

CHORLEY 3 TIER LIAISON MEETING

WEDNESDAY, 16TH JULY 2014, 6.30 PM
COUNCIL CHAMBER, TOWN HALL, CHORLEY

AGENDA

APOLOGIES

1 **APPOINTMENT OF CHAIR AND VICE-CHAIR**

2 **TERMS OF REFERENCE AND MEMBERSHIP OF CHORLEY 3 TIER LIAISON**

(Pages 5 - 8)

As this is the first meeting of the new body which replaces both the former Chorley 3 Tier Forum with the County Council and the Borough Parish Liaison with the Borough Council.

Enclosed are the terms of reference for the new Chorley 3 Tier Liaison.

The membership of the body is all 7 County Councillors; the 8 Borough Councillors which Chair the 8 Neighbourhood Area meetings; an additional Councillor who represents Chorley town (as a non parished area); and one councillor representative from each of the Parish and Town Councils in the Borough.

The dates for 2014/15 are:

- 17 September 2014;
- 21 January 2015; and
- 15 April 2015, all at 6.30pm.

3 **MINUTES AND ACTION SHEETS FROM THE LAST CHORLEY 3 TIER LIAISON AND BOROUGH PARISH LIAISON MEETINGS**

(Pages 9 - 14)

Minutes of the Chorley Three Tier Forum held on 8 April 2014

The appendices to the minutes can be found here:

<http://council.lancashire.gov.uk/documents/g2277/Public%20minutes%2008th-Apr-2014%2018.00%20Chorley%20Three%20Tier%20Forum.pdf?T=11>

3A **THE ACTION SHEET ARISING FROM THE CHORLEY THREE TIER FORUM HELD ON 8 APRIL 2014**

(Pages 15 - 18)

Information item.

3B A BRIEFING NOTE ON SCHOOL PLACES

(Pages 19 -
24)

Information item.

3C AN UPDATE ON THE AVAILABILITY AND PRICING OF ALCOHOL PROGRAMME

(Pages 25 -
26)

Information item.

3D MINUTES OF THE BOROUGH/PARISH COUNCILS LIAISON HELD ON 15 JANUARY 2014

(Pages 27 -
30)

Information item.

4 PUBLIC QUESTIONS

In order to allow members of the Forum and members of the public to raise issues of local concern, a period of 20 minutes has been set aside.

A member of the public may speak for no more than 3 minutes.

Members of the public are not required to give notice of the issue they intend to raise, although it is expected in the case of service issues that the appropriate mechanisms for resolving the issue have been explored.

Where a question is raised which cannot be answered at the Forum, a record will be kept by officers supporting the Forum and it will be responded to via the appropriate mechanism.

5 PARADES AND EVENTS, INCLUDING SUPPORT FROM LANCASHIRE CONSTABULARY

(Pages 31 - 36)

A report from Lancashire County Council is enclosed.

Response from Chorley Council

Since the police have withdrawn unofficial and ad hoc traffic management support in Lancashire, Chorley Council has set up a multi-agency ESAG (Event Safety Advisory Group) to deal with future events across the borough.

So it does not mean the police will not be in attendance, but it will be dependent on the nature and extent of the event, the risks associated and what traffic measures (road closures) the event organiser has in place.

The Council is in discussions with Lancashire County Council to simplify the processes around road closures.

The responsibility for arranging and resourcing traffic management lies with the event organisers.

6 REQUESTS FOR SERVICE

A summary of the ways service requests can be made to both Chorley Borough and Lancashire County Council will be outlined, including the escalation of items which have not been resolved.

The Lancashire County Council website can be accessed via lancashire.gov.uk, the telephone number is 0300 1236701 and email address is enquiries@lancashire.gov.uk

The Chorley Council website can be accessed via chorley.gov.uk, the telephone number is 01257 515151 and the email address is contact@chorley.gov.uk.

An account with Chorley council will enable users to report multiple service requests without having to input their details each time. They will receive updates via email or SMS when they report a job and they will also receive confirmation emails when a job has been closed. My account users can add notes and attachments to the service requests and also report jobs on behalf of someone else. To access My account click here <https://myaccount.chorley.gov.uk/MyAccount.aspx>

6A DEMONSTRATION OF INFORMATION OF INTEREST ON THE CHORLEY COUNCIL'S WEBSITE

This will include the new “My Parish” functionality on the Chorley Council website.

7 EVENTS TO COMMEMORATE THE CENTENARY OF WORLD WAR ONE

(Pages 37 - 38)

A list of events has been compiled by Chorley Council for information. In addition, a link to Lancashire information about WW1 can be found at: www.LancashireWW1.org.uk

8 ITEMS FOR FUTURE MEETINGS

(Pages 39 - 40)

A schedule setting out the deadlines for items to be requested on the agenda for the Chorley 3 Tier Liaison is enclosed.

- Spice Time Credits – (item for the September meeting)
- Adoptions of estates – (item for the September meeting)

Agendas sent to Members of the Chorley 3 Tier Liaison Meeting,

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

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Appendix 1**Chorley Three Tier Liaison Forum -Terms of Reference****Role and Purpose**

The Chorley Three Tier Liaison Forum is a joint meeting of the County Council, Chorley Borough Council, and the Parish and Town Councils in the Chorley district area.

The Forum will be a consultative meeting held in public at which the three tiers of local government in the Chorley area consider issues of shared priority and concern, and through which all three tiers can seek the views of others on strategic issues which impact on the local community.

Functions

The key functions of the Chorley Three Tier Forum are:-

- To allow elected representatives to have an overview of Borough and County strategic priorities
- To enable Parish and Town Councils to engage with the County and Borough Council on issues of strategic importance which impact on the local community within the Chorley borough area.
- To provide a forum for significant issue facing all three tiers of government to be raised and debated in advance of decisions being made

Membership

The membership of the Chorley Three Tier Forum shall be

- All seven Chorley County Councillors.
- One Borough Councillor from each of the eight Neighbourhood Areas.
- One additional Borough Councillor to represent Chorley town area
- One Parish/Town Councillor from each of the 22 Parish/Town Councils in Chorley Borough

Any County Council or Borough Council Executive Member may attend and speak at any meeting of the Forum, at the invitation of the Chair.

The officer(s) supporting the meeting must be notified of any changes in membership, prior to a meeting. Political balance rules do not apply to the Three Tier Forum

Meetings

The Chorley Three Tier Forum shall meet four times a year at Chorley Town Hall, unless otherwise agreed by the Chair of the Forum.

Agendas

- The Forum will discuss issues that are of joint interest across the three levels of local government in the area. Agenda items will focus on strategic matters that impact on the local community.
- Any member of the Forum can request that an item is considered at a future meeting of the Forum. The Chair and Deputy Chair are jointly responsible for agreeing the agenda and deciding whether an issue raised by a member will appear on an agenda. Where an issue

raised does not fall within the remit of the Forum these will be dealt with via the appropriate mechanism and the member advised accordingly.

- Urgent business is allowed in exceptional circumstances and with the consent of the Chair and Deputy Chair. Any member wishing to raise a matter of urgent business should advise the Chair via the officer support for the Forum as soon as possible.

Officer Support

Secretarial support to the Chorley Three Tier Forum will be provided by an officer nominated by the Chief Executive of Chorley Borough Council.

Officers of the County Council and the Borough Council may attend the Forum if appropriate.

Public Speaking (or Public Questions – to be determined)

The Protocol for public speaking/public questions is below.

Debate

The Chair of the meeting is responsible for managing the debate at the Forum. The Chair's ruling on any aspect of a member of the committee's right to speak will be final. Members who persistently ignore the ruling of the Chair may be asked to leave the meeting.

Voting

As a Consultative Forum it is expected that decisions will be taken mainly by consensus, however where a vote is required, decisions are by simple 'show of hands' majority with the chair having a casting vote.

Access to Information

The Forum is not a formal committee of the County, District or Parish Councils, therefore Access to Information provisions do not apply. However, as it is a public meeting, agendas and minutes will be available on the website of the County Council and the Borough Council and by request can be obtained in person at County Hall, Preston and Chorley Town Hall.

Chair and Deputy Chair

The Chair and Deputy Chair will be elected at the first meeting in the Council year from amongst the membership of the Forum. Should a vacancy arise during the year, a new Chair or Deputy will be elected. A Chair or Deputy may be removed from their position by a vote of the Forum.

The Chair shall alternate each year between the County Council and the Borough Council. The Deputy Chair will always be from the County or Borough Council not represented by the Chair.

The Chair shall preside at all meetings of the Forum. In the absence of the Chair, the Deputy Chair shall preside. In the absence of both the Chair and Deputy, the members present, as the first item of business, appoint one of their number to be Chair of the meeting.

Protocol for Public Speaking (*please note that an alternative approach being considered is public questions on notice – the views of the existing forum will be sought in which case the detail below may change*)

In order to allow members of the Forum and members of the public to raise issues of local concern, a period of 20 minutes has been set aside at the beginning of the meeting.

For the purpose of this protocol, "members of the public" includes members of the press and parish and district councillors who are not members of the Forum. It does not include officers of county or district authorities who are in attendance to support and advise the meeting.

A member of the public may speak for no more than 3 minutes. Members of the public are not required to give notice of the issue they intend to raise, although it is expected in the case of service issues that the appropriate mechanisms for resolving the issue have been explored. Where a question is raised which cannot be answered at the Forum, a record will be kept by officers supporting the Forum and it will be responded to via the appropriate mechanism.

Whilst a member of the public is speaking, no interruption shall be allowed from either a member of the Forum or another member of the public.

The Chair will ensure that people have the opportunity to speak. The usual rules of debate will apply. However, the Chair of the meeting may intervene in the speech of a member of the public. This includes the right of the Chair to terminate a speech if it is felt appropriate to do so.

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Chorley Three Tier Forum

Note of the Meeting held on Tuesday, 8th April, 2014 at 6.00 pm in Committee Room 1 at the Town Hall, Market Street, Chorley

Present:

Chair

County Councillor Steven Holgate, LCC

Forum Members

County Councillor Terry Brown, LCC
County Councillor Michael Devaney, LCC
County Councillor Mark Perks, LCC
County Councillor Miss Kim Snape, LCC
Councillor Jean Cronshaw, Chorley Borough Council
Councillor Doreen Dickinson, Chorley Borough Council
Councillor Marie Gray, Chorley Borough Council
Councillor A Hansford, Chorley Borough Council
Councillor Hasina Khan, Chorley Borough Council
Councillor J Molyneaux, Chorley Borough Council
Parish Councillor M Miller, Parish and Town Councils on the Chorley 3TF

Also in attendance

Mr J Carson, Director for People and Places, Chorley Borough Council.
Ms C Russell, Democratic Services Manager, Chorley Borough Council.
Ms S Palmer, Locality Officer, Lancashire County Council, Environment Directorate.
Mr M Neville, Senior Committee Support Officer, Lancashire County Council, Office of the Chief Executive.

1. Protocol on Public Speaking

The current Protocol in relation to public speaking at meetings was presented for information.

2. Apologies.

Apologies for absence at the meeting were presented on behalf of County Councillor K Iddon.

3. Note of the Last Meeting.

Agreed: That the Note of the meeting held on the 18th November 2013 is confirmed as an accurate record and signed by the Chair.

4. Action Sheet update from the last meeting.

The following points were raised in relation to the updates presented in the Action Sheet from the last meeting

- With regard to the statistical information on potholes it was reported that the intention was for the new format to be included in the Dashboard at the next meeting. In response to a suggestion that the statistical information would be more meaningful if it could be presented in relation to smaller areas such as Electoral Divisions or Wards the Chair asked that Officers explore the feasibility of such an approach and report back.
- The Chair informed the meeting that the County Council was developing a new approach in relation to the allocation of Government capital funding for highway assets. The Environment Directorate has developed a Transport Asset Management Plan which sets out the basis for allocating future capital investment in relation to highways related assets based on asset condition.
- The commercial decision by a bus operator to stop running the 125 service was discussed as it was noted that the decision had been in response to concerns that the service was being severely delayed by calling at the hospital. Whilst acknowledging that the County Council had little influence over the operator several members of the Forum expressed their concern that rather than cancellation the operator could have explored rescheduling the service to accommodate calling at the hospital.

It was suggested that the Borough Council Champion for Older People write to the County Councils Cabinet Member for Highways and Transportation regarding the service and ask him to explore the provision of some form of service to the hospital when existing bus contracts came up for renewal.

- The update regarding the work undertaken by officers in relation to highway adoptions was noted and it was suggested that a further update be presented to a future meeting.

Agreed: That the comments of the Forum set out above be noted and where appropriate further updates provided via the Action Sheet for this meeting.

5. Developing the 3 Tier Forum

It was reported that following the consultation on the future development of the Forum the Borough Council had suggested a new format where the consultative meetings between the three tiers of local government within the Borough to consider strategic issues would continue to be held in public but with an increased membership as set out below

- All seven County Councillors with Electoral Divisions in the Borough.
- One Borough Councillor from each of the eight Neighbourhood Areas.
- One additional Borough Councillor to represent Chorley town area
- One Parish or Town Councillor from each of the 22 Parish/Town Councils in the Borough

It was noted that the proposed new format had been presented to the Borough Councils Cabinet on the 20th March and was due to be considered by the County Councils Cabinet in mid May.

Agreed: That the new format of the Forum, as proposed by the Borough Council and set out in the draft Terms of Reference presented at the meeting, is noted.

6. Quarter 3 Environment Directorate Performance Dashboard.

The delay to footway resurfacing and slurry sealing works on Back Lane, from the A6 to Carleton Avenue (Chorley North) was noted and it was suggested that a developer had established a temporary construction yard without planning permission in the vicinity of Back Lane and that vehicles associated with the site were leaving mud along lengths of carriageway on Back Lane and Fiddlers Lane.

Agreed:

1. That the updates set out in the Dashboard for Quarter 3 (October/December 2013) be noted
2. That Officers from the County Councils Environment Directorate contact the developer concerned regarding the operation of the temporary construction yard in the vicinity of Back Lane/Fiddlers Lane and take any necessary action to ensure that the site has the required planning permission and complies with any conditions regarding the cleaning of vehicles leaving the site.

7. 2014/15 Environment Capital Programme.

The Forum was presented with a list of schemes which had been approved by the County Councils Cabinet Member for Highways and Transportation in relation to the Capital Programme for 2014/15.

- With regard to the Local Priorities Fund it was noted that the footway improvement schemes on Pilling Lane, Park Road and on footpaths along the A674 at Wheeton, which the Forum had recommended at the last meeting had been included in the final programme. However, it was also noted that the proposed scheme to top dress pavements in Pear Tree Road, Clayton le Woods which had been considered to be a top priority, had not been included in the list and Ms Palmer undertook to look into the matter and report back via the Action Sheet
- Whilst the inclusion of the scheme on the A674 at Wheelton was welcomed clarification was sought as to the location and extent of the proposed footway improvements which were shown in the list as being on 'sections along the southern side' of the road.
- It was noted that the scheme for surface dressing on Whinney Lane in Euxton was in the Electoral Division of Chorley North and not Chorley Rural West as stated in the list.
- The list of proposed schemes was welcomed though there was some concern about the lifetime of some of the works as it was felt that current methods often involved skimming a new surface over the existing one, rather than more significant maintenance. In response the Chair informed the meeting that the County Council was in the process of considering an alternative approach to such works.

Agreed: That the comments of the Forum in relation to the list of schemes approved for the 2014/15 capital programme be noted and where appropriate necessary action taken and further updates provided via the Action Sheet.

8. Neighbourhood working

The Forum received a copy of a report which had been considered by the Borough Councils Executive Cabinet on the 20th March 2014 in relation to the successful delivery of the neighbourhood priorities for 2013/14 and seeking approval for new priorities for 2014/15. It was noted that the Appendices referred to in the report had not been circulated as part of the agenda and so Mr Neville suggested that the information be included in the Note of the meeting.

Agreed: That the report is noted and the information set out in the missing Appendices 1 and 2 regarding neighbourhood priorities and actions be added to this Note as an Annex.

9. Items raised by members of the Forum.

a) Sustainable Food

The Chair referred to the slides from a presentation which had been given to County Councillors in March regarding the above and suggested that the information should be

circulated to Parish and Town Councils. There was some discussion about a number of schemes across the Borough which involved growing vegetables and there was general agreement amongst the members of the Forum that the information would be of benefit to Schools, Allotment Associations and other community groups.

Agreed: That the presentation set out at item 9 on the agenda is circulated to Parish and Town Councils for information and dissemination to any schools, community groups or local organisations who may find it of interest.

b) Disabled Facilities Grant 2015/16.

It was reported that from 2015/16 the Governments Disabled Facilities Grant would be sent to the County Council rather than District Councils. The Chair reported that in view of the change the County Council was to establish an Overview and Scrutiny Task Group to consider with the Borough Council and other stakeholders the best way of distributing the grant in the future and whether any additional benefits, such as economies of scale, could be identified.

Agreed: That the report is noted.

10. 2014/15 programme of meetings.

The proposed programme of meetings for 2014/15 was presented and in response to a query it was confirmed that the four suggested dates would accommodate the future requirements of the Forum in terms of the frequency of meetings, as specified in the draft Terms of Reference presented elsewhere on the agenda.

With regard to the venue for future meetings it was noted that the Council Chamber and the larger Lancastrian Suite within the Town Hall had both been provisionally booked so that the most appropriate room could be used once the format of future meetings had been agreed and the potential number of attendees clarified.

Agreed: That meetings be held at 6.00pm at the Town Hall, Market Street, Chorley, on the following dates.

16th July 2014
17th September 2014
21st January 2015
15th April 2015

11. Themes for future meetings.

Agreed:

1. That a report on the likely impact of the shortage of school places for both primary and secondary schools in the Borough be presented to the next meeting.

2. That an update report in relation to the adoption of highways across the Borough be presented to the meeting scheduled for the 17th September 2014.
3. That the members of the Forum submit any additional suggestions for future items of business to the Chair and Locality Officer for consideration.

12. Urgent Business.

There were no items of urgent business for discussion at the meeting.

13. Date of Next Meeting .

It was noted that in accordance with an earlier decision the next scheduled meeting of the Forum would be held at 6.00pm on the 16th July 2014 in either the Council Chamber or Lancastrian Suite at the Town Hall, Market Street, Chorley.

Ian Fisher
County Secretary and Solicitor

County Hall
Preston

Chorley Three Tier Forum: Action Sheet

Meeting Date: 8 April 2014

Lead Officer Comments Needed By: See target date for completion

Item / Action	Lead Officer(s)	Action Needed / Action Taken	Target Date for Completion
<p>Commissioning Plan Q3 Dashboard</p> <p>Pothole Performance Figures</p>	<p>Jan Wilson / Tony Kayley</p>	<p>Action: Members asked officers to look in to whether statistical information on potholes could be reported Electoral Division or Wards level (as well as at district level).</p> <p>Update: Officers have looked into this request. It is not possible to provide this level of detail at this point but officers are aware of this request and will keep in mind as new pothole reporting procedures are developed.</p>	<p>Ongoing</p>
<p>Commissioning Plan Q3 Dashboard</p> <p>Back Lane / Fiddlers Lane</p>	<p>Jamie Carson Chorley BC</p>	<p>Action: That officers contact the developer concerned regarding the operation of the temporary construction yard in the vicinity of Back Lane/Fiddlers Lane and take any necessary action to ensure that the site has the required planning permission and complies with any conditions regarding the cleaning of vehicles leaving the site as vehicles associated with the site were leaving mud along lengths of carriageway on Back Lane and Fiddlers Lane</p> <p>Update: The above was reported to Chorley BC Planning Enforcement. A Planning Enforcement officer visited the site on 22nd April. The developer now has a road sweeper on site to ensure that the development does not result in mud on the roads.</p>	<p>Complete</p>

2014/15 – Environment Capital Programme	Andrew Burrows VIP 8770	<p>Action: Officers to report back on what had happened to the proposed scheme to top dress pavements in Pear Tree Road, Clayton le Woods</p> <p>Update: The above scheme was put forward as recommended by the 3TF. The final decision for schemes to be funded from the LPRF was made by the Cabinet Member. The Pear Tree pavement scheme will be added to the list of footways for possible funding in 2015/16.</p>	Complete
	Andrew Burrows VIP 8773	<p>Action: Officers to clarify the location and extent of the proposed footway improvements which were shown in the list as being on 'sections along the southern side' of the A674 at Wheelton</p> <p>Update: The footways on the A674 referred to in the plan are at Higher Wheelton. The proposal is to patch and slurry seal the footways on both sides of the road from Jenny Lane south to a point 20m south of Fishwick Lane. These works are still due to take place within quarter 3 of 2014/15. A location map is attached for further clarification (see Appendix A)</p>	Completed Appendix A
2014/15 – environment Capital Programme	Hussein Mulla	Action: Officers to update programme to reflect the fact that Whinney Lane in Euxton is in the Electoral Division of Chorley North and not Chorley Rural West as stated in the list	Complete
Neighbourhood working	Mike Neville	Action: Mike Neville to circulate the information set out in the	Complete


		missing Appendices 1 and 2 regarding neighbourhood priorities and actions.	
Sustainable Foods	Joanne Latham	Action: That the presentation set out at item 9 on the agenda be circulated to Parish and Town Councils for information and disseminated to any schools, community groups or local organisations who may find it of interest.	Complete
Items for Future Meetings	Rachel Crompton	Update on highway adoptions to be provided to members at September 2014 meeting (suggested by the Forum)	
	Lynn Mappin	That a report on the likely shortage of school places for both primary and secondary schools in the Borough be presented to the next meeting (County Councillor Perks)	
	Sangita Patel	Minimum alcohol pricing update (suggested after meeting by County Councillor Holgate)	
	Sarah Palmer	Parades and Events (suggested by County Councillors Winlow and Barnes outside of the meeting)	

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STRATEGY FOR THE PROVISION OF SCHOOL PLACES

PRIMARY SCHOOL PLACE REQUIREMENTS Chorley Central , Euxton and Buckshaw 2015 – 2017


Lynn Mappin
Lynn MacDonald

Lancashire
County Council 

www.lancashire.gov.uk

Challenges


- School Capital Programme is very tight and Lancashire's share can be affected by significant demand in some areas of the country
- Small window to take action and conduct statutory processes
- Timing of any expansions – impacts on access to school places v impacts on pupil numbers at other schools
- Fluctuating birth rates / demand
- Gap in knowledge between birth and presentation for reception

Lancashire
County Council 

www.lancashire.gov.uk

Background


- National rise in the birth rate
- Greater calls on available capital resources
- Lancashire rise in birth rate – approx 10% in last 10 years but difference between low and high years is 17%
- Lancashire has commissioned 2391 new primary places since 2010, with at least 630 more to provide in next 2 years
- Planning areas have been revised to reflect home / school 'communities'
- Place requirements identified are based upon live births but the effects of planned new housing are also taken into consideration.

Lancashire
County Council 

www.lancashire.gov.uk

Challenges continued...


- Housing information provided by Districts varies in quality / Information on occupations currently non-existent
- Multiple 'hotspots' arising across County at once
- Expansion of schools which meet all or most of the expansion criteria is becoming increasingly difficult

Lancashire
County Council 

www.lancashire.gov.uk

LCC's Position

- Statutory obligation to provide a Lancashire school place for every Lancashire child that wants one
- All types of school are of equal value
- Additional permanent places will normally only be provided where there is evidence of sustained need (ideally 3 years' births)
- It may be necessary to provide temporary accommodation to:
 - Meet immediate need whilst waiting for permanent build to be completed
 - Meet need as a result of a 'bulge year'

Lancashire
County Council 


www.lancashire.gov.uk

LCC Policy for providing places

Lancashire's Strategy for the Provision of School Places and School's Capital Investment states:

'The authority will aim to provide additional places at existing schools, wherever possible and appropriate, rather than commission new provision. The rationale for this approach is to maintain stability in the existing school system; to provide places in the shortest timescale possible; and to achieve best value for money.'

However, this will not always be possible.

Lancashire
County Council 

www.lancashire.gov.uk

Criteria for expansion

- Pupil attainment levels
- Parental preferences
- Current size of the school
- Location of the school relative to the population
- Practicalities of expansion on existing or nearby site
- Costs of expansion



www.lancashire.gov.uk

Next steps (all areas)

- Current stage-Data gathering: location of births; travel to school patterns; site feasibility and discussions with individual Dioceses; elected members and groups of schools
- Visits to schools interested in expansion
- Report to Cabinet Member for decision on temporary places and permission to consult for permanent
- Begin consultation exercises where statutory enlargements
- Commission new school(s) where appropriate



www.lancashire.gov.uk

2014/15 to 2016/17 approach to provision of places

- Provision of standardised design wherever possible
- Existing suitability issues at schools unlikely to be addressed
- LA is prepared to utilise its school place commissioning powers against wishes where no other solutions exist (not jeopardising the religious character of the school)
- Class bases that have been taken out of use may need to be re-instated



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Need for additional places in Chorley Central

Planning Area forecast	2014/15	2015/16	2016/17	2017/18
intake	425	472	457	433
shortfall	0	27	12	0

- Actual Reception NOR January 2014 was 432
- Current PAN for all 13 schools: 445
- Forecasts based on 3 yr average intake as 86.56 % of Chorley Central births
- Planned housing could yield an additional 169 primary pupils (all ages) in 5 years (potential for 5 additional reception pupils per year but this is an assumption to be treated with caution)



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Means of addressing need

- Transport or over-allocate
- Bulge year in existing accommodation
- 'Regularise' admission numbers by increasing to nearest 1/2 fe
- Provision of temp or permanent accommodation at existing schools
- New schools- site secured on Buckshaw Village for 1FE school



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Births

- Births in the area have been higher in last 4 years than in any time in the last 20 years.

Births	2014 intake	2015 intake	2016 intake	2017 intake
	492	545	528	501



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Need for additional places in Euxton

Planning Area forecast	2014	2015	2016	2017
intake	158	214	198	191
shortfall	0	24	8	1

- Current PAN for all 5 schools: **190**
- Forecasts based on 2 yr average intake as 126.5% of Euxton births (includes proportion of St. Ambrose ward births)
- Planned housing could yield an additional **189** primary pupils (all ages) in 5 years-potential for 5 additional reception pupils per year (but this is an assumption to be treated with caution)

What now?

- Confirm data for schools is accurate
- Consult your Governors
- Expressions of Interest by **13th June 2014**
- Visits by end of term

Need for additional places in Euxton

Births	2014 intake	2015 intake	2016 intake	2017 intake
	125	170	157	151

Questions

- Do we feel that the need for additional places is permanent?
- If 'yes', how many places do we provide?
- If 'no', which school can provide temporary places?
- Where should the places be provided if they are permanent?
- Is there yet a need for a new school on Buckshaw Village?

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Briefing Notes for Chorley 3 Tier Forum
Chorley Central & Euxton Councillor Engagement
28th May 2015

- Officers presented an overview of the strategic need for additional places, across Lancashire and specifically in relation to Chorley Central and Euxton.
- In terms of the possible solutions no blueprint was in place. Schools to be expanded would be selected by applying the agreed criteria to schools that had expressed an interest in expansion.
- Officers were aware that there was some concern that the authority was not acting quickly enough in terms of providing additional places. However, there was a risk to other local schools if action was taken too early, both in terms of financial risk and the sustainability of the schools.
- There is limited data available between birth and the pupil's registration for a school. The limitations to the housing build and occupation information was also discussed.
- The same presentation had been provided to Chorley Central and Euxton head teachers on 22nd May, in which schools were invited to come forward with expressions of interest for expansion in both areas. A number of schools had expressed an interest.
- It was explained that, due to a combination of increased births and the amount of housing development in both Chorley Central and Euxton, officers considered that an additional permanent one form of entry was needed in each of the areas with effect from September 2015.
- Following the presentation a number of points about the additional need were discussed. These included the opportunities for catholic provision; whether an academy was a suitable solution in terms of local need; and also the other options available for providing additional places. A discussion about the lack of housing contributions from developers in Chorley also took place.
- There were three ways of providing the additional provision: commission two new schools (for which there would be an Academy presumption); expand suitable local schools on existing sites if possible; or expand existing schools across two sites by using a nearby available site (the available Buckshaw Group 1 reserved school site was discussed). This last option would depend on whether the S106 in which the school site is provided would permit this – Officers would check with Legal).
- The Buckshaw Group 1 school site was discussed, including the timing of the slip road provision, which will open up access to the primary school site. The potential high turn-over of the population on Buckshaw Village was also discussed, due to the high proportion of short term rental property available.
- It was agreed that a follow up meeting would be arranged for August, once expansion options have been considered.
- Councillors were offered the opportunity to have a further meeting to discuss the housing situation; the contribution methodology and the future demand for school places.

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CUMBRIA AND LANCASHIRE
PUBLIC HEALTH
COLLABORATIVE

Availability and Pricing of Alcohol Programme Update Chorley 3-Tier Liaison Meeting

13 June 2014

1. Purpose

To provide an update to the Chorley 3-Tier Liaison Meeting on the Cumbria and Lancashire Public Health Collaborative¹ Alcohol Programme (as requested).

2. Background

An event on minimum unit pricing for alcohol was held on 20 November 2013 and discussions at this event concluded that further awareness and engagement work was needed to develop a common understanding on the minimum unit pricing policy. A project group was established to raise awareness on minimum unit pricing for alcohol by the Cumbria and Lancashire Public Health Collaborative, led by Dr Arif Rajpura, Director of Public Health at Blackpool Council. It was identified that the Lancashire 3-Tier Forums would be a key partner to engage with and a pilot engagement exercise was undertaken. A short briefing paper and local factsheets on minimum unit pricing for alcohol (produced by DrinkWise²) were sent to the Lancashire 3-Tier Forums in March and April 2014. The purpose of the pilot engagement exercise was to raise awareness of minimum unit pricing for alcohol and gain feedback from the members of the Forums on the programme to refine its scope.

3. Feedback from the Lancashire 3-Tier Forums

The feedback received from the Lancashire 3-Tier Forums was that further awareness was needed on minimum unit pricing, as well as on the wider work being undertaken on the alcohol agenda locally. There was a mixed response to minimum unit pricing, with some in agreement of the policy, whilst others felt that it should be taken forward nationally. The project group considered the feedback from the Forums and agreed to expand the programme to raise awareness on the issues around availability and pricing of alcohol, not just minimum unit pricing.

4. Next Steps

The project group is now rescopng the project plan to include:

- Awareness-raising training sessions for District, Unitary and County Councillors on local alcohol harm and methods for tackling it.
- An action-planning session to consider how Councils can optimise their approach to licensing processes to reduce alcohol harm e.g. voluntary agreements (including minimum unit pricing) restrictions of sale, and community engagement.

For further information about this programme, please contact:

Fran Schofield, Programme Manager, Cumbria & Lancashire Public Health Collaborative,
fran.schofield@lancashire.gov.uk, 01772 530299

¹ The Collaborative is a partnership between the Directors of Public Health from Blackpool Council, Blackburn with Darwen Council, Cumbria County Council and Lancashire County Council as well as other senior public health leaders.

² DrinkWise is a member of the [Alcohol Health Alliance](#), the national umbrella organisation which includes alcohol harm reduction charities, campaigners and health professionals.

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Borough/Parish Councils Liaison

Wednesday, 15 January 2014

Present: Councillor Alistair Bradley (Executive Leader),
Councillors Dennis Edgerley, Executive Member (LDF and Planning)

Representing Parish/Town Council:

Barry Lee, Mayor of Adlington Town Council
June Molyneaux, Adlington Town Councillor
Ian Horsfield, Chair of Anderton Parish Council
Laura Lennox, Chair of Astley Village Parish Council
Chris Lennox, Astley Village Parish Council
John Pigott, Bretherton Parish Council
John Taylor, Chair of Charnock Richard Parish Council
Mick Muncaster, Chair of Clayton-le-Woods Parish Council
Alan Platt, Clerk to Croston, Eccleston and Heapey Parish Councils/Euxton Parish Council
Mark Frost, Chair of Eccleston Parish Council
Malcolm Allen, Heapey Parish Council
Charles Ian Oakes, Chair of Heath Charnock Parish Council
Graham Ashworth, Heath Charnock Parish Council
Marel Urry, Hoghton Parish Council
Terry Dickenson, Chair of Wheelton Parish Council
Tina Newall, Whittle-le-woods Parish Council
Steven Perry, Chair of Withnell Parish Council
Paul Leadbetter, Chorley Councillor

Borough Council Officers:

Gary Hall, Chief Executive
Lesley-Ann Fenton, Director of Partnerships, Planning and Policy
Ruth Rimmington, Democratic and Member Services Officer
Jennifer Moore, Head of Planning

14.PCL.91 WELCOME BY THE CHAIR

Councillor Alistair Bradley, Executive Leader of Chorley Council, welcomed everyone to the meeting.

14.PCL.92 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Cynthia Dereli (LCC Champion for Parishes), David Dickinson (Hoghton Parish Council/Chorley Council).

14.PCL.93 MINUTES

The minutes of the meeting held on 16 October 2013 were confirmed as a correct record.

It was noted that the Planning in Practice workshop for Borough and Parish Councillors would take place on Monday, 20 January 2014. The topics covered would include; Lancashire County Council highways input on planning applications, replacement dwellings in the green belt and Community Infrastructure Levy contributions.

There was the possibility for a session on Neighbourhood Planning for Borough, Town and Parish Councillors run by the Planning Advisory Service. Attendees indicated this session would be helpful and that an evening would be most convenient. Several dates were suggested and the clerk would confirm the agreed date by email.

It was noted that a meeting with Lancashire County Council was scheduled to be held at the end of the month to discuss the proposals in relation to the 3 Tier Forum.

14.PCL.94 DECLARATIONS OF ANY INTERESTS

In accordance with the Members Code of Conduct the following Councillors declared an interest:

Terry Dickenson – Chorley and District Sports Forum, Chorley Athletic and Triathlon Club.

Graham Ashworth – Chorley Community Housing/Adactus.

14.PCL.95 CONSULTATION ON THE 2014/15 BUDGET

Gary Hall, Chief Executive, advised that the proposed budget would be approved for consultation the following evening and gave an outline of the proposals.

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

This presented an opportunity to invest in the Council's Corporate Strategy for a further year despite the significant reductions in grant funding, including; Council Tax to be frozen in 2014/15, proposed New Investments for 2014/15 and 2015/16, balanced budget position for 2014/15 and a forecasted budget position to 2016/17.

The review of the council tax support scheme and discounts and exemptions would also be considered at the meeting the following evening.

It was noted that the Council were proposing investment in PCSO's and Neighbourhood Working which were of particular benefit to Parishes. There were projects to support businesses to create and sustain jobs within the Borough and the local economy.

Town and Parish Councils were invited to give their views on the proposals during the consultation.

The update was noted.

14.PCL.96 ITEM(S) REQUESTED BY PARISH COUNCILS REQUESTED PRIOR TO THE PUBLICATION OF THE AGENDA

(a) Item requested by Heapey Parish Council

Does the Council have a Policy on applications for Wind Turbines?

Jenni Moore, Head of Planning, advised that the Council was preparing a Renewable and Low Carbon Energy Supplementary Planning Document (SPD) which would provide further guidance.

It was clarified that there were different approaches for solar forms and solar panels on houses.

In response to a query Jenni advised that whole issue of fracking would be subject to national rather than local policy.

The update was noted.

(b) Item requested by Heath Charnock Parish Council

What is Chorley Council's intention with regard to dealing with the unsightly fencing at Skew Bridge, Heath Charnock?

Jenni Moore, Head of Planning, reported that a member of the Planning Enforcement team had visited the site that week. The land was owned by allotments and a letter had been sent to the letting agents by Environmental Health and Planning Enforcement requesting that the land be tidied up. If no action was taken in 28 days an untidy land notice would be served.

Jenni clarified that the Council did not have the power to remove the fence and that the fence did not require planning permission.

The update was noted.

14.PCL.97 ANY OTHER ITEM(S) REQUESTED BY PARISH COUNCILS

Terry Dickenson, Wheelton Parish Council, raised an issue about support for events by the Police in the future. Alistair Bradley suggested an approach of getting other organisations involved in marshalling events. The Police had given assurances that the commitment to community policing remained. Councillor Bradley agreed to write and ask for clarification on support for community events.

Ian Horsfield, Anderton Parish Council, thanked the Council for their input in arranging the meetings with Network Rail in relation to the electrification project.

Alan Platt, Clerk to Croston, Eccleston and Heapey Parish Councils queried whether the Council would be holding any events to commemorate the World War One centenary. Councillor Bradley confirmed that plans were in development and information on these would be sent out to Parishes once there were confirmed.

14.PCL.98 NOTICES AND PUBLICITY

Councillor Bradley advised that Holocaust Memorial Day this year had the theme of "Journeys" in recognition of the journeys that people were forced to undertake in fear of what would be found at the end. The service would be held on Saturday, 25 January, at 11am, at the cenotaph in Astley Park.

The Council was working on the next edition of the "What's happening" magazine and invited Parishes to send details of their events for inclusion.

14.PCL.99 ANY OTHER ITEM(S) THAT THE CHAIR DECIDES IS/ARE URGENT

Councillor Bradley advised that the Council would be writing to Town and Parish Council's informing them that the Play Area, Open Spaces and Pitch Stagey consultation would be extended from 17 January to 14 February.

Chair

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Scrutiny CommitteeMeeting to be held on 4th April 2014

Electoral Division affected: All

Events on the Highway, Policy and Procedures for Highway Management.
(Appendix 'A' and 'B' refers)

Contact for further information:

Peter Bell, 01772 536818, Environment, peter.bell@lancashire.gov.uk**Executive Summary**

Lancashire Constabulary is no longer providing traffic management at parades and events in Lancashire (except those of national significance such as Remembrance Sunday). As a result the County Council alongside the district councils and the police have been working towards mitigating the impact of this for event organisers by setting out a clear process and the requirements expected for events to occur safely and legally on the highway.

Recommendation

The committee is asked to note this report and the draft policy and procedures and make any comments on them that it sees fit.

Background and Advice

Parades and events occur on a regular basis throughout Lancashire. These events can either take place on or off the highway network. Parades that are proposed to use the highway network require careful management to ensure that they can legally proceed and are safe for those taking part. For an event to be able to use the highway it is necessary to restrict or close the affected section of road to remove traffic that could conflict with the event taking place. There are two types of road closure that can be considered for any event on the highway.

1. **A full closure** – this involves physically closing the road to traffic and providing signed diversion routes, similar to what happens during road works. A full closure could be used for a street party, for example the national "Big Lunch" event where communities were encouraged to set up tables in the street for a community meal.
2. **A rolling closure** – these closures are best considered in the context of a parade moving down the street. The section of road closed extends in front and behind the parade and moves with them, acting as a buffer zone. This type of closure does not use barriers and diversions but rather marshals (with Police powers) to direct traffic safely in the vicinity of the parade.

Each type of closure requires a legal order to facilitate the closure of the highway. For events and parades there are two options available to councils to legally close the road.

- **Town Police Clauses Act 1847** – This provides district councils with powers for preventing obstruction of the streets in times of public procession, rejoicing, or illuminations, and in any case when the streets are thronged or liable to be obstructed. It may apply to a special occasion when the ordinary day to day use of a street or highway is likely to be obstructed by substantial numbers of people, on foot or in a vehicle, participating as spectators or otherwise in the occasion.
- **Road Traffic Regulation Act 1984** - This gives county councils the power to make an order to regulate traffic on a temporary basis to facilitate sporting events, social events or entertainment on the highway. The restrictions may be imposed for a maximum of three days and only one such set of restrictions may be imposed on any particular section of road in a calendar year. Consent to extend the length of time beyond three days and increase the number of events held within a calendar year must be sought from the Secretary of State.

In both types of closure it is possible to use either legislative framework to facilitate it.

Historically the police attended parades and events requiring rolling closures and provided traffic management including directing traffic and stopping vehicles on side streets. However recent Association of Chief Police Officers (ACPO) guidance to local forces is to stop providing this traffic management role, effectively passing the responsibility to councils and event organisers.

The county council, district councils and the police have been working together to put measures in place to facilitate this withdrawal of the police resource from the numerous parades that occur in Lancashire. The county council has also been developing a draft policy for parade and event management on the highway, in consultation with the district councils and the police, (Appendix A). The Lancashire Constabulary have subsequently created an edited version of Appendix A to create a 'Police Guidance to Event organisers' document (Appendix B).

The police will continue to be involved in the organisation of parades and events. Police officers may still attend events and parades to fulfil their core duties such as dealing with crime prevention and breaches of the peace.

There is currently no systematic recording of proposed and actual parades and events on the highway so therefore it is very difficult to quantify the impact of the change in police practice.

The procedures that are proposed under the draft policy provide a clear process as to how events are handled by the relevant parties and aim to ensure that an event organiser understands the obligations on them, the points of contact for them and the responsibilities that other parties have.

For an event that requires a full closure it is possible to use only signing to manage traffic. Diversions and the extent of a closure can be agreed in advance and a number of companies can provide a traffic management service. At the 'Big Lunch' events referred to earlier, residents of lightly trafficked residential streets and cul-de-sacs were encouraged to use printed signs and wheelie bins to facilitate the closure under guidance at the time from the Department for Communities and Local Government. Closures to enable the Big Lunch were promoted by the district councils using the Town Police Clauses Act (TPCA). More strategic routes or roads with bus services would require more robust closure management. Any road closure that is requested needs to be agreed by the County Council as the highway authority and the Police. Individual traffic management plans are needed and would be considered on a case by case basis.

Lancashire County Council as the local highway authority has a duty of care to all the users of the network. If the county council knowingly allowed parades to occur on the highway network outside the correct legal framework and without sufficient traffic management, and an accident was to take place, the county council could be open to legal action.

Events that require a rolling closure have presented a different challenge to the council. Police have the power to control traffic under sections 35 and 37 of the Road Traffic Act 1988. It is this power alongside a legal closure that allows them to direct traffic whilst a parade is on the highway, for example. Community Safety Accreditation Schemes (CSAS) were introduced by the Police Reform Act 2002 to allow organisations that provide community safety and security services to enter into formal agreement with their local police chief officer to take limited but targeted powers. Under the CSAS scheme operating in Lancashire it is possible for marshals to become accredited with the powers available to a Constable for directing traffic. An employer whose staff perform community safety or security roles may seek accreditation for its staff, regardless of whether they are in the public, private or voluntary sector, for example:

- Local Authority neighbourhood and street wardens
- security guards
- park rangers
- parking attendants

However individual members of the public cannot become accredited.

Currently in Lancashire the Automobile Association (AA) is the sole body with traffic marshals with this accreditation. The AA also has an accredited training scheme that allows it to train marshals. The AA had staff accredited to facilitate the Open Golf tournament in Lytham in 2012.

A traffic management plan for an event that involves a rolling closure will not be accepted by the Lancashire Constabulary unless the directing of traffic is being legally undertaken by an accredited marshal. If a marshal without accreditation was in a traffic accident the council could be open to a legal challenge as to why the event was permitted to proceed.

It is understood that two other companies, Stadium TM and Kays Traffic Management, are in the process of having employees of their companies accredited to allow them to offer marshalling services. Whilst the commercial market of these companies is not yet known this initiative could create competition and make the services more accessible to event organisers. It has yet to be tested as to whether the AA or either of the other two companies would be looking to provide the service to local parades and events within the county.

However, any costs could be prohibitive to event organisers. Therefore the county council is exploring the establishment of an accredited training scheme, which would provide opportunity to train county council or district council staff, or other parties, to the appropriate levels of accreditation to allow a marshalling service to be offered to local events. It would be for those organisations to decide what level of cost to charge for those services.

The TPCA closure processed by a district council can be facilitated through a site notice, and as a result in many cases the only cost would be staff time in processing the application. For a Road Traffic Regulation Act (RTRA) closure it is the county council's practice to include a notice in the local press, which would be a cost normally borne by the event organiser. Where a RTRA closure is not required the use of the TPCA to facilitate parades and events would incur the least cost on this basis.

Consultations

The Lancashire Constabulary and District Council officers have been consulted on the draft policy and procedure document. Comments from these parties has resulted in the current draft policy and procedure. The police have used the draft to create their own policy document

Implications:

This item has the following implications, as indicated:

Risk management

Financial

With the police removing themselves from traffic management the main financial risk is to event organisers having to pay for traffic management.

The county may wish to set up an accredited training scheme which will have a financial cost associated to it.

Staff accredited will be available to marshal parades, depending on the charges this may be cost neutral to the council, i.e. staff costs covered.

Legal

All road closures require a legal closure, allowing an event to take place. If the County Council allow an event to occur without the correct level of traffic management (signs/marshals) and an accident occurred then the council would be open to legal challenge.

Any event occurring without a road closure would be technically an obstruction of the highway, the county council as the highway authority is responsible for the safe and expeditious movement of traffic and would be failing in its network management duty by allowing the event to occur without the correct closure in place.

Crime and disorder

The police could still attend events in the capacity of preventing crime and disorder however the presence of the police at events would be diminished overall.

Local Government (Access to Information) Act 1985

List of Background Papers

Paper	Date	Contact/Directorate/Tel
Events on the highway (Policy and procedures for highway management)	March 2014	Peter Bell Environment Directorate 01772 536818
Public Events and Engagement (Police Guidance to Event Organisers)	8 March 2014	Lancashire Constabulary

Reason for inclusion in Part II, if appropriate

N/A

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CHORLEY COMMEMORATES WORLD WAR I

Many proud Chorleians perished in World War I and their names are recorded on civic, parish and church memorials across the borough including the original civic war memorial in Astley Park.

To mark the centenary of the “war to end all wars” a whole host of Chorley organisations are running events this year with many of them led by Chorley Remembers, which is the heritage group behind the Chorley Pals Memorial on the Flat Iron car park in Chorley town centre.

JULY

Saturday 5 10.30am	History and Remembrance Walk from the Chorley Pals Memorial to Astley Hall led by Steve Williams
Sunday 6 6pm	Songs of Praise commemorative event to take place at St Laurence’s Church with hymns from both wars

AUGUST

Saturday 2 11am - 4pm	‘Family History Day’ at Astley Hall and Coach House including displays and talks
Sunday 3 8pm - 11pm	Evening vigil at St. Laurence’s Church, Chorley led by Rev. Martin Cox
Monday 4	St Laurence’s Church will be open from 4pm – 7pm for private prayers with final group prayer at 7pm
Wednesday 6 10.30am	Sponsored Walk by Steve Williams and Stuart Clewlow from Chorley Remembers. Start at the Drill Hall in Chorley to Fulwood Barracks, marking the 100th anniversary when the Chorley Terriers Other groups or individuals are invited to walk with Steve for all or part of the route
Sunday 17 11am - 4.30pm	Exhibition and events in the Coach House at Astley Hall and the Walled Garden in Astley Park with music by the Chorley Air Cadets, war-themed food and the opportunity to meet Charley Pal and a ‘Tommy’

SEPTEMBER

Sunday 7 2pm	Talk by Stuart Clewlow, entitled ‘Euxton in the First World War’, Euxton Community Centre, Euxton
Sunday 21 2pm	Concert by Leyland Band in Chorley Town Hall

OCTOBER

Sunday 5 11am - 4pm	*Presentation of Bible to St. George’s Church to commemorate 136 Bibles being given by them to Anglican members of the Chorley Pals Company on the 4th October 1914. A presentation of a Prayer Book will be made to St. Mary’s RC Church to commemorate a Prayer Book being given by the Church to Catholic members of the Chorley Pals later that month in 1914
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Chorley 3 Tier Liaison agenda management timetable

Date of meeting	Deadline for items to be requested by Members	Agenda Publication Deadline
Wed, 17 September 2014	Fri, 29 August 2014	Wed, 10 September 2014
Wed, 21 January 2015	Fri, 12 December 2014	Wed, 14 January 2015
Wed, 15 April 2015	Fri, 20 March 2015	Wed, 8 April 2015

Please contact Ruth Rimmington on 01257 515118 or email ruth.rimmington@chorley.gov.uk if you would like to request an item on the agenda.

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