014/15. The additional saving is a result of vacant posts remaining in the establishment following the departmental restructures being implemented.
26. The Council's waste collection contract with Veolia is subject to inflationary increases in charges with effect from April each year, using the measure for RPIX in March. The actual RPIX figure was lower than the 3% assumed in the budget for 2014/15 and this has generated a saving of around £16,000 for the year.
27. The Council has negotiated a new contract with Northgate Information Solutions for providing mailroom services relating to the on-line scanning and indexing of Housing & Council Tax benefits documents. This has resulted in a saving of £13,000 to the Council.
28. The Council's leisure centre's contract with Active Nation for 2014/15 included a sum of £25,000 for project management costs to work on capital schemes throughout the year and charge the cost of that time to the Capital Programme. One of the main schemes was roof works which is now anticipated to start towards the end of the current financial year and run into 2015/16. As a consequence, it now seems likely that there will be minimal staff time that qualifies for a revenue recharge to capital this year resulting in a shortfall of around £20,000.
29. Legislation introduced by central government and subsequently repealed in relation to property search fees has given rise to a legal claim against the Government and local authorities for restitution from property search companies. A settlement negotiated by Bevan Brittan Solicitors, having been procured by the Local Government Association (LGA)

to act on Chorley's behalf along with 369 other English and Welsh local authorities, estimates the Council's liability to be £89,799.68 excluding interest and a contribution to the claimants' costs. As such a total cost of £100k is estimated and has been included in the latest forecast of 2014/15 outturn. At the time of repeal the Government provided local authorities with a grant to contribute to any future claims. The council received £34,350 which has been held in a specific reserve; the balance of £65,650 has been included as an in-year adverse variation.

30. With markets at full capacity, the Council is generating additional income from Market Rents. Income levels continue to remain high as we saw throughout 2013/14 and based on quarter 1 results, this is forecast to continue in 2014/15. If these levels are maintained for the full year, additional income of around £34,000 should be achieved.
31. The Council's budget for legal fees income was set at £30,000 for 2014/15 and was based on actual income received over previous years. Income levels throughout 2013/14 were higher than budgeted, mainly as a result of S106 related issues and this trend has continued into the new financial year. As a result, an additional £10,000 income is now forecast in 2014/15.
32. The Council currently receives Supporting People Grants from Lancashire County Council which help to finance various Housing initiatives such as support to tenants at Cotswold House, Home Improvement Agency and the provision of Handyperson services under the Preston Care and Repair Scheme. At the time of setting the budget for 2014/15 it was still unclear as to what level of funding would be agreed by LCC for the coming year. The assumptions included in the budget were that Home Improvement grant income held in reserve from previous years would finance the 2014/15 work undertaken by Preston Care and Repair, as the LCC funding of around £28,000 was expected to end for this initiative. It was anticipated that funding for the other schemes would reduce by around 5% for the coming year. I am pleased to report that LCC have now confirmed that there will be no reduction in funding for 2014/15, resulting in additional income of around £10,000. As the funding will also continue for the Care and Repair Scheme, the £28,000 budgeted use of reserves will not be required and this sum can now remain in the reserve to fund the service for an extra year if required.
33. As part of the budget package for 2014/15, £100,000 was added to the budget to allow the administration to continue with the revised car parking tariff that was introduced to promote the use of the Town Centre. As reported in budget monitoring towards the end of last year, and after the 2014/15 budget had been approved, the full year effect of the new tariff is now estimated to be around £125,000. Income levels for the first quarter have continued at the same level and the initial forecast is for a shortfall of £25,000 for 2014/15.
34. Cotswold House is currently undergoing a programme of building works that will result in a number of rooms being out of commission for a period of time. As a consequence, there will be a loss of rental income whilst the rooms are unavailable this year. It is estimated at this stage that the shortfall in income will be around £23,000.
35. A report to Executive Cabinet on 21st March 2013 outlined the benefits of sharing the Bengal St Depot site with registered charity Recycling Lives. The proposals detailed the potential budget savings of £86,000 going forward from shared site costs and rental income. Based on these proposals, the Council's budget for 2014/15 included a total sum of around £45,000 for the first year savings/rental income – the 2013/14 budget had included savings of £11,000 due to sharing business rates and an additional £20,000 is due to be realised in 2015/16 from a profit sharing agreement. As the final details of the lease are being agreed it is unlikely that full year savings will be realised this financial year and so a loss of income of around £11,000 is forecast for the first quarter.
36. 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 first quarter continue to show an increase in the level of benefits overpayments recovered as a result of pro-active investigation work. As a result, the initial forecast is for additional income of around £74,000 against the 2014/15 budget.

MARKET WALK

37. The budgeted net rental income from the Market Walk in 2014/15 is £543k. The latest forecasts estimate the Council will receive an additional £453k. This is due to the letting of two vacant units, savings to operational costs and reduced costs of financing the acquisition.
38. Of the additional income forecast it is proposed to use £190k to fund design, planning and feasibility costs in relation to the extension to Market Walk and to transfer £100k to finance further investment in the Town Centre through the Town Centre Grants Programme to continue the Council's support of new local businesses through the award of shop front and shop floor grants.

Table 2: Market Walk Income Forecast (June 2014)

	2014/15 Budget	2014/15 Jun-14 Forecast	2014/15 Variance
Income Budget			
Gross Income	(1,759,827)	(1,793,493)	(33,667)
Expenditure Budget			
Operational costs and financing	1,216,630	797,084	(419,546)
	(543,197)	(996,409)	(453,213)
Commitments			
Market Walk Extension - design / feasibility costs	0	190,000	190,000
Reserved for Town Centre Investment	0	100,000	100,000
Net Income	(543,197)	(706,409)	(163,213)
Transfer to reserve as per 2014/15 Budget Report			
Equalisation Reserve (annual contribution)	50,000	50,000	0
Asset Management re Market Walk	50,000	50,000	0
Revised Net Income	(443,197)	(606,419)	(163,213)

39. The approved budget made provision for a £50k transfer to reserve to fund asset maintenance costs outside of the service charge agreement and a £50k transfer to an equalisation account to build up a reserve to fund any future reduction to income levels. Should these amounts remain unchanged, based on current forecasts the revised net income will exceed budgeted estimates by £163k in 2014/15.
40. It is proposed that the additional income of £163k is transferred to reserves, allocated on the 80:20 basis in line with previous allocations, between the Market Walk income equalisation reserve and the change management reserve.

GENERAL FUND RESOURCES AND BALANCES

41. With regard to working balances, and as per Appendix 1, we started the year with a balance of £2.189m. The approved MTFs proposes that working balances are to be no lower than £2.0m given the budgetary challenges facing the Council. The current forecast to the end of June shows that the General Fund closing balance will be around £2.277m as detailed in the table below.

Table 3 – Movement in General Fund Balance

General Balances	£m
Opening Balance 2014/15	2.189
Provisional revenue budget underspend	0.88
Forecast General Fund Balance 2014/15	2.277

42. In June of this year, the Council approved the transfer of £326k net income from Market Walk in 2013/14 between the Change Management Reserve and Income Equalisation Reserve. A sum of £261k was subsequently allocated to the Change Management Reserve to assist in funding future organisational change. It is proposed that this reserve is used to finance any costs to the Council associated with the authority seeking unitary status if approved.
43. Appendix 3 provides further information about the specific earmarked reserves and provisions available for use throughout 2014/15.

RETAINED BUSINESS RATES

44. The Business Rates Retention (BRR) scheme was introduced in April 2013. It provides a direct link between business rates growth or decline, and the amount of money the council has to spend on local people and local services. The Council is able to keep a proportion of business rates revenue, as well as growth generated on that revenue, within their local area. Conversely any decline in Business Rates revenue levels reduces the income received by the Council.
45. The calculation of the Business Rates expected to be retained (which was included in the 2014/15 approved budget) and a comparison with our latest forecast for the year is outlined below. The council receives resources for the year based on the initial estimate of business rates income included in the budget at the start of the financial year. Any change, be it a surplus or deficit, will normally be realised in the following two years.

Table 4 – Business Rates Income Projection

	Budget 2014/15 £000	June Forecast 2014/15 £000	Variance £000	
Net Rate Yield (after deducting reliefs, cost of collection and appeals)	27,015	27,196	181	1% growth forecast in 2014/15
<i>Calculation of Chorley retained income:</i>				
Retained by Chorley (before tariff/levy)	10,806	10,878	72	CBC retain initial 40% of income collected before further deductions Fixed deduction to Central Government Reduction calculated against excess collected over base funding level
Tariff to Central Government	(7,646)	(7,646)	0	
Levy to Central Government	(620)	(683)	(63)	
Estimated retained business rates	2,540	2,549	9	
Section 31 Grant	753	753	0	
Retained Rates and Section 31 Grant	3,293	3,302	9	
<u>Budget split:</u>				
Base Funding Level	2,619	2,619	0	Included in the budget to smooth future years fluctuations in income
Growth included in base budget	171	171	0	
Growth earmarked for Business Rates Reserve	503	512	9	
	3,293	3,302	9	

46. The latest information of income yield – net of costs for reliefs, cost of collection, bad debt and estimated appeals – is a small increase in Chorley's share of retained rates of £9k. At this stage the monitoring of performance against budgeted estimates for the local retention of business rates is subject to change due to the volatility of variables such as the outcome of outstanding appeals. These latest estimates indicate we are meeting expectations included in the budget however further fluctuations will be closely monitored and any significant variances reported in the next monitoring report to Cabinet.
47. 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 and Empty Property Relief. DCLG have confirmed that the Council will receive £753k as section 31 grant in relation to reliefs in 2014/15.

SECTION B: CURRENT FORECAST POSITION – CAPITAL

48. The Capital Budget for 2014/15 to 2016/17 as approved at Special Council in February and taking into account amendments reported to the Executive in June within the 2013/14 Outturn Report is as follows:
 - 2014/15: £12.897m
 - 2015/16: £1.305m
 - 2016/17: £0.390m
49. Capital expenditure and commitments raised as of 30th June 2014 are £1.060m. This represents 17% delivery against the 2014/15 budget (excluding the £6.65m earmarked for the Chorley East Health Centre). It is expected that with many schemes now on site that expenditure will accelerate throughout the remainder of the year.

Amendments

50. Executive Cabinet is asked to approve the following addition to the capital budget:
 - We have received a section 106 contribution of £30k to be spent on equipped play space. It is proposed to allocate this funding, in line with the terms of use, to the Adlington Play Facilities Project.
51. The purchase of Market Gazebos for £10k. The markets are at full capacity and the lack of additional gazebos is preventing further stall allocation for the Tuesday market. The new gazebos would also be available for hiring out at other times during the week.
52. In March 2014 Executive Cabinet approved the appointment of P.J. Services to carry out phase 5 works to Cotswold Supported Housing. Since then, further works have been identified including temporary accommodation and CCTV, the requirement for a new alarm system and full electrical re-wire. These costs in total add a further £375k to the initial contract price as per the March report.
53. The increase in cost can be funded through the use of capital budgets that have already been approved. Pending the Cabinet approval the following budget transfers will be actioned: £72k will be transferred from the Council's Asset Management budget; £47k from the affordable housing budget; and £256k from the previously uncommitted Housing renewal budget funded from the carry forward of Regional Housing Pot.
54. The Disabled Facilities budget for the adaptation of disabled peoples' homes previously contained only the grant allocations approved from Central Government. In previous years this has been supplemented by the Council's own funding. It is recommended that the budget in 2014/15 and 2015/16 be increased to £405k and £420k respectively and the additions financed from the remaining Regional Housing Pot funding.

55. If all the recommendations above are approved the revised capital programme will be as summarised below and as presented in Appendix 4:
- 2014/15: £13.014m (includes £6.65m for Chorley East Health Centre)
 - 2015/16: £1.228m
 - 2016/17: £0.390m

IMPLICATIONS OF REPORT

56. 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

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

COMMENTS OF THE MONITORING OFFICER

58. 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	29/07/14	Revenue and Capital Budget Monitoring 2014-15 Report 1

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
General Fund Revenue Budget Monitoring 2014/15 Forecast to end of June 2014	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	5,715,980	(1,063,130)	14,300	119,132	4,786,282	(50,000)		4,736,282	4,677,110	(59,172)	-1.2%
Customer & Advice Services	1,048,820	985,900	7,340	113,860	2,155,920	(30,000)		2,125,920	2,105,240	(20,680)	-1.0%
Public Protection, Streetscene & Community	6,459,780	77,230	(21,640)	370,540	6,885,910	(20,000)		6,865,910	6,868,200	2,290	0.0%
Directorate Total	13,224,580	-	-	603,532	13,828,112	(100,000)	-	13,728,112	13,650,550	(77,562)	-0.6%
Budgets Excluded from Directorate Monitoring:											
Pensions Account	244,380				244,380			244,380	244,380	-	-
Pensions Deficit Recovery (Fixed Rate)	709,600				709,600			709,600	709,600	-	-
Benefit Payments	91,040				91,040			91,040	22,347	(68,693)	-75.5%
Market Walk	(542,000)				(542,000)			(542,000)	(542,000)	-	-
Corporate Savings Targets											
Management of Establishment	-			(130,000)	(130,000)	100,000		(30,000)	-	30,000	-100.0%
Reduction in Pension Rate	-			-	-			-	0	-	-
Efficiency/Other Savings	-			-	-			-	0	-	-
Total Service Expenditure	13,727,600	-	-	473,532	14,201,132	-	-	14,201,132	14,084,877	(116,255)	-0.8%
Non Service Expenditure											
Contingency Fund	-				-			-	0	-	-
Contingency - Management of Establishment	(130,000)			130,000	-			-	0	-	-
Efficiency/Other Savings	-				-			-	0	-	-
Revenue Contribution to Capital	424,000				424,000			424,000	424,000	-	-
Net Financing Transactions	357,240				357,240			357,240	357,240	-	-
VAT Shelter Income	-				-			-	0	-	-
Transfer to Earmarked Reserve - VAT Shelter Income	-				-			-	0	-	-
Parish Precepts	564,710				564,710			564,710	564,713	3	
Total Non Service Expenditure/Income	1,215,950	-	-	130,000	1,345,950	-	-	1,345,950	1,345,953	3	
Total Expenditure	14,943,550	-	-	603,532	15,547,082	-	-	15,547,082	15,430,830	(116,252)	-0.7%
Financed By											
Council Tax	(6,462,660)				(6,462,660)			(6,462,660)	(6,462,669)	(9)	
Grant for freezing Council Tax 2014/15	(66,250)				(66,250)			(66,250)	(66,138)	112	
Revenue Support Grant	(2,998,550)				(2,998,550)			(2,998,550)	(2,998,546)	4	
Retained Business Rates	(2,531,460)				(2,531,460)			(2,531,460)	(2,531,460)	-	
Government S31 Grants (Small Business Rate Relief)	(752,580)				(752,580)			(752,580)	(752,580)	-	
Business Rates Retention Reserve	502,940				502,940			502,940	502,940	-	
New Homes Bonus	(2,629,750)				(2,629,750)			(2,629,750)	(2,629,818)	(68)	
New Burdens Grant	(16,400)				(16,400)			(16,400)	(16,402)	(2)	
Collection Fund (Surplus)/Deficit	(35,840)				(35,840)			(35,840)	(35,848)	(8)	
Use of Earmarked Reserves - capital financing	-				-			-	-	-	
Use of Earmarked Reserves - revenue expenditure	47,000			(603,532)	(556,532)			(556,532)	(528,532)	28,000	
Budgeted Contribution to General Balances	-				-			-	-	-	
Total Financing	(14,943,550)	-	-	(603,532)	(15,547,082)	-	-	(15,547,082)	(15,519,053)	28,029	-0.2%
Net Expenditure	-	-	-	-	-	-	-	-	(88,223)	(88,223)	
General Balances Summary Position				Target	Forecast						
				£	£						
General Fund Balance at 1 April 2014				2,000,000	2,188,920						
Budgeted Contribution to General Balances					0						
Provisional (Over)/Under Spend					88,223						
Forecast General Fund Balance at 31 March 2015				2,000,000	2,277,143						

