

Chorley

Borough Council



Council Papers

for consideration on

13 December 2005



www.chorley.gov.uk

Chief Executive's Office

Please ask for: Mr S Pearce
Direct Dial: (01257) 515196
E-mail address: steve.pearce@chorley.gov.uk
Your Ref:
Our Ref: SLP/AJS
Doc ID:
Date: 2 December 2005

Chorley
Borough Council

Town Hall
Market Street
Chorley
Lancashire
PR7 1DP

Chief Executive:

Jeffrey W Davies MA LLM

Dear Councillor

You are invited to attend a meeting of the Chorley Borough Council to be held in the Council Chamber, Town Hall, Chorley on Tuesday, 13th December, 2005 commencing at 6.30 pm for the following purposes.

At the conclusion of the Council meeting, an Informal meeting will be held to consider the naming of the Mayor Designate and the Deputy Mayor Designate. Please bring your copy of the record of Member's service previously circulated to the meeting.

AGENDA

1. **Apologies for absence**

2. **Declarations of Any Interests**

Members of the Council are reminded of their responsibility to declare any personal interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Council's Constitution and the Members Code of Conduct. If the personal interest is a prejudicial interest, then the individual Member should not participate in a discussion on the matter and must withdraw from the Council Chamber and not seek to influence a decision on the matter.

3. **Minutes (Pages 1 - 4)**

Confirmation of the minutes of the Council meeting held on 1 November 2005 as a correct record for signature by the Mayor

4. **Mayoral Announcements**

5. **Development Control Committee (Pages 5 - 6)**

General Report (enclosed)

6. **Licensing and Safety Committee**

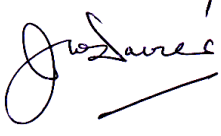
a) **General Report (Pages 7 - 8)**

Copy enclosed

Continued....

- b) Licensing Act 2003 - Administration Costs (Pages 9 - 10)
Report enclosed
- c) Transfer of Gaming and Gaming Machines on Alcohol Licensed Premises (Pages 11 - 12)
Report enclosed
- 7. **Overview and Scrutiny Committee and Panels** (Pages 13 - 16)
General Report (enclosed)
- 8. **Standards Committee** (Pages 17 - 18)
General Report (enclosed)
- 9. **General Purposes Committee** (Pages 19 - 20)
General Report (enclosed)
- 10. **Executive Cabinet**
 - a) Developing Effective Political Leadership (Pages 21 - 30)
Report enclosed
 - b) Capital Budget 2005/06 - Monitoring (Pages 31 - 50)
Report enclosed
 - c) Area Forum Pilot Scheme (Pages 51 - 86)
Report enclosed
 - d) Sustainable Resources - Preferred Options Document and Draft Supplementary Document (Pages 87 - 138)
Report enclosed
 - e) New Contract Procedure Rules (Pages 139 - 158)
Report enclosed
 - f) Executive Cabinet General Report (Pages 159 - 164)
Copy enclosed
- 11. **Questions Asked under Council Procedure Rule 7 (if any)**
- 12. **To consider the Notices of Motion (if any) given in accordance with Council Procedure Rule 8**
- 13. **Any other item(s) the Mayor decides is/are urgent**

Yours sincerely



Chief Executive

Distribution

To all Members of the Council and Chief Officers

This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515118 to access this service.

આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

ان معلومات کا ترجمہ آپکی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون

01257 515823

کیجئے:

This page is intentionally left blank

COUNCIL**1 November 2005**

Present: Councillor Mrs M Gray (Mayor), Councillor M Wilson (Deputy Mayor), Councillors Ball, Bedford, Bell, Birchall, Brown, Brownlee, Buckley, Mrs Case, Caunce, Cullens, Culshaw, Davies, D Dickinson, Mrs D Dickinson, Edgerley, A Gee, D Gee, Goldsworthy, T Gray, Heaton, Hoyle, Miss Iddon, M Lees, R Lees, Lennox, Livesey, M Lowe, A Lowe, Malpas, McGowan, Miss Molyneaux, Morgan, Parr, Russell, E Smith, Mrs I Smith, S Smith, Mrs J Snape, R Snape, Snow, Walker, Mrs Walsh, Whittaker and J Wilson

05.C.85 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor Perks.

05.C.86 DECLARATIONS OF ANY INTERESTS

No Member disclosed an interest in relation to matters under consideration at the meeting.

05.C.87 MINUTES

RESOLVED – That the minutes of the Council meeting held on 20 September 2005 be confirmed as a correct record and signed by the Mayor.

05.C.88 MAYORAL ANNOUCEMENTS

The Mayor informed Members of the following:

(a) The Mayoral Charity Walk was held on Saturday, 15 October 2005 and all of the participants thoroughly enjoyed the day and walked an extra mile making a total of ten miles. The Mayor requested that any outstanding sponsorship monies are given to the Mayor's Secretary as soon as possible.

(b) The Annual Remembrance Sunday Service will be on held Sunday, 13 November 2005. Details of the arrangements have been circulated around the Council Chamber for each Councillor. The Mayor invited all Members to attend the Service and to support the British Legion Poppy Appeal.

(c) The Mayoral Monte Carlo event scheduled for November has been cancelled.

05.C.89 DEVELOPMENT CONTROL COMMITTEE

The Chair of the Development Control Committee presented a report summarising the more significant proposals considered at meetings of the Committee held on 27 September and 25 October 2005.

RESOLVED – That the report be noted.

05.C.90 LICENSING AND SAFETY COMMITTEE

The Chair of the Licensing and Safety Committee presented a report summarising the principal matters considered at a meeting of the Committee held on 12 October 2005.

- RESOLVED – 1. That the report be noted.**
- 2. That a report be submitted to the next Council meeting on the costs to the Council of administering the Licensing Act 2003 procedures.**

05.C.91 ACCOUNTS COMMITTEE

The Chair of the Accounts Committee presented a report summarising the principal matters considered at a meeting of the Committee held on 20 September 2005.

RESOLVED – That the report be noted.

05.C.92 OVERVIEW AND SCRUTINY COMMITTEE AND PANELS

The Chair of the Overview and Scrutiny Committee presented a report summarising the principal matters considered at a meeting of the Committee held on 13 October 2005 and the ongoing work of its Panels.

RESOLVED – That the report be noted.

05.C.93 CAPITAL BUDGET 2005/06

The Executive Leader presented a report on proposals for the addition of schemes to the 2005/06 Capital Programme in order to assist the achievement of the Council's corporate priorities; and the separation of fully approved and budgeted schemes from those remaining in the 'pipeline', to enable the Capital Programme to be delivered and monitored more effectively.

The report incorporated a copy of the Director of Finance's report to the Executive Cabinet to enable Council Members to take account of all relevant factors before reaching a decision.

- RESOLVED – (1) That approval be given to the addition to the 2005/06 Capital Programme of the schemes totalling £2,771,580 as indicated in the report;**
- (2) That approval be given to the categorisation of the Capital Programme as recommended in the report.**

05.C.94 NEW CONTRACTS PROCEDURE RULES

The Executive Leader presented a report on a proposal to introduce a revised version of the Contracts Procedure Rules in substitution for the Procedure Rules contained in Part C of Appendix 3 to the Council's Constitution. The report incorporated a copy of the Director of Legal Services' report to the Executive Cabinet, and the proposed new Contracts Procedure Rules.

The Contracts Procedure Rules require to be revised and updated as a

consequence of the recent adoption of the Corporate Procurement Strategy in order to enable the procurement processes to be carried out efficiently and effectively.

The report indicated that Paragraph 27.2 of Part A of Appendix 3 to the Council's Constitution requires that any motion to add to, vary or revoke any of the Council's Standing Orders (including the Council and Contracts Procedure Rules) shall, when proposed and seconded, stand adjourned without further discussion to the next Ordinary Meeting of the Council.

RESOLVED - That the proposal to adopt the new Contracts Procedure Rules in the form presented as Appendix 1 to the Director of Legal Services' report, for inclusion in Part C of Appendix 3 to the Council's Constitution be noted and stand adjourned to the next Ordinary Meeting of the Council on 13 December 2005 in accordance with Paragraph 27.2 of Part A of Appendix 3 to the Council's Constitution.

05.C.95 EXECUTIVE CABINET GENERAL REPORT

The Executive Leader presented a report summarising the more significant items of business dealt with at a meeting of the Executive Cabinet held on 29 September 2005.

RESOLVED – That the report be noted.

05.C.96 COMMUNITY STRATEGY 2005-25

The Executive Member for Customers, Policy and Performance presented a report which incorporated a copy of the Community Strategy 2005-2025 prepared by the Chorley Partnership following extensive consultation.

The community strategy is intended to provide a framework by which partner organisations can guide and co-ordinate existing and future activity and actions so that they effectively meet community needs and aspirations. The strategy comprises of three key components:

- An analysis of the challenges and opportunities facing Chorley.
- A long-term vision for the area based on the collective views of partners and the wider community in the borough. The vision focuses on the outcomes that this strategy sets out to achieve.
- A set of priority areas for action that the partnership will focus on in achieving these outcomes.

RESOLVED – That the Community Strategy 2005-2025 be approved.

05.C.97 MEMBERS ALLOWANCES SCHEME

The Executive Leader presented a report which incorporated the report from the Independent Remuneration Panel on the review of the Members Allowances Scheme it had undertaken in accordance with statutory provisions. The Council had previously considered the report of the Remuneration Panel at its meeting on 12 July 2005 and appointed a Members Panel to take the issue of members allowances forward.

The report indicated that the Members Panel had subsequently met and submitted representations to the Remuneration Panel and gave details of response of the Remuneration Panel.

RESOLVED (1) That the thrust of the Independent Remuneration Panel's recommendations set out in its report to the Council be accepted with two major modifications to reduce potential cost of the proposals and minor adjustments to deal with anomalies as follows:

- (a) That the proposals relating to the introduction of pensions for Members and the payment of Dependant Carers Allowance be not accepted;
- (b) That the status quo be maintained in respect of Special Responsibility Allowances for Executive Members, Representative Members and the Chair of Overview and Scrutiny Committee;
- (c) That the Special Responsibility Allowance of the Vice Chair of Licensing Committee be aligned with that for the Vice Chair of Development Control Committee; and
- (d) That the Special Responsibility Allowances for Group Secretaries be established as follows:
 - i) Large Groups (12 or more Members) £1,512.34
 - ii) Medium Groups (6-11 Members) £ 707.55
 - iii) Small Groups (less than 6 Members) £ 500.00

(2) That a revised Members Allowances Scheme be produced on the basis of the above resolution.

Mayor

REPORT OF DEVELOPMENT CONTROL COMMITTEE**GENERAL REPORT**

1. Since the last Council meeting, the Development Control Committee met on 29 November 2005. This report refers briefly to the more significant planning proposals considered at the meeting.

Planning Application 05/00556/REMMAJ

2. We considered the above reserved matters application for the erection of 43 dwellings comprising of 15 houses and 28 apartments at Parcel 13 of the Gillibrands Site, Chorley.
3. The original application was for the residential development and associated facilities on land south of Copper Works Wood, west of Gillibrand Hall and north and west of Southlands High School. Having considered the proposals Lancashire County Council have declined the school use of the land and the reserved matters application was made.
4. The revised scheme was considered to result in an acceptable form of development and we therefore, decided to grant conditional planning permission for the development.

Planning Application 05/00888/OUTMAJ

5. We considered the above outline planning application for residential development on Land to rear of 243-281 Preston Road, Clayton-Le-Woods
6. We noted that the previous issue of the proposed development impacting upon housing oversupply in the Borough had not been overcome and that the proposal is consequently contrary to the requirements of policies.
7. After considering the information in the officer's report we decided to refuse the application.

Recommendation

8. The Council is recommended to note this report.

COUNCILLOR A LOWE
Chairman of the Development Control Committee

DS

There are no background papers to this report.

This page is intentionally left blank

REPORT OF LICENSING AND SAFETY COMMITTEE

GENERAL REPORT

1. This report sets out a brief summary of the main items considered at a meeting of the Licensing and Safety Committee held on 2 November 2005 (Special Meeting) and 6 December 2005.

2 November 2005 - Special Meeting

Application for Renewal of a Sex Shop Licence, Bolton Road, Chorley

2. This special meeting had been called to consider an application to renew the sex shop licence for premises known/trading as 'M & M' Sensations, 75a Bolton Road, Chorley, following the receipt of a petition signed by 90 objectors.
3. In accordance with legislation the application had been advertised in the local press and on the applicant's premises within the statutory time limits. The local Police had been consulted and had responded by saying that they had no objection to the renewal of the licence.
4. Following careful consideration of the representations made in support and on behalf of the objectors we agreed to the renewal of the licence subject to an additional condition.

Application for Licence to Drive Hackney Carriage/Private Hire Vehicles within the Borough of Chorley

5. We agreed to refuse an application for a Licence to drive a Hackney Carriage/Private Hire vehicles following a Criminal Records check had revealed information that would determine the grant of a licence would only be made following deliberations of this Committee.

6 December 2005 meeting

Licensed Private Hire Driver - Cautioned for Assault

6. The Committee was requested to consider a report of the Director of Legal Services on an incident involving a licensed private hire driver, which had resulted in the driver receiving a Police caution.
7. We heard representation from the driver and his legal representative. We took a very serious view of the actions taken by the driver however, after careful consideration we agreed that although his standards fell below what was expected of a private hire driver on this occasion he should be allowed to continue as a driver but be given a severe warning that would be noted on his record.

Application to Operate Private Hire Vehicles within the Borough of Chorley

8. We received a report from the Director of Legal Services on an application for a private hire operators licence following a number of issues had caused the matter to be referred to the Committee.
9. The report set out the background to the application and the history behind the taxi operation.
10. We received representations from the applicant and his legal representative giving the reasons why he should be the licensed operator of the firm.

11. After careful consideration we agreed to grant the licence on a six month probationary period with the standard conditions being translated and submitted to the applicant.

Application for Licence to Drive Hackney Carriages/Private Hire Vehicles within Chorley

12. We agreed to grant an application for a licence to drive a Hackney Carriage/Private Hire vehicle for a six month probationary period following a Criminal Records check had revealed information that would determine the grant of a licence would only be made following deliberations of this Committee.
13. The Committee received from the applicant and his father representations in support of the application giving explanations and the details of the offences.

Recommendation

14. The Council is requested to note this report.

COUNCILLOR R SNAPE
Chairman of the Licensing and Safety Committee

GKB

There are no background papers to this report.

REPORT OF STATUTORY LICENSING COMMITTEE**The Licensing Act 2003 - Administration Costs**

1. At the Council meeting on 1 November 2005 a request was made for information regarding the costs to the Council of administering the Licensing Act 2003 procedures.
2. Members will recall that this Act introduced a new licensing regime from 7 February 2005 with new licences issued by the Council taking effect on 24 November 2005.
3. The Government set fees for the new licences, Personal Licences (which effectively authorised the sale/supply of alcohol last for a period of ten years. Premises Licences and club premises certificates last for the duration of the business.
4. The Licensing section has dealt with the following applications
 - Personal licences 382
 - Premises (alcohol) 228
 - Premises (no alcohol) 44
 - Premises (alcohol) 43
 - Hearings (following receipt of objections) 32
5. The detailed breakdown of costs and fee income is shown in the Schedule attached.
6. Recommendation

The Council is recommended to note the report.

COUNCILLOR R SNAPE
Chairman of the Statutory Licensing Committee

There are no background papers to this report.

GKB

IMPLEMENTATION OF LICENSING ACT 2003**ANALYSIS OF COSTS 2005/06**

<u>Expenditure</u>	£
<u>Employee Costs</u>	
Staff Costs - Deputy Director of Legal Services	19,293
Staff Costs - Licensing Section	14,771
Staff Costs - Democratic Services	2,176
Staff Costs - Finance	888
Recruitment costs	<u>2,423</u>
Total Employee Costs	73,551
 <u>Computer Equipment/Software</u>	
Licensing Forms	2,750
Lalpac Enterprise	2,500
Lalpac Support	3,800
Lalpac Training	695
One Stop Shop licences	<u>2,619</u>
Total Computer Equip/Software Costs	12,364
 <u>Other Costs</u>	
Training/Consultancy	663
Rent/Hire of Premises	109
Stationery/Publications	<u>200</u>
Total Other Costs	972
 Total Expenditure	 <u>86,887</u>
 <u>Income</u>	
Personal Licence Fees	(15,717)
Premises Licence Fees	(75,525)
 Total Income	 <u>(91,242)</u>
 NET TOTAL	 <u>(4,355)</u>

REPORT OF STATUTORY LICENSING COMMITTEE

TRANSFER OF GAMING AND GAMING MACHINES ON ALCOHOL LICENSED PREMISES

1. This report set out briefly the main item considered at a meeting of the Statutory Licensing Committee held on 6 December 2005.
2. We received a report of the transfer of function in respect of gaming machines in alcohol licensed premises and seeking approval of a delegation scheme for determining applications.
3. As a result of the Licensing Act 2003 changes had been made to the licensing regime for gaming and gamin machines (also known as amusement with prizes machines) in alcohol licensed premises.
4. Licensing Authorities will be responsible for the issuing of new permits or renewal of permits, issued previously by the licensing justices. All existing permits will remain valid and operate in tandem with new premises licences even where there is a change of name from the Licensees Justices Licence to the new premise licence. However, after 24 November 2005 if the name of the premises licence changes an amusement with prizes machines permit will lapse and the new premises holder will be required to make a fresh application to the licensing authority for a permit.
5. This Committee has been authorised to deal with the transferred responsibilities and following receipt of guidance it is proposed that the exercise and delegation of these functions be divided between the Director of Legal Services and the Statutory Licensing Committee as set out below.

Matter to be dealt with	Full Committee	Officer
Grant/renewal section 34 permits for up to two AWP machines - alcohol licensed premises		Yes
Grant/renewal section 34 permits exceeding two machines - alcohol licensed premises	Yes	
Grant/renewal section 16 permits - alcohol licensed premises		Yes
Change of name as a result of conversion of Justices Licence/Premises Licence		Yes
Orders under section 6 of the Gaming Act 1968	Yes	

Recommendation

The Council is requested to note this report and approve the amendment of the Council’s Constitution to take account of the delegation.

COUNCILLOR R SNAPE
 Chairman of the Statutory Licensing Committee

GKB

There are no background papers to this report.

This page is intentionally left blank

REPORT OF OVERVIEW AND SCRUTINY COMMITTEE AND PANELS**GENERAL REPORT**

1. This report briefly summarises the business transacted at the Overview and Scrutiny Committee held on 17 November 2005, as well as a brief summary of the recent activities and matters discussed at meetings of the Community, Customer and Environment Overview and Scrutiny Panels.

Overview and Scrutiny Committee 17 November 2005**Business Plan and Performance Monitoring Report**

2. We received the second quarter updates of the Business Plan, for the period July to September 2005 relating to Corporate and Policy Services, Human Resources, Legal Services and Finance Services.
3. We discussed each Business Plan in turn with the Service Head. Specific areas were discussed in relation to the continuing monitoring of sickness absence, payment of invoices and the various checks and balances made.
4. In relation to the Business Plan of Legal Services, reference was made to the work in dealing with the implementation of the requirements of the Licensing Act 2003 and the high volume of hearings and the reduced number of local searches resulting in a fall in income for that Unit.
5. The department was also working on the preparation of an Outline Business Case in respect of the implementation of a case management software system for Legal Services which would enable a more effective time recording, monitoring of the progress of cases and will provide a more efficient service.

Performance Monitoring Reports

6. We received from the Head of Corporate and Policy Services the quarterly monitoring reports on the performance against the Council's Best Value Performance Indicators and Key Performance Indicators for the current Municipal Year up to 30 September 2005.

Revenue Budget 2005/06 - Monitoring

7. We received from the Director of Finance a report setting out the Council's current financial position as compared against the budgets and the efficiency savings targets it had set itself for 2005/06 for the General Fund and Housing Revenue Account.
8. We were informed that it was appropriate to take further actions to help ensure the budget came back into balance and that these actions would continue until such time as the budget position improved.

Capital Budget 2005/06 - Monitoring

9. We received a report of the Director of Finance setting out the current expenditure position for the 2005/06 Capital Programme and forecast the revisions made to the categorisation of schemes in the Capital Programme.
10. We were notified of the action that will be taken with budget holders to identify savings to match expenditure increases and the review and analysis of the schemes.

Draft Budget Outlook 2006/2007 - 2008/2009

11. We received a report of the Director of Finance setting out the draft financial position of the Council following the initial drafting of the 2006/2007 budget and the budget forecast for the following two financial years.
12. We were informed that significant savings will be required over the next three years and that the key factors of, the level of grant settlement and planning delivery grant would influence the budget gap.

Budget Scrutiny Process for 2006/07

13. I submitted a report informing the Committee of the proposed process for scrutinising the Cabinet's draft budget proposal for 2006/07 which will be submitted for consultation after the Executive Cabinet meeting scheduled for 12 January 2006.
14. The report indicated that this Committee was keen to demonstrate that it has added value to the budget setting process and consequently it proposes a slightly different approach to that that had been taken in previous years.

Forward Plan

15. We received the Council's current Forward Plan which set out details of the key decisions which the Executive Cabinet, individual Executive Members or Officers were expected to take during the four month period commencing from 1 November 2005.
16. We noted that some of the items on the previous Forward Plan had been dealt with and some items rolled forward to the December Plan.

Accessibility of Cycling as leisure Pursuit in Chorley

17. We received from the Environment Overview and Scrutiny Panel their draft final report on the inquiry entitled "Accessibility of Cycling as a Leisure Pursuit in Chorley" for approval. The report identified the Panels' findings and made recommendations.
18. The report was approved and the Committee requested it to be forwarded to the Executive Cabinet for their consideration.

Environment Overview and Scrutiny Panel - Meeting held on 10 November 2005**Business Plan and Performance Monitoring Reports - Second Charter Updates**

19. The Panel received the second quarter updates of the Business Plans for the under mentioned services and functions falling within the remit and area of responsibility of the Panel.

Environmental Services
Public Space Services

20. The Panel were notified by the Head of Environmental Services that significant improvements had been made in the Best Value indicator BV199a relating to street dirtiness (litter and detritus) as a result of inspections carried out by the Neighbourhood Wardens. The report covered the period of the enhanced recycling implementation phase two and the two months following. Recycling performance was above target and reflected seasonal variations due to garden waste collections showing the composted waste figure.

21. A higher than anticipated demand for additional containers for kerbside recycling, in particular the collection of glass and paper had shown a significant increase in tonnages collected.
22. We noted that there had been an increase of incidents of fly tipping in area, however there had been an improvement in the performance for removal within the two working days.
23. The Panel also received from the Head of Public Space Services his Business Plan and we agreed to receive from him a report on the background to the management of the Council's cemeteries service, prior to submission of a Consultant's report.

Accessibility of Cycling as a Leisure Pursuit

24. We received the findings and recommendations that had come out of the Panel's inquiry entitled "Accessibility of Cycling as a Leisure Pursuit and agreed its approval and that it be forwarded to the Overview and Scrutiny Committee.

Overview and Scrutiny Work Programme for 2005/06

25. The Panel received the Overview and Scrutiny Work Programme and discussed the items relating to the Environment Panel.
26. Referring to the Panel's previous inquiry into flooding, flood prevention and contingency plans, Members asked what effect the termination of the Lancashire Highways Partnership would have on the contingency plans and standard of response in times of flooding. The Panel agreed that a report be submitted to the next meeting on 5 January 2006 on the effects the termination would have on the call-out and response to reported incidents of flooding.

Customer Overview and Scrutiny Panel - Meeting held on 9 November 2005

Business Plan and Performance Monitoring Reports for the period 1 July to 30 September 2005

27. We considered the Business Plan and Performance Monitoring Reports for Housing Services, Property Services, ICT Services and Customer, Democratic and Office Support Services. The respective Service Unit Heads gave a summary for their Unit and responded to queries from Members.

Decriminalisation of Parking Enforcement (DPE)

28. Members of the Panel outlined their findings from the site visit to Sefton Borough Council earlier that day. Sefton had been operating DPE for a number of years and the Panel highlighted several areas of best practice that Chorley could take forward.
29. We considered the results of the public survey undertaken in September 2005 and felt that the positives outweighed the negatives. We agreed that the challenge was to improve the perception of the public about Parking Attendants and that the Inquiry recommendations would be made in this area.
30. Throughout the inquiry there had been articles and letters in the press and the Panel examined some of these. Members felt that some of the comments were not helpful to the vitality of Chorley town centre.
31. Dates were set for a Sub-Group to consider a recent national report that studied DPE and to interview various witnesses identified by the Panel.

Community Overview and Scrutiny Panel - Meeting 8 November 2005**Business Plans 2005/06 - Second Quarter Updates**

32. The Panel were presented with the second quarter updates of the 2005/06 Business Plans in respect of the newly merged Development and Regeneration Unit and the Leisure and Cultural Services Unit for the quarter period ending 30 September 2005.
33. The Panel made a number of suggestions for the formatting of future Business Plan monitoring reports. These included showing relevant information on the respective Unit's key performance indicators on only one simplified schedule, together with a brief summary of the services being measured, with a short explanation of the appropriate KPI statistic and its relevance, if appropriate, to Government grant aid.

