

EXECUTIVE CABINET

THURSDAY, 19TH NOVEMBER 2015, 6.00 PM
COUNCIL CHAMBER, TOWN HALL, CHORLEY

AGENDA

APOLOGIES FOR ABSENCE

1 **MINUTES OF MEETING THURSDAY, 22 OCTOBER 2015 OF EXECUTIVE CABINET**

(Pages 5 - 8)

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 **EXECUTIVE'S RESPONSE TO THE OVERVIEW AND SCRUTINY TASK GROUP INQUIRY INTO PUBLIC TRANSPORT ISSUES IN CHORLEY**

(Pages 9 - 14)

To receive a report of the Executive Leader in response to the report of the Overview and Scrutiny Task Groups review on public transport issues across Chorley.

5	VACANT PROPERTY AND SHOP FRONT GRANTS - PROGRAMME EVALUATION	(Pages 15 - 18)
	Report of the Chief Executive.	
	ITEM OF DEPUTY EXECUTIVE LEADER AND EXECUTIVE MEMBER (RESOURCES) (INTRODUCED BY COUNCILLOR PETER WILSON)	
6	REVENUE AND CAPITAL BUDGET MONITORING 2015/16: REPORT 2 (END OF SEPTEMBER 2015)	(Pages 19 - 36)
	Report of the Chief Executive.	
7	CHORLEY COUNCIL PERFORMANCE MONITORING - SECOND QUARTER 2015/2016	(Pages 37 - 50)
	Report of the Chief Executive.	
8	APPROVAL FOR THE PROCUREMENT APPROACH INCLUDING THE AWARD PROCEDURE, EVALUATION METHODOLOGY AND CRITERIA TO PURCHASE FIFTEEN 3.5 TONNE TIPPER VANS, ONE REFUSE COLLECTION VEHICLE, ONE SKIP WAGON AND THREE RIDE ON MOWERS	(Pages 51 - 56)
	Report of the Director of Public Protection, Streetscene and Community.	
	ITEM OF EXECUTIVE MEMBER (COMMUNITY SERVICES) (INTRODUCED BY COUNCILLOR BEV MURRAY)	
9	ASTLEY 2020 UPDATE	(Pages 57 - 62)
	Report of the Director of Public Protection, Streetscene and Community.	
10	FINANCIAL DELIVERY OF THE PLAY, OPEN SPACE AND PLAYING PITCH STRATEGY	(Pages 63 - 70)
	Report of the Director of Public Protection, Streetscene and Community.	
	ITEM OF EXECUTIVE MEMBER (PUBLIC PROTECTION) (INTRODUCED BY COUNCILLOR PAUL WALMSLEY)	
11	REVIEW OF SCRAP METAL LICENSING FEES	(Pages 71 - 80)
	Report of the Director of Public Protection, Streetscene and Community.	
12	EMPTY RESIDENTIAL PROPERTIES - POLICY	(Pages 81 - 92)
	Report of the Director of Public Protection, Streetscene and Community.	

**ITEM OF EXECUTIVE MEMBER (STREETSCENE SERVICES)
(INTRODUCED BY COUNCILLOR ADRIAN LOWE)**

13 IMPROVING THE QUALITY OF RECYCLING COLLECTED FROM HOUSEHOLDS

(Pages 93 - 96)

Report of the Director of Public Protection, Streetscene and Community.

14 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)**

**15 COUNCIL TAX SUPPORT SCHEME AND LOCAL DISCOUNTS
2016/17**

(Pages 97 -
104)

Report of the Director of Customer and Advice Services.

16 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.

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

To view the procedure for public questions/ speaking click here

<https://democracy.chorley.gov.uk/ecSDDisplay.aspx?NAME=SD852&id=852&rpId=0&sch=doc&cat=13021&path=13021>

To view the procedure for “call-in” of Executive Decisions click here

<https://democracy.chorley.gov.uk/ieListMeetings.aspx?CId=117&Year=0>

**MINUTES OF****EXECUTIVE CABINET****MEETING DATE****Thursday, 22 October 2015****MEMBERS PRESENT:**

Councillor Alistair Bradley (Chair) and Councillors Beverley Murray, Graham Dunn, Adrian Lowe and Paul Walmsley

MEMBER RESPONSIBLE:

Councillors Matthew Lynch and Alistair Morwood

COUNCIL CHAMPIONS:

Councillors Jean Cronshaw and Gordon France

OFFICERS:

Gary Hall (Chief Executive), Jamie Carson (Director of Public Protection, Streetscene and Community), Chris Moister (Head of Governance and Property Services), Jamie Dixon (Head of Streetscene & Leisure Contracts), Susan Guinness (Head of Shared Financial Services), James Thomson (Principal Management Accountant) and Ruth Rimmington (Democratic and Member Services Officer)

APOLOGIES:

Councillor Peter Wilson

OTHER MEMBERS:

Councillors Charlie Bromilow, Margaret France, Paul Leadbetter, June Molyneaux, Greg Morgan, Mick Muncaster, Richard Toon and John Walker

Four members of the public

15.EC.148 Minutes of meeting Thursday, 27 August 2015 of Executive Cabinet

Decision: The minutes of the meeting of the Executive Cabinet held on 27 August 2015 be confirmed as a correct record and signed by the Executive Leader.

15.EC.149 Declarations of Any Interests

There were no declarations of any interests.

15.EC.150 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.

15.EC.151 Wymott Bowling Club - proposal

The Chair advised that this item would be considered first on the agenda as there were members of the public in attendance.

The report of the Director of Public Protection, Streetscene and Community was presented by the Executive Member (Community Services), Councillor Bev Murray. The report sought approval for a proposal to purchase the site of the Wymott Bowling Club from Her Majesty's Prison Service and to lease the site to the Bowling Club.

The Bowling Club had successfully applied to have the site listed as a community asset. The application was approved on the basis it was a valuable community resource in that area, providing not only club facilities for members, but also a focal point for the local area. The facility was used by residents who simply come to watch the bowls and use the tea and coffee facilities and there was no similar provision in this area.

Members noted that the Council would charge rent for the use of the site, but this was yet to be agreed. The project supported the Council's preferred delivery model of local community assets being administered by community groups.

Decision:

- 1. Approval granted to the use of £55,000.00 to support the Wymott Bowling Club, the funds to be used to purchase the Wymott Bowling Club site and the remainder to be used as a grant to support improvement works.**
- 2. Approval granted that Chorley Council enter into negotiation with HMP for the purchase of the Wymott Bowling Club site for a price of up to £50,000.00.**
- 3. Approval granted for delegated authority to the Executive Member Community Services to agree to the purchase of the Bowling Club site for the price of up to £50,000.00 on terms to be agreed and recommended by the Head of Governance and Property.**
- 4. Approval granted to a lease to the Wymott Bowling Club of the site for a period of 25 years, at a rent to be agreed and that there be delegated authority to the Head of Governance and Property to agree those terms and sign the lease.**

Reasons for recommendation(s)

1. This proposal supports three of the Council's corporate priorities and retains a community asset in a location where there are no other similar facilities.
2. It supports the Council's preferred delivery model of local community assets being administered by community groups.

Alternative option(s) considered and rejected

Not pursuing this proposal will lose a valuable community asset in an area that is not served by any alternatives. Further, this will be another bowling club lost to the Borough which may have an impact on other clubs who participate in the league competition.

15.EC.152 Neighbourhood Preferred Projects - update

The report of the Director of Public Protection, Streetscene and Community was presented by the Executive Member (Community Services), Councillor Bev Murray. The report updated members on the delivery of the 24 neighbourhood preferred

projects and the associated budget. Overall six projects had been completed and a total spend of £24,500 had been approved. Of the 24 preferred projects there were four still to commence and 14 were making progress.

Decision: Approval granted to accept the report and the Executive Member for Community Services approval for budget spend as outlined in the report be noted.

Reasons for recommendation(s)

To ensure Executive Cabinet are updated with the delivery of the Councils neighbourhood preferred projects.

Alternative option(s) considered and rejected

None.

15.EC.153 Review of Open Space Byelaws

The report of the Director of Public Protection, Streetscene and Community was presented by the Executive Member (Public Protection), Councillor Paul Walmsley. The report sought approval to update the Council's open space byelaws following the consultation to seek views regarding any changes.

The byelaws relating to use of Council owned open spaces had not been reviewed since 2004. In October 2014 Executive Cabinet granted approval to review the open space byelaws and to undertake consultation to seek views regarding any changes. 29 consultation responses had been received. The report set out the areas proposed to be changed, updated or removed by respondents together with the Council's response.

Members discussed the definition of designated areas, the use of drones and the potential for a future review of skateboard provision.

Decision: Approval granted to incorporate the changes to the Council's open space byelaws as detailed in the report, with an additional provision to include sedgeways and other such devices.

Reasons for recommendation(s)

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 update them.

Alternative option(s) considered and rejected

Not to update the open space byelaws.

15.EC.154 Exclusion of the Public and Press

Decision: To exclude the press and public 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.

15.EC.155 Business Rates Retention (also known as National Non-Domestic Rates NNDR) - proposed pooling arrangements for 2016/17

The confidential report of the Chief Executive was presented by the Executive Member (Resources), Councillor Peter Wilson. The report presented the option to join a Lancashire Business Rates Retention (BRR) pooling arrangement for the 2016/17 financial year. The report also provided an indication of the potential benefits and risks to be considered.

Members noted that the Council could withdraw from this agreement if it wished and noted that other Councils might not join the agreement.

Decision: Approval granted to join the proposed Lancashire Business Rates Pool Agreement for the 2016/17 financial year; should a due diligence review evidence it had the potential to be financially beneficial to the Council.

Reasons for recommendation(s)

To enable the Council to receive the maximum financial benefit from the BRR core funding regime in 2016/17.

Alternative option(s) considered and rejected

Not to enter into the agreement. It is recommended that the Council enters into the Lancashire Pooling Agreement as current forecasts indicate the Council is unlikely to enter into a Safety Net position within the 2016/17 financial year.

15.EC.156 Waste Collection Contract Update

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

The market was competitive which meant the council would achieve better value for money.

Decision:

- 1. Approval granted that the waste collection contract cease on 31 March 2019 as provided for in the existing contract, and the contract savings to Veolia was repaid.**
- 2. Approval granted for work to commence on determining how waste should be collected after March 2019 to include the findings of the County wide waste review, and how to ensure procurement of this service offered the Council best value for money.**

Reasons for recommendation(s)

By going out to the market for 2019 the Council is likely to achieve better value for money for what is its largest contract.

Alternative option(s) considered and rejected

To extend the contract and go to the market in 2021.

Chair

Date



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Leader)	Executive Cabinet	19 November 2015

EXECUTIVE'S RESPONSE TO THE OVERVIEW AND SCRUTINY TASK GROUP INQUIRY INTO PUBLIC TRANSPORT ISSUES IN CHORLEY

PURPOSE OF REPORT

1. To respond to the report of the Overview and Scrutiny task group that examined public transport issues across Chorley.

RECOMMENDATION(S)

2. That the responses in section 8 be approved.

EXECUTIVE SUMMARY OF REPORT

3. An overview and Scrutiny task group looked at public transport issues across Chorley and their final report was presented to Executive Cabinet on 27th August 2015. This report is Executive Cabinet's response to the 15 recommendations contained within the report.

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

(If the recommendations are accepted)

4. If the recommendations are approved they provide a response to the Overview and Scrutiny task group and also when implemented, should lead to an improvement to public transport in the area or at the very least seek to prevent a reduction in the current transport provision.

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

BACKGROUND

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

RECOMMENDATIONS AND EXECUTIVE CABINET RESPONSE

- 8. Outlined below are the 15 recommendations of the task group and the Executive Cabinet’s response.

Recommendation	Executive Cabinet Response
1. That when the revised Lancashire County Council (LCC) criteria is applied to subsidised services operating in Chorley and appear to be detrimental, any issues or concerns will be referred to full Council requesting approval to lobby LCC to minimise the impact in Chorley.	Agreed. Executive Cabinet anticipate the revised criteria is likely to be applied as part of LCCs budget planning from 2016/17 and beyond.
2. Should LCC take forward the ‘Parish Partnership Offer’ it is recommended that LCC consult and work with Cumbria County Council to explore how a Community Wheels type scheme could be undertaken and fully funded by LCC in Lancashire.	Agreed. It is currently unclear whether this offer will be pursued by LCC. However, should this proposal from LCC be taken forward, the Executive Cabinet or its representative will notify LCC and encourage them to engage with Cumbria CC.
3. That Chorley Council contact Cumbria County Council to gather more information on their approach to recruiting volunteer drivers and to work with LCC and parishes to implement best practice in Chorley.	Agreed.
4. That the ‘Parish Partnership Offer’ (should it be progressed by LCC in the future) and the recruitment of volunteer drivers should be included as projects in the Rural Communities Action Plan and monitored accordingly.	Agreed.

<p>5. That Chorley Council write to Lancashire County Council and all relevant operators to progress any issues raised by the parishes that have not already been covered as part of this review.</p>	<p>Agreed. Public Transport Issues can be included as a discussion item at a future Parish Liaison meeting.</p>
<p>6. To explore the offer from Stagecoach to meet on a regular basis to develop better working relations and improve communications and include Lancashire County Council Representatives.</p>	<p>Agreed.</p>
<p>7. That upon completion of the West Coast Strategic Studies process (expected April 2016) the Council will seek an update from, and continue to lobby Lancashire County Council and Network Rail on the establishment of a railway station in Coppull.</p>	<p>Agreed.</p>
<p>8. That Chorley Council follows up Northern Rail's Commitment to looking at the lighting at Adlington station and if necessary also follow-up the delivery of the Customer Information Screens if installation does not take place in Summer 2015.</p>	<p>Agreed.</p>
<p>9. Once the Council is aware of the new franchise holder (from February 2016), the Executive Cabinet to continue to lobby and raise the current rail issues, in particular to include additional rail services to Manchester Airport from Adlington from December 2016.</p>	<p>Agreed.</p>
<p>10. That consideration is given to including railway station enhancements and other public transport infrastructure across the borough in the Community Infrastructure Levy (CIL) 123 list revisions and be monitored by the Council to ensure funding is allocated and commitments are</p>	<p>Agreed. The CIL 123 list is to be reviewed shortly.</p>

<p>fulfilled.</p>	
<p>11. That any conditions made through the Buckshaw Village S106 agreement regarding the up-grading and re-opening of Alker Lane Bridge which will improve access to Buckshaw Railway Station from Astley Village is followed up by the Council to ensure commitments are fulfilled.</p>	<p>Agreed.</p>
<p>12. That the Future Governance Viability Working Group notes the contents of the report on the benefits and potential areas of focus for a Combined Transport Authority for Lancashire in order to improve public transport for Chorley residents and the Council to use the findings to influence any future discussions regarding the establishment of a Combined Authority and its role in transport provision.</p>	<p>Agreed. A report to November Council is expected on the formation of a Combined Authority for Lancashire, part of which will include a Combined Transport Authority.</p>
<p>13. That Lancashire County Council reconsiders the displaying of bus timetables at all bus stops and shelters across the borough and explores the possibilities of funding this service by the use of advertising by local companies.</p>	<p>Agreed. Executive Cabinet or its representative will inform LCC and encourage them to consider this recommendation.</p>
<p>14. That Lancashire County Council in conjunction with the operators explores better ways of communicating increased bus fares to its customers.</p>	<p>Agreed. Executive Cabinet or its representative will inform LCC and encourage them to consider this recommendation.</p>
<p>15. To highlight to the Executive Cabinet the importance of considering all public transport needs for its residents when undertaking all relevant Council projects. For example, the provision of bicycle racks and storage units and positioning of bus stops as part of the Market Walk development proposals.</p>	<p>Agreed.</p>

SUMMARY

12. Given the responsibility for overseeing local transport matters currently rests with LCC, the majority of the recommendations are not within the remit of Chorley Council to take forward. However, the Executive Cabinet is supportive of all the recommendations made and will use a variety of mechanisms to influence partners and operators directly involved in public transport provision.
13. The Council currently has a project in the Organisational Plan to produce a 'Transport Plan for Chorley' which can specifically pick up recommendations 7, 9 and 11 and be overseen by the LDF Working Group. The emerging Combined Authority for Lancashire is also an opportunity for Chorley to have a greater influence on transport matters and lobby partners on a range of issues and opportunities including those highlighted in recommendations 12, 13 and 14.
14. Finally, the Rural Community Action Plan is currently being finalised and Transport issues is one of the four themes being focused on and will include appropriate actions in response to recommendations 2, 3 and 4.

IMPLICATIONS OF REPORT

15. 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

16. The current Executive Cabinet responses to these recommendations have no budgetary implications for Chorley Borough Council.

COMMENTS OF THE MONITORING OFFICER

17. There are no comments.

GARY HALL
CHIEF EXECUTIVE

Background Papers			
Document	Date	File	Place of Inspection
Report of the Overview and Scrutiny Task Group on Public Transport Issues in Chorley	July 2015	***	Mod Gov

Report Author	Ext	Date	Doc ID
Lesley-Ann Fenton	5323	29 th October 2015	***

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Economic Development and Partnerships)	Executive Cabinet	19 November 2015

VACANT PROPERTY AND SHOP FRONT GRANTS PROGRAMME EVALUATION

PURPOSE OF REPORT

- 1.1 To provide an evaluation of the vacant property and shop front grants programme.
- 1.2 To acknowledge the current pipeline of grant requests, approving a further investment of £75k for the continued delivery of the programme in the 2015/2016 financial year, using the surplus generated from Market Walk (please refer to budget monitoring report).
- 1.3 To seek Member support to the continuation of the programme, making a financial allocation of £100k as part of the 2016/2017 budget setting process.

RECOMMENDATION(S)

- 2.1 That the take-up and successful delivery of the programme be noted.
- 2.2 That Members approve a further £75k for the current financial year using the surplus generated from Market Walk.
- 2.3 That Members approve the continuation of the programme into 2016/2017 making a financial allocation of £100k as part of the 2016/2017 budget setting process.

EXECUTIVE SUMMARY OF REPORT

- 3.0 The Vacant Property Grant (Shop Floor/Business Rate Subsidy) and Shop Front Grant programme has now been in place since June 2012. The report outlines the changes to the programme criteria over the four years, the outputs generated, the benefits to the Chorley economy and the continued high level of interest in the grant programme from new and existing businesses.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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Reason Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

4.0 The demand for the programme continues to be high, and with the opening up of the programme to the wider Chorley area in June 2015, there are now increased opportunities for more Chorley businesses to access the programme, and for the benefits to be seen across the Borough.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

5.0 None

CORPORATE PRIORITIES

6.0 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

7.0 This grants programme commenced in May 2012 initially focusing on the shopping areas of Market Street and Chapel Street. Due to demand for support from other areas of the town, there have been a number of expansions to the eligible areas as follows:

- June 2012 - inclusion of all the designated town centre boundary area (shop floor/front)
- April 2013 - inclusion of designated local service centre areas (shop floor only)
- June 2015 – inclusion of all areas (shop floor/shop front)

TOTAL GRANT FUNDING COMMITTED SINCE MAY 2012

8.0 Total funding committed £356,108 equating to:

- £145,673 town centre shop front grants
- £163,502 town centre vacant property grants/business rate subsidies
- £46,933 local service centre/other areas vacant property/business rate subsidies

TOTAL APPLICATIONS RECEIVED SINCE MAY 2012

9.0 Total number of applications received 101 equating to:

- 45 town centre shop front grants
- 40 vacant property grants/business rate subsidies
- 16 local service centre/other areas vacant property and shop front grants

TOTAL INDIVIDUAL BUSINESSES SUPPORTED VIA THE PROGRAMME

10.0 Total number of individual businesses supported through the programme 63 equating to:

- 35 new business start ups
- 28 existing businesses

TOTAL PRIVATE SECTOR INVESTMENT GENERATED BY THE PROGRAMME

11.0 Total private sector investment £754,555 against the programme, providing a leverage of £2.11 for every £1 of grant offered by the Council.

TOTAL JOBS CREATED VIA THE PROGRAMME

12.0 Total jobs created via the programme 117.5. The cost per job to the Council is approximately £3,000, which demonstrates excellent value for money within the remit of publicly funded grant programmes.

BUSINESS SURVIVAL RATE OF ASSISTED BUSINESSES

13.0 The survival rate of the businesses assisted by this programme is 89% which compares favourably with national statistics (for example Barclays quote a 2 year survival rate of 67% for their new businesses, both VAT and non-VAT registered). This demonstrates the benefits of the wrap-around business supported provided as part of the grant process. It should also be recognised that the property improvements funded by this programme have a longevity beyond the lifespan of any individual business.

TOWN CENTRE VACANCY RATE

14.0 The current vacancy rate for town centre retail properties is 5.01%. It is estimated that without the contribution and support of the grants programme, this figure would be much closer to the current national vacancy rate of 9.8%.

PIPELINE GRANTS

15.0 The numbers below relate to the current list of 25 pipeline grant enquiries (increasing weekly) which have already been to Leaders Briefing but have not yet submitted grant applications:

- 12 enquiries are within the formal town centre boundary
- 7 enquiries are within the established local service centres
- 6 enquiries are from the wider Chorley area

Should all of these applications be submitted and subsequently approved, and taking into account the current uncommitted balance for the programme of £23k, an estimate of the funding required for the remainder of the current financial year is £75k.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

17.0 Demand for this programme continues to be extremely high and the majority of the current funding is now already committed. The remaining balance will only be sufficient to continue funding in the short term so it is recommended that a sum of £75,000 be approved to continue investment in the scheme throughout 2015/2016. Additional income generated from Market Walk in 2014/15 was transferred to a reserve to cover potential costs relating

to Market Walk extension feasibility and planning. As these costs are now charged to the capital programme the reserve can be used to fund the additional requirement of the Town Centre Grants scheme for 2015/16, contributing to the town centre economy. The additional £100k requested for 2016/17 needs to be considered as part of the budget setting process.

COMMENTS OF THE MONITORING OFFICER

18.0 The scheme is an appropriate use of council resources and there is no legal restriction on its continued operation.

COMMENTS OF CHIEF EXECUTIVE

19.0 There is a continued high level of interest in this grants programme and the benefits to local businesses and the local economy have been outlined above. With the eligible areas having been reviewed in June 2015 it can be seen from the current pipeline enquiries list that programme is a key incentive to businesses wishing to start a business or improve the exterior of their existing business. The number of enquiries from areas of the borough which were previously ineligible is increasing, and it is expected that this will continue to grow in 2016/2017.

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Gill Barton	5300	5 th November 2015	Grants Programme Evaluation



Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources)	Executive Cabinet	19 November 2015

REVENUE AND CAPITAL BUDGET MONITORING 2015/16 REPORT 2 (END OF SEPTEMBER 2015)

PURPOSE OF REPORT

1. This report sets out the provisional revenue and capital outturn figures for the Council as compared against the budgets and efficiency savings targets set for the financial year 2015/16.

RECOMMENDATION(S)

2. Note the full year forecast position for the 2015/16 revenue budget and capital investment programme.
3. Note the forecast position on the Council's reserves.
4. Request Council approve the use of £75,000 surplus generated from Market Walk to invest in the Retail Grants Programme.
5. Request Council approve the use of £25,000 from the budget provision for Chorley Youth Zone to finance the Chorley Grand Prix cycling event in March 2016.
6. Request Council approve to set aside around £70,000 of additional revenue income from Council Tax Summons and Liability Order charges in 2015/16 to offset any future increased liability in bad debts as a result of these charges. Details are outlined in paragraph 34.
7. Request Council approve the proposed additions, deletions and re-phasing of the Capital Programme to better reflect delivery in 2015/16. Further details are outlined in paragraphs 46 to 59.

EXECUTIVE SUMMARY OF REPORT

8. The projected revenue outturn currently shows a forecast underspend of £380k against budget (after deducting the use of in-year savings previously approved at Executive Cabinet). This would reduce to £355k should the recommendations shown above be approved.
9. The latest forecast excludes any variation to projected expenditure on investment items added to the budget in 2015/16. These projects are forecast to fully expend in 2015/16 and should there be any balances remaining at year end they will be transferred into specific reserves and matched to expenditure in future years.
10. In the 2015/16 budget the expected net income from Market Walk after deducting financing costs is £0.980m. The latest projection shows that the forecast outturn is £1.132m, the surplus being driven by lower than budgeted financing costs.
11. The forecast of capital expenditure in 2015/16 is £6.502m.

12. The Council set a savings target of £150k in 2015/16 from the management of the establishment. Excellent progress has been made in this area and I am pleased to report that the full savings target for 2015/16 has been achieved.
13. The Council’s Medium Term Financial Strategy proposed that working balances are to reach £3.0m over the 3 year lifespan of the MTFs to 2017/18 due to the financial risks facing the Council. A budgeted contribution into General Balances of £350k is contained within the new investment package for 2015/16. The current forecast to the end of September indicates that the General Fund balance will be £2.993m by the end of the financial year.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
Reason Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION(S)
(If the recommendations are accepted)

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

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

15. None.

CORPORATE PRIORITIES

16. This report relates to the following Strategic Objectives:

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

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

BACKGROUND

17. The latest revenue budget is £16.639m. This has been amended to include approved slippage from 2014/15 and any transfers from reserves.
18. A full schedule of the investment budgets carried forward from 2014/15 and the new (non-recurrent) investment budgets introduced in the 2015/16 budget are shown in Appendix 2 together with expenditure to date against these projects.

19. The Council's approved revenue budget for 2015/16 included target savings of £150,000 from the management of the staffing establishment. Savings of £100,000 had previously been identified and reported in quarter 1.
20. It was recommended in the June monitoring report that Council should approve the use £338,000 of the forecast in-year savings for the funding of service improvements (shown below), so that the remaining underspend of £106,000 would be added to General Balances if all proposals were approved.
- £100,000 ICT Contracts
 - £61,000 Town Centre Grants Programme
 - £36,000 Christmas Lighting
 - £56,000 Single Front Office Apprenticeships
 - £85,000 CCTV Programme
21. Set out in Appendix 1 is the provisional outturn position for the Council based upon actual spend in the first six months of the financial year and adjusted for future spend based upon assumptions regarding vacancies and service delivery.
22. The latest forecast of capital expenditure in 2015/16 is £6.502m. The latest capital forecast is detailed in Appendix 4 based upon actual and committed expenditure during the first six months of the financial year and adjusted for future spending based upon the latest timescales for project delivery.

SECTION A: CURRENT FORECAST POSITION – REVENUE

23. The projected outturn shown in Appendix 1 forecasts an underspend of £380,000. The significant variances from the last monitoring report to Executive are shown in the Table 1. Further details are contained in the service unit analysis available in the Members' room.

ANALYSIS OF MOVEMENTS

Table 1 – Significant Variations from the Cash Budget

Note: Savings/Underspends are shown as ()

	£'000	£'000
Expenditure:		
Staffing costs	(44)	
Citizens Advice Bureau (Debt Advice)	(30)	
Computer Equipment/Software	(22)	
Chorley Youth Zone	<u>(35)</u>	
		(131)
Income:		
Integrated Home Improvement Service	(33)	
Planning Fee Income	50	
Car Parking Fees	<u>15</u>	
		32
Other:		
Benefits	(77)	
New Burdens Grant – Property Searches	(104)	
Other minor variances	<u>6</u>	
		(175)
Net Movement		(274)

24. The forecast saving of £44,000 on staffing costs shown in the table above is in addition to a further contribution of £50,000 made to meet the corporate savings target for 2015/16. The total savings of £94k are predominantly from Customer & ICT Services and the Chief Executive's Office. The staffing savings achieved to date are a result of vacant posts. Some posts remain vacant in anticipation of restructures that will be introduced to meet the 10% savings challenge as part of the 2016/17 budget review.
25. The Council's budget for 2015/16 included £30,000 to help support third sector advice organisations (in particular the Citizens Advice Bureau) provide advice and support to residents in need of help with managing their finances and debt. The Council has worked closely with local advice organisations over the past two years to identify potential gaps in service provision and ensure that the required support is available to residents. Partner organisations are redirecting their advice to provide the necessary support and as a result, the budget of £30,000 is no longer required giving a saving in 2015/16.
26. The current forecast for Computer Equipment/Software is for an underspend of around £22,000 in 2015/16, of which £16,500 is a result of savings achieved on the Council's managed infrastructure contract. It should be noted that these savings were in relation to the implementation of the new contract and are therefore one-off savings for 2015/16 only.
27. For 2015/16 the Council's budget included a provision of £50,000 in relation to running costs for the new Chorley Youth Zone. As this scheme is now unlikely to go live until 2017/18 the majority of this funding for 2015/16 will not be required, although some costs may still be incurred this year in respect of payments to the Arts Partnership. It is assumed that at least £35k will be available from this budget and a recommendation is made to use this available resource to fund the second Chorley Cycling Grand Prix event. The first event held in April this year was hugely successful and a second event was to be planned for April 2016 and funded from the 2016/17 revenue budget. However, due to timing of available dates in the cycling calendar, a second event will be held in March 2016 and financed in the current financial year.
28. The Council has recently entered into a 3 year collaboration agreement with Lancashire County Council for the Integrated Home Improvement Service (IHIS). The arrangement which provides a handyperson and minor repairs service came into effect from 1 July 2015 and replaces the previous Supporting People funding. Based on previous discussions with LCC, the Council's budgets for 2014/15 and 2015/16 included assumptions that the funding would cease. However funding has been agreed until 2017/18 and this, together with one-off additional funding of around £9k at the end of the Supporting People programme, has resulted in a surplus income of around £33k income for 2015/16.
29. One area where income levels have fallen in recent months is for Planning Application fees. Income received for the second quarter is significantly lower than budgeted levels for 2015/16 and this has resulted in a revised income forecast of around £600,000 for the year, £50,000 below budget. This is comparable to the outturn position for 2014/15. It should be noted however that income from planning fees can fluctuate greatly from month to month and the forecast deficit could still be reversed by the end of the year.
30. As part of the budget package for 2014/15, £100,000 was added to the budget to allow the administration to continue with the revised car parking tariff that was introduced to promote the use of the Town Centre. Based on actual income levels throughout the financial year the full year effect of the new tariff is now estimated to be around £125,000 resulting in a shortfall against budget of around £25k. Forecast income levels for 2015/16 based on the first six months of the year indicate that a shortfall of around £35k is likely (including the impact of the new tariff). This represents a change of £15k from the position outlined in the June report and is broadly in line with the outturn figures for 2014/15. If these levels are maintained for the remainder of the year, budget projections for future years will need to be adjusted accordingly.

31. The housing benefits payments budget could have a significant impact on the Council's year-end position. Showing a similar trend to 2014/15, figures for the first six months of the current year continue to show an increase in the level of housing benefit overpayments recovered as a result of pro-active investigation work. Resultantly, the initial forecast is for additional income of around £77,000 against the 2015/16 budget.
32. The Council has previously agreed a settlement payment of around £107,000 in respect of the outstanding legal case for property search fees which has been charged to the 2014/15 revenue account. In the Provisional Revenue Outturn report to Executive Cabinet on 25 June it was reported that Bevan Brittan Solicitors had confirmed that the Government intended to make interim payments to local authorities in respect of Local Land Charges Register (LLCR) personal search fees. Payment details have just been announced and the initial payment from DCLG is divided between authorities according to the value of their settlement in respect of LLCR claims. The sum due to be received in respect of Chorley BC claims is just over £104k. Agreement over the claimants solicitors costs has still to be reached and the Government has yet to announce whether a further payment will be made in respect of these legal costs.
33. At the Executive Cabinet meeting in August, members approved to set aside additional funding to invest in the Retail Grants Programme. Demand for this programme continues to be extremely high and the majority of the additional funding is now already committed. The remaining balance will only be sufficient to continue funding in the short term so in addition it is recommended that a sum of £75,000 be approved to continue investment in the scheme.

Additional income generated from Market Walk in 2014/15 was transferred to a reserve to cover potential costs relating to Market Walk extension feasibility and planning. As these costs are now charged to the capital programme the reserve can be used to fund the additional requirement of the Retail Grants scheme, contributing to the town centre economy.

34. One area excluded from the forecast figures detailed in Appendix 1 is the additional income generated in 2015/16 from the recovery of Council Tax Summons and Liability Orders. On issue of a summons for non-payment of Council Tax, a charge of £53.50 is added to the council tax payer's account. For cases that are not paid in full or are withdrawn by the court hearing date, a liability order is granted and a further £39.00 costs are charged. These costs have remained unchanged since April 2011 but a major increase in caseloads has resulted in a significant increase in income.

Based on charges raised to the end of September, a forecast increase of around £70,000 is anticipated for 2015/16. This compares to a surplus of £116,000 for the full year in 2014/15. It is difficult to determine the exact cause of the increase in caseloads but one possible explanation is the introduction of Council Tax Support and the recent technical reform changes. It should be noted that raising these charges is no guarantee that these costs will actually be recovered and an allowance will need to be made for non-payment. It is unclear at this stage as to the level of recovery as this can take place over a number of years. As a result, the Council approved that the surplus income in 2014/15 be set aside to offset any future increased liability in bad debts as a result of these charges. It is recommended that the surplus for 2015/16 is also set aside to mitigate potential bad debts. Members will be updated on this position in future monitoring reports.

35. At the previous Executive Cabinet meeting in October, members were provided with an update on the Council's waste collection contract with Veolia. The report outlined the recommendation to cease the current contract on 31 March 2019 and repay the contract savings of £50,000 per annum for the years 2013/14 to 2018/19. It is still to be agreed with Veolia how and when this repayment will be made and as a result, no adjustments to the 2015/16 budgets have been made at this stage. It is possible for example that Veolia could agree to recover the costs over the remaining years of the contract 2016/17 to 2018/19 and

that no impact is made in the current year. Discussions are ongoing with Veolia and members will be updated once agreement has been made.

MARKET WALK

36. The budgeted net rental income from Market Walk after taking account of financing costs in 2015/16 is £0.980m. The latest forecast shows a saving of £0.152m and is detailed in Table 2 below.

Table 2: Market Walk Income Forecast (September 2015)

	2015/16 Budget £	2015/16 Forecast £	2015/16 Variance £
Income Budget			
Gross Income	(1,893,790)	(1,871,920)	21,870
Expenditure Budget			
Operational costs (excluding financing)	129,950	132,040	2,090
	(1,763,840)	(1,739,880)	23,960
Commitments			
Market Walk Extension costs	26,780	0	(26,780)
Net Income before Financing Costs	(1,737,060)	(1,739,880)	(2,820)
Financing Costs within Net Financing	756,880	607,800	(149,080)
Net Income after Financing Costs	(980,180)	(1,132,080)	(151,900)
Transfers to/(from) reserves			
Equalisation Reserve (annual contribution)	50,000	50,000	0
Asset Management re Market Walk	50,000	50,000	0
Market Walk Reserve re Extension costs	(26,780)	(26,780)	0
Total transfers to/(from) reserves	73,220	73,220	0
Revised Net Income	(906,960)	(1,058,860)	(151,900)

37. The 2015/16 income forecast has not changed significantly since June. This is the net effect of a unit becoming occupied in December and another potentially becoming vacant at the end of January.
38. The 2015/16 operational costs forecast has increased from £106k to £132k. The current forecast now includes £12k additional fees for special advice relating to tenant mix and future developments and £6k for valuations that were required as part of the financial statements. In addition there has been £4k expenditure for fitting a kitchen and toilet at the unit used for pop-up shops.

39. The approved budget made provision for a £50,000 transfer to reserve to fund asset maintenance costs outside of the service charge agreement and a £50,000 transfer to an equalisation account to build up a reserve to fund any future reduction to income levels.
40. The 2015/16 budget included financing costs of £101,780 in respect of the Market Walk extension, these funds were transferred from the Market Walk Reserve. Planning related expenditure of £125k for the extension of market walk was originally charged to this budget however it is requested that these costs are added to the market walk capital project (see paragraph 57). It is recommended that £75,000 of the reserve is no longer allocated to market walk and instead be allocated to the extension of the Retail Grants Programme.
41. The Council's budget for 2015/16 was prepared on the assumption that £5m extra 25-year PWLB borrowing would be taken to replace the use of internal cash balances by the end of 2014/15. The reason being to secure cash at a lower interest rate than might be available in the future. The extra borrowing was not taken, so this accounts for most of the one-off saving in Financing Costs in Table 2. Should the Council be advised that PWLB rates are due to rise, additional borrowing could be taken before year-end and the impact would be reflected in budget monitoring. Additional borrowing would be taken only when longer term budget savings could be achieved by avoiding interest rate increases.

GENERAL FUND RESOURCES AND BALANCES

42. With regard to working balances, and as per Appendix 1, the Council started the year with a balance of £2.288m. The approved MTFs proposes that working balances are to reach £3.0m over the 3 year lifespan of the MTFs to 2017/18 given the budgetary challenges facing the Council. The current forecast to the end of September shows that the General Fund closing balance could be around £2.993m as detailed in the table below.

Table 3 – Movement in General Fund Balance

General Balances	£m
Opening Balance 2015/16	2.288
Budgeted contribution to General Balances	0.350
Forecast revenue budget underspend assuming Council approval of additional expenditure	0.355
Forecast General Fund Balance 2015/16	2.993

43. Appendix 3 provides further information about the specific earmarked reserves and provisions available for use throughout 2015/16.

SECTION B: CURRENT FORECAST POSITION – CAPITAL

44. Table 4 summarises:
- Capital budget (1) – the capital budget agreed by Special Council in March 2016 taking into account amendments reported to the Executive in June.
 - Capital Budget (2)- the 3 year capital budget if all the recommendations described below are approved

Table 4: Profiling of the Capital Budget 2015/16 – 2017/18

Year	Capital Budget (1) £'000	Capital Budget (2) £'000	Changes £'000
15/16	10,635	6,502	(4,132)
16/17	3,813	8,224	4,411
17/18	2,149	2,149	0
Total	16,597	16,875	278

45. Capital expenditure and commitments raised as at 30th September 2015 were £1.885m. This represents 29% delivery against the latest forecast of £6.502m for 2015/16.

Amendments

Phasing

46. Executive Cabinet is asked to approve the following changes to the phasing of the budget between financial years:
47. The 2015/16 forecast for works relating to the Disabled Facilities Grant (DFG) is £370k and is matched by the 2015/16 grant allocation. £50k was allocated from capital receipts in 2015/16 to mitigate a possible reduction in the 2015/16 DFG allocation. As the grant will be matched by expenditure in 2015/16 it is requested that the £50k funding from capital receipts be re-phased into 2016/17 and allocated to the 2016/17 DFG programme.
48. The leisure centre condition surveys have been received and identify £187k of works in 2016/17 with minimal further works identified in 2015/16. It is requested that £125k of the remaining 2015/16 capital budget be re-phased into 2016/17 to partially cover these improvement works.
49. The Section 106 funded Buckshaw Village Railway Station has a 2015/16 allocation of £726k. The 2015/16 forecast expenditure is £30k for the design of a footbridge subject to feedback from Network Rail. It is requested that the remaining £696k budget is re-phased into 2016/17.
50. Works to the access roads at Ranglett's Recreation Ground will not begin until early 2016/17. It is requested that £50k of 2015/16 budget, funded through Section 106 receipts, be re-phased into 2016/17 to meet these costs.
51. The upgrade of Yarrow Valley car park is expected to begin in April 2016. Of the £225k budget, £10k is forecast to be spent in 2015/16. It is requested that the remaining £215k be re-phased into 2016/17 to fund the completion of the car park in August 2016.
52. The budget for the Chorley East Health Centre is to be re-phased to reflect the latest timetable of delivery. Construction will not begin in 15/16 however £100k is forecast to be spent in this financial year on professional fees relating to planning. The estimated total cost of £7.036m is to be split £100k 2015/16, £5.177m in 2016/17 and £1.759m in 2017/18. This represents a transfer of £1.659m from 2015/16 into 2016/17.
53. The Chorley Youth Zone has a £1.118m capital budget assigned for the demolition of existing buildings and construction of the new Youth Zone. £150k is forecast to be spent in

2015/16 for design and other pre-build expenditure. The remainder of the capital budget will be committed in 2016/17. A request is made to re-phase £968k of the capital budget from 2015/16 into 2016/17.

54. A deposit of £150k has been paid for the purchase of Buckshaw Community Centre however the final payment will not be made until 2016/17. It is requested that £450k be re-phased from 2015/16 into 2016/17 to meet these final purchase costs.
55. The Play Areas Growth programme received £200k from the 2013/14 investment programme to enhance four recreation grounds in the Borough. In conjunction with the Play, Open Space and Pitch Strategy £100k of this allocation has been committed in 2015/16 with the remainder to be spent in 2016/17. A request is made to re-phase £100k of the budget from 2015/16 into 2016/17.
56. The total capital budget for the delivery of the CCTV programme in 2015/16 is £335k. The forecast expenditure for the purchase and installation of the cameras is £263k in 2015/16 and £71k for 2016/17. The programme is expected to be completed in October 2016 and so a request is made to re-phase £71k of the budget from 2015/16 into 2016/17.

Additions

57. Executive Cabinet is asked to approve the following additions to the capital budget
 - Create a £35k budget for fit out works to 24-26 Gillibrand Street so that the property can be leased to a medical practice from September 2015 to September 2017. Approval for the new lease was made in an October Executive Member decision report. This will be funded by charges to the lessee over the length of the lease.
 - An additional £26k is required in 2016/17 for the stamp duty and land tax relating to the purchase of the land and building in Buckshaw for the provision of a community centre. These taxes were not included in the original estimates.
 - Create a £300k budget for the first tranche of capital expenditure relating to the extension of market walk. This figure relates to the estimated £175k purchase of Apex House to be used for additional car parking as well as £125k planning fees and planning advice for the new build previously charged to the market walk account.

Deletion

58. Executive Cabinet is asked to approve the following deletion from the capital budget:
 - Deletion of the £115k budget for the Bengal Street depot for demolition works and works relating to splitting the site. The site will no longer be split because the contract with the vendor approached to lease part of the depot is no longer going ahead.

Transfer from Revenue

59. Executive Cabinet is asked to approve the following transfers from the revenue budget to the capital budget to better reflect delivery:
 - £34,300 surplus revenue budget from the building's maintenance fund to fund additional works identified in September for Clayton Brook Village Hall extension.

Capital Financing

60. The capital programme is financed using different sources of funding. The table below shows the latest proposed financing based on the forecast of expenditure in 2015/16. This in line with budget and will be reviewed at year-end to best manage the Council's own resources.

Table 5: Capital Financing as at 30th September 2015

Fund	Quarter 1 2015/16 £'000	Quarter 2 2015/16 £'000	Variance 2015/16 £'000
External Contributions	2,191	1,238	(953)
Grants	500	449	(51)
New Homes Bonus	637	637	0
Earmarked Reserves	1,863	1,942	79
Revenue	9	94	85
Capital Receipts	676	435	(241)
Borrowing	4,334	1,707	(2,627)
Capital Financing 2015/16	10,210	6,502	(3,708)

61. There has been a £2.627m fall in borrowing required in 2015/16 due to the re-phasing of the works for the Youth Zone and Health Centre into 2016/17. The fall in external contributions is largely the result of the re-phasing of the Section 106 funded Buckshaw Village Station and Buckshaw Community Centre projects

IMPLICATIONS OF REPORT

62. 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

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

COMMENTS OF THE MONITORING OFFICER

64. The Monitoring Officer has no comments.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Dave Bond/James Thomson	5488/5025	26/10/15	Revenue and Capital Budget Monitoring 2015-16 Report 2

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
General Fund Revenue Budget Monitoring 2015/16 Forecast to end of September 2015	Original Cash Budget	Impact of Council Restructure	Agreed Changes (Directorates)	Agreed Changes (Other)	Amended Cash Budget	Contribution to Corp. Savings (Staffing)	Contribution to Corp. Savings (Other)	Current Cash Budget	Forecast Outturn	Variance	Variance
	£	£	£	£	£	£	£	£	£	£	%
Chief Executive	4,628,940	(420,180)	3,230	811,390	5,023,380			5,023,380	4,944,690	(78,690)	-1.6%
Customer & Advice Services	2,221,980		3,780	354,190	2,579,950	(100,000)		2,479,950	2,209,850	(270,100)	-10.9%
Public Protection, Streetscene & Community	6,939,880	484,780	(7,010)	254,500	7,672,150	(50,000)		7,622,150	7,612,950	(9,200)	-0.1%
Directorate Total	13,790,800	64,600	-	1,420,080	15,275,480	(150,000)	-	15,125,480	14,767,490	(357,990)	-2.4%
Budgets Excluded from Directorate Monitoring:											
Pensions Account	235,560				235,560			235,560	235,560	-	-
Pensions Deficit Recovery (Fixed Rate)	831,900				831,900			831,900	831,900	-	-
Benefit Payments	(33,470)				(33,470)			(33,470)	(110,650)	(77,180)	230.6%
Market Walk	(1,042,000)	(64,600)		(630,460)	(1,737,060)			(1,737,060)	(1,739,880)	(2,820)	0.2%
Corporate Savings Targets											
Management of Establishment	-			(150,000)	(150,000)	150,000		-	-	-	-
Total Service Expenditure	13,782,790	-	-	639,620	14,422,410	-	-	14,422,410	13,984,420	(437,990)	-3.0%
Non Service Expenditure											
Contingency - Management of Establishment	(150,000)			150,000	-			-	-	-	-
Revenue Contribution to Capital	557,820			9,000	566,820			566,820	732,820	166,000	
Net Financing Transactions (general capital expenditure)	464,410			(104,640)	359,770			359,770	344,190	(15,580)	
Net Financing Transactions (Market Walk)	-			756,880	756,880			756,880	607,800	(149,080)	
Parish Precepts	532,960				532,960			532,960	532,960	-	
Total Non Service Expenditure/Income	1,405,190	-	-	811,240	2,216,430	-	-	2,216,430	2,217,770	1,340	
Total Expenditure	15,187,980	-	-	1,450,860	16,638,840	-	-	16,638,840	16,202,190	(436,650)	-2.6%
Financed By											
Council Tax	(6,654,350)				(6,654,350)			(6,654,350)	(6,654,355)	(5)	
Grant for freezing Council Tax 2014/15	(65,000)				(65,000)			(65,000)	(68,069)	(3,069)	
Revenue Support Grant	(2,132,380)				(2,132,380)			(2,132,380)	(2,132,380)	-	
Retained Business Rates	(2,759,370)				(2,759,370)			(2,759,370)	(2,759,370)	-	
Government S31 Grants (Small Business Rate Relief)	(769,780)				(769,780)			(769,780)	(769,780)	-	
Business Rates Retention Reserve	(91,830)				(91,830)			(91,830)	(91,830)	-	
New Homes Bonus	(3,379,070)				(3,379,070)			(3,379,070)	(3,387,725)	(8,655)	
New Burdens Grant	-			(3,040)	(3,040)			(3,040)	(107,425)	(104,385)	
Collection Fund (Surplus)/Deficit	222,960				222,960			222,960	222,958	(2)	
Use of Earmarked Reserves - capital financing	-				-			-	(166,000)	(166,000)	
Use of Earmarked Reserves - revenue expenditure	90,840			(1,447,820)	(1,356,980)			(1,356,980)	(1,356,980)	-	
Budgeted Contribution to General Balances	350,000				350,000			350,000	350,000	-	
Total Financing	(15,187,980)	-	-	(1,450,860)	(16,638,840)	-	-	(16,638,840)	(16,920,956)	(282,116)	1.7%
Net Expenditure	-	-	-	-	-	-	-	-	(718,766)	(718,766)	
General Balances Summary Position				Target	Forecast	Less approved use of in-year savings			338,000		
				£	£				(380,766)		
General Fund Balance at 1 April 2015				2,000,000	2,287,660	Chorley Cycling Grand Prix			25,000	Recommendation 5	
Budgeted Contribution to General Balances					350,000	Forecast Underspend			(355,766)		
Provisional (Over)/Under Spend					355,766						
Forecast General Fund Balance at 31 March 2016				2,000,000	2,993,426						

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Investment Projects 2015/16

Investment Area (Revenue)	Investment Budgets c/fwd from 2014/15 to 2015/16	2015/16 New Investment	2015/16 Total Investment Budget	2015/16 Spend to Date	2015/16 Committed to Date	2015/16 Balance
Deliver Neighbourhood Priorities/Environmental Clean-ups	53,350	50,000	103,350	44,185	6,734	52,431
16/17 year old drop in scheme	2,000	19,000	21,000	9,500	-	11,500
Connecting Communities through food	10,260	-	10,260	115	36	10,109
Support to the VCFS Network	-	15,000	15,000	7,500	-	7,500
Extension & improvement of street furniture	3,950	-	3,950	-	-	3,950
Play and Open Space Strategy	10,930	-	10,930	10,930	-	-
Mediation service for Anti-Social Behaviour disputes	7,000	7,000	14,000	3,000	-	11,000
Chorley Council energy advice switching service	15,000	-	15,000	-	-	15,000
Inward investment delivery	244,500	50,000	294,500	25,375	127,870	141,255
Town Centre Masterplan	35,000	-	35,000	-	-	35,000
Support the expansion of local businesses (BIG grant)	79,100	40,000	119,100	802	-	118,298
Business Start-up (Grant and Loan)	49,680	-	49,680	8,244	1,000	40,436
Town Centre & Steeley Lane Pilot Action Plans	83,650	100,000	183,650	2,172	-	181,478
British Cycling tour of Lancashire	-	45,000	45,000	45,000	-	-
Unify Credit Union	9,000	50,000	59,000	28,583	-	30,417
Community development and volunteering	25,530	70,000	95,530	18,522	-	77,008
Employee Health scheme	-	20,000	20,000	3,182	-	16,818
Support the food bank	-	15,000	15,000	10,000	5,000	-
Free Swimming	-	8,000	8,000	-	7,500	500
Private Property Improvement Scheme	38,230	-	38,230	33,050	-	5,180
Joint employment initiative with Runshaw College	6,870	10,000	16,870	11,875	-	4,995
Digital access and inclusion	-	25,000	25,000	13,933	86	10,981
Investigate opportunities to expand Chorley Markets	-	30,000	30,000	23,793	-	6,207
Supporting communities to access grant funding	-	20,000	20,000	11,700	-	8,300
Increase visitor numbers to Chorley	-	35,000	35,000	-	-	35,000
Chorley Public Service Reform Board work plan	-	15,000	15,000	15,000	-	-
Campaigns and events	-	65,000	65,000	19,582	-	45,418
Disabled and dementia online venue access guides	-	20,000	20,000	5,139	-	14,861
Accommodation finding service	-	6,000	6,000	-	-	6,000
Development and delivery of community action plans	-	200,000	200,000	-	-	200,000
Chorley Flower Show	-	50,000	50,000	50,000	-	-
North West in Bloom	-	45,000	45,000	23,627	2,400	18,973
Town and Country Festival	-	10,000	10,000	-	-	10,000
Additional events in Astley Hall and Park	-	14,000	14,000	6,033	-	7,967
TOTALS	674,050	1,034,000	1,708,050	430,842	150,625	1,126,583

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Analysis of Reserves and Provisions 2014/15

Reserve or Provision	Purpose	Opening Balance 01/04/15 £	Other Transfers 2015/16 £	Forecast Use in 2015/16 £	Forecast Balance 31/03/16 £	Notes
Reserves						
General Fund Balance						
		2,287,660	1,068,760	(363,000)	2,993,420	(1)
Change Management Reserve	From Market Walk net income 2013/14	382,770		(54,710)	328,060	
VAT Shelter Income	Capital/revenue financing	91,510		(91,510)	0	
Provision for Pension Liabilities	Payment to Lancashire Pension Fund	1,750,000		(1,549,170)	200,830	
Non-Recurring Expenditure	Revenue resources for capital financing 2015/16	179,500	457,818	(637,318)	0	
Market Walk	Income Equalisation Reserve	150,370	50,000		200,370	
Market Walk	Asset Management	50,000	50,000	(100,000)	0	
Market Walk	Extension feasibility and planning	101,780		(101,780)	0	
S31 Grant	Empty property/small business rate relief	146,670		(84,900)	61,770	
Business Rates Retention	Surplus on levy payment	383,600	350,260	(442,090)	291,770	
Non-Directorate Reserves		3,236,200	908,078	(3,061,478)	1,082,800	
Chief Executive						
	Slippage from 2014/15	23,670		(23,670)	0	(2)
Chief Executive's Office		23,670	0	(23,670)	0	
	Slippage from 2014/15	41,660		(41,660)	0	(2)
	PRG - uncommitted	29,350			29,350	
	Public Service Reform funding	36,430		(36,430)	0	
	2013/14 New Investment Projects	9,000		(9,000)	0	
	2014/15 New Investment Projects	10,260		(10,260)	0	
Policy & Performance		126,700	0	(97,350)	29,350	
	Town Centre Grants	88,250		(88,250)	0	
	Town Centre Reserve (Revenue)	22,680		(22,680)	0	
	2013/14 New Investment Projects	498,800		(498,800)	0	
	Slippage from 2014/15	2,070		(2,070)	0	(2)
	2015/16 Investments	0	10,000		10,000	
	External Funding Officer budget for 2016/17	0	9,200		9,200	
Economic Development		611,800	19,200	(611,800)	19,200	
	Legal Case Mgt System	1,520		(1,520)	0	
	Capital financing	69,380		(69,380)	0	
	2013/14 New Investment Projects	38,230		(33,050)	5,180	
	New Burdens Funding	32,500			32,500	
	Slippage from 2014/15	11,900		(11,900)	0	(2)
	Buildings Fund	224,520		(224,520)	0	
	Elections	58,000		(29,000)	29,000	
Governance		436,050	0	(369,370)	66,680	
	Slippage from 2014/15	15,000		(15,000)	0	(2)
Shared Financial Services		15,000	0	(15,000)	0	
	Slippage from 2014/15	13,100		(13,100)	0	(2)
	HR Reserve for maternity cover	20,000			20,000	
	Impact of 2014/15 Pay Policy	10,000	10,000	(20,000)	0	
	Additional external NEETs (Econ Dev)	39,000		(39,000)	0	
Human Resources & OD		82,100	10,000	(72,100)	20,000	
Chief Executive		1,295,320	29,200	(1,189,290)	135,230	
Customer & Advice Services						
	Slippage from 2014/15	10,000		(10,000)	0	(2)
	Government Grants (Housing)	214,370		(214,370)	0	
	Handyperson Scheme	43,870		(2,480)	41,390	
	Employability Officer Funding	30,000		(30,000)	0	
	2014/15 New Investment Projects	17,000		(17,000)	0	
	2015/16 Investments	0	18,000		18,000	
Housing		315,240	18,000	(273,850)	59,390	
	ICT Projects	146,880		(146,880)	0	
	Slippage from 2013/14	26,540		(26,540)	0	
	Slippage from 2014/15	288,000		(288,000)	0	(2)
	Single Front Office	40,000		(40,000)	0	
	2015/16 Investments	0	25,000		25,000	
	Council Tax Summons/Liability Order Bad Debts	116,000	70,000		186,000	
	Capital financing	8,450		(8,450)	0	
ICT Services		625,870	95,000	(509,870)	211,000	
Customer & Advice Services		941,110	113,000	(783,720)	270,390	

Analysis of Reserves and Provisions 2014/15

Reserve or Provision	Purpose	Opening Balance 01/04/15 £	Other Transfers 2015/16 £	Forecast Use in 2015/16 £	Forecast Balance 31/03/16 £	Notes
Public Protection, Streetscene & Community						
	Buckshaw Youth Development Grants	1,370		(1,370)	0	
	Neighbourhood Working (pump priming)	71,270		(71,270)	0	
	2014/15 New Investment Projects	85,880		(85,880)	0	
	Disability Shortbreaks Funding	10,580		(10,580)	0	
	Slippage from 2014/15	18,500		(9,500)	9,000	(2)
	S106 Contribution re: Carr Brook Trim Trail	15,000		(15,000)	0	
	Health, Environment & Neighbourhoods	202,600	0	(193,600)	9,000	
	2014/15 New Investment Projects	14,880		(14,880)	0	
	North West in Bloom	40,000		(40,000)	0	
	Redrow Funding for Gas Cowsls at Gillibrands	16,830		(16,830)	0	
	Astley Hall Works of Art	5,880			5,880	
	Maintenance of Grounds	72,200	10,000	(25,000)	57,200	
	Streetscene & Leisure Contracts	149,790	10,000	(96,710)	63,080	
	Planning Appeal Costs	39,130			39,130	
	Planning	39,130	0	0	39,130	
	Public Protection, Streetscene & Community	391,520	10,000	(290,310)	111,210	
	Directorate Reserves	2,627,950	152,200	(2,263,320)	516,830	
	Earmarked Reserves	5,864,150	1,060,278	(5,324,798)	1,599,630	
	Total Reserves - General and Earmarked	8,151,810	2,129,038	(5,687,798)	4,593,050	
Provisions						
Insurance Provision	Potential MMI clawback	19,540			19,540	
Other Provisions	Asda re: land at Bolton Street	10,000		(10,000)	0	
	Total Provisions	29,540	0	(10,000)	19,540	

Notes

(1) Provisional Outturn as at 31 March 2016.