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Appendix 2: Investment Areas

Investment Area (Revenue)	2013/14 Investment	2013/14 Recurrent Investment	2014/15 New Investment	2014/15 Total Investment Budget	2014/15 Spend to date	2014/15 Balance	Further Information
Deliver Agreed Neighbourhood Priorities	44,760		50,000	94,760	18,856	75,904	Supporting neighbourhood projects over and above business as usual
16/17 year old drop in scheme			21,000	21,000	9,500	11,500	Homeless 16 /17 years olds are provided with service/support by the Key youth charity.
Britain in Bloom			10,000	10,000	7,500	2,500	The Council won the Gold Award for the Best Small City category at the 2013 North-West In-Bloom Awards and has subsequently been entered to represent the North-West for this category in the national Britain In-Bloom awards in 2014
Connecting Communities through food			12,000	12,000		12,000	The project will collate intelligence, investigate solutions and evaluate options with a focus on food based initiatives such as luncheon clubs and community kitchens. The project will then develop and implement a programme of initiatives to help overcome social isolation in the borough. Commencing the end of the summer.
Meals on Wheels Service			30,000	30,000	1,758	28,242	Delivery of hot meals to older vulnerable people.
Expand the food bank			15,000	15,000	7,500	7,500	This project will look to enhance the existing facility to enable it to cope with, and support a reduction in longer term demand
Extension & improvement of street furniture	6,340		35,000	41,340		41,340	Continuation of the street furniture /litter bin replacement with a further 150 bins over a two year period 2014/15 and 2015/16. Orders due to be placed during the next quarter.
Play and Open Space Strategy	100,000	100,000	50,000	250,000		250,000	Astley Park Play Area Improvements; King George V play area improvements; Play, Open Spaces and Playing Pitch Strategy. Planning decision due on Astley in September and build will commence from October through to March. Work on King George and the Strategy to start in Q4.
Free Swimming			8,000	8,000	7,500	500	Free swimming for 16 year olds and under during the summer school holiday period (Monday to Friday)
British Cycling, Tour of Lancashire			20,000	20,000	10,000	10,000	British Cycling Partnership Agreement 2014/17
Mediation service for Anti Social Behaviour disputes			7,000	7,000		7,000	This project will introduce a scheme to refer parties into mediation where appropriate and will be assessed over the course of the year in terms of success and impact. Currently at procurement stage.
Employee Health scheme			20,000	20,000	3,979	16,021	Continuation of a Health Cash Plan funded by the council. The council pays a fixed contribution per employee which then enables employees to claim back the costs of health related treatments such as dental charges, eye tests and glasses, consultant appointments, professional therapy and many other benefits
Campaigns and events			20,000	20,000	15,000	5,000	Christmas events, Picnic in the Park and other promotional activity in the borough.
Chorley Council energy advice switching service			15,000	15,000	1,650	13,350	Energy switching support service as part of a proactive approach to ensuring that residents of Chorley are on the most cost effective energy tariff
Inward investment delivery	253,600		100,000	353,600	103,817	249,783	Includes: Market Street Shops refurbishment; Inward investment events; Choose Chorley Grant funding.
Town Centre masterplan			35,000	35,000		35,000	Key actions will include detailed master planning of the Fleet Street development and preparation of a prospectus for the civic quarter
Support the expansion of local businesses (BIG grant)	46,620		45,000	91,620	38,395	53,225	Supporting the expansion of local businesses.
Business Start-up (Grant and Loan)			67,000	67,000	910	66,090	Developing the current scheme to deliver a more sustainable support mechanism for business start-ups through moving away from a straight, non-repayable grant into a hybrid grant/loan scheme. Budget remaining from 2013/14 has been spent and applications have been forthcoming for the new scheme.
Town Centre & Steeley Lane Pilot Action Plans			100,000	100,000		100,000	Two year pilot programme of local area projects within the town centre/Steeley Lane areas of Chorley. To date £80k identified for CCTV, new pavements and public realm to be implemented this financial year.
Unify Credit Union	9,000	50,000		59,000	18,400	40,600	Three year recurring budget from 2013/14, contribution to rent and staffing costs of the Credit Union in the Town Centre
Private Property Improvement Scheme	48,030			48,030		48,030	Budget earmarked to make good properties that have fallen into disrepair.
Joint employment initiative with Runshaw College	29,370			29,370	29,370	0	Two-year programme assisting employers through grant assistance to help overcome some of the obstacles in employing an Apprentice.
Community development and volunteering	28,230	50,000		78,230	18,175	60,055	Working with the social enterprise SPICE. 75 local organisations/community groups using time credits involving 750 volunteers
Support to the VCFS Network		15,000		15,000	7,500	7,500	Used to help strengthen the infrastructure and support for third sector organisations.
	565,950	215,000	660,000	1,440,950	299,810	1,141,140	

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Appendix 4 - Capital Programme (June 2014)

	2014/15 Previous Forecast	2014/15 Current Forecast	2014/15 Variance	2015/16 Previous Forecast	2015/16 Current Forecast	2015/16 Variance	2016/17 Previous Forecast	2016/17 Current Forecast	2016/17 Variance	2014/15 to 2016/17 Previous Forecast	2014/15 to 2016/17 Current Forecast	2014/15 to 2016/17 Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Asset Improvement Programme												
Contribution to Cotswold Refurbishment	0	72	72	0	0	0	0	0	0	0	72	72
Other Asset Improvements	200	128	-72	200	200	0	200	200	0	600	528	-72
Regeneration Programme												
Market Street Redevelopment	1,000	1,000	0	0	0	0	0	0	0	1,000	1,000	0
Other Regeneration Projects	300	300	0	0	0	0	0	0	0	300	300	0
Car Park Resurfacing	358	358	0	0	0	0	0	0	0	358	358	0
Market Street Refurbishment (98-102)	32	32	0	0	0	0	0	0	0	32	32	0
Bengal Street Grant 2013-14	40	40	0	0	0	0	0	0	0	40	40	0
Chorley East Health Centre	6,650	6,650	0	0	0	0	0	0	0	6,650	6,650	0
HR Management System	15	15	0	0	0	0	0	0	0	15	15	0
Chorley Market Gazebos	0	10	10	0	0	0	0	0	0	0	10	10
Total Chief Executives	8,595	8,605	10	200	200	0	200	200	0	8,995	9,005	10
Affordable Housing Projects												
Halliwell Street	77	77	0	0	0	0	0	0	0	77	77	0
St George's Street	272	272	0	0	0	0	0	0	0	272	272	0
Beaconsfield Terrace	74	27	-47	0	0	0	0	0	0	74	27	-47
Housing Renewal	380	83	-297	127	0	-127	0	0	0	507	83	-424
Disabled Facilities Grant	305	405	100	370	420	50	0	0	0	675	825	150
Cotswold House Improvements	146	466	320	0	0	0	0	0	0	146	466	320
Bengal Street Depot Accommodation	75	75	0	0	0	0	0	0	0	75	75	0
Home Energy Repair Grants	3	3	0	0	0	0	0	0	0	3	3	0
Climate Change Pot	7	7	0	0	0	0	0	0	0	7	7	0
Thin Client Implementation	47	47	0	0	0	0	0	0	0	47	47	0
Unified Intelligent Desktop	3	3	0	0	0	0	0	0	0	3	3	0
Total Customer and Advice Services	1,388	1,465	77	497	420	-77	0	0	0	1,885	1,885	0
Astley Hall & Park Development Programme												
Astley Hall Farmhouse	78	78	0	0	0	0	0	0	0	78	78	0
Other Astley Hall & Park Development	360	360	0	0	0	0	0	0	0	360	360	0
Astley Hall & Park Development (New Investment)	324	324	0	218	218	0	0	0	0	542	542	0
Adlington Play Facilities (s106)	103	133	30	0	0	0	0	0	0	103	133	30
Big Wood Reservoir	12	12	0	0	0	0	0	0	0	12	12	0
Clayton Brook Village Hall Extension	130	130	0	0	0	0	0	0	0	130	130	0
Eaves Green Play Development (s106)	178	178	0	0	0	0	0	0	0	178	178	0
Leisure Centres Improvements	59	59	0	275	275	0	75	75	0	409	409	0
Play & Recreation Fund (s106)	24	24	0	0	0	0	0	0	0	24	24	0
Play Recreation POS Projects (s106)	155	155	0	0	0	0	0	0	0	155	155	0
Rangletts Recreation Ground (s106)	365	365	0	0	0	0	0	0	0	365	365	0
Recycling receptacles	110	110	0	115	115	0	115	115	0	340	340	0
Buckshaw Village Cycle Network (s106)	11	11	0	0	0	0	0	0	0	11	11	0
Buckshaw Village Rail Station (s106)	726	726	0	0	0	0	0	0	0	726	726	0
Eaves Green Link Road - contbn to LCC - (s106)	80	80	0	0	0	0	0	0	0	80	80	0
Highway Improvements Pilling Lane Area (s106)	150	150	0	0	0	0	150	0	0	150	150	0
Puffin Crossing Collingwood Letchworth (s106)	48	48	0	0	0	0	0	0	0	48	48	0
Yarrow Valley Country Park Reservoir Work	2	2	0	0	0	0	0	0	0	2	2	0
Total Public Protection, Streetscene and Community	2,914	2,945	30	608	608	0	190	190	0	3,712	3,743	30
Total Capital Programme	12,897	13,014	117	1,305	1,228	-77	390	390	0	14,592	14,632	40

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Analysis of Reserves and Provisions 2013/14

Reserve or Provision	Purpose	Opening Balance 01/04/14 £	Other Transfers 2014/15 £	Forecast Use in 2014/15 £	Forecast Balance 31/03/15 £	Notes
Reserves						
General Fund Balance		2,188,920	153,870		2,342,790	(1)
Change Management Reserve	Unused balance from 2012/13	6,600			6,600	
Change Management Reserve	From Market Walk net income 2013/14	260,950	130,400		391,350	
VAT Shelter Income	Capital/revenue financing	121,340		(121,340)	0	
Provision for Pension Liabilities	Payment to Lancashire Pension Fund	1,750,000			1,750,000	
Market Walk	Income Equalisation Reserve	65,240	82,600		147,840	
Market Walk	Asset Management	0	50,000		50,000	
S31 Grant	Empty property/small business rate relief	331,770		(115,000)	216,770	
Business Rates Retention	Surplus on levy payment	30,470	502,940		533,410	
Non-Directorate Reserves		2,566,370	765,940	(236,340)	3,095,970	
Chief Executive						
	Slippage from 2013/14	24,000		(24,000)	0	
Chief Executive's Office		24,000	0	(24,000)	0	
	Slippage from 2013/14	9,000		(9,000)	0	
	PRG - capital financing	48,860		(48,860)	0	
	PRG - uncommitted	29,350		(29,350)	0	
	2013/14 New Investment Projects	9,000		(9,000)	0	
Policy & Performance		96,210	0	(96,210)	0	
	Town Centre Grants	92,900	100,000	(92,900)	100,000	
	Town Centre Reserve	158,300		(158,300)	0	
	2013/14 New Investment Projects	329,590		(329,590)	0	
Economic Development		580,790	100,000	(580,790)	100,000	
	Legal Case Mgt System	1,520		(1,520)	0	
	Town Hall Roof Safety Boards	16,000		(16,000)	0	
	Union Street Roof Safety Boards	10,000		(10,000)	0	
	Capital financing	73,760		(73,760)	0	
	2013/14 New Investment Projects	48,030		(10,000)	38,030	
	Slippage from 2013/14	26,140		(26,140)	0	
	Buildings Fund	176,680		(176,680)	0	
	Elections	85,000		(27,000)	58,000	
Governance		437,130	0	(341,100)	96,030	
	Slippage from 2013/14	5,000		(5,000)	0	
Shared Financial Services		5,000	0	(5,000)	0	
	Slippage from 2013/14	13,640		(13,640)	0	
	HR Reserve from 2013/14 underspends	20,000		(20,000)	0	
	Impact of 2014/15 Pay Policy	0	10,000	(10,000)	0	
	Additional NEETs	44,330		(21,265)	23,065	(3)
Human Resources & OD		77,970	10,000	(64,905)	23,065	
Chief Executive		1,221,100	110,000	(1,112,005)	219,095	
Customer & Advice Services						
	Slippage from 2013/14	10,610		(10,610)	0	
	Government Grants (Housing)	542,820		(257,000)	285,820	
	Handyperson Scheme	45,870		0	45,870	
	Capital financing	7,920		(7,920)	0	
Housing		607,220	0	(275,530)	331,690	
	ICT Projects	211,390		(211,390)	0	
	Slippage from 2013/14	116,270		(68,900)	47,370	(3)
	ICT Reserve from 2013/14 underspends	25,000		(25,000)	0	
	Capital financing	8,450		(8,450)	0	
ICT Services		361,110	0	(313,740)	47,370	
Customer & Advice Services		968,330	0	(589,270)	379,060	
Public Protection, Streetscene & Community						
	Environmental clean-ups/grot spots.	56,500		(56,500)	0	
	Neighbourhood Working (pump priming)	71,270		(71,270)	0	

Analysis of Reserves and Provisions 2013/14

Reserve or Provision	Purpose	Opening Balance 01/04/14 £	Other Transfers 2014/15 £	Forecast Use in 2014/15 £	Forecast Balance 31/03/15 £	Notes
2013/14 New Investment Projects		72,990		(72,990)	0	
Slippage from 2013/14		7,600		(7,600)	0	
Health, Environment & Neighbourhoods		208,360	0	(208,360)	0	
2013/14 New Investment Projects		106,340		(106,340)	0	
Slippage from 2013/14		45,010		(45,010)	0	
Astley Hall Works of Art		5,840			5,840	(2)
Allotment Development		10,830		(10,830)	0	
Maintenance of Grounds		62,200	10,000		72,200	(2)
Streetscene & Leisure Contracts		230,220	10,000	(162,180)	78,040	
Planning Appeal Costs		47,830		(47,830)	0	
Government Grants (Personal Searches)		34,350		(34,350)	0	(2)
Local Development Framework		0			0	
Planning		82,180	0	(82,180)	0	
Public Protection, Streetscene & Community		520,760	10,000	(452,720)	78,040	
Directorate Reserves		2,710,190	120,000	(2,153,995)	676,195	
Earmarked Reserves		5,276,560	885,940	(2,390,335)	3,772,165	
Total Reserves		7,465,480	1,039,810	(2,390,335)	6,114,955	
Provisions						
Insurance Provision	Potential MMI clawback	20,778		(20,778)	0	
Other Provisions	Asda re: land at Bolton Street	10,000		(10,000)	0	
Total Provisions		30,778	0	(30,778)	0	

Notes

(1) Based on forecast as at 30 June 2014.