Public Participation on the Council's decision making process - Scrutiny Inquiry

34. On the recommendation of the Executive Cabinet, the Panel agreed to extend the terms of reference applicable to the on-going scrutiny inquiry into public participation on the Council's decision making process. This will allow the Panel to take account of the experience of the planned Area Forum pilot schemes to be established in three areas of the Borough.
35. The Panel also received reports from a number of Members on their reactions to and comments on their recent visits to a number of Area Forum bodies and Planning Committees in three surrounding Districts as part of the collection of inquiry evidence. The Members agreed that they would also benefit from visits to a number of other Area Forum bodies, particularly those that operated in Parished areas, and to West Lancashire District Council's Planning Committee and asked that appropriate arrangements be made.

Recommendation

36. The Council is recommended to note this report.

COUNCILLOR J WALKER
Chair of Overview and Scrutiny Committee

GKB

There are no background papers to this report.

REPORT OF STANDARDS COMMITTEE

GENERAL REPORT

Local Investigations

1. At our meeting on 15 November we considered advice from the Standards Board for England entitled "How to conduct an investigation – advice for local authorities on investigating allegations of misconduct". We discussed the advice and clarified several points with the Monitoring Officer.

Update from the Standards Board Conference

2. We received a report from the Deputy Monitoring Officer informing us of the issues considered at the Standards Board for England Conference held in September 2005.

Revision of the Code of Conduct

3. For our information we received a report outlining the results of the Standards Board for England's consultation exercise on the review of the Code of Conduct and the recommendations submitted to Ministers. We discussed the general conclusions of the review and supported that the Code should be clearer, simpler and more positive and that how it is enforced, nationally and locally, is as important as its content.
4. We noted that ministers would consider the recommendations of the Standards Board for England and a decision was due in early 2006.

Standards Sub-Committee

5. The Members of the Standards Sub-Committee outlined the discussions held at their recent meeting, which included further inspection of the Registers of Interests for Parish Councillors.

Recommendation

6. The Council is requested to note this report.

MR R ELLWOOD
Chairman of the Standards Committee

RH

There are no background papers to this report.

This page is intentionally left blank

REPORT OF GENERAL PURPOSES COMMITTEE**GENERAL REPORT**

1. This report briefly summarises the business transacted at a meeting of the General Purposes Committee held on 16 November 2005.

Public Footpaths No 52 and 57, Brindle and Public Footpath No 24 Walton-le-Dale, South Ribble - Claim for Definitive Map Modification Order Application No 804/419, Wildlife and Countryside Act 1981 - Part 111

2. The Committee's views and comments were requested on a claim for the status of a public footpath to be conferred on a small path linking footpaths No 52 and 57 Brindle within Footpath No 24.
3. The claim had been lodged with Lancashire County Council under Part III of the Wildlife and Countryside Act 1981 on the basis that the claimed footpath had been used for more than 20 years without interruption by the public.
4. The County Council are obliged to investigate the claim and consult with every local authority in whose area the claimed path was submitted. We agreed that no objection be made to the claim.

Alcohol Consumption in Designated Public Places Criminal Justice and Police Act 2001

5. We received a report from the Director of Legal Services on requests received to make a Designated Order under Section 13 of the Criminal Justice and Police Act 2001 in relation to specified areas in Astley Village and Whittle-le-Woods.
6. The report indicated that Sections 12 - 16 of the Criminal Justice and Police Act 2001 provided Councils with an adoptive power to restrict the anti-social consumption of alcohol in designated public places and provide Police with the power to enforce such restrictions.
7. Areas may be designated where Council's are satisfied that nuisance or annoyance to the public (or a section of the public) or disorder have been associated with public drinking in that place.
8. We noted that the problem exists in other areas of the Borough, not just in those areas a Designation Order was requested and accordingly, we asked that Chorley's Multi-Agency Problem Solving (MAPS) Team assess and analyse the problem in the Chorley area and report back with a strategy to combat the problem.

Recommendation

9. The Council is requested to note the report.

COUNCILLOR J WILSON
Chairman of General Purposes Committee

GKB

There are no background papers to this report.

This page is intentionally left blank

REPORT OF EXECUTIVE CABINET

DEVELOPING EFFECTIVE POLITICAL LEADERSHIP

1. We were presented with a report by SOLACE Enterprises on the outcome of its review of the Borough Council's political relationships.
2. The review was commissioned by the Borough Council principally as a consequence of the Council's 2003 Comprehensive Performance Assessment report identifying as a weakness in capacity, the 'poor political relationship with the main opposition'. Taking this into account, the Council's Corporate Improvement Plan commits the Council to 'develop mechanisms to improve political relationships' in order to achieve 'good relationships between the main political groups, helping to maximise the collective value of all members towards the achievement of the Council's objectives'.
3. Subsequently SOLACE Enterprises were assigned to review the Authority's political relationships, assessing whether they had improved since 2003 and were continuing to improve, and, if so, how progress can be maintained.
4. A copy of SOLACE Enterprises' report on the findings of its review is attached to this report. SOLACE's report contains a number of recommendations in Paragraph 4.10 which they believe can, if implemented, maintain the progress that has already been made and which will 'contribute to the sustainability of the Council in the future by increasing the capacity and embedding ways of working which improve policy development and decision making'.

Recommendations

5. We accepted the report and its findings and, accordingly, recommend the Council to accept and implement the recommendations of SOLACE Enterprises as outlined in Paragraph 4.10 of the attached report.

COUNCILLOR J WILSON
Executive Leader

AU

There are no background papers to this report.

This page is intentionally left blank

Chorley Borough Council



Developing Effective Political Leadership

Report from SOLACE Enterprises
Hope House, 45 Great Peter Street, London SW1P 3LT
September 2005





CONTENTS

1. Context and Objectives	3
2. Background and Methodology	3
3. Acknowledgements	4
4. Findings and Recommendations	4
5. Conclusions	7
Annexe 1	8





Developing Effective Political Leadership Review conducted for Chorley Borough Council by SOLACE Enterprises

1. Context and Objectives

- 1.1 The summary of the CPA report (2003) on Chorley Borough Council identifies as a weakness in capacity the 'poor political relationship with the main opposition'. Paragraph 43 of the main report expands on this weakness: 'the relationship between the administration and the main opposition group has been soured in the past and is blocking the larger political groups from a more constructive engagement with each other. This prevents the administration from gaining a broader input to decisions and policy debate'.
- 1.2 Section 10 (pages 3 and 4) of the Council's Corporate Improvement Plan commits to 'develop mechanisms to improve political relationships' in order to achieve 'good relationships between the main political groups, helping to maximise the collective value of all members towards the achievement of the Council's objectives'. The specific action to which we were assigned is 'to carry out a review of political relationships'.
- 1.3 The CPA Progress Assessment Report (July 2005) makes no reference to improved political relationships, though it is broadly positive in other respects. Our task therefore was to do a health check of political relationships, assess whether they have improved / are continuing to improve and if so, how progress can be maintained. If not, why not and what should be done?
- 1.4 It was important for us to be clear about what we were not doing. We were not conducting a Peer Review, CPA or a review of broader aspects of the Council's performances, except in so far as the relationship between the parties affects the Council achieving its objectives.

2. Background and Methodology

- 2.1 We spent three days on site in Chorley, having read a number of background papers. We were briefed on the history of relationships between the main parties. The Council has had periods of productive political working between the parties, both under Conservative and Labour administrations. More recently, relationships deteriorated, apparently affected by a particular event within the Council involving officers and operational/structural changes resulting from the Local Government Act 2000.



2.2 In order to reach our own assessment of the health of the political relationship we interviewed a wide range of people. A list is attached at Annexe A. We covered broadly similar ground in all interviews, with different degrees of emphasis:

- Their perceptions of political relationships within the Council;
- Whether they recognised the comments in the CPA report about these relationships;
- If so, what were the reasons / causes of poor relationships?
- What are the effects? Does the state of political relationships damage operational performance, morale or effectiveness?
- Have relationships changed / improved since the CPA? Can they / should they be improved further? How?
- What impact would that have on the Council's effectiveness in achieving its objectives?

With external partners, we were interested in establishing whether political relationships have affected the Council's reputation, standing and ability to achieve its objectives in the best interests of the community.

2.3 Interviewees were provided in advance with the relevant extracts from the CPA report and the Improvement Plan so that they understood our remit and the broad areas of questioning as set out above.

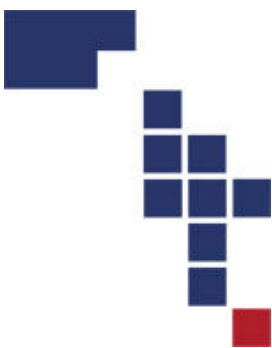
3. Acknowledgements

3.1 We were treated with great courtesy and had every assistance throughout our stay in Chorley. Interviewees were generous with their time and helpful in their responses to our questions. We are particularly grateful to Mary Mathews in the Chief Executive's office who had the difficult task of scheduling our meetings and accommodating us during the refurbishment of the Council's offices. The efficiency of the arrangements made our task very much easier.

4. Findings and Recommendations

4.1 The CPA statement about poor political relationships is not recognised by partners or by most members of the Council except the Conservative group. That is not to say that the statement was not true at a particular point in time – indeed there is some evidence that conduct and relationships were worse some years ago. Nor does it make the perception of poor relationships held by members of the Conservative group any less real. It should be addressed.



- 
- 4.2 Partner organisations are unaware of any difficulties in political relationships at the present time, but value their relationship with the Council and speak highly of it.
 - 4.3 The historic reasons for 'sour relationships' are not known or understood by many members of all parties serving at the present time.
 - 4.4 It is our firm view that this history, however real to a few people, must be left behind. The Council must move on. It must utilise all the talents it has at its disposal and prioritise the development of all its members and officers.
 - 4.5 We are encouraged by more recent developments – the opening up of Cabinet meetings, wider distribution of information and provision for Opposition members to speak at Cabinet meetings. There is no evidence of abuse of confidential information. We believe it is for members, in particular the Conservative group, to take advantage of these developments and use the opportunity to contribute to policy debate.
 - 4.6 We are also encouraged by developments in Overview and Scrutiny. It is clear that useful work is being done, cross-party relationships are good and there are indications that non-Cabinet members of all parties are beginning to find scrutiny a satisfying role. There is some evidence that the full scope of Overview and Scrutiny is not widely understood, and that in particular the process of effective 'call-in' needs to be developed. There is also some slightly worrying evidence of non-attendance at meetings by members and officers. We believe there is development work to be done, in raising awareness, understanding and profile of Overview and Scrutiny and increasing commitment to it.
 - 4.7 A comprehensive development programme is vital for building the capacity of all members. We are aware that this is at an early stage and welcome this. We feel it should be expedited and resourced appropriately. Some of our interviewees commented on the debilitating effect of annual elections on a council which is finely-balanced politically, and the possible impact this 'constant state of readiness for elections' has on political relationships and on forward planning. We feel strongly that a comprehensive development programme can contribute to the sustainability of the Council.
 - 4.8 Relationships between members at a working level and socially appear to be good. There is a healthy respect for the abilities of members in opposing parties – something which is not common in all councils. However, there has been some criticism of behaviour in the public arena of council meetings. Allowing for the normal cut and thrust of political life, this appears to be at a level which inhibits participation and healthy debate.



- 4.9 There is a gap between the formal structures and the positive informal working relationships which needs to be filled. Dialogue and information sharing on a broader basis between senior officers and leading members of the administration with the Opposition, before decisions are taken, would encourage better decision-making, and wider ownership of Council policies.
- 4.10 We have some specific recommendations for taking forward these findings:

Improving communications and the capacity to participate

- Introduce regular, scheduled meetings of Group leaders with opportunities for all to build the agenda;
- Introduce regular briefings for the Leader of the Opposition by the Chief Executive on strategic issues and developments;
- Explore the possibilities of portfolio holders meeting with 'shadow' members of the Opposition group to discuss issues and developments within their remit.

Resources

- Fast-track the training and development programme and resource appropriately;
- Encourage learning from other councils through visits and opportunities to take part in external training programmes such as the Leadership Academy;
- Utilise skills and talents of all members to add value to the Council's work, for example in appointments to external partnership bodies.

Overview and Scrutiny

- Provide comprehensive training for members, including Cabinet, and officers on the full range of roles and responsibilities under the Overview and Scrutiny system, and the value it can bring;
- Show commitment from the top, including attendance by Directors at relevant Overview and Scrutiny Committees and Panels.





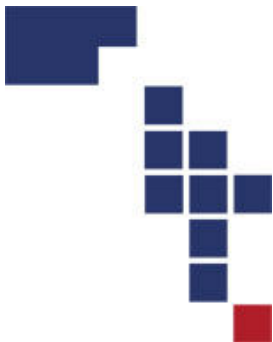
5. Conclusions

- 5.1 We are conscious that all reviews of this nature depend heavily on the perceptions of those interviewed. We asked for evidence to substantiate these perceptions. However, in an area as subtle and complex as political relationships it is possible for perceptions to be widely shared, and to enter the mythology of the Council, even if unsubstantiated. These perceptions have to be confronted and addressed in order for the Council to progress.
- 5.2 We believe that the recommendations contained in our report, if implemented, can contribute in larger measure to this progress. They will also contribute to the sustainability of the Council in the future by increasing its capacity and embedding ways of working which improve policy development and decision making. We hope that all party groups and officers of the Council will accept and implement these recommendations.

Joan Jones CBE
Cllr Eileen Bosomworth
Richard Tod

September 2005





Annexe A

List of Interviewees

Cllr J Wilson	Leader of the Council
Cllr D Edgerley	Deputy Leader of the Council
Cllr P Goldsworthy	Leader of the Opposition
Cllr Mrs P Case	Deputy Leader of the Opposition
Cllr K Ball	Liberal Democrat Leader
Cllr Mrs S Walsh	Liberal Democrat
Cllr J Walker	Chair, Overview & Scrutiny Committee
Cllr Miss M Iddon	Independent Councillor

Members of the Labour Group

Members of the Conservative Group

Members of the Executive Cabinet

Mr J W Davies	Chief Executive
Mr C B Campbell	Deputy Chief Executive
Mr P Morris	Group Director
Mr G Hall	Director of Finance
Ms R Lyon	Director of Legal Services
Mr M O'Loughlin	Head of Customer, Democratic & Office Support Services
Miss R Hawes	Assistant Democratic Services Officer
Ms S Baxendale	Training Manager

Cllr Doreen Pollitt	Deputy Leader, Lancashire County Council
Mr Bob Crabtree	Chair, LSP
Rev J Cree	Member, LSP
Ms J Faux	Chief Executive, PCT
Mr D Benson	Chair, PCT
Chief Supt C Weigh	Divisional Commander, Lancashire Constabulary
Ms V Taylor	Acting Editor, Chorley Guardian



REPORT OF EXECUTIVE CABINET

CAPITAL BUDGET, 2005/06 - MONITORING

1. We were presented with a monitoring report by the Director of Finance which set out the current expenditure position for the 2005/06 Capital Programme, and proposing revisions to the categorisation of schemes in the Programme.
2. A copy of the Director of Finance's report is attached to this report so that the Council Members are able to take account of all the relevant factors before taking decisions on the control of capital expenditure.
3. The Executive Cabinet supported both the recommendations to increase the 2005/06 Capital Programme by £65,080 and to change the categories of the Capital Programme. We do, however, consider that the recommended increase ought to be funded from savings and virements, if practicable. We have also made recommendations for a review of uncommitted schemes by the Capital Programme Board to ensure that the schemes comply with our emerging new Community Plan priorities and that inappropriate schemes can either be deleted or re-categorised.

Recommendations

4. The Council is recommended:
 - (a) to approve the addition to the 2005/06 Capital Programme of expenditure totalling £65,080, as shown in the appendix to the attached report, to be financed from savings and virements, if appropriate;
 - (b) to note the changes made to the categories of the Capital Programme;

COUNCILLOR J WILSON
Executive Leader

AU

There are no background papers to this report.

This page is intentionally left blank

Report of	Meeting	Date
Director of Finance (Introduced by the Executive Leader)	Executive Cabinet	3 November 2005

CAPITAL BUDGET 2005/06 - MONITORING

PURPOSE OF REPORT

- To report forecast expenditure position for the 2005/06 Capital Programme, and to revise the split of the programme into categories.

CORPORATE PRIORITIES

- The schemes in the Capital Programme contribute to achieving all corporate priorities.

RISK ISSUES

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

Strategy		Information	
Reputation		Regulatory/Legal	
Financial	√	Operational	
People		Other	

- Detailed estimates have not yet been prepared for all schemes. Increases in budget provision may be required when tenders are received or, in respect of land assembly, compensation terms are agreed.

The estimated financing of the programme in 2005/06 takes into account capital receipts from the sale of assets that have not yet been received. Should there be a shortfall of usable receipts, it may be necessary to increase the level of external borrowing to bridge the gap. This would involve increased revenue costs for the General Fund.

BACKGROUND

- The Capital Programme for 2005/06 was approved at £18,885,370 at Executive Cabinet of 29 September 2005 and was divided into categories according to the stage of approval of the schemes. Since then the Capital Programme Board, together with the budget holders, has reviewed forecast expenditure; and has revised scheme categories.
- In my previous report I indicated that to finance the full Capital Programme would require more prudential borrowing than the £782,600 allowed for in the original estimate. I estimated that external borrowing during 2005/06 could rise by £1.5 million to £2.28 million. The principal reason for the increased borrowing requirement is a reduction in the level of usable capital receipts. This has resulted from slippage of asset disposals to later years; a significant reduction in the volume of Right To Buy (RTB) Council dwellings sales



from the end of 2004 onwards: and deletion from the capital resource estimate of land sales not expected to materialise in the foreseeable future. A summary of the changes to date is given in the table below.

	£ m
Slippage of asset disposals to later years	0.600
Reduction in unrestricted RTB receipts	0.095
Reduction of land sales from estimate	0.669
Increase in expenditure 29/9/05	0.136
	<hr/>
Increased borrowing estimate as at 29/9/05	1.500
	<hr/>
Increase in expenditure 3/11/05	0.067
Further reduction in estimated receipts	0.153
	<hr/>
Increased borrowing estimate as at 3/11/05	<u>2.500</u>

7. The table shows that the main reason for the additional borrowing required is either the slippage of or reduction in expected receipts. The bulk of the slippage figure of £600k relates to the Yarrow Valley depot and the reduction in land sale is attributable to the expected receipts from the Gillibrand developments where there is still a great deal of uncertainty regarding the sum the Council may receive.

REVISED CAPITAL PROGRAMME 2005/06

8. Following the review of scheme budgets, it is estimated that there will be a further net increase in expenditure of £65,080 during 2005/06. However, it is likely that it will be possible to report reductions in the forecast expenditure outturn at a later date as savings are expected on some schemes; and it may prove possible to meet some overspending from existing resources. In addition, several schemes have not yet started so slippage of expenditure to 2006/07 may occur. A detailed analysis of the forecast increase, with explanations, is presented as Appendix A. Of the total increase, the Head of Property Services will reallocate the Planned Maintenance programme to cover the £13,430 increase required in respect of Ackhurst Lodge.
9. The Head of Property Services has presented a separate report on the Town Hall alterations, in which he indicates that an additional £48,000 would be required for design alterations and upgrades. It is proposed that this increase be met from the resources available for Planned Maintenance. The increased budget requirement is not reflected in the current capital programme but will be taken account of in subsequent monitoring should the Head of Property Services' recommendations be approved.
10. The following table shows in summary the effect of the forecast expenditure increases and movements between categories. The detailed revised programme for 2005/06 is presented as Appendix B.

Capital Programme 2005/06 - Summary

	Category A £	Category B £	Category C £	No Category £	Total 2005/06 £
Programme as at 29 September 2005	6,851,490	8,054,020	2,484,200	1,495,660	18,885,370
Change of Category	2,299,490	(1,945,000)	987,510	(1,342,000)	0
Sub Total	9,150,980	6,109,020	3,471,710	153,660	18,885,370
Other Changes November 2005	52,910	12,170	0	0	65,080
Programme as at 3 November 2005	9,203,890	6,121,190	3,471,710	153,660	18,950,450

11. Taking account of the increase in Category A schemes to £9.204 million, mainly due to existing schemes being brought forward from other categories, it would no longer be possible to finance the programme without use of prudential borrowing. The increase in Category A Scheme relates predominantly to the inclusion of schemes to refurbish the Council's leisure assets. This has change Category as a result of the new leisure contract being ready to sign and implement. I estimate that £1.409 million borrowing would be required to finance Category A schemes, of which 95% would be in respect of the capital investment required for the Leisure Management contract. A further £1.091 million would be required for Category B and C schemes, if implemented during 2005/06, therefore bringing the total borrowing requirement to £2.5 million. In estimating the impact on the revenue budget of the increased use of borrowing to finance the Capital Programme in 2005/06, I have assumed that the full £2.500 million would be required. Borrowing of £2.500 million in 2005/06 would add £100,000 to the revenue budget for repaying external borrowing in 2006/07, which is approximately £67,000 more than would have been required had borrowing remained at the £0.783 million in the 2005/06 original programme.
12. Should there be slippage of the capital expenditure that is expected to be financed with the Council's own resources, or an increase in the level of capital receipts above the current estimate, the need to borrow – and its impact on revenue - would be reduced. However, it is not anticipated that there will be significant slippage of expenditure on Category A schemes. The Capital Programme Board will investigate whether Category B or C schemes can be slipped to 2006/07, or budget savings made, in order to minimise the increase in the borrowing requirement in 2005/06.
13. An analysis of the usable capital receipts required to finance the 2005/06 Capital Programme is reported in Appendix C. This shows the receipts received to date and the total that must be received in the remainder of the year. In brief, it is necessary to receive a further £1.224 million in capital receipts from asset disposals and RTB sales in the second half of 2005/06. As indicated under risk issues, any shortfall in capital receipts could lead to an increase in borrowing above the £2.500 million currently expected. Should a shortfall be due to a delay in selling assets, when the capital receipts are achieved they would be used to repay borrowing in order to reduce the cost to the revenue budget.

COMMENTS OF THE HEAD OF HUMAN RESOURCES

13. There are no direct human resource implications of the recommendations.

RECOMMENDATIONS

14. That the addition to the 2005/06 Capital Programme of the expenditure totalling £65,080 be approved.
15. That the changes in categories of the Capital Programme schemes be noted.
16. That the Capital Programme Board continues to work with budget holders in order to identify savings to match the expenditure increases.

**REASONS FOR RECOMMENDATIONS
(If the recommendations are accepted)**

17. Updating the split of the fully approved and budgeted schemes from those still in the pipeline means that the revenue consequences of the Capital Programme can be monitored more accurately.
18. The addition of the forecast expenditure increases to the programme is necessary to take a realistic view of the capital financing situation.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

19. None.

GARY HALL
DIRECTOR OF FINANCE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Michael L. Jackson	5490	20 October 2005	Exec Cabinet Nov 2005.doc

Analysis of Increase in Programme November 2005

	Change £	£	Reason
<u>Schemes funded with CBC resources</u>			
<u>Corporate Programmes - e-Government</u>			
Replacement financial system	3,930		To increase capacity for scanning creditor invoices.
National Land & Property Gazetteer	1,590		Completion of 2004/05 scheme.
		5,520	
<u>Corporate Programmes - Office Accommodation</u>			
Capitalisation of Office Accommodation consultant	9,980		Reorganisation of depot yard/release of accumulated retention on Union St refurbishment.
Other increases - Bengal Street/Union Street	25,950		
		35,930	
<u>Environmental Services</u>			
Recycling schemes		13,190	Additional recycling containers.
<u>Property Services</u>			
Ackhurst Lodge Refurbishment		13,430	To be met from reallocation of planned maintenance budget.
<u>Development & Regeneration</u>			
Yarrow Valley Park Extension (phases I and II)	(13,890)		Saving.
Astley Park Heritage Lottery Scheme	12,170		Part year cost of Project Officer, not covered by HLF.
		(1,720)	
Net increase in use of CBC resources		<u>66,350</u>	
<u>Schemes funded with external resources</u>			
<u>Public Space Services</u>			
Euxton Play Facilities (S106 funded)		700	Use of full developer's S106 contribution.
<u>Corporate & Policy Services</u>			
Coppull Leisure Centre CCTV		(1,970)	Reduction in sum required.
Net reduction in use of external resources		<u>(1,270)</u>	
Total increase in programme November 2005		<u>65,080</u>	
Contribution from planned maintenance budget		(13,430)	To cover Ackhurst Lodge overspend.
Net increase in capital resources required		<u>51,650</u>	

This page is intentionally left blank

Capital Programme - 2005/06

Scheme	2005/06 Current Budget £	Change of Category £	Other Changes £	2005/06 Revised Estimate £	External Funding £	CBC Funding £
<u>CATEGORY A SCHEMES</u>						
<u>Corporate Programmes - e-Government</u>						
Contact Centre & One Stop Shop	56,290	(46,790)	(2,500)	7,000	7,000	0
Financial systems upgrades (PARIS income system)	20,200		2,500	22,700	22,700	0
Replacement core financial systems	4,930		38,930	43,860	0	43,860
Scanning of Creditors Invoices	35,000		(35,000)	0	0	0
Digitisation of Records	85,330			85,330	75,310	10,020
Computer Network Improvements (Business Continuity)	62,670			62,670	0	62,670
e-Democracy Software	30,000			30,000	30,000	0
PSS Computer Aided Design Systems	14,180			14,180	0	14,180
PSS Computerised Cemetery records	13,670			13,670	0	13,670
Intranet Redesign and Update	33,790			33,790	0	33,790
Annual leave & flexitime system	15,000			15,000	0	15,000
IT Support (incl. salary capitalisation)	30,000			30,000	30,000	0
Records management		600		600	600	0
Pay Modeller System re Job Evaluation		17,500		17,500	0	17,500
National Land & Property Gazetteer			1,590	1,590	0	1,590
Total - e-Government	401,060	(28,690)	5,520	377,890	165,610	212,280
<u>Corporate Programmes - Office Accommodation</u>						
Bengal Street Improvements, CCTV and New Building	97,760		40,350	138,110	0	138,110
Bengal Street Workplace Enhancements 2005/06	22,000		(22,000)	0	0	0
Town Hall Disabled Access and Refurbishment	1,333,910			1,333,910	0	1,333,910
Gillibrand Street Annexe Refurbishment 2005/06	55,000			55,000	0	55,000
Union Street Offices - Refurbishment			17,580	17,580	0	17,580
Union Street Offices Heating and Ventilation	51,500	(46,500)		5,000	0	5,000
Total Office Accommodation	1,560,170	(46,500)	35,930	1,549,600	0	1,549,600

Scheme	2005/06 Current Budget £	Change of Category £	Other Changes £	2005/06 Revised Estimate £	External Funding £	CBC Funding £
<u>Corporate Programmes - Strategic Measures</u>						
Capitalised Restructuring Costs	116,460			116,460	0	116,460
Project Management Support Capitalisation	40,000			40,000	0	40,000
EGLR - contribution to Holy Cross AW Pitch		250,000		250,000	250,000	0
EGLR - environmental mitigation works		103,020		103,020	103,020	0
ODPM e-Voting 2004/05 - 2005/06		903,880		903,880	903,880	0
Total Strategic Measures	156,460	1,256,900	0	1,413,360	1,256,900	156,460
<u>Leisure and Cultural Services</u>						
Replace filter Brinscall swimming pool	20,000			20,000	0	20,000
All Seasons Leisure Centre Refurbishment	9,630			9,630	0	9,630
Astley Hall Refurbishment (Phase I slippage & II)	20,560			20,560	0	20,560
YVP Replacement of Bridges	95,660			95,660	20,700	74,960
Leisure Centres Capital Grant for Investment		845,000		845,000	0	845,000
Leisure Centres Maintenance Liability		350,000		350,000	0	350,000
Leisure Centres DDA Works		147,000		147,000	0	147,000
Total Leisure and Cultural Services	145,850	1,342,000	0	1,487,850	20,700	1,467,150
<u>Public Space Services</u>						
Traffic Calming/Estate Improvements	185,230			185,230	0	185,230
Replacement Borough Boundary Signs	23,360			23,360	0	23,360
Extension to Chorley Cemetery (new burial area)	157,510			157,510	0	157,510
Car parking measures following new Chorley Interchange	16,700			16,700	0	16,700
Euxton Play Facilities (S106 funded)	400		700	1,100	1,100	0
Total Public Space Services	383,200	0	700	383,900	1,100	382,800
<u>Environmental Services</u>						
New and Replacement Litter and Dog Waste bins	18,610			18,610	0	18,610
DEFRA 2004/05	111,490		4,930	116,420	110,710	5,710
Public Toilets Upgrade and Refurbishment Programme	129,690			129,690	0	129,690
Improvement and Development of Recycling Sites	13,740		(13,740)	0	0	0
Recycling bins, boxes, lids and sacks 2005/06	100,000		22,000	122,000	0	122,000
Total Environmental Services	373,530	0	13,190	386,720	110,710	276,010

Scheme	2005/06 Current Budget £	Change of Category £	Other Changes £	2005/06 Revised Estimate £	External Funding £	CBC Funding £
<u>Housing Services (General Fund)</u>						
Vacant Property Initiative	36,000			36,000	0	36,000
Gillibrand Disabled Adaptations (S106 funded)	10,000			10,000	10,000	0
Disabled Facilities Grants	399,130			399,130	206,480	192,650
Home Repair Assistance & Energy Grants	280,000			280,000	0	280,000
Handy Person Scheme	15,000			15,000	0	15,000
Group Repair Schemes	24,500			24,500	0	24,500
Slum Clearance	34,000			34,000	0	34,000
Total Housing Services (General Fund)	798,630	0	0	798,630	216,480	582,150
<u>Corporate & Policy Services</u>						
Town Centre CCTV	5,670	(5,670)		0	0	0
Coppull Leisure Centre CCTV	1,970		(1,970)	0	0	0
Adlington CCTV Cameras		40,000		40,000	40,000	0
Coppull Spendmore Lane CCTV Cameras		30,000		30,000	30,000	0
Total Corporate & Policy Services	7,640	64,330	(1,970)	70,000	70,000	0
<u>Property Services</u>						
Service Centre on Portland St Car Park	5,370			5,370	0	5,370
Ackhurst Lodge Refurbishment	71,540		13,430	84,970	0	84,970
Total Property Services	76,910	0	13,430	90,340	0	90,340
<u>Development & Regeneration</u>						
Chapel Street Environmental Enhancement (Phase II)	316,450			316,450	0	316,450
Strategic Regional Site	2,274,650	(2,159,220)		115,430	115,430	0
Yarrow Valley Park Extension (phases I and II)	13,890		(13,890)	0	0	0
Adlington Rail Station Improvements	7,500	(7,500)		0	0	0
Design Fees	103,550			103,550	0	103,550
Astley Park Improvements - Construction		12,170		12,170	0	12,170
Total Development & Regeneration	2,716,040	(2,154,550)	(13,890)	547,600	115,430	432,170
TOTAL GENERAL FUND PROGRAMME	6,619,490	433,490	52,910	7,105,890	1,956,930	5,148,960

Scheme	2005/06 Current Budget £	Change of Category £	Other Changes £	2005/06 Revised Estimate £	External Funding £	CBC Funding £
<u>Housing Services (Housing Revenue Account)</u>						
Achieving Decent Homes Standard	232,000			232,000	82,000	150,000
Replacement Windows & Doors		886,000		886,000	886,000	0
Community Safety		91,000		91,000	91,000	0
Estate Improvements & Regeneration		119,000		119,000	79,000	40,000
Adaptations for Disabled		250,000		250,000	250,000	0
Major Void Works		250,000		250,000	250,000	0
External Site Works		100,000		100,000	100,000	0
Fascias and Soffits		60,000		60,000	60,000	0
Capitalised Salaries		110,000		110,000	0	110,000
TOTAL HOUSING REVENUE ACCOUNT PROGRAMME	232,000	1,866,000	0	2,098,000	1,798,000	300,000
TOTAL CATEGORY A SCHEMES	6,851,490	2,299,490	52,910	9,203,890	3,754,930	5,448,960
<u>Financing the Programme (Category A)</u>						
Prudential Borrowing	0	1,354,170	54,640	1,408,810	0	1,408,810
Unrestricted Capital Receipts	3,081,490	(52,170)	(13,890)	3,015,430	0	3,015,430
Capital receipt earmarked for Strategic Regional Site	2,164,650	(2,164,650)		0	0	0
Housing Investment Programme Restricted Capital Receipts *	582,150	150,000		732,150	0	732,150
Ext. Contributions - Developers	19,870	345,520	(1,270)	364,120	364,120	0
Ext. Contributions - Other Local Authorities	20,700			20,700	20,700	0
Ext. Contributions - Regional Development Agency etc	110,000	5,430		115,430	115,430	0
Ext. Contributions - Other	0	100,000		100,000	100,000	0
Government Grants - Local Government On Line	211,800	(46,190)		165,610	165,610	0
Government Grants - e-Voting Schemes	0	903,880		903,880	903,880	0
Government Grants - DEFRA Recycling	110,710			110,710	110,710	0
Government Grants - Disabled Facilities Grants	206,480			206,480	206,480	0
Government Grants - Planning Delivery Grant	0			0		
Revenue Budget - Specific Revenue Reserves or Budgets	111,640	17,500	13,430	142,570	0	142,570
Revenue Budget - Housing Revenue Account	150,000			150,000	0	150,000
Major Repairs Allowance	82,000	1,686,000		1,768,000	1,768,000	0
TOTAL CAPITAL RESOURCES (CATEGORY A)	6,851,490	2,299,490	52,910	9,203,890	3,754,930	5,448,960

Scheme	2005/06 Current Budget £	Change of Category £	Other Changes £	2005/06 Revised Estimate £	External Funding £	CBC Funding £
<u>CATEGORY B SCHEMES</u>						
<u>Corporate Programmes - e-Government</u>						
e-Claims travel and subsistence	6,000			6,000	0	6,000
Microsoft Upgrade	63,960			63,960	0	63,960
Corporate DIP implementation	30,000			30,000	0	30,000
Integration of CRM & Workflow with Back Office	50,000			50,000	50,000	0
Total - e-Government	149,960	0	0	149,960	50,000	99,960
<u>Corporate Programmes - Strategic Measures</u>						
Invest in Success - Gillibrand Scheme	757,300			757,300	0	757,300
Junction Improvements A49/Lancaster Lane (S106 funded)	175,530			175,530	175,530	0
ODPM e-Voting 2004/05 - 2005/06	903,880	(903,880)		0	0	0
External Funding Pot	20,000			20,000	0	20,000
Eaves Green Link Road	4,420,000	(103,020)		4,316,980	4,316,980	0
EGLR - contribution to Holy Cross AW Pitch	250,000	(250,000)		0	0	0
Total Strategic Measures	6,526,710	(1,256,900)	0	5,269,810	4,492,510	777,300
<u>Leisure and Cultural Services</u>						
Community Centre Ecclestone - Capital Grant	150,000	(150,000)		0	0	0
YVP Extension Flood Alleviation	2,500			2,500	0	2,500
Astley Hall Gas Supply		12,000		12,000	0	12,000
Total Leisure and Cultural Services	152,500	(138,000)	0	14,500	0	14,500
<u>Public Space Services</u>						
Cemetery memorial safety	1,130			1,130	0	1,130
Signage - Chorley and Adlington cemeteries	5,000			5,000	0	5,000
Resurface Footpaths Chorley and Adlington Cemeteries	6,890			6,890	0	6,890
Tesco superstore cycle path	63,000			63,000	63,000	0
Purchase and erection of bus shelters	8,130			8,130	0	8,130
Parks and Play Areas Refurbishment	43,470	(43,470)		0	0	0
Changing Rooms Jubilee Playing Field Adlington	30,000	(30,000)		0	0	0
Euxton Play Facilities (S106 funded)	50,780			50,780	50,780	0
Chorley Play Facilities (S106 funded)	30,000			30,000	30,000	0

Scheme	2005/06 Current Budget £	Change of Category £	Other Changes £	2005/06 Revised Estimate £	External Funding £	CBC Funding £
Total Public Space Services	238,400	(73,470)	0	164,930	143,780	21,150
<u>Corporate & Policy Services</u>						
Town Centre CCTV/Control Room equipment		5,670		5,670	0	5,670
Total Corporate & Policy Services	0	5,670	0	5,670	0	5,670
<u>Development & Regeneration</u>						
Elwood Initiative	101,670	(101,670)		0	0	0
Groundwork Projects	30,000			30,000	0	30,000
Astley Park Improvements - Construction	486,320	(12,170)	12,170	486,320	400,800	85,520
Big Wood Reservoir	368,460	(368,460)		0	0	0
Total Development & Regeneration	986,450	(482,300)	12,170	516,320	400,800	115,520
TOTAL GENERAL FUND PROGRAMME	8,054,020	(1,945,000)	12,170	6,121,190	5,087,090	1,034,100
TOTAL CATEGORY B SCHEMES	8,054,020	(1,945,000)	12,170	6,121,190	5,087,090	1,034,100
<u>Financing the Programme (Category B)</u>						
Prudential Borrowing	847,740	(281,840)	41,110	607,010	0	607,010
Unrestricted Capital Receipts	437,830	(37,800)	(28,940)	371,090	0	371,090
Ext. Contributions - Developers	4,989,310	(353,020)		4,636,290	4,636,290	0
Ext. Contributions - Lottery Bodies	400,800			400,800	400,800	0
Ext. Contributions - Regional Development Agency etc	368,460	(368,460)		0	0	0
Government Grants - Local Government On Line	50,000			50,000	50,000	0
Government Grants - e-Voting Schemes	903,880	(903,880)		0	0	0
Revenue Budget - Specific Revenue Reserves or Budgets	56,000			56,000	0	56,000
TOTAL CAPITAL RESOURCES (CATEGORY B)	8,054,020	(1,945,000)	12,170	6,121,190	5,087,090	1,034,100

Scheme	2005/06 Current Budget £	Change of Category £	Other Changes £	2005/06 Revised Estimate £	External Funding £	CBC Funding £
<u>CATEGORY C SCHEMES</u>						
<u>Corporate Programmes - e-Government</u>						
Records management	600	(600)		0	0	0
Pay Modeller System re Job Evaluation	17,500	(17,500)		0	0	0
PSS Fleet Management	7,000			7,000	0	7,000
PSS Planting Schemes	3,500			3,500	0	3,500
PSS DIP/FLARE	24,000			24,000	0	24,000
Integration to Land & Property Gazetteer	22,500			22,500	22,500	0
Building Control - applications on-line	50,000			50,000	50,000	0
Planning - applications on-line	78,000			78,000	78,000	0
e-Enabling HR systems	84,000			84,000	0	84,000
Environmental Services Integration	30,000			30,000	30,000	0
Online booking facilities	15,000			15,000	15,000	0
One stop resolution	50,000			50,000	50,000	0
Telephony	42,100			42,100	0	42,100
On-line event/form interface	10,000			10,000	10,000	0
Access to home/remote working facilities	20,000			20,000	20,000	0
Single business account	20,000			20,000	20,000	0
e-Billing	35,000			35,000	35,000	0
Contact Centre & One Stop Shop		46,790		46,790	46,790	0
Total - e-Government	509,200	28,690	0	537,890	377,290	160,600
<u>Corporate Programmes - Office Accommodation</u>						
Upgrade Lancastrian Room Kitchen	27,000			27,000	0	27,000
Union Street Offices Heating and Ventilation		46,500		46,500	0	46,500
Total Office Accommodation	27,000	46,500	0	73,500	0	73,500
<u>Leisure and Cultural Services</u>						
Astley Hall Gas Supply	12,000	(12,000)		0	0	0
Community Centre Ecclestone - Capital Grant		150,000		150,000	0	150,000
Total Leisure and Cultural Services	12,000	138,000	0	150,000	0	150,000

Scheme	2005/06 Current Budget £	Change of Category £	Other Changes £	2005/06 Revised Estimate £	External Funding £	CBC Funding £
<u>Public Space Services</u>						
Parks and Play Areas Refurbishment		43,470		43,470	0	43,470
Changing Rooms Jubilee Playing Field Adlington		30,000		30,000	0	30,000
Total Public Space Services	0	73,470	0	73,470	0	73,470
<u>Corporate & Policy Services</u>						
Adlington CCTV Cameras	40,000	(40,000)		0	0	0
Coppull Spendmore Lane CCTV Cameras	30,000	(30,000)		0	0	0
Total Corporate & Policy Services	70,000	(70,000)	0	0	0	0
<u>Development & Regeneration</u>						
Big Wood Reservoir		368,460		368,460	368,460	0
Elwood Initiative		101,670		101,670	0	101,670
Strategic Regional Site		2,159,220		2,159,220	0	2,159,220
Adlington Rail Station Improvements		7,500		7,500	7,500	0
Total Development & Regeneration	0	2,636,850	0	2,636,850	375,960	2,260,890
TOTAL GENERAL FUND PROGRAMME	618,200	2,853,510	0	3,471,710	753,250	2,718,460
<u>Housing Services (Housing Revenue Account)</u>						
Replacement Windows & Doors	886,000	(886,000)		0	0	0
Community Safety	91,000	(91,000)		0	0	0
Estate Improvements & Regeneration	119,000	(119,000)		0	0	0
Adaptations for Disabled	250,000	(250,000)		0	0	0
Major Void Works	250,000	(250,000)		0	0	0
External Site Works	100,000	(100,000)		0	0	0
Fascias and Soffitts	60,000	(60,000)		0	0	0
Capitalised Salaries	110,000	(110,000)		0	0	0
TOTAL HOUSING REVENUE ACCOUNT PROGRAMME	1,866,000	(1,866,000)	0	0	0	0
TOTAL CATEGORY C SCHEMES	2,484,200	987,510	0	3,471,710	753,250	2,718,460

Scheme	2005/06 Current Budget £	Change of Category £	Other Changes £	2005/06 Revised Estimate £	External Funding £	CBC Funding £
<u>Financing the Programme (Category C)</u>						
Prudential Borrowing	124,540	269,670	89,970	484,180	0	484,180
Unrestricted Capital Receipts	0	89,970	(89,970)	0	0	0
Capital receipt earmarked for Strategic Regional Site	0	2,159,220		2,159,220	0	2,159,220
Housing Investment Programme Restricted Capital Receipts *	150,000	(150,000)		0	0	0
Ext. Contributions - Developers	0	7,500		7,500	7,500	0
Ext. Contributions - Regional Development Agency etc	0	368,460		368,460	368,460	0
Ext. Contributions - Other	100,000	(100,000)		0	0	0
Government Grants - Local Government On Line	203,100	46,190		249,290	249,290	0
Government Grants - Planning Delivery Grant	128,000			128,000	128,000	0
Revenue Budget - Specific Revenue Reserves or Budgets	92,560	(17,500)		75,060	0	75,060
Major Repairs Allowance	1,686,000	(1,686,000)		0	0	0
TOTAL CAPITAL RESOURCES (CATEGORY C)	2,484,200	987,510	0	3,471,710	753,250	2,718,460

Scheme	2005/06 Current Budget £	Change of Category £	Other Changes £	2005/06 Revised Estimate £	External Funding £	CBC Funding £
<u>UNCATEGORISED SCHEMES</u>						
<u>Leisure and Cultural Services</u>						
Leisure Centres Capital Grant for Investment	845,000	(845,000)		0	0	0
Leisure Centres Maintenance Liability	350,000	(350,000)		0	0	0
Leisure Centres DDA Works	147,000	(147,000)		0	0	0
Total Leisure and Cultural Services	1,342,000	(1,342,000)	0	0	0	0
<u>Housing Services (General Fund)</u>						
Housing Renewal	153,660			153,660	0	153,660
Total Housing Services (General Fund)	153,660	0	0	153,660	0	153,660
TOTAL GENERAL FUND PROGRAMME	1,495,660	(1,342,000)	0	153,660	0	153,660
TOTAL UNCATEGORISED SCHEMES	1,495,660	(1,342,000)	0	153,660	0	153,660
<u>Financing the Programme (Uncategorised)</u>						
Prudential Borrowing	1,342,000	(1,342,000)		0	0	0
Housing Investment Programme Restricted Capital Receipts *	153,660			153,660	0	153,660
TOTAL CAPITAL RESOURCES (UNCATEGORISED)	1,495,660	(1,342,000)	0	153,660	0	153,660

Note:

* See Appendix C for definition of HIP Restricted Capital Receipts

Monitoring of Usable Capital Receipts November 2005

	Unrestricted Receipts £	HIP Restricted Receipts £	Total Usable Receipts £
Balance brought forward 1 April 2005	2,008,340	1,053,090	3,061,430
Receipts received to 30 September 2005	154,090	207,790	361,880
Total Usable Receipts available	2,162,430	1,260,880	3,423,310
Required for capital financing	(3,386,520)	(885,810)	(4,272,330)
	(1,224,090)	375,070	(849,020)
Usable Receipts due in remainder of year	1,224,090	498,120	1,722,210
Estimated balance 31 March 2006	0	873,190	873,190

Note:

The 'HIP Restricted Receipts' are available for capital expenditure in respect of the housing function of the authority only. They are a proportion of RTB sales available under the transitional arrangements for the pooling of housing capital receipts, which apply from 2004/05 to 2006/07. Such restricted receipts can be used for private sector housing renewal as well as Housing Revenue Account capital expenditure. They can not be used for non-housing purposes but can be carried forward for use in later years.

This page is intentionally left blank

REPORT OF EXECUTIVE CABINET

AREA FORUM PILOT SCHEME

1. The Executive Cabinet at its meeting on 29 September 2005, approved the draft arrangements for the introduction of three Area Forum pilot schemes within the areas of Clayton-le-Woods North, Coppull Parish and Lostock Ward. At that meeting, we requested the Officers to liaise with our respective partners and submit a further report on proposals for the dates and venues for the initial meetings, conduct procedure rules and promotional arrangements.
2. At our meeting on 1 December, the Chief Executive accordingly presented a report that detailed the suggested arrangements for the three pilot schemes, a copy of which is attached to this report for information.
3. We accepted the proposals for the three pilot Area Forum projects (which had previously been endorsed by the Area Forum Working Group), and recommended the Council to approve the draft terms of reference and procedure rules to Area Forum pilots as set out in Appendices 2 and 3 attached to this report. We are also seeking authority for the Chair and Vice-Chair of each of the three Area Forums to be appointed in accordance with the criteria laid down in the draft procedure rules.
4. The Council will be able to approve the terms of reference for the Area Forum Pilot Schemes as an addition to the Council's Constitution at Article 16. However, the recommendation to adopt the Procedure Rules for the Area Forums as an amendment to the Council's Constitution will require to stand adjourned without further discussion to the next ordinary meeting of the Council under the provision of Paragraph 27.2 of Part A of Appendix 3 to the Constitution.
5. The Executive Cabinet also agreed that a Member of the Executive Cabinet should attend each of the nine pilot scheme meetings and have requested the Management Team to ensure that a Chief Officer also attends each of the nine pilot meetings. A rota to regulate the attendance of Cabinet Members at the Area Forum meetings will need to be drawn up.

Recommendations

6. The Council is recommended:
 - (a) to approve the Terms of Reference for the three Area Forum Pilot schemes for Clayton-le-Woods North, Coppull Parish and Lostock Ward, as set out in Appendix 1 to the attached report, and their inclusion as Article 16 in Part 2 of the Council's Constitution;
 - (b) to propose the approval and adoption of the Procedure Rules for the Pilot Rea Forums as set out in Appendix 2 to the attached report, for inclusion in the Council's Constitution as Part D of Appendix 3, but to note that the proposal will stand adjourned to the next ordinary meeting of the Council on 24 January 2006 in accordance with Paragraph 27.2 of Part A of Appendix 3 to the Council's Constitution;
 - (c) to agree the appointment of the Chair and Vice-Chair of the three pilot Area Forums from the Borough Council members of each Forum who represent a Ward within the respective area, subject to confirmation upon the adoption of the Procedure Rules at the next ordinary Council meeting.

COUNCILLOR D EDGERLEY

Executive Member for Customers, Policy and Performance

AU

There are no background papers to this report.

This page is intentionally left blank

Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Customer, Policy and Performance, Councillor Edgerley)	Executive Cabinet	01/12/05

IMPLEMENTATION OF AREA FORUM PILOT SCHEME

PURPOSE OF REPORT

- To provide an update on the proposals for the implementation of an Area Forum pilot scheme in three areas of the Borough as part of the Council’s new approach to community engagement set out in the Corporate Improvement Plan and the Community Strategy Action Plan 2005/08 and to seek approval to the dates and venues for the initial Forum meetings, procedure rules and promotional arrangements for the pilot scheme.

CORPORATE PRIORITIES

- Closer engagement by the Council with the local community may assist the Council to understand and satisfy better the needs of the community as customers of the Council’s services.

RISK ISSUES

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

Strategy	✓	Information	✓
Reputation	✓	Regulatory/Legal	✓
Financial		Operational	
People		Other	✓

- The key risks for the Council from inadequate, ineffective or unreasonably delayed means of engagement with the local community are as follows:

Strategy

Failing to adopt strategies which are sufficiently aligned with the needs of the Borough and its inhabitants.

Information

Failing to have a sufficiently comprehensive knowledge of the practical results of Council policies, of their impact on particular people and areas and occurrences that may call for different approaches on the part of the Council.

Reputation and Regulatory/Legal

Failure to take early action to implement an important action from the Corporate Improvement Plan could damage the Council's standing with the public and risk adverse comment or action from the District Auditor in his Direction of Travel Assessments or the Inspectors in the next Comprehensive Performance Assessment.

Other

Failing to engage sufficiently closely with people outside the normal setting of the Town Hall and formal committees etc. and to advance the process of democratic renewal by allowing people to understand the Council better and contribute their ideas and knowledge to the functioning and development of the Council, its organisation and its services.

BACKGROUND

5. The Council's Corporate Improvement Plan, adopted by the Council in June 2004 following the Comprehensive Performance Assessment includes an Action 6(a), which reads:

"Devise and pilot with partners new approaches to community engagement, drawing on experience from elsewhere"

This action had a date of end-December 2004 on it. We have unfortunately not achieved that target, which may have been ambitious in view of the need for careful consultation and deliberation before launching an initiative of this kind.

6. The Chorley Borough Community Strategy Action Plan 2005/08 includes an Objective 2 – "Getting People involved in their Communities" and one of the identified approaches is the establishment of area Forum.
7. In view of the delay in the implementation of the Corporate Improvement Plan Action referred to in paragraph 5 and the need to move forward on the Community Strategy Objective highlighted in paragraph 6, I submitted proposals to the Executive Cabinet on 15 March 2005 and the Council meeting on 19 April 2005 for the implementation of Area Forum in three pilot areas during the next Municipal Year.
8. The Council appointed an Area Forum Working Group to consider and submit recommendations to the Executive Cabinet on the format, structure and geographical areas for the Area Forum Pilot Scheme.
9. The Community Overview and Scrutiny Panel commenced a scrutiny inquiry project in June 2005 into public participation in the Council's decision-making process. This would allow the enquiry to take into account experience with the Area Forum Pilot scheme and contribute to any permanent arrangements that may subsequently be adopted.

AREA FORUM WORKING GROUP

10. The Area Forum Working Group held its meeting on 4 July 2005 and agreed:
- (i) That the introduction of three pilot Area Forum schemes (each to be structured on a different basis) within the following three areas be examined in detail by the officers:
 - (a) the Coppull Parish boundary area;
 - (b) a rural area of the Borough to be determined by the Chair following consideration of Officers' recommendations;

(c) Clayton Brook, within boundaries to be defined following consultation with the community groups operating in Clayton Brook.

(ii) That immediate consultations be commenced by the Officers with the Parish Councils, Police, the Chorley Partnership, the Primary Care Trust and community and voluntary groups in each of the above three prospective areas, to seek their views and involvement in the development of the three pilot schemes, with a view to detailed recommendations for the pilots being formulated by this Group for submission to the Executive Cabinet on 29 September 2005.

11. As a consequence of the above resolution, the local councillors, representative of partner organisations, appropriate Parish Councils and local community/voluntary/residents/tenants groups were invited to attend the following consultation meetings:

- Lostock Ward (rural area determined by the Chair) – Croston Old School – 5 September 2005
- Coppull Parish – Coppull Village Hall – 7 September 2005
- Clayton Brook – Clayton Brook Village Hall – 13 September 2005

12. The Executive Cabinet on 29 September 2005 considered the proceedings of the Area Forum Working Group meeting held on 22 September 2005 and the draft arrangements for the introduction of three Area Forum Pilot Schemes within the areas of the Clayton-Le-Wood’s North Ward, the Coppull Parish boundary and the Lostock Ward, following the above mentioned consultation meetings held in the three areas involving representatives of the public, community and voluntary organisations within those areas. The Executive Cabinet resolved:

- (1) That approval be given to the boundary of the Area Forum pilot for Clayton being defined as the Clayton-Le-Woods North Ward, which comprises the area of Clayton Brook, in line with the consensus view expressed at the consultation meeting on 13 September 2005.
- (2) That approval be given to the draft arrangements for the introduction of the three Area Forum pilot schemes within the areas of Clayton-le-Woods North Ward, Coppull Parish, and Lostock Ward.
- (3) That the officers progress the initiative in liaison with respective partners and submit a report to the next meeting of the Area Forum Working Group on proposals for the dates and venues for the initial Forum meetings, procedure rules and promotional arrangements.

PROPOSED ARRANGEMENTS FOR AREA FORUM PILOT SCHEME

13. The Area Forum Working Group held a further meeting on 17 November 2005 and the proposed arrangements for the Area Forum Pilot Scheme are as follows:

(i) **Dates/Times and Venues for Meetings**

The dates and venues for the three rounds of the Area Forum Pilot meetings are as follows:

Area Forum	First Round	Second Round	Third Round
Clayton-le-Woods North Ward	Youth & Community Centre, Manor Road, Clayton-le-Woods Thursday, 16 March 2006	Clayton Brook Village Hall, Clayton Brook (Date to be determined)	Youth & Community Centre, Manor Road, Clayton-le-Woods (Date to be determined)

Coppull Parish	Royal British Legion Club, Springfield Road, Coppull Tuesday, 28 February 2006	Royal British Legion Club, Springfield Road, Coppull (Date to be determined)	Royal British Legion Club, Springfield Road, Coppull (Date to be determined)
Lostock Ward	Croston Old School, Church Street, Croston Thursday, 23 March 2006	Bretherton Endowed CE School, South Road, Bretherton (Date to be determined)	Ulnes Walton Club, Ulnes Walton Lane, Ulnes Walton (Date to be determined)

The dates for the first round of meetings do not clash with any Borough Council or Parish Council meetings. The dates for the second and third round of meetings to be held in June/July 2006 and September/October 2006 will be determined early in 2006 when the schedule of Council meetings for 2006/07 has been approved.

The venues for the Pilot Area Forum meetings have been selected following risk assessments to ensure that issues such as adequate meeting space, chairs, lighting, fire escape, and adequate car parking provision are available. The venues also meet the requirements of the Disability Discrimination Act in respect of access.

All of the meetings will commence at 7.00pm and conclude at no later than 9.00pm.

The estimated cost of hiring the above-mentioned venues is £500, which can be met from existing budgetary provision.

(ii) **Terms of Reference/Procedural Rules**

The proposed terms of reference and the procedural rules for the Area Forum Pilot Scheme are set out in **Appendix 1 and 2** of this report for consideration.

The Forum meetings need to work for the benefit of the local people and be “their” meetings rather than another place where the “professionals” engage, to the detriment of participation by the people. During the consultation meetings, the view was expressed that the Pilot Area Forum meetings need to be structured in two halves, one structured and one informal, with the residents setting the agenda and tone. The formal part would allow for the Council and others to give information and explain initiatives, for which there is a need if the meetings are also going to be effective as a means of widespread consultation.

The informal part will take the form of a “Public Question Time” when residents would be able to put questions to Borough or County Councillors and representatives of the Lancashire Constabulary and other Partner Organisations.

Arrangements will be made as far as possible for the provision of a refreshment interval, during which local residents could raise issues privately with Councillors if they wished.

Members of the Public will also be invited at the meetings to complete question cards if they so wish requesting a response from a Councillor/Officer on any particular issue. The Democratic Services Section will send the question to the appropriate Service Unit/Organisation with a request that a response is sent to the person who

submitted the questions and details of the question and response will be included in the minutes of the meeting.

The items to be included on the agenda for the formal business will need to be carefully identified to stimulate public interest and debate. This will need to be discussed by the Management Team in liaison with lead officers from Lancashire County Council, Lancashire Constabulary, Chorley and South Ribble NHS Primary Care Trust and other partner organisations.

It was suggested at one of the consultation meetings that the attendance at meetings would be maximised if the meetings were focused around particular themes or issues of particular concern to residents eg refuse collection/recycling, community safety, highways/transportation issues and environmental issues etc.

The agendas will be circulated by no later than ten working days before each Area Forum meeting.

(iii) **Publicity/Promotion**

The Communications Officer will ensure that publicity is generated through the local media and the Chorley Borough News. Details of the arrangements for the pilot scheme will also be included in other Council newsletters such as the 'Tenants News and Views'. Other forms of publicity material will be circulated to community, resident and tenant groups and appropriate Parish Councils etc on the arrangements for the Pilot Area Forum meetings.

The details of the cost of printing and distributing publicity leaflets to all of the households in the three pilot areas (8,300 properties) prior to the first round of meetings are currently being obtained from distributors but it is estimated that the cost will be approximately £1,250 which can be met from existing budgetary provision.

(iv) **Membership**

The core membership of each Pilot Area Forum will comprise of the Borough Councillors for the electoral ward(s) within the geographical area of the Area Forum.

The Chair and Vice Chair of each Forum will need to be appointed at the Council meeting on 13 December 2005 and thereafter at the Annual Council meeting in May 2006 in accordance with the draft procedure rules set out in Appendix 2.

(v) **Co-opted Members**

The co-opted members will comprise of:

- The appropriate County Councillor(s)
- A representative(s) from each Parish Council within the geographical area of the Area Forum.
- Lancashire Constabulary
- Chorley and South Ribble NHS Primary Care Trust

Lancashire County Council will be represented by the appropriate County Councillor and the Senior District Partnership Officer at each Area Forum meeting.

Lancashire Constabulary will be represented by the appropriate Inspector and/or Police Community Beat Manager(s) for the geographical area of each Area Forum to respond to public questions on community safety and policing issues.

The Chorley and South Ribble NHS Primary Care Trust have discussed the establishment of the Area Forum Pilot Schemes and are in support of the approach to improve consultation and involvement of the public in decision-making. It has been agreed that an appropriate Director will be identified for each Area Forum.

(vi) **Attendance of the Public and Representatives of Local Community Groups**

The meetings will be open to all persons who reside in or have a business interest in the geographical area of the forum.

As well as the local residents and businesses who have an interest in the area of the Forum, representatives of local community groups etc will be invited to attend the Pilot Area Forum meetings. The draft circulation lists for each Area Forum are set out in **Appendix 3**.

A database will be compiled of all persons and organisations who wish to receive agenda papers and details will be published on the Council's website.

(vii) **Attendance of Executive Cabinet Members**

The Executive Cabinet will need to determine the arrangements for the attendance of a Member of the Executive Cabinet at each of the nine Area Forum Pilot meetings to respond to public questions on Council services at the Forum meetings and provide feedback to colleagues on the Executive Cabinet on the issues raised at the meetings. Councillor K Ball (Executive Member for Effective Service Delivery and Procurement) will be invited to attend the Coppull Parish Area Forum meetings as one of the councillors for the Coppull Ward.

(viii) **Officer Attendance**

The Management Team / Senior Management Group will be requested to determine the arrangements for the attendance of a Chief Officer at each Pilot Area Forum meeting to provide support/advice to the Chair and Members of the Area Forum. The Democratic Services Section will provide administrative support at each meeting.

(ix) **Hire of PA / Loop System**

It will be necessary for the hire of a portable PA/loop system to be arranged for each Pilot Area Forum meeting to meet disability discrimination requirements. The equipment will also need to be transported to/from each meeting venue and erected by members of staff. The details of the cost of the hire and/or purchase of the equipment are currently being obtained from suppliers but it is estimated that the cost will be approximately £1,000 which can be met from existing budgetary provision.

(x) **Evaluation of Pilot Scheme**

Following the three rounds of the Pilot Area Forum meetings, an evaluation report on the Pilot Scheme will need to be submitted to the Executive Cabinet and the Council. The Executive Cabinet will also be able to consider the report by the Community Overview and Scrutiny Panel on the inquiry project into public participation in the Council's decision-making process, which will take into account experience with the Area Forum Pilot scheme in order to formulate any recommendations on the arrangements that may subsequently be adopted. The reports will need to include details of any additional capacity required in the Democratic Services Section and

other financial implications to be considered prior to the implementation of Area Forums in Chorley on a permanent basis.

COMMENTS OF THE DIRECTOR OF FINANCE

12. The report sets out the details and costs associated with the Pilot Scheme. All of the expected costs can be contained within the current budget. However, should the pilot be successful and the Scheme be rolled out to all areas of the borough, then there will be a need for a full financial appraisal of the costs. It is likely that a borough wide scheme will require additional resources for which no budget currently exists but the impact will be from 2007/08 once the Pilot is complete.

COMMENTS OF THE HEAD OF HUMAN RESOURCES

13. Management and administration of this proposed pilot scheme will be by existing resource within Democratic Services. However, should the pilot be successful and a decision taken in the future to adopt the Area Forums on a permanent basis, there will be resource implications for Democratic Services. This will result in the likely need for an increase in established posts that would be required to effectively administer, manage and support this scheme.

RECOMMENDATIONS

14. (1) That approval be given to the proposed arrangements for the Area Forum Pilot Scheme and in particularly the dates and venues for the initial Forum meetings and the promotional arrangements for the pilot scheme;
- (2) That arrangements be made for a Member of the Executive Cabinet and a Chief Officer to attend each Area Forum meeting during the period of the Pilot Scheme.
- (3) That the Council at its next meeting on 13 December 2005 be requested to approve:
 - (i) the draft terms of reference and the procedural rules for the Area Forum Pilot Scheme set out in appendices 1 and 2 for inclusion in the Council's Constitution.
 - (ii) the appointment of the Chair and Vice Chair of the three Area Forums from the Members of each Forum who are Borough Councillors and represent a ward within the area, as set out in the procedural rules for the Area Forum Pilot Scheme.

REASONS FOR RECOMMENDATIONS (If the recommendations are accepted)

15. To determine the administrative arrangements for the Area Forum Pilot Scheme.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

16. None.

J W DAVIES
CHIEF EXECUTIVE

Background Papers			
Document	Date	File	Place of Inspection
Comprehensive Performance Assessment Report for Chorley Borough Council	March 2004		Town Hall
Corporate Improvement Plan	June 2004		Town Hall
Community Engagement – Possible Area For a	October 2004		Town Hall
Chorley Borough Community Strategy (2005-2016) and Action Plan (2005/08)	January 2005		Town Hall
Area Forum Pilot Schemes - Consultation Meetings	September 2005		Town Hall
Executive Cabinet and Area Forum Working Party Agenda Papers	Various		Town Hall

Report Author	Ext	Date	Doc ID
Steve Pearce	5196	14 November 2005	ADMINREP/90926BAS

APPENDIX 1**COUNCIL CONSTITUTION****ARTICLE 16 - AREA FORUMS (DRAFT TERMS OF REFERENCE)****16.01 Area Forums**

The Council has given approval to the implementation of an Area Forum Pilot Scheme in three pilot areas within the Borough, in liaison with partner organisations, the appropriate parish councils and local community groups etc. Each Area Forum will be meeting on three occasions during February/March, June/July and September/October during 2006.

16.02 Form and composition

The council will appoint the area forums as set out in the first column of the table below, composed as set out in the second column of that table.

Name of Area Forum	Composition
1. Clayton-le-Woods North Ward	Clayton-le-Woods North Ward
2. Coppull Parish	Coppull Ward and Part of Chisnall Ward (Coppull West electoral district)
3. Lostock Ward	Parishes of Bretherton, Croston and Ulnes Walton

16.03 Membership

As each Forum is primarily consultative and advisory and does not exercise delegated powers and budgets there is no requirement for political balance. Accordingly membership will be all ward members for the relevant areas, together with any relevant co-optees. In particular a member for the Executive Cabinet may serve on the relevant Area Forum for his/her ward. The Council will appoint the Chair and Vice Chair of each Area Forum from amongst the Borough Councillors on the Forum.

16.04 Purpose

The purpose of the Area Forum Pilot Scheme is to enable:

- The Council and other Partner Organisations to consult and engage with the local community on strategies/policies and service issues within the three pilot areas during the period of the Pilot Scheme, within the context of a non-political ethos.
- The residents and representatives of local community groups and businesses within the three pilot areas to attend the Area Forum meetings, raise questions on service related issues on an open forum basis and, influence the decisions of the Council and other Partner Organisations.
- To evaluate the effectiveness of and the lessons learnt from the Area Forum Pilot Scheme and produce recommendations on the way forward for community engagement across the Borough.

The scope of the Area Forum Pilot Scheme is to improve the Council's position with regard to engaging communities and other stakeholders in future planning and to give local residents the opportunity to influence the decisions of the Council and Partner Organisations.

The Forums will be consultative and deliberative rather than executive i.e., they will not make decisions on behalf the Council.

16.05 **Terms of Reference**

1. To provide a public open forum to discuss issues and concerns at a local level, including cross-cutting issues and partnership working with Lancashire County Council, Lancashire Constabulary, Chorley and South Ribble NHS Primary Care Trust and other Partner organisations.
2. To consult on Policies and Strategies with a specific Area dimension.
3. To seek views and feedback on Best Value Reviews of relevant council services as they affect the areas.
4. To identify and inform the Executive Cabinet and/or relevant Overview and Scrutiny Committee Panel of matters of local concern.
5. To discuss and consult on area based proposals as appropriate, including:
 - housing issues;
 - community safety
 - traffic calming;
 - traffic regulation orders;
 - street lighting and re-lighting schemes;
 - disabled mobility;
 - waste collection and recycling issues;
 - weed control and grass cutting;
 - Overview and Scrutiny Panel Inquiries; and
 - Primary Care Trust service provision.

10.06 **Meetings**

Meetings of Area Forums will be held in public. The meetings will be held at a suitable venue in the local area. A period of 30 minutes will be allocated for questions by members of the public. Although there is no obligation to do so, it would be helpful if questions could be put in writing to a Ward Councillor at least 48 hours before the start of the meeting. This will help facilitate a full response.

10.07 **Procedure Rules**

The procedure rules for the meetings are set out at Part 2, Appendix 3 of the Constitution.



DRAFT AREA FORUM PROCEDURE RULES

C O N T E N T S

1. Secretary to the Area Forum
2. Start and Finish Times of Meetings
3. Quorum
4. Voting Powers and Time Limits on Speeches
5. Membership
6. Appointment of Chair and Vice Chair
7. Power to Co-opt
8. Attendance at Meetings
9. Representatives of Local Organisations
10. General Power to Adjourn
11. Order of Business
12. Questions from Members of the Public
13. Questions on Agenda Items from Members of the Public

AREA FORUM PILOT SCHEME PROCEDURE RULES

1. Secretary to the Area Forum

- 1.1 The Chief Executive shall act as Secretary to the Area Forum and shall be responsible for preparing and circulating agendas and reports for meetings, and preparing the minutes.
- 1.2 The agenda for each Area Forum meeting will be published on the Council's web site and circulated to all persons and organisations on the circulation list by ten working days prior to the meeting.

2. Start and Finish Times of Meetings

- 2.1 Meetings will be held at a suitable local venue which may rotate as appropriate and will commence at 7.00pm, in the spirit of encouraging as many local people as possible to attend.
- 2.2 No business shall be transacted later than 9.00pm, at which time any business, which remains to be transacted, shall be deferred to a future meeting.

3. Quorum

- 3.1 Business shall not be transacted at a meeting of a Area Forum unless there are present at least two Members of the Forum who are Borough Councillors and who represent a ward within the area. If the Chair declares that there is not a quorum, the meeting shall stand adjourned until a date and time to be fixed by the Chair or to the next ordinary meeting of the Forum.

4. Voting Powers and Time Limits on Speeches

- 4.1 During the Area Forum Pilot Scheme, it is not envisaged that any formal vote would need to be taken on any mater relating to the operation of the Borough Council's functions.
- 4.2 The Chair may at any point in the meeting ask for a show of hands by the public present to indicate support or otherwise for a particular issue.
- 4.3 No member of the Forum may speak for more than five minutes on any one agenda item, unless the Chair expressively agrees otherwise for the purpose of enabling the meeting to be better informed and the adequate dispatch of business on the agenda.

5. Membership

- 5.1 The core membership of each Area Forum shall be the Borough Councillors for the electoral wards within the geographical area of each Forum

6. Appointment of Chair and Vice-Chair

- 6.1 The Council will determine the appointment of the Chair and Vice-Chair of each Area Forum at the Council meeting to be held on 13 December 2005 and thereafter at the Annual Council meeting from amongst those persons sitting on their membership.

- 6.2 In the absence of the Chair and Vice-Chair, the Borough Councillors present at the meeting will appoint another Borough Councillor to preside as Chair for that meeting.

7. **Power to Co-opt**

Area Forums may co-opt any persons who are either:

- (a) Members of the Lancashire County Council who represent all or part of the area of the Forum;
- (b) Members of a Parish Council within the area of the Forum; or
- (c) Representatives of Lancashire Constabulary, Chorley and South Ribble NHS Primary Care Trust or any other partner organisation recognised by the Council for this purpose.

The members of the Area Forums may at any time revoke a co-option.

8. **Attendance at Meetings**

- 8.1 Attendance at the Area Forum meetings is open to all persons who reside in or have a business interest in the geographical area of the Forum. Such persons can request that they be included on the circulation list for agenda papers.

9. **Representatives of Local Organisations**

- 9.1 Each Area Forum may invite organisations operating within the area of the Forum to send representatives to meetings of the Forum. Organisations may also request representation. Names will be included in the circulation list for agenda papers and these will be sent to the named individuals who will represent their organisation at the meetings.

- 9.2 The representatives referred to in 9.1 will not be members of the Area Forum but their attendance and contribution will be recognised by them being circulated with details of the dates and agendas for meetings.

10. **General Power to Adjourn**

- 10.1 The Chair may adjourn a meeting of the Forum for such a period as he or she shall consider expedient.

11. **Order of Business**

The order of business at every meeting of the Forum (subject to the Chair's discretion to re-prioritise any issues) shall be:

- (a) To choose a person to preside if the Chair or Vice-Chair is absent.
- (b) To announce any apologies for absence.
- (c) To approve as a correct record and sign the minutes of the last meeting of the Forum.
- (d) Any matters arising from the previous minutes (if any) not elsewhere on the agenda.
- (e) To dispose of business (if any) remaining from the last meeting.

- (f) Public consultation issues, e.g. Community Plan, Local Policing Plan, Primary Care reforms, budget proposals.
- (g) Local issues – e.g. as identified at the inaugural and subsequent meetings
- (h) Any other business specified in the summons.
- (i) Questions from members of the public (30 minutes maximum).
- (j) To confirm the date of the next meeting.
- (k) Items for future meetings. At the discretion of the Chair, any person present at the meeting shall be entitled to suggest any such items.
- (l) Any other urgent matters at the Chair's discretion.

12. **Questions from Members of the Public**

- 12.1 At each meeting a period of up to 30 minutes (the "Open Forum") shall be set aside for questions to be put in person to the Forum by members of the public who reside, work or have an interest in the area covered by the Forum on any matter within the powers and duties of the Borough Council or any Partner Organisation.
- 12.2 The purpose of the "Open Forum" is to discuss local concerns and issues. It will provide an opportunity to consult and receive feedback, not only on the Council's policies and services, but also on wider issues of local concern including crime and disorder, community safety and environmental issues, which in turn will facilitate the Council's partnership working with other agencies and organisations.
- 12.3 It is not a substitute for Members' own surgeries and will not therefore be able to deal with individual cases or concerns, although members of the public will be welcome to attend and make contact with their local Ward Councillor.
- 12.4 The Chair will ask each person who addresses the Forum to give their name and the area where they live or the organisation they represent.
- 12.5 A question may not be asked related to:
 - (a) a matter which is the subject of legal proceedings or an appeal to a tribunal or to a Government Minister or to an investigation by the Local Government Ombudsman; or
 - (b) the appointment, promotion, dismissal, salary, superannuation or conditions of service, or the conduct or ability of any individual employed by the local authorities or the conduct of any member of the local authorities.
- 12.6 The Chair shall be entitled to rule that a question shall not be answered because:
 - (a) it requires investigation so that a full reply can be given in writing to the next meeting;
 - (b) the preparation of the answer would require the expenditure of a disproportionate amount of time, money or effort; or
 - (c) in his or her opinion it is improper, irrelevant or otherwise objectionable, or defamatory, or is in the same or similar terms to a question asked at the previous meeting.

- 12.7 A question must be a genuine enquiry and not a statement.
- 12.8 Questions may be raised orally during the meeting, or a question may be submitted in writing to the Area Forum.
- 12.9 If necessary, the Chief Executive may be consulted on written questions to secure reasonable brevity or delete any part which appears to be defamatory, or delete improper or offensive language.
- 12.10 At the meeting, an oral response to all questions raised will be made by the Borough Councillors or representatives of the Partner Organisations present.
- 12.11 In the case of questions submitted in writing, The Secretary of the Forum will send the question to the appropriate Service Unit/Organisation with a request that a response is sent to the person who submitted the question within ten working days if possible.
- 12.12 Details of the questions which have been submitted in writing and by whom, together with the purport of the answers given, shall be recorded in the minutes.
- 12.13 The Chair shall have discretion to regulate the amount of discussion on any question.
- 12.13 In the event of there being insufficient time to deal with all the questions of which notice has been given, a response to any unanswered questions shall be sent to the questioner in writing by the Chair.

13. **Questions on Agenda Items from Members of the Public**

- 13.1 Members of the public attending the meeting may speak for up to 5 minutes on any item on the agenda, at the time that item is being considered by the Forum. This is in addition to the 30 minute question time.

This page is intentionally left blank

**DRAFT CIRCULATION LIST FOR
CLAYTON-LE-WOODS NORTH WARD AREA FORUM**

Chorley Borough Council (Clayton-le-Woods North Ward)

Councillor P G Buckley
64 Carr Barn Brow
Bamber Bridge
Preston PR5 8LD

Councillor A Cullens
719 Preston Road
Clayton-le-Woods
Chorley PR6 7EJ

Councillor R W Livesey
'The Ides'
13 Briery Hey
Bamber Bridge
Preston PR5 8HU

Lancashire County Council

County Councillor Mrs E Livesey (Chorley Rural North Division)
29 Applefields
Leyland PR5 2AZ

Cindy Lothian, Senior District Partnership Officer
Lancashire County Community Engagement Team
c/o Corporate & Policy Unit
Gillibrand Street
CHORLEY PR7 2EL

Clayton-le-Woods Parish Council

Correspondence to Parish Clerk – Mrs E Whiteford
6 Stonehouse Gren
Clayton-le-Woods
Chorley PR6 7JT

Lancashire Constabulary

Chief Inspector Janet Edmondson
Lancashire Constabulary Officer
Spendmore Lane
Coppull
Chorley

Chorley and South Ribble Primary Care NHS Trust

Liz Easterbrook, Partnerships Co-ordinator
Chorley and South Ribble Primary Care NHS Trust
Jubilee House
Lancashire Enterprises Business Park
Centurian Way
Leyland PR26 6TR

Local Housing Associations

Accent North West
The Area Manager
19/21 Alder Close
Moss Side
Leyland
PR26 7TT

Contour Homes
Rachel Boardman
152 Mendip Road
Clayton-le-Woods
Chorley
PR25 2UQ

North British Housing Association
David Rigby, Area Housing Manager
61/63 Tunley Holme
Clayton Brook
Bamber Bridge
Preston PR5 8ES

Local Community/Voluntary/Residents/Tenants' Groups

Age Concern Lancashire
Andrea Pugh
61 – 63 St Thomas's Road
Chorley PR7 1JE

Asian Women's Forum
Samina Habib
2 Bingley Close
Clayton-le-Woods
Chorley PR6 7ST

Chorley & District Neighbourhood Watch
Keith Warren
14 Sutton Lane
Adlington
Chorley PR6 9PA

Clayton Brook After School Club
Barbara Ward
16 Seven Acres
Clayton Brook
Bamber Bridge
Preston PR5 8EX

Clayton Brook 1st Beavers and Cubs
Pat Hamm
29 Brow Hey
Clayton Brook
Bamber Bridge
Preston PR5 8DS

Clayton Brook Community Group
Barbara Ward
16 Seven Acres
Clayton Brook
Bamber Bridge
Preston PR5 8EX

Clayton Brook Community House
Karen Martynuik
70 - 72 Tunley Holme
Clayton Brook
Bamber Bridge
Preston PR5 8ES

Clayton Brook Football Club
Stuart Jackson
99 Woodfield
Clayton Brook
Bamber Bridge
Preston PR5 8EE

Clayton Brook Toddler Group
Carole Lee
Homestart
Chorley Youth and Community Centre
Lord Street
Chorley PR6 0RF

Clayton Brook Together
Jean Cronshaw (Chair)
37 Brow Hey
Clayton Brook
Bamber Bridge
Preston PR5 8DS

Clayton Brook Seniors
Lily Home
109 May Park
Bamber Bridge
Preston PR5 8JE

Clayton Brook Village Hall
Tunley Holme
Clayton Brook
Bamber Bridge
Preston PR5 8ES

Daisy Meadow Neighbourhood Watch
Raymond Ellis
162 Daisy Meadow
Clayton Brook
Bamber Bridge
Preston PR5 8DP

FLAG
Bernadette Loffler
57 Barn Meadow
Clayton Brook
Bamber Bridge
Preston PR5 8DX

Lancashire Fire & Rescue Service
Dave Johnstone
Weldbank Lane
Chorley PR7 3NQ

Manor Road Youth & Community Centre
Debra Cardwell
Manor Road
Clayton Green
Chorley PR6 7JR

Topaz Cheerleaders
Barbara Ward
16 Seven Acres
Clayton Brook
Bamber Bridge
Preston PR5 8EX

Local Churches

Clayton Brook Community Church
Great Greens Lane
Clayton Brook
Bamber Bridge
Preston PR5 8HL

St Bede's RC Church
Presbytery
598 Preston Road
Clayton-le-Woods
Chorley
PR6 7EB

Whittle-le-Woods Methodist Church
Preston Road
Clayton-le-Woods
Chorley
PR6 7EB

Local Schools

Clayton Brook Primary School
Anne Smith, Head Teacher
Great Greens Lane
Clayton Brook
Bamber Bridge
Preston PR5 8HL

St Bede's R C Primary School
The Head Teacher
Preston Road
Clayton Green
Chorley PR6 7EB

Westwood Primary School
The Head Teacher
Westwood Road
Clayton Green
Chorley PR5 8LS

Local Businesses

Clayton Brook Arms Public House
The Licensee
Great Greens Lane
Clayton Brook
Bamber Bridge
Chorley PR5 8HL

Spar and Post Office
Harry Parmar
77 Tunley Holme
Clayton Brook
Bamber Bridge
Preston PR5 8ES

This page is intentionally left blank

**DRAFT CIRCULATION LIST FOR
COPPULL PARISH AREA FORUM**

Chorley Borough Council (Chisnall Ward)

Councillor H Heaton
Lancaster House Farm
Preston Road
Charnock Richard
Chorley PR7 5LE

Councillor E M Smith
128 Wood Lane
Heskin
Chorley PR7 5NP

Chorley Borough Council (Coppull Ward)

Councillor K W Ball
Chapel House
78 Chapel Lane
Coppull
Chorley PR7 4PN

Councillor A Birchall
40 Coppull Moor Lane
Coppull
Chorley PR7 5JH

Councillor Stella Walsh
14 Springfield Road
Coppull
Chorley PR7 5EJ

Lancashire County Council

County Councillor E V Forshaw (Chorley West Division)
176 Wood Lane
Heskin
Chorley PR7 5NS

Cindy Lothian, Senior District Partnership Officer
Lancashire County Community Engagement Team
c/o Corporate & Policy Unit
Gillibrand Street
CHORLEY PR7 2EL

Coppull Parish Council

Correspondence to Parish Clerk - Mrs E Whiteford
The Village Hall
47 Chapel Lane
Coppull
Chorley PR7 4PG

Lancashire Constabulary

Inspector Janet Edmondson
Lancashire Constabulary Offices
Spendmore Lane
Coppull
Chorley

Chorley and South Ribble Primary Care NHS Trust

Liz Easterbrook, Partnerships Co-ordinator
Chorley and South Ribble Primary Care NHS Trust
Jubilee House
Lancashire Enterprises Business Park
Centurion Way
Leyland PR26 6TR

Local Housing Associations

North British Housing Association
Mr D Rigby, Area Manager
61/63 Tunley Holme
Clayton Brook
Bamber Bridge
Preston PR5 8ES

Local Community/Voluntary/Residents/Tenants' Groups

Acreswood Surgery
The Manager
Acreswood Close
Coppull
Chorley PR7 5EN

Age Concern
Marjorie Parkinson
c/o Coppull Village Hall
Coppull
Chorley

Coppull Band
Tommy Higham
25 Bentham Street
Coppull
Chorley PR7 5AR

Coppull British Legion
C Melling
300 Spendmore Lane
Coppull
Chorley PR7 5DE

Coppull Community Association
2 Tansley Avenue
Coppull
Chorley PR7 5DJ

Coppull Community Centre
The Manager
Off Springfield Road
Coppull
Chorley

Coppull Health Centre
The Manager
Springfield Road
Coppull
Chorley PR7 5EJ

Coppull Junior Bowling Club
Marion Gallatley
Coppull Conservative Club
Coppull
Chorley PR7 5DF

Coppull Ladies Guild
Mrs Joyce Foster
276 Spendmore Lane
Coppull
Chorley PR7 5DE

Coppull Library
The Head Librarian
Spendmore Lane
Coppull
Chorley

Coppull Luncheon Club
The Secretary
241 Spendmore Lane
Coppull
Chorley PR7 5DF

Coppull Morris Dancers
Mrs M P Rourke
14 Regent Street
Coppull
Chorley PR7 5AX

Coppull Parish Guides/Brownies
Mrs Wood
1 Birch Road
Coppull
Chorley PR7 5BG

Coppull United FC
Bert Wilkinson
18 Springfield Road
Coppull
Chorley PR7 5EJ

Coppull Youth Club
Gary Pate
Coppull Community Centre
Off Springfield Road
Coppull, Chorley

Ju Jitsu Class
Kelly Burns
c/o Coppull Village Hall
Coppull
Chorley

St John's Guides/Brownies
Christine Moore
21 Bogburn Lane
Coppull
Chorley PR7 5JF

St John's Senior Citizens
G Magrath
253 Coppull Moor Lane
Coppull
Chorley PR7 5JA

Local Churches

Coppull Parish Church
Rev John Hudson
The Vicarage
209 Chapel Lane
Coppull
Chorley PR7 4NA

Spendmore Lane and Preston Road Methodist Churches
The Minister
The Manse
4 James Place
Coppull
Chorley PR7 5DA

St John's Church
The Minister
The Vicarage
Darlington Street
Coppull
Chorley PR7 5AB

St Oswald's Church
Father Mayne
The Presbytery
Tansley Avenue
Coppull
Chorley PR7 5DJ

Local Schools

Coppull Primary School
The Head Teacher
Park Road
Coppull
Chorley PR7 5AH

Coppull Parish C E Primary School
The Head Teacher
Roe Hey Drive
Coppull
Chorley PR7 4PU

St John's C E Primary School
Christine Cranfield
Preston Road
Coppull
Chorley PR7 5DH

St Oswald's R C Primary School
The Head Teacher
Spendmore Lane
Coppull
Chorley PR7 5DH

Local Businesses

This page is intentionally left blank

**DRAFT CIRCULATION LIST FOR
LOSTOCK WARD AREA FORUM**

Chorley Borough Council (Lostock Ward)

Councillor Mrs Doreen Dickinson
39 Station Road
Croston
Leyland PR26 9RJ

Councillor Margaret Iddon
28 Riverside Crescent
Croston
Leyland PR26 9RU

Lancashire County Council

County Councillor A Whittaker (Chorley Rural West Division)
14 The Warings
Heskin
Chorley PR7 5NZ

Cindy Lothian, Senior District Partnership Officer
Lancashire County Community Engagement Team
c/o Corporate & Policy Unit
Gillibrand Street
CHORLEY PR7 2EL

Bretherton Parish Council

Correspondence to Parish Clerk
Mrs A Partington
90 Hedgerows Road
Leyland PR26 7JQ

Croston Parish Council

Correspondence to Parish Clerk
Mr A Platt
9 Ambleside Avenue
Euxton
Chorley PR7 6NX

Ulnes Walton Parish Council

Correspondence to Parish Clerk
Mrs L Rowett
22 Clifton Avenue
Leyland PR25 3ES

Lancashire Constabulary

Inspector Janet Edmondson
Lancashire Constabulary Offices
Spendmore Lane
Coppull
Chorley

Chorley and South Ribble Primary Care NHS Trust

Liz Easterbrook, Partnerships Co-ordinator
Chorley and South Ribble Primary Care NHS Trust
Jubilee House
Lancashire Enterprises Business Park
Centurion Way
Leyland PR26 6TR

Local Housing Associations

Accent North West Housing Association
The Area Manager
19/21 Alder Close
Moss Side
Leyland PR26 7TT

Adactus Group Housing Association
Suzanne Bullock
Turner House
56 King Street
Leigh WN7 4LJ

North British Housing Association
Mr D Rigby, Area Housing Manager
61/63 Tunley Holme
Clayton Brook
Bamber Bridge
Preston PR5 8ES

Wyre Housing Association
Vicki Appleton
Premier House
Premier Way
Poulton-le-Fylde FY6 8JP

Prison Service

Mr C Pople
Acting Governor
H M Prison Wymott
Ulmes Walton Lane
Ulmes Walton
Leyland PR26 8LW

Mr R McColm
Governor
H M Prison Garth
Ulmes Walton Lane
Ulmes Walton
Leyland PR25 3NE

Local Community/Voluntary/Residents/Tenants' Groups

Action for Ulmes Walton
Mrs L Rowett
22 Clifton Avenue
Leyland
Preston PR25 3ES

Bee Keepers' Association
Mrs D Todd
Great Nelson's Farm
Ulnes Walton
Leyland PR26 8LT

Bretherton Community Group
Gwyneth Lloyd
45 South Road
Bretherton
Preston PR26 9AJ

Bretherton Out of School Club
Heather Peacock
Moss Farm Mews
South Road
Bretherton
Preston PR26 9AK

Chorley Historical & Archaeological Society
Jack Smith
The Farmhouse
Workhouse Farm
Out Lane
Croston
Preston PR26 9HJ

Croston Community Centre Committee
Mr J Forrest
35a Moor Road
Croston
Leyland PR26 9HN

Croston Over 60's Club
John Forest
35a Moor Road
Croston
Preston PR26 9HN

Croston Parish Plan Steering Group
Steve Parkinson
1 Bramblewood
Croston
Preston PR26 9RG

Croston Rural Action Group (CRAG)
Steve Parkinson
1 Bamblewood
Croston
Preston PR26 9RG

Croston Scouts
Mr S Twinn
40 Town Road
Croston PR26 9RD

Elderberries
Alan Kennington
20 Wray Crescent
Ulnes Walton
Leyland PR26 8NH

Friends of the River Yarrow (FRY)
Cath Almond
Aunt Sally's Cottage
31 Grape Lane
Croston
Preston PR26 9HB

Mrs S Shaw
24 Wray Crescent
Ulnes Walton
Leyland
Lancashire PR26 8NH

Southport Road Neighbourhood Watch
Margaret Gill
163 Southport Road
Ulnes Walton
Leyland PR26 8LN

The Green Centre
Alison Riach
308 The Green
Eccleston
Chorley PR7 5TP

Ulnes Walton Bridleway Association
Sue Taylor-Green
Nursery Cottage
Ulnes Walton Lane
Ulnes Walton
Chorley PR26 8LU

Ulnes Walton Charitable Fund
Mr H Mayor
175 Southport Road
Ulnes Walton
Leyland PR26 8LN

Ulnes Walton Executive Committee
Mr M Cookson
1 Victoria Place
Ulnes Walton Lane
Ulnes Walton
Leyland PR26 8LU

Ulnes Walton Fundraisers
Mr A Robinson
213 Southport Road
Ulnes Walton
Leyland PR26 8LP

Ulnes Walton Women's Institute
Mrs E Doran
178 Southport Road
Ulnes Walton
Leyland PR26 8LN

Womens Institute
Beryl Thompson
46 Rectory Close
Croston
Chorley PR26 9SH

Wymott Residents Association
Mrs L Rowett
22 Clifton Avenue
Leyland
Preston PR25 3ES

Local Churches

Bretherton Congregational Church
South Road
Bretherton
Preston PR26 9AJ

St John the Baptist Church
South Road
Bretherton
Preston PR26 9AH

St Michael and All Angels Church
St Michaels Rectory
19 Westhead Road
Croston
Preston PR26 7RQ

Local Schools

Bishop Rawsthorpe CE High School
The Head Teacher
Out Lane
Croston
Preston PR5 7HJ

Bretherton CE Primary School
The Head Teacher
South Road
Bretherton
Preston PR5 7AH

Croston Trinity & St Michaels Primary School
The Head Teacher
Out Lane
Croston
Preston PR5 7HJ

Local Businesses

REPORT OF EXECUTIVE CABINET

SUSTAINABLE RESOURCES - PREFERRED OPTIONS DOCUMENT AND DRAFT SUPPLEMENTARY PLANNING DOCUMENT

1. We received a report of the Head of Development and Regeneration seeking endorsement of the draft Preferred Options Document and the Supplementary Planning Document on Sustainable Resources that will form part of the Local Development Framework (LDF).
2. The Preferred Options Document sets out the preferred policy options to enable the Council to undertake its responsibility to promote sustainable development in relation to the reduction of certain emissions and the management of water supplies. The Supplementary Planning Document gives detailed information to support the preferred policy options and helps to promote renewable energy generation in line with the requirements for local authorities laid down in Planning Policy Statement No 22. The documents aim to clarify when regulatory approvals are required (eg planning permissions and listed building consents) and will also impact on how the Authority uses energy.
3. The two LDF Documents require the formal endorsement of the full Council. Copies of both the Preferred Options Document and the Supplementary Planning Document are attached to this report, together with a copy of the Head of Development and Regeneration's original report to the Executive Cabinet for information.
4. We accepted the LDF documents and commend them to the Council for approval. During the debate on the report, we also requested the Environment Overview and Scrutiny Panel (subject to the approval of the Overview and Scrutiny Committee) to examine how the Council can (i) encourage the use of renewable energy within the Borough, and (ii) take a lead on this issue on a cost neutral basis.

Recommendations

5. The Council is recommended:
 - (a) to approve the contents of the Preferred Options Document and the Supplementary Planning Document, in the form as now presented, for consultation and community involvement purposes; and
 - (b) to grant delegated authority to the Head of Development and Regeneration to make any minor textured amendments to the documents.

COUNCILLOR A LOWE
Executive Member for
Development and Planning

COUNCILLOR D EDGERLEY
Executive Member for Customers,
Policy and Performance

There are no background papers to this report.

AU

This page is intentionally left blank

Report of	Meeting	Date
Head of Development and Regeneration (Introduced by Cllr A. Lowe Executive Member for Development and Planning & Cllr D Edgerley Executive Member for Customers, Policy and Performance.)	Local Development Framework and Community Strategy Working Group Executive Cabinet Council	16 November 2005 1 December 2005 13 December 2005

SUSTAINABLE RESOURCES- PREFERRED OPTIONS DOCUMENT AND DRAFT SUPPLEMENTARY PLANNING DOCUMENT

PURPOSE OF REPORT

1. To seek Members endorsement for the attached drafts of the Preferred Options Document and Supplementary Planning Document on Sustainable Resources that will form part of the Local Development Framework.

CORPORATE PRIORITIES

2. The production and implementation of the policies to be contained within the Sustainable Resources Development Plan Document and the use of the Supplementary Planning Document will have a direct link to a cleaner and greener Borough.

RISK ISSUES

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

Strategy		Information	
Reputation	■	Regulatory/Legal	■
Financial	■	Operational	■
People		Other	

4. Members may be aware that the Council has committed itself to the production of a number of Local Development Framework Planning Documents at specific times within its Local Development Scheme published last March.
5. Document production “Milestones” have been set out which are required to be met otherwise there is a risk that the Council would be penalised in its Planning Delivery Grant settlement. Its reputation would also be damaged if the Council was unable to conform to a publicly set out timetable. Therefore, given the other work commitments on the Local Development Framework it is important that these documents be finalised prior to



Christmas ready for public consultation in March of 2006. The documents aim to clarify when regulatory approvals are required- such as planning permission and listed building consent and will also have implications for the Council in how the authority uses energy etc as we ought to be implementing the good practice the documents are promoting.

BACKGROUND

6. Members will be aware, following the 2004 Planning and Compulsory Purchase Act, that the former Development Plan system has been replaced. No longer are drafts of all the policies published in one Local Plan and consulted upon at Consultation and Deposit Draft stages with subsequent changes to wording made in response to representations. The preparation stages for documents under the new planning system are:
 - Issues and Options
 - Preferred Options
 - Submission
7. The new Planning system is intended to be “front loaded”. In September last year the Council was one of the first planning authorities to publish its Local Development Framework Issues and Options Report which drew on the work of the Community Strategy. These issues informed the production of the Local Development Scheme in March 2005 which sets out a timetable for a number of Development Plan as well as Supplementary Planning Documents (formerly known as Supplementary Planning Guidance). The Preferred Options stage is intended to give local people and organisations the opportunity to comment on how the local planning authority is approaching the preparation of the particular Document, including a broad outline of proposed policies. This stage also aims to ensure that the local planning authority is aware of all possible other options as suggested by respondents before we prepare the Submission stage document. (This is the stage at which representations are laid before an Inspector who then produces a binding report into the soundness of the plan.)
8. A Sustainability Appraisal Report must accompany the publication of Documents and this work is in hand.

CONTENT OF DOCUMENTS

9. The documents set out the preferred policy options to enable the Council to undertake its responsibility to promote sustainable development in relation to reducing carbon emissions, and to manage water supplies. The reduction of carbon emissions includes the whole development process from the location of a development; the materials it is built from; to the source of energy it uses and how it disposes of its waste. It also covers the balancing of the impacts of the generation of renewable energy from stand-alone schemes and the contribution to reducing carbon emissions.
10. The draft Supplementary Planning Document gives detailed information to support the above and helps to promote renewable energy generation in line with the requirement for local authorities set out in PPS22. It contains indicative maps derived from the Opportunities for Renewable Energy in Chorley Study Report undertaken by Renewables Northwest and Sustainability Northwest.

COMMENTS OF THE HEAD OF HUMAN RESOURCES

11. This report has no apparent HR implications.

COMMENTS OF THE DIRECTOR OF FINANCE

12. There are no financial implications associated with this report.

RECOMMENDATION

13. That the Executive Cabinet endorse the draft documents and approve it for consultation and community involvement purposes subject to ratification by Full Council with any necessary minor textural amendments delegated to the Head of Development and Regeneration.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

14. None.

REASONS FOR RECOMMENDATION

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

JANE E MEEK
HEAD OF DEVELOPMENT AND REGENERATION

There are no background papers to this report.

Background Papersc			
Document	Date	File	Place of Inspection
Opportunities for Renewable Energy in Chorley	July 2005		Gillibrand Street Office*
Draft Supplementary Planning Document	November 2005	***	
Preferred Options Report-Sustainable Resources	November 2005		

Report Author	Ext	Date	Doc ID
Louise Nurser	5281	2 November 05	Tdrive/louise/reports/preferredoptions1

This page is intentionally left blank



Chorley into 2016: Sustainable Resources

Preferred Options Development Plan Document

March 2006

This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515281 to access this service.

આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

ان معلومات کا ترجمہ آپ کی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون کیجئے: 01257 515823

Sustainable Resources
Preferred Options Development Plan Document
March 2006

Contents

	Page No.
About this document	5
Background	6
Natural Resources and Constraints facing the area	6
National & Strategic Context	8
Spatial Vision	10
Broad outline of Policies for Sustainable Resources	11
Appendices	13

About this document

1. This document is the Preferred Options edition of the Sustainable Resources Development Plan Document. A draft accompanying Supplementary Planning Document is the subject of simultaneous consultation and community involvement.
2. This is one of the first policy documents within Chorley's new Local Development Framework the new style local development plan. It relates to one specific topic and will, as other Development Plan Documents are produced, result in a folder of planning policies relating to spatial development in the Borough. The other Local Development Framework document being produced at this time is:- Chorley Town Centre Action Plan and Retail and Leisure Policies.
3. It sets out what is considered to be the Preferred policy options to enable the Council to undertake its responsibility to promote sustainable development in relation to reducing carbon emissions, and to managing water supplies, the use of construction materials and enabling waste recycling.
4. The Sustainability Appraisal Report accompanying this document tests a variety of options that were considered before arriving at this Preferred approach.
5. These documents were approved at the Council meeting on 13 December 2005 for consultation for six weeks from the 15 March 2006.
6. Following the six week period of consultation and community involvement on the content of the Preferred Options, the Council will consider all the comments received in the context of national and strategic planning policy and produce a further version of this document for submission to Government. This document will then be the subject of further consultation and may result in an Examination in Public with a Planning Inspector setting out his or her views on the soundness of the Development Plan Document. The Council would have no choice but to accept the recommendations made by the Inspector.
7. The time table for the whole preparation process set out in the March 2005 edition of Chorley Borough's Local Development Scheme is as follows:
 - Public participation on preferred options March/April 2006
 - Submission to Secretary of State- September 2006
 - Pre- examination meeting – January 2007
 - Examination in Public- March 2007
 - Adoption – October 2007.

How to Make Representations

This draft document has been prepared for consultation and community involvement.

Representations can be made in any of the following ways:

- By post** Planning Policy Section
 Chorley Borough Council
 Council Offices
 Gillibrand Street
 Chorley
 Lancashire
 PR7 2EL
- By fax** 01257 515211
- By e-mail** planning.policy@chorley.gov.uk

For representations to be considered they must be received by the Planning Policy Team no later than 5pm, 25 April 2006.

Background

8. This is the second stage in the production of Sustainable Resources planning policies. The completed policies are to be submitted to the Secretary of State in September 2006.
9. In September 2004 wide ranging public consultation took place on the Issues and Options of the Local Development Framework under Regulation 25 of the Town and Country Planning (Local Development) (England) Regulations 2004.
10. Renewable energy, and recycling were amongst the wide-ranging issues and options considered during this public consultation. Detailed relevant results are set out in Appendix 1.

Natural Resources and Constraints facing the area

11. In order to reduce carbon emissions and to tackle climate change it is important to minimise resource demand, cut unnecessary use, increase efficiency and generate renewable energy.
12. Management and design issues such as energy reduction, water management and energy efficiency are important and require planning policy consideration together with Building Control Regulations consent.

13. However the generation of electricity from renewable sources is partly dependent on the physical environment specific to Chorley Borough. This provides both **opportunities and restrictions**.
14. In the east of the Borough are sparsely populated upland areas forming part of the West Pennine Moors. On the lower slopes are stone built villages. The central part of the District between the M6 and M61 motorways is more built up, with the principal market and former mill town of Chorley and to the south the industrial/former mining townships of Adlington and Coppull. To the north of Chorley town are the settlements of Clayton-le-Woods, Euxton and Whittle-le-Woods, which have expanded considerably through suburban developments since the 1960s. The west of the Borough is typically lowland countryside which becomes flatter further to the west as it becomes part of the Lancashire Plain. Here, red brick villages are characteristic, the largest being Ecclestone and Croston, which experienced some suburban growth in the second half of the 20th century. However the Borough is considered to be a predominantly urban Borough.
15. In total around 70% of the Chorley Borough is within the Green Belt. There are no Areas of Outstanding Natural Beauty within the Borough but there are 9 designated Conservation Areas, 422 Listed Buildings, and 2 designated Sites of Special Scientific Interest.
16. The accompanying draft Supplementary Planning Document includes maps of those parts of the Borough where a variety of different renewable energy sources would be most appropriately developed. This does not preclude such development in other areas of the Borough.

These energy sources include:

- Wind
 - Hydro power
 - Landfill gas
 - Biomass
 - Solar
 - Anaerobic Digestion
 - Ground Source Heat
17. The maps were taken from the July 2005 report, Opportunities for Renewable Energy in Chorley¹. These were the result of a joint project undertaken by Renewables Northwest, Sustainability Northwest, GONW and the Council and also involving two workshops attended by the public, interested amenity groups and developers.

¹ Opportunities for Renewable Energy in Chorley – 2005- Renewables Northwest, Sustainabilitynorthwest and GONW

18. The conclusions of the report were that given the natural resources of the Borough, in particular wind, there are many opportunities for renewable energy generation feasibly available to be integrated into new and existing developments and as stand alone schemes. The Opportunities for Renewable Energy in Chorley is a technical document to this Preferred Options Document.
19. However, a sole reliance on renewable energy generation to reduce carbon dioxide emissions would be flawed. For example, a building could be constructed of materials that take a lot of energy to be made, have poor energy efficiency, and be designed so that future recycling of materials would be inconvenient, yet generate 10% or more of its energy requirements on site.
20. Following on from the workshops that related specifically to renewable energy a group of about 40 interested people and organisations wished to continue to be involved in evolving a wider policy ambit for using Sustainable Resources in the Borough in the Borough. The group were consulted on how to move forward and a link was set up on the Council's website www.Chorley.gov.uk.
21. Therefore, arising out of these considerations, the Council is producing this Development Plan Document so as to ensure that the sustainable use of resources is embedded in all new development in the Borough and that planning applications for stand alone renewable energy generation schemes are considered in both the local and national context. Transport is a major user of fossil fuels and contributor to global warming. Issues of the location of developments, and accessibility by different types of transport will be considered in the policies to be contained within the forthcoming Core Strategy.

National Context

22. Planning Policy Statement 22-Renewable Energy 2004 sets out the Government's objective to cut the United Kingdom's carbon emissions by 60% by 2050 with real interim progress towards this by 2020.

Strategic Context

23. At the time of writing there are three strategic planning documents that are relevant to Chorley in both the Borough Council and the wider community undertaking its responsibilities to help achieve the above objective through the development of renewable energy alongside improvements in energy efficiency and the development of combined heat and power.
24. The Regional Planning Guidance for the North West adopted March 2003. This will be replaced by a new Regional Spatial Strategy that is due to go to formal Public Consultation in March 2006. The Joint Lancashire Structure Plan was adopted in March 2005. Together these contain the relevant strategic context for the preparation of policy. (Once the draft RSS has been adopted the Joint Lancashire Structure Plan will no

longer be part of the development plan.) In the interests of brevity Appendix 2 refers to the relevant policies.

25. These strategic policies and the Planning Policy Statement provide pointers to the detailed policy considerations that should be contained within the Local Development Framework, under the umbrella term of Sustainable Resources, and fully support the spatial objectives set out below including the objective of setting site specific targets for renewable energy generation.
26. In October 2004 the North West Regional Assembly produced a consultation draft Advancing Sustainable Energy - A Sustainable Energy Strategy For the North West. The finished version has been completed but has not yet been published. (It is hoped that by March that this position may have been changed and this document updated accordingly.)

Relationship with the Community Strategy

27. The Council has aimed to ensure that there is considerable mutual support between the Community Strategy and the Local Development Framework. The public participation that took place on the Community Strategy in 2004 prepared the ground for the involvement in work that took place in the autumn of 2004 on the Issues and Options Paper of the Local Development Framework.
28. The Community Strategy 2005-2025 was published in October 2005. The related actions arising from Chorley Borough's Community Strategy Action Plan 2005-2008 set out in Appendix 3 are relevant when considering the preferred options in the Development Plan Document, and illustrate the wide range of stakeholders and partners that are required in the implementation of the spatial planning of the Borough.

Other Relevant Strategies/Regulations

29. Normally built developments require at least two types of approval- planning permission and Building Regulations consent. The latter is more concerned with ensuring that buildings are well built in terms of meeting construction standards and are safe to use. However, the scope of building regulations is expanding. Part L of the Building Regulations will come into force in April 2006. This will considerably increase the requirement for energy efficiency albeit not necessarily requiring the integration of renewables. It will also introduce the concept of an energy certificate similar to that displayed on new 'white' electrical goods setting out how efficient a building is. This Development Plan Document is primarily concerned with planning requirements but while some of these will be backed up through the implementation of the Building Regulations developers will be encouraged to exceed these standards.
30. It is likely that an energy certificate and an associated energy report will be introduced for all home sales in 2007.

Spatial vision for Chorley for the use of sustainable resources.

31. ***“That by 2016, the principles of sustainable development and, in particular, a positive attitude to reducing carbon emissions, will run through all development activity, with Chorley Borough acknowledged as a leading authority with residents and businesses reaping economic, social and environmental benefits.”***

The following objectives are derived from this vision:

- Increase year on year installed renewable energy capacity in the Borough
- Impose year on year targets for the energy requirements of Buildings to be met on site by renewable energy provision
- Promote the reduction of energy requirements in new developments
- Require the use of construction materials which have been re-used or come from sustainable sources
- In new developments, minimise waste production and encourage the recycling of waste products
- Manage water in a sustainable manner, reducing consumption and making greater use of recycled water in new developments.

Sustainability Appraisal

32. From 27 June to 29 July 2005 a Scoping Report for the Sustainable Resources Documents was sent out for consultation to the four statutory bodies nominated for this purpose (English Nature, English Heritage, Environment Agency and Countryside Agency), and other bodies considered appropriate. The Scoping Report sets out the objectives of the Sustainable Resources Documents, possible options to achieve each objective and a framework to test each option including sustainability objectives.
33. Testing of the options was carried out in September 2005 to identify how each performed against social, economic and environmental objectives in the Sustainability Appraisal Framework. The Preferred Options for this document were then selected based on the testing and recommendations made in the Sustainability Appraisal.
34. The Preferred Options were then tested further in the Sustainability Appraisal in order to predict and assess their effects both individually and cumulatively.
35. The original options for each objective are set out in Appendix 4.

Preferred Options – Development Plan Document Broad outline of Policies for Sustainable Resources.

36. The following outline policies set out an outline of the preferred policy approach for sustainable resources. Following the extensive consultation that will take place on this document in addition to the considerable publicity and work with stakeholders, business and the public already, each policy will have clear objectives in order to monitor the effectiveness of the policies and will have separate indicators. Delivery of the policies will be assessed through the Local Development Framework Annual Monitoring Report.
37. Supporting text will be produced following representations made to the broad outline and principles set out below.

Policy SR1: Incorporating Sustainable Resources into New Development

Outside of conservation areas and excluding listed buildings permission will be granted for development where;

- a) evidence is set out to demonstrate that the design and layout of the building minimises energy use, maximises energy efficiency and is flexible enough to withstand climate change and;
- b) at least 20% of the building materials used are recycled so as to minimise the energy costs of production, all other materials to be sustainably sourced and;
- c) appropriate renewable energy power generation equipment is installed and implemented to provide at least 10% of predicted energy requirements. (This figure is to increase to 15% for any applications received from 2010 onwards) and;
- d) the use of non-grey water is minimised, rainwater is recycled and all hard surfaces are designed to prevent water run off and;
- e) appropriate storage space is made for recyclable waste materials and composting.

SR2: Renewable Energy

Proposals for renewable energy schemes that contribute towards achieving national and regional targets to increase existing capacity for renewable energy generation will be supported and planning permission granted where the following criteria are met:

- a) The proposal would not have an unacceptable impact on the landscape character and visual appearance of the local area, including the urban environment.
- b) The objectives of sites with national or local designations are not compromised by the development.
- c) Any noise, odour, traffic or other impact of development is mitigated so as not to cause unacceptable detriment to local amenity.
- d) No significant harm is caused to local nature, ecology and biodiversity.
- e) The development is located in close proximity to the grid network or an end user.
- f) Any significant adverse affects of the proposal are clearly outweighed by wider environmental, social and economic benefits.

Consultation

38. Consultation will take place in line with the procedures set out in Chorley Borough's Statement of Community Involvement, Submission to the Secretary of State edition September 2005.

Existing Policies within the Adopted Chorley Borough Local Plan Review 2003.

39. The proposed two outline policies would replace policies EP 18- Surface Water Run Off, EP22- Energy Conservation; EP23- Energy from Renewables; EP24- Wind Farms.

APPENDIX 1

Chorley into 2016: Issues and Options was published in September 2004.

The Report was publicly exhibited at 22 locations across the Borough over a six week period between 27 September and 4 November 2004. The Report was made readily available at the Council Offices and upon the Council's web page. Copies were also sent to a large number of relevant groups and organisations. Three forums took place involving local businesses, the Housing Development Forum and the Chorley Civic Society.

The results were as follows:

Under the heading of whether local planning policies should do more to encourage the provision of **renewable energy generation** of those who responded positively to the various options set out ;

75% of those who expressed an opinion **supported** the production of policies, *“which are positive about renewable energy schemes (including preferred locations) but which also provide protection from negative impacts upon the local environment, landscape and homes”*.

45% supported the application of, *“**very tight restrictions** on the development of sources of renewable energy such as wind turbines because of the potential negative impact on local environments. However, this approach is likely to conflict with Government Planning Guidance”*

57% supported the identification of, *“**areas** where renewable energy proposals such as wind farms might be acceptable”*.

80% supported the encouragement of *“**small scale renewable** energy schemes on new and existing developments”*.

In relation to **recycling**, **78%** of those who expressed a positive opinion supported the requirement for, *“employment and housing developments to **make provision** for the storage of wheelie bins and other recycling bins/containers”*.

81% supported a, *“positive policy for the development and relocation of “bring” recycling sites, which emphasises that their provision should not have **an adverse impact** upon the neighbouring environment or surrounding properties.”*

46% supported giving, *“priority to the wider environmental benefits of “bring” recycling sites rather than **their impact upon the neighbouring** environment or surrounding properties”*.

APPENDIX 2**Relevant Strategic Policies.**

The Regional Planning Guidance adopted March 2003.

Relevant policies: DP1- Economy in the use of Land and Buildings, DP3- Quality in New Development, SD8- Development in the Wider Countryside, EC5- Regional Investment Sites; RU2- Diversification of the Rural Economy; EQ5- A Regional Approach to Waste Minimisation, ER1- Management of the North West's Natural and Built and Historic Environment; ER2- Landscape Character, ER5- Biodiversity and Nature Conservation; ER7- Water Resources; ER8- Development and Flood Risk; ER11- Secondary and Recycled Aggregates; ER13- Renewable Energy and Energy Efficiency.

Emerging policies in the emerging interim draft Regional Spatial Strategy.

Policies that are relevant; CS2- Core Development Principles; EM4- Integrated Water Management; EM8- Secondary and Recycled Aggregates; EM10- Waste Management and New Development; EM11- A Framework or Sustainable Energy in the NW; EM12- Energy Conservation and Efficiency and Policy EM13: Renewable Energy.

Policies in the Joint Lancashire Structure Plan adopted March 2005. Policy 20; Lancashire's Landscapes; Policy 21- Lancashire's Natural and Man-Made Heritage; Policy 24- Flood Risk; Policy 25- Renewable Energy; Policy 27- Development and Waste Minimisation.

**Chorley Borough’s Community Strategy 2005-2025 and Action Plan 2005-2008
Priority 2- Reducing “Pockets of Inequality”**

Goal 2- To achieve a balanced housing market with good quality housing and more attractive neighbourhoods.

Improve energy efficiency in the private sector (SAP rating)	Reductions in CO2 emissions and reductions in annual fuel costs	420 tonnes £28,000	2006	Chorley Borough Council General Fund, Supporting People, Private Investment	Lead Partner Chorley Borough Council Other Partners Home Improvement Agency/energy suppliers
--	---	-----------------------	------	--	---

Priority 5- To Develop the Character and Feel of Chorley as a Good Place to Live and Visit.

Goal 1- Improve our urban and rural surroundings and enhance the wildlife of the borough to provide an attractive environment for residents, visitors and investors.

Promotional campaign to encourage local businesses to recycle waste	Recycled business waste as % of business waste arising.	10%	2008	Landfill Tax Fund bid	Lead Partner Chorley Borough Council Other Partners LLC. Env. Chorley Civic Society/NWDA/Chamber of Commerce/local businesses
To develop a sustainable energy strategy for the borough	Production of the strategy	Development and completion of the strategy.	2008	Existing resources	Lead Partner Chorley Borough Council Other Partners LLC. / Renewables nw/ SNW
Promote waste minimisation in local businesses	Number of businesses adopting waste minimisation in local businesses	50	2008	Existing Resources	Lead Partner Chorley Borough Council Other Partners LLC/EA/local businesses/LCDL

APPENDIX 4**Sustainable Resources DPD and Sustainable Resources SPD Objectives and Options**

- A. Increase year on year installed renewable energy capacity in the Borough;
- *Do nothing (retain current policies)*
 - *Produce criteria based policies that are favourable to renewable energy schemes, giving priority to wider environmental benefits of renewable energy.*
 - *Put forward specific sites for renewable energy schemes and refuse proposals outside these areas.*
- B. Impose increased year on year targets for the energy requirements of buildings to be met on-site by renewable energy provision;
- *Do nothing (retain current policies)*
 - *Impose minimum on-site renewable energy provision requirements for all new developments.*
 - *Impose minimum on-site renewable energy provision requirements for new developments over a certain size.*
 - *Implement policies which are favourable to micro-scale renewable energy technologies.*
 - *Encourage renewable energy provision through negotiation and other means.*
- C. Promote the reduction of energy requirements in new developments;
- *Do nothing (retain current policies)*
 - *Permit only developments where the principles of good site layout and building design minimise energy use and maximise efficiency.*
 - *Require developers to show how they have considered site layout and building design and applied these principles where practical.*
 - *Require energy efficiency of new build units to exceed those required by building control regulations.*
 - *Encourage good site layout and building design by other methods.*
- D. Require the use of construction materials which have been re-used or come from sustainable sources;
- *Do nothing (retain current policies)*
 - *Only allow the use of reused, recycled and/or sustainably sourced materials in construction.*
 - *Where possible encourage the use of reused, recycled and/or sustainably sourced materials in construction.*
- E. In new developments, minimise waste production and encourage the recycling of waste products;
- *Do nothing (retain current policies)*
 - *Require employment and housing developments to make adequate provision for the storage of recyclable material and for composting.*
 - *Ensure new development is adequately served by 'bring' recycling sites.*
 - *Where possible reuse waste products on-site.*
 - *Encourage the processing of recycled waste within the Borough*
- F. Manage water in a sustainable manner, reducing consumption and making greater use of recycled water in new development.
- *Do nothing (retain current policies)*
 - *Require all large developments to utilise Sustainable Drainage Systems (SUDS) to manage rainwater drainage.*
 - *Encourage rainwater collection and grey-water recycling systems to be incorporated in new development and extensions.*
 - *Set targets for reduced consumption of water and increased use of recycled water.*



Chorley into 2016: Sustainable Resources

Supplementary Planning Document

First Draft – March 2006

This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515281 to access this service.

આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

ان معلومات کا ترجمہ آپکی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون کیجئے: 01257 515823

Sustainable Resources
Supplementary Planning Document
First Draft – March 2006

Contents

	Page No.
1. Introduction	5
2. Background	6
3. Energy Use	7
4. Waste Recycling	11
5. Materials	13
6. Water	15
7. Renewable Energy	17
8. Appendices	29

How to Make Representations

This draft document has been prepared for consultation and community involvement.

Representations can be made in any of the following ways:

By post Planning Policy Section
 Chorley Borough Council
 Council Offices
 Gillibrand Street
 Chorley
 Lancashire
 PR7 2EL

By fax 01257 515211

By e-mail planning.policy@chorley.gov.uk

For representations to be considered they must be received by the Planning Policy Team no later than 5pm, ~~X~~ April 2005

1. Introduction

Development that meets the needs of the present without compromising the ability of future generations to meet their own needs defines the concept of sustainable development, which is the core principle underpinning the planning system. Two integral elements of sustainable development, as set out by the Government's sustainable development strategy, are the effective protection of the environment and the prudent use of natural resources. Using resources including energy (and those natural resources used to generate energy), materials and water sustainably through minimising use, maximising efficiency and recycling has wide reaching social, economic and environmental benefits.

1.1 In order to promote sustainable development and in particular the sustainable use of natural resources in Chorley, the Council is drafting a Sustainable Resources Development Plan Document (DPD). The objectives of the Sustainable Resources DPD and this Supplementary Planning Document (SPD) are to:

- A. Increase year on year installed renewable energy capacity in the Borough;
- B. Impose increased year on year targets for the energy requirements of buildings met by on-site renewable energy provision;
- C. Promote the reduction of energy requirements in new developments;
- D. Require the use of construction materials which have been re-used or come from sustainable sources;
- E. In new developments, minimise waste production and encourage the recycling of waste products;
- F. Manage water in a sustainable manner reducing consumption and making greater use of recycled water in new development;

1.2 The spatial vision for Chorley for the use of sustainable resources is:

"That by 2016, the principles of sustainable development and, in particular, a positive attitude to reducing carbon emissions, will run through all development activity, with Chorley Borough acknowledged as a leading authority with residents and businesses reaping economic, social and environmental benefits"

A positive attitude towards reducing carbon emissions should include the consideration of 'carbon neutral' development where the contribution to greenhouse gas emissions is reduced to zero.

- 1.3 Sustainability Appraisal testing has been carried out on options relating to each of these objectives and the results of this testing have informed the policies of the DPD and the content of this SDP. The purpose of this document is to supplement the policies in the DPD through the provision of practical advice on how to incorporate the sustainable use of resources into new development. The document also provides further detail on the criteria that will be applied when assessing planning applications for renewable energy schemes. Once adopted both the Sustainable Resources Documents will form part of the new Local Development Framework for Chorley, replacing parts of the Chorley Borough Local Plan Review adopted in August 2003.
- 1.4 Normally built developments require at least two types of approval – planning permission and Building Regulations consent. Applications seeking planning permission are considered in terms of siting, location, means of access, external appearance and landscaping. All of these have sustainability implications. The Building Regulations are more concerned with ensuring that buildings are well built in terms of meeting minimum construction standards and are safe to use. However the scope of the Building Regulations is expanding and increasingly energy efficiency requirements are becoming more prominent. There are other forms of consent that apply to developments affecting Listed Buildings (those of architectural or historic importance) and in Conservation Areas. This Supplementary Planning Document is primarily concerned with planning requirements but some of these will be backed up through the implementation of the Building Regulations although developers will be encouraged to exceed these standards. Further information on other construction standards is referred to in the Appendices.
- 1.5 Note: for clarity, the key points made in this document have been italicised.

2. Background

In July 2004, Sustainability Northwest, on behalf of Renewables Northwest, produced the report 'Opportunities for Renewable Energy in Chorley' following a study involving both organisations and the Borough Council which sought to explore the potential for renewable energy within the authority's boundaries. The impetus for the study was provided by a variety of international, national and regional policies, most notably the Government's commitment to tackle climate change by reducing carbon dioxide emissions and increasing renewable energy generation. These are reflected in revisions to national planning guidance on renewable energy, Planning Policy Statement 22, which provides for a positive planning framework to guide regional and local planning policies. Further discussion of the policy background is set out in the Sustainable Resources DPD.

- 2.1 The above mentioned report recommended the development of planning policy that positively and strongly guides the development of renewable energy in the Borough. The Sustainable Resources DPD and this SPD seek to take forward this recommendation within the wider context of sustainable resources use. Alongside the promotion of renewable energy, energy use, recycling, the use of materials used in development and water use are all covered as each is an important element in the prudent use of natural resources and in protecting the environment.

3. Energy Use

The principle methods by which our energy use can be made more sustainable are by improving the efficiency with which energy is used, reducing waste and unnecessary use, and increasing the proportion of renewable energy used relative to other sources (see Section 7). Buildings account for most of the UK's carbon dioxide emissions. Dwellings alone account for 30% of UK energy consumption and 28% of the resulting CO₂ emissions, much of which is derived from heating and cooling systems, hot water use and from household appliances. Reducing energy use through conservation and greater efficiency is therefore vitally important in reducing carbon dioxide emissions and tackling climate change. A range of technologies, techniques and approaches exist for improving energy efficiency, which can be both cost effective and simple.

- 3.1 *In accordance with the objectives of the Sustainable Resources Development Plan Document, new development will be expected to minimise energy use and maximise energy efficiency, particularly through considered design and layout. Applicants for new development are required to provide evidence demonstrating the following factors have been considered, and where possible incorporated, into the design of new and refurbished buildings.*

3.2 Energy conservation

Alongside reducing the amount of energy we use it is equally important to ensure what energy we do use is used efficiently and as little as possible is wasted. There are many cheap and simple techniques for improving energy efficiency including eliminating draughts, ensure heating and water temperatures are not too high, turning off lights and electrical equipment and ensuring washing machines and dishwashers are full before use. In addition such 'white' goods now come with a European Union energy label which classifies their energy rating from A (most efficient) to G (most inefficient). This assists consumers to choose energy efficient products.

3.3 The most effective way to ensure the energy efficiency of dwellings, offices, industrial units and other buildings is during their construction (or refurbishment). Most building work requires Building Regulations approval, either from the Council or an approved inspector. The Building Regulations exist to ensure the health and safety of people in and around all types of buildings. In addition to this function, changes to the Building Regulations coming into effect in April 2006 outline measures to make buildings more energy efficient. Part L of the Building Regulations sets out standards for building work in order to conserve fuel and power and minimise heat loss, raising energy efficiency standards through the use of more energy efficiency materials and methods. Developers should see the Building Regulations as a *minimum* requirement for ensuring the energy efficiency of buildings.

3.4 Passive Solar Design

The energy provided by sunlight entering buildings through windows – passive solar energy – can make a significant saving in the energy needed for heating and lighting and so reduce the carbon dioxide emitted by burning fossil fuels. The objective of Passive Solar Design is to optimise energy and light from the sun by using simple design methods. These methods apply to both site layouts that optimise passive solar gain and building designs that take advantage of solar energy and thus give rise to maximum energy savings. Good Passive Solar Design balances maximising the capture and use of passive solar energy in the winter which allows reduced energy consumption with the prevention of excessive solar gain during the summer which can cause discomfort or heat stress and increase the demand for energy for cooling. In addition to reducing the energy needed for heating and lighting Passive Solar Design can therefore also reduce the need for ventilation e.g. air conditioning.

3.5 Designing new developments to maximise passive solar energy provides a number of benefits. Applying simple layout and building design principles can save up to 25% of heating and lighting energy costs in modern housing. This need cost no more than conventional developments and as this method is not technology dependent there are no ongoing cost implications. When applied as part of an overall approach towards reducing the need for conventional energy sources (i.e. fossil fuels) in providing heating, lighting and ventilation in conjunction with other low energy and efficiency measures, Passive Solar Design can result in ‘zero energy buildings’. In order to maximise the benefits of good Passive Solar Design it must be considered early in the design stage of new development as this represents the best opportunity to save energy during the lifetime of a building. It is also important to consider the purpose of the building as the heating and lighting requirements of some commercial buildings may be different to housing.

- 3.6 The application of Passive Solar Design may be constrained to an extent by building and location specific factors, particularly relating to design. Passive Solar Design provides scope for interesting architecture using varied layouts, designs and detailing based around both traditional and contemporary themes. The specific architectural treatment chosen in each case will need to be considered on a site specific basis and should become clear to the developer following a contextual analysis of the site and its surroundings. It is often the case that the incorporation of Passive Solar Design into architecture will lead to a strong contemporary design theme being adopted. The use of such design themes may be acceptable within the correct context. It may be, however, that such a design would be damaging to the streetscape in the wrong location. Care should therefore be taken when proceeding with unconventional contemporary design to ensure that the impact of the design does not cause detriment to its surroundings.
- 3.7 Passive Solar Design within architecture is not confined to contemporary design as it can also be applied equally to housing and commercial developments which have an entirely conventional appearance. Much of the development of traditional architectural forms has been based upon the principles of Passive Solar Design, which were especially important before the incorporation of widespread central heating systems and have their origins in vernacular architecture pre-dating the Industrial Revolution.
- 3.8 Not all aspects of Passive Solar Design can be controlled by the planning system, for example the use of dense materials to store heat, the details of internal orientation and the use of natural ventilation but Planning Policy Statement 22 does confirm that the consideration of solar heat and light capture through the use of Passive Solar Design is a normal planning matter. The main principles of Passive Solar Design that should be addressed include:
- *Orientation:* Careful orientation of buildings is vital for passive solar energy gains. Buildings should generally be orientated with the longest face within 30 degrees of south to maximise solar gain in the winter and limit summer overheating because of the high angle of the midday sun. South easterly orientation is generally preferable to south westerly as this maximises early morning gains and reduced the likelihood of overheating in the afternoon.
 - *Road layout:* In order to enable the optimum orientation for buildings for passive solar gain, roads in new development should be aligned east-west where possible. On north-south roads, detached units provide greater flexibility for maximising solar gain, while plots should be set at an angle to diagonal roads. Once again the key to achieving a successful layout that provides

Passive Solar Design whilst retaining the character and cohesion of the streetscape is an early assessment and consideration of the context of the application site.

- *Internal layout:* Rooms used most often for living and working should be positioned in the south facing part of the building while rooms that benefit less from sunlight (such storerooms, bathrooms and toilets) on the north side. Kitchens are also better positioned on the north side to avoid excessive heat gain.
- *Window sizing and position:* Well orientated buildings with optimum internal layouts will not require especially large south-facing windows – if windows are too large, over heating may occur in the summer while heat loss may outweigh solar gain, especially in the winter. Also, if the windows on the other elevations are too small to achieve reasonable internal light, occupants will resort to daytime use of artificial lighting, eroding the energy savings from passive solar energy.
- *Avoidance of overshadowing:* Buildings should be carefully spaced on site to avoid the overshadowing of southern elevations, particularly during winter when the sun is low. Taller building should be located to the north of the site, or to the south of road junctions or open space. Car parking and garages in particular can be suitably located in over-shadowed areas, particularly to the north of housing.
- *Building type:* Terraces, apartment/office blocks and, to a lesser extent semi-detached buildings can reduce heat loss as there are fewer exposed ‘external’ walls. Such house types can also be built at greater densities, representing a more efficient use of land.
- *Thermal buffers:* Using unheated spaces such as conservatories, garages and porches alongside heated rooms to act as thermal buffers can reduce heat loss.
- *Landscape and topography:* Positive use of the local landform and landscape features, particularly trees can allow best use of natural daylight, solar energy, wind sheltering as well as creating a development that responds to its context. Slopes will influence the spacing of buildings for solar access, with southerly slopes allowing greater solar access at smaller separations than a level site. Deciduous trees can be carefully placed to provide shade in the summer while allowing sunlight to pass through at a low angle in winter. Small scale tree and shrub planting can also provide privacy for ground floor south-facing living rooms.

3.9 Combined Heat and Power (CHP)

Conventional forms of power generation not only produce harmful greenhouse gases, they are also highly inefficient. The efficiency of power stations supplying energy distributed through the national grid can be as little as 22% at the point of use. Combined Heat and Power (CHP) is a much more fuel-efficient energy technology that recovers the heat that is a by-product of electricity generation and distributes it alongside electricity in the form of hot water for space heating. The energy generated is up to 90% efficient and CHP will typically reduce carbon dioxide emissions by 60%. CHP systems are located at the point of consumption meaning there is very little loss of energy through transmission and distribution and greater resilience to supply disruption as power is produced locally and independently of the grid. In many instances, any excess electricity generated by a CHP unit can be exported and sold to the grid thus shortening the capital cost payback period. CHP is possible at a variety of scales, including micro to serve individual buildings.

3.10 CHP plants can be adaptable to different fuels. Conventionally, natural gas is used which is a low carbon fossil fuel but renewable fuels such as biogas, biomass and hydrogen can also be used and offer a more sustainable alternative. Further efficiency savings can be made with the addition of an absorption chiller which allows the CHP system to provide cooling, potentially for air conditioning and refrigeration. The main markets for CHP tend to be those with high heat requirements, for example leisure centres, hospitals and industrial sites with process heating requirements, especially the chemical, brewing and paper industries. Sewage treatment works sometimes use CHP fuelled by biogas, emissions released during the decomposition of sewage.

3.11 The emerging market for domestic or micro CHP systems has significant potential to improve energy efficiency and reduce energy bill in homes, offices and other buildings where fitted in place of standard domestic boilers. Domestic systems have the potential to be up to 90% energy efficient, not only producing heat but also a proportion of electricity in the same process. Excess electricity produced, especially likely in the morning, even has the potential to be fed back into the grid.

4. **Waste Recycling**

In 1998/99 106 million tonnes of waste was produced in England and Wales each year by households, commerce and industry and the amount is rising. Municipal waste, which is collected by or on behalf of local authorities, has been increasing at around 3% per annum and if it continues to do so it will have doubled from the 1995 level by 2020. Around 54% of

commercial and industrial waste and 83% of municipal waste – is buried in landfill sites, however this is becoming increasingly unsustainable for a number of reasons. First and foremost we cannot continue to rely on landfill because sites are rapidly reaching their capacity. There are three ‘live’ landfill sites in the Borough that accept waste but they cannot continue to do so forever and there are limited opportunities for identifying land suitable for new landfill sites. Transporting waste to other sites is expensive and has its own environmental implications. Landfill sites are also a major source of methane, which along with carbon dioxide is a major contributor to climate change. Methane is produced when biodegradable materials such as paper, food wastes and green wastes decompose in the absence of oxygen. In response to this and other factors greater emphasis is now being made upon reducing waste and substantially increasing re-use, recycling, composting and the recovery of energy from waste as part of a more sustainable approach to waste management.

- 4.1 In April 2005 the Borough Council enhanced its kerbside recycling and household refuse collection service, introducing an ‘alternate weekly’ collection system to increase the percentage of waste recycled in the Borough. Newspapers and magazines, plastic bottles, glass bottles and jars, cans and foil, cardboard and garden waste is all collected on a fortnightly cycle. To aid this service, households have been supplied with various different receptacles to segregate waste. In addition to this kerbside collection service there are a number of ‘bring’ recycling sites across the borough where recyclable waste can be deposited, including books, clothes and shoes and the Lower Burgh Household Waste Recycling Centre in Chorley, which offers comprehensive facilities for recycling green waste, wood, oil, batteries, plastics, rubble, soil, paints and cardboard. In addition, householders can dispose of asbestos sheeting, fridges and freezers, electrical goods, gas bottles and some chemicals. There are similar sites just outside the Borough at Station Road, Rufford and Flensburg Way, Farrington.
- 4.2 Home composting is another means of recycling and minimising household waste. Green waste from the garden including grass cuttings, twigs, leaves, hedge cuttings, plants, weeds and flowers and organic kitchen waste such as vegetable scraps – and even teabags! – can be turned into compost for use in the garden. This helps the environment by reducing the amount of rubbish thrown away and the number of car journeys to tips, reducing the need for chemical fertilisers and eliminating the need to use peat (peat bogs are home to some of our rarest plants and animals). If you regularly buy products to improve your garden composting can also therefore save you money. Home composting requires little technology – all you need is a suitable space and a compost bin or heap. Free compost bins are available to households in Chorley through Lancashire's Home Composting scheme, which is being

coordinated by HDRA Consultants in partnership with Lancashire County Council and local district and unitary authorities (see Appendix 8.3 for more details)

4.3 *In order to promote and support recycling in the Borough, provision should be made in new developments for sufficient facilities and enough space for composting organic waste, and for the storage of materials that can be recycled. In addition, new development should be located where there is adequate accessibility to bring recycling sites.*

4.4 In addition to the waste produced by households, commerce and industry, over 70 million tonnes of waste is produced during the construction and adaptation of buildings and other engineering projects each year in England and Wales. The sustainable management of this waste considered below.

5. Materials

5.1 The use of materials for all uses has implications relating to both the energy needed in their production and their eventual disposal. This section refers specifically to the materials used in construction and redevelopment. These have a significant impact on the energy efficiency of buildings in terms of the amount of energy needed to create a comfortable internal environment. It is also important to consider the selection and sourcing of materials on the basis of the environmental impact of the materials themselves. Ten percent of the total energy consumed in England and Wales annually is from the manufacture and transport of building materials. In addition construction and demolition waste represents a significant proportion of total waste generation. Reclaiming, reusing and recycling materials – using more sustainable alternatives – can thus reduce much of the approximate 21 million tonnes of construction waste deposited as landfill annually in the UK and significantly reduce energy use. This applies to all development, from small household extensions to large housing developments, industrial units and offices etc.

5.2 When evaluating the use of materials with respect to environmental impact, consideration needs to be given to the whole process of obtaining the raw material: processing, delivery, construction and disposal. In the first instance, consideration should be given to the following:

5.3 *Use of salvaged building materials:* Consideration should be given to the use of recycled building materials, either from demolished buildings that once occupied the site, or from places nearby such as those acquired, for example, from second-hand building materials suppliers. The re-use of brick, stone, slate and timber will reduce the amount of waste produced by a development and the cost of new materials. The selection of materials should also be

influenced by consideration of the possibility of future recycling, at the end of the useful life of the building. For this reason materials should be capable of separation for re-use. Lime mortars for example never set as hard as cement and one of the big advantages is that the mortar can be cleaned from the brick making it possible to be reused. In contrast cement mortars cannot be easily removed making bricks good for nothing more than hardcore. Locally sourced and reused materials can also reflect the local character and minimise the energy used in transportation. All materials should be selected in such a way that overall transport costs are minimised. This includes all aspects of transport, from the collection of raw material to delivery to the building site.

- 5.4 *Reuse of buildings:* The conservation of existing building materials can, where the building is sound, be extended to the reuse of a whole building, in preference to a rebuild solution. In such cases consideration should be given to the need to improve the energy efficiency of the building. Listed Building Consent may be required to improve the energy efficiency of Listed Buildings, particularly when fitting new windows. Please check with the Council's Development Control team.
- 5.5 *Low impact building materials:* Applicants should ensure as far as possible that where new building materials are required they are selected on the basis of a sustainable supply and on the basis of the least possible energy consumption being involved in their manufacture. 'Embodied energy' is the energy used in obtaining the raw materials and manufacturing a product. Materials with very high-embodied energy such as aluminium and plastic, particularly uPVC, require a high energy input in their manufacture and thus, where practicable, should be avoided. Brick production is an energy intensive industry and therefore it is often better to reuse old bricks wherever possible. Cement production is also an energy intensive process and as such cement should be used sparingly. Lime mortars are a viable alternative to using cement as they have been used for centuries.
- 5.6 Low impact materials include earth, straw, cork and hemp. Timber is also a relatively low impact product providing it is forested sustainably. It has low levels of embodied energy and very high levels of economy in energy usage in the finished building – reducing carbon emissions via reduced energy consumption and increasing potential carbon absorption from the atmosphere in releasing land for new tree growth. Every cubic metre of wood used instead of other building materials saves almost one tonne of carbon dioxide from polluting the atmosphere. Timber should be sourced from certified sustainable sources, such as those accredited with the Forrest Stewardship Council (FSC) trademark. The growth of trees has the further advantage of locking up atmospheric carbon.

6. Water

6.1 Human disruption to the earth's natural water cycle – including the impact of climate change – has resulted in intensified periods of both drought and flooding in Britain as well as elsewhere. The treatment, purification and transport of water for domestic, commercial and industrial applications is also a major use of energy. The sustainable use of water is vital in contributing to the reduction of the impact and occurrence of both droughts and flooding and reducing energy use. A wide variety of measures can be included in new development to reduce water consumption and improve the efficiency with which water is used. *Applicants will be expected to provide evidence of how the following measures have been incorporated into new development, where appropriate:*

6.2 Rainwater Harvesting

Average annual rainfall in Chorley is over 1000 mm. Rather than allowing this rainwater to soak into the ground, evaporate or to enter the drainage system it can be captured from roofs and other impermeable surfaces and put to a variety of uses. Simple systems involve the use of a water butt to collect water for irrigating gardens. Indeed, rainwater can be better for plants than tap water because it is very rich in natural minerals that are removed by treatment processes. In more sophisticated systems, tanks have filters that remove all debris and particles from the water making it clean and suitable for most non-potable uses, including washing the car, flushing the toilet and running a washing machine. Toilet flushing accounts for about a third of water use in a typical UK household and the water used is unnecessarily treated to drinking water standard. Overall, the amount of water saved, cost and payback period for Rainwater Harvesting Systems is dependant on the size and type of system installed, amount of rainfall and cost of mains water but a typical domestic installation will provide nearly all non-potable household requirements, saving around 50% on mains water consumption and will have a payback period of between 10-15 years, although this can be as low as 2-5 years for larger commercial systems.

6.3 Greywater Recycling

Greywater is wastewater from showers, baths, washbasins, washing machines and kitchen sinks. Like rainwater this can be used for a number of non-potable uses, in particular watering the garden and landscaped areas and toilet flushing. Greywater requires filtration and chemical or biological treatment prior to reuse. Systems are most suited to multi-occupancy buildings as these are likely to have greater water circulation ensuring the greywater used is fresh rather than having had a long storage residence time in the system.

6.4 Water saving devices

In addition to the use of rainwater and greywater, there are a number of devices that aid water conservation in the home or workplace. These devices should be incorporated into the design of new developments but can also be integrated into existing buildings:

- *Low-flush and dual-flush toilets:* The volume of water used to flush the toilet represents a significant proportion of a buildings water use. Newer toilets have smaller cisterns and thus use less water. The capacity of cisterns can be further reduced with the use of cistern dams or water savers such as a 'hippo' or 'hog'. Dual flush toilets have two different flush volumes, for example a standard 6-litre flush and a reduced flush of 4 litres, or 4 and 2 litres in the more efficient toilets.
- *Waterless toilets and urinals:* Standard urinals use around 6-10 litres of water to flush. Waterless urinals – which use none – can thus offer substantial savings, particularly in buildings with high levels of occupancy, such as offices, schools and hotels. Waterless toilets have also been successfully installed in new and retrofit situations in a number of dwellings in the UK, albeit mainly those in rural areas not connected to a mains sewer. There are two basic types: a composting toilet and an incinerating toilet.
- *Low water use appliances:* Low water use domestic white goods e.g. washing machines and dishwashers should be specified as these can use significantly less water and energy, especially in comparison to older appliances.
- *Spray taps:* Low flow spray taps can save up to 80% of the water and energy used in comparison to standard pillar taps and are cost-effective and easy to fit. Sensor-operated taps further ensure minimal consumption of water per use. Showers (excluding power showers) generally use less than half the water needed to take a bath and aerated spray showerheads can also reduce water consumption.
- *Controlled intermittent supplies:* Using 'petrol-pump' types of supply can cut the amount of main water used for certain applications, particularly industrial processes such as cooling, cleaning or washing finished articles, workspaces or vehicles where normally a tap or hose would have been left running all the time.
- *Landscaping:* Consideration should be given to gardens and landscaping schemes which require little or no irrigation. Preference should be given to existing, native and/or drought-

resistant plant types and water-retaining mulches. If watering is necessary, rainwater or recycled greywater should be used to water gardens rather than the mains supply.

6.5 Sustainable Drainage Systems (SuDS)

Sustainable Drainage Systems seek to control surface water run-off – rainfall that is not absorbed by the ground or by trees and plants or evaporated. A variety of methods are used to decrease the amount of surface runoff, decrease the velocity of surface runoff or divert it for other purposes, thereby reducing the contribution it makes to sewer discharge and flooding. There are a number of elements that can combine to form a Sustainable Drainage System including soakaways; permeable and porous surfaces, e.g. paving; ponds, basins or swales for temporary storage during heavy rainfall (detention basins) or longer term storage (retention basins); channels to divert water from undesirable locations and structures that increase the lag between a rainfall event and discharge of water to the drainage system by increasing infiltration.

6.6 The SuDS approach is particularly suited to urban areas where high-density development and extensive impermeable surfaces mean surface runoff can easily cause flooding, either directly or indirectly through sewers becoming overloaded. They can also provide landscape, amenity and biodiversity benefits. It may be necessary to enter into agreement with the Council and United Utilities over maintenance and other matters where SuDS features are incorporated in new developments.

7. **Renewable Energy**

7.1 Whilst reducing energy demand is crucial, so is finding and expanding the use of more sustainable *sources* of energy. The Sustainable Resources Development Plan Document (DPD) will seek to encourage renewable energy generation in the Borough, through both 'standalone' projects and the integration of technologies within new and refurbished developments. Renewable energy – energy generated by flows that occur naturally and repeatedly in the environment, e.g. from the wind, the fall of water, from the sun and from biomass - is a vital component of sustainable resource use as it offers the potential to generate heat and power without any harmful emissions, such as carbon dioxide, or the depletion of natural resources.

7.2 The report 'Opportunities for Renewable Energy in Chorley' pulls together the findings of a Renewable Energy Study and identifies a number of renewable energy technologies that are possible in Chorley and provides advisory technical, financial and environmental 'criteria' for each technology. Building on this, key criteria relevant to all renewable energy schemes are

set out in the Sustainable Resources DPD and will be used to assess planning applications. While encouragement is given to renewable energy schemes, these criteria seek to ensure any negative impacts of renewable energy development are satisfactorily addressed. In addition to these criteria, each technology has different characteristics, locational and technical requirements that raise specific issues that should be addressed in any planning application. Many of these criteria will have an impact on the viability of any proposal and will primarily be the concern of the developer when appraising potential sites. A series of maps produced as part of the Renewable Energy Study give broad locations where different technologies may be most suitable based on these criteria. These are attached as Appendix 8.1. This section is intended to provide more information on the various types of renewable energy, their requirements and impacts, including how these impacts will be assessed.

7.3 Micro/building-mounted technologies

Many of the technologies outlined below are applicable at a micro scale for integration into new and refurbished buildings or 'retro-fitted' to existing structures. Take up of these technologies will be necessary in Chorley to comply with the Sustainable Resources DPD, which will seek a percentage of the predicted energy requirements of new buildings to be provided on site by renewable energy sources. Micro and building-mounted technologies may not always require planning permission and will be welcomed where they meet the criteria set out in the Development Plan Document and below.

7.4 **Wind energy**

Wind power is a technically proven energy technology for which there is great potential in the UK yet it currently only accounts for 0.5% of the electricity generated in this country. Given this potential, a significant proportion of national and regional targets for increased electricity generation from renewable sources is likely to be met by onshore wind developments.

7.4.1 The use of wind as a renewable energy source involves harnessing of power contained in moving air by wind turbines. Wind turbines use aerodynamic forces ('lift' and 'drag') to produce mechanical power that can be converted into energy. Wind developments vary considerably in size, up to large grid connected turbines with rotors over 100m in diameter as well as turbines grouped in wind farms. In general terms, the larger the turbine (in terms of both height and rotor size) and the higher the average wind speed the greater the electricity generated. This is known as 'rated capacity' which is a measure of the maximum output of the electricity generator - generally achieved in wind speeds above 12-15 metres per second (m/s) at the hub (centre point) of the rotor. The largest wind turbines generate up to 3 megawatts (MW). Based on average UK household consumptions figures over the course of a year a

turbine of this size would be expected to provide enough electricity to serve around 1680 homes. More commonly, wind developments have consisted of a number of smaller turbines such as at Coal Clough, near Burnley, which is the nearest wind farm to Chorley and was one of the first to be built in the UK in 1992. At Coal Clough twenty-four 400 kW turbines supply approximately 5400 homes but more recent developments have utilised turbines generating between 1 – 3 MW as technology has advanced.

7.4.2 Building-mounted micro turbines are an emerging technology and are likely to become more common in both rural and urban areas. They are available with either horizontal or vertical axes, the former having a diameter of less than less than 1.75 m. These systems have a rated capacity of around 1 kilowatt (kW) and can reduce domestic electricity bills by up to one third.

7.4.3 *Criteria for assessing renewable energy projects are set out in the Development Plan Document. The following aspects will be specifically relevant to wind power applications and should be addressed in all submissions:*

7.4.4 Landscape and Visual Impacts

Modern wind turbines are large structures, up to and over 100 metres tall. Along with associated infrastructure, including tracks, foundations, hard-standings and substations they will inevitably have an impact on the landscape and the visual environment. Even small building mounted turbines will have a visual impact in both urban and rural areas. All turbines should be carefully sited, where possible using the existing landform to limit impacts on sensitive views. The Lancashire County Council guidance on Landscape and Heritage contains the findings of a study of landscape sensitivity to wind energy development in Lancashire relating to the Landscape Character Areas identified in the County. The sensitivity of areas in Chorley to wind developments of 2 or more turbines rated at 1.3 MW or greater is shown in Map X, however each scheme will be assessed on a site-specific basis. Smaller scale developments, defined as single commercial-scale turbines, community and domestic turbines will be permitted provided there is no significant environmental detriment to the area concerned.

7.4.5 Building-mounted turbines should, so far as practicable, be sited so as to minimise their effect on the external appearance of the building and streetscene, for example upon non-public frontages and below the highest part of the roof or chimney.

7.4.6 Ecological impacts

Developers should consult with English Nature and other relevant national, regional and local organisations regarding the presence and importance of species and habitats in and around proposed development sites and assess any potential impacts and mitigation measures. Ornithological concerns are of particular relevance and the design and layout of wind developments should take account of the risk of 'bird strike', loss of habitat and changes to the landscape.

7.4.7 Noise

Noise levels from modern turbines are generally low and, under most operating conditions, is unlikely to exceed background noise. Any increases in ambient noise levels, particularly around noise sensitive developments should be kept to acceptable levels in relation to existing background noise. In accordance with Planning Policy Statement (PPS) 22, the framework described by 'The Assessment and Rating of Noise from Wind Farms' (report by ETSU for the Department of Trade and Industry, 1997) should be used to assess the noise from wind energy developments. In summary, noise should be limited to 5 dB(A) above background and an absolute level within the range of 35 to 40 dB(A) in low noise environments during the day. These indicative noise levels offer a reasonable degree of protection to local residents without placing unreasonable restrictions on wind farm development. There is no evidence that low frequency noise (infrasound) from wind turbines is at a sufficient level to be harmful to human health.

7.4.8 Shadow Flicker

Under specific circumstances, the sun passing behind the rotors of a wind turbine will create a shadow. When the blades rotate, the shadow flicks on and off, an effect known as 'shadow flicker'. Problems caused by shadow flicker are rare as in the UK it only occurs inside buildings within 130 degrees of north relative to the turbine and where the flicker appears through a narrow window opening. The occurrence and duration of shadow flicker is also dependant on a number of other factors including the time of the year (relating to the height of the sun), time of day, the distance and height of the turbine and the prevailing conditions - shadow flicker mainly occurring in bright sunshine and cloudless skies. In practice, therefore, a single window in an building will only be affected, if at all, for a few minutes at certain times of the day during short periods of the year. Shadow flicker can be mitigated by siting wind turbines at sufficient distance from the residences likely to be affected – it has been demonstrated that flicker effects occur only within ten rotor diameters of a turbine. Applicants should provide an analysis to quantify the effect of shadow flicker upon any buildings within this distance of proposed wind turbines.

7.4.9 *In addition to the criteria set out in the Development Plan Document and further defined above, the following issues should also be considered:*

7.4.10 Wind speed

The energy produced by a wind turbine depends largely on the strength of the wind at the site of the turbine. Intermittency and variations in wind speed are also important. Map 1 shows there is an average wind speed of above 4 m/s across the whole of Chorley, with areas to the west, east and south averaging higher wind speeds. Micro turbines currently start generating electricity at 4 m/s thus there is the potential for them to be installed across the Borough. Larger turbines require higher average wind speeds of around 6.5 m/s (at 40 metres above ground level). It may be necessary to erect a temporary anemometer for a period of around 12 months in order to assess whether a particular site will be suitable in terms of wind speed. In such instances these same criteria will apply in determining any planning application.

7.4.11 Site Access

Amendments to existing road networks required to gain access to sites proposed for wind turbine developments, both during the initial construction and for subsequent maintenance, should be detailed in the planning application, along with any on-site tracks and assessed in terms of their impact on the landscape, local traffic and in terms of potentially providing easier access to the area. Where possible, land converted to access roads and tracks should be reinstated or the infrastructure scaled down.

7.4.12 Electromagnetic Interference

Wind turbines may interfere with electromagnetic signals effecting communication systems that use electromagnetic waves as the transmission medium, including television, radio and emergency services networks. OFCOM are able to provide details of all the microwave links that may be affected by a development and the applicant should come to an agreement with all relevant link operators prior to submitting a planning application.

7.4.13 Cultural Heritage

Wind turbines and ancillary infrastructure can have a significant impact on the setting of sites, buildings, monuments and historic landscapes and upon archaeological interests in both rural and urban areas. The Renewable Energy SPD and Landscape and Heritage Supplementary Planning Guidance produced by Lancashire County Council provide guidance on how this can be mitigated. Building mounted and small free-standing turbines have a strong contemporary design that is likely to contrast greatly with traditional buildings and streetscapes. Where they

are to be incorporated into traditional forms and layouts great care will be needed to ensure that their siting does not cause detriment to the historic form. Design solutions should be sought that minimise the views of the turbine and avoid siting in prominent locations. The incorporation of micro-turbines into new housing development presents unique opportunities to the developer. Care should be taken to ensure they do not become the dominant form within the streetscape but instead add to the spatial and architectural interest of the development. Often micro wind turbines can be incorporated as a design feature to provide character for the development.

7.4.14 Cumulative Impacts

The level at which significant cumulative impacts occur is dependent on the scale and proximity of wind energy developments, the character and sensitivity of the landscape, the location and detailed design of the development. Each application will be assessed in its own merits in light of baseline conditions at the time of the application. The potential for additional wind turbines cannot be taken in to consideration when determining a planning application.

7.5 **Hydropower**

Water flowing from a higher to a lower level can be channelled through a turbine to produce electricity. The amount of power produced is dependant on the volume of water and rate at which it flows. Canals, rivers and reservoirs in Chorley may all be suitable for small or micro scale hydroelectric schemes, generating up to 1MW for connection to the electricity grid or to supply power to single point users.

7.5.1 Landscape and Visual Impacts

Small-scale hydropower schemes consist of a number of built elements, including a small dam, barrage or weir, a turbine house containing the turbine, generator and ancillary equipment and a tailrace returning the water to the watercourse. Changes to the water regime, such as changes in water levels and flow and the creation of small reservoirs can also have potential visual impacts. All built development should be sensitively sited and designed so as to integrate into the landscape by careful use of landform, materials, vegetation and tree cover and, where appropriate, new planting where appropriate. In addition to new schemes, there are a number of old water mills in the Borough that could be adapted to generate electricity. Restoration should be sympathetic to the historic design and materials.

7.5.2 Ecological impacts

The risk of hydropower schemes to fisheries should be addressed and, where necessary, dams and weirs should include structures such as fish passes to protect fish, particularly

migratory species, and other freshwater animals from the turbines. Risks of damage to aquatic life can also be mitigated by careful design and adjustment of the seasonal operating schedule of the plant. Developers should liaise with the Environment Agency and English Nature to establish the required environmental information and the potential impacts that are to be considered.

7.5.3 Noise

The noise emitted from a hydroelectric turbine is likely to be contained by the turbine house and not heard more than a few metres away. Where residential properties are located in close proximity to a proposed scheme, noise limits may be imposed as a condition of granting planning permission.

7.5.4 *In addition to the criteria set out in the Development Plan Document and further defined above, the following issue should also be considered:*

7.5.5 Cultural Heritage

Hydropower is an important element of Chorley's industrial history, having been used to power factories and mills. Where waterpower features remain, their reinstatement and adaptation to provide modern small-scale hydropower can bring positive regeneration benefits. Where these opportunities exist, restoration schemes will be supported provided they are carried out in a sympathetic manner which respects the historic value of existing features. Where new facilities are proposed, an archaeological assessment and evaluation of the site may be likely at an early stage. Further advice is contained within the Lancashire County Council Landscape and Heritage SPG.

7.6 **Landfill Gas**

The natural processes of decay in biodegradable waste in landfill sites produces gas – in particular methane – which has historically been 'flared'. At larger landfill sites, however, sufficient quantities of gas are produced to make electricity production a viable alternative. There are two existing operation schemes in Chorley, at Ulnes Walton and Withnell, with a generating capacity of 3MW and 2MW respectively. A third scheme at the Rigby Houghton Landfill site in Adlington was permitted in October 2005. This will have an electricity generation capacity of 3MW. *Any future proposals utilising landfill gas welcomed. They will be assessed against the criteria set out in the Sustainable Resources Development Plan Document.* Landfill gas generation plants are unlikely to create any additional impacts further to those created by the landfill site itself; however, the following factors may be relevant where sites are located close to residential areas:

7.6.1 Landscape and Visual Impacts

Mitigation measures should be proposed where landfill gas plants would cause visual intrusion, particularly where extraction and landfill works have ended and the site is undergoing restoration.

7.6.2 Local Amenity

Applicants should demonstrate that proposed development would not cause undue harm to local residents, this relating to noise, odour and pollution.

7.7 **Biomass**

Biomass is a collective term for all plant and animal material. A number of different forms of biomass can be burned or digested (see anaerobic digestion, below) to produce heat (for space and water heating) and electricity. An increasing range of fuels, known as 'biofuels' are now being utilised with the most common being wood-based. These being either energy crops grown specifically for fuel such as willow and poplar grown on short rotation coppice and *miscanthus* grasses or arising as by-products of other activities. Providing the wood burned as fuel comes from sustainable sources the carbon dioxide released during combustion is balanced by that absorbed trees planted in its place. As biomass is produced from organic matter over a much shorter period of time than fossil fuels – which take millions of years to create – it is a carbon neutral process.

7.7.1 Wood is usually used as logs, wood chip or wood pellets - a compact form of wood, which has low moisture content and high energy density. At a domestic scale there are two main applications of biomass, stand-alone stoves and central heating boilers. Wood burning stoves are fuelled by logs or wood pellets and have become increasingly popular in households due to their aesthetic qualities. They also have significant benefits in providing space heating for rooms where they are located and provide an output of between 6-12 kW, achieving efficiencies of over 80%. There are also many domestic scale log, wood chip and wood pellet burning central heating boilers available. As with conventional boilers, these wood-fired systems provide hot water and central heating via radiators. Log boilers require manual loading but are less expensive than wood pellet, wood chip or dual-fire (pellets and chips) systems. In these more sophisticated systems the fuel can be automatically fed, making it easier to supply heat when it is required. Higher output wood burning stoves can also be fitted with an integral back boiler for the purpose of providing both hot water and central heating.

- 7.7.2 The cost of wood-fired stoves and boilers depends on the type and size of system but as a guide, stand alone room heaters cost £1500-£3000 installed and a typical 20 kW wood pellet boiler – the average size needed for a three bed semi-detached house – cost around £5000. This means wood heating has amongst the lowest capital costs of all the renewable energy technologies, being almost as cheap as mains gas, However, unlike other forms of renewable energy, biomass systems still require the purchase of fuel. In addition to homes, they can be used in many other sectors such as schools, offices and industrial premises.
- 7.7.3 On a larger scale wood and other biomass products can also be used for the production of electricity. The main method of producing electricity from wood is a combustion plant (where the material is burned to produce steam), although there are two other possibilities, namely, gasification (where the material is heated in such a way that gases are given off) and pyrolysis (where the wood is heated in the absence of oxygen to produce a bio-oil liquid with some charcoal and gas).
- 7.7.4 *Internal small-scale wood burning appliances do not require planning permission, however, in a Listed Building or Conservation Area you should check with the Council's Development Control Team before a flue is fitted as consent may be required. The installation of wood fuel appliances must also comply with all safety and building regulations. Applications for larger-scale biomass plants requiring planning permission will be assessed against the criteria set out in the Sustainable Resources Development Plan Document. The following specific issues should be considered:*
- 7.7.5 Landscape and Visual Impacts
Where biomass plants cannot be housed in existing buildings, new or adapted units should, where possible, be located close to existing buildings (excluding residential dwellings) and designed to fit into their surroundings. Due to their appearance and impacts on amenity discussed below larger plants should be located within existing industrial areas.
- 7.7.6 Noise
Engines, condensers and chippers may all create noise within biomass plants. This noise should not cause an unacceptable degree of disturbance on surround amenities and, where relevant, facilities should adhere to the British Standards for controlling noise pollution.
- 7.7.8 Odour
The impacts of odour from a proposed biomass plant and methods for controlling it must be detailed in the planning application in order that it does not unduly harm residential amenity.

7.7.9 Pollution

Developers must satisfy the relevant pollution control authority that potential emissions can be adequately regulated under the pollution control framework and that cumulative effects of existing sources of pollution in and around the site and the proposed development would make the development unacceptable.

7.7.10 *In addition to the criteria set out in the Development Plan Document and further defined above, the following issue should be considered:*

7.7.11 Transport

The environmental impact of transporting biofuels long distances to biomass generation plants can outweigh the positive benefits of such facilities, therefore, plants should be located in close proximity to a fuel source. Costs of delivery also significantly increase with distance. It is suggested that a 4 MW facility should be located within a 40 km wood fuel resource that is a minimum of 4,000 ha and/or 20,000 tonnes of forestry waste. In addition, biomass plants have the potential to be traffic intensive with delivery of fuel occurring regularly. Surrounding roads should have adequate existing capacity to serve the plant. The impact of traffic upon surrounding amenities should be assessed.

7.7.12 The growing of fuel for biomass plants, for example short rotation coppice, does not fall under the control of the planning system.

7.8 **Anaerobic Digestion**

In addition to the combustion of biomass material, organic wastes can be digested under anaerobic (oxygen-free) conditions by bacteria to produce a flammable gas consisting mainly of methane and carbon dioxide. This biogas can be used to generate electricity and/or hot water. Projects can be developed on a small-scale to suit individual facilities and wastes (for example, in farm or dairy situations), or on a much larger scale to take a variety of wastes as part of a Centralised Anaerobic Digestion (CAD) facility.

7.8.1 *Planning Applications for anaerobic digestion plants will be assessed in accordance with the criteria set out in the Sustainable Resources Development Plan Document. Please refer to the above section for specific key issues.*

7.9 Solar power

Light and heat from the sun can be utilised to generate energy in two ways. Photovoltaic (PV) systems convert solar radiation into electricity using semi-conductors within photovoltaic cells while Solar Water Heating (SWH) systems are designed to capture the heat of the sun and use it to directly heat water. Both systems are well suited to the urban environment as they are entirely silent and release no emissions.

7.9.1 Photovoltaics: Individual PV cells are most commonly interconnected to form solar modules or panels, mounted upon pitched roofs, however, modules can also be mounted on the side of buildings and on free standing support structures on the ground. PV can also be integrated into the roof or façade of buildings through, for example, the use of PV tiles, cladding and other solar building solutions which are often indistinguishable from conventional building materials. Solar panels are typically 0.5 – 1m² in size with a peak output of 70 to 160 watts. Typical domestic installations comprise of an ‘array’ of connected panels covering 10-15m². A system this size will produce up to 2 kW peak output, which in the UK would be expected to produce 1500 kWh - enough to provide approximately one third of the average family’s annual supply. Where PV systems are grid-connected, surplus electricity not consumed within the building can be exported to the local distribution network with many suppliers buying the ‘exported’ electricity. A typical 2 MW peak capacity PV scheme would cost between £12,000 and £15,000.

7.9.2 Solar Water Heating: Employing similar technology to PV systems, radiation from the sun is collected by ‘absorbers’ within either flat plate or evacuated tube collectors and transferred as heat to a fluid – most obviously cold water. The climate in the North West is suitable for Solar Water Heating systems as year-round sun is not required. Modern systems will make a significant contribution to water heating requirements, providing 50 - 60% of annual domestic hot water requirements and can also be used to provide space heating.

7.9.3 Planning permission is not always required when installing solar panels to existing buildings, particularly where roof-mounted panels do not exceed the ridge height or extend beyond the plane of any roof slope. This, however, may not apply within Conservation Areas and upon Listed Buildings where planning permission and/or listed building consent may be required. *Please check whether you require planning permission or consents for your proposal with the Development Control Team.* This should be done at the earliest stage possible, however we will need to know certain details of the system you are proposing. *The following issues should be considered where solar panels are proposed and will be relevant in addition to the criteria set out in the Sustainable Resources Development Plan Document where consent is required:*

7.9.4 Siting issues

Solar panels are best positioned facing due south at an angle of between 20-40 degrees, however, PV and SWH systems can function at an inclination of between 10 and 60 degrees and within 90 degrees of due south. Shadows from buildings, trees and other structures should be avoided as these can significantly reduce the performance of solar panels.

7.9.5 Cultural Heritage

Permission for solar panels in Conservation Areas, on a Listed Building or another building or structure within the curtilage of a Listed Building will only be granted where the character, appearance and special architectural or historical interest of the area or building are preserved.

7.10 **Ground Source Heat Pumps (GSHP or GHP)**

Ground Source Heat Pumps transfer this heat from the ground into a building to provide space heating. It can also be used to pre-heat domestic water. Heat is drawn from the ground using 'ground loop' – a closed circuit of piping buried in the ground in either a borehole or horizontal trench and heat pump. The technology is relatively well established as heat pumps are already used in fridges and air conditioning units. For every unit of electricity used to pump the heat, 3-4 units of heat are produced. Can be designed to meet 100% of space heating requirements but it will usually only pre-heat domestic hot water so top up heating (e.g. an immersion heater) will be required.

7.10.1 There are few planning issues associated with ground source heat pumps as they are unlikely to be visually intrusive and often the main components are located under ground or within buildings. *Planning Applications will be assessed using the criteria set out in the Development Plan Document. Where excavations for horizontal trenches for ground loops involve sizable areas of land, consideration of landscape and visual and ecological impacts will be relevant. Disruption of sensitive habitats such as species-rich grasslands should be avoided and all sites sensitively restored.*

7.10.2 *In addition to the criteria set out in the Development Plan Document, consideration should be given to possible archaeological interests in the land and also to local hydrology. Any detrimental impacts should be mitigated.*

8. Appendices

8.1 Maps

From Renewable Energy Study

8.2 Glossary

This section to be developed

8.3 Further information

This section to be developed

Section 3 – Energy Use

- The Lancashire Energy Efficiency Advice Centre (LEEAC) provides impartial advice on simple, practical steps householders can take to improve the energy efficiency of their homes. Telephone 0800 512 012.
- Energy Saving Trust

Section 4 – Materials

Section 5 – Recycling

- More details about household waste collection and recycling in Chorley can be found by telephoning the Recycling helpline on: 01257 515355 or e-mailing waste.management@chorley.gov.uk.
- Free home composters can be ordered by telephoning 0845 6588550 or visiting www.compost-it.org.uk. There is also a home composting advice line: 0845 0500110.
- A real nappy laundry service operates in the Chorley area, phone 01782 816902 for details.

Section 6 – Water

Section 7 – Renewable Energy

- CLAREN – Cumbria and Lancashire Renewable Energy Network
 Address: Town Hall, Duke Street, Barrow-in-Furness, Cumbria, LA14 2LD
 Website: www.claren.org.uk
 Telephone: 0845 6018874

- Renewables Northwest

Address: 5th Floor, Fourways House, 57 Hilton Street, Manchester, M1 2EJ

Website: www.renewablesnorthwest.co.uk

Telephone: 0161 236 7481

REPORT OF EXECUTIVE CABINET**NEW CONTRACT PROCEDURE RULES**

1. At its last meeting on 1 November 2005, the Council received a recommendation of the Executive Cabinet for the Council to approve and adopt a revised set of Contract Procedure Rules for inclusion in the Council's Constitution. A copy of the Director of Legal Service's report is attached to this report.
2. The Current Contract Procedure Rules require to be revised and updated as a consequence of the recent adoption of the Corporate Procurement Strategy in order to enable the procurement processes to be undertaken efficiently and effectively.
3. The Council noted the request, which, in accordance with Paragraph 27.2 of Part A of Appendix 3 to the Council's Constitution, stood adjourned to the next ordinary meeting of the Council on 13 December 2005.
4. The Council is now accordingly requested to approve the new Contract Procedure Rules, a copy of which is attached to this report.

Recommendation

5. The Council is recommended to approve and adopt the new Contract Procedure Rules, in the form now presented, for inclusion in Part C of Appendix 3 to the Council's Constitution.

COUNCILLOR K BALL
Executive Member for Service Delivery and Procurement

AU

There are no background papers to this report.

This page is intentionally left blank

Report of	Meeting	Date
Director of Legal Services(Introduced by the Executive Member for Service Delivery and Procurement)	Executive Cabinet	29 September 2005

NEW CONTRACTS PROCEDURE RULES

PURPOSE OF REPORT

- To introduce the proposed new Contracts Procedure Rules, which it is intended will replace the existing Rules contained in Appendix 3, Part C of the Council's Constitution.

CORPORATE PRIORITIES

- A more efficient and effective procurement process will assist in serving our customers better.

RISK ISSUES

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

Strategy	✓	Information	
Reputation		Regulatory/Legal	✓
Financial	✓	Operational	
People		Other	

- The Corporate Procurement Strategy identified that the Council needed updated Contracts Procedure Rules to enable the procurement process to be carried out efficiently and effectively. If the existing Rules are not replaced, there will be a strategic risk in respect of the procurement of goods and services by the Council. The current financial thresholds in the Rules need amending in order to provide a more streamlined tendering process. The Council needs to ensure that the regulatory/legal requirements of the European public procurement process are complied with ,which will lessen the risk of legal challenge.

BACKGROUND

- The existing Contracts Procedure Rules are part of the Standing Orders of the Council, and are contained in Appendix 3, Part C of the Council's Constitution. In May 2004, the Council adopted a new Corporate Procurement Strategy, which recognises the importance of strategic procurement ,which includes having efficient and effective tendering procedures. A new Corporate Procurement Team has been established and the Corporate Procurement Working Group meets regularly to monitor progress in respect of the implementation of the Corporate Procurement Strategy. The existing Contracts Procedure Rules needed to be revised and updated, which was also recognised in an internal audit report into tendering procedures ,within the Council. The opportunity has

been taken to draft new Contracts Procedure Rules, which will support more effective procurement by all Service Units, within the Council

NEW CONTRACTS PROCEDURE RULES

6. The proposed new Contracts Procedure Rules, which are exhibited at Appendix 1 have been drafted by members of the Corporate Procurement Working Group and have been discussed extensively with internal audit. The draft Rules were circulated to Senior Management Group on 2 September 2005 for the purposes of consultation, with a deadline for responses by 16 September 2005. Meetings have taken place with Service Heads in order to discuss future procurement requirements. The new Contracts Procedure Rules are required to be approved by Council, as this will be an amendment of the Constitution. It is intended that a comprehensive programme of training will be given to enable the new Rules to be embedded and owned as soon as possible by all relevant staff. This will reduce the need to waive the requirements of the Rules and ensure that the whole procurement process in respect of the purchase of goods/supplies or the procurement of services is carried out more effectively than at present. A Procurement Manual in respect of the new tendering procedures has been drafted by the Corporate Procurement Team, to accompany the introduction of the new Contracts Procedure Rules and will be available on the intranet.

7. The current European Union financial thresholds in respect of Supplies, Services and Works are annexed to the proposed new Rules, which will assist Service Heads when calculating the aggregate value of contracts prior to the commencement of any tendering process. Provision has also been made to enable future electronic tendering to take place which is one of the milestones in the National Local Government Procurement Strategy. The procedure in respect of the opening of tenders has been modified and will come under the remit of the Corporate Procurement Officer. New requirements concerning the keeping of Contracts Registers will ensure more information is available concerning the total procurement spend by the Council.

COMMENTS OF THE HEAD OF HUMAN RESOURCES

8. Human Resources support the amended contract procedure rules but it is essential that training and guidelines should be given to all affected staff members to ensure that they fully understand the process they are being requested to undertake. This training should also be evaluated to ensure that learning transfer has been achieved.

COMMENTS OF THE DIRECTOR OF FINANCE

9. The new rules are welcomed and as suggested in the report have been agreed in conjunction with the Internal Audit Section. I am confident the changes will benefit everyone and make the process more transparent and importantly more effective in procurement terms.

RECOMMENDATION(S)

10. To recommend to Council the adoption of the new Contracts Procedure Rules attached to this Report at Appendix A

REASONS FOR RECOMMENDATION(S)

11. To ensure that the Executive Cabinet had an opportunity to consider the new draft Contracts Procedure Rules, before submission to Council

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

12. To continue with the existing Contracts Procedure Rules. This would hinder the implementation of the Corporate Procurement Strategy and meeting the milestones contained in the National Local Government Procurement Strategy.

ROSEMARY LYON
 DIRECTOR OF LEGAL SERVICES

Background Papersc			
Document	Date	File	Place of Inspection
Corporate Procurement Strategy	May 2004	***	***

Report Author	Ext	Date	Doc ID
Rosemary Lyon	235810	19 September 2005	ADMINREP/REPORT

This page is intentionally left blank

DRAFT CONTRACTS PROCEDURE RULES

1. Compliance

1.1 Every contract entered into by the Council shall be entered into pursuant to or in connection with the Council's functions and shall comply with:

- (a) all relevant statutory provisions;
- (b) the relevant European procurement rules (i.e. the EC Treaty, the general principles of EC law and the EC public procurement directives implemented by the UK Regulations);
- (c) the Council's Constitution including these Contracts Procedure Rules, the Authority's Financial Regulations and Financial Procedure Rules and Appendix 2- Responsibility for functions; and
- (d) the Authority's corporate priorities, Corporate Strategy , Corporate Procurement Strategy and other policies.

1.2 The highest standards of probity are required of all officers and members involved in the procurement, award and management of Council contracts. It is essential to maintain effective audit trails at all stages throughout the procurement procedure particularly where approval or agreement is required.

1.3 As a general rule members and officers must not accept from contractors or potential contractors or from any firm or organisation with whom the Council has had, is having or may have any dealings of any kind –

- (a) any gift (other than an inexpensive seasonal gift such as a calendar or diary for use in the office); or
- (b) any hospitality without the written authorisation of a Service Head and members and officers should comply with the Council's Code of Conduct in this respect.

1.4 Service Heads must immediately enter in a register kept for this purpose by the Council particulars of –

- (a) any gift (including how it has been returned to the giver or otherwise disposed of e.g. donated to the Mayor for charitable purposes) ;and
- (b) any hospitality.

1.5 Hospitality includes drink, meals, entertainment, overnight accommodation, travel and holidays, but does not include a lift in a private or company car or a taxi or refreshments in the course of office duty (e.g. a working lunch).

1.6 All staff must enter in their own departmental register:

- (a) any gift (including how it has been disposed of); and
- (b) any hospitality.

1.7 Service Heads are responsible for the maintenance of the hospitality register for their service area.

2. Procurement Plan

2.1 For each financial year, the Council shall agree a Procurement Plan setting out its current contracts and contracts to be procured for the forthcoming three financial years.

2.2 At the beginning of each financial year, the Council shall publish a PIN in the OJEU listing the above threshold (See Appendix 1) contracts for services and supplies which it expects to procure for that financial year. In relation to contracts for works, the Council shall publish a PIN in the OJEU when the works are approved.

2.3 To achieve 2.1 and 2.2 above Service Heads must ensure that the Corporate Procurement Officer is notified in writing prior to the end of the financial year of contracts planned for the next three years.

3. Delegated Authority

3.1 Any procurement carried out on behalf of the Council may only be undertaken by officers with the appropriate delegated authority to carry out such tasks as set out in the Council's Constitution Appendix 2 Responsibility for Functions.. Officers with delegated authority may only delegate to other officers who have the appropriate skills and knowledge appropriate to the task. Officers shall be informed by his/her Service Head, in writing, of the extent of any delegated authority and any applicable financial thresholds for each procurement.

3.2 Within approved budgets and in accordance with the Annual Procurement Plan where applicable, Authorised Officers may authorise members of their staff to place orders against Framework Agreements which have been entered into by the Council.

3.3 Any contracts awards above £75,000 or those which involve any potential transfer of the Council's employees to a Supplier shall be referred to the Executive Cabinet for a decision.

4. Exempt Contracts

4.1 The following contracts are exempt from the requirements of these Contracts Procedures Rules:

- (a) individual agency contracts for the provision of temporary staff (The arrangements with staffing agencies, however, should be subject to a competitive procurement process in accordance with these Contracts Procedure Rules);
- (b) employment contracts and
- (c) contracts relating solely to disposal or acquisition of an interest in land.

5. Pre-Procurement Procedure

5.1 Before commencing a procurement, it is essential that the Authorised Officer leading the procurement has identified the business need and fully assessed any options for meeting those needs. Consideration shall be given to the Council's Corporate Procurement Strategy as appropriate.

5.2 Before undertaking a procurement the Authorised Officer shall:

- (a) consider all other means of satisfying the need (including recycling and reuse where appropriate);
- (b) prepare an estimate of expenditure in accordance with Rule 6;
- (c) establish a business case for the procurement;
- (d) for high value, complex, service procurements complete the Council's Options Appraisal Model in accordance with Appendices A and B of the Council's Corporate Procurement Strategy;
- (e) for high value, complex procurements complete a Procurement Risk Register;
- (f) consider whether there is an appropriate Framework Agreement that should be used;

The level of resource and detail deployed in carrying out the requirements of 5.1 and 5.2 shall be appropriate to the nature and the value of the Procurement.

6. Estimating the Contract Value

6.1 Contract values should be calculated exclusive of VAT in accordance with the Regulations, even when the Regulations are not applicable for consistency. Where contracts are of a regular nature, 12 months expenditure of the commodity should be aggregated to identify which procedure should be followed. For a period (specified term) contract, the value of the contract shall be the value of the full contract period, or, where the contract is for an indefinite period, or where it's term cannot be defined, the monthly value multiplied by 48. The Council should make the best use of its purchasing power by aggregating purchases wherever possible. Particular supplies, services or works shall not be split in an attempt to avoid the applicability of these contract Procedure Rules or the Regulations.

6.2 If, following calculation of the estimated value, the intermediate route (below £75,000) is selected, and, after evaluating in accordance with the evaluation criteria, the preferred offer is valued at over £75,000, then the matter shall be referred to the Director of Legal Services for further advice. The Director of Legal Services shall be given full details including how the estimated value was calculated, the amount of the estimated value, the value of all quotations received and the evaluation model applied leading to selection of the preferred offer.

6.3 If, after following the intermediate route, some of the quotations received are valued at over £75,000, but the preferred quotation is less than £75,000, then the preferred quotation may be accepted in accordance with these Contracts Procedure Rules.

7. Low Value Procurement: Below £10,000

7.1 Officers with appropriate delegated authority shall, on behalf of the Council, procure works goods and services with an estimated value of below £10,000. Service Heads are responsible for ensuring that best value is achieved and that the arrangements made secure the best available terms to the Council. A written or electronic quotation shall be obtained from the Supplier before a formal purchase order can be issued. The purchase order form shall specify the services, supplies or works to be provided and set out the price and terms of payments. Any appropriate Framework Agreements in place shall be used regardless of value, provided the standing order requirements in relation to delegated authority are met. An effective audit trail shall be maintained in compliance with Rule 1.2.

8. Intermediate Value Procurement: £10,000 to £75,000 (Quotations)

8.1 For procurements valued over £10,000 but at or below £75,000 at least 3 written Request For Quotations shall be invited before a formal purchase order is issued specifying the supplies, services or works to be provided.

8.2 Unless considered inappropriate, quotation documentation shall be made available on the Council's Website (Current Contract Opportunities).

8.3 Where practicable completed quotations shall be submitted electronically to the Council's secure folder set up specifically for this purpose. Further information may be obtained from the Corporate Procurement Team. Quotations which are submitted in hard copy shall be submitted to the Corporate Procurement Officer in a plain sealed envelope, clearly marked with the contract title. The Corporate Procurement Officer will arrange for all quotations to be opened at one time in the presence of 2 officers and for the results to be recorded in a Quotation register.

8.4 The Authorised Officer must notify the Corporate Procurement Officer of the eventual outcome of the procurement exercise for entry into the Contracts Register.

8.5 Where the risk in a specific procurement is perceived to be high, then that procurement shall be treated as a High Value Procurement.

8.6 Any procurement that may involve a transfer of staff shall be treated as a High Value Procurement.

9. High Value Procurements: Above £75,000 (Tenders)

9.1 All high value procurements shall be advertised (and quotation documents made available as portable document files (pdf) on the Council's website (Current Contract Opportunities), a trade journal and where considered appropriate, the local press.

9.2 For procurements valued at above £75,000, a contract award procedure shall be conducted in accordance with these contract procedure rules. The outcome of the contract award procedure shall be recorded in the Contracts Register.

9.3 For all procurements valued at above £75,000 prior approval of the proposed contract award procedure including the evaluation criteria to be applied, shall be sought from the relevant Executive Cabinet Portfolio Member

9.4 One of three contract award procedures shall be used as appropriate for the particular procurement i.e. open, restricted or negotiated. (See 11, 12 and 13 below)

10. Contracts Subject to the Regulations: Above the EU Threshold

10.1 Where an estimated value of a contract exceeds the current EU threshold then the contract shall be tendered in accordance with the Regulations. A Summary of the current thresholds and timescales under the Regulations is included at Appendix 1 of these Contracts Procedure Rules.

Under the Regulations, the contract may be tendered under the open, restricted or, in exceptional circumstances exhaustively set out in the Regulations, the negotiated procedure. A contract notice in the prescribed form shall be published in the OJEU in order to invite tenders for or expressions of interest for Part A Services contracts and supplies and works contracts subject to the rules. Contracts for Part B Services do not need to be advertised in OJEU. