

## **EXECUTIVE CABINET**

THURSDAY, 23RD OCTOBER 2014, 6.00 PM  
COUNCIL CHAMBER, TOWN HALL, CHORLEY

### **AGENDA**

#### **APOLOGIES FOR ABSENCE**

1 **MINUTES OF MEETING THURSDAY, 28 AUGUST 2014 OF EXECUTIVE CABINET**

(Pages 5 - 16)

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.

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

4 **CHORLEY'S ECONOMIC DEVELOPMENT STRATEGY REFRESH 2014**

(Pages 17 - 52)

Report of Chief Executive.

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

5 **TRIAL REOPENING OF MARKET STREET**

(Pages 53 - 56)

Report of Chief Executive.

**ITEM OF EXECUTIVE MEMBER (PUBLIC PROTECTION) (INTRODUCED BY COUNCILLOR PAUL WALMSLEY)**

**6 REVIEW OF OPEN SPACE BYELAWS - CONSULTATION** (Pages 57 - 78)

Report of Director of Public Protection, Streetscene and Community.

**7 ANTI SOCIAL BEHAVIOUR - COMMUNITY TRIGGER AND ADDITIONAL TOOLS AND POWERS** (Pages 79 - 84)

Report of Director of Public Protection, Streetscene and Community.

**8 EXECUTIVE CABINET RESPONSE TO OVERVIEW AND SCRUTINY RECOMMENDATIONS ON CCTV INFRASTRUCTURE** (Pages 85 - 114)

Report of Director of Public Protection, Streetscene and Community.

**9 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)**

**10 FUTURE MANAGEMENT OF MARKET WALK** (Pages 115 - 116)

Report of Chief Executive (to follow).

**ITEM OF EXECUTIVE MEMBER (CUSTOMER AND ADVICE SERVICES)  
(INTRODUCED BY COUNCILLOR GRAHAM DUNN)**

**11 UNIVERSAL CREDIT DELIVERY PARTNERSHIP AGREEMENT**

(Pages 117 -  
134)

Report of Director of Customer and Advice Services.

**12 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, 28 August 2014****MEMBERS PRESENT:**

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

**MEMBER RESPONSIBLE:**

Councillors Terry Brown, Hasina Khan and Danny Gee

**COUNCIL CHAMPIONS:**

Councillors June Molyneaux, Julia Berry and Alan Whittaker

**OFFICERS:**

Lesley-Ann Fenton (Director of Customer and Advice Services), Jamie Carson (Director of Public Protection, Streetscene and Community), Chris Moister (Head of Governance), Susan Guinness (Head of Shared Financial Services), Simon Clark (Head of Health, Environment and Neighbourhoods), Rebecca Huddleston (Performance Improvement Manager), Andrew Daniels (Communications Manager), Mark Chambers (Principal Management Accountant), Lindsey Blackstock (Parks and Open Spaces Officer) and Ruth Rimmington (Democratic and Member Services Officer)

**APOLOGIES:**

Councillor Paul Walmsley

**OTHER MEMBERS:**

Councillors Henry Counce, John Dalton, David Dickinson, Doreen Dickinson, Mike Handley, Keith Iddon, Matthew Lynch and John Walker

20 members of the public

**14.EC.49 Minutes of meeting Thursday, 26 June 2014 of Executive Cabinet**

**RESOLVED - The minutes of the meeting of the Executive Cabinet held on 26 June 2014 be confirmed as a correct record and signed by the Executive Leader.**

**14.EC.50 Declarations of Any Interests**

In accordance with the provisions of the Local Government Act 2000, the Council's Constitution and the Members Code of Conduct Councillor Peter Wilson declared a non-pecuniary interest in item 8: Revenue and Capital Budget Monitoring 2014/15: Report 1 (End of June 2014). Councillor Alistair Bradley declared a non-pecuniary interest in items 15 and 16: Ranglett's Recreation Ground.

**14.EC.51 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.52 Croston Flood Risk Management Scheme Update**

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), Councillor Peter Wilson.

Following the previous meeting on in June the Council had written to partners and central government to seek further contributions towards the scheme. Unless agreement on how to fund the £1.1M was reached and confirmed by November 2014, the scheme would not go ahead and the funding already secured would be allocated to other schemes.

A reply had been received from the Secretary of State for the Environment, Food and Rural Affairs confirming that no further funding would be made available for the scheme. A reply from LCC had also been received together with a commitment to provide £80K of additional funding subject to budget approval. Together with the £266K previously committed to the scheme, this would bring LCC's total contribution to £346K and would reduce the funding gap to £1.02M.

Several Councillors voiced concerns about the financial impact of a levy on the residents of Croston. It was noted that it was an unsatisfactory situation, but one that needed to be resolved to ensure the scheme went ahead. The Lower Yarrow Flood Action Group had been instrumental in the improvements already made in the area.

The Executive Leader explained that the Council would continue to proactively seek contributions from other partners and central government in order to bridge the gap. The wish was for authorities to contribute in proportion to their responsibilities.

Members discussed the amount of the potential levy for residents of Croston, over 25 years for a Band D property would be £32 per year. A suggestion was made that areas upstream of Croston could also be asked to contribute.

The Executive Leader assured Members and residents that the resolution of the issue was an important priority for the Council.

**Decision:**

- 1. The update provided in the report was noted.**
- 2. That the Council continue to proactively seek contributions from other partners and central government in order to bridge the gap.**
- 3. To recommend to Full Council that Chorley Council contribute £600,000 to the project, in the event of partners and central government funding not bridging the gap.**
- 4. That the Council consults with Croston Parish Council and all Croston residents regarding the possible introduction of a local levy, or equivalent**

**recharge, to fund the remaining £500K, in the event of partners and central government funding not bridging the gap.**

**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:** Not to contribute any funding. This would mean that the scheme would be unlikely to proceed, the £4.5M funding would be allocated to another scheme, and Croston residents would not benefit from improved flood protection.

#### **14.EC.53 Report of the Overview and Scrutiny Task Group - CCTV Provision and Infrastructure Review**

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

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

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.

**Decision: The report of the Overview and Scrutiny Task Group was received and accepted for consideration, with a view to the response to the recommendations being reported to a future meeting.**

**Reasons for decision:** None.

**Alternative options considered and rejected:** None.

#### **14.EC.54 Health and Wellbeing - Response to the Overview and Scrutiny Task Group on health impact assessments**

The report of the Director of Public Protection, Streetscene and Community was presented by the Executive Leader and Executive Member (Economic Development and Partnerships), Councillor Alistair Bradley.

The Executive Cabinet had received a report in February 2014 from the Overview and Scrutiny Committee relating to a task group inquiry into whether the Council's health impact assessment toolkit was fit for purpose.

The work of the task group had been based around the application of the Council's health impact assessment to the draft Play and Open Spaces Strategy. The task group had made seven recommendations.

A review of the toolkit had since been undertaken and the assessment criteria in relation to health and wellbeing had been amended to reflect the priorities of both the

Lancashire Health and Wellbeing Board and the local Health and Wellbeing Partnership.

The assessment was now made against the criteria: Starting Well, Living Well and Aging Well. This considered the impact of the policy/service against these criteria and provided a whole life approach to public health priorities.

It was recognised that many areas of the Councils business were partnership based. Where new policies or services were being considered the impact assessment should include some reference to this and ensure that partner actions or input was properly considered as part of the assessment. Where the Council was able to, officers were 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.

A programme of Member and Officer training and update sessions would be provided including a member learning hour and this would be included in the officers organisational development programme.

**Decision:**

- 1. The recommendations made by the Overview and Scrutiny Committee Task Group into Health Impact Assessments were accepted.**
- 2. The actions taken by officers in relation to the recommendations made by the Overview and Scrutiny Committee were endorsed.**

**Reasons for decision:** To support the improvement and development of the Councils integrated impact assessment toolkit.

**Alternative options considered and rejected:** None.

**14.EC.55 Central Lancashire Biodiversity and Nature Conservation Supplementary Planning Document (SPD)**

The report of the Chief Executive was presented by the Executive Leader and Executive Member (Economic Development and Partnerships), Councillor Alistair Bradley.

The Central Lancashire authorities were producing a Biodiversity and Nature Conservation SPD. The report explained the purposes and objectives of the Biodiversity and Nature Conservation SPD, summarised its contents, and set out the broad timetable for consultation and adoption.

The National Planning Policy Framework and the local planning policies referred to the concept of ecological networks. Ecological networks were links between sites of biodiversity importance. Lancashire County Council had produced ecological network mapping for Lancashire to cover woodland and scrub, grassland, and wetland and heath habitats. The SPD provided information on how to consider planning applications had an impact on ecological networks in the Central Lancashire context.

**Decision:**

- 1. The draft Biodiversity and Nature Conservation SPD, as detailed in Appendix 1, was endorsed and approved for consultation for a six week period between September and October.**



**2. Delegated authority was granted to the Chief Executive to approve minor changes and amendments prior to the consultation.**

**Reasons for decision:** 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:** None.

**14.EC.56 Revenue and Capital Budget Monitoring 2014/15: Report 1 (End of June 2014)**

*(Councillor Peter Wilson declared a non-pecuniary interest in the recommendation relating to the Adlington Play and Recreation budget but stayed in the meeting)*

The report of the Chief Executive was presented by the Executive Member (Resources), Councillor Peter Wilson.

The report set 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.

The projected revenue outturn currently showed a forecast underspend of £88,000 against budget (excluding additional net income from Market Walk). No action was required at this stage in the year.

The latest forecast excluded any variation to projected expenditure on investment items added to the budget in 2014/15. These projects were forecast to fully expend in 2014/15 and should there be any balances remaining at year end this would be transferred into specific reserves and matched to expenditure in future years.

The forecast of capital expenditure in 2014/15 was £13.014m. This figure included £6.650m to finance the Chorley East Health Centre.

The Council expected to make overall target savings of £130k in 2014/15 from management of the establishment. Savings of £100k had already been achieved for the year, with the remaining balance expected to be achieved over the coming months.

The Council's Medium Term Financial Strategy proposed that working balances were 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 showed that the General Fund balance could be around £2.277m.

Members noted that the budgeted net rental income from the Market Walk in 2014/15 was £543k. The latest forecasts estimated that the Council would receive an additional £453k. This was due to the letting of two vacant units, savings to operational costs and reduced costs of financing the acquisition.

Of the additional income forecast it was 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.

Members noted 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.

The latest information of income yield – net of costs for reliefs, cost of collection, bad debt and estimated appeals – was 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 was subject to change due to the volatility of variables such as the outcome of outstanding appeals. These latest estimates indicate the Council was meeting expectations included in the budget however further fluctuations would be closely monitored and any significant variances reported in the next monitoring report.

**Decision:**

1. **The full year forecast position for the 2014/15 revenue budget and capital investment programme was noted.**
2. **To 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.**
3. **The forecast position on the Council's reserves was noted.**
4. **To request Council approve a £30k increase to the Adlington Play and Recreation budget in the capital programme, funded from Section 106 contributions.**
5. **To request Council approve the proposed re-profiling of the Capital Programme to better reflect delivery in 2014/15.**

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

**Alternative options considered and rejected:** None.

**14.EC.57 Chorley Council Performance Monitoring - First Quarter 2014/15**

The report of the Chief Executive was presented by the Executive Member (Resources), Councillor Peter Wilson.

This report set out performance against the Corporate Strategy, and key performance indicators for 1 April to 30 June 2014. Performance was assessed based on the delivery of key projects, against the measures in the 2013/14 – 2016/17 Corporate Strategy and key service delivery measures.

Overall performance of key projects was excellent, with all of the projects either complete, on track or scheduled to start later in the year. Overall performance on the Corporate Strategy indicators and key service delivery measures was good. 63% of the Corporate Strategy indicators and 70% of the key service measures were performing above target or within the 5% tolerance.

The Corporate Strategy measures performing below target were; 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 had been developed to outline what action would be taken to improve performance.

The key service delivery measures performing below target were the time taken to process all new claims and change events for Housing and Council Tax benefit, the percentage of major planning applications determined within 13 weeks and minor applications within 8 weeks. Action plans were included within the report that outlined what actions were being taken to improve performance.

Members noted that the number of long term empty properties would continue to be monitored on a monthly basis and if there was a further increase action would be taken to advise owners how they could market their property for sale and or obtain loans from financial institutions, including Credit Unions.

**Decision: The report was 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.58 External Communications and Media Protocol**

The report of the Chief Executive was presented by the Executive Member (Resources), Councillor Peter Wilson.

The external communications and media protocol set out the council's approach to undertaking external communications, in the written press and broadcast media as well as online.

The protocol was used to guide the council in approaching external communications and to set out who is involved at different stages and in different circumstances.

**Decision: The external communications and media protocol (set out at appendix A) was approved.**

**Reasons for decision:** 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:**

1. 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.
2. To refresh the protocol but not seek Executive approval. This was rejected because it was not in the spirit of openness and transparency.

**14.EC.59 Play, Open Spaces and Playing Pitch Strategy**

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

The Play, Open Space and Playing Pitch Strategy provided a five year action plan to protect, manage, enhance and secure sites and identify deficiencies and future priorities.

Consultation took place with a wide range of stakeholders from 11 November 2013 until 14 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.

Following approval of the proposed actions in response to the consultation the strategy would be revised and formally adopted. The strategy would be implemented from 2014-19 and therefore the year one – five actions would be re-phased (year one to commence starting 2014-15). The action plan was subject to funding being available and further consultation / planning permission (as required) and this would influence timescales and delivery of the action plan. Therefore, some actions might need to be revised and reprogrammed accordingly.

A budget of £50K had been included in the capital programme to fund year one actions within the strategy. This would be allocated to the play area schemes listed within the action plan. Developer contributions and Council funding for year two-five actions needed to be considered further. Council funding required in future years would be put forward as budget growth items in the Council's capital programme.

The strategy provided 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 would retain the flexibility to consider such schemes on a case by case basis.

Following the Overview and Scrutiny Task Group report, considered earlier on the agenda, an updated IIA had been produced (attached at Appendix 3). As well as applying the IAA to the overall strategy it also needed to be applied at a more detailed level e.g. individual play and open space schemes. Therefore, individual IIA's would be applied to each of the actions within the strategy (where relevant) prior to implementation. This would ensure that all of the actions had a clear focus on maximising health and well-being outcomes.

The Chair of the Overview and Scrutiny Committee asked several questions of the Executive Member for Community Services relating to the allocation of funding, prioritisation of the Osborne Drive play area and the planned future provision of only 2 new play areas but 6 new football pitches. He also raised the completion of Integrated Impact Assessments, future allotment provision and partnership working with Cuerden Valley.

**Decision:**

- 1. The Play, Open Space and Playing Pitch Strategy was approved.**
- 2. The list of actions in response to the consultation was approved and would be incorporated into the final Play, Open Space and Playing Pitch Strategy.**

**Reasons for decision:** To seek approval of the Play, Open Space and Playing Pitch Strategy following consultation.

**Alternative options considered and rejected:** None.

#### **14.EC.60 Response to the Overview and Scrutiny Task Group on Select Move**

The report of the Director of Customer and Advice Services was presented by the Executive Member (Customer and Advice Services), Councillor Graham Dunn.

The Overview and Scrutiny Task Group for Select Move had looked at the Select Move Choice Based Lettings scheme and to investigate and evidence if the scheme was meeting customer needs and expectations. This included exploring the processes around application and allocations, and also the standard of the homes allocated. A variety of methods had been used and stakeholders, partners and also customers were consulted.

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.

There were some areas for improvements identified and the Task Group had proposed 15 recommendations, which it was felt would improve the present policies and procedures to better serve the residents of Chorley.

Councillor Dunn requested Members raise any select move issues with either himself, the Director of Customer and Advice Services or the Head of Housing. The Council would influence Registered Providers to implement the recommendations made relating to their services.

**Decision: The response included within the report was endorsed.**

**Reasons for decision:** To inform Overview and Scrutiny Committee of the Executive's response to the recommendations made by the Overview and Scrutiny Inquiry on Select Move.

**Alternative options considered and rejected:** None.

#### **14.EC.61 Exclusion of the Public and Press**

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

#### **14.EC.62 Ranglett's Recreation Ground Phase 1 Procurement**

*(Councillor Alistair Bradley declared a non-pecuniary interest in this item but remained in the meeting)*

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

**Decision: Delegated authority was granted to the Executive Member for Resources to approve the decision to appoint a contractor.**

**Reasons for decision:** The construction programme does not allow for the delaying of the contractor appointment until the 28 October Executive Cabinet.

**Alternative options considered and rejected:** Delaying the appointment of the contractor by a month until the Executive Cabinet at the end of October was considered. The construction programme does not allow this delay therefore this option was disregarded.

#### **14.EC.63 Ranglett's Recreation Ground Phase 2 Procurement**

*(Councillor Alistair Bradley declared a non-pecuniary interest in this item but remained in the meeting)*

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

**Decision: Approval granted to the proposed procurement approach with an open single stage process using the North West Chest, the evaluation criteria set out and a public vote to allow the appointment of a design and build contractor to deliver Rangletts' Recreation Ground (Phase 2).**

**Reasons for decision:**

1. The single stage process will include the return of a Pre-Qualification Questionnaire (PQQ) which will request information on organisation profile, grounds for exclusion, insurance, financial standing, health and safety and technical capacity to be evaluated on a pass /fail basis.
2. The short listing of 3 contractors by the tender evaluation team using the evaluation criteria set out will ensure that the designs prepared by all 3 shortlisted tenderers are suitable for the site and deliver high quality play facilities with lots of play value for all the ages being catered for.
3. The involvement of the local children in the final selection process will result in the facilities meeting the expectations of the local community and local people taking a greater level of ownership of the play area and subsequently looking after it better in the long term.

**Alternative options considered and rejected:**

1. The use of the ESPO Framework was considered. However use of this Framework would preclude the involvement of the local children in the decision making. As it considered that the involvement of local children is essential if the play area is to be well cared for in the long term, this approach has been rejected.
2. A two stage process was also considered, however the programme does not allow additional time required to run a two stage process therefore this approach was also rejected.

#### **14.EC.64 Update on Lease for Duxbury Park Golf Course**

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

**Decision:** The recommendations within the report were approved.

**Reasons for decision:** To ensure the Council has a lease in place for this asset.

**Alternative options considered and rejected:** No alternative options were considered.

Chair

Date

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Leader and Executive Member for Economic Development and Partnerships)	Executive Cabinet	23 October 2014

## CHORLEY’S ECONOMIC DEVELOPMENT STRATEGY REFRESH 2014

### PURPOSE OF REPORT

- To update Members on the refresh of Chorley’s Economic Development Strategy, summarise the main changes and to seek adoption of the Strategy (attached as a draft at Appendix A) subject to any minor amends following a four week consultation period.

### RECOMMENDATION(S)

- That the refreshed Economic Development Strategy (contained in Appendix A) be adopted, subject to any feedback from the consultation process with final approval delegated to the Executive Leader and Executive Member for Economic Development and Partnerships.

### EXECUTIVE SUMMARY OF REPORT

- The Council’s Economic Development Strategy was last reviewed and approved in November 2012. Since then significant progress has been made in delivering the key actions within each of the priorities. The refreshed strategy identifies new actions to continue the delivery of the Inward Investment Action Plan and the Town Centre Masterplan. It also provides a strategic framework to develop the Chorley economy within the context of an updated evidence base, challenges, priorities and funding opportunities at local, sub-regional, national levels and beyond.

<b>Confidential report</b> Please bold as appropriate	Yes	No
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<b>Key Decision?</b> Please bold as appropriate	Yes	No
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<b>Reason</b> 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	<b>4, Significant impact in environmental, social or physical terms in two or more wards</b>

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

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

**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. The Council's Economic Development Strategy was last reviewed and approved in November 2012. Since then significant progress has been made in delivering the key actions within each of the priorities. Furthermore, changes to the evidence base, challenges, priorities, funding and planned work at a local level, sub regional level and beyond mean that a further refresh of the Strategy is now required.

**REFRESHING CHORLEY'S ECONOMIC DEVELOPMENT STRATEGY**

- 8. With the majority of the activity in the 2012 Economic Development Strategy successfully delivered, notable key achievements and tangible outcomes within the five priority themes include:

**Priority: To have a thriving town centre**

- ✓ Developing a town centre masterplan (with an opportunity to acquire Market Walk Shopping Centre), trial re-opening of Market Street, re-development of the former McDonald's site, development of a car park improvement programme and redevelopment of the Pall Mall Triangle.
- ✓ 4.54% vacant town centre floor space (target 6%)
- ✓ 97.1% occupancy of covered market (target 95%)
- ✓ 56 town centre and local service centre grants, creating a projected 74.5 jobs and £536k private sector investment.

**Priority: To promote and increase inward investment in Chorley**

- ✓ Developing an inward investment action plan with an associated campaign including the development of a Choose Chorley web site and social media.
- ✓ 3 companies awarded a new Choose Chorley inward investment grant, relocating 46 jobs, creating a projected 52 new jobs and leveraging in over £150,000 private sector investment.

**Priority: To provide business support to new and existing businesses**

- ✓ Appointing a business advisor and establishing a service to support existing businesses, including a grant to support growing businesses, as well as a comprehensive business support infrastructure incorporating boost your business

sessions, ask the expert, Choose Chorley Business Network and Choose Chorley newsletter.

- ✓ 554 clients seen leading to 228 new business starts with a forecasted 731 new jobs, £8.4m forecasted turnover; 97.30% 12 month survival and 95.37% 24 month survival.
- ✓ 878 existing businesses advised; 96 existing businesses intensively assisted with a projected 558 new jobs created.
- ✓ 8 businesses supported, 42 projected jobs created and £956k private sector investment via Chorley Business Investment for Growth grant.

**Priority: Supporting young people, through education, training and fostering entrepreneurship**

- ✓ Delivered LSP NEET project, apprenticeship programme, Joint Employment Support Initiative with Runshaw College and annual Career and Jobs Fair with over 360 people attending.
- ✓ 4.6% NEET (target 5%)

**Priority: Reducing the gap in our most deprived communities**

- ✓ Credit union established, support to the VCF network, Welfare Reform Response Programme.
- ✓ 'Chorley Works' scheme providing employment and skills opportunities in deprived areas; with 33 clients referred, 16 clients on work placement, 7 clients into a job and 7 clients in to training opportunities.
- ✓ 927 members signed up to the Time Credit Network with 16,800 hours volunteered.
- ✓ 35% reduction in Job Seekers Allowance claimants in the year to August 2014.

9. The proposed direction for the refreshed Economic Development Strategy is to:

- Continue with the delivery of the Town Centre Masterplan and a council-led guardianship approach to improve, consolidate and diversify the town centre offer by direct intervention; such as progressing plans to extend Market Walk.
- Continue with the delivery of the Inward Investment Action Plan and Campaign. Following feedback from the LGA Peer Challenge carried out in January 2014, speeding up the pipeline of inward investment sites will be a focus for the refreshed strategy.
- Take a more targeted approach to inward investment and business support. This is not at the exclusion of any business sector; rather it is to enable internal resources to target specific sectors which are likely to make the biggest impact in terms of job growth for Chorley. (This is in addition to the support 'to all service' that is currently provided). A focus towards jobs growth sectors tailored to Chorley's strengths aligns our refreshed strategy with the Lancashire Strategic Economic Plan and opportunities for funding. For example, Lancashire Economic Forecasts identified the health sector as a key growth sector in terms of GVA contribution over the coming decade. As the health sector is already strong in Chorley, it makes sense to build on this further and specifically target businesses within this sector to invest and expand in Chorley – a key example is the digital health park proposals for the Euxton Lane site.
- Other sectors to be targeted include advanced engineering and manufacturing to maximise opportunities arising from the nearby Enterprise Zone sites in Samlesbury and Warton; wholesale and retail trade as this is a key business sector for Chorley employing over 5,000 local residents; storage, logistics and distribution based on Chorley's excellent central location adjacent to the motorway network and identified employment sites.
- A greater emphasis on support to rural and visitor economies.

- Education, training and skills development has been widened to include all age groups rather than just focusing in on young people; with a focus on a more tailored in-depth provision.
- The strategy proposes to review and consider how community development work could operate more intensively in specific deprived localities to reduce the gap in our most deprived communities.

10. General changes include:

- The addition, updating and referencing of relevant performance information, statistics to support an evidence based approach.
- Changes to the ordering of the priorities.
- Inclusion of short summaries of work that have been delivered since the last strategy was approved.
- Updated actions and measures for each priority area.
- The inclusion of details on employment sites deemed suitable for inward investment to demonstrate the importance and movement to bring these sites forward.

11. Whilst the draft strategy has been informally shared with the Economic Development Group and selected partners including Lancashire County Council/Lancashire Enterprise Partnership, Job Centre Plus and Runshaw College, it is proposed that the draft version is circulated to all key partners and stakeholders for a four week consultation taking place in November. Feedback from this process will be used to finalise the strategy with final approval delegated to the Executive Leader and Executive Member for Economic Development and Partnerships.

**IMPLICATIONS OF REPORT**

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

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

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

13. There are no direct financial implications arising from this report. Any budget implications arising from the implementation of the strategy will be dealt with through the Council's budget setting process.

**COMMENTS OF THE MONITORING OFFICER**

14. There are no direct legal implications arising from this report.

GARY HALL  
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Cath Burns	5305	30/09/2014	***

# Chorley's Economic Development Strategy

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## Background and context



Creating jobs through attracting new business and regenerating run down areas of the borough are the key to improving the quality of life for residents, meaning this is the organisation's top priority.

In the last two years the authority has invested more than £2 million in doing just that, with the results starting to speak for themselves. We've helped more than 1,200 businesses during this period, creating a forecasted 2,000 jobs, many of which will have gone to local people meaning they can enjoy the benefits of being in work.

We are now starting to see more physical work taking place with a new Asda store and four brand new units replacing two derelict sites in key town centre locations and the complete revamp of the town's main shopping street.

There's also exciting plans for extending the Market Walk shopping centre and there are ten new inward investment sites that will provide new developments for all types of businesses in brilliant locations across the borough over the life of this strategy.

All this makes Chorley's economy compare well to the rest of Lancashire and the wider region. We have excellent transport links being in the centre of the North West, good connectivity, a skilled workforce, quality housing and relatively low unemployment.

We are one of just four districts in Lancashire that have seen significant growth in jobs and Gross Added Value (GVA) per population over the last five to ten years – we're expected to outperform Lancashire and the UK performance over the next 10-15 years.

Unemployment is also relatively low with only 5.3% (2,900 people) out of work - it is below the regional (8%) and national (7.5%) averages<sup>i</sup>. This is also shown through relatively low levels of working age people claiming job seekers allowance. In April 2014, Chorley's performance was 1.8% compared to the 3.1% regional rate, and 2.7% national rate<sup>ii</sup>. Workplace earnings have been growing too.

However we are not complacent, we realise that there is still a lot more that needs to be done and challenges to address, and these form the basis of the actions within this strategy. While the borough has performed relatively well through the recession, it needs to exploit its strengths to fully benefit as the economy continues to recover.

Working in partnership with others across the private, public and voluntary, community and faith sectors will be important in delivering improvements in the borough's economy as we need to take into account changes across the region and the rest of the country. This includes capitalising on opportunities in the wider region, such as the nearby Enterprise Zones and the exploitation of shale gas, and ensuring that where possible efforts are joined up, coordinated and complementary.

In addition, we acknowledge that the key to achieving many of our objectives is to align our economic proposals with asset management and planning policy and enable joint working between key partners such as the Homes and Communities Agency, the Highways Agency and Network Rail to align asset strategy with planning policy.

Legislative changes also make delivering this strategy important to the borough. The reforms to the welfare system and the way that local government is financed make it important to ensure that more people find sustainable work and that business growth is encouraged and sustained. This strategy aims to achieve that.

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## Delivering our priorities



The Economic Development Strategy approved in 2012 set out an economic vision for Chorley, together with five priority areas. Significant progress has been made over the last 18 months in delivering actions for each of the priority areas, but there is still more to do. In summary:

- The strategic site at Buckshaw Village has supported economic growth in the borough, but plans need to be put in place to bring forward our key employment sites, identified as part of the Local Development Framework (LDF) process that will drive economic growth;
- Comprehensive business support is in place. Given financial constraints we will continue to develop our partnerships to ensure sustainable support is targeted to Chorley businesses;
- There has been a great deal of visible activity in the town centre over the last 12 months, which is the first step in revitalising it to ensure that it is a place where people choose to visit and spend time, and that it complements the strengths of the rest of the borough. Work is now needed to progress the opportunities identified in the town centre masterplan;
- Chorley also benefits from a well-educated and skilled workforce, but more work could be done to support businesses in developing the skills of their workforce as well as ensuring local training and education providers are delivering courses which address skills gaps identified by local employers; and
- Finally, while the borough is relatively affluent, there are areas of deprivation which need greater support to improve and reduce the gap.

In reviewing the progress made over the last 18 months, together with a clearer understanding of what is happening at a Lancashire level, the priority areas have been updated slightly and are set out below:

## Our vision and priorities

Chorley's economic vision is to capitalise on Chorley's location in order to be the place of choice in the North West to do business. Chorley will attract employers to its key employment sites and together with a strong local business base; residents will have a greater opportunity to gain well paid employment locally. The vision will be delivered through five priority areas as set out below:

1. To promote and increase inward investment in Chorley through maximising best use of available employment land and buildings in the borough in order to support economic growth and provide a mix of well paid, high and low skilled jobs.
2. To provide support to new and existing businesses.
3. To create a vibrant town centre that attracts people from both the local community and visitors in the day and evening, for shopping, eating and entertainment.
4. Education, training and skills development - Supporting people in accessing education, training and skills required by local businesses and supporting businesses to develop the skills of their existing workforce.
5. Reducing the gap in our most deprived communities - To reduce the gap in Chorley's most deprived communities and support them in becoming economically active and self-sustaining, supporting a reduction in levels of deprivation in the borough.

Further details of each of the priority areas, together with planned actions and measures are set out in the sections below.

Additionally, support will be given to all business sectors across each of the priority areas, with additional targeting of certain business sectors which will take advantage of opportunities within Lancashire and align to the LEP, build on our existing strengths or target growth sectors. These sectors include advanced manufacturing and supply chain companies, wholesale and retail, health and storage and distribution.

## Timescales

The overall vision for the economic development strategy is ten years. Originally approved in 2012, the strategy runs to 2022; however the actions identified for each of the priority areas cover a two year period from 2014/15.

## Delivery Monitoring

For each of the priority areas, a selection of the key actions being undertaken over the next 18-24 months make up the action plan. Many of the actions will not be deliverable without hands-on support from our partners, including the LEP, LCC, neighbouring authorities and LEP's and Chorley's Economic Development Group.

In order to monitor the progress in delivering against the priority areas, key long term outcomes and measures have been identified. These will be reported again on a biennial basis, at the same time as refreshing the strategy and actions.

More regular and detailed monitoring of delivery of the actions will be carried out by Chorley's Economic Development Group and the relevant Executive Member.

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**Priority:**  
**To promote and increase inward investment in Chorley**



## Context and opportunities

Chorley is an excellent strategic business location. Situated in close proximity to the M6, M61 and M65 motorways, the area also benefits from regular direct rail connections from the west coast mainline, is within easy reach of three international airports and the docks on the river Mersey.

Chorley is bordered by Preston to the north and Blackburn to the east, with Wigan and Bolton to the south, and Blackpool and Southport towards the coast. Major cities Manchester and Liverpool are just over half an hour away offering easy access, while benefitting from the advantages of Lancashire.

Chorley's location and excellent transport links provides the ability to tap into the market catchments of Manchester, Liverpool and Preston and also means there is a readily available pool of skilled and flexible labour.

Chorley's position is being further strengthened by the electrification on lines between Manchester and Preston, which is due to be completed by December 2016 and may be further strengthened by a high speed rail as part of the national 'high speed two (HS2)' programme. HS2 should be operational between Birmingham and London by 2026, extending to Northern England later in the second phase by 2032 - 33. While this is beyond



the life of this strategy Chorley will need to work with partners in the region to ensure that we are in a position to benefit from the high speed link in terms of jobs, growth and prosperity.

The council is also keen to work with neighbouring authorities and LEPs to support plans to improve linkages with key city regions in the north. Plans are already in place to improve rail linkages between key northern cities including Liverpool, Manchester, Leeds and Newcastle. This will shorten journey times between the cities, bringing them closer together and creating a northern unity which together can better compete with London. These improvements are due to be completed by 2019, well ahead of HS2.

Work is also underway to investigate the feasibility of opening a new motorway junction, on the M6 at Charnock Richard. This would further improve connectivity to the southern part of the borough, and provide real logistical benefits for new developments, employment sites and support overall economic growth in the area in future years.

Additional infrastructure improvements, to support economic growth for Chorley will also be pursued with LCC, the Highways Agency and South Ribble Borough Council. These include improvements to the capacity of the roads by Junction 8 of the M61 and some of our key employment sites, as well as road junction improvements by Junction 28 of the M6.

Broadband speeds are in general highest in urban areas. In Chorley, almost 85% of households are in an area with connections between 2 and 20 megabits per second, however 15% have no or low capacity connections<sup>iii</sup>. Lancashire County Council has agreed a £62.5m deal to roll-out superfast broadband across the county. The project will extend fibre broadband across the county, reaching 97% of premises by the end of 2015. This has the potential to ensure that local businesses can become global businesses. It will ensure that firms remain here and it will also attract a more diverse range of high growth, high value companies to the area.

In terms of employment sites, Chorley has a number of outstanding existing sites such as the Revolution at Buckshaw Village. The existing sites have been key to supporting economic growth in the borough over recent years and have provided an ideal distribution and depot base for global and national organisations such as Kimberly-Clark and the Royal Mail.

However, work is now needed to develop key employment sites in Chorley, in order to continue to drive economic growth and prosperity. This is a difficult and complex task and is something that we have been trying to progress for a number of years, demonstrated by the fact that between 2010 and 2013 it is estimated that only approximately 11 hectares of land within the borough has been developed for employment purposes, with half of this attributed to the Parcellforce distribution centre on the Revolution site.

Chorley does have a range of employment sites (use classes B1, B2, B8 and C1) totalling 86 hectares either with planning consent or allocated in the Chorley Local Plan, on offer to potential developers. The council aims to take a hands-on approach by buying land and developing units or by working with partners to do the same.

If brought forward, the employment sites have the potential to create thousands of jobs for local people. Developing just half of the sites could provide over 3,000 jobs, more than Chorley's current unemployment levels. It is the council's ambition to facilitate 50% of these employment sites by 2022.

The council will continue to seek support from the LEP and LCC through such means as:

- the Growing Places Fund, to unlock sites which have planning or ownership issues, such as the land at junction 8 of the M61 and land to the east of the A49;
- to support the continued securing of employment sites, for employment creation rather than other usage such as housing; and
- to maximise the opportunities that will be created as part of the City Deal with Lancashire County Council, Preston City Council and South Ribble Borough Council, particularly through linking the Cuerden site with a 10 hectare site in Chorley to the east of Wigan Road.

A list of all our current employment sites is detailed in Appendix 1.

## Recent Progress

In the last 12 months progress has been made in developing an inward investment plan and campaign. A key part of this has been the development of a new inward investment website, which clearly illustrates Chorley's cohesive and unique offer. In addition a 'Choose Chorley' grant has been launched at a Choose Chorley networking event. Attended by over 160 local business leaders and intermediaries, the event outlined our future plans to attract inward investment into the borough.

## Next steps

The council is keen to encourage businesses from all sectors to invest in Chorley and as such has put together a comprehensive package including financial and support to make expanding, relocating or setting up business in Chorley as easy as possible.

In addition the Council will target resources into:

Maximising opportunities arising from the nearby Enterprise Zone sites in Samlesbury and Warton

Research from the Lancashire Economic Forecasts, Oxford shows manufacturing, wholesale and retail; and health will contribute over 10% GVA to the Lancashire economy between 2013 and 2030, with education, construction and real estate following closely behind.

The Lancashire Enterprise Partnership, together with BAE systems, has been successful in achieving Enterprise Zone Status for the BAE sites at Samlesbury and Warton specialising in advanced engineering and manufacturing. This is expected to attract investment and employment into the region and as such provides an opportunity for encouraging investment in Chorley from supporting supply chain companies.

Strengthening existing key sectors already based in Chorley

Wholesale and retail trade makes up approximately 15% of Chorley's existing business base<sup>iv</sup>, employing over 5,000 local residents<sup>v</sup>. This is a key sector for the borough and should continue to be supported through our business support offers to new and existing businesses.

Targeting identified growth sectors, particularly where we already have some strengths

The health sector is strong in Chorley providing the most jobs of any sector and is in the top five in terms of volume of businesses. Additionally, health is considered to be the third best growth sector in terms of GVA contribution<sup>vi</sup>. The Lancashire Strategic Economic Plan identified the health sector as a major employer in the region with activities ranging from high level research and medical product manufacture, through to employment in the NHS, and in a significant growing health and social care workforce which is increasingly migrating from the public to private sector. Digital health is also set to become a significant part of medical delivery in the future.

It also references the health sector as a developing sector that could grow significantly in terms of employment and value in the future. To support this sector, the LEP is putting significant investment into developing a Health Innovation Park at Lancaster.

As such, the council aims to work with the LEP and health providers and networks to see how Chorley can support the further growth and investment of this sector in Chorley and within the region.

Finally by targeting specific sectors which may be particularly suited to our employment sites such as storage, logistics and distribution.

Overall, Chorley is already in a strong position. It benefits from an excellent location and transport infrastructure, and a track record in business growth and survival.

<b>Long Term Outcome</b>
<p>To promote and increase inward investment in Chorley through maximising best use of available employment land and buildings in the borough in order to support economic growth and provide a mix of well paid, high and low skilled jobs.</p>
<b>Key Actions 2014/15– 2015/16</b>
<ol style="list-style-type: none"> <li>1. Work with developers, land owners and the LEP to bring forward key employment sites.</li> <li>2. Work with key public sector partners to align asset plans to ensure a future supply of employment land.</li> <li>3. Deliver the Inward Investment Action Plan and ‘Choose Chorley’ campaign; including               <ul style="list-style-type: none"> <li>• Develop positive relationships with key partners including the LEP, Enterprise Zones, neighbouring authorities and the UKTi.</li> <li>• Develop sectoral propositions and start to implement a plan targeting inward investment of specific sectors detailed above.</li> <li>• Build relationships with target intermediaries.</li> </ul> </li> <li>4. Investigate the feasibility of creating an additional M6 Junction for Chorley between J27 and J28.</li> <li>5. Investigate the feasibility of other road infrastructure improvements; such as Botany Bay employment site.</li> <li>6. Monitor progress of the HS2 programme and establish links and respond to consultations as required.</li> <li>7. Progress opportunities around developing a digital health park in Chorley.</li> </ol>
<b>Success Measures</b>
<ul style="list-style-type: none"> <li>• The number/size of employment sites being brought forward. (Target 50% of current sites by 2022)</li> <li>• Increase business rate based by 3%</li> <li>• Increase in the number of jobs created.</li> <li>• Increase in the median workplace earnings</li> <li>• Increase in the amount of investment brought into the borough via council supported services.</li> <li>• Increase in the job density ratio within the borough</li> <li>• Increase in the number of businesses re-locating to Chorley.</li> </ul>



## Priority:

# To provide business support to new and existing businesses



## Context and opportunities

Chorley's location makes it an excellent place to start a business, which can be seen through strong rates of growth in business stock. The 2012 figures for active enterprises showed 405 business births, the third highest number of all the Lancashire districts<sup>vii</sup>. The provision of support for new and existing businesses has been strengthened over the last 18 months. The in-house service includes two dedicated officers supporting new and existing businesses.

Chorley also boasts above regional and national average survival rates with 96.2% of enterprises born in 2007 surviving one year, 67.9% surviving three years and 46.2% surviving five years<sup>viii</sup>. In terms of the businesses directly supported by the council, the figures are much higher and approximately 97% of businesses survive after one year, and 96% after two years.

During 2013/14 the council has handled 278 new start enquiries, established 125 new businesses with a projected 225 jobs created. Advice and guidance has been provided to 542 businesses, with 48 intensively assisted creating a projected 182 additional jobs and £6.1m increase in turnover.. Customer satisfaction for our services are in excess of 93%.

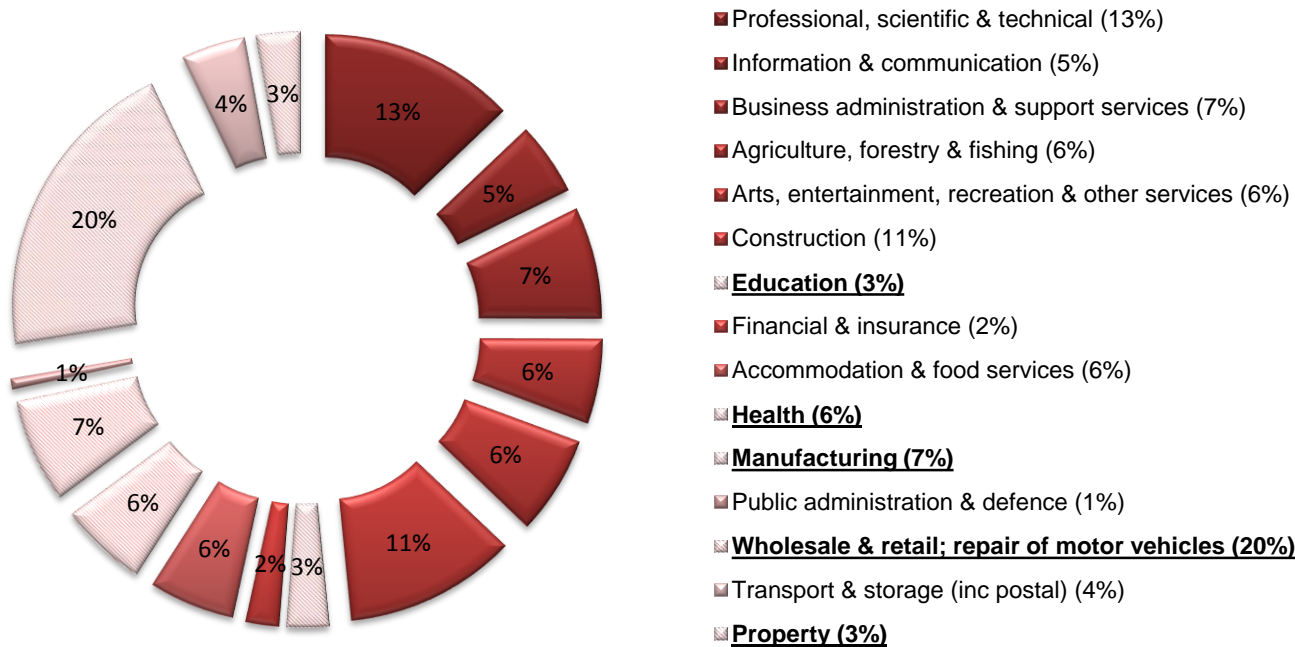
Furthermore, the council has established the Choose Chorley Business Network which is a regular event to bring business leaders together so that they are aware of the help, support and advice offered and so that they can build contacts.

In addition to the council's offer, there are a range of support, training and grants available to Chorley businesses offered by other organisations, with one of the key ones being 'Boost Business Lancashire'. Boost is a business growth hub led by the Lancashire LEP. It offers support to non retail businesses on a range of topics including product and service development, raising finance, profit improvement and sales and marketing. We will continue to ensure that our services complement and link to other support offers for the benefit of Chorley's businesses

The chart below demonstrates Chorley's varied business base which is not reliant on any one industry. Data based on VAT and PAYE registered enterprises in Chorley shows the highest volume of business to be within the wholesale and retail trade (including the repair of motor vehicles), construction, professional, scientific and technical, and business administration and support services.

Chorley has a higher than average number of jobs in the services sectors and less in manufacturing compared with other districts in the region. The service sector, while being an important source of employment, is primarily low paid and low skilled work.

### VAT and PAYE Business Sectors in Chorley



The sectors which are underlined and shaded show the sectors which are forecast to contribute the most to GVA between now and 2030<sup>ix</sup> and therefore important for future economic growth in the area.

VAT and PAYE enterprise data 2013, ONS

The rural economy is important to Chorley in terms of employment, food production and supply, supporting the visitor economy, and generally maintaining the beautiful countryside. Chorley has the fifth largest rural economy in Lancashire with approximately 37% of local businesses classed as rural. However, it is contracting - figures from DEFRA show that since the 2004 classification by 2011 the rural population in Chorley reduced by nearly 22%

As in many areas across the county, poor profits in the agricultural economy are leading to a general trend in diversification of farming activities, but support and investment is needed in order to facilitate these changes. As such the Council promoted the 2009-13, Rural Development Programme for England (RDPE) to businesses in support of vocational training within the agricultural and forestry sectors, adding value to agricultural and forestry products, farming diversification and creating and expanding micro enterprises.

Going forward the Council will continue to use its networks and work with local businesses to take advantage of the new programme beginning in 2015.

ONS Business Data 2012/13	Rural	Urban	Total	% Rural	% Urban
Agriculture, forestry & fishing	190	35	225	4.59	0.85
Wholesale & retail trade, repair of motor vehicles	280	565	845	6.77	13.66
Professional, scientific & technical services	180	360	540	4.35	8.71
Construction	190	275	465	4.59	6.65
Tourism and recreation	130	205	335	3.14	4.96
Public Administration, Education and Health	115	270	385	2.78	6.53
Administrative & support service activities	120	185	305	2.90	4.47
Manufacturing	105	160	265	2.54	3.87
Other	235	535	770	5.68	12.94
Total	1,545	2,590	4,135	37.36	62.64

The Lancashire visitor economy attracts 60m visitors a year, which is more than Cumbria including the Lake District. Lancashire numbers have increased by 4.5% since 2010, and nationally the visitor economy is expected to grow strongly<sup>x</sup>. While Lancashire's tourism economy is particularly focused in Blackpool and the Fylde coast, Lancaster, Preston and the Ribble Valley, It is recognised that Chorley has a broad range of tourism assets. The sector accounts for approximately 8% of businesses in Chorley and generates around 4,000 jobs<sup>xi</sup>.

There is opportunity to capitalise on the wider success of tourism in Lancashire and predicted increases in visitor economy growth. Chorley does have a lot to offer and attracting visitors to the town centre and surrounding areas could have a positive impact on the

local economy. Actions from an Overview and Scrutiny review on tourism are already underway with the focus on Council owned assets and proving successful including the development of promotional materials for Astley Hall to market it as a wedding venue and developing better relationships with Marketing Lancashire. In addition, there are a range of activities that could be undertaken such as establishing a Tourism Forum, visit Chorley website, tourist information point and visitor guide etc. New businesses could also be attracted or created by encouraging a positive visitor economy climate.

The implementation of Business Rate Retention (BRR) aims to incentivise councils to grow business and encourage enterprise and job creation, as councils get to retain a proportion of the business rate income that is collected. A number of planned actions across the inward investment and business support priorities, if successful, will lead to an increase in the borough's business rate base. Examples include, delivery of opportunities identified in the town centre masterplan, bringing forward key employment sites and delivery of the BIG grants.

The table below details the key actions that will be delivered over the next 18 months, together with the measures that we will use to review the success. These are in addition to the existing business as usual work and support which is already provided by the council.

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## Long Term Outcome

To provide support to new and existing businesses

## Key Actions 2014/15 – 2015/16

1. Develop targeted support packages for business in the sectors which are estimated to have the biggest impact in terms of GVA growth.
2. Investigate the feasibility of a start-up (incubation) hub to support new start businesses.
3. Maximise opportunities from RPDE support to rural economies.
4. Develop, agree and implement a programme of work to develop Chorley's visitor economy.
5. Develop the business support service offer via a special focus group with Chorley's top 10 growing businesses.
6. Develop proposals for a business park based (managed) workspace scheme.

## Success Measures

- Maintain the existing high percentage of businesses sustained for 12 and 24 months
- Increase in the number of projected new jobs created.
- The number of businesses intensively assisted.
- The number and value of starting in business grants awarded.
- The number and value of BIG grants awarded
- The total value of match funding/leverage achieved linked to Chorley Council grants.

Priority:  
To have a vibrant town centre



## Context and opportunities

Chorley is a vibrant and prosperous market town that despite the economic downturn has continued to provide a good range of facilities for both residents and visitors.

Market days on Tuesdays and Saturdays are the busiest days for the town centre, with people travelling from neighbouring towns and regions to visit our famous markets. Recent investment in both the Flat Iron and Covered Markets have further strengthened and reinvigorated the markets, which have seen an increase in occupancy. Furthermore, the percentage of vacant town centre floor space has seen a gradual reducing trend since 2009 and is now 5.7% compared with a regional average of 12.4% and national average of 11%.<sup>xii</sup>

Another strength is the number of high quality, independent shops and boutiques ranging from fashion, home and interior, restaurants, jewellery, butchers, florists, health and beauty to specialist bike, curtain and fire place shops which account for 75% of the retail offer.

While these independent stores are seen as a unique selling point for Chorley, the town's retail hierarchy does also show a proportionally high number of charity, gambling and value shops which reflect local demand.

Car parking in Chorley is relatively cheap and conveniently located close to the town centre, providing a wide range of options for people visiting the town. The quality of the parking does vary and is predominantly off street, uncovered, and pay and display. A programme of improvements to the car parks and gateways into the town centre is underway and this will support the priority of being a vibrant town centre.

However, Chorley's location near key shopping destinations in urban centres and city regions such as Preston, Bolton, Manchester and Liverpool, together with its lack of large or well-known retail stores, restaurants and entertainment venues mean that many people travel out of, or bypass Chorley en route to other destinations.

In addition, while the majority of the town centre is pedestrianised, there is a disparate mix and spread of shops in the town centre. This, together with areas of poor quality townscape, poorly maintained premises and shop frontages and lack of quality public realm impacts on Chorley's shopping experience and gives the perception that the town centre is in need of revitalising.

A Town Centre Team has been established as a single representative forum for the various operational interests in the town centre. The Team has been instrumental in driving forward the trial re-opening of Market Street to vehicles and the provision of on street parking in order to attract more shoppers and boost trade in the area, as well as changes to car parking tariffs which aim to make parking more affordable to shoppers.

Work is also well underway to achieve our vision of a vibrant town centre with a lot of activity taking place over the past 12 months including:

- The development of a town centre masterplan, which sets out a number of opportunities for investment at key development sites to ensure the viability and vitality of Chorley town centre into the future;
- The purchase of the Market Walk shopping centre, enabling the council to have more influence in improving and ensuring a sustainable future for the town centre;
- The development of a programme of car park improvements;
- The development of retail units and car parking on a long term vacant town centre site;
- The continuation of the town centre grants programme supports both the establishment of new enterprises and the growth of existing businesses within long term vacant properties. Overall the grants programme aims to fund a number of measures that will help retailers to improve their shop fronts, refurbish premises and generally improve their business; and
- The initiation of the development of a new ASDA store and surrounding public realm improvements.



## Next Steps

There is a great deal of activity being planned to improve the town centre further. Primarily based around the opportunities identified in the town centre masterplan, the planned activity includes:

- Progression of the Fleet Street Masterplan which presents an opportunity to introduce a medium density residential community connected to the town centre. The introduction of a new residential development into the area will help to increase the town centre population, complement the established neighbouring uses and existing planning consents in the area, deliver affordable housing to meet the needs of Chorley and provide a boost to existing and new uses along Market Street.
- Implementation of Market Street improvements. This includes work to refurbish shop frontages together with a programme of improvements at the southern end of the street, which will create a shared pedestrian and vehicular thoroughfare with landscape enhancements. This includes improved crossings for pedestrians and cyclists, aiming to reduce traffic speed and better enable pedestrian flow between the new ADSA store and the town centre.
- Investigating the options and feasibility of extending the Market Walk shopping centre in order to improve and extend the town centre offer.
- Investigating the opportunity identified in the town centre masterplan to create a civic quarter in the town centre, with the potential to provide a mix of commercial and green public space areas.
- Improvements around Steeley Lane which aim to improve the linkages between the eastern side of the town centre, beyond the railway line, to the western side.
- Developing a Youth Zone to provide young people with somewhere to go, something to do, and someone to talk to. Offering a range of activities, the Youth Zone will essentially be a youth centre as well as facilitating a range of other services from a single central location.

In summary, Chorley town centre's current strengths lie in its markets and quality independent shops, but it faces strong competition from other key retail areas across the sub region. To be competitive, further investment in the town centre is required to improve, consolidate and diversify the offer of quality shops, eating establishments and entertainment venues, as well as an improved public realm for visitors. To achieve this, the council is making significant investment into the town centre and is increasingly taking a more hands on guardianship approach to directly creating opportunity and growth, which can already been seen through the purchase of Market Walk and the development of the former McDonald's site into new units.



## Long Term Outcome

To create a vibrant town centre that attracts people from both the local community and visitors in the day and evening, for shopping, eating and entertainment.

## Key Actions 2014/15 – 2015/16

1. Progress the Fleet Street Masterplan
2. Develop proposals for a Civic Quarter
3. Progress plans to extend Market Walk
4. Develop the Chorley Youth Zone
5. Deliver the Town Centre and Steeley Lane Action Plan
6. Deliver a programme of public realm improvements along Market Street and across the town centre
7. Deliver the programme of car park improvements
8. Investigate further opportunities to expand Chorley Markets into street locations within the pedestrianised zone.
9. Develop proposals for phase two of Chorley's central business park
10. Develop proposals for a town centre based (managed) workspace scheme
11. Deliver the town centre campaign
12. Investigate the feasibility of Purple Flag accreditation for the evening economy.
13. Evaluate the re-opening of Market St and make recommendations for the next steps.

## Success Measures

- Increase in town centre visits
- Increase in average length of stay of visits
- Reduction in vacant town centre floor space
- Increase in the number of jobs created (linked to town centre grants programme)
- Increase in businesses operating in the early evening.

## Priority: Education, training and skills development



### Context

Education in Chorley is strong. Chorley has a well-qualified workforce: 35.9% of the population are qualified to Level 4 (Higher Education) or above (compared with 31% regionally and 35.2% nationally). Only 6.9% of the population has no qualifications (compared with 11% regionally and 9.3% nationally).<sup>xiii</sup> In 2012/13 66.8% of pupils achieved five or more GCSE A\*-C (including English and Maths), well ahead of the Lancashire average of 60.4%.<sup>xiv</sup>

Chorley benefits from one of the top colleges in the country, Runshaw College. Linking in with UCLan (University of Central Lancashire), the college now offers university courses in state of the art facilities. Also within Lancashire are Lancaster, UCLan, Edge Hill and Cumbria universities.

In the last 12 months, the council has held its annual career and jobs fair and has been working with local schools, culminating in an Enterprise Challenge Day, which was a great success. More work will be done to build on our relationships with schools and universities to ensure courses meet the needs of employers within Chorley and within the wider region.

In addition, the council has also delivered on its commitment of getting more people into work through its support of apprenticeships. This has included increasing the number of apprentice places the council has, provision of financial incentives to local businesses to create new apprentice posts; as well as working with Runshaw College to overcome barriers to young people accessing and sustaining apprenticeships.

However, the need to support people in improving their education levels and developing skills does not just apply to young people. As such, the scope of this priority area has been widened and aligned to the Lancashire Skills Strategy, 'Skills for Growth'. The council now aims to also support and encourage existing businesses to further develop their workforces, as well as working with all age groups to develop skills and therefore employability. Particular focus will be given to targeting the skills required by local business, business sectors which we are specifically targeting or

businesses in the nearby Enterprise Zones. This will include skills to support sectors such as manufacturing and engineering, wholesale and retail and health. This is supported by the findings of a Lancashire Business Growth survey found that almost half of those surveyed cited a shortage of skills among the existing workforce as a potential barrier to growth in the future.

This will be complemented by the development of a new engineering centre at Runshaw College, subject to funding. The facility will have the potential to provide training and skills across a wide range of areas and for a diverse range of students from apprenticeships, to foundation degree level, with the latest technology to ensure employability skills are current. Employers will also have the option to access some of the high technology equipment to enhance their own capabilities and expand their market share.

The council already has a well-established programme of Boost Your Business Workshops to support our businesses in becoming more self-sustaining, foster entrepreneurship and develop new skills. In the last 12 months examples have included developing exporting and marketing skills, social media, blogging, recruitment and self-assessment. However it will be important to work in partnership with the LEP, schools, colleges, universities and training providers to map skills gaps against existing provision, ensuring a more targeted and coordinated approach.

The table below details the key actions that will be delivered over the next 18 months, together with the measures that we will use to review the success.

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## Long Term Outcome

Supporting people in accessing education, training and skills required by local businesses and supporting businesses to develop the skills of their existing workforce.

## Key Actions 2014/15 – 2015/14

1. Establish a Chorley Skills Board to look at the expansion of apprenticeships, internships and work placements.
2. Work in partnership with the Skills Funding Agency and training providers to determine support to existing businesses for work force development.
3. Develop a campaign to support and encourage businesses to invest in developing their workforces.
4. Via the business advice service, undertake a diagnostic review of organisations' training needs.
5. Work in partnership with the LEP, schools, colleges, universities and training providers to map skills gaps against provision and encourage curriculum changes as appropriate
6. Further develop a programme of training provided by the council, based on skills required by local businesses, business sectors which we are targeting and business sectors in the nearby enterprise zones.

## Success Measures

- Reduction in the % of 16-18 year olds who are NEET.
- Reduction in the number of JSA claimants between the ages of 18 – 24.
- The number of apprenticeship posts
- The number of Council training courses provided – including attendance and satisfaction
- The number of businesses, schools and colleges intensively engaged
- % of the population with NVQ level 3 and above (Target 50%)

## Priority:

# Reducing the gap in our most deprived communities



Despite Chorley's overall strong economic position, there are growing economic disparities within the borough, with some areas facing severe social and economic deprivation and high levels of worklessness contrasting with areas of considerable prosperity. The 2010 Indices of Multiple Deprivation, demonstrated that the borough is considered to be more deprived comparative to other areas than when the indices were last produced in 2007. Overall, Chorley is considered to be the 156<sup>th</sup> most deprived of 326 local authority areas in England. The key cause behind this are increases in employment and income deprivation and a significant increase in the level of health deprivation in the borough.

In response, the council has requested and made a case for parts of the borough to be designated for Assisted Area Status during the second stage of consultation in 2013/14. In particular identifying areas along the M65 corridor such as Clayton Brook, an area of real deprivation and Abbey Village, an area in need of regeneration, both of which would greatly benefit from Assisted Area Status. While this has not been possible, the council is eager to work collaboratively with the LEP and Lancashire County Council to identify alternative schemes and programmes eligible for EU Structural and Investment Funds (ESIF), in order to support our most deprived areas and to help unlock further growth potential.

This may include maximising the opportunities created by the City Deal, for example through working with people in communities such as Clayton Brook to support them in becoming work ready and to enable them to take advantage of opportunities arising from the nearby Cuerden employment site. This will complement our highly regarded Employment Charter which aims to assist local businesses to recruit the right people and help local residents find the right jobs.

A lot of work is already being done across the borough and by a range of partners to tackle these issues, including early intervention and prevention work around families and health and wellbeing issues. These actions are covered by other strategies and projects; therefore the focus of this priority is to address employment and income deprivation in these areas. Our Employment Task Force is a partnership of more than 20 employment support and training organisations which work collectively to address redundancy situations.

Clearly, overall unemployment and workplace earnings figures for Chorley are relatively strong, which indicates that the issues in the worst 20% areas are being masked by more affluent areas of the borough. To ensure that the whole borough benefits from a strengthened economy, this

strategy needs to take these issues into consideration. By ensuring that the most deprived communities are included in improvements in jobs, skills and businesses; this strategy will also contribute to a reduction in deprivation, and improved life chances for residents.

Another factor for consideration is Chorley's aging population. The level of over 65s has increased by 26% (2,658) since 2001 and now makes up 17% of Chorley's population.<sup>xv</sup> It is estimated that this will rise further by 33.1% between 2011- 2021, which is the highest rate in Lancashire<sup>xvi</sup>. While this generally means reduced numbers of economically active people in the borough, which can place additional pressure on public services, it can also create opportunities to utilise the skills and spending power of this age group in terms of part time working, volunteering and spending within the borough.

Initial actions to address this priority area included the establishment of a credit union for Chorley and Chorley time credits to engage people in volunteering. The credit union offers people a safe and alternative way of saving and borrowing money, providing a real alternative from payday loans for people who are struggling financially. The credit union is proving to be a real success with 546 new savers opening an account with them in the 40 weeks. The time credits scheme has also been a great success with 71 local organisations and community groups and 750 volunteers now using time credits and delivering over 8,000 hours of volunteering time.

While successful, these actions have not been specifically targeted at deprived areas. This is something that the council aims to address in this strategy, for example through projects as 'Chorley Works'. Chorley Works is a programme about tackling unemployment through incentivising employers and supporting local people into sustainable jobs, with particular targeting of those most affected by the welfare reforms. There are specific criteria to determine who is eligible for support and, the council's new employability officer is the route into the project, which helps people who are aged between 25-49 in receipt of Job Seekers Allowance, and affected by welfare reform to increase their chance of finding work.

The table below details the key actions that will be delivered over the next 18 months, together with the measures that we will use to review the success

## Long Term Outcome

To reduce the gap in Chorley's most deprived communities and support them in becoming economically active and self-sustaining, supporting a reduction in levels of deprivation in the borough.

## Key Actions 2014/15 – 2015/16

1. Deliver the 'Chorley Works' scheme
2. Investigate the opportunity to develop a Community Led Local Development employment and growth bid as part of the Lancashire European Structural and Investment Funds.
3. Develop European bids for forward strategies for Chorley Works and the Employability Offer.
4. Working with the Job Centre Plus, deliver a digital inclusion project.
5. Investigate a Working Together with Families Employment Project.
6. Review and consider extending the remit of the Council's communities team to work with partners to target not just specific groups of people who meet a certain criteria, but to target deprived areas. This may include:
  - Working with communities and partners to understand issues in accessing employment in deprived areas and developed a joined up and common plan to tackle the issues.
  - Working with local businesses and the job centre to identify current and potential vacancies for local people. Working with people in deprived areas to prepare for work including identifying jobs, preparing for interviews and developing skills needed for the jobs or to start their own business – this may include financial support.
  - Linking communities to national schemes and/or local volunteering schemes. Work with local businesses to incentivise short term posts to provide people with paid work experience opportunities, which if successful may result in full time employment.
  - Develop a programme to tackle unemployment and low earnings in deprived areas.

## Success Measures

- Chorley's most deprived wards will see a:
  - Reduction in the claimant count;
  - Reduction in those claiming for 6 months and over;
  - Reduction in unemployment levels;
  - Reduction in all crime figures;
  - Reduction in drug and alcohol admission rates;
  - Increase in affordable housing.
- Increase in volunteering.
- The number of referrals into Chorley Works
- Number of 8 week placements completed
- The number of people who have secured permanent paid employment through Chorley works.
- The number of people who have completed one or more training courses through Chorley works

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## Appendix 1 – Employment Site Details

Classes B1 (lights industry, offices, research and development), B2 (general industry), B8 (storage and distribution) and A2 (financial and professional services).

Site Location	Size and Use	Details
Land to the North East of the M61 Junction 8  Located in a nice setting bordered by the Leeds-Liverpool Canal on one side.	The site is 6.9 ha and it's suitable for B1, B2 and B8 uses combining office, manufacturing and leisure opportunities	This forms part of three major development sites that sit side by side right on J8 of the M61, and together will form one of the biggest developments taking place in Chorley.
Botany Bay	This site covers 5.9 ha. and is suitable for B1, B2, B8 and C1 uses.	This site forms the second development site which sits side by side by Junction 8 of the M61.  The site is currently being master planned.  There is already planning permission for mixed use development of mainly B1, B2 and B8 use classes, erection of two storey office unit and erection of two single storey industrial units with associated service yards and car parking.
Botany/Great Knowley	This site covers 14.1 ha. and is suitable for B1 and B2 uses.	This site forms the third and largest of the development sites which sits side by side by Junction 8 of the M61.  The site is also currently being master planned.
Southern Commercial in Buckshaw Village  Sits next to the newly created Buckshaw Parkway station offering excellent links to the M61, M6 and M65.	This site covers 8.3 ha. and is suitable for B1, B2 and B8 uses.	This is the latest property development on Buckshaw Village with all the infrastructure in place making it the perfect place to look if you want to move quickly.  We are working with the developers to bring forward a proposal to complete the development.
Group one in Buckshaw Village	This site covers 5.4 ha. and is suitable	This is another site that benefits from being on Buckshaw

	for B1 and B2 uses.	<p>Village, one of the largest mixed use developments in the North West.</p> <p>There is outline planning permission for the redevelopment of the land including employment use.</p> <p>There is currently a masterplan in place with an access junction under construction.</p>
The Revolution, Buckshaw Village	This site covers 13.8 ha. and is suitable for B2 and B8 uses, however only one plot is remaining.	
Land east of Wigan Road - The site provides a great opportunity as it has good access to J28 of the M6.	This site contains 15 hectares allocated for employment use as part of an outline application for a mixed use development incorporating up to 700 dwellings, 40,000sqft of B1 office space, public house/ restaurant, convenience store, community building, single form entry primary school, public open space, highway works and associated works.	The council is working with the Homes and Communities Agency (HCA) and developers to masterplan the site.
<p>Cowling Farm</p> <p>Located on the edge of the main Chorley town area close to a number of thriving business parks before you get into the beautiful countryside setting through Heath Charnock up to Rivington.</p>	This site covers 3.5 ha. and is suitable for B1, B2 and B8 uses	<p>This is one of the council-owned sites that requires a development brief and further assessments.</p> <p>It is only a few minutes from the M61 motorway and is a prime site.</p>
<p>North of Euxton Lane</p> <p>This site is between the J8 of the M61 and the Buckshaw Village development that is continuing to grow.</p>	This site covers 13.1 ha. and is suitable for B1, B2 and B8 uses.	<p>The Council is working with the Homes and Communities Agency to master plan the site.</p> <p>It's ideally located just a couple of minutes from the M61 and will provide a greater choice of units in one of the fastest growing areas of Chorley.</p>

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## References

- <sup>i</sup> Unemployment (model based), Jan 2013 – Dec 2013, Nomisweb
- <sup>ii</sup> JSA Claimants, April 2014, Nomisweb
- <sup>iii</sup> LCC, Chorley district profile
- <sup>iv</sup> VAT and PAYE enterprise data 2013, ONS
- <sup>v</sup> BRES (Business Register and Employment Survey), 2012, ONS
- <sup>vi</sup> Lancashire economic forecasts, Oxford economics, 2013 (EU Structural and investment fund strategy for Lancashire 2014-20)
- <sup>vii</sup> Business demography, enterprise births, deaths and survival, 2012, ONS
- <sup>viii</sup> Business demography, enterprise births, deaths and survival (% of enterprises born in 2007 that survive after 1,2,3,4 and 5 years), ONS
- <sup>ix</sup> Lancashire economic forecasts, Oxford economics, 2013 (EU Structural and investment fund strategy for Lancashire 2014-20)
- <sup>x</sup> EU Structural and investment fund strategy for Lancashire 2014-20
- <sup>xi</sup> ONS BRES Data
- <sup>xii</sup> Benchmarking information by springboard, Jan 2014
- <sup>xiii</sup> Annual population survey, Jan 2013 – Dec 2013, ONS
- <sup>xiv</sup> Chorley Local Profile, LCC (Department for Education)
- <sup>xv</sup> 2011 Census
- <sup>xvi</sup> <sup>xvi</sup> Subnational population projections, interim 2011 based, ONS

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources)	Executive Cabinet	23 October 2014

## TRIAL REOPENING OF MARKET STREET

### PURPOSE OF REPORT

- To seek members approval for the formal adoption of the trial scheme to reopen Market Street to traffic.

### RECOMMENDATION

- That the Market Street trial scheme is formalised as a permanent arrangement.

### EXECUTIVE SUMMARY OF REPORT

- The trial re-opening of Market Street was identified, along with other initiatives, by the Town Centre Team to kick-start the town centre. The scheme was opened in November 2013 and has operated successfully without issue for the past 10 months.

<b>Confidential report</b> Please bold as appropriate	Yes	No
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<b>Key Decision?</b> Please bold as appropriate	Yes	No
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<b>Reason</b> 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	<b>4, Significant impact in environmental, social or physical terms in two or more wards</b>

### REASONS FOR RECOMMENDATION(S)

#### (If the recommendations are accepted)

- The scheme has helped to revitalise the top end of Market Street and Chorley Town Centre, by providing additional parking which has attracted more shoppers and boosted trade in the area.

### ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- To revert back to closing Market Street to traffic between 11am and 4pm as with the remaining pedestrianised area. Due to the overwhelming success of the trial this is not considered to be an option worth further consideration.

- 6. To revise the trial scheme. No elements of the scheme have been problematic or caused issue so this is not considered to be an option.

**CORPORATE PRIORITIES**

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

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

**BACKGROUND**

- 8. The Executive Cabinet approved the implementation of the trial re-opening of Market Street on 22<sup>nd</sup> November 2012, and the trial re-opening of Market Street commenced on 18<sup>th</sup> November 2013.

**EVALUATION**

- 9. Lancashire County Council have reported that they have no concerns with the trial scheme and recommend permanent adoption in its current format.
- 10. Traffic Speed monitoring surveys were carried out by Lancashire County Council and the results are displayed below:

Time interval (hrs)	Average vehicle numbers	< 10mph	10 – 15mph	15 – 20mph	20 – 25mph	25 – 30mph	Average speed(mph)	85% (mph)
0000-0000	1826	1072	700	51	2	1	9.4	11.9
0700-1900	1562	962	565	34	1	1	9.3	11.7

The average speed over the week is less than **10mph** and **97%** of all vehicles are travelling at less than **15mph**.

- 11. Traffic Cut Through monitoring surveys were carried out by Lancashire County Council and with speeds being extremely low, traffic cutting through is considered a low risk.

During daytime hours (08:45 to 17:30) **49%** of vehicles were noted as not stopping, but in many cases this was because there were no parking spaces available.

It should also be noted there are a very low number of HGVs using this section of Market Street and not stopping, out of a total 914 vehicles travelling through without stopping only 5 were HGVs.

- 12. Air quality was monitored by Chorley Council Environmental Health Officers and the results are below:

Tube	Location	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13
CH22	Market St, Chorley (LP181) End of Fazakerley St	45.71	ND	31.37	23.59	21.53	19.42	17.94	21.67	16.00	19.75	21.84	39.86
CH23	Market St, Chorley (LP172) End of Cunliffe St	28.98	49.36	45.34	33.64	33.6	24.62	25.98	30.314	28.16	10.88	38.7	49.27

Tube	Location	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14
CH22	Market St, Chorley (LP181) End of Fazakerley St	33.28	36.76	31.15	28.88	24.51	24.29	22.92	17.18	18.42			
CH23	Market St, Chorley (LP172) End of Cunliffe St	43.27	54.31	ND	37.92	29.70	35.03	31.89	25.17	N/D			

The raw average levels for this year are still below the national annual mean air quality objective level of 40µg/m<sup>3</sup>.

- 13. Feedback from all the representatives on the Town Team is that they are fully in favour of keeping the trial scheme in its current format.
- 14. A telephone survey of Market Street businesses, all fronting onto the scheme, have indicated a significant uplift in business. A summary of respondents is shown below:

231114	Northcoates	great	business improved
232292	Easthams Florist	brilliant	takings doubled in first week
267311	Lancashire Fayre	good	greater vibrancy, easier to collect goods
07870 980304	Allsewnup	good	more people in the street
265988	Braggs	great	footfall doubled, takings up
266854	Johnsons	better	great to drop/collect items
07966270356	Coffee Club	good	nip in for a coffee, more regulars
232188	Buggy Brilliant	good	better footfall in the street
234 833	Littlewoods	positive	easier customer collection of large items
264803	Argos	great	business up year on year, click & collect
230393	Opticians	yes	older patients find it easier
241029	West End	good	deliveries struggle after 10am
274224	Camera Shop	great	more people just nipping in for things

- 15. Anecdotal reports from members of the public are fully supportive of the trial scheme.

**IMPLICATIONS OF REPORT**

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

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

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

- 17. There are no direct financial implications arising from this report.

**COMMENTS OF THE HEAD OF POLICY AND COMMUNICATIONS**

18. Consultation on the design of the scheme included people who may have been adversely affected, such as disabled people. The consultation included highlighting the proposals to the Equality Forum and inviting their comments. Views of people with protected characteristics have been taken into consideration in the delivery of the final scheme and no further comments or issues have arisen.

**COMMENTS OF THE MONITORING OFFICER**

19. There are no direct legal implications for Chorley Council arising from this report.

GARY HALL  
CHIEF EXECUTIVE

Report Author	Ext	Date	Doc ID
Conrad Heald	5507	19/09/2014	***

Background Papers			
Document	Date	File	Place of Inspection
TRIAL RE-OPENING OF MARKET STREET AND NEW PARKING LAYOUT FOR ST GEORGE'S STREET	22/11/2012	***	<a href="https://democracy.chorley.gov.uk/mglIssueHistoryHome.aspx?IId=28273&amp;Opt=0">https://democracy.chorley.gov.uk/mglIssueHistoryHome.aspx?IId=28273&amp;Opt=0</a>





Report of	Meeting	Date
Director of Public Protection, Streetscene and Community (Introduced by the Executive Member for Public Protection)	Executive Cabinet	23 October 2014

## REVIEW OF OPEN SPACE BYELAWS - CONSULTATION

### PURPOSE OF REPORT

- To seek approval to review the Council's open space byelaws and to undertake consultation to seek views regarding any changes.

### RECOMMENDATION(S)

- That approval is given to review the Council's open space byelaws and to undertake consultation as detailed in the report.

### EXECUTIVE SUMMARY OF REPORT

- The byelaws relating to use of Council owned open spaces has not been reviewed since 2004.
- It is now appropriate to review and consult on any changes to the byelaws to ensure that they are up to date, reflect changes in use and include all Council owned site
- The report details the proposed consultation to seek views regarding any changes.

<b>Confidential report</b> Please bold as appropriate	Yes	No
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<b>Key Decision?</b> Please bold as appropriate	Yes	No
--	-----	----

<b>Reason</b> 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	<b>4, Significant impact in environmental, social or physical terms in two or more wards</b>

### REASONS FOR RECOMMENDATION(S)

#### (If the recommendations are accepted)

- It is over 10 years since the byelaws were reviewed and given the changes in open space during this period it is now appropriate to review them.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

7. Not to review the byelaws.

**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. Appendix 1 details the previous committee report and existing byelaws that were approved in 2004 relating to use of Council owned open spaces, play areas and parks.
10. The byelaws and schedule of sites where they apply has not been reviewed since 2004. It is now appropriate to review and consult on any changes to the byelaws to ensure that they are up to date, reflect changes in use and include all Council owned sites.

**CONSULTATION**

11. To ensure that the byelaws are available for comment and input from a wide range stakeholders it is proposed that consultation is undertaken using a questionnaire (See Appendix 2) over an 8 week period from 10<sup>th</sup> November 2014 until 5<sup>th</sup> January 2015.
12. All elected Members and Parish / Town Councils will be consulted, and drop in sessions will be arranged where requested to clarify information and capture feedback relevant to any specific byelaws / areas of open space.
13. The following groups and organisations will also be consulted:
- Local open space users / groups
  - Friends groups
  - Local community organisations
  - Local sports clubs
  - Schools
  - Chorley Natural History Society
  - Natural England
  - Environment Agency
  - Lancashire County Council
14. Following consultation the feedback and any proposed changes will be brought back to Executive Cabinet for final approval.

**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. There are no direct financial implications arising from the review of the Council's open space byelaws.

**COMMENTS OF THE MONITORING OFFICER**

17. No further comments to add.

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	02-10-2014	EC Byelaws Review

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# Report



Report of	Meeting	Date	Item No
Head of Parks, Cemeteries and Greenspace	General Purposes Committee	21/07/2004	<b>3</b>

## ADOPTION OF NEW PARK BYELAWS

### PURPOSE OF REPORT

- To approve and adopt a new set of byelaws for the Council's parks and green spaces.

### CORPORATE PRIORITIES

- The report does not relate directly to corporate priorities.

### RISK ISSUES

- The issues raised and recommendations made in this report involve risk considerations in the following categories:

Strategy		Information	
Reputation		Regulatory/Legal	✓
Financial		Operational	
People		Other	

- Failure to update the byelaws could risk good order and public safety in our parks and green spaces.

### BACKGROUND

- The latest sets of byelaws were adopted in the early 1980's and are in need of revision.
- The Home Office now produce a model set of byelaws which can be amended to suit local conditions but, by keeping to the original as much as possible, their confirmation can be "fast tracked".
- The proposed set of byelaws (attached) have been prepared in consultation with the Director of Legal Services and are much more comprehensive than the previous ones.

### CHANGES

- New byelaws not previously covered include:
  - The protection of wildlife
  - Horse riding
  - Ball games
  - Model aircraft
  - Metal detectors
  - Cycle tracks
  - Skateboarding

- 9. There is a new power to prevent trading within the parks. This has been a particular nuisance at the golf course.
- 10. The Home Office “notes” comment about the desirability of carrying out consultations in respect of horse riding, metal detectors and power-driven model aircraft in general and in respect of skateboarding, roller skating and cycling where these activities may be confined to specific areas.
- 11. Consultations have not been carried out with the various interest groups because the parks and open spaces simply do not permit these activities to be pursued without detriment to the safety of the general public.

**COMMENTS OF THE DIRECTOR OF LEGAL SERVICES**

- 12. Any comments will be reported verbally at the meeting.

**COMMENTS OF THE DIRECTOR OF FINANCE**

- 13. There are no direct financial implications arising from adopting the proposed Byelaws. However, any increases in enforcement activity might have such an implication.

**COMMENTS OF THE HEAD OF HUMAN RESOURCES**

- 14. There are no HR implications to this report.

**RECOMMENDATION**

- 15. That the Byelaws for Pleasure Grounds, Public Walks and Open Spaces are approved and adopted.

DAVID JONES  
 HEAD OF PARKS, CEMETERIES AND GREENSPACE

<b>Background Papers</b>			
<b>Document</b>	<b>Date</b>	<b>File</b>	<b>Place of Inspection</b>
Model Set of Byelaws	-	-	Parks Offices Duxbury Park
<b>Report Author</b>	<b>Ext</b>	<b>Date</b>	<b>Doc ID</b>
David Jones	235801	29/06/2004	LSM162

# Chorley

Borough Council



## **Byelaws for Pleasure Grounds, Public Walks and Open Spaces**



## **ARRANGEMENT OF BYELAWS**

### **PART 1 GENERAL**

1. General Interpretation
2. Application
3. Opening times

### **PART 2 PROTECTION OF THE GROUND, ITS WILDLIFE AND THE PUBLIC**

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5. Unauthorised erection of structures
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**SCHEDULE 1**

**List of Grounds**

**SCHEDULE 2**

**Rules for Playing Ball Games in Designated Areas**

**SCHEDULE 3**

**Grounds in which use of Model Aircraft is Permitted**

Byelaws made under (Section 164 of the Public Health Act 1875/section 15 of the Open Spaces Act 1906/sections 12 and 15 of the Open Spaces Act 1906) by the Council of Chorley with respect to pleasure grounds, public walks and open spaces.

## PART 1

### GENERAL

#### General Interpretation

1. In these byelaws:

“the Council” means the Council of Chorley;

“the ground” means any of the grounds listed in the Schedule;

“designated area” means an area in the ground which is set aside for a specified purpose, that area and its purpose to be indicated by notices placed in a conspicuous position;

“invalid carriage” means a vehicle, whether mechanically propelled or not,

(a) the unladen weight of which does not exceed 150 kilograms,

(b) the width of which does not exceed 0.85 metres, and

(c) which has been constructed or adapted for use for the carriage of a person suffering from a disability, and used solely by such a person.

#### Application

2. These byelaws apply to all of the areas listed in Schedule 1.

#### Opening times

3. 1. No person shall enter or remain in the ground except during opening hours.
2. “Opening hours” means the days and times during which the ground is open to the public indicated by a notice placed in a conspicuous position at the entrance to the ground.

## PART 2

### PROTECTION OF THE GROUND, ITS WILDLIFE AND THE PUBLIC

#### Protection of structures and plants

4. 1. No person shall without reasonable excuse remove from or displace within the ground:
  - (a) any barrier, post, seat or implement, or any part of a structure or ornament provided for use in the laying out or maintenance of the ground; or
  - (b) any stone, soil or turn or the whole or any part of any plant, shrub or tree.

2. No person shall walk on or ride, drive or station a horse or any vehicle over:
  - (a) any flower bed, shrub or plant;
  - (b) any ground in the course of preparation as a flower bed or for the growth of any tree, shrub or plant; or
  - (c) any part of the ground set aside by the Council for the renovation of turf or for other landscaping purposes and indicated by a notice conspicuously displayed.

#### **Unauthorised erection of structures**

5. No person shall without the consent of the Council erect any barrier, post, ride or swing, building or any other structure.

#### **Grazing**

6. No person shall without the consent of the Council turn out or permit any animal for which he is responsible to graze in the ground.

#### **Protection of wildlife**

7. No person shall kill, injure, take or disturb any animal, or engage in hunting or shooting, or the setting of traps or nets or the laying of snares.

#### **Gates**

8.
  1. No person shall leave open any gate to which this byelaw applies and which he has opened or caused to be opened.
  2. Byelaw 8(1) applies to any gate to which is attached, or near to which is displayed, a conspicuous notice stating that leaving the gate open is prohibited.

#### **Camping**

9. No person shall without the consent of the Council erect a tent or use a vehicle, caravan or any other structure for the purpose of camping (except in a designated area for camping).

#### **Fires**

10.
  1. No person shall light a fire or place, throw or drop a lighted match or any other thing likely to cause a fire.
  2. Byelaw 10(1) shall not apply to:
    - (a) any event at which the Council has given permission that fires may be lit;
    - (b) the use in a designated area for camping of a properly constructed camping stove or barbecue in such a manner as to safeguard against damage to the ground or danger to any person.

#### **Missiles**

11. No person shall throw or use any device to propel or discharge in the ground any object which is liable to cause injury to any other person.

**Interference with life-saving equipment**

12. No person shall except in case of emergency remove from or displace within the ground or otherwise tamper with any life-saving appliance provided by the Council.

**PART 3****HORSES, CYCLES AND VEHICLES****Interpretation of Part 3**

13. In this Part:

“designated route” means a route in or through the grounds which is set aside for a specified purpose, that route and its purpose of be indicated by notices placed in a conspicuous position;

“motor cycle” means a mechanically propelled vehicle, not being an invalid carriage, with less than four wheels and the weight of which does not exceed 410 kilograms;

“motor vehicle” means a mechanically propelled vehicle other than a motor cycle or invalid carriage;

“trailer” means a vehicle drawn by a motor vehicle, and includes a caravan.

**Horses**

14.
  1. No persons shall rise a horse in the ground except in the exercise of a lawful right or privilege.
  2. In any part of the ground where horse riding is permitted by virtue of a lawful right or privilege, no person shall ride a horse in such a manner as to cause danger to any other person.

**Cycling**

15. No person shall without reasonable excuse ride a cycle in the ground except in any part of the ground where there is right of way for cycles or on a designated route for cycling.

**Motor vehicles**

16. No person shall without reasonable excuse bring into or drive in the ground a motor cycle, motor vehicle or trailer except in any part of the ground where there is a right of way for that class of vehicle.

**Overnight parking**

17. No person shall without the consent of the Council leave or cause or permit to be left any motor cycle, motor vehicle or trailer in the ground between the hours of 6pm and 6am.

**PART 4****PLAY AREAS, GAMES AND SPORTS****Interpretation of Part 4**

18. In this Part:

“ball games” means any game involving throwing, catching, kicking, batting or running with any ball or other object designed for throwing and catching, but does not include cricket;

“golf course” means any area within the ground set aside for the purposes of playing golf and includes any golf driving range, golf practice area or putting course;

“self-propelled vehicle” means a vehicle other than a cycle, invalid carriage or pram which is propelled by the weight or force of one or more persons skating, sliding or riding on the vehicle or by one or more persons pulling or pushing the vehicle.

**Children’s play areas**

19. No person aged 14 years or over shall enter or remain in a designated area which is a children’s play area unless bona fide in charge of a child under the age of 14 years.

**Children’s play apparatus**

20. No person aged 14 years or over shall use any apparatus stated to be for the exclusive use of persons under the age of 14 years by a notice conspicuously displayed on or near the apparatus.

**Skateboarding Etc**

21. No person shall skate, slide or ride on rollers, skateboards or other self-propelled vehicles except in a designated area for such activities.

**Ball games**

22. No person shall play ball games outside a designated area for playing ball games in such a manner:

(a) as to exclude persons not playing ball games from use of that part;

(b) as to cause danger or give reasonable grounds for annoyance to any other person in the ground; or

(c) which is likely to cause damage to any tree, shrub or plant in the ground.

23. It is an offence for any person using a designated area for playing ball games to break any of the rules set out in Schedule 2 and conspicuously displayed on a sign in the designated area when asked by any person to desist from breaking those rules.

**Cricket**

24. No person shall throw or strike with a bat a cricket ball except in a designated area for playing cricket.

**Archery**

25. No person shall engage in the sport of archery except in connection with an event organised by or held with the consent of the Council.

**Field Sports**

26. No person shall throw or put any javelin, hammer, discus or shot except in connection with an event organised by or held with the consent of the Council (or on land set aside by the Council for the purpose).
27. No person shall drive, chip or pitch a hard golf ball except on the golf course.
28. 1. No person shall play golf on the golf course unless he holds a valid ticket issued by or on behalf of the Council entitling him to do so, which ticket shall be retained and shown on demand to any authorised officer or agent of the Council;
2. No person shall walk or run on or across the golf course unless:
- (a) taking part in the game of golf or accompanying a person so engaged; or
- (b) doing so in the exercise of a lawful right or privilege.
3. No person shall offer his service for hire as an instructor on the golf course without the consent of the Council.

**PART 5****WATERWAYS****Interpretation of Part 5**

29. In this Part:

“boat” means any yacht, motor boat or similar craft but not a model or toy boat;

“power driven” means driven by the combustion of petrol vapour or other combustible substances;

“waterway” means any river, lake, pool, or other body of water, and includes any fountain.

**Bathing**

30. No person shall without reasonable excuse bathe or swim in any waterway.

**Ice Skating**

31. No person shall step onto or otherwise place their weight upon any frozen waterway.

**Model Boats**

32. No person shall operate a power-driven model boat on any waterway.

**Boats**

33. No person shall sail or operate any boat, dinghy, canoe, sailboard, or inflatable on any waterway without the consent of the Council.

**Fishing**

34. No person shall in any waterway cast a net or line for the purpose of catching fish or other animals except in a designated area for fishing.
35. No person shall foul or pollute any waterway.

**Blocking of watercourses**

36. No person shall cause or permit the flow of any drain or watercourse in the ground to be obstructed or diverted, or open, shut or otherwise move or operate any sluice or similar apparatus.

**PART 6****MODEL AIRCRAFT****Interpretation of Part 6**

37. In this Part:

“model aircraft” means an aircraft which weighs not more than 7 kilograms without its fuel;

“power driven” means driven by:

- (a) the combustion of petrol vapour or other combustible substances;
- (b) by jet propulsion or by means of a rocket, other than by means of a small reaction motor powered by a solid fuel pellet not exceeding 2.54 centimetres in length; or
- (c) by one or more electric motors or by compressed gas.

“radio control” means control by a radio signal from a wireless transmitter or similar device.

**General prohibition**

38. No person shall cause any power-driven model aircraft to:

- (a) take off or otherwise be released for flight, or control the flight of such an aircraft in the ground: or
- (b) land in the ground without reasonable excuse.

**Use permitted in certain grounds**

39. Byelaw 38 does not apply to the grounds listed in Part 3 of Schedule 1/Column 1 of the table in Schedule 3 on the days and at the times indicated for each ground in Column 2 of that table.

**Exemptions for certain types of model aircraft**

40. Byelaw 38/39 does not apply to any model aircraft which:
- (a) gives a noise measurement of not more than 82 dB(A) when measured at a distance of 7 metres from the aircraft in accordance with the Code of Practice issued under the Control of Noise (Code of Practice on Noise from Model Aircraft) Order 1981; and
  - (b) where it is reasonably practicable to fit, is fitted with an effectual silencer or similar device.

**PART 7****OTHER REGULATED ACTIVITIES****Trading**

41. No person shall without the consent of the Council provide or offer to provide any service for which a charge is made.

**Excessive noise**

42. 1. No person shall, after being requested to desist by any other person in the grounds:
- (a) by shouting or singing;
  - (b) by playing on a musical instrument; or
  - (c) by operating or permitting to be operated any radio, amplifier, tape recorder or similar device;
- make or permit to be made any noise which is so loud or so continuous or repeated as to give reasonable cause for annoyance to other persons in the ground.
2. Byelaw 42(1) does not apply to any person holding or taking part in any entertainment held with the consent of the Council.

**Public shows and performances**

43. No person shall without the consent of the Council hold or take part in any public show or performance.

**Aircraft, hand-gliders and hot-air balloons**

44. No person shall except in case of emergency or with the consent of the Council take off from or land in the ground in an aircraft, helicopter, hand-glider or hot-air balloon.

**Kites**

45. No person shall fly any kite in such a manner as to cause danger or give reasonable grounds for annoyance to any other person.

**Metal detectors**

46. No person shall without the consent of the Council use any device designed or adapted for detecting or locating any metal or mineral in the ground.



**PART 8****MISCELLANEOUS****Obstruction**

47. No person shall:

- (a) obstruct, disturb or annoy any officer of the Council in the proper execution of his duties;
- (b) obstruct or disturb any person carrying out an act which is necessarily to the proper execution of any contract with the Council; or
- (c) obstruct, disturb or annoy any other person in the proper use of the ground.

**Savings**

48. It shall not be an offence under these byelaws for an officer of the Council or any person acting in accordance with a contract with the Council to do anything necessary to the proper execution of his duty.
49. Nothing done in or under these byelaws shall in any respect prejudice or injuriously affect any public right of way through the ground, or the rights of any person acting lawfully by virtue of some estate, right or interest in, over or affecting the ground or any part of the ground.

**Removal of offenders**

50. Any person offending against any of these byelaws may be removed from the ground by an officer of the Council or a constable.

**Penalty**

51. Any person offending against any of these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale.

**Revocation**

52. (a) The byelaws made by Chorley Borough Council on 11 February 1980 and confirmed by the Secretary of State on 1 May 1980 relating to Coronation Recreation Ground, Astley Park, Tatton Recreation Ground, Jubilee Playing Fields, Duxbury Jubilee Park and King George V Playing Fields are hereby revoked.
- (b) The byelaws made by Chorley Borough Council on 19 March 1982 and confirmed by the Secretary of State on 26 May 1982 relating to Harper's Lane Recreation Ground, Ranglett's Recreation Ground and Gillett Playing Fields, Limbrick, are hereby revoked.
- (c) The byelaws made by Chorley Borough Council on 11 April 1984 and confirmed by the Secretary of State on 20 June 1984 relating to Chisnall Hall Playing Fields, Coppull are hereby revoked.

**SCHEDULE 1****LIST OF GROUNDS**

The Grounds referred to in byelaw 2 are:

**PARKS, PLAYING FIELDS AND RECREATION GROUNDS**

Astley Park, Chorley  
 Buckshaw Playing Fields, Astley Village, Chorley  
 Canal Basin, Chorley Old Road, Whittle-le-Woods  
 Chisnall Hall Playing Fields, Coppull  
 Coronation Recreation Ground, Devonshire Road, Chorley  
 Denham Hill Quarry, Holt Lane, Brindle  
 Duxbury Jubilee Park  
 Duxbury Jubilee Park Golf Course  
 Gillett Playing Fields, Limbrick  
 Gillett Ravine, Stansted Road, Chorley  
 Harper's Lane Recreation Ground, Erskine Road, Chorley  
 Jubilee Playing Fields, Park Road, Adlington  
 King George's Field, Chorley Road, Adlington  
 Ranglett's Recreation Ground, Brindle Street, Chorley  
 School Lane Playing Field, Brinscall  
 Tatton Recreation Ground, Silverdale Road, Chorley  
 Wigan Lane Playing Field, Chorley  
 Withnell Linear Park, Railway Road, Brinscall  
 Yarrow Valley County Park, Birkacre Road, Coppull

**EQUIPPED PLAY AREAS**

Abbey Village Play Area, Bolton Road, Abbey Village  
 Astley Park, Chorley  
 Blackcroft Play Area, Clayton-le-Woods  
 Briarswood Play Area, Eccleston, Chorley  
 Brookside Play Area, Coppull  
 Broom Close Play Area, Clayton-le-Woods  
 Canal Basin, Chorley Old Road, Whittle-le-Woods  
 Carr Brook Trim Trail, Clayton-le-Woods  
 Congress Street Play Area, Chorley  
 Coronation Recreation Ground, Devonshire Road, Chorley  
 Cotswold House Play Area, Cotswold Road, Chorley  
 Crosslands Play Area, Chorley

Dahlia Close Play Area, Clayton-le-Woods  
Draperfield Play Area, Eaves Green, Chorley  
Dunham Drive Play Area, Whittle-le-Woods  
Epping Place Play Area, Chorley  
Foxcote Play Area, Astley Village, Chorley  
George Street Play Area, Chorley  
Gillibrand Ravine Play Area, Stansted Road, Chorley  
Gough Lane Play Area, Clayton-le-Woods  
Grafton Street Play Area, Adlington  
Grey Heights View Play Area, Chorley  
Harper's Lane Recreation Ground, Erskine Road, Chorley  
Harvest Drive Play Area, Whittle-le-Woods  
Hurstbrook Play Area, Coppull  
Jubilee Playing Fields, Park Road, Adlington  
King George's Field, Chorley Road, Adlington  
Knowley Brow Play Area, Heapey Road, Chorley  
Lodge Bank Play Area, Brinscall  
Manor Road Play Area, Clayton-le-Woods  
Orchard Drive Play Area and Trim Trail, Whittle-le-Woods  
Railway Road Play Area, Chorley  
Ranglett's Recreation Ground, Brindle Street, Chorley  
Tarnbeck Drive Play Area, Mawdesley, Ormskirk  
Tatton Recreation Ground, Silverdale Road, Chorley  
The Cedars Play Area, Eaves Green, Chorley  
The Oaks Play Area, Eaves Green, Chorley  
The Rydings Play Area, Whittle-le-Woods  
Ullswater Road Play Area, Chorley

**SCHEDULE 2**

**RULES FOR PLAYING BALL GAMES IN DESIGNATED AREAS**

**Byelaw 23**

Any person using a designated area for playing ball games must comply with the following rules:

1. No person shall play any game other than those ball games for which the area has been set aside.
2. No person shall obstruct any other person who is playing in accordance with these rules.
3. Where exclusive use has been granted to a person or group of persons by the Council for a specified period, no other person shall play during that period.
4. Subject to paragraph (5), where the area is already in use by any person their permission to play must be sought by any other person wishing to play.
5. Except where they have been granted exclusive use by the Council for more than two hours, any person using the area shall vacate it if they have played continuously for two hours or more and know that any other person wishes to use the area.
6. No person shall play when a notice has been placed in a conspicuous position by the Council prohibiting play in that area of the ground.

**SCHEDULE 3**

**GROUNDS IN WHICH USE OF MODEL AIRCRAFT IS PERMITTED**

**Byelaw 39**

Days and times of use

Name or Description of ground	Days and times at which use of model aircraft is permitted
Lower Burgh Meadows, Eaves Green, Chorley	Tuesdays 2.00pm - 7.30pm (during British summertime) Tuesdays 12.00pm - 5.30pm (outside British summertime) Fridays 2.00pm - 7.30pm (during British summertime) Fridays 12.00pm - 5.30pm (outside British summertime) Sundays 11.00am - 4.00pm (all year) Bank Holidays 12.00pm - 4.00pm on Easter Monday, May Day Bank Holiday, Spring Bank Holiday and August Bank Holiday. There shall be no flying on Good Friday, Easter Sunday, Remembrance Sunday or Christmas Day.

# Review of Open Space Byelaws Consultation Questionnaire



10<sup>th</sup> November 2014 - 5<sup>th</sup> January 2015

The byelaws relating to use of Council owned open spaces have not been reviewed since 2004. The Council is now reviewing the byelaws to ensure that they are up to date and that they reflect changes in use and include all Council owned sites. This consultation questionnaire seeks your views regarding any changes that you deem to be necessary.

**Q1: Are you happy with the existing Byelaws for Pleasure Grounds, Public Walks and Open Space?**

Yes

No

**Q2: If No, are there any byelaws you would want to change, update or remove?**

Yes

No

**Please provide details of the required change to be made, continue on a separate sheet if necessary.**

**Q3: Are there any new byelaws that should be added?**

Yes

No

**Please provide details of the new byelaw that should be added, continue on a separate sheet if necessary.**

**Q4: Do you have any other comments?**

Comment:



**Please provide your CONTACT DETAILS so that we can get in touch if necessary and keep you informed of consultation responses.**

Contact name :

Address and Postcode :

Contact Telephone no:

Contact e-mail:

**Thank you very much for your comments.**

**Please return this form to Parks & Open Spaces, Civic Offices, Union Street, Chorley, Lancs, PR7 1AL by the 5<sup>th</sup> January 2015 or email it to [POS@chorley.gov.uk](mailto:POS@chorley.gov.uk)**





Report of	Meeting	Date
Director of Public Protection Streetscene and Community (Introduced by the Member for Public Protection)	Executive Cabinet	23 October 2014

## **ANTI SOCIAL BEHAVIOUR – COMMUNITY TRIGGER AND ADDITIONAL TOOLS AND POWERS**

### **PURPOSE OF REPORT**

1. To advise Members of the introduction of new tools and powers to deal with anti-social behaviour (ASB) under the Anti-Social Behaviour Crime and Policing Act 2014 (the Act).
2. To seek approval for the adoption of the proposed 'community triggers' when a review of an anti-social behaviour case is being sought by victims of ASB.
3. To seek the necessary delegations and authorisations for officers to use the new powers.

### **RECOMMENDATION(S)**

4. It is recommended that Members adopt the community trigger thresholds as detailed in this report at paragraph 12.
5. It is recommended that Members approve a delegation to the Director of Public Protection Streetscene and Communities in consultation with the appropriate Executive Member to adjust the community trigger thresholds following any future review of the trigger levels by the Lancashire Community Safety Partnership.
6. Members recommend to full Council that appropriate delegations be made to the Director of Public Protection Streetscene and Community to exercise the new powers available to district councils and that the Head of Governance be granted delegated power to delete from the constitution references to redundant powers which have been superseded by the Anti-Social behaviour, Crime and Policing Act 2014.'
7. It is recommended that Members provide the Director of Public Protection, Streetscene and Community in conjunction with the appropriate Executive Member the delegated authority to; issue all notices, to implement Public Spaces Protection Orders, to designate powers to social landlords, to designate powers to Council officers for the purpose of enforcement and to take all necessary steps under the Anti-Social Behaviour, Crime and Policing Act 2014 with regard to functions which are the responsibility of the Council.

### **EXECUTIVE SUMMARY OF REPORT**

8. The Anti-Social Behaviour Crime and Policing Act 2014 (the Act) introduces new provisions for dealing with anti-social behaviour and provides a mechanism known as a community trigger for victims of anti-social behaviour (individual and communities) to seek a case review.
9. The purpose of the community trigger provision is to provide recourse to victims of anti-social behaviour who believe the relevant agencies have failed to deal with their case properly.