(2) Use of these reserves outlined in revenue budget monitoring reports during 2015/16.

Capital Programme 2015/16

	Budget as at Quarter 1	Budget Amendments Requested	Current Budget	Actual	Commitment	Total Committed	Current Budget Remaining / (Over spent)	Forecast as at Quarter 2	Forecast Variance
Funding Bal b/f									
Received in year									
Current Balance									
Asset Improvements Schemes									
Asset Improvements	0		0	(2,449)	496	(1,953)	1,953		0
Union Street	10,000		10,000	0	0	0	10,000	0	10,000
Town Hall	126,000		126,000	142,259	13,997	156,256	(30,256)	161,000	(35,000)
Fixed Wiring (all buildings)	25,000		25,000	0	0	0	25,000	0	25,000
	161,000	0	161,000	139,810	14,493	154,303	6,697	161,000	0
Regeneration Project Schemes									
Market Street Redevelopment	1,069,570		1,069,570	(129,629)	59,939	(69,690)	1,139,260	1,059,972	9,598
Market Street Shops Refurbishment	0		0	9,598	0	9,598	(9,598)	9,598	(9,598)
Resurfacing of car parks	0		0	(12,868)	12,868	0	0		0
Market Walk Extension	0	298,026	298,026	0	0	0	298,026	298,026	0
	1,069,570	298,026	1,367,596	(132,898)	72,807	(60,092)	1,427,688	1,367,596	(0)
Disabled Facilities Grant	420,000	(50,439)	369,561	139,564	0	139,564	229,997	369,561	0
Climate Change Pot	6,680		6,680	3,000	0	3,000	3,680	6,680	0
Leisure Centres Improvements	245,950	(125,000)	120,950	10,500	93,980	104,480	16,470	120,950	0
Recycling receptacles	84,900		84,900	60,790	30,883	91,673	(6,773)	84,900	0
Thin Client Implementation	8,450		8,450	0	0	0	8,450	8,450	0
Cotswold House Improvements	24,910		24,910	(3,020)	479,365	476,345	(451,435)	24,910	0
Cotswold House Improvements - Final Phase	200,000		200,000	0	0	0	200,000	200,000	0
Buckshaw Village Rail Station	726,000	(696,000)	30,000	0	0	0	30,000	30,000	0
Eaves Green Play Development	106,060		106,060	(37)	22,050	22,013	84,047	106,060	0
Rangletts Recreation Ground	454,530	(50,000)	404,530	221,263	41,250	262,513	142,017	404,530	0
Yarrow Valley Car Park	225,000	(215,000)	10,000	0	1,050	1,050	8,950	10,000	0
Chorley East Health Centre	1,759,000	(1,659,000)	100,000	0	0	0	100,000	100,000	0
Puffin Crossing Collingwood Letchworth	47,820		47,820	0	0	0	47,820	47,820	0
Croston Flood Prevention Scheme	1,100,000		1,100,000	0	0	0	1,100,000	1,100,000	0
Chorley Youth Zone	1,118,000	(968,000)	150,000	0	0	0	150,000	150,000	0
Clayton Brook Village Hall Extension	196,000	34,308	230,308	96,804	103,393	200,197	30,111	230,308	0
Buckshaw Community Centre	600,000	(450,000)	150,000	150,000	750	150,750	(750)	150,000	0
Land Assembly Extra Care - Fleet St	250,000		250,000	0	0	0	250,000	250,000	0
24-26 Gillibrand St - Medical Practice	0	35,000	35,000	0	0	0	35,000	35,000	0
Play Recreation POS Projects S106 Funded	188,000		188,000	0	0	0	188,000	188,000	0
Play Areas Growth Programme	209,600	(100,000)	109,600	0	0	0	109,600	109,600	0
Big Wood Reservoir	11,520		11,520	0	0	0	11,520	11,520	0
Carr Brook Trim Trail	83,170		83,170	30,949	0	30,949	52,221	83,170	(0)
Adlington Play Facilities	3,610		3,610	(2,686)	2,686	0	3,610	3,610	0
Play & Recreation Fund - Chorley Schemes	34,000		34,000	0	0	0	34,000	34,000	0
Recycling Lives - Depot Split	115,200	(115,200)	0	0	0	0	0	0	0
Electoral Management System	4,160		4,160	0	0	0	4,160	4,160	0
Delivery of CCTV 15/16 - 17/18	335,000	(71,534)	263,466	0	0	0	263,466	263,466	0
Astley Hall & Park Development	676,990		676,990	224,077	19,839	243,915	433,075	676,990	0
Recreation Strategy	170,000		170,000	65,000	0	65,000	105,000	170,000	0
Astley Hall Farmhouse	0		0	0	0	0	0		0
Affordable Housing New Dev Projects	0		0	0	0	0	0		0
Bengal Street Grant 2013-14	0		0	0	0	0	0		0
Bengal Street Depot Accommodation	0		0	0	0	0	0		0
	10,635,120	(4,132,839)	6,502,281	1,003,116	882,545	1,885,661	4,616,620	6,502,280	0

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources)	Executive Cabinet	19 November 2015

CHORLEY COUNCIL PERFORMANCE MONITORING – SECOND QUARTER 2015/2016

PURPOSE OF REPORT

1. This monitoring report sets out the performance against the delivery of the Corporate Strategy, and key performance indicators during the second quarter of 2015/16, 1 July to 30 September 2015.

RECOMMENDATION(S)

2. That the report be noted.

EXECUTIVE SUMMARY OF REPORT

3. This report sets out performance against the Corporate Strategy, and key service delivery measures for the second quarter of 2015/16, 1 July to 30 September 2015. In addition this quarter the report also provides a summary of the results of the 2015 Residents Survey and the Indices of Multiple Deprivation (IOMD) 2015.
4. Performance of the Corporate Strategy is assessed against the delivery of key projects and corporate performance measures in the 2014/15 – 2016/17 Corporate Strategy. In addition a basket of key service delivery measures are also reported on each quarter.
5. Overall performance of 2014/15 key projects is good, with 89% of the projects on track or complete. Two projects have been rated amber; 'develop and agree plans for delivery of the Friday Street Health Centre', and 'deliver improvements to Market Street'. These rating are due to issues relating to funding and scope, but in each case actions to address these issues have been identified and are being progressed.
6. Overall performance on the Corporate Strategy indicators and key service delivery measures is excellent. 95% of the Corporate Strategy indicators and 90% of the key service measures are performing above target or within the 5% tolerance
7. The Corporate Strategy measure performing below target is a residents survey indicator; the percentage of people who regularly participate in volunteering. An action plan has been developed and is included within the report to outline what action will be taken to improve performance.
8. The key service delivery measure performing below target is: the average working days per employee per year lost through sickness absence. Again, an action plan is included within the report which outlines what actions are being taken to improve performance.
9. Overall performance of the indicators in the resident's survey 2015 is excellent with 89% of the indicators performing above target or within the 5% tolerance. Similarly the IOMD results are also positive and show Chorley to be less deprived with only 8 areas now in the bottom 20%, compared with 10 in 2010.

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

(If the recommendations are accepted)

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

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- None.

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

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

BACKGROUND

- The Corporate Strategy is the key strategic document for the authority and includes performance indicators and key projects which focus on delivering the Council’s four priorities.
- The Corporate Strategy includes 18 key projects, aimed at building upon and strengthening successful activity in 2013/14.
- A resident survey was undertaken in August 2015 to gather the views of residents about;
 - satisfaction with the council;
 - how they contact the council,
 - views of public services (to support unitary council work); and
 - preferences when planning a day out (to inform the tourism campaign).
- The survey comprised of a postal survey sent to around 3,000 households and online survey to a database of approx. 12,000 email addresses. In total 1,299 responses were received, which is similar to the number of responses received in 2013 (1,234) and these have been weighted to make the results representative of the population.
- The index of multiple deprivation is an overall relative measure of deprivation constructed by combining seven domains of deprivation which are based on baskets of indicators. The report contains a summary of the latest information which was published at the end of September 2015.

PERFORMANCE OF KEY PROJECTS – 2014/15 CORPORATE STRATEGY

- Following the refresh of the Corporate Strategy in November, 18 key projects have been identified for delivery in 2014/15 – 2016/17. At the end of the second quarter overall

performance of key projects is good. 16 of the 18 projects (89%) are either complete or on track.

19. At the end of the second quarter, 12 projects (67%) were rated green, meaning that they are progressing according to timescale and plan:

- Implement a working together with families employment scheme
- Deliver the Chorley Public Service Reform Board work plan
- Investigate future business models for public services in Chorley
- Increase visitor numbers to Chorley
- Digital access and inclusion
- Explore alternative ways of providing home ownership
- Improve the functionality of online services
- Development and delivery of community action plans
- Delivery of an improved CCTV provision
- Deliver improvements to Rangleys recreation ground
- Continue to explore options to deliver the Chorley Youth Zone
- Progress key employment sites

20. Two project (11%) have been completed during the last quarter, and the key outcomes are detailed below:

Chorley Flower Show

The first Chorley Flower Show took place in Astley Park on the 1st and 2nd August 2015 and received a large amount of positive feedback and visitors from across the region and beyond. The event attracted 16 high quality professional exhibitors and over 10,000 visitors during the weekend, despite prolonged periods of heavy rain on the Saturday.

The objectives were to create and deliver a flower show that has the potential to become an annual event, rivalling other well-known flower shows and drawing in people from across the region and beyond, increasing visitor numbers to Chorley and increasing trade in the town and surrounding areas. The outcomes in relation to these were:

- It has established as an annual event with plans to host it every year and work has already started on planning next year's flower show.
- Feedback from visitors and traders is that it is already on a par with some of the established major flower shows such as Southport Flower Show
- Since the show Astley Hall has reported a significant increase in visitor numbers – this is also partly down to the new brown motorway signs that were installed ahead of the event. Some weekends are now seeing a 100 per cent increase in visitors – this will be monitored in future weeks to see how this trend continues

<p>Progress plans to extend Market Walk</p> <p>The scope of the project was to achieve planning permission and council approval for a scheme to extend the Market Walk shopping mall. This was achieved at Full Council and Development Control Committee in September.</p> <p>The report to Full Council set out the financial case for the scheme as well the proposed plan which included consideration of town centre car parking, the relocation of shop mobility, the impact on the Flat Iron market, an update on the progress that has been made to let the new units and proposals for the procurement of a main contractor to deliver the works.</p> <p>The approved scheme is for the development of a 7 unit retail and leisure extension to Market Walk, and will proceed subject to a number of caveats such as achieving pre-let agreements for 75% or more of the new units.</p>

21. Two projects (11%) are currently rated as ‘amber’, which is early warning that there may be a problem with the project:

Project Title		Project Status
Develop and agree plans for delivery of the Friday Street Health Centre		Amber
Explanation	<p>At the Project Board meeting held in June it was agreed that the project should continue to progress following key decisions made, however there continues to be a lack of clarity on the finances available for this project.</p> <p>Capital costs around the business case need to be covered to enable the scheme to progress, and although this has been supported by NHS England Region Team, the monies for the PCIF are being reviewed, and all level 3 schemes, of which Chorley East Health Centre is one, are subject to this review.</p> <p>A decision is expected in October on the best way forward to progress the level 3 schemes.</p>	
Action Required	<p>Board members from Lancashire Care Foundation Trust (Property Services) have been progressing the draft deal structure, and working with NHS England to establish the funding process relating to the Primary Care Infrastructure Fund (PCIF).</p> <p>Once how funds are accessed has been clarified, the PID (project initiation document) will be revised and submitted to the NHS England Capital Oversight Group to consider costs, lease arrangements and ownership of the building. This group give the relevant recommendation for the project to go ahead.</p> <p>A decision is expected from NHS England mid-October.</p> <p>Project Team Meetings and Project Board meetings have been put in place to ensure regular discussion and confirmation of actions taken is established. The Project Team have met in August and September, and the Board has been updated with progress</p> <p>The next Project Team meeting and Project Board meeting are scheduled to take place in November.</p>	

Project Title		Project Status
Deliver improvements to Market Street		Amber
Explanation	The scope of this project is the design and creation of plans for improvements to the public realm at the northern end of Market Street and the delivery of these plans; essentially continuing the scheme that has now been implemented at the Southern end of Market Street. However due to a number of strategic sites within the town centre currently being developed, consideration is now being given to delivering improvements across a wider area to ensure best use of available resources; as such the scope of this project is now under review.	
Action Required	The scope of this project is under review, and it is likely that the works to deliver improvements to Market Street will be incorporated into a new wider project which is being considered as part of the Corporate Strategy refresh and budget planning process.	

PERFORMANCE OF CORPORATE STRATEGY MEASURES

22. At the end of the second quarter, it is possible to report on 20 of the key performance indicators within the Corporate Strategy. 18 indicators (90%) were performing on or better than target. The full outturn information for the performance indicators is included at Appendix A.
23. The following indicators are performing better than target:
 - % people satisfied with their neighbourhood as a place to live
 - % of people who feel they cannot influence decision making in their local area
 - The number of SOA's in the worst 20%
 - Number of projected jobs created through targeted interventions
 - Number of projected jobs created through inward investment
 - The % of 16-18 year olds who are not in education, employment or training (NEET)
 - Satisfaction with street cleanliness
 - % of the population feeling safe during the day
 - % of the population feeling safe at night
 - The number of visits to Council's leisure centres
 - Number of young people taking part in 'Get Up and Go' activities
 - % of the population satisfied with parks and open spaces
 - Number of affordable homes delivered
 - Number of Homelessness Preventions and Reliefs
 - Number of long term empty properties in the borough
 - % residents satisfied with the way the council runs things
 - % residents who feel that Chorley Council provide value for money
 - % of customers dissatisfied with the service they have received from the council

24. One indicator (5%) is performing slightly below target, but is within the 5% tolerance threshold:
 - Overall employment rate
25. One indicator (5%) performed below target; the percentage of people who regularly participate in volunteering, and the number of projected jobs created through inward investment.
26. The table below gives the reasons why performance is currently below target, and the steps that are being taken to improve performance. A brief analysis of trend has also been provided to give some context to the performance value:

Performance Indicator		Target	Performance
The percentage of people who regularly participate in volunteering		25%	21%
Reason below target	<p>This indicator measures the proportion of the adult population who say that over the last 12 months they have given unpaid help once a month or more to any groups, clubs or organisations.</p> <p>14% of residents said that they have given unpaid help to groups, clubs or organisations at least once a week, with 7% saying they have given unpaid help less than once a week but at least once a month.</p>		
Action required	<p>These findings do not match with what we know about the success of the time credits scheme within Chorley. The 2015 evaluation report regarding Time Credits suggests that between August 2012- December 2014, 21,000 hours had been given by 1081 people through a network of 103 local groups and that 72% of Chorley Time Credits volunteers give their time at least once a week.</p> <p>The discrepancies may be due to the way the question was phrased in the survey: "Overall, about how often over the last 12 months have you given unpaid help to any group(s), club(s), or organisation(s)?"</p>		
Trend:	<p>In the 2013 survey performance was 24%, this suggests a 12.5% decrease in performance.</p>		

PERFORMANCE OF KEY SERVICE DELIVERY MEASURES

27. There are some important indicators that are not included within the Corporate Strategy, but are measured locally as indicators of service performance. There are ten indicators that can be reported at the end of the third quarter. The full outturn information for this is included at Appendix B: Key Service Delivery Measures.
28. Nine (90%) of the Key Service delivery measures are performing better than target:
 - Time take to process all new claims and change events for Housing Benefit and Council Tax Benefit
 - Processing of planning applications as measured against targets for 'major' application types
 - Processing of planning applications as measured against targets for 'minor' application types
 - Processing of planning applications as measured against targets for 'other' application types
 - Number of households living in Temporary Accommodation (NI 156)
 - Number of missed collections per 100,000 collections of household waste

- Supplier Payment within 30 days
- Vacant town centre floor space
- Percentage of Council Tax collected

29. There is only one indicator (10%) that is performing below target; the average working days per employee per year lost through sickness absence. The table below gives the reasons for this worse than anticipated performance, and the steps that are being taken to improve performance:

Performance Indicator		Target	Performance
Average working days per employee per year lost through sickness absence		3 days	4.3 days
Reason below target	There has been a high level of sickness absence during the first and second quarter of 2015/16. This equates to a total of 119 occasions of short term absence and 14 long term, (132 individual cases). The highest number of occasions of short term sickness absence were in June (35) and September (29), and further analysis shows that the majority of days lost were due to cold/flu viruses, and stomach illness.		
Action required	Quarter two has seen an improvement in short term sickness compared with quarter one, however overall sickness performance is being affected by long term absence. This continues to be closely monitored with employees supported using proactive welfares, counselling and occupational health where appropriate. HR are also ensuring that all managers are undertaking as necessary absence meetings and return to work interviews.		
Trend:	Performance at the end of quarter two 2014/15 was 2.88 days		

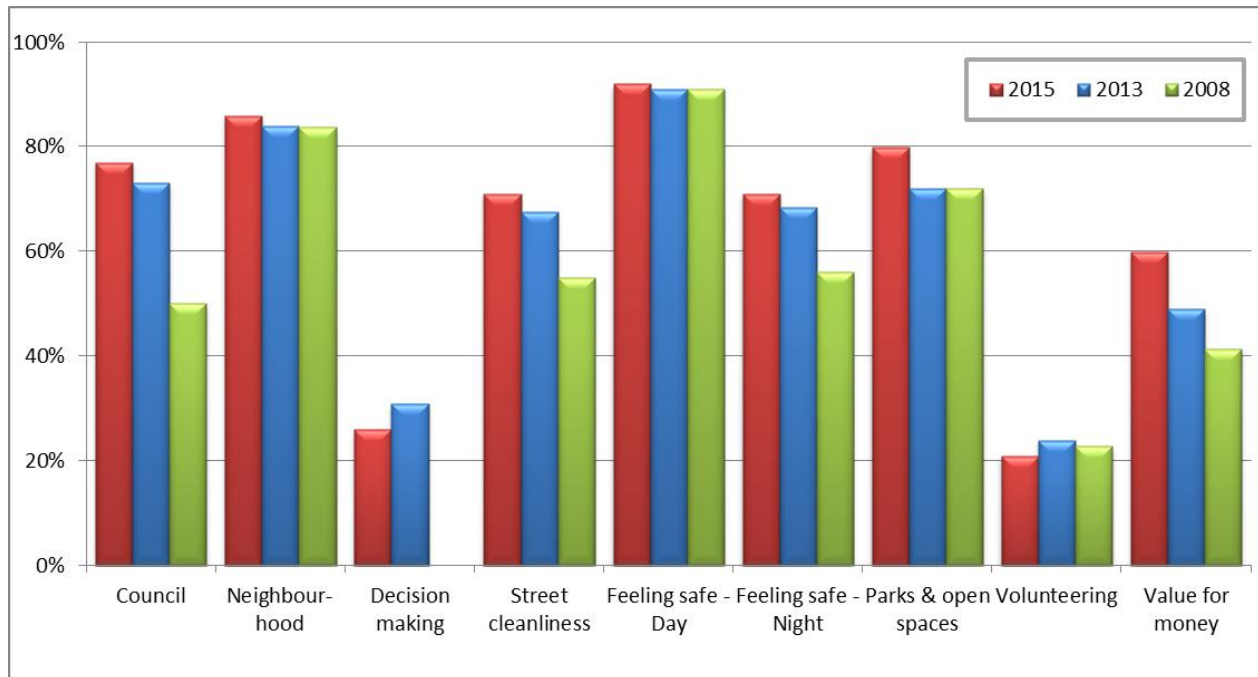
RESIDENT SURVEY 2015

30. A resident survey was undertaken in August 2015 to gather the views of residents about; satisfaction with the council; how they contact the council, views of public services (to support unitary council work) and preferences when planning a day out (to inform the tourism campaign). The survey comprised of a postal survey sent to around 3,000 households and online survey to a database of approx. 12,000 email addresses. A total of 1,299 responses were received and these have been weighted to make the results representative of the borough population.
31. A comparison has been made with the results of the last resident survey, undertaken in June 2013, as the same questions were asked on both surveys to ensure a valid evaluation.
32. One element of the questionnaire asked residents for their views of the local area, the council and the services that it provides. Many of these questions form the basis of key measures in the corporate strategy.
33. The table below shows the results for these indicators.

Indicator Name	Polarity	Target	Outturn	Symbol	2013 results	Trend
% people satisfied with their neighbourhood as a place to live	Bigger is better	85%	86%	★	83.9%	↑
% of people who feel they cannot influence decision making in their local area	Smaller is better	50%	26%	★	31%	↑

Satisfaction with street cleanliness	Bigger is better	65%	71%	★	67.5%	↑
% of the population feeling safe during the day	Bigger is better	90%	92%	★	91.1%	↑
% of the population feeling safe at night	Bigger is better	70%	71%	★	68.5%	↑
% of the population satisfied with parks and open spaces	Bigger is better	75%	80%	★	72%	↑
% of people who regularly participate in volunteering	Bigger is better	25%	21%	▲	24%	↓
% residents satisfied with the way the council runs things	Bigger is better	65%	77%	★	73.2%	↑
% residents who feel that Chorley Council provide value for money	Bigger is better	55%	60%	★	49%	↑

34. Eight (89%) of the nine indicators performed above target or within the 5% tolerance and also show an improvement in performance when compared to 2013.
35. One indicator (11%) performed below target; the percentage of people who regularly participate in volunteering, and the reasons why performance is currently below target, and the steps that are being taken to improve performance has been provided further in this report.
36. A further comparison has been made to previous surveys undertaken, where possible over the last 5 years. This information is from the Residents survey as well as the Place survey (2009).
37. The graph below shows the percentage outturn for the following indicators;
 - Residents satisfied with the way the council runs things
 - People satisfied with their neighbourhood as a place to live
 - People who feel they cannot influence decision making in their local area
 - Satisfaction with street cleanliness
 - Population feeling safe during the day
 - Population feeling safe at night
 - Population satisfied with parks and open spaces
 - People who regularly participate in volunteering
 - Residents who feel that Chorley Council provide value for money



- 38. In the 2008 survey information was not collected about the people who feel they cannot influence decision making in their local area.
- 39. This analysis shows improving satisfaction in all areas except volunteering, with the most noticeable jumps in improvement around satisfaction with parks and open spaces and value for money.

INDICES OF MULTIPLE DEPRIVATION

- 40. The corporate strategy indicator which measures the number of SOA's in the worst 20% has been included in quarter two, following the release of the 2015 English Indices of Deprivation on 30th September 2015 by the Department for Communities and Local Government (DCLG). The figures were published down to the lower layer super output area level.
- 41. The Index of Multiple Deprivation (IMD) is an overall relative measure of deprivation constructed by combining seven domains of deprivation.
- 42. LSOAs (Lower-layer Super Output Areas) are small areas designed to be of a similar population size, with an average of approximately 1,500 residents or 650 households. There are 32,844 Lower-layer Super Output Areas (LSOAs) in England. They were produced by the Office for National Statistics for the reporting of small area statistics.
- 43. Chorley now has eight LSOA's in the bottom 20% for multiple deprivation, with only four of these in the bottom 10%, compared with ten and six respectively in 2010.

44. This table provides more information on those LSOA's that fall in the bottom 20%:

Ward	Super output area	2015		2010		Trend
		Rank ¹	Decile ²	Rank ¹	Decile ²	
Clayton-le-Woods North	Clayton Brook North East	2,280	1	2592	1	↓
Chorley East	Area Between Stump Lane & Lyons Lane, Chorley	2,991	1	2562	1	↑
Chorley South West	Moor Road North/Eaves Green Road Area, Chorley	3,006	1	2603	1	↑
Chorley South East	Chorley Town Centre East	3,128	1	2438	1	↑
Chorley South East	East of Pall Mall/West of Pilling Lane Area, Chorley	3,568	2	3024	1	↑
Chorley North East	Botany Bay/Coltsfoot Drive Area, Chorley	4,439	2	3238	1	↑
Clayton-le-Woods North	Clayton Brook North West	4,560	2	3742	2	↑
Chorley East	Cowling/ Eaves Lane South/ Healey Nab Area, Chorley	6,426	2	4915	2	↑

¹ where 1 is most deprived

² where 1 is most deprived 10% of LSOAs

45. There has also been some changes to which of the seven domains of deprivation are contributing towards areas in Chorley become more or less deprived. Health appears to be much less of a contributing factor than in 2010, whereas crime is now more of a contributing factor.
46. In 2015, there are now 9 areas in the bottom 20% for crime, including 5 in the bottom 10%; 2 of which are in the bottom 5%. In 2010 there were only 2 areas in the bottom 20% with only one of these just falling into the bottom 10%.
47. 2015 has also seen an improvement in employment deprivation, education, skills and training deprivation, and barriers to housing and services. There is however a slight decline in income deprivation, and living environment deprivation.
48. Chorley's overall rank of district councils is 175 which is an improvement on the 2010 rank of 156 by 19 places, this has placed Chorley as the ninth (out of 12) most deprived district in Lancashire, compared with eighth in 2010.
49. Further detailed analysis of the IMOD and satisfaction results are being carried out and will feed into the development of the community action plans, neighbourhood priorities, corporate strategy refresh and organisational plan.

IMPLICATIONS OF REPORT

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

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

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Louise Wingfield	5061	29 October 2015	Second Quarter Performance Report 2015/16

Appendix A: Performance of Corporate Strategy Key Measures



Performance is better than target



Worse than target but within threshold



Worse than target, outside threshold

Indicator Name	Polarity	Target	Performance Quarter 1	Symbol	Trend*	% Change (year on year)
% people satisfied with their neighbourhood as a place to live	Bigger is better	85%	86%	★	↑ [#]	+2.5%
% of people who regularly participate in volunteering	Bigger is better	25%	21%	▲	↓ [#]	-12.5%
% of people who feel they cannot influence decision making in their local area	Smaller is better	50%	26%	★	↑ [#]	-16.1%
The number of SOA's in the worst 20%	Smaller is better	8	8	★	↑ [§]	-20%
Overall employment rate	Bigger is better	80%	79.5%	●	↑	+2.7%
Number of projected jobs created through targeted interventions	Bigger is better	50	91	★	↑	+68.5%
Number of projected jobs created through inward investment	Bigger is better	25	47	★	↑	+74.1%
The % of 16-18 year olds who are not in education, employment or training (NEET)	Smaller is better	4.8%	3.6%	★	↑	+16.1%
Satisfaction with street cleanliness	Bigger is better	65%	71%	★	↑ [#]	+5.2
% of the population feeling safe during the day	Bigger is better	90%	92%	★	↑ [#]	+1.0%
% of the population feeling safe at night	Bigger is better	70%	71%	★	↑ [#]	+3.6%
The number of visits to Council's leisure centres	Bigger is better	500000	562150	★	↓	+0.9%
Number of young people taking part in 'Get Up and Go' activities	Bigger is better	7500	15282	★	↓	+23.3%
% of the population satisfied with parks and open spaces	Bigger is better	75%	80%	★	↑ [#]	+11.1%
Number of Homelessness Preventions and Reliefs	Bigger is better	100	363	★	↓ [*]	-12.1%
Number of long term empty properties in the borough	Smaller is better	195	182	★	↑	-13.3%

% residents satisfied with the way the council runs things	Bigger is better	65%	77%	★	↑ [#]	+5.2%
% residents who feel that Chorley Council provide value for money	Bigger is better	55%	60%	★	↑ [#]	+17.4%
% of customers dissatisfied with the service they have received from the council	Smaller is better	20%	18.8%	★	↓	-12.5%


**Trend shown is for change from quarter 1 2015/16 with the following exceptions;*

#Residents survey trend shows change from 2013











§Indices of Multiple deprivation trend shows change from 2010

Appendix B: Performance of key service delivery measures

 Performance is better than target

 Worse than target but within threshold

 Worse than target, outside threshold

Indicator Name	Polarity	Target	Performance Quarter 2	Symbol	Trend	% Change (year on year)
Time taken to process all new claims and change events for Housing Benefit and Council Tax Benefit	Smaller is better	10 days	7.7 days		↑	-38.4%
Processing of planning applications as measured against targets for 'major' application types	Bigger is better	70%	100%		→	+45.5%
Processing of planning applications as measured against targets for 'minor' application types	Bigger is better	65%	65.0%		↑	+0.24%
Processing of planning applications as measured against targets for 'other' application types	Bigger is better	80%	77.8%		↑	-9.3%
Number of households living in Temporary Accommodation (NI 156)	Smaller is better	25	11		↓	+83.3
Number of missed collections per 100,000 collections of household waste	Smaller is better	49	48		↓	+9.1%
Supplier Payment within 30 days	Bigger is better	99%	99.61%		↓	+0.24%
Average working days per employee (FTE) per year lost through sickness absence	Smaller is better	3 days	4.23 days		↓	+46.8%
Vacant Town Centre Floor Space	Smaller is better	6%	5.01%		↑	+19.9%
% Council Tax collected	Bigger is better	56.12%	55.93%		↓	-0.34%

**Trend shown is for change from quarter 1 2015/16*



Report of	Meeting	Date
Director of Public Protection, Streetscene and Community. (Introduced by the Executive Member for Resources)	Executive Cabinet	19 November 2015

APPROVAL FOR THE PROCUREMENT APPROACH INCLUDING THE AWARD PROCEDURE, EVALUATION METHODOLOGY AND CRITERIA TO PURCHASE FIFTEEN 3.5 TONNE TIPPER VANS, ONE REFUSE COLLECTION VEHICLE, ONE SKIP WAGON AND THREE RIDE ON MOWERS

PURPOSE OF REPORT

1. To seek approval for the procurement approach including the award procedure, evaluation methodology and criteria to purchase:
 - Fifteen 3.5 Tonne Tipper Vans (Vans), estimated total value of £500K
 - One Refuse Collection Vehicle (RCV), estimated value of £135K
 - One Skip Wagon, estimated value of £90K
 - Three Ride On Mowers (Mowers), estimated total value of £96K

RECOMMENDATION(S)

2. To approve the procurement approach for the Vans via a further competition through the Chest under Crown Commercial Services (CCS) Public Sector Vehicle Purchase Framework agreement RM1070. Lot 2 on this framework covers purchase of these Vans and was undertaken by CCS using the Open Procedure in compliance with the public Procurement Regulations.
3. To approve the procurement approach for the RCV and Skip Wagon via two further competition exercises under separate lots of the EU compliant ESPO (Eastern Shires Purchasing Organisation) Specialist Vehicle Framework Ref 215R-324 via further competition through the Chest.
4. To approve the procurement approach for the Mowers via a further competition through the Chest under ESPO Grounds Maintenance Machinery framework agreement No.274-14.
5. To approve the evaluation criteria for the Vans, RCV, Skip Wagon and Mowers as follows

Vans, RCV and Skip Wagon:

 - Cost = 65% covering purchase price.
 - Quality = 35% including warranty, technical support, delivery and environmental impact.
 - Training will be an unscored specified requirement.

Mowers:

- Cost = 70% covering purchase price.
- Quality = 30% including warranty, technical support, delivery and environmental impact.
- Training and a requirement that the Mowers will be delivered during the week commencing 22nd February 2016, will be an unscored specified requirement.
- The evaluation criteria for all the vehicles may be subject to a minor amendment following clarification from the Framework Managers.

EXECUTIVE SUMMARY OF REPORT

6. The report outlines the procurement approach including the award procedure, evaluation methodology and criteria to purchase a number of vehicles as detailed in the report.

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

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

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

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

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

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

CORPORATE PRIORITIES

9. This report relates to the following Strategic Objectives:

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

BACKGROUND

10. There are a number of vehicles within the Streetscene vehicle fleet that are due for replacement as detailed below:
 - 9 x Tipper Vans (below 3.5 tonnes) – hired
 - 2 x Tipper Vans (below 3.5 tonnes) – owned
 - 4 x 'Beavertail' / Tipper vehicles (above 3.5 tonne) – leased
 - 3 x Ride On Mowers - owned
 - 1 x RCV - owned
 - 1 x Skip Wagon - owned
11. A number of the Vans are currently on short-term lease and by procuring these together with the vehicles owned, the Council is likely to achieve savings. This will also standardise the Council's vehicle fleet simplifying administration and maintenance arrangements.
12. The four 'Beavertail' / Tipper vehicles above 3.5 tonne are subject to additional inspection and maintenance costs as they fall under the Council's Vehicle Operator Licence. In order to make savings the Streetscene team have been trialling the use of 3.5 tonne tipper vans with / without a trailer to evaluate if they could operate the service without impacting on delivery. The benefits to this change in working methods is a reduction in initial purchase price, as 3.5 tipper vehicles are cheaper, and also offer ongoing savings in terms of fuel, maintenance and no requirement for regular inspections (as required for vehicles above 3.5 tonne). Therefore, these four vehicles will be replaced by 3.5 Tonne Tipper Vans.
13. The estimated savings in terms of initial purchase are:
 - Estimated replacement cost for Beavertail £40K – replacement with 3.5 Tonne Tipper Van (estimated average cost) £33K – saving £7K.
 - Estimated cost for a 6.2T tipper vehicle £40K replacement with 3.5 Tonne Tipper Van (estimated average cost) £33K – saving £7K.
 - Inspection / MOT costs is £3K per year versus no cost for replacement vehicle – saving of £3K pa.
 - The 3.5 Tonne Tipper Vans will also provide a saving of around 10% in fuel savings over the life of the vehicles. Based on current fuel costs this will provide a further saving of £1K pa.
14. Following a Council led procurement to replace the caged tipper earlier this year, the recommendations outlined at above will provide the Council with a considerable discount from the normal purchase price.
15. The three Ride On Mowers are seven years old and also in need of replacement due to their age and increasing maintenance costs.
16. The RCV is eight years old and is need of replacement due to its age and increasing maintenance costs.
17. The Skip Wagon is thirteen years old and is need of replacement due to its age and increasing maintenance costs.

SPECIFICATION & EVALUATION

18. The specifications of the vehicles together with optional extras will be determined by Council Officers together with the Senior Procurement Officer.

19. The evaluation criteria for the vans, RCV, skip wagon and mowers are detailed below:

Vans, RCV and Skip Wagon:

- Cost = 65% including purchase price, basket of parts and fuel efficiency.
- Quality = 35% including warranty, technical support, delivery and environmental impact.
- Training will be an unscored specified requirement.

Mowers:

- Cost = 70% including purchase price, basket of parts and fuel efficiency.
- Quality = 30% including warranty, technical support, delivery and environmental impact.
- Training and a requirement that the Mowers will be delivered during the week commencing 22nd February 2016, will be an unscored specified requirement.
- The evaluation criteria for all the vehicles may be subject to a minor amendment following clarification from the Framework Managers.

20. It is anticipated that the procurement for the purchase of the above vehicles will commence in late 2015 with orders being placed during early 2016.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

22. The vehicles and plant will be procured via the Chest with the method of financing being considered after a full option appraisal. Budget implications will be reflected in revenue budget and capital programme monitoring reports as appropriate. It is intended that the annual cost of financing the vehicles and mowers will be met within the overall fleet revenue budgets.

COMMENTS OF THE MONITORING OFFICER

23. The proposed procedure is compliant with the Council's Contract Procedure Rules. As this is a Key Decision notice will be placed on the Notice of Key Decisions document and publicised.

JAMIE CARSON

DIRECTOR PUBLIC PROTECTION, STREETSCENE AND COMMUNITY, PUBLIC PROTECTION STREETSCENE AND COMMUNITY

Report Author	Ext	Date	Doc ID
Jamie Dixon / Robert Webster	5250 / 5630	21 October 2015	EC SS Vehicle Procurement 19-11-15

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Report of	Meeting	Date
Director of Public Protection Streetscene and Community (Introduced by the Executive Member for Community Services)	Executive Cabinet	19 November 2015

ASTLEY 2020 UPDATE

PURPOSE OF REPORT

1. The report provides an update on progress towards implementing the Astley 2020 action plan.

RECOMMENDATION(S)

2. That Members note the update on progress towards implementing the Astley 2020 action plan as detailed in the report.
3. That the remaining Astley 2020 budget is allocated as detailed in the report.
4. A growth bid for £350K is put forward to fund further investment in footpath lighting and events infrastructure.

EXECUTIVE SUMMARY OF REPORT

5. The report provides an update on the Astley 2020 project and outlines current projects being delivered together with areas for further investment.

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

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

6. To ensure the continued development of Astley and implementation of the Astley 2020 including provision for improved events infrastructure.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. None.

CORPORATE PRIORITIES

8. This report relates to the following Strategic Objectives:

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

BACKGROUND

- 9. On 13th February 2014, the Executive Cabinet approved a five year development plan for Astley Hall and Park – Astley 2020.
- 10. The Astley 2020 development plan details actions covering five key areas:
 - 1. Astley Hall and Park conservation.
 - 2. Improving the visitor offer and experience.
 - 3. Business development to support a sustainable business model.
 - 4. Heritage partnership development.
 - 5. World War I commemoration.

UPDATE

- 11. Significant progress has been and the latest action plan is detailed in Appendix 1.
- 12. Projects delivered over the last 18 months include:
 - New exhibition space in Astley Farmhouse £141K
 - Fountain on the lodge £28K
 - Lighting of Memorial Arch £4K
 - Sensory Garden including new footpath linking into woodland £35K
 - Destination play area £257K
 - Essential work to the wall in the Great Hall at Astley Hall including completion of conservation plan and technical drawings for Astley Hall £123K.
- 13. Projects currently in progress include:
 - **Developing a Green Stage in the Walled Garden**
 Planning permission has been granted and work is being arranged to create a raised platform / green stage that can also accommodate marquees for events. This work should be complete for April 2016.
 - **Events car parking** a total of £25K has been invested into feasibility work / track matting for events car parking that leaves £175K to be invested into proposed events parking infrastructure on Westway. Various options are being developed.
 - **Footpath lighting** - the feasibility work for footpath lighting is in the initial stages and the options for getting a new power supply into the park are currently being explored. This project will require further consultation, planning approval and subsequent procurement before any work is started and therefore this is being re-phased to 2016-17. The estimated cost of this work is £150K. It is proposed the initial £50K allocated for

this work is allocated to the glasshouse (as detailed below) and the full £150K budget requirement is put forward as part of a growth bid for future investment in Astley from 2016-17.

- **New Glasshouse in the Walled Garden** - originally £25K was allocated from the budget with the remaining funding (£50K) to hopefully come from a successful funding bid from the Veolia Landfill Tax Fund. Unfortunately this fund has recently ceased and there is a lack of other significant funding streams. It is therefore proposed that the remaining £50K of the current budget (originally allocated for footpath lighting) is allocated to this project. This will ensure that the glasshouse is complete for summer 2016 and in time for the Chorley Flower Show. The Astley Walled Gardeners are continuing to seek and apply for other funding that may offset some element of the costs / fund additional complimentary items.

Budget update

14. A total of £1,245M has been allocated for investment in the Astley 2020 project (2013-14 £298K, 2014-15 £629K and 2015-16 £318K).
15. Due to budget carry forwards the 15/16 budget is £680k with £242k spent to date. It is proposed that the remaining budget of £438K is allocated as follows:
 - Events car parking £175K
 - Green stage £7K
 - Glasshouse £75K
 - Astley Hall £181K
16. There are a number of further areas for development that require additional funding as detailed below.
 - **Footpath lighting - £150K**
The original estimate was £125K but this has been increased by £25K to £150K to cover the cost of creating a new power supply connection into Astley Park. This has been identified as a requirement during the initial feasibility work.
 - **Events infrastructure - £100K**
This work will include:
 - Re-profiling of land adjacent to the lake to create a suitable area for large events. The current ground conditions are uneven and the drainage needs further work. This will also include some levelling of areas around Astley Hall.
 - Improvements to access paths (to allow vehicular access for events) and improvement to drainage as required.
 - Provision of service points for events (electricity / water).
 - Purchase of fencing for major events.
 - Improvements to perimeter fencing to restrict access during major events.
 - Footpath improvements around Coach House / tennis courts and bowling hut area.
 - **Reconfiguring Hallgate Car Park - £50K**
With the increased visitors to Astley, the existing car park at Hallgate needs to be reconfigured so that the available space can be maximised for parking. By removing

some grassed areas from the existing layout it is estimated that a further 30+ car parking spaces can be provided.

- **Tennis courts improvements - £50K**

This work will include a new surfacing, new fencing / gates and repairs to the boundary infrastructure

17. It is therefore proposed that a budget growth bid of £350K for 2016-17 be put forward to fund the additional work as outlined above.

HLF Bid

18. A final report and programme of works required for Astley Hall is currently being finalised that will inform the medium to longer term investment required the Hall. This will also guide and form a key part of a HLF bid that will be worked up in 2016.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

20. The funding requested in paragraph 4 above will form part of the budget setting and medium term financial strategy papers to be approved on 1 March 2016.

COMMENTS OF THE MONITORING OFFICER

21. No comments to add to the report.

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	23-10-2015	EC ASTLEY 2020 Update

Task	Start	Finish	Update	Notes
ASTLEY HALL AND PARK CONSERVATION				
Scope works and conservation plan	Mar-14	Sep-14	Complete	Full architectural drawings of Astley Hall have now been completed as a starting point to determine future works. This was closely followed by a Conservation plan of the Hall. This has now been expanded in include the park as part of works to tie the hall and surrounding landscape together for the forward planning of Astley and for the HLF application. Actions with the Conservation surveyor have now been identified. EH consulted, no listed consent necessary. QS appointed and various sub contractors to start opening up exploratory works on the Hall that will eventually lead to a full plan of works.
Procurement (Specification / Tendering / Evaluation)	Oct-14	Mar-15	Ongoing	Some initial essential work procured and completed - awaiting overall condition report / work programme.
10 year maintenance and conservation plan starts (exploratory work completed)	Apr-15	2025	Ongoing	Essential work to the Great Hall has been completed in 2015. Now finalising overall package of work required.
Develop an Astley Park conservation plan	Sep-14	Mar-15	Complete	Delivered as part of Hall conservation plan.
VISITOR OFFER AND EXPERIENCE				
Destination play area – Phase 1	Jan-14	Mar-15	Complete	
Lodge fountain	Jan-14	May-15	Complete	
Events car parking	Apr-14	Sep-15	Ongoing	Feasibility study conducted and some improvements to Westway.
Footpath lighting	Apr-15	Mar-16	Ongoing	Initial feasibility work started - likely to need a new supply into the park.
Temporary events staging infrastructure	Apr-15	Mar-16	Ongoing	To be delivered by April 2016
Steps, bridge & footpath improvements	Apr-15	Mar-16	Ongoing	Snowdrop Trail complete. Various stone steps and paths restored. Paths through the woods resurfaced Jan/Feb 2015 to address muddy areas. Bridges checked and urgent repairs made. Further path improvements TBC.
Sensory Garden and Trail	Apr-14	Sep-14	Complete	
Produce and develop comprehensive and integrated events and exhibitions programme including a signature event	Apr-15	Dec-15	Complete	Events programme now in place together with two signature events - Chorley Flower Show (summer event) and Astley Illuminated (winter event).
Develop Astley marketing plan including publicity and advertising strategy	Sep-14	Mar-15	Complete	Astley Hall worked closely with Communications on the Marketing of Cultural Assets report which is now complete. The report analysed performance indicators including visitor numbers, types of visitors and what we are doing to address gaps on visitors.
Develop new and improved educational programme and facilities	Sep-14	Mar-15	Complete	The existing educational workshops have been revised together with the outreach activities for different key stages around the central subject of local history. With regards to Chorley Remembers, we have also refreshed displays to tie in with curriculum, added new workshops and educational tours and created outreach loans boxes for schools.
Quantitative analysis of visitor needs and expectations	Sep-14	Mar-15	Complete	Standpoint machine now active in the Hall. This records all visitor details in a quantitative format. Visitor questionnaires were also undertaken by Lancaster University work placement and we continue with the visitor book data and feedback on council and Facebook social media.
BUSINESS DEVELOPMENT TO SUPPORT A SUSTAINABLE BUSINESS MODEL				
Review wedding offer	Jan-14	Sep-14	Ongoing	The wedding package and promotion has been reviewed and developed and is ongoing.
Introduce admission fees for non-residents	Apr-15	Apr-15	Ongoing	No decision to introduce fees yet agreed.
Review other tenancies	Apr-15	Sep-15	Ongoing	Farmhouse tenancies reviewed and currently considering Café Ambio lease extension.
Develop waste minimisation and recycling initiatives	Sep-14	Mar-15	Ongoing	Facilities have been improved and will be developed as part of the ongoing developments at Astley.
Develop community food growing in Walled Garden	Sep-14	Mar-15	Complete	Have developed the growing area within the Walled Garden to include an additional nine beds of growing space with the Astley Walled Gardeners. Composting initiatives have also been improved for use on site. The Council have also supported the Walled Gardens with use of lawn mower; wheelbarrow; purchasing of roses; preparation with a forward plan for the garden; application for funding towards the glasshouse and other green initiatives including purchase of water butts and rhubarb forcers. The AWG recently also successful with £800 grant to purchase two bespoke cold frames, now on site and being used.
HERITAGE PARTNERSHIP DEVELOPMENT				
Farmhouse Exhibition Space development	Jan-14	Jun-14	Complete	The opening of the Farmhouse Gallery in 2013 ensured the success of stakeholder liaison and partnership working across the site and beyond into Chorley. The Farmhouse opening involved the following groups: Chorley Cultural Forum; Chorley Heritage Centre Group; Chorley Family History Research Centre; Chorley Lodge Artists; Chorley Photographic Society; Chorley in the Great War; Chorley Remembers and the Local History Society. The stakeholder joint working was a great success. Following this, Chorley Council facilitated a regional local history conference in the Lancastrian Suite which 'put Chorley on the map' in terms of our commitment to joint working. In 2014 Chorley Council negotiated the use of the upper floor Farmhouse for further partnership approach to delivery with the creation of a temporary Heritage Centre for the town. This combined with the ROF Chorley display has embedded this cooperative approach to heritage delivery. The
Develop shared approach to heritage delivery across Astley and the Chorley area	Jul-14	Apr-16	Complete	

Task	Start	Finish	Update	Notes
WORLD WAR I COMMEMORATION				
Develop educational activities in line with WWI commemorations	Jan-14	Dec-15	Complete	Loans boxes for schools are now in operation; additions to Chorley Remembers completed. Workshops and educational activities researched and now being delivered. Our contribution to the schools Festubert project has been finalised.
Work with Chorley Remembers on temporary exhibitions during WWI commemorations	Jan-14	Dec-15	Ongoing	
Work with external partners on event programming during commemorations	Jan-14	Dec-15	Complete	1. The Festubert schools project was the first major stakeholder collaborative event at the Astley site that involved local schools, the family history society and Astley Hall to produce an inclusive exhibition that recognised the sacrifice of local soldiers as they went off to war. This project engaged over 600 people in total, inclusive of visitors to the exhibition.
				2. The funding for Sacrifice was the second initiative (£35K) from the Military Covenant Fund to produce a traveling exhibition throughout the NW region. The aim of the exhibition is to allow insight into the sacrifice of those in the armed forces and will involve community engagement through the exhibition, workshops and activities.
				3. The next project is to work with Chorley Remembers on commemorations of the Battle the Somme where some 34 local Chorley men lost their lives. The commemorations will take the form of ceremony, theatre and music.
				4. Assist CRE with the final phase touches to the CRE exhibition with the medical tent and other changes to the gallery. Some ideas adopted, others not. My thoughts were to add more reflective and commemorative elements to the display. Some changes have been implemented.
				5. The next initiative has been to work with other officers and the project curator on the garden of remembrance, binding this with the sacrifice exhibition for a cohesive approach.
				6. Finally, the sixth and hopefully successful project has been to apply for further funding to the Army Community Covenant Fund to produce a series of educational workshops entitled From the Somme to Some other Lands - again, an inclusive look at the sacrifice of soldiers over the last 100 years to gain sympathy for the cause.
ADDITIONAL FUNDING (HLF BID)				
Project enquiry to HLF	Feb-14	Mar-14	Complete	
Round One application to examine feasibility (3 months)	Jun-14	Sep-14	Ongoing	Will be worked up once full extent of Astley Hall repairs and maintenance is established.
Round Two and Project Development Stage (up to 24 months)	Oct-14	Sep-16	Not started	
Final Stage HLF (meet every 2 months for projects £2m-£5m)	Oct-16	Dec-16	Not started	



Report of	Meeting	Date
Director of Director Public Protection, Streetscene and Community (Introduced by the Executive Member for Community Services)	Executive Cabinet	19 November 2015

FINANCIAL DELIVERY OF THE PLAY, OPEN SPACE AND PLAYING PITCH STRATEGY

PURPOSE OF REPORT

1. To seek approval for the allocation of existing S106 money in receipt for allotments, play areas, open space and playing pitches to deliver schemes in the Play, Open Space and Playing Pitch Strategy, and subsequent allocations to continue to deliver the strategy.

RECOMMENDATION(S)

2. That approval is granted to allocate the existing S106 money in receipt to schemes as outlined in this report.
3. To subsequently not open up the play and recreation fund to bids, but instead allocate the S106 money to specific projects within the strategy.
4. To review and update the action plan schemes in the executive summary scheduled for 2017/18 and 2018/2019.
5. To allocate additional money to Coronation Recreation Ground and Tatton Recreation Ground to make improvements as evidenced by green flag judges feedback and public consultation.

EXECUTIVE SUMMARY OF REPORT

6. The Play, Open Space and Playing Pitch Strategy and Action Plan were consulted on and given approval in September 2014. This 5 year plan runs from 2014 – 2019. The plans takes into account all open spaces, play areas and playing pitches in the Borough and is not just focused on Council owned land. Priority is given to parish council, private and Council sites as identified on a need basis, generally working to improve the lowest scoring sites first.
7. The first year is almost complete and we are now working to deliver year 2. Year 1 projects, such as Astley Park Play Area, Carr Brook Trim Trail, Jubilee Rec Play Area, Stansted Road Play Area, Allotments in Coppull and mini football pitch in Adlington were delivered using money from S106 allocations, revenue and capital funds. See Appendix 1 for photographs. Year 2 and subsequent years will be funded in a similar way with the option of also bidding for external funding to make existing money stretch further.
8. All of the sites identified in the action plan are those which scored low for quality or value or those which are located in areas of high usage and subsequently need investment to improve and modernise facilities and infrastructure. The Council will also support other sites not in the action plan if there is an evidence of need and part funding is in place.
9. It is proposed to allocate the existing receipts of S106 to deliver years 2 -5 projects where possible. This is for the following reasons; S106 money is time limited and has to be spent

within 5 years of receipt or returned. The money has to be spent on Play Areas, Allotments, Open Space and Playing Pitches as dictated by the S106 agreement, some on specific sites and areas and some on borough wide sites. Much of the money in receipt has to be spent by 2019. It is proposed to spend the S106 money on the site which is closest to the development from which the money was obtained, therefore directly benefiting the local community. For example, if the money was allocated from a housing development in Adlington, it will be spent in Adlington.

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

(If the recommendations are accepted)

- The Play, Open Space and Playing Pitch Strategy and 5 year action plan have already been approved. It has been agreed which sites need investment and improvement in a priority order from 2014 - 2019. The strategy is in the process of being delivered and finance is needed to deliver the schemes. The existing S106 needs to be spent within 5 years of receipt in line with the legal S106 agreement.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- To put the Borough Wide S106 contributions into a Play and Rec Fund (as delivered in 2011). This has been rejected as the money needs to be allocated to deliver the Action Plan, and therefore has a predetermined need. Where sites are owned by Parish Council's and private owner's money will be allocated accordingly and schemes worked up in partnership.
- To not spend the money and give it back to the developers.

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

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

BACKGROUND

- It is proposed to allocate the existing receipts of S106 to deliver years 2 -5 projects where possible. Under S106 rules, only 5 sums of money can be pooled for any one scheme for a specific purpose if the S106 agreement was signed after April 2010. Some areas only have a few sums of money currently in receipt but it is known that developments are proposed and future sums will be invoiced to pool more resource. It is recommended that in this situation, schemes are put on hold until a workable budget is available.

The following money is available.

15. **Allotments.** To date money has been received from 15 developments to the sum of £254.86. We have 8 allotment sites across the Borough that require improvement. It is proposed to allocate this money to the allotments budget and specifically plan what it is to be spent on.
16. **Borough Wide Allocations.** Approximately £288,000 is allocated from various developments across the Borough for play areas to be improved Borough wide. It is recommended to spend this money to deliver schemes at play areas as close to the development from which the money was allocated as possible. These sites have a clear need as they score low quality or local consultation has demonstrated the need.

As this money can be spent anywhere, it is also important that it is allocated to sites that we know won't get many developer contributions in the future, i.e. those in rural locations which don't have any land allocated for development in the local plan.

This money was previously allocated to the Play and Rec Fund that was opened up to community groups, parish councils across the Borough, however, as consultation has already been carried out and sites scored for quality and value across the Borough to write a strategy that has been approved, it is felt that the money can justifiably be allocated to schemes that demonstrate the need.

17. **Play Space – site or ward specific.** Approximately £116,000 is uncommitted and needs approval to be allocated. Other S106 allocations have already had approval such as Eaves Green, Rangletts Rec, Union Street in Whittle-le-Woods and Buttermere Green. The money has come from various developments either for site specific play areas or play areas in a ward or settlement. This money has been allocated to the most appropriate schemes in order to deliver the strategy. In areas such as Clayton-le-Woods, the money could be spent on numerous sites which score as low quality, however, the sites which are allocated first in the strategy are proposed to be improved using the S106 first. Some of the money is allocated to areas where sites are high quality and are not included in the action plan but could warrant investment, e.g. Eccleston.
18. **Borough Wide Playing Pitches.** There is approximately £372,000 in receipts for playing pitches. Developer contributions for playing pitches are allocated on a borough wide basis. The playing pitch strategy has scored all playing pitches and ranked them with a score as well as an overall high or low value. It is proposed to allocate the funding to the lowest scoring sites first. The priority sites are Westway in Chorley and King George V in Adlington. Phased schemes are being worked up for these sites.
19. **Green Space.** There is currently £29,000 from developer contributions which is uncommitted and needs approval to deliver improvements to greenspaces in the Borough. Some of this work is already underway, for example £83,000 is remaining in the budget for Carr Brook and is being spent over winter 2015/16. The money for green space sites is specific to areas and will be spent on low quality sites outlined in the strategy in conjunction with land owners. Where enough sums can be pooled or funds area sufficient to start a project money can be spent, such as Eccleston Bannister Lane, Clayton Brook and Meadow Street in Wheelton. Where there are insufficient sums or number of S106 to pool it is recommended to wait for more money to be invoiced. See accompanying spreadsheet for more detail.
20. It is recommended that due to the amount of projects that need delivering, and current staff capacity and commitment to existing projects, 7.5% may be sliced from certain improvement projects to bring in extra staffing resources to deliver the schemes where necessary.

21. Play, Open Space, Playing Pitch Strategy – Action Plan Delivery.

Please refer to the background documents, Play, Open Space and Playing Pitch Strategy 2014-19 Executive Summary and Excel spreadsheet S106 Play Open Space Contributions which outlines which allocations are to be spent on which sites.

A summary of play area projects for 2015/16 (year 2) and 2016/17 (year 3) are shown in Table 1 below. It is proposed to review the action plan projects in 2017/18 and 2018/19 in April 2016 to realign where necessary. This is subject to site scores, S106 in receipt and expected S106 receipts and community and parish partnership working.

It is anticipated that where S106 contributions are claimed for specific sites or there is only one low quality play area in a settlement or ward that approval for spend can be sought from Exec member.

NOTES. £25k has been allocated for Borough wide play areas from Rowland Homes, The Poplars, Coppull. I have recommended that this money is allocated to Hurst Brook play area which is a Chorley Council owned site in the strategy for improvement in 2017/18, it does score as high quality but is very border line and requires improvement. However, we do have more S106 to be invoiced from Coppull from Royal Scott and Discover which will be allocated to other play areas in Coppull.

£26,961 is allocated to play in Eccleston from Bloor Homes, this money could go to the parish council sites of Drapers Avenue, or the unadopted site at Langton Close or The Hawthorns or Middlewood Close which are Council sites. It is recommended that it is allocated to Drapers Avenue and Langton Close as these sites are most in need of the money subject to consultation with the Parish Council.

Playing pitches – 5 sums have been pooled together to create enough budget to take schemes forward from current receipts, however this can be changed if necessary, particularly for Westway. An estimated £100k is needed for King George V, Adlington.

FURTHER INVESTMENT REQUIRED

Extra funding is needed to deliver schemes at Tatton Recreation Ground and also at Coronation Recreation Ground as a result of public consultation, comments from Green Flag Judges and the degrading infrastructure of the sites.

Coronation Recreation Ground requires an extra £150,000 to supplement the existing £107,000. This would enable construction of a new sand based MUGA which would function for tennis and football on the existing double tennis court, refurbish the single tennis court, provide funding to improve the pavilion to create a café, refurbish the play area and rebuild stone retaining walls and look into the feasibility of CCTV. Please note that this site scores High Quality and High Value in the Open Space and Play Area Strategy and will not receive future S106 towards improvements.

Tatton Recreation Ground requires an extra £100,000 to supplement the existing £62,000. This would enable us to replace the existing skate park, install a 3G rubber crumb pitch on the existing tarmac and fence the existing MUGA, resurface the paths, refurbish the bowls hut and improve existing play area provision.

Table 1: Play Area Projects 15/16 & 16/17

The following schemes are to be delivered or started in 2015/2016

Site Name and Location	S106	Investment Agreed 13/14	LCC Contribution Received	Total	Site Ownership	Sums pooled after April 2010 to date	Current Position
Amber Drive, Chorley	18,322			18,322	Chorley Council	2 play	Consultation Carried Out, funding sufficient
Coronation Recreation Ground, Chorley	57,599	50,000		107,599	Chorley Council	1 play and 1 greenspace	Consultation Carried Out, further funding required of £150,000
Tatton Recreation Ground, Chorley	12,418	50,000		62,418	Chorley Council	3 play	Consultation Carried Out, further funding required of £100,000
Abbey Village Play Area	21,507			21,507	Chorley Council	4 play and 1 greenspace	Not Started. Funding sufficient with parish contribution
Grafton Street, Adlington	35,925			35,925	Chorley Council	5 play	Not Started. Funding sufficient
Buttermere Green Play Area, Chorley	23,626		10,000	33,626	Chorley Council	2 play	Consultation planned. Funding sufficient
Byron Crescent, Coppull	0			0	Parish Council	0	Complete
Knowley Brow Play Area, Chorley	21,174			21,174	Chorley Council	4 play	Consultation planned. Funding sufficient
Gough Lane, Clayton Brook	10,841	13,500		24,341	Chorley Council	5 play	Project Scoped. Funding sufficient
Station Road, Croston.	21,352			21,352	Parish Council	3 play and 1 greenspace	Project Scoped. Allocate to Parish for match funding
Union Street, Whittle-le-Woods	19,529			19,529	Chorley Council	3 play	Consultation Carried Out. Ready to start
Waterford Close, Heath Charnock	0			0	Private	0	Allocate money to site owner when in receipt
Westway playing pitches, Chorley	244,867			244,867	Chorley Council	5 playing pitch	Project Being Scoped into phases
Total	487,161	113,500	10,000	618,998			

The following schemes are to be delivered or started in 2016/2017

Site Name and Location	S106	Investment Agreed 13/14	LCC Contribution Received	Total	Site Ownership	Sums pooled after April 2010 to date	Current Position
Harpers Lane Rec, Chorley	0	50,000		50,000	Chorley Council	0	Not Started. Future S106 receipts expected (19K)
King George V Playing Pitches	103,460			103,460	Chorley Council	5 playing pitch	Not Started. Funding sufficient for phase 1
King George V Play Area, Adlington	134	50,000		50,134	Chorley Council	1	Not Started. Funding sufficient for phase 1
Wymott Park, Ulnes Walton	17,110			17,110	Chorley Council	4 play	Not Started. Funding sufficient to start phase 1 of 2.
The Ridings, Whittle	134			134	Chorley Council	1 play	Not Started. Future S106 receipts expected
Millennium Green/Tarnbeck Drive, Mawdesley	1,379			1,379	Parish Council	1 play	Not Started. Future S106 receipts expected
Howarth Road, (Rivington View)	0			0	Private	0	Developer to provide as part of planning permission
Osbourne Drive, Whittle-le-Woods	54,262			54,262	Chorley Council	3 play, 1 greenspace	Not Started. Funding sufficient
Tansley Avenue, Coppull	0			0	Parish Council	0	Not Started. Future S106 receipts expected
Mossie Close, Charnock Richard	42,756			42,756	Parish Council	2 play	Scoped. Allocate to Parish for ballcourt match funding
Brow Hey, Clayton-le-Woods	0			0	Private	0	Not Started. Future S106 receipts expected
Total	115,641	100,000	0	215,641			

IMPLICATIONS OF REPORT

22. 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

23. The financing for these capital projects will be a mix of S106 and carried forward Chorley Borough Council funds. As outlined in the report an additional £150k and £100k of Council funds is required for Coronation and Tatton recreation grounds respectively. Requests for this funding will be incorporated into the budget setting process and submitted to Council on 1st March 2016

COMMENTS OF THE MONITORING OFFICER

24. The use of the commuted sums from the signed Section 106 agreements is acceptable on the basis the proposed use complies with the definition contained in the agreement.

JAMIE CARSON

DIRECTOR OF PUBLIC PROTECTION, STREETSCENE AND COMMUNITY

Report Author	Ext	Date	Doc ID
Lindsey Blackstock	5218	16/10/2015	***

Background Papers			
Document	Date	File	Place of Inspection
Play, Open Space & Playing Pitch Strategy 2014-19. Executive Summary	***	***	***
Copy of Report To Cabinet 16.10.15. Excel Doc			

Appendix 1
Stanstead Road Play Area, Chorley.
Before



After



Jubilee Recreation Ground, Adlington

Before



After



Rangletts Recreation Ground, Chorley

Astley Park





Report of	Meeting	Date
Director of Public Protection, Streetscene and Community (Introduced by the Executive Member for Public Protection)	Executive Cabinet	19/11/15

REVIEW OF SCRAP METAL LICENSING FEES

PURPOSE OF REPORT

1. For the Executive Cabinet to consider the proposed update to the fees and charges associated with Scrap Metal Dealer Act 2013.

RECOMMENDATION(S)

2. That the Executive Cabinet agrees the new fees to be implemented from 1st April 2016.

EXECUTIVE SUMMARY OF REPORT

3. The Scrap Metal Dealers Act 2013 came into force on 1st October 2013, providing an updated licensing scheme for scrap metal sites and collectors.
4. Whilst retaining a principal regulator role for local authorities, the Act introduced a new and arguably tougher regulatory regime for scrap metal dealing and vehicle dismantling, with new powers permitting local authorities to refuse, review, suspend and revoke a licence for this purpose and to enter and inspect such premises.
5. Licences are issued for a period of 3 years and those existing sites and collectors were issued with licences in December 2013.
6. The Act also provided local authorities with the power to set locally (in accordance with statutory guidance to be issued on the matter) different charges for different type of metal dealers, on a cost recovery basis.
7. In May 2015 the regulatory services team was subject to an internal audit in relation to the setting of licensing fees, this included those relating to scrap metal dealers and collectors.
8. The report recommended that the fees set in 2013 should be reviewed and any changes implemented in April 2016 so that the licence renewals in December 2016 reflect any changes in fees.
9. The fees have been reviewed and the processes checked to ensure that the fees correspond to the costs incurred by the Council in administering the application and issuing the licence.
10. It should be noted that in 2013 a one-off licensing scheme set up fee of £68.71 was applied to each of the 7 scrap dealer site licences. This has been removed from the new fees structure as this is no longer applicable.
11. The proposed changes are as follows:

Type of Licence	Fee charged in 2013	Proposed fee from 1/4/16
Grant/Renewal- Scrap Metal Site Licence	£280.00	£180.00
Grant/Renewal- Scrap Metal Collectors Licence	£130.00	£115.00
Variation- Scrap Metal Site & Collectors Licence	£70.00	£70.00

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

(If the recommendations are accepted)

- 12. The proposed fees reflect the costs to the Council in administering the Scrap Metal Licences in line with Home Office guidance.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 13. The option to maintain the current level of fees was considered. However, we are required to ensure that the fees reflect the actual costs to the Council in administering the licences and the existing fees included additional costs associated with setting up the regime and the pay scale of the officers at that time. Therefore those fees were no longer applicable.

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. Attached in Appendix 1 to 3 are the process flow and costs breakdowns for the processing of the applications.
- 16. It should be noted that in 2013 a one off licensing scheme set up fee of £68.71 was applied to each of the 7 scrap dealer site licences. This has been removed from the new fees structure as this is no longer applicable.
- 17. The restructure of the Health, Environment and Neighbourhoods Service implemented in February 2014 resulted in the removal of the Public Protection Officers (PPO) post and the appointment of a Lead Licensing and Enforcement Officer (LEO) post. This has resulted in some changes to the hourly rate leading to a reduction in costs for the activities previously undertaken by the PPO's.
- 18. The calculated costs have been rounded to the nearest £5, as they had been in the original fees.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

20. The license fees have been set to recover the direct costs to the Council of providing the licenses. As such there is no impact to the Council's budget in setting these fees.

COMMENTS OF THE MONITORING OFFICER

21. Under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended functions under the Scrap Metal Dealers Act 2013 default to the Executive. The Government published draft regulations in January 2015 which enable local authorities to choose whether to retain the Scrap Metal Dealers Act 2013 as an executive function or make it a council function. If the Council decided to transfer the functions under the 2013 Act to the Council away from the Executive they could then be delegated to Licensing and Public Safety Committee with individual applications determined at a hearing before members of General Licensing Sub-Committee. However these amendment regulations have not yet been brought into force so licensing of scrap metal dealers remains at the time of writing (September 2015) exclusively an Executive function.
22. The Council must have regard when setting fees to statutory guidance issued by the Home Office. Fees must be set on a costs recovery basis. The licence fee cannot be used to fund enforcement activity against unlicensed scrap metal dealers.
23. The Council must also have regard to the European Service Directive 2006.

JAMIE CARSON

DIRECTOR OF PUBLIC PROTECTION, STREETSCENE AND COMMUNITY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Lesley Miller	5299	5/11/15	***

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APPENDIX 1

GRANT / RENEWAL- SCRAP METAL SITE LICENCE**FEES APPLICABLE FROM 1/4/16**

No	Process Step	Team / Officer	Time	Cost
1	<u>Receipt & Verification of Application</u> Check all supporting documentation Processing & issuing of receipts Initial database input Scan all documentation and index to the database record File paperwork	CST	1 hour	£14.10
2	<u>Refer to LEO</u> Send Anite memo to refer application to LEO	TT	15mins	£3.53
3	<u>Assessment of Suitability</u> Review application and DBS Disclosure- check any relevant offences Consult Police and Environment Agency via Email (7 days for responses)	LEO	1 hr 15 mins	£23.46
4	<u>Site Visit</u> Time to prepare for and complete the visit	LEO	2 hours	£37.54
5	<u>Refer back to TT</u> Update case file and send Anite memo with instructions to issue licence	LEO	30 mins	£9.39
6	<u>Issuing of Licence</u> Finalise outstanding checks on database Create paper licence Contact applicant to arrange delivery / collection (Inc original DBS to be returned) Email EA to update National Register	TT	1hour	£14.10
Total				£102.12

Additional Costs:

Description	Cost
Mogo Licence (including printing)	£3
Compliance Visits (based on 2 x 2hour visits by LEO over 3 year period of licence)	2 x £37.54/hour x 2 visits= <u>£75.08</u>
Total	£78.08

Final Costs: £102.12+ £78.08= £180.20

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APPENDIX 2

GRANT / RENEWAL- SCRAP METAL COLLECTORS LICENCE

FEES APPLICABLE FROM 1/4/16

No	Process Step	Team / Officer	Time	Cost
1	<u>Receipt & Verification of Application</u> Check all supporting documentation Processing & issuing of receipts Initial database input Take photograph and index Scan all documentation and index to the database record File paperwork	CST	1 hr 15 mins	£17.63
2	<u>Refer to LEO</u> Send Anite memo to refer application to LEO	TT	15mins	£3.53
3	<u>Assessment of Suitability</u> Review application and DBS Disclosure- check any relevant offences Consult Police and Environment Agency via Email (7 days for responses)	LEO	1 hr 15mins	£23.46
4	<u>Refer back to TT</u> Update case file and send Anite memo with instructions to issue licence	LEO	30 mins	£9.39
5	<u>Issuing of Licence</u> Finalise outstanding checks on database Create paper licence and vehicle licence Contact applicant to arrange delivery / collection (Inc original DBS to be returned) Email EA to update National Register	TT	1hour	£14.10
Total=				£68.11

Additional Costs:

Description	Cost
Mogo Collectors Licence (including printing)	£8
Compliance Visits (based on 2 x 1hour visits by LEO over 3 year period of licence)	2 x £/18.77hour = <u>£37.54</u>
Total	£45.54

Final Costs: £68.11+ £45.54= £113.65

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APPENDIX 3

VARIATION - SCRAP METAL SITE & COLLECTORS LICENCE**FEES APPLICABLE FROM 1/4/16**

No	Process Step	Team / Officer	Time	Cost
1	<u>Receipt & Verification of Application *</u> Check all supporting documentation Processing & issuing of receipts Initial database input Scan all documentation and index to the database record File paperwork	CST	1 hour	£14.10
2	<u>Refer to LEO</u> Send Anite memo to refer application to LEO	TT	15mins	£3.53
3	<u>Potential Assessment of Suitability</u> Review application and DBS Disclosure- check any relevant offences Consult Police and Environment Agency via Email (7 days for responses)	LEO	1 hour	£18.77
4	<u>Refer back to TT</u> Update case file and send Anite memo with instructions to issue licence	LEO	30 mins	£9.39
5	<u>Issuing of Licence</u> Finalise outstanding checks on database Create new paper licence and vehicle licence Contact applicant to arrange delivery / collection (Inc original DBS to be returned if included) Email EA to update National Register	TT	1hour	£14.10
6	<u>Cost of Mogo Licence</u> Site licence- £3 Collectors licence- £8 Average= £7			£7

Total Cost: £66.89

* A variation in a site licence has to be applied for where there are any changes relating to the name of the licensee on the licence; any change in the sites from which the licensee is authorised to carry on business; and any change in the details of a site manager. The level of input from officers will depend on the type of variation being requested.

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Report of	Meeting	Date
Director of Public Protection Streetscene and Community (Introduced by the Executive Member for Public Protection)	Executive Cabinet	19 November 2015

EMPTY RESIDENTIAL PROPERTIES - POLICY

PURPOSE OF REPORT

1. To update Members of the Councils approach to dealing with problem and long term empty residential properties and to seek approval for a policy to address the issue.

RECOMMENDATION(S)

2. Members are asked to approve the Empty Residential Property Policy.

EXECUTIVE SUMMARY OF REPORT

3. Empty residential properties are increasingly an issue of concern both in terms of local impact on neighbourhoods and the wider issue of housing supply.
4. For a number of years the Council has monitored the level of long term (over 2 years) empty residential properties and there is currently a corporate performance target of 195 properties.
5. In the past 12 months the Council has directed resource to address the empty residential properties that may or may not be classed as long term empty but cause particular nuisance or concern to local residents. This concern may arise due to the appearance of the property, the state of the buildings and grounds or the perceived blight that the presence of the property.
6. Using an informal approach over twenty five empty residential properties of concern have been either placed on the open market, been reoccupied or works have been undertaken to reduce the detrimental impact they had on the surrounding area.
7. There are a number of formal measures that are available to the Council that can be used to further encourage property owners to bring them back into residential use.
8. In addition there are specific measures through the application of a Council Tax premium that can be applied to unoccupied residential properties that could incentivise property owners to get the property occupied through the owner occupier or rental market.
9. The policy appended to this report outlines these measures and the circumstances in which they might be used.
10. The application of the Council Tax premium measure will be the subject of a consultation process and a further report will be brought before Members.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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Reason Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- 11. To ensure the Council has a coordinated and consistent approach to dealing with empty residential properties and uses a range of interventions to bring them back into use.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 12. None

CORPORATE PRIORITIES

- 13. 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

- 14. Empty residential properties are of increasing concern due to the detrimental impact they can have on a neighbourhood and the fact that they are not being utilised in a time of increasing housing demand.
- 15. The Council has in recent years monitored the number of long term (over 2 years) empty residential properties and by informal means has sought to reduce them by contacting owners to identify their intentions.
- 16. In addition the Council have invested resource into tackling empty residential properties where the state of them impacts on the local area irrespective of whether they meet the 'long term' criteria.
- 17. Based on the work done to date the Council needs to have a clear policy for tackling empty residential properties to raise awareness of the issue; to ensure that there is clarity for the property owners on what powers are available to the Council and to set the framework within which that action is pursued.
- 18. The Empty Residential Property Policy is attached as an appendix to this report and describes three broad approaches to encouraging owners of empty residential properties to be brought back into use.

COUNCIL TAX PREMIUM

- 19. The Council has discretion to apply a premium to empty residential properties up to 50% of the Council Tax due on the property. Currently the Council applies a premium of 25%. The Empty Residential Property Policy identifies this issue and provides scope for the Council to use its discretion to the maximum effect with relief in certain cases. In order to amend the Council Tax premium charged a consultation exercise will have to be conducted and a separate report brought back to Members for approval.

FINANCIAL SUPPORT

- 20. Empty residential properties that fall into disrepair can act as a barrier to the owner undertaking any maintenance and remedial work and act as a disincentive to a prospective sale.
- 21. The Council does have some powers where for instance a statutory nuisance can be demonstrated by the state of the property or where there is extensive rodent/pest activity causing damage to the property.
- 22. However where the state of the property falls below the threshold for statutory action the policy identifies the potential to use financial incentives to be made available to the owner to undertake basic repair and maintenance work.
- 23. Any financial support will be determined on a case by case basis and will involve the provision of a loan, subject to any legal and financial restrictions that exist at the time on the Council.
- 24. In developing this element of support for owners of empty residential properties, consideration will be given to working with the credit union where loans assistance is required.

FORMAL ACTION

- 25. Negotiation with property owners and using persuasion is always the preferred option to bring empty residential properties back into use, however where this approach fails there are a number of enforcement approaches that the policy describes.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

- 27. Subject to the policy being agreed, a budget will be identified to meet the potential costs of the Residential Empty Properties policy. Any property assistance loans will be financed by loan repayments however a budget will need to be identified to cover possible bad debts. In addition the Council will need to investigate the potential requirement to register as a loan provider and the potential costs associated with registration.

COMMENTS OF THE MONITORING OFFICER

- 28. The power to charge up to 150% of Council Tax was introduced by the Local Government Finance Act 2012 and there is a process to be followed (as confirmed in the body of the report) to adopt this approach. As to the other proposed aspects of the scheme there are no restrictions that would prevent the proposals being adopted and implemented.

COMMENTS OF THE HEAD OF POLICY AND COMMUNICATIONS

- 29. The new policy sets out the Council's approach to bringing empty residential properties back into use and as with all new policies an integrated impact assessment should be completed to consider any positive or negative impacts the policy may have on Chorley residents with regards to equalities, health or sustainability.
- 30. In addition, the current corporate strategy measure and target to reduce the number of long term empty properties is based on the council tax data, for properties which have been

empty and unfurnished for 24 months or more. As noted in the report, this list is different to the complaints driven list which is the focus on the empty homes officers work. While the introduction of the empty homes officer post has been cited as a way to improve the performance of the existing measure, due to the focus of work being complaints driven and potentially focused on different properties than those on the council tax list, in reality it has had little influence on the performance of this measure. This policy however provides an approach to dealing with empty properties which could better support our aims of reducing the number of long term empty properties in the borough and may prove to have more of an impact on performance. It maybe also be useful to introduce a new local measure which better links to the complaints driven side of this work.

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	23 October 2015	EmptyPropPolicy2015

EMPTY PROPERTIES

A Policy for Bringing Empty Residential Properties Back into Use



1. INTRODUCTION

Derelict and long term empty properties such as empty homes, disused shops and offices, or dilapidated buildings can be detrimental to our neighbourhoods, may cause blight and portray a rundown, tired area which negates any confidence in regeneration activities or fostering community cohesion.

This policy relates to empty residential properties.

Long term empty residential properties (empty homes) represent a wasted resource and cause a number of problems for the owner and the surrounding neighbourhood.

- The waste of a property that could provide an additional home in an area of high housing need
- They can attract crime and antisocial behaviour including fly tipping, arson and squatting
- They can reduce the value of surrounding properties
- They can cause physical damage to adjacent properties through lack of maintenance.
- They can become an eyesore in the neighbourhood
- They can pose a threat to safety, particularly young children
- They can become costly for the owner to maintain
- They can become costly for the Local Authority to investigate and are a loss of council tax revenue

In addition increasing numbers of empty residential properties can contribute to the decline of a particular area, the consequences of which include:

- Urban degradation through derelict properties, increasing the unattractiveness of inner areas and accelerating population loss
- Undermining the aims of current regeneration strategies
- Loss of Council Tax income
- Loss of services as the population moves away
- Owners unable or unwilling to maintain the stock in declining areas
- Possible damage due to criminal activity (necessitating intervention by other services) taking place in empty homes; theft of fittings, arson, dumping, drug dealing
- Psychological damage to individuals and community created by poor environment
- Loss of community as permanent house owners with a stake in the area move out and are replaced by transient tenants and empty homes

2. DEALING WITH EMPTY RESIDENTIAL PROPERTIES

Bringing back empty residential properties into use can be part of a solution for the regeneration of a neighbourhood

For the property owners:

- It unlocks potential capital if the property is sold; it will produce rental income if the property is let and there is the potential for an increase in property value
- Leaving a property empty increases the risk of vandalism and crime, making the property more costly to insure empty, if it can be insured at all. This leaves the owner vulnerable to losing their asset completely if it were destroyed by fire

For local residents:

- It reduces the opportunities for vandalism, fly tipping and antisocial behaviour in all its forms
- Unsightly properties can have a negative effect on a neighbourhood; reduce house prices and lower people's pride in the area
- Increased housing supply to meet housing needs
- Improvements in the appearance of the area if derelict and neglected properties are re-occupied, encouraging further occupation

For the local economy:

- Bringing an empty residential property back into use contributes to the regeneration of an area, increasing spending in the local economy and helping to protect the value of surrounding properties
- Unsightly properties can often deter investment in an area, which can lead to decline

For the wider community:

- Returning properties back into use reduces demands on services such as the Police, Fire and the Council to deal with the associated problems. As a consequence resources can be used more effectively elsewhere and those once empty homes provide additional housing for the local community
- Bringing back empty properties into use may reduce the need for new development on green field sites.
- Re-establishment of communities
- Reduction in crime rate due by removing opportunities for nuisance and increased level of anti-social activities
- By returning empty properties into use, residents will benefit from cleaner, more attractive neighbourhoods and stronger, safer communities while encouraging private investment and regeneration into the area
- Restoration of council tax and rental income.

3. OVERALL OBJECTIVES OF THIS POLICY:

- To limit the number of empty residential properties and use appropriate measures to bring them back into occupation
- To raise awareness of the empty residential property issue and highlight the concerns that they can present for neighbourhoods
- To ensure current data on the number and location of empty residential properties is held by the Council
- To provide specific measures for bringing empty homes back into use and utilise the powers available to the Council in a targeted and effective way

3.1 Raising Awareness of the Empty Property Issue

Empty residential properties have attracted publicity with recent television programmes highlighting the waste and blight associated with empty homes. In a time of high housing demand, the issue has become even more prominent.

This policy aims to develop a corporate approach by linking the services whose work is pertinent to the issue. These include:

- Regulatory Services Team
- Neighbourhoods Team
- Communications Team
- Housing Options Team
- Registered Social Landlords
- Council Tax
- Legal Services
- Property Team
- Building Control

We will ensure a coordinated approach to the issue and use our various communications channels to make empty residential property owners aware of this policy. This will include relevant information on the Council website as well as frontline officers being provided with information on the issue to identify and report potential problem empty residential properties.

3.2 Gathering relevant, accurate and current information

The Regulatory Service Team will maintain a database of empty residential properties that are the subject of complaint or are identified as a cause of concern. Properties that are empty and unfurnished for more than two years are identified separately by the Council Tax Team.

We will maintain and develop the recording of data on these two sources of information.

Complaint driven properties which do not correspond with the Council Tax data will be subject to assessment and intervention where appropriate.

The accuracy of council tax empty homes data is systematically reviewed to ensure accuracy and the Regulatory Services team will liaise closely with the Council Tax Team to share and cross reference the data they hold.

We will develop a web based procedure to give the public the opportunity to notify us of empty residential properties.

3.3 **Specific measures for bringing empty properties back into use**

Our approach to dealing with empty residential properties is twofold:

Complaint Driven – irrespective of the length of time premises remain unoccupied we will visit the property and validate the complaint with a risk assessment of the property and make contact with the owner to determine the reasons for lack of occupation and proposals of bringing the property back into use.

Empty and Unfurnished over 24 months – we will visit and risk assess all properties that have remained unoccupied for over 2 years. We will make contact with the owners to ascertain their intentions for property.

Dependant on the response of the owner we will determine the most appropriate course of action to bring the property back into use.

Initial Approach

In the first instance, we aim to provide assistance to the owners of empty residential properties. This assistance will vary on a case by case basis and will range from simple advice on property repair and maintenance to linking owners with relevant agencies and organisations. It is anticipated that this element of work will not require direct financial commitment from the Council.

Where the owner proves difficult to trace through usual routes such as HM Land Registry, Electoral Roll, Council Tax records or officer's knowledge we will consider the use of the services of tracing agents.

In all cases we will at least correspond with owners to make them aware of the Council's concerns in relation to residential properties remaining unoccupied and seek to open a dialogue where we can encourage residential use of the property.

Escalated Approach

Where the initial correspondence letter fails to generate a response or where it is considered beneficial a direct approach will be made to the last known owner's residence as well as telephone calls and bespoke letters that detail the individual property circumstances and the Council's options to rectify the problems. Further information will be provided on the more serious enforcement actions that are available to the Council.

This escalated approach is intended to convey the seriousness with which the Council view empty residential properties and that voluntary reoccupation of the empty property is preferable to the enforcement process.

This escalated approach is detailed and time consuming, but if successful reduces the need for further more costly and time consuming enforcement action, however if this approach does fail to produce the desired outcome, it will provide the groundwork and justification for the enforcement options as outlined below.

Council Tax Premium

The only piece of legislation made available to the Local Authorities specifically for the treatment of empty residential property is the Empty Property Premium which can be applied at the discretion of the Authority to long term (over 2 years) unfurnished empty property. This can be up to 50% and is applied over and above the full Council Tax normally payable on the property. There are two statutory exemptions to this premium which are:

- a dwelling which would otherwise be the sole or main residence of a member of the armed services , who is absent from the property as a result of such service
- a dwelling, which forms part of a single property that is being treated by a resident of that property as part of the main dwelling

The Council will seek to apply the full 50% Council Tax premium subject to these statutory exemptions and the discretionary exemptions below.

The Council will apply discretion in the following cases when applying the 50% council tax premium:

- Where the owner places their property on the market at a reasonable market value or,
- Where the owner places their property on the market for rent at an average rent for the type and area for that property or,
- Where a property requires extensive works to bring the property back into use and the owner proposes and demonstrates a commitment to execute a scheme of works with a commitment to reoccupy, sell or rent.

Empty Residential Property Assistance Loans

Chorley Council will consider offering an Empty Residential Property Assistance Loan to owners who are unable to self-finance property improvements that would bring them back into occupation. The Council will explore this option on a case by case basis and a loan may be offered on an interest free basis and be fully repayable.

The maximum loan sum in any one case will be £15,000 and it is a requirement that owners will have sought high street mortgage and loan options in the first instance.

The Council will seek to arrange and facilitate such loans through whatever means are available at the time subject to any legal and financial restrictions.

Any loan for this purpose will be subject to Member approval and the Council can be protected against financial risk by placing the loan as a local land charge against the property.

Enforcement

Achieving reoccupation of empty residential properties on a voluntary basis is always the preferred option, and Chorley Council will make all available endeavours to encourage and persuade such progress. However, there are instances where owners cannot be traced, or where the exhaustive attempts to encourage and promote progress from known owners proves unproductive.

Where all other approaches fail, or if there is an imminent risk to health and safety, then a statutory solution may be sought.

All enforcement work will be conducted in compliance with the Regulators Compliance Code and in accordance with the Councils Enforcement Policy.

The property will be evaluated for potential action against the three enforcement routes outlined below:

Empty Dwelling Management Order (EDMO)

Empty for over 2 years, causing nuisance to the community and has no intention of securing its voluntary reoccupation. The Council and a partner Housing Association or ALMO undertake the management of a property for a set period of time, up to five years, with the EDMO reviewed after that time.

There are currently few EDMO being used at this time as they cumbersome and difficult to administer unless the owner voluntarily agrees to their use. There are usually works required to make a property fit to let which requires careful consideration if the costs are to be recouped from the rental income. EDMO's are open to appeal at any stage. The end result is the likely return of the property into the same ownership as that which left it vacant and neglected in the first instance.

Enforced Sale

The Law & Property Act 1925 (S30) allows local authorities to recover charges through the sale of the property. This option can only be utilised where there is a debt to the local authority registered as a charge on the property. Works in default can be charged to the property in many cases, allowing the enforced sale process to begin.

Little control is available regarding who acquires the property with little guarantee that the property will be brought back into use.

Compulsory Purchase Order (CPO)

Compulsory Purchase Orders can be made under s:17 of the Housing Act 1985 or under s:226 (as amended by Planning and Compulsory Purchase Act 2004) of the Town & Country Planning Act 1990, for the provision of housing accommodation or to make a quantitative or qualitative improvement to existing housing. The use of these powers is subject an extensive and protracted process including sign off by the Secretary of State. Therefore use of CPO powers will only be considered as a last resort option.

Additional Statutory Powers

Where an empty property is causing a specific problem to a neighbourhood or is dangerous or ruinous for example, the Council has a range of statutory enforcement powers that can be used. The timing and extent of the action taken will be dependent upon the individual circumstances encountered at the property. The type of powers available includes planning enforcement as well as statutory nuisance powers.

Partnership Approach

Entering into partnership with external organisations is essential to secure the funding required for larger projects. Chorley will explore opportunities for partnership working and funding opportunities that address the issue of empty residential properties

Working with Registered Providers (RSLs)

The Council will work with registered housing provider's to identify appropriate opportunities where we can work jointly to bring empty residential properties back into use.

Voluntary Property Acquisition

The Council may consider a negotiated purchase of a property where other methods of reoccupation have been unsuccessful. The acquisition, possible renovation and subsequent disposal of such properties will be on a case by case basis and subject to Member approval.

Voluntary property acquisition should be explored as a precursor to any Compulsory Purchase Order (CPO) consideration.

External Funding

Chorley Council will monitor and consider all available external funding opportunities linked to reoccupation of empty residential properties and consider the appropriateness and viability of those funding conditions.



Report of	Meeting	Date
Director of Streetscene, Public Protection and Community (Introduced by the Executive Member for Streetscene Services)	Executive Cabinet	19 November 2015

IMPROVING THE QUALITY OF RECYCLING COLLECTED FROM HOUSEHOLDS

PURPOSE OF REPORT

1. For Members to note the issues with quality of the recycling materials collected from households across the Borough.
2. For Members to agree the actions proposed to improve the quality of the recycling collected.

RECOMMENDATION(S)

3. To approve the proposed actions to improve the quality of recycling materials.

EXECUTIVE SUMMARY OF REPORT

4. Following sampling of the dry recycling (blue bin) waste delivered to the processing facility at Farington concerns have been raised about the quality of the material. Contamination levels of between 5 to 39% have been recorded, the target is less than 5%.
5. If the quality of the material does not improve it could mean loads are rejected and lead to additional costs being incurred by the Council. An action plan which includes a communication programme, working with our waste management contractor, Veolia and a trial of collecting paper and cardboard together is proposed.

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

(If the recommendations are accepted)

6. To take the necessary steps to improve the quality of the recycling collected from households.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. To not improve the quality of the recycling collected would lead to a reduction in our recycling rate and potentially additional costs for collection and disposal.

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. Chorley residents are asked to separate their plastic bottles, cans and glass for recycling in a 240-litre blue bin which has a 40-litre black pod insert for paper. A 55-litre green box is provided for cardboard. Lancashire County Council (LCC) carried out random sampling on the co-mingled dry recycling (blue bin) that Veolia deliver direct to Farington Waste Technology Park (FWTP). This is a requirement of the new Materials Recovery Facility Regulations and is an ongoing exercise.
- 10. LCC officers requested a meeting with Chorley Council in September 2015 to discuss the high levels of contamination found in material sampled between October 2014 and June 2015. Contamination levels of 5% or less are acceptable; of the 40 samples none had contamination levels of 5% or less. Contamination is classed as any material FWTP cannot readily sort for reprocessing, these are non-target materials. The main materials contaminating the loads are paper and cardboard and non-target plastic e.g. yoghurt pots, black plastic trays, plastic toys, film. Total contamination varied between 5.39 to 38.93%, this compares unfavourable to other Districts in Lancashire. There was no correlation between individual collection rounds and high or low levels of contamination.
- 11. High contamination levels result in increased collection and reprocessing costs and reduce the value of materials destined for recycling. The increased reprocessing costs are incurred by LCC but the reduction in our recycling rate, if material goes to landfill carries a reputational risk and could result in a financial risk if LCC passed any disposal costs on to us. LCC have requested an action plan to improve the quality of the recycling material delivered to FWTP.

COMMUNICATIONS

- 12. Our current collection system has been in place for six years. Most residents believe they know what can be recycled in their blue bin and even if it contains some non- target material it has been emptied. Another factor which may account for the high levels of contamination is annual population turnover, 15% is typical for an area and with house building levels high in Chorley this figure is likely to be higher. These residents may not be aware of what materials we collect for recycling and how they need to be separated.
- 13. If Veolia crews find a blue bin that is grossly contaminated they will inform their supervisor who will check it and then speak to the resident or drop a leaflet through the door explaining why it could not be emptied. The bin is not emptied but usually the missed bin vehicle returns within a few days to empty it. This material goes through the Materials Recovery route rather being separated into recyclable elements.
- 14. A number of actions have been identified in conjunction with the Council's communications team to improve the quality of the recycling collected. These messages will be positive to reinforce correct practise. These include a Right Stuff, Right Bin week using social media to highlight to residents what materials we can accept for recycling, stickers for new or replacement bins detailing what materials go in that bin and changes to the annual waste collection calendar. These actions will take place over the next six months.

- 15. The use of enforcement powers has been considered against those households who are contaminating their recycling. This is a very resource intensive process and potentially could result in negative publicity. Legislation changed in June 2015 making the enforcement process lengthier and the issue of a Fixed Penalty Notice the only route. Depending on the results of future sampling the potential use of enforcement action will be reviewed in 2016.

WORK WITH VEOLIA

- 16. The collection crews play a critical role in identifying contamination at the kerbside. A number of actions have been identified in conjunction with Veolia management to improve the quality of the material collected. These include toolbox talks where crews are reminded again of the importance of keeping paper and cardboard separate from the comingled dry materials, recycling crews to tour FWTP to see how the waste is reprocessed and the importance of keeping quality high and increased checks on blue bins.

COMINGLING OF PAPER AND CARDBOARD

- 17. The high levels of paper and cardboard recorded demonstrate there is an issue with paper spilling out into the body of the blue bin as well as the durability of the black pods meaning they need replacing frequently. If the black pod has been damaged or lost some residents have not requested a replacement and mixed their paper with the other materials in the blue bin.
- 18. Veolia have been asked to assess the feasibility of collecting paper and cardboard together, co-mingled in the same vehicle. Residents would be told they could mix their paper and card together and would need to leave the black pod by the side of the blue bin for collection. This is to ensure productivity of crews remains as current. Once the current stock of pods is used up they would not be replaced and residents would be given another 55l green box as a replacement. Veolia are expected to trial this collection method in discrete areas over the next few weeks. If successful residents would be notified and it would be rolled out across the Borough early in 2016.
- 19. In the longer term other options for the collection of co-mingled paper and cardboard from households could be considered.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

- 21. The costs associated with communicating and educating the public in order to improve the quality of recycling collections can be found within existing budget resources.

COMMENTS OF THE MONITORING OFFICER

- 22. There are no comments in relation to this report.

JAMIE CARSON
DIRECTOR OF STREETSCENE, PUBLIC PROTECTION AND COMMUNITY

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jo Oliver	5737	5 November 2015	***

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

Document is Restricted

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