(2) Use of these reserves outlined in revenue budget monitoring reports during 2014/15.

(3) Committed for use in 2015/16.



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources)	Executive Cabinet	28 August 2014

CHORLEY COUNCIL PERFORMANCE MONITORING - FIRST QUARTER 2014/2015

PURPOSE OF REPORT

1. This monitoring report sets out the performance against the delivery of the Corporate Strategy, and key performance indicators during the first quarter of 2014/15, 1 April to 30 June 2014.

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 first quarter of 2014/15, 1 April to 30 June 2014. Performance is assessed based on the delivery of key projects, against the measures in the 2013/14 – 2016/17 Corporate Strategy and key service delivery measures.
4. Overall performance of key projects is excellent, with all of the projects either complete, on track or scheduled to start later in the year.
5. Overall performance on the Corporate Strategy indicators and key service delivery measures is good. 63% of the Corporate Strategy indicators and 70% 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 domestic violence detections, the number of long term empty properties in the borough, and the percentage of customers dissatisfied with the way they were treated by the Council. 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 all new claims and change events for Housing and Council Tax benefit, and the percentage of major planning applications determined within 13 weeks and minor applications within 8 weeks. Again, action plans are included within the report that outline what actions are being taken to improve performance.

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)

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 includes 20 key projects, aimed at learning from and strengthening successful activity in 2013/14.
13. Key performance measures have been set so that targets remain challenging and reflective of the Council's ambitions.

PERFORMANCE OF KEY PROJECTS

14. Following the refresh of the Corporate Strategy in November 2013, there are 20 key projects for 2013/14 – 2016/17. At the end of the first quarter overall performance of key projects is excellent. All of the 20 projects (100%) are either complete, on track or scheduled to start later in the year.
15. At the end of the first quarter, sixteen projects (80%) were rated green, meaning that they are progressing according to timescale and plan:
 - Market Walk
 - Deliver the Chorley Works unemployment project
 - Carry out improvements in the town centre
 - Implement Astley 2020
 - Deliver the Chorley Youth Zone
 - Host Chorley element of the cycling tour of Lancashire
 - Deliver the Welfare Reform Action Plan
 - Energy advice switching support services

- Deliver the inward investment campaign
- Friday Street health centre
- Deliver environmental improvements as part of the Cleaner Chorley campaign
- Deliver a project to improve customer satisfaction
- Develop the offer at Chorley’s Credit Union
- Implement initiatives to overcome social isolation/connecting communities through food

16. Three projects (15%) have been completed during the last quarter, and the key outcomes are detailed below:

Expand the food bank

The focus of this project was to ensure the availability of short term food provision for individuals and families from across the borough in crisis situations. The Living Waters Storehouse provide the main food bank facility in Chorley, a budget of £15,000 was allocated to enable them to improve their existing facility and meet increasing local demand.

During 2013/14 the Storehouse experienced a 463% increase in referrals when compared to 2012/13. The funding enabled them to put in place the resources and capacity to meet this increase in demand. In 2013/14 they dealt with 1,190 referrals and as well as providing clients with a food parcel, a free hot meal and drink was offered along with the opportunity to talk with a volunteer who could provide further help and signposting if necessary.

Mechanisms have also been put in place to reduce repeat referrals and reduce longer term dependency on food bank facilities.

Bring the property services contract in house

This project oversaw the insourcing of property services following the termination of the property contract with Liberata; work involved the TUPE negotiations, and the establishment of an in-house property service which included the provision of office space and asset management software.

The service has now been fully established in house, and is operating from the Town Hall.

Extend the use of mobile devices across the Council

The recent in-house development of the My Account and My Work systems has improved the recording and reporting of customer requests for front line staff and the blackberry devices have been replaced with iPhones. Additionally a scheduled work system has been developed which facilitates recording and reporting of scheduled work relating to grounds maintenance, street cleaning etc.

Alongside this councillors and senior managers have been supplied with data enabled iPads with ultra-broadband internet access, enabling paperless meetings and remote working, in line with the council’s digital strategy.

17. One project (5%), Year 1 of the play, open space and playing pitch strategy, had not started by the end of the first quarter; commencement will begin September/October subject to approval of the Play, Open Spaces and Playing Pitch Strategy elsewhere on this agenda.

PERFORMANCE OF CORPORATE STRATEGY MEASURES

- 18. At the end of the first quarter, it is possible to report on 8 of the key performance indicators within the Corporate Strategy. 4 indicators (50%) were performing on or better than target. The full outturn information for the performance indicators is included at Appendix A.
- 19. The following indicators are performing better than target:
 - The % of 16-18 year olds who are not in education, employment or training (NEET)
 - The number of visits to Council's leisure centres
 - The number of young people taking part in 'Get Up and Go' activities
 - Number of Homelessness Preventions and Reliefs
- 20. One indicator (13%) is performing slightly below target, but is within the 5% tolerance threshold:
 - Overall employment rate
- 21. Three indicators (37%) performed below target; the percentage of domestic violence detections, the number of long term empty properties in the borough, and the percentage of customers dissatisfied with the way they were treated by the Council.
- 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 domestic violence detections	70%	57.7%
<p>Reason below target: Domestic violence (DV) detections are a measure of the percentage of Domestic Violence 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. Reasons for the indicator being off target are:</p> <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 to 16 years old 4. Other interventions and alternative disposals, including mediation, reduce the number reaching a 'detection' stage 5. Some victims do not feel able to progress the case. 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. 		
<p>Action required: Notwithstanding the above, the following actions have taken place:</p> <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 <p>We are working with the Lancashire County Council and the Police in order to better co-ordinate a range of DV services, including the Police approach which focuses more on reducing risk through partnership interventions and managing outcomes.</p>		

Trend: In comparison performance at quarter one 2013/14 was 66%.

Performance Indicator	Target	Performance
The number of long term empty properties in the borough	195	208
<p>Reason below target: The number of long term empty properties in the borough continues to reduce (at the end of quarter four 2013/14 the figure was 214), and move towards the corporate strategy target. It should be noted that performance is affected by fluctuations in the housing market and delays in probate cases. The increasing volume of new build development in Chorley can also have an impact on the market for older properties, particularly those requiring modernisation.</p>		
<p>Action required: The number of long term empty properties will continue to be monitored on a monthly basis and if there is a further increase action will be taken to advise owners how they may market their property for sale and or obtain loans from financial institutions, including Credit Unions.</p>		
<p>Trend: At quarter one 2013/14 performance was 237; which is worse than current performance by 12.2%.</p>		

Performance Indicator	Target	Performance
% of customers dissatisfied with the way they were treated by the Council	20%	24.5%
<p>Reason below target: Customer dissatisfaction continues to focus around issues with the progress of requests rather than problems with individual services such as:</p> <ul style="list-style-type: none"> • Not letting customers know the outcomes of their requests • Not keeping customers informed of progress • Not responding within a reasonable time frame <p>This is often in relation to more complex enquiries and requests where officers need to consult with other agencies to determine an accurate response.</p>		
<p>Action required:</p> <ul style="list-style-type: none"> • Veolia operatives now have access to mobile devices enabling them to provide live updates as to the status of customer requests - the aim is to reduce the number of requests closed prematurely and has been in operation for four weeks, the impact and outcomes are currently being monitored. • Customers can now track the progress of their requests online 24/7 via the My Account system. • Service heads and managers have been challenged to make significant improvements to ensure that customers are kept informed of progress – this work is ongoing and will be followed up individually with service managers • Facilities such as reporting on call backs are to be utilised by managers to improve their service call back response rate. <p>Overall this work is ongoing and actions and priorities are being identified and implemented in order to reduce levels of customer dissatisfaction.</p>		
<p>Trend: In comparison at the end of quarter one 2013/14 dissatisfaction was 27.4% and quarter one 2012/13 was 30.5%.</p>		

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 ten indicators that can be reported at the end of the fourth quarter. The full outturn information for this is included at Appendix B: Key Service Delivery Measures.
- 24. Six (60%) of the Key Service delivery measures are performing better than target:
 - Processing of planning applications as measured against targets for 'other' application types
 - Number of households living in temporary accommodation
 - Number of missed collections per 100,000 collections of household waste
 - Average working days per employee (FTE) per year lost through sickness absence
 - Vacant Town Centre Floor Space
 - The percentage of Council Tax collected
- 25. One indicator (10%) is performing slightly below target, but is within the 5% tolerance threshold:
 - Supplier Payment within 30 days
- 26. There are currently three indicators (30%) that are performing worse than target. These indicators relate to the time taken to process all new claims and change events for housing and council tax benefit, and the processing of major and minor planning applications.
- 27. The tables below give 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 new claims and change events for Housing and Council Tax benefit	10 days	12.09 days
Reason below target: Quarter one is always the busiest period for the customer services team after the year end. High work volumes cause delays in the time it takes to process new claims and change events. In addition the recent single front office training programme is having an effect on performance.		
Actions required: In June the volume and time to process new claims and change events has decreased when compared to the previous month. A programme of staff training in this area is ongoing due to the changes in the shared front office and service managers will continue to closely monitor demand. It is anticipated that performance will improve during quarter two.		
Trend: Performance at the end of quarter one 2013/14 was 12.53 days		

Performance Indicator	Target	Performance
Processing of planning applications as measured against targets for 'major' application types	70%	62.5%
Processing of planning applications as measured against targets for 'minor'	65%	59.38%
<p>Reason below target: In the first quarter there has been significant change and pressure with national performance reports being altered mid quarter which has had an impact on performance. In addition there have been a high number of significant and sensitive applications that have required considerable support from Officers.</p>		
<p>Actions required: There are a number of future potential improvements;</p> <ul style="list-style-type: none"> • Future larger scale items will be highlighted to senior management to identify particular risks. • The scheme of delegation changes will need to be progressed over the next quarter. • The legal agreement process is under review and improvements are being made to speed up this process. • The single front office will have benefits to the other applications by total electronic handling and in turn that process will assist with minors over the next two quarters. 		
<p>Trend: Performance of 'majors' at the end of quarter one 2013/14 was 66.66% Performance of 'minors' at the end of quarter one 2013/14 was 76.92%</p>		

IMPLICATIONS OF REPORT

28. 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
Louise Wingfield	5061	7 August 2014	First Quarter Performance Report 2013/14

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%	77.4%		↓
The % of 16-18 year olds who are not in education, employment or training (NEET)	Smaller is better	5%	4.6%		↑
Number of long term empty properties in the borough	Smaller is better	195	208		↑
% of domestic violence detections	Bigger is better	70%	57.7%		↓
The number of visits to Council's leisure centres	Bigger is better	250,000	273,081		↑
Number of young people taking part in 'Get Up and Go' activities	Bigger is better	3,750	6,199		↓
Number of Homelessness Preventions and Reliefs	Bigger is better	50	202		↑
% of customers dissatisfied with the service they received from the council	Smaller is Better	20%	24.5%		↑











****Trend shown is for change from quarter 1 2013/14***

Appendix B: Performance of key service delivery 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
Time taken to process all new claims and change events for Housing Benefit and Council Tax Benefit	Smaller is better	10 days	12.09 days		↑
(NI 157a) Processing of planning applications as measured against targets for 'major' application types	Bigger is better	70%	62.5%		↓
(NI 157b) Processing of planning applications as measured against targets for 'minor'	Bigger is better	65%	59.38%		↓
(NI 157c) Processing of planning applications as measured against targets for 'other' application types	Bigger is better	80%	85.47%		↑
Number of households living in Temporary Accommodation (NI 156)	Smaller is better	25	11		↑
Number of missed collections per 100,000 collections of household waste	Smaller is better	49	40		↓
Supplier Payment within 30 days	Bigger is better	99%	98.93%		↓
Average working days per employee (FTE) per year lost through sickness absence	Smaller is better	1.49 days	1.41 days		↓
Vacant Town Centre Floor Space	Smaller is better	6%	4.54%		↑
% Council Tax collected	Bigger is better	28.57%	28.76%		↑

****Trend shown is for change from quarter 1 2013/14***

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Report of	Meeting	Date
Chief Executive (Introduced by the Member for Resources)	Executive Cabinet	28 August 2014

EXTERNAL COMMUNICATIONS AND MEDIA PROTOCOL

PURPOSE OF REPORT

1. To seek approval of the external communications and media protocol.

RECOMMENDATION(S)

2. That the external communications and media protocol (set out at appendix A) is approved.

EXECUTIVE SUMMARY OF REPORT

3. The report sets out the external communications and media protocol which sets out the council's approach to undertaking external communications, in the written press and broadcast media as well as online.
4. The protocol is used to guide the council in approaching external communications and to set out who is involved at different stages and in different circumstances.

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)

5. The protocol sets out clearly and transparently the council's approach to external communications. It supports the council in complying with the Code of Recommended Practice for Local Authority Publicity, and clearly sets out the roles and the responsibilities in undertaking external communications.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

6. To not refresh the existing media protocol. This was rejected as an option because it did not clearly apply to external communications carried out through social media and would not continue to be a relevant or useful tool.
7. To refresh the protocol but not seek Executive approval. This was rejected because it was not in the spirit of openness and transparency.

CORPORATE PRIORITIES

8. This report relates to the following Strategic Objectives:

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

BACKGROUND

- 9. The council’s communications team have worked to a media protocol for a number of years, with the most recent revision in 2011. The protocol has been used as a working document to set out the council’s approach to press releases and media responses, including information about how quotes are used and which team leads on the work.
- 10. The protocol was updated in 2011 to reflect changes that the government had made to the local authority publicity code, and to reference press releases that were related to neighbourhood working projects. However, it still did not include reference to the increasing use of social media and the changing way in which external communications is undertaken.

EXTERNAL COMMUNICATIONS PROTOCOL

- 11. The protocol sets out the principles the council uses when undertaking external communications. They are:
 - When a spokesperson is required, it will normally be the most relevant elected member who acts as spokesperson.
 - Officers (normally a relevant senior manager) will act as a spokesperson only where a response is needed within a tight timescale and a relevant elected member is not available; where the issue concerns operational or procedural issues; or, during periods of heightened sensitivity (purdah).
 - The council will ensure that it is open and honest in its communications. The aim of communications is to achieve the priorities set out in the corporate strategy and to inform and engage with residents and customers.
 - To ensure consistency and effective delivery of messages, the communications team will manage and lead on external communications. They will work with the relevant councillor to approve messages which are aimed at residents or customers outside of customer transactions. This will include press releases, responses to media enquiries, social media, websites, electronic communications and other hard-copy materials.
- 12. The principles are used through any of the external communication channels that the council uses (including online, press and broadcast media).
- 13. The protocol also sets out some other key areas for managing external communications. They include:
 - a. **Planning and prioritisation:** this includes the process for agreeing external communications, which is led by the communications team with priority being given to communications that form part of the campaigns agreed in the campaigns and engagement strategy.
 - b. **Identifying the relevant spokesperson:** the approach taken to identifying a spokesperson in different circumstances. It also outlines that on social media, use will normally be made where possible of an organisational account (such as

@ChorleyCouncil on Twitter) and circumstances when an different approach may be taken.

- c. **Photographs:** if a photograph is appropriate, it will normally feature the council spokesperson.
- d. **Quotes, responses and stories:** the communications team will work with services to develop quotes or other information, which will then be agreed with the relevant spokesperson.
- e. **Responding to letters or other criticism:** the council will not normally challenge letters published in the press or online unless it is inaccurate, highly damaging to the council’s reputation or responding would more clearly set out the council’s position.
- f. **Management of external communications** is led and managed by the communications team.

COUNCILLORS ACTING ON THEIR OWN ACCOUNT

- 14. The protocol relates to the communications activities undertaken by the council. It does not limit the ability of elected members acting in their own capacity, within the code of conduct for Members.

IMPLICATIONS OF REPORT

- 15. 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

- 16. No comments.

COMMENTS OF THE MONITORING OFFICER

- 17. The Council is obliged by Section 4 of the Local Government Act 1986 to have regard to the Code of Recommended Practice on Local Authority Publicity referred to in the report. The rules applying in purdah period approaching an election (or a referendum) are also mentioned.

GARY HALL
CHIEF EXECUTIVE

Background Papers			
Document	Date	File	Place of Inspection
The Code of Recommended Practice on Local Authority Publicity	31 March 2011	online	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5670/1878324.pdf
Report Author	Ext	Date	Doc ID
Chris Sinnott	5337	5 August 2014	External communications protocol

Appendix A

External communications and media protocol



Introduction

As an organisation that is open and responsive to its residents, Chorley Council is active in engaging with residents and customers. We do this through the media (including newspapers, radio and television), social media and direct marketing such as online communications and adverts.

Councils are specifically prevented from publishing any material that, either in whole or in part, appears to be designed to affect public support for a political party.

Chorley Council follows the government's Code of Recommended Practice on Local Authority Publicity, which provides guidance on the content, style, distribution and cost of local authority publicity. Local authorities are required by legislation to consider the code in coming to any decision on publicity and communications.

The code states that it may be appropriate to give publicity to the views or activities of individual members when they are representing the council as a whole and that communications should use the most appropriate approach to best deliver the message.

This protocol establishes the key principles and processes that will be followed when undertaking external communications.

Principles

- When a spokesperson is required, it will normally be the most relevant elected member who acts as spokesperson.
- Officers (normally a relevant senior manager) will act as a spokesperson only where a response is needed within a tight timescale and a relevant elected member is not available; where the issue concerns operational or procedural issues; or, during periods of heightened sensitivity (purdah).
- The council will ensure that it is open and honest in its communications. The aim of communications is to achieve the priorities set out in the corporate strategy and to inform and engage with residents and customers.
- To ensure consistency and effective delivery of messages, the communications team will manage and lead on external communications. They will work with the relevant councillor to approve messages which are aimed at residents or customers outside of customer transactions. This will include press releases, responses to media enquiries, social media, websites, electronic communications and other hard-copy materials.

Media channels

The council makes use of a range of channels to communicate with the public. The communications team are best placed to advise and decide on the best method that should be used in different circumstances. The key communications channels used by the council are:

- Press releases and responses to media enquiries
- Social media (in particular Facebook and Twitter)
- Website
- Direct email
- Advertising through local media and outdoor locations (such as bus shelters)

The principles set out in this protocol will apply to communications through any of these channels.

Planning and prioritisation

As far as possible, communications are planned in advance to manage the resources available, and to ensure that messages complement each other and have the biggest impact. This may sometimes mean that a message from one part of the organisation may be prioritised over another. If this is the case, it will be discussed with the relevant service and elected member.

The communications team will maintain a forward plan of press releases and other external communications which will be used alongside the campaigns and engagement strategy to identify and agree a flow of information to residents and others. Priority will be given to communications that form the campaigns identified in the campaigns and engagement strategy.

Any council officer can suggest topics for press releases or other external communications. Ideas and requests should be made to communications with as much notice as possible. Agreement about external communications should not be reached with partners, Members or others without consultation with communications.

Elected members are able to suggest topics for press releases, but should recognise that these suggestions will not be pursued should they seek to promote either the councillor themselves or a political party or agenda.

Executive members who wish a press release to be issued relating to a particular council activity should direct the request to the relevant director or head of service. The officer concerned should then speak to communications to establish, in consultation with the monitoring officer if appropriate, whether the request can be actioned and how it will be prioritised.

Identifying the relevant spokesperson

Press releases, responses to media enquiries and other media appearances will normally include a relevant named spokesperson.

The council does not issue quotes or statements attributed to 'a spokesperson' as this does not support the organisation in better engaging with residents.

When a spokesperson is used, the principles set out above will be applied. The spokesperson will usually be:

- The executive member who holds the relevant portfolio or in their absence the Leader or Deputy Leader
- The relevant Member Responsible, when agreed with the relevant Executive Member.
- The chair of the relevant committee or task group, such as overview and scrutiny
- The Mayor of Chorley for civic events or related stories
- For neighbourhood working projects – the councillor sponsor for the project (alongside a quote from the relevant Executive Member)
- The Chief Executive or relevant senior officer in the absence of available councillors, over procedural staffing issues or in periods of heightened sensitivity (such as purdah).

Councillors with a lead responsibility for an area, or ward councillors may be included in publicity in areas where they have had significant involvement as part of their role. This will be alongside and with the agreement of the relevant elected member (normally an Executive Member) acting as the council spokesperson.

On some social media sites, it is possible to post comments, posts or messages from an organisational account (for example on twitter, use is made of @ChorleyCouncil). In these circumstances, the council will use these profiles rather than a spokesperson. This is because the organisation is more easily identifiable than individuals on social media, and relies on a reputation being built on the platforms. However, in some circumstances it is not possible to post from an

organisation account (for example to groups on Facebook), or it is better to have a personal profile, then the relevant available spokesperson will be used.

Photographs and photo calls

It may sometimes be appropriate to use photographs to accompany a story. This will be determined by the communications team in deciding what approach to take under different circumstances. Photographs will normally include representatives from the council who are acting as the spokesperson alongside other relevant people. Council officers will not normally appear on photographs used for external publicity.

Agreeing quotes, responses and stories

The communications team will work with the relevant officers, services and partners to establish the facts and information for a story. They will then draft the press release, quote or other information and normally agree it with the service.

If a quote is being used, the person who is acting as spokesperson will be asked to approve a quote for use and to appear on a photograph.

Press and media contact

All media enquiries should be referred to communications. Any other member of staff receiving a call from the media should take the name, telephone number and a note of the nature of the enquiry and then pass to communications as soon as possible.

Responding to letters and other criticism

Letters published in the press or posted on social media which criticise the council will be left unchallenged unless:

- The content is inaccurate
- The content is considered highly damaging to the council's reputation
- Responding would help to set out the council's position more clearly (this is particularly relevant to posts on social media)

In these circumstances, the communications team will discuss and develop a response in conjunction with relevant service and spokesperson.

Management of external communications

The communications team will lead and manage external communications for the organisation. This supports the council in ensuring that its messages and approach are consistent and are delivered effectively.

Branding

The council has a well-established and well-recognised brand family which means that residents and others can recognise the work that the organisation undertakes. Ensuring that the brand is correctly and clearly included in materials used externally is important in maintaining the council's reputation and helping resident's understand what our role is.

In most cases where the council is delivering a service or someone is delivering a service on behalf of the council, the council's logo should be prominently displayed. Only in specific circumstances where an alternative has been agreed should this not be the case.

Partnership communications

This protocol applies to external communications undertaken with partners, unless alternative arrangements are agreed in advance by the Head of Policy and Communications.

In some circumstances, organisations receive funding from the council to deliver services. They may undertake their own publicity and communications. In these circumstances, the council should be clearly credited for the support given. This would include reference in written materials and using the council's logo on publicity.

Councillors acting on their own account

This protocol relates only to the communication activities undertaken by the council. It does not prevent or limit elected members from acting in their own capacity and undertaking such activities directly themselves.



Report of	Meeting	Date
Director of Public Protection, Streetscene and Community (Introduced by the Member for Community Services)	Executive Cabinet	28 August 2014

PLAY, OPEN SPACE AND PLAYING PITCH STRATEGY

PURPOSE OF REPORT

- To seek approval for the Play, Open Space and Playing Pitch Strategy following consultation.
- To incorporate the list of actions, detailed in Appendix 2 of the report, in response to the consultation received.

RECOMMENDATION(S)

- That the Play, Open Space and Playing Pitch Strategy is approved.
- That the list of actions in response to the consultation are approved and incorporated into the final Play, Open Space and Playing Pitch Strategy

EXECUTIVE SUMMARY OF REPORT

- The Play, Open Space and Playing Pitch Strategy will provide a 5 year action plan to protect, manage, enhance and secure sites and identifies deficiencies and future priorities.
- Consultation took place with a wide range of stakeholders from from 11th November 2013 until 14th February 2014. A total of 45 responses were received from a range of stakeholders including the Football Association, Chorley Allotments Society, Sports Clubs, schools as well as local ward and parish Councillors and residents.
- Appendix 2 details all of the responses together with proposed actions, that following approval will be incorporated into the final the Play, Open Space and Playing Pitch Strategy.

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
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REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- 8. To seek approval of the Play, Open Space and Playing Pitch Strategy following consultation.

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 Play, Open Space and Playing Pitch Strategy builds upon the Opens Spaces Study undertaken in 2011-12. The Executive Summary provides an overview of the strategy together with a 5 year action plan (see Appendix 1). Three further background documents providing detailed supporting evidence have been produced and can be accessed via the following links:

- [Open Spaces Strategy:](https://democracy.chorley.gov.uk/documents/s46228/OpenSpacesStrategyFINAL.pdf)
<https://democracy.chorley.gov.uk/documents/s46228/OpenSpacesStrategyFINAL.pdf>
- [Play Area Improvement Strategy:](https://democracy.chorley.gov.uk/documents/s46227/PlayAreaImprovementStrategyFINAL.pdf)
<https://democracy.chorley.gov.uk/documents/s46227/PlayAreaImprovementStrategyFINAL.pdf>
- [Playing Pitch Strategy:](https://democracy.chorley.gov.uk/documents/s46231/PlayingPitchStrategyFINAL.pdf)
<https://democracy.chorley.gov.uk/documents/s46231/PlayingPitchStrategyFINAL.pdf>

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

- 13. The draft strategy covers three key areas:

1. **Open spaces** – amenity / natural and semi-natural greenspace, provision for children and young people, parks & gardens, allotment, green corridors, cemeteries, churchyards & civic spaces.
2. **Playing pitches** - football, cricket, rugby, hockey & bowling greens.

3. Play areas – 81 sites (40 Council owned).

OVERVIEW & SCRUTINY COMMITTEE TASK GROUP

14. The draft strategy was the subject of an Overview & Scrutiny Committee Task Group that examined the effectiveness of the Councils Integrated Impact Assessment in relation to maximising the health and well-being benefits. This work included checking the list of sites which have been sent out to all Councillors and Parish Councils for comment and feedback. The Task Group assessed the effectiveness of the integrated impact assessment by looking at four case studies in detail. These included:
 - Southland High School: Playing Pitches – Chorley Town West
 - Canal Walk: Play Area – Chorley Town East
 - Greenside: Playing Pitches – Euxton, Astley and Buckshaw
 - Coronation Recreational Ground: Multi-use facility – Chorley Town West
15. A number of recommendations were made regarding the IAA and some specific recommendations regarding the strategy itself as follows:
 - That partnership working be fully explored at every stage to ensure greater collaboration and engagement and build on existing experience.
 - 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.
16. An even greater focus on partnership working will now be added to the action plan so that opportunities for partnership working are maximised through the implementation of the action plan.
17. An updated IIA has now been produced and this is attached in Appendix 3. As well as applying the IAA to the overall strategy it also needs to be applied at a more detailed level e.g. individual play and open space schemes. Therefore, individual IIA's will be applied to each of the actions within the strategy (where relevant) prior to implementation. This will ensure that all of the actions have a clear focus on maximising health and well-being outcomes.

CONSULTATION

18. To ensure that the draft strategy was available for comment and input from a wide range of stakeholders, the consultation was undertaken 11th November 2013 until 14th February 2014.
19. For elected Members and Parish / Town Councils, drop in sessions were arranged for the eight neighbourhood areas to clarify information and capture feedback relevant to these specific areas.
20. The following groups and organisations were also consulted:
 - Local sports clubs.
 - Local community organisations
 - Friends groups
 - Schools
 - Chorley Natural History Society

- Chorley Allotments Society
- Natural England
- Environment Agency
- Lancashire County Council

21. A total of 45 responses were received from the a range of stakeholders including the Football Association, Chorley Allotments Society, Sports Clubs, schools as well as local ward and parish Councillors and residents. Appendix 2 details all of the consultation feedback together with proposed actions to be incorporated into the final document.

NEXT STEPS

22. Following approval of the proposed actions in response to the consultation the strategy will be revised and formally adopted. The strategy will be implemented from 2014-19 and therefore the year 1 – 5 actions will be re-phased so that year 1 will commence starting 2014-15. The action plan is subject to funding being available and further consultation / planning permission (as required) and this will influence timescales and delivery of the action plan. Therefore, some actions may need to be revised and reprogrammed accordingly.
23. A budget of £50K has been included in the capital programme to fund year one actions within the strategy. This will be allocated to the play area schemes listed within the action plan. Developer contributions and Council funding for year 2-5 actions need to be considered further. Council funding required in future years will be put forward as budget growth items in the Council's capital programme.
24. The strategy provides a framework to inform future investment and development of open space across Chorley. However, should there be a separate business case for an individual scheme not currently identified within the strategy; the council will retain the flexibility to consider such schemes on a case by case basis.

UPDATE ON CURRENT SCHEMES

25. Running parallel to the emerging strategy, a number of play and open space schemes are currently being delivered and a summary of these schemes is provided below:

- **Astley Park Play Area**

A new destination play area, themed as an old castle ruin, is proposed adjacent to the existing play area and subject to planning permission is due to open April 2015.

- **Rangletts Recreation Ground**

Planning permission for new allotments / footpaths / lighting has been approved and this work is currently being tendered and is scheduled for completion for April 2015.

A new Muga and play area is currently being procured and subject to planning permission is scheduled for completion for June 2015.

Consultation for a new skate park on the site is currently being undertaken and subject to planning permission is scheduled for completion for July 2015.

- **Jubilee Recreation Ground**

Construction of a new freeform concrete skate park is underway and is scheduled to be open in October 2014.

- **Coronation Recreation Ground**

Footpaths have been upgraded to remove trip hazards, replacing edging, repairing the drains then slurry sealing the whole area to provide a uniform surface. New litter bins have been installed. Some trees have been replaced and a 60m x 3m herbaceous border has been planted. Chorley Council is working with the local community to re-establish a Friends Group and write a management plan for the site.

There is £50K to improve the double tennis court with a view to installing new fencing resurfacing the tarmac and new white lining to create a multi-use games area. Recent public consultation supported this proposal.

- **Eaves Green**

Planning permission has been approved to extend the community centre together with landscaping work, improvements to the football pitch and this work is scheduled for completion in early 2015. Subject to planning permission a new toddler play area is scheduled for completion for summer 2015.

- **The Willows**

A new gateway into Yarrow Valley Country Park is to be created together with an informal football space and improved footpaths and this is scheduled for completion for spring 2015

- **Allotments**

Approximately 15K has been spent on Crosse Hall Lane, Windsor Road, Bay Horse, Worthy Street, Moor Road and Manor Road. Access tracks have been resurfaced, notice boards installed, paths resurfaced, new fencing and gates installed, trees shading allotment plots removed, new bark and manure bay installed at Crosse Hall, skip days to tidy up the sites and general maintenance carried out to raise the standard.

A further 30 plots are planned as part of the Rangletts development.

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?	N
No significant implications in this area		Policy and Communications	✓

COMMENTS OF THE STATUTORY FINANCE OFFICER

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

COMMENTS OF THE MONITORING OFFICER

28. The Council has a discretionary power under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 to provide recreational facilities.

COMMENTS OF THE HEAD OF POLICY AND COMMUNICATIONS

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

JAMIE CARSON

DIRECTOR OF PUBLIC PROTECTION, STREETSCENE AND COMMUNITY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jamie Dixon	5250	06-07-2014	ECPOP&PPS 28-08-2014

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Play, Open Space & Playing Pitch Strategy 2013-18

Executive Summary

Consultation draft



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1.0 WHERE ARE WE NOW?

1.1 Forward

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

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

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

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

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



Councillor Beverley Murray
Executive Member (People)

1.2 Introduction

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

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

The executive summary will:

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

1.2 Background

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

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

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

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

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

The following key points summarise the benefits of open space:

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

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

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

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

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

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

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

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

Open space challenges

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

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

Also, demands on urban land and an on-going need to provide new homes to accommodate an increasing population in Chorley can mean that there is added pressure on open space, both public and privately owned. The council will ensure that it continues to have robust policies in place to protect the majority of public and private open spaces, such as playing fields and development is targeted on brown field land where possible. However, it also recognises that in some cases allowing the development of poor quality, inaccessible or marginal open space in return for funds to improve quality and facilities on others may be appropriate. Balanced against this is the need to ensure that future population growth is reflected in the level of open space provision.

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

Current and future needs

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

2.0 WHERE DO WE WANT TO GET TO?

2.1 Vision

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

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

2.2 Objectives

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

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

3.0 APPROACH AND METHODOLOGY

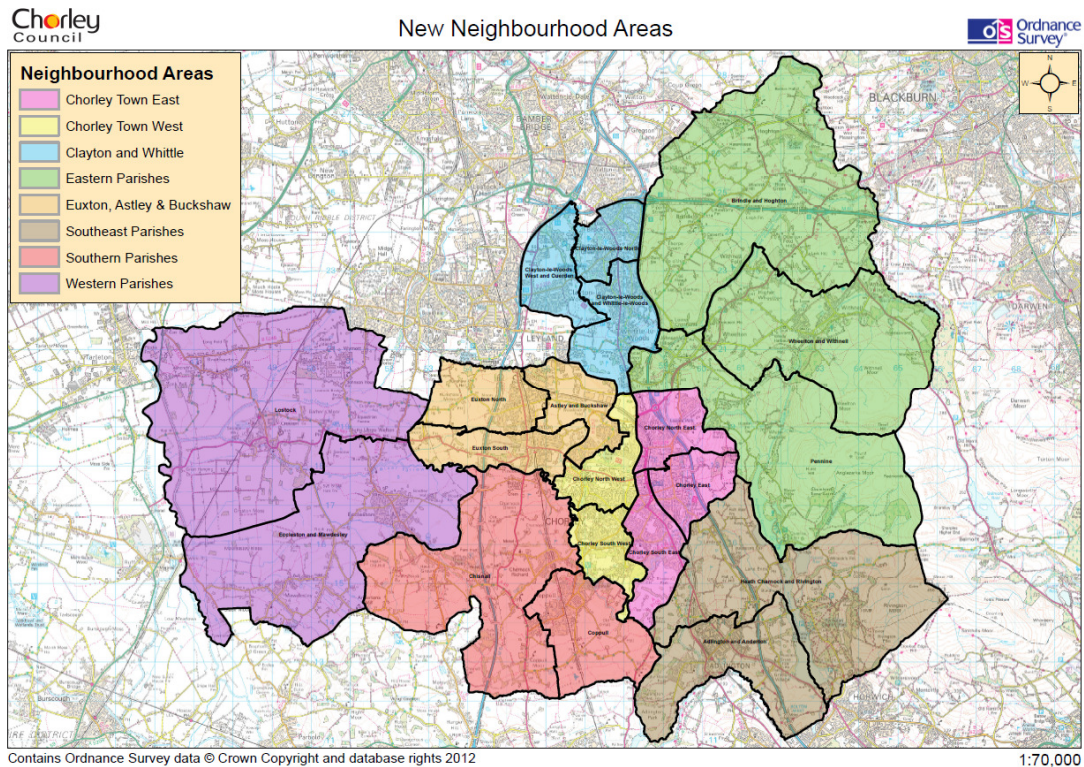
3.1 Policy context

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

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

3.2 Neighbourhood Areas

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



3.3 Open space typology and assessment

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

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

Site analysis measures

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

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

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

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

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

The standards are as follows:

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

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

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

The open space study sets accessibility standards for the different typologies of open space in order to identify areas that are not currently served by existing facilities. They are based on distances residents would be willing to travel to access different types of open spaces. The table below identifies the accessibility standards for each typology. It must be noted that accessibility must be looked at on a site by site basis, for example if access to a site means crossing busy roads, railways or water bodies it may be more appropriate to increase the quantity of open space in this locality to avoid unnecessary threats to site users.

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

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

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

Quality and Value Assessment

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

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

3.4 Playing Field assessment

Quality

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

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

Capacity

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

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

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

3.5 Link to Open Space & Playing Pitch Supplementary Planning Document

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

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

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

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

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

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

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

Typology	Cost per m2	Cost per dwelling		
		Preston	South Ribble	Chorley
Amenity greenspace	£8	£104	£255	£140
Provision for children/young people	£70	£34	£101	£134
Parks and Gardens	£32	£1,390	£507	£1,467
Natural/semi-natural greenspace	£5	£214	£238	£557
Allotments	£9	£37	£17	£15
Playing Pitch	£55	£1,335	£1,507	£1,599

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

4.0 HOW WE GET THERE?

4.1 Working with partners and the community

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

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

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

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

4.2 Combined five year action plan

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

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

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

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

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

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

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

5.1 Monitoring

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

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

5.2 Review

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

6.0 NEXT STEPS...

6.1 Consultation

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

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

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

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

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

YEAR 1 - 2013/14

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

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

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

YEAR 2 - 2014/15

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

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

YEAR 3 - 2015/16

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

YEAR 4 - 2016/17

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

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

YEAR 5 - 2017/18

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

Consulting

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Key	Consultee	Consultee Summary Response	CBC Response	Action in revised document
1	Chorley Allotment Society	Detailed responses submitted, in summary: The calculations adopted when determining the Chorley standard for allotment provision are far too low. 0.07ha/1000 population. This figure is unreasonable and misses out on getting vital developer contributions to help the lack of allotments in Chorley; it should be set at 0.236ha /1000 population. Council policies and strategies should be maintaining positive activity to increase the number of allotments to attain a reasonable level of provision for the Borough. Baseline data is inaccurate, sites are included that are not actually allotments.	Meeting held with Parks and Open Spaces Officer, Planning Policy and Chorley Allotment Society to discuss consultation comments on 23-04-2014. Action points set for Allotments Society and CBC to take forward in revised document. CBC will review allotment sites in the open space strategy, value / quality scores and ha. / 1000 population. CBC to review amount of developer contribution in the future and seek alternative external funding sources for allotment provision and creation of new sites. CBC will maintain support for allotments.	Allotment sites to be reassessed as necessary. New allotment sites created since the document was written to be added - Rangleys (30 plots) and St Oswald's, Coppull (26 plots).
2	Steve Flux Chorley Wanderers Junior Football Club	Detailed response submitted, in summary:- Comments given on individual sports pitch sites, Wigan Lane pitch poorly drained, not cut often enough, could be used as dedicated youth pitch by CWJFC. Gillett Fields not actually used as it is too wet but could be used as a youth venue. The 3G pitch proposed for rugby club would not be suitable for football and the 3G pitch at Bishop Rawstone is too far away for residents of central Chorley. Better locations would be old Leyland sports ground, Parklands or Southlands. Holy Cross seen as a strategic hockey site. The Willows is not suitable. Schools - outline of secondary school facilities. Changing/toilet facilities for junior football are pretty non-existent in Chorley, favour creating centralised venues for different age groups e.g. Astley Park 7v7 and 9v9, Westway, King George and Jubilee 11v11. However, would CBC adequately maintain pitches and facilities? Under 15 have no venue at present. Limbrick not mentioned in original pitch strategy. Highfield Primary School pitches are very poorly drained, require investment. Holy Cross pitch could be improved and 9v9 pitch added to lower field.	Pitches to be re-scored for quality following the national guidance - i.e. Wigan Lane. Data regarding provision of 3G pitches to be updated in document and the specification of the 3G pitch at Chorley Rugby Club to be clarified. Holy Cross was designed to be a strategic hockey site, but this has not happened. Chorley Wanderers and Chorley St James have long term leases at Gillett Fields, Limbrick. Highfield School pitches to be assessed for inclusion in the playing pitch action plan.	The Willows removed from playing pitch strategy, this site will remain as an informal kick-around area with no goal posts. Wigan Lane to be reassessed and updated as required in document. Highfield School pitches to be assessed and added to playing pitch action plan. Action to review Council pitch maintenance arrangements.
3	Cllr Julia Berry	Inclusion of Epping Place as a play area into the strategy, also Bracken Close. Ownership of all play areas need to be identified and where adoption is mentioned all partners involved need to be mentioned with anticipated timescale. Where children need to negotiate main roads to reach site adequate signage and improved pathways should be installed. Spend over next 3 years needs to be reviewed following consultation. More emphasis on children's play including disabilities. Few residents have contributed to consultation, this needs to be continued as part of neighbourhood planning. Consideration should be given to provision / safeguarding of a green corridor in Chorley East linking the established community with the new housing community around the canal.	Include Bracken Close play area. Epping Place is owned by CCH, Chorley Council will consult with CCH as to the future use and enhancement of the open space. Epping Place is below the threshold of 0.2ha, so it was not assessed through the Open Space Study but it is protected under planning policy. Play area strategy identifies that links to existing provision of play areas can be improved if necessary using developer contributions. Play equipment for disabled children is always a consideration when designing new sites and replacing equipment. The canal forms a natural green corridor that is already protected from development under policy HW4 in the Local Plan.	Bracken Close to be scored and added to provision for Children and Young People. Assess Epping Place and allocate to Open Space typology. Canal Walk to be scored and added to strategy as amenity greenspace
4	Mike Coppin Chorley Athletic and Tri Club	3.1 National UK Athletics missing. 3.4 Quality - add in soil condition and liability of flooding - major factors. Centre of Sport Complex / Sport Village should not be ditched completely but continue as a long term objective. Chorley ideally located in Central Lancs for such a venue.	The aspiration to develop a Sport Complex / Sport Village is not currently planned within Chorley. However, the Council is supporting the long term objective to develop a multi-sport compact athletics site and suitable field based facility at Albany Academy.	Support for athletics to be incorporated into the playing pitch strategy.
5	Richard A Percy Steve Abbot Associates LLP, Chartered Town Planners	Detailed response submitted, in summary:- Appears to be an update of earlier drafts. Relationship between the various documents and the central Lancashire open space and playing pitch strategy are not adequately explained. In Appendix A, Open Space Strategy, Whittle-le-Woods -seek future provision of amenity areas - seek financial contributions from housing developments for improvement of the quality and or value of existing amenity greenspace. What will financial contribution produce over and above day to day maintenance? Play Areas, again, what will contributions actually be used for? Parks and Gardens - check statement on Pg. 61 regarding new provision and financial contributions - incorrect? Whittle-le-Woods - Allotments 4 sites in policy HW5 should be referred. Consultation is seeking to update evidence database. Would seriously consider undertaking another round of consultation in the future when documents have been updated /revised.	Relationship between with central Lancashire open space and playing pitch strategy to be made clearer. When planning applications are accessed, contributions are asked for via S106 for improvements to specific sites within the accessibility catchment for specific improvements; it depends on a site by site basis what contributions are actually used for, often subject to public consultation. Maintenance is a separate payment only asked for if a developer provides on-site provision as this pays for ongoing maintenance when adopted by the Council. Statement on pg. 61 checked and this is correct. Agree comments to refer to four new sites.	The 4 allotment sites identified for creation to address deficiencies in policy HW5 of the Local Plan to be added to Appendix B

Key	Consultee	Consultee Summary Response	CBC Response	Action in revised document
6	Simon Cordingley Chorley Bowmen	The playing pitch strategy provides little mention of archery. Current state of Wigan Lane pitches, poor drainage, the club have used them since late 1990s. The club has written a development plan and are seeking to secure a long term lease (25yrs) or possibly purchase land to improve the pitch and security with an aim to develop a centre of excellence in the north-west. Section 3.3 in Play pitch strategy development plan for site is as dual use or football, not specifically archery. Register of clubs - reword as accessible to Under 10 to seniors and disabled archers.	Wigan Lane pitches to be re-scored. Points to be updated in document.	Wigan Lane pitches to be rescored and the strategy to be updated accordingly. Register of clubs data changed.
7	Mrs C A Cross Clerk to Charnock Richard Parish Council	Inclusion of orchard garden play area in the strategy, this will be a natural play area for young children, picnic areas, landscaping and small car park which requires planning permission at this stage and mention the plans to improve Mossie Close Play area with the inclusion of a MUGA	Orchard Garden will not have formal play equipment so is not classed as a play area but needs to be included in the Open Space Strategy - site to be assessed and scored and added to strategy. Mossie Close play area to be remeasured once the MUGA is installed as this effects the play provision in ha/1000 population	Orchard Garden site to be assessed, scored and added to strategy.
8	Cllr Eric Bell	Comments on Kem Mill Field, well used but requires investment to drain, run by a trust through Whittle Parish Council. New changing rooms completed 2012.	Kem Mill Lane pitches, referred to as Whittle-le-Woods Football Club in the strategy to be reassessed. There is a risk of pitch overuse. Pitches are currently quite poor and maintenance needs to reviewed.	Kem Mill Lane Pitches to be reassessed.
9	Lisa Evans Secretary Leyland and Chorley Hockey Club	Lengthy detailed response submitted. In summary- 3 senior mens teams and 2 ladies teams, recruited more players with support of England Hockey. Launched junior team in summer 2013. Schools don't teach hockey anymore due to it being sanctioned by England Hockey to be played on 40mm 3G pitches which very few schools have access to. Most 3G is unsuitable for hockey. Has affected the sport at club level. These 3G pitches are dangerous to coach on, grass is better if well maintained. Buckshaw pitch is degrading. Growth of sport is stifled by lack of pitches; currently using Southlands 3G pitch for training.	Re-score Buckshaw 3G pitch. Update detail about club / hockey in the document.	Buckshaw 3G pitch to be reassessed. Update detail about club / hockey in document.
10		Lengthy detailed response submitted, in summary:- Schools pitches are seen as the way to make up the shortfall in sports pitches with them being used for community use. Loss of mini pitch on Greenside due to housing allocation in local plan, pitch needs to be relocated on adjacent land by CBC. Plan should say maintain levels of bowling greens as so many are being lost rather than trying to increase. Include Euxton's proposal for a bowling green. Wymott bowling green possibly being lost after 14/15 season.	Consider options for Greenside site to be re-configured to accommodate mini-pitch. Update document with bowling green information. Many of the bowling greens lost are owned by private clubs which have been closed.	-
10	Debra Platt Euxton Parish Council	Primary purpose allocated to Natural and Semi Natural spaces if deficient. Main concern is quality assessment - whole of YVCP allocated to Euxton. Euxton actually has 26ha of the 321ha. Why? The plan is constructed on a neighbourhood area and not parish area basis, this would be more useful in parish areas, if not changed it needs to clearly state what is in Buckshaw Village and what is in Euxton. Suggest one map for play areas, playing pitches and open spaces. Review whole plan and check for errors, make clearer. Error in allocation and map of land adjacent to A49 by stone wall and millennium green. pg. 54. Area behind Firbank/Meadowcroft should be renamed Ransnap Woods.	Many schools did not respond to the consultation, the schools listed in the document did originally respond in 2011 to the previous playing pitch consultation. Remove primary schools if known the grounds are not for community use. Contributions to Natural and Semi natural spaces are not requested from developers, so the settlement isn't a key factor. It can be reallocated to Chorley Town as most of the open space is on the periphery of this settlement. Check land adjacent to A40 KIP ref 1697. Amend reference to Ransnap Woods. Plan to stay in neighbourhoods but an extra column added to table to say which settlement sites are in.	Primary school pitches removed where community use not permitted. Yarrow Valley Country Park moved to Chorley Town Settlement. Neighbourhood areas are correlated to settlements within the document. Provision by ward provided in the appendices showing deficiencies by ward / settlement. Reference to Ransnap Woods added. Land named adjacent to Euxton Hall Gardens to be checked.
10		Check play area ha. measurements. Land behind Daisy Hall and Dunrobin Drive needs highlighting as it should have on site play provision when planning application looked at. Suggestions for shortfall in play areas- improve Highways Avenue site or allocate this for allotments, develop the site near skate park for play (near youth shelter) Land behind Princess Way and Empress Way as equipped play, Milestone Meadow play area to increase in size.	Play area measurements to be checked. Land suggestions can't be added into the strategy before a planning application has been granted. The document can only be updated to reflect current provision. Suggestions for future provision noted.	All play areas to be re-measured.

Key	Consultee	Consultee Summary Response	CBC Response	Action in revised document
11	Phil Lucas. Astley and Buckshaw Junior Football Club	Derian House Pony Field, request to lease long term and carry out improvement works. Believe the surplus 20 11v11 pitches to be incorrect. Pg. 61, age groups should read U5 - U 18, website is abjfc.co.uk. Update info. on pg. 13 and 17 regarding pitches, pitch quality, amount of usage. Club have a development plan- develop 2 x 5v5 pitches at Buckshaw Trinity Primary School, develop Derian House Pony Field for 2 x 9v9. Currently looking for 2 x 11v11 pitches. Some funding raised & plan to apply for football development grant.	In the current open space strategy Derian House Field is allocated as Amenity Greenspace and is not allocated as a playing pitch. This typology needs justifying and changing to playing pitches by Planning Policy. A planning application would be necessary for this change.	Information changed in document.
12	Adam Mc Ardle Resident of Great Knowley	Great Knowley area (Guildford Ave, Carleton Road) currently are not served by a nearby play area. There are two areas of greenspace that could accommodate small pieces of equipment. Nearest is currently Knowley Brow Play Area which is over 10 min walk up and down steep hills, only caters for 6 - 12 age range and is of poor quality. Also disappointing that Knowley Brow play area is only scheduled for improvements in 2016/17.	The play area strategy shows that the northern part of Guildford Avenue / Carlton Road are not within the accessibility standard of 10 min walk for play area provision. Look to re-schedule the timescales of play area improvements to Great Knowley play area.	Great Knowley to be re-scheduled to Year 1 or Year 2 subject to budget and developer contributions available
13	Gregory Gorrell Hoghton Cricket Club	Check spelling of Hoghton. Key points for village cricket clubs - attracting and retaining volunteers, retaining student players, cost of coaching courses prohibitive, difficult to get new coaches, difficult to obtain funding. Suggest that Chorley and South Ribble Council collaborate in areas where boundaries cross over for primary schools in same catchment of club e.g. Hoghton and Gregson Lane. Pitch not poor quality, passed Palace Shield Premier League, however, ideally wants levelling around the outfield. Have 5 year development plan. Need help with funding.	Pitch quality to be re-scored.	Pitch quality to be re-scored.
14	Julie Longden England Hockey	3G 40mm AGPs not suitable for Hockey, need sand based dressed surface. EH and FA are working to strategically assess all pitches in north-west to identify where there is a need for hockey and football surfaces. Hockey not played on grass, preference is tarmac surfaces or indoor sports halls. Chorley and Leyland Hockey Club is growing and needs additional pitches and management of existing. pg. 44 sports specific objectives - change to maintain current level of AGPs, re-programme hockey and football activity to ensure both sports catered for and create new AGP to meet current and future demand for hockey. pg. 48 the doc states that two new pitches have received planning permission, these would not be suitable for training or matches for hockey and therefore do not meet the shortfall identified.	Comments taken on board. Changes to be made to document with regard to hockey pitch provision.	-
15	John E Harrison Blackburn Road & Great Knowley Residents Association	Former railway cutting from Blackburn Brow, support classification as wildlife corridor but the base of the cutting could be improved for pedestrian access as a footpath linking to existing footpath network to east to Heapey, White Coppice and West Pennine Moors. Black Brook valley could form a green corridor / wildlife area. Wildlife Corridor should be designated down either side of canal as a buffer for recreation and wildlife alike. Gale Moss, area of land between M61, A674 and Moss Lane should be retained as open space, It is the source of the River Chor and is rich in wildlife.	Railway cutting is in private ownership, this site is included within the Local Plan as a cycle route/walking route though no funds are currently available to implement project - aspiration for 2026. Gale Moss is already allocated for employment in Local Plan. Open space to be retained off Dorking Road and Sutton Grove. Knowley Brow play area is subject to differing comments from consultees and will be subject to a further consultation.	--
15		Open space informal play areas off Dorking Road and Sutton Grove should be retained, non are equipped but provide valuable open space. Play area of Knowley Brow is difficult to access by foot for elderly and young.	Wildlife corridor along the canal is protected from development -Policy HW4 in the Local Plan. Comments about accessibility of Knowley Brow play area noted.	
16	Ian Horsefield. Chair Anderton Parish Council	No designated play areas, public rights of way (PROW) is very important, document could be enhanced by including PROW as a subcategory. They are referred to under the green corridor label but are lost within the strategy action plans. Proposal to improve south east parishes rural footpaths should be included in document. Incorporate selected footpath enhancement as part of the open space strategy action plans - links to health walks good.	PROW is not a typology set out in national planning guidance for open space. However, the Council recognises the importance of public rights of way and work closely with LCC who are the statutory authority for public footpaths.	-
17	Janet Baguley Natural England Land Use Operations	No comments	-	-

Key	Consultee	Consultee Summary Response	CBC Response	Action in revised document
18	Martin Trengoue. Vice Chair Mawdesley Cricket Club	Have development plan - continue to develop and improve our facilities. Create other income streams, retain existing members and develop junior players to become the senior players of the future. Expand the number of coaches we have, increase numbers of girls playing cricket, wants support with developing girls cricket. New pavilion being built 2014, will have heating. 230K secured in 2013. Funding for new practice nets will be sought 2015-2020. Pointers to update in document, number of matches played more than stated. No spare capacity.	Points to be updated.	-
19	Katherine Howarth Planning Officer	Scores of play areas that differ to open space methodology, Library Road Skate Park, Clayton-le-Woods, The Bowers, Chorley and Dunham Drive, Whittle-le-Woods need to be reassessed. Page 20, Site 3. Carr Brook – the 4 play areas have been combined and identified as low quality but one of the sites (1368.4) is assessed as high quality in the Open Space Study.	Sites have been re-assessed. Sites identified as new, to be removed or re scored to be revisited. Change made to document.	Site scores in the document to be revisited where necessary.
20	Cllr Mark Perks	Lengthy detailed response submitted, in summary, Open spaces to be put into neighbourhood areas as are the play areas and playing pitches.	Open Spaces are in settlements and are cross referenced to neighbourhoods. This will be made clearer throughout the document.	Open spaces to remain in settlements but closely linked to neighbourhood areas. Make changes to factual information in document
20	Cllr Mark Perks Club President and project co-ordinator Astley and Buckshaw JFC	Lengthy detailed response submitted, in summary, Buckshaw and Euxton - lack of adequate provision for young people and no allotments in Buckshaw Village. A separate list of play areas should be devised for Astley Village, it is in Chorley Town Neighbourhood Area and does not identify any deficit in quantity, accessibility yet there is not a good quality play area for Astley Village young people except one that is hidden away on Foxcote, should be moved to more prominent location, action plan says it will be improved in 2017/18, can this be brought sooner? Also need allotments in Astley Village.	Astley Village is in the Chorley Town settlement and was assessed with all other Chorley town sites. Developments in the catchment would allocate a contribution to the nearest play area or playing pitch. Timescales of play area provision revised. Allotments are not provided in Astley Village but there is a community food growing site on Raventhorpe. New allotment site nearby on Euxton Lane proposed to serve Astley Village, Euxton and Buckshaw Village catchment.	Make changes to factual information in document.
20	Cllr Mark Perks Chairman and Youth Worker - Buckshaw Youth Association. School governor	Lengthy detailed response submitted, in summary, Check neighbourhood boundaries of playing pitches. Information needs correcting in document, changes pointed out and new info. provided. Derian House - Pony Field, information needs updating in document. Club has 1 yr lease but looking for 20yr lease.	Playing pitch boundaries checked. As stated in above response, the Pony Field is allocated as amenity greenspace and is not allocated as a playing pitch. This typology needs justifying and changing to playing pitches by Planning Policy. A planning application would be necessary for this change.	Make changes to factual information in document.
21	Alan Bowers, Chairman Chorley Panthers Rugby League Football Club	Aspiration to build a new club house on site. Pitch drainage, flood lighting and new fencing complete	Document updated accordingly.	-
22	Adlington Town Council	Pg. 16 - 19 Adlington. Ref - New Leonard Fairclough Memorial Garden, Chapel Street. This land was given to the people of Adlington in perpetuity. It is owned by Chorley Council. It should be protected as open space for local residents. Town Council requests clarification of the location of housing sites with full planning permission in Adlington Pg. 17- The Town Council considers that Yarrow Valley Country Park is neither near to Adlington or easily accessible by any form of public transport and would disagree that the village is "well Served" with this amenity. Pg. 19 Allotments - Harrison Road is designated for allotments, the Town Council would like to know when work will commence on the provision of these. Bowling Greens, both St Josephs and St Pauls can be used by non-members for a small fee, but are not always open. There is no graveyard at St Pauls Church although there is a small garden of remembrance Cutterside Avenue should read Outterside Street	Site to be assessed, scored and added to document. These were housing sites as allocated from 2011 so many have now been delivered e.g. Grove Farm. Remove the statement from the document. Natural and Semi Natural Open Space is not allocated developer contributions for new provision. Check S106 allocations, it depends on when the allocations from housing developers reach a point where the site can be created.	Site to be assessed, scored and added to document Remove the statement from the document. Natural and Semi Natural Open Space is not allocated developer contributions for new provision. Information updated in document. Document amended.

Key	Consultee	Consultee Summary Response	CBC Response	Action in revised document
23	Lancashire Football Association	<p>Pitches for social and informal play need to be taken out, only drained pitches included that can be used for training and junior matches. A number of statements seem to contradict e.g. 37 AGPs have been granted to make up shortfall but in key recommendations it states that a further two are still needed. Pg. 23 - Summary of playing pitch assessment by sport suggests 47% of respondents feel 'a lack of funding for pitch improvements' is an issue yet only the below pitches have been identified as red (poor quality) out of all the facilities being used for football. This could affect funding in the future and I would suggest that all pitches need to go through an up to date assessment in Jan/Feb 2014. Pg. 15 – Buckshaw Village – ATP sand filled (1 pitch) Pg. 21 – Twin Lakes, Croston, Bretherton Sports Club (2 grass pitches in total) Data on page 24 is incorrect and would suggest this is looked at again once</p> <p>The FA has the latest data available in February 2014. Ground maintenance - Leagues highlight this as a weakness, what is the ground maintenance annual process? Sites that are thought to need drainage at a high cost might only need a proper maintenance process being adopted. Please send us your process to have it looked at. Ancillary facilities pg. 25. Rated as good or average yet the Leagues highlight a lack of general maintenance, changing rooms, lack of segregation where they exist, and hot water. Again these need to be revisited and classified. AGP's - I would like to challenge the statement on pg. 27 'Chorley has a need for additional pitch space across both AGP types (sand based and third generation turf). Football being the dominant sport and Hockey having identified one of these facilities as a priority the need for the area is Rubber crumb (3rd G Pitch).</p> <p>Pg. 37 – Key Recommendations – Two new AGP's of sand or 3G are required to meet the identified shortfall. Can I suggest this is 3G to accommodate the vast majority of sport played in the borough i.e. football.</p> <p>Overall the document is not an accurate reflection of current football provision in the borough and give's conflicting information. The FA's Local Area Data will be published in the new year and we happy to forward this on which will provide the council with a more accurate picture of football provision in the borough. We are not in a position to support the Playing Pitch Strategy for Chorley in its present state and advise that it is looked at with our consultation along with local partners who will help shape a more accurate document.</p>	<p>Document updated accordingly</p> <p>Document amended regarding AGP provision. Identified that AGP specification differs for specific sports so shortfall not necessarily met across rugby, football and hockey need. All pitches and facilities will be re-assessed and playing pitch strategy updated following assessment. The assessment was carried out by consultants using a strict methodology to ensure consistency.</p> <p>Council pitch maintenance to be reviewed</p> <p>Old data from original study to be removed from strategy.</p> <p>Comments noted.</p> <p>Developer contributions provide improvement provision for pitches and changing rooms. The implementation of the final strategy will be further consulted on with key stakeholders.</p> <p>FA local area data used in revised document</p>	<p>Informal pitches removed from documents, only line marked, drained and regulation size pitches included.</p> <p>Action to review Council pitch maintenance arrangements.</p> <p>Document updated and out of date statistics removed.</p>
24	Gregory Bolton Vice Chairman Brinscall Cricket Club	<p>Firstly Page 28 - Development -This should read Brinscall CC and Hoghton CC as separate clubs as this appears we are one club</p> <p>Page 29 - Demand - Second paragraph - You say 4 clubs report a decrease in membership but only list two and one of those as Brinscall when in fact we have two senior teams and a good development of junior members with an under 13s team in the Ribblesdale League and hope to include an under 11s team this next season.</p> <p>Page 29 - Pitch Quality- You say the Brinscall CC report the overall quality of their home pitch as unacceptable, where did you get this information from ?? We have a relatively good pitch that is well maintained, whilst we have a drainage problem at the bottom of the pitch we are looking to apply for grant funding to assist with resolving this and to improve the overall ground facilities. Our prime ambitions for me are as follows:</p> <p>1.1st playing in the Senior League in 2014 plus the 2nd X1's playing 1 league higher than we are now within next 2 years</p> <p>2.Youth Development -We would like to see the club have an u9's, u11's, u13's, u15's and u17 within the next five years.</p> <p>3.Community engagement and fundraising- We should look to leverage this both through the Youth system and via local businesses and schools. We do need to become a focal point in the village and surrounding areas.</p>	<p>Document amended.</p> <p>Document amended to reflect up to date information.</p> <p>Pitch to be re-scored.</p>	-
25	Vyn Thornhill Euxton Parish Council	<p>Yarrow Valley Country Park is not just within Euxton, this gives a false impression, most of YVCP is private farmland and pasture in Euxton, with no good access routes through the open space. YVCP could be extended in the area of Green Belt land left as part of the proposed development of Dunrobin Drive, Euxton to the south of HS1.40.</p>	<p>Yarrow Valley Country Park to be reallocated to the Chorley Town Settlement. Dunrobin Drive / Country Park extension to be considered when planning application is submitted.</p>	<p>Yarrow Valley Country Park to be reallocated to the Chorley Town settlement</p>

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26	Football Development Group Iain Kay, Derek Egan, Steve Flux, Peter O'Neill, Andy Brown	<p>3G pitches best for football - Bishop Rawsthorne new but out of town and very expensive to hire. Aspiration to have another 3G pitch in Chorley for community use at reasonable hire rates e.g. Southlands or Parklands.</p> <p>Need to reassess the pitches in Chorley both from a quantity/measurable perspective and also quality. Data may not be correct.</p> <p>Add athletics into the strategy</p> <p>Pitch strategy should just contain built for purpose pitches, remove all sites that are just kick around, line marked with goal posts on existing poor sites. These should be retained in document still recognised as being important for health, wellbeing and community use.</p> <p>Create new playing pitches that are adequately drained, have fewer good pitches rather than lots of poor pitches.</p> <p>Joint Objectives - Supported the creation of a central venue in Astley Park for Junior football; have a rolling programme to improve the pitches on Council land across the Borough using a mix of S106, funding bids and capital. Improve the training for Council staff and volunteers who act as grounds men - best practice - buy a verti drainer.</p>	<p>Pitch quality & quantity to reassessed.</p> <p>Informal pitches to be removed from strategy.</p> <p>To be considered as part of future developments.</p>	Pitch quality & quantity to reassessed.
27	Derek Heighway Secretary Sunday League	<p>Data not correct with number of adult teams in area against no of pitches.</p> <p>Choice of Council pitches is poor, pitch sizes are only just within FA guidelines, they are poorly drained meaning that they are unplayable most of the time. i.e. Westway. In reality there is only room for 2 pitches. Plus there are no changing facilities. Maintenance regime needs to improve, i.e. line marking be more permanent, rolling.</p> <p>Sunday League is not gaining membership as stated in doc. Saturday league has joined the Preston league. If pitches were improved this should encourage new teams to form.</p> <p>Schools reluctant to allow adult football, just junior</p> <p>Report contradicts, in one area says pitches ok, in other areas poor.</p>	<p>Check data and amend where appropriate</p> <p>Re-score pitch quality and changing facilities.</p> <p>Up-date data from FA information. Preston league is known as mid lancs football league</p> <p>Check data in documents</p>	-
28	Cllr Kim Snape	Land to rear of Orchard Drive, open space/ kickaround area is very poorly drained.	Orchard Drive Amenity Greenspace is scored as low quality and developer contributions will be allocated to improve this.	-
28		Bowling Green at Heath Charnock has been missed off. Bowling at St Chads is in Pennine Ward in Eastern Parishes	Added in document. Changed in document.	-
29	Michael Rushe Albany Academy	<p>Report seems to focus on football, rugby, hockey but doesn't mention athletics.</p> <p>Pitches are currently monopolised so how will the Open Space Strategy support other sports and activities that require parks open spaces to develop? Chorley has inadequate facilities for athletics and we are losing talented athletes to clubs outside of Chorley</p> <p>School pitches have to be preserved to help develop high standards in PE. Even through Albany pitches are classes as underused it is a school decision to keep usage low to that they can best serve the school.</p>	Athletics to be included in the strategy.	Action to incorporate support for athletics in the strategy.
30	Paul McNeilly Places for People, Housing Services Manager	<p>Brow Hey Court has no play area. Remove from strategy.</p> <p>Play area and greenspace needs to be improved in Clayton Brook.</p>	<p>Remove Brown Hey Court from strategy.</p> <p>Sites have been assessed and scored, open spaces, play areas and playing pitches scored as low quality will be improved.</p>	Remove Brown Hey Court from strategy.
31	Glenys Southworth Clerk to Bretherton Parish Council	Parish support the consultation documents in general.	-	-
32	Richard Boon Resident Royton Drive, Whittle-le-Woods	Orchard Drive play area and playing field in need of drainage and upgrade, is there any money allocated from new nearby development for improvements?	Amenity greenspace scored as low quality. Contributions requested from nearby development for greenspace improvement.	-

Key	Consultee	Consultee Summary Response	CBC Response	Action in revised document
33	Hilda Jones Secretary Bowls Club Coppull Conservative Club	<p>Crown Green Bowls - change detail on pg. 11. 6 teams play on Tatton Rec, 2 Teams on Astley Park and 3 teams on Coronation Rec. Club has a 5 yr development plan to upgrade the club facilities with the possibility of an additional green.</p> <p>There are 6 leagues in Chorley - Chorley and District, Chorley Churches, Chorley Vets, Ladies League, Mixed Vets and Adlington League. There are between 20 - 70 teams in the leagues. Also a junior league. Apart from 6 public greens all others are private clubs and only available to members.</p> <p>The public greens have little or no lighting which is a problem for night matches. An all-weather surface crown green with lights would be a big asset to the Town.</p>	<p>Information to be updated in document.</p> <p>Document objectives and aims support bowling clubs to develop ancillary facilities and increase the quality of the greens.</p>	Information to be updated in document.
34	Pauline Toop Euxton Cricket Club	Remove reference to focus clubs on pg. 43	Update in document.	Update in document.
35	Marie Holland Local resident	Play area on Stansted Road is in need of refurbishment.	Play area currently scores high for quality, site to be re-assessed, it is phased in Year 2 for further investment.	-
36	Cllr Adrian Lowe	Mr Brennan put forward the proposal for a linear park near Merton Grove with footpath links from the estate.	Land allocated as green belt and ST1 Recreational footpath along the old railway line.	-
37	Orla-Rose Moxon Knebworth Close, Clayton-le- Woods	Play area on Osborne Drive, Clayton-le-Woods is in a very poor state of disrepair, equipment rotting, installed in 1999 and past its best. Enquiry from young people to ask if it can be improved.	Re-assess and re-score play area.	Re-assess and re-score play area and re-phase into the action plan if necessary.
38	Lancashire Wildlife Trust	<p>Approach to semi natural greenspace provision does not include greater aspiration to expand the quantity, quality and accessibility of such open space through the public, private and third sector provision. Would hope to see some greater medium - long term ambition in the final version of the strategy linked to the feasibility of the resources available over the long term of the plan</p> <p>More geographical linkages to open greenspace throughout the Borough linking public rights of way and permissive paths e.g. LWT have long standing aspiration to link Cuerden Valley to Croston along the valley of the River Lostock. Linkages of green corridors and accessible semi natural greenspace need to be addressed through a green infrastructure strategy and action plan produced at a Lancashire or local Chorley level and adopted through the Local Plan's delivery of NPPF's recommendation that local authorities should "set out a strategic approach in their local plans, planning positively for the creation, protection, enhancement and management of networks of biodiversity and green infrastructure".</p> <p>Strategy does not reference the possibility of Local Green Space (LGS) designation. Designation can only occur during preparation or review of the Local Plan. Development of LGS is consistent with the policy for green belts. Definition and criteria seem woolly, however, some mention of their legal possibility should be made in an open space strategy.</p>	<p>Chorley Council does not seek funding towards new provision within the semi-natural greenspace typology from housing development. If a housing development falls within the catchment of a low quality existing semi-natural greenspace then the developer is asked to contribute. It is not appropriate to ask housing developers to contribute towards increasing semi-natural greenspace, this would have to come from other funding sources.</p> <p>Chorley Council are currently drafting an SPD about biodiversity and ecological networks - the Central Lancashire Biodiversity and Nature Conservation SPD. This is a standalone document focusing on wildlife provision whereas the open space strategy focuses on provision for people.</p> <p>The community can put forward sites for designation of LGS. No sites have been put forward to date. LGS can only be designated when a local or neighbourhood plan is prepared or reviewed. Sites can be put forward where relevant.</p>	-
39	Whittle le Woods Parish Council	<p>St Chads Church is in Whittle-le-Woods, not Wheelton.</p> <p>No reference to Whittle-le-Woods war memorial.</p>	<p>Information noted. Cemeteries/churchyards REF 1806 - change to be made in document and associated provision quantities in ha for the settlement altered.</p> <p>This site is allocated as amenity greenspace REF 1734.</p>	Site to be changed to the Whittle-le-Woods settlement.
40	Coppull Parish Council	Add Berry Garden to Parks and Gardens, Chapel Lane.	Changes will be made to the final document once site has been assessed and scored.	Site to be scored and added to strategy.
40		Land Behind the Wheatsheaf pub used to be classed as play area.	This site was proposed in the previous Local Plan but was re-assessed and removed.	
41	Ulnes Walton Parish Council	Parish Council is not the owner of Wymott Park Play Area.	Document amended and changed ownership to Chorley Council.	-

Key	Consultee	Consultee Summary Response	CBC Response	Action in revised document
42	Heskin Parish Council	Eccleston County School has community use.	To be confirmed with the school and updated as necessary.	To be confirmed with the school and updated as necessary.
42		There is no play provision at Walmsley's Farm.	This name was used by KKP for the public open space off Town Lane. Play area has been removed from play area strategy.	Walmsley's Farm renamed Town Lane in strategy. Removed from play area strategy but retained as amenity greenspace.
42		There is a small amenity area on The Warings 20m x 40m.	This site is below the 0.2ha threshold to be included in the open space assessment. It is however protected in the local plan.	
43	Cllr Terrance Brown	Rivington View should be changed to Haworth Road	Changed in document.	Document updated.
44	Former Cllr Dennis Edgerley	<p>Open Space adjacent Northgate Drive, all or part of this may have been allocated for housing?</p> <p>Play Area on Knowley Brow Heapey, check date of installation and also usage.</p> <p>Green corridors opposite Railway Road and Harpers Lane and the linear park behind Railway Road need to be included.</p> <p>There is no reference to amenity spaces between Congress St and Wellington St.</p> <p>There is no reference to amenity spaces in Trafalgar Street.</p> <p>There is no reference to amenity spaces in Waterloo Street.</p> <p>There is no reference to amenity spaces between Parker Street and Water Street.</p> <p>There is no reference to amenity spaces at the junction of commercial road and the town centre by-pass.</p>	<p>Part of the site has been allocated for housing in the new Local Plan, re-measure the remaining open space and update the strategy accordingly.</p> <p>Comments noted and checked.</p> <p>These sites are included as green corridors REF 1723 and 1724.</p> <p>These sites are below the 0.2ha threshold to be included in the open space assessment. However, these sites are protected in the local plan.</p>	<p>Open space to be re-measured and strategy to be updated.</p> <p>Changes made in document.</p>
45	Cllr Alistair Bradley	Comments regarding condition of tennis courts at Coronation Recreation Ground and Astley Park and the need to improve the courts at these sites.	The tennis courts at these sites are scheduled to be reviewed and an action for improvements to the tennis courts will be included in the management plan updates for Astley Park and the new management plan for Coronation Recreation Ground.	-

Integrated Impact Assessment

Name of the service, policy, strategy or project being assessed	Play, Open Space and Playing Pitch Strategy		
What does the service, policy, strategy or project do?	Provides a 5 year strategy and action plan for play areas, open space and playing pitches.		
Who is it intended to benefit and how?	Residents and visitors to Chorley borough.		
Officer responsible for completing the assessment	Jamie Dixon / Lindsey Blackstock		
Date of Assessment	31-07-2014	Date of Review	31-08-2015

Introduction

What is an Integrated Impact Assessment?

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

Why do we need to do Impact Assessments?

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

Quick Steps for Completion

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

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

Code Description

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

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

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

Equality Impact Assessment	Yes	No	Evidence				Further action required
1. Have consultations with relevant groups, organisations or individuals indicated that this particular activity will create problems which are specific to them?	✓		Consultation responses to the draft strategy.				As detailed in the summary to the consultation responses.
What potential impact does this activity make to:							
	P	N	U	NI	Evidence		Further action required
1. Equality of opportunity amongst customers of different ages (Age)	P				Wide variety of provision of sites across the borough for various age ranges.		Address any identified deficiencies as detailed in the strategy.
2. Equality of opportunity amongst with or without a physical or mental disability (Disability)	P				Key sites across the borough for various disabilities.		Address any identified deficiencies as detailed in the strategy.
3. Equality of opportunity amongst customers of different gender backgrounds (Gender Reassignment)	P				Sites provide equal opportunity for all gender backgrounds.		
4. Equality of opportunity amongst customers who are pregnant or parents (Pregnancy and Maternity)	P				Wide variety of provision of sites across the borough for various age ranges.		Address any identified deficiencies as detailed in the strategy.
5. Equality of opportunity amongst customer groups of different racial backgrounds (Race)	P				Sites provide equal opportunity for all racial backgrounds.		
6. Equality of opportunity amongst customers of different religions (Religion or Belief)	P				Sites provide equal opportunity for all religious backgrounds.		
7. Equality of opportunity amongst customers that live in different parts of Chorley (Rurality)	P				Wide variety of provision of sites across the borough including rural areas		Address any identified deficiencies as detailed in the strategy.
8. Equality of opportunity amongst male and female customers (Sex)	P				Sites provide equal opportunity for males and females.		
9. Equality of opportunity amongst customers of different sexual orientations (Sexual Orientation)	P				Sites provide equal opportunity for all sexual orientations.		

Health Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
1. Promoting healthy lifestyles for Chorley residents. For the latest Health Observatory information please see the data on this link http://www.apho.org.uk/resource/item.aspx?RID=126958	P				Wide provision of access to open spaces providing and promoting opportunities for exercise and physical activity to support health and wellbeing.	Implementation of strategy action plan and partnership working to maximise the health and wellbeing benefits.
2. Enabling residents to Start Well (pre birth – 19) Possible issues to consider are; <ul style="list-style-type: none"> • Promoting healthy pregnancy • Reducing infant mortality • Reducing childhood obesity • Supporting children with long term conditions • Supporting vulnerable families and children 	P				Wide provision of access to open spaces providing and promoting opportunities for exercise and physical activity to support childhood health and wellbeing.	Implementation of strategy action plan and partnership working to maximise the health and wellbeing benefits.
3. Enabling residents to Live well (16 -75 years) Possible issues to consider are; <ul style="list-style-type: none"> • Promoting healthy settings, healthy workforce and economic development • Promoting mental wellbeing and healthy lifestyles • Reducing avoidable deaths • Improving outcomes for people with learning disabilities 	P				Wide provision of access to open spaces providing and promoting opportunities for exercise and physical activity to support 16-75 years health and wellbeing	Implementation of strategy action plan and partnership working to maximise the health and wellbeing benefits.
4. Enabling residents to Age Well (over 65 years). Possible issues to consider are; <ul style="list-style-type: none"> • Promoting independence • Reducing social isolation • Managing long term conditions and dementia • Reducing emergency admissions and direct admissions to residential care settings • Supporting carers and families 	P				Wide provision of access to open spaces providing and promoting opportunities for exercise and physical activity to support over 65 years health and wellbeing	Implementation of strategy action plan and partnership working to maximise the health and wellbeing benefits.

Reputational Impact Assessment	P	N	U	NI	Evidence	Further action required
What potential impact does this activity make upon:						
<p>1. Chorley Council's reputation. Possible issues to consider are;</p> <ul style="list-style-type: none"> • Proving to local residents that we provide value for money • Informing and engaging with local residents • Building trust and confidence in Chorley Council • Improving customer satisfaction with council services • Chorley Council's role as a community leader 	P				<p>Chorley Council owns and maintains much of the open space across the borough. Maintenance of greenspace is generally regarded as being of good or excellent quality by residents e.g. Green Flags / In-Bloom.</p>	<p>Implementation of strategy action plan and partnership working with other land owners.</p>
<p>2. Our ability to deliver the Corporate Strategy. Issues to consider are;</p> <ul style="list-style-type: none"> ▪ A council that consults and engages with residents ▪ An ambitious council that continually strives to improve 	P				<p>The strategy directly supports and helps to deliver corporate strategy objectives:</p> <ul style="list-style-type: none"> • A council that consults and engages with residents. • An ambitious council that continually strives to improve. 	<p>Implementation of strategy action plan.</p>

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

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

Integrated Impact Assessment Action Plan

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

Actions needed following Integrated Impact Assessment	Start Date	End Date	Lead Officer
As well as applying the IAA to the overall strategy it also needs to be applied at a more detailed level e.g. individual play and open space schemes. Therefore, individual IIA's will be applied to each of the actions within the strategy (where relevant) prior to implementation. This will ensure that all of the actions have a clear focus on maximising health and well-being outcomes.	2014-15	2019-20	Jamie Dixon

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Report of	Meeting	Date
Director of Customer and Advice Services (Introduced by the Member for Customer and Advice Services)	Executive Cabinet	28 August 2014

RESPONSE TO THE REPORT OF THE OVERVIEW AND SCRUTINY TASK GROUP ON SELECT MOVE

PURPOSE OF REPORT

1. To respond to the findings and recommendations of the Overview and Scrutiny inquiry report on Select move.

RECOMMENDATION(S)

2. That the Executive Cabinet endorses the response included within the report to be received by the Overview and Scrutiny Committee.

EXECUTIVE SUMMARY OF REPORT

3. The Overview and Scrutiny Task Group for Select move was given the objective to look at the Select move Choice Based Lettings scheme and to investigate and evidence if the scheme is meeting customer needs and expectations. This included exploring the processes around application and allocations, and also the standard of the homes allocated.
4. A variety of methods was used and included engaging stakeholders, partners and also customers.
5. Overall, the Task Group found that the scheme was fit-for-purpose and that the evidence collected demonstrated that the scheme was meeting the needs of the customers.
6. There were some areas for improvements identified by the Task Group and therefore the Task Group proposed 15 recommendations, which it was felt would improve the present policies and procedures to better serve the residents of Chorley.

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

(If the recommendations are accepted)

7. To inform Overview and Scrutiny Committee of the Executive's response to the recommendations made by the O&S Inquiry on Select Move.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

8. None

CORPORATE PRIORITIES

9. This report relates to the following Strategic Objectives:

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

BACKGROUND

10. The Overview and Scrutiny Committee appointed a Task Group in July 2013 following concern regarding the accessibility and user-friendliness of Select Move, in addition to the perception that people from outside the sub region and without local connection were accessing properties in Chorley.

KEY OBJECTIVES

- 11. The Task Group decided to investigate three desired outcomes, specifically:
 - a) To ascertain if Select Move is a choice based lettings service that meets the needs of Chorley residents.
 - b) To identify areas of improvement on condition of property at handover.
 - c) To reduce waiting times and lists.
- 12. The Task Group panel concluded that the Select Move system does largely meet the needs of Chorley Residents, as customer satisfaction is good, allocations are being made within a reasonable period and the majority of customer indicated they would not wish to return to the previous system of allocation.
- 13. The Executive Cabinet welcomes these findings as the Council entered the Select Move partnership and committed financial resources to a choice based lettings system in order to improve service to customers and expedite the process of applying for, and securing a new home, and Select Move has delivered this.
- 14. The Task Group found no major concerns regarding the condition of properties at handover, however they have made some recommendations to Registered Providers as to ways in which customer satisfaction could be further enhanced.
- 15. These recommendations will be of interest to our partners and the Council will encourage partners to recognise their value and implement the proposals (in Chorley). However, the Council cannot require Registered Providers to do this.
- 16. The Council is committed to ensuring that those in greatest housing need are able to access affordable housing and therefore has worked with partners to review the Allocations Policy, to ensure qualification and local connection provisions are robust. The Task Group acknowledge this important and relevant work.

RECOMMENDATIONS

17. The Report of the Task Group makes 15 recommendations and therefore the Council has considered these and provided a response to each, including consideration regarding deliverability and the resources necessary for implementation. The recommendations along with the requisite response in bold italics are listed below:

Recommendation one

18. That there continues to be regular monitoring by the Council of the level of net migration into Chorley, including periodic reporting to the Overview & Scrutiny Committee, to ensure the new policy achieves the overall aims of prioritising Chorley properties for those with a connection to the borough, and migration does not exceed 10%.

19. **The Council has closely monitored the level of net inward migration from the implementation of the Select Move scheme in 2011 and will continue to do this monthly, reporting to the Executive Member for Customer and Advice Services and the Overview and Scrutiny Committee bi-annually. The information available is dependent on the Registered Providers regularly updating the system following their lets. This analysis will include highlighting any specific geographical areas where inward migration is particularly high.**

Recommendation two

20. That each Registered Provider review their processes for handing over properties at relet stage, including both recording the time taken to prepare a property ready for a let and also the level of assistance for new tenants. That all Registered Providers look to raise their offer to the same standard across all providers

21. **The Council endorses this recommendation and we will strongly recommend that Registered Providers in Chorley work together to deliver this. However we are not able to require Registered Providers to do this and therefore it will rely on good will and their desire to improve the service for customers.**

Recommendation three

22. That each Registered Provider review the provision for a decoration allowance for new tenants and review its level, increasing it where necessary, to ensure it is sufficient.

23. **The Council endorses this recommendation and we will request that Registered Providers commit to this. However we are not able to require Registered Providers to do this and therefore it will rely on good will and desire to improve the service for customers, particularly as this is a discretionary benefit.**

Recommendation four

24. That the partnership consider the provision of surgeries or drop in sessions for customers to allow face to face support and demonstrations of how to perform certain tasks on the Select Move system.

25. **The Council recommends that the partnership work with the Council to provide surgeries or drop in sessions for customers. This work will require resourcing and therefore it is essential that it is shared across the partnership (in Chorley).**

Recommendation five

26. That any provision for surgeries or drop-in include the rural areas and are promoted to ensure that older people are aware of them and able to attend.
27. **The Council recommends that the Registered Providers in Chorley work with the Council to provide surgeries or drop in sessions for customers in rural areas where there is a demand for the service. This work will require resourcing and therefore it is essential that it is shared across the partnership.**

Recommendation six

28. That the partnership considers undertaking a process of proactive marketing to those who are not bidding regularly and offer to provide assistance. This should include promotion of any drop-in sessions, mailing out of the newsletter and assisting bidding on properties by proxy.
29. **The Council recognises that a large proportion of customers registered on Select Move do not bid regularly and that this could indicate a need for assistance for a minority of those customers. The Council therefore endorse this and will recommend to the partnership that some proactive marketing is undertaken in order to identify what proportion of those customers who are not bidding, are struggling to use or access the system.**
30. For those customers who are identified as experiencing some difficulties, either because of a lack of access to a computer or because they are unable to use the technology, steps will be put in place to assist them.

Recommendation seven

31. That the Registered Providers within the partnership are encouraged to provide more details in their property adverts, including detail of any specific local connection provisions (for example in rural villages) and also the provision of photographs on the majority of adverts
32. **The Council acknowledges that property adverts which lack information such as Photographs and local connection provisions do not promote informed choice for customers and this issue has been raised at the Select move partnership. The Council therefore will strongly encourage the Registered Providers within the partnership to provide more details in their adverts, with photographs to be supplied in the majority of adverts.**

Recommendation eight

33. That the partners continue to work collaboratively to develop a database of adapted properties which will ensure that when an adapted property becomes available, it can be advertised with all of the relevant information to ensure it is appropriately allocated.
34. **The Council has recognised the need for a coordinated approach to the allocation of adapted properties and therefore there is an established task group across Registered Providers and the Council exploring how this can be delivered. This task group will continue and the objective will be to deliver a fit for purpose database which can be shared across partners.**

Recommendation nine

35. That the Registered Providers within the partnership endeavour to include any properties which are to be direct matched, on the Select Move system, clearly specifying it is not available for other applicants, in order to enhance transparency and integrity in the scheme.
36. **It is important that the Select move system is transparent and includes information about all allocations or lets made in the Chorley area. The Council acknowledges that there may be occasions where a direct match is appropriate, it would be beneficial to understand the frequency and location of these allocations. Therefore the Council will strongly recommend that Registered Providers include all directly matched properties onto the system.**

Recommendation ten.

37. That the partnership lobbies Abrisas to implement the new system upgrade in order to improve the customer interface.
38. **The Council working with our partners have been liaising with Abrisas in order to secure the improvements to the system and as a result of this work, a system upgrade is anticipated to be delivered by the end of 2014. This will improve the customer interface as well as improving system processing.**

Recommendation eleven

39. That the partnership ensures that any affordability policies or tests are consistent across Registered Providers and that these policies do not wholly exclude groups of customers.
40. **The Registered Providers working within the Select Move partnership recognise that some customers on low incomes are no longer able to afford social housing and therefore have committed to developing a single policy to look at income levels and what income is necessary in order to manage a tenancy for different family sizes. The Council does not seek to promote the allocation of homes to those who are unable to afford them however, at the same time, we have a duty to ensure accommodation is allocated to those in greatest need.**
41. **The Council fully endorses the recommendation that if Registered Providers are committed to introducing affordability policies, that there is a single policy approach, otherwise it could become very confusing for customers. Therefore this will be recommended to Registered Providers.**

Recommendation twelve

42. That the partnership ensures that as part of any affordability policy, there are provisions available which will help customers to improve their circumstances in order to pass any assessment of affordability threshold in order to secure a property and that these are consistently available across all Registered Providers.
43. **The Council considers it essential that any affordability policy includes provisions for assisting customers who have been deemed to be unable to afford a social rented home, to improve their prospects through enabling training, employment or budgeting advice. Therefore the Council strongly recommends that any Registered Provider wishing to introduce the affordability policy provides measures and resources to helping prospective tenants to improve their circumstances.**

Recommendation thirteen

- 44. That the Council continues to work with Registered Providers in order to enable new affordable housing of the right type and tenure is available so local housing need is met.
- 45. **Chorley Council has an excellent track record of delivering affordable housing through a mix of using existing homes, empty properties and also newbuild on both section 106 sites and grant funded sites. Further the Council has invested a significant amount of its own resources, both capital and land assets, in order to enable new affordable housing. The Council therefore endorses this recommendation and will continue to maximise delivery by identifying opportunities and working with Registered Providers to deliver these. Part of this work is to look at new ways of delivering affordable housing, including the Gentoo product, which is a project the Council are leading on.**

Recommendation fourteen

- 46. That the partnership amends the banding notification letter to include confirmation as to the evidence on which the banding is based.
- 47. **There are standard letter templates within the Select move system and therefore the Council will work with the Operational Group to devise a template for a revised banding letter and implement this as soon as is practicable.**

Recommendation fifteen

- 48. That the partnership recognise the importance of treating social housing customers with dignity and respect and that customer service standards are met.
- 49. **Customer care is a priority for all the partners in the Select move partnership however it is not feasible for training to be delivered across all the staff who contribute to the delivery of Select move. It may be beneficial to develop a single statement of customer care standards or a customer charter as part of Select move and the Council will recommend this to the Select move partnership.**

IMPLICATIONS OF REPORT

- 50. 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

- 51. The majority of the recommendations relate to the RP's. Where the Council has a role to play in delivery, staff time will be allocated eg providing drop-in sessions to demonstrate how to use Select Move and designing any promotional material. There will be some costs incurred relating to marketing in the order of £1,000. This will be found from within existing resources and steps will be taken to requests registered providers to contribute to costs.

COMMENTS OF THE MONITORING OFFICER

- 52. No comments.

LESLEY-ANN FENTON
DIRECTOR OF CUSTOMER AND ADVICE SERVICES

Report Author	Ext	Date	Doc ID
Zoe Whiteside	5771	17/7/14	

Background Papers			
Document	Date	File	Place of Inspection
Report of the Overview and Scrutiny Task Group Select move	April 2014	Web	https://democracy.chorley.gov.uk/mgIssueHistoryHome.aspx?Ild=34141

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

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