10. Community triggers specifically use a victim and community focussed risk assessment approach which enables communities and individual victims of anti-social behaviour to seek a review of their case and hold agencies and authorities to account for the actions they have taken.
11. Trigger levels have been agreed across the Lancashire County footprint in order to ensure a consistent approach and ease the administrative burden on agencies and authorities that operate on a wider area than district councils.
12. The proposed trigger levels accord with current Home Office guidance and are:
  - 3 complaints in the previous 6 months from one individual about the same anti-social problem where no action has been taken, or
  - 5 individuals complaining about the same or similar anti-social incidents in the last 6 months where no action has been taken, or
  - 1 incident motivated by hate in the last 6 months from one individual where no action has been taken.
13. The Act sets out what is deemed a qualifying complaint of anti-social behaviour for the purposes of using the community trigger, and anti-social behaviour is defined as behaviour causing harassment, alarm or distress to a member or members of the public. Anti-social behaviour is not behaviour that merely causes nuisance or annoyance.
14. Once a community trigger has been reached a process will take place that determines the veracity of the trigger request and within specified service standards times the victim will be notified if the request is moving to a full case review.
15. Where the trigger is deemed not to have been reached the applicant/victim will be advised accordingly, notwithstanding that an investigation into the specifics of the case may also take place.
16. The Act also provides a number of new tools and powers as follows:
  - Civil Injunctions
  - Criminal Behaviour Orders – administered by the Crown Prosecution Service
  - Community Protection Notice
  - Public Space Protection Order
  - Premises Closure Powers
17. It should be noted that Home Office guidance requires other avenues of resolution to the ASB should have been explored prior to using the above new powers. These early and informal interventions can be summarised as follows:
  - Warnings – verbal and written
  - Community Resolution – administered by police
  - Mediation – where both parties consent
  - Acceptable Behaviour Contracts (ABS's) –administered by police
  - Parenting Contracts
  - Support and Counselling – using a multi-agency approach with a Lead Professional
18. Processes will be established to ensure these new powers are available to officers and the necessary authorisations provided.

<b>Confidential report</b> Please bold as appropriate	Yes	No
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<b>Key Decision?</b> Please bold as appropriate	<b>Yes</b>	No
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<b>Reason</b> 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	<b>4, Significant impact in environmental, social or physical terms in two or more wards</b>

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

19. To ensure the Council has the appropriate delegations and authorisations in place to utilise the tools and powers available to them to deal with anti-social behaviour.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

20. None

**CORPORATE PRIORITIES**

21. 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**

22. The Anti-Social Behaviour Crime and Police Act 2014 (the Act) introduces a number of new tools and powers to tackle anti-social behaviour. The Government have published Home Office guidance on these new tools and powers and are appended to this report at Appendix A.

**COMMUNITY TRIGGER**

23. The purpose of the community trigger is to enable victims of ASB to seek a review of their ASB case and to set the thresholds that will determine at what point that case review can be triggered.
24. Prior to the introduction of community triggers within the Anti-Social Behaviour Crime and Policing Act 2014, several pilot schemes were established across the country to assess the likely impact of community triggers.
25. Manchester City Council was one such pilot area and their experience in trialling the community trigger resulted in them setting a trigger threshold of :
- 3 complaints in the previous 6 months from one individual about the same anti-social problem where no action has been taken, or
  - 5 individuals complaining about the same or similar anti-social incidents in the last 6 months where no action has been taken, or

- 1 incident motivated by hate in the last 6 months from one individual where no action has been taken.
26. Guidance thresholds have been included in Home Office guidance and the wider Lancashire community safety partnership has proposed the above thresholds be used across the Lancashire footprint.
  27. Using a common set of thresholds across Lancashire will ensure that partners and agencies with a footprint greater than a district council area will not need to operate under a multiplicity of community threshold triggers and procedures. This will promote a common approach across Lancashire to the benefit of victims of antisocial behaviour who are seeking a review of their case.

### **ASSESSING ASB AND UNDERTAKING CASE REVIEWS**

28. Home Office guidance clearly states what is deemed to be included within the definition of anti-social behaviour as follows:  
*“For the purpose of the Community Trigger, anti-social behaviour is defined as behaviour causing harassment, alarm or distress to a member, or members, of the public. However, when deciding whether the threshold is met, agencies should consider the cumulative effect of the incidents and consider the harm or potential harm caused to the victim, rather than rigidly deciding whether each incident reached the level of harassment, alarm or distress.*  
  
*Even though housing-related anti-social behaviour has a lower test of nuisance or annoyance for an injunction under Part 1 of the Act, because of the victim’s inability to separate themselves from the anti-social behaviour the harm experienced is highly likely, depending upon the circumstances, to result in harassment, alarm or distress for the purposes of the Community Trigger.”*
29. This guidance implies that there are two levels of ASB dependant on its nature, impact and proposed means of remedy.
30. Therefore it is reasonable to expect that each case of antisocial behaviour will have to be judged individually taking into account the harm or potential harm to the victim.
31. For the purposes of dealing with ASB complaints it is proposed that the existing Anti-Social Behaviour Risk Assessment Conference (ASBRAC) methodology will continue to be used by officers to determine what action if any is required to address individual complaints of ASB and also used to manage the review of cases triggered by the community trigger.

### **OTHER TOOLS AND POWERS**

32. The Act contains a number of new tools and powers available to local authorities and agencies in order to deal with anti-social behaviour. Below is a brief outline of these new tools and powers.
33. Civil Injunctions  
 Civil injunctions can be sought by District Councils, Registered Social Landlords (where the ASB is housing related only), Police, Environment Agency and National Health Service providers. There are two tests to be applied before their use:
  - a. Non-housing related test: the ASB conduct is likely to cause harassment, alarm or distress to any person (not affecting housing management functions).
  - b. Housing related test: the ASB conduct is capable of causing nuisance or annoyance to a person in relation to a person’s occupation of residential premises or conduct capable of causing housing related nuisance or annoyance to any person.

Members should note that there is currently a delay to the introduction of the civil injunction provisions so as to allow unavoidable and necessary changes to be made to the civil legal

aid system to ensure that applications for advocacy assistance can be assessed for those involved in civil injunction hearings. This will require amendments to the Legal Aid, Sentencing and Punishment of Offenders Act 2012 which should be completed by the end of January 2015 at the latest. Once the Council is advised that these necessary changes have been made then the recommendation in relation to authorisations and delegations (paragraphs 6 and 7 above) will come into effect with regard to this new power.

34. Criminal Behaviour Orders (CBO)

CBO's are available to be used on conviction of a criminal offence, to manage an offender's behaviour.

The Crown Prosecution Service can seek the making of a CBO as part of antisocial behaviour criminal proceedings.

35. Community Protection Notice (CPN)

The CPN is used to prevent a person over 16 years old, a business or an organisation committing ASB. CPN's can be issued by local authorities, the police or housing providers where they have been co-opted to do so. Irrespective of who has served the CPN it appears that the Council retains the responsibility for undertaking any remedial action required under a Remedial Order issued by the Courts as a result of a Community Protection Notice.

36. Public Space Protection Orders (PSPO)

PSPO can be used to stop ASB in a public space. The local authority can only issue a PSPO following consultation with police, Police and Crime Commissioner, and other agencies. A PSPO is time limited to a maximum period of 3 years and can impose restrictions and requirements relating to the use of the public space such as consumption of alcohol restrictions, dog walking and others. The use of this power has to pass a test of being reasonable. When a PSPO is made, extended, varied or discharged it must be published in accordance with Regulations made by the Secretary of State. The 'Anti-social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations 2014' have now been published and set out the legal process in relation to PSPO's.

37. Closure Powers

These new provisions enable police and local authorities to quickly close premises that are a source of ASB for periods up to 48 hours. A Closure Notice is served in the first instance and is then followed by a Closure Order which must be applied for in the courts.

38. Dispersal Power

The dispersal power is a flexible power which the police can use in a range of situations to disperse anti-social individuals and provide immediate short-term respite to a local community.

39. Absolute Ground For Possession

The legislation introduces a new absolute ground for possession which can be used by landlords to expedite eviction of tenants who are a source of anti-social behaviour, so bringing swifter relief to victims.

40. A full account of the new provisions "Anti-Social Behaviour, Crime and Policing Act 2014: Reform of Anti-Social Behaviour Powers" can be accessed via the Home Office website: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/352562/ASB\\_Guidance\\_v8\\_July2014\\_final\\_2\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/352562/ASB_Guidance_v8_July2014_final_2_.pdf)

**IMPLICATIONS OF REPORT**

41. 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**

42. Dependent upon the scale of activity there may be some increase in resource required, however, initial indications from the pilot is that the triggers do not result in a significant increase in activity. Therefore, I anticipate costs can be contained within the current cost base.

**COMMENTS OF THE MONITORING OFFICER**

43. The recommendations are compliant with the requirements of the legislation.

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	5732	15 September 2014	ASB tools and powers



Report of	Meeting	Date
Director of Public Protection Streetscene and Community (Introduced by the Executive Member for Public Protection)	Executive Cabinet	23 October 2014

## **EXECUTIVE CABINET RESPONSE TO RECOMMENDATIONS MADE BY THE OVERVIEW AND SCRUTINY TASK GROUP ON CCTV INFRASTRUCTURE**

### **PURPOSE OF REPORT**

1. To approve the Executive Cabinet response to recommendations made by the O&S Scrutiny Task Group on CCTV infrastructure.

### **RECOMMENDATION(S)**

2. It is recommended that Members accept the O&S Task Group option 5 to implement a phased capital works programme to upgrade the current CCTV infrastructure.
3. It is recommended to Council that a capital budget of £250,000 be established to fund the capital works over a period of three years
4. It is recommended that the Director of Public Protection Streetscene and Community in consultation with the Executive Member for Public Protection have delegated responsibility to develop and commence the procurement programme to select a suitable contractor to deliver the infrastructure upgrade programme.
5. Executive Cabinet accepts the O&S Task Group recommendation to explore outsourcing, subscription and Parish Council contributions to CCTV infrastructure upgrade. Therefore it is recommended that all these areas are explored as part of the procurement and delivery of the capital works programme. In addition Executive Cabinet recommends that consideration is given to any new system and equipment being compatible with wider local authority CCTV services.
6. Executive Cabinet notes and understands the O&S Task Group recommendation to maintain current staffing levels within the CCTV suite but is unable provide a guarantee that staffing levels will not change in the future.
7. Executive Cabinet accepts the O&S Task Group recommendation to review hours of operation in the CCTV suite and instructs the appropriate service manager to undertake a minimum annual review using appropriate intelligence and data analysis so that periods of high demand are effectively covered.

### **EXECUTIVE SUMMARY OF REPORT**

8. In January 2014 the Councils Overview and Scrutiny Committee established a task group to investigate the Councils CCTV service including the appropriateness of operation and the state of infrastructure.
9. The O&S Task Group findings were presented to Executive Cabinet in August 2014 and this report provides the Executive Cabinet response to those findings and the recommendations contained therein.
10. Appendix A to this report contains the aforementioned Overview and Scrutiny Task Group report findings.

11. The current CCTV infrastructure maintenance and repair contract expires in March 2015, therefore it would be expedient to link any proposed upgrade programme with the procurement of a new maintenance contract.

<b>Confidential report</b> Please bold as appropriate	Yes	No
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<b>Key Decision?</b> Please bold as appropriate	Yes	No
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<b>Reason</b> 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
	<b>3, a new or unprogrammed capital scheme of £100,000 or more</b>	4, Significant impact in environmental, social or physical terms in two or more wards

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

12. To ensure the current CCTV infrastructure is upgraded and fit for purpose and that the hours of operation and staffing levels are appropriate to the service demands.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

13. The report details a number of infrastructure options which will be rejected dependant on the Executive Cabinets preferred option.

**CORPORATE PRIORITIES**

14. This report relates to the following Strategic Objectives:

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

**BACKGROUND**

15. In January 2014 the Councils Overview and Scrutiny Committee established a task group to investigate the Councils CCTV service.  
 16. In particular the investigation focussed on the impact that the provision of CCTV has in relation to public reassurance and the deterrence, prevention and detection of crime.  
 17. The final report of the task group is appended to this report as Appendix A.

**CCTV INFRASTRUCTURE**

18. The current CCTV provision in Chorley has evolved since its inception in 1996. Consequently there is a mix of analogue and digital technologies as well as a variety of camera hardware.  
 19. The infrastructure has been subject to regular maintenance and repair over the years through the procurement of an appropriate contract.

- 20. In recent years the level of spend on repair and replacement has increased with a current annual budget of £29,700.
- 21. In addition the functionality of the CCTV equipment is becoming increasingly outdated with a number of replacement parts becoming unavailable or increasingly expensive to repair.
- 22. The current contract for CCTV repair and maintenance expires in March 2015. It would therefore be expedient to link the proposed capital works programme with a reduced repair and maintenance requirement and combine into one procurement process
- 23. Investment in the CCTV infrastructure will ensure the system is updated, utilises current digital technology and reduces the revenue budget demand on repair and maintenance.
- 24. Indicative costs for a phased three year infrastructure programme to achieve this have been sought and are in the region of £250,000.

**CCTV OPERATION**

- 25. The restructure undertaken in Health Environment and Neighbourhoods during late 2013 reviewed the operator levels required to provide the CCTV monitoring and support service during periods of high volume activity.
- 26. This review resulted in the operation of the CCTV suite employing a team of 1 FTE supervisor and 3 FTE operators.
- 27. The task group undertook a further review in the light of police data and analysis of crime and disorder and determined the operator levels to be appropriate.

**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	

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

- 29. The report recommends the Executive to set aside a significant sum for the upgrade of the Council's CCTV infrastructure. The exact timing and nature of any upgrade has not yet been developed. However, an increase in the Council's capital programme is at present unbudgeted. Implications on revenue would be to add circa £35 thousand per annum to the Council's budget.
- 30. Should the Council decide to accept the recommendations the costs would be built into future budgets. The decision should be made in the context of the £2 million of savings the Council will need to make by 2016/17. Should the Council decide this is a priority then in future budget savings would have to be made from non-priority areas.

**COMMENTS OF THE MONITORING OFFICER**

- 31. The current contract for the provision of this service expires in March 2015. It is therefore important that the procurement process commences in the near future.

JAMIE CARSON

DIRECTOR OF PUBLIC PROTECION STREETSCENE AND COMMUNITY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Simon Clark	5732	29 September 2014	CCTVresponsetoO&S

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



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## 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](http://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
<b>Option 1</b>	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
<b>Option 2</b>	Replace key components to improve the system recording capability	c. £28k one off cost	Upgraded and digitised recording capacity provided
<b>Option 3</b>	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		
<b>Option 4</b>	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
<b>Option 5</b>	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

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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 14<sup>th</sup> March 2014.

### SECTION 1: KEY FINDINGS, INFERENCES, CONCLUSIONS AND RECOMMENDATIONS

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- 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
<b>Total per day</b>	<b>101</b>	<b>136</b>	<b>132</b>	<b>145</b>	<b>158</b>	<b>183</b>	<b>183</b>

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.

<b>Actions Taken by Operator</b>	<b>Number of logs</b>
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
<b>Total</b>	<b>42</b>	<b>1776</b>

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*

<b>Incident Type</b>	<b>Number of logs</b>	<b>Number of logs as percentage</b>
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%
<b>Total</b>	<b>1041</b>	<b>100.0%</b>

*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
<b>Grand Total</b>	<b>1041</b>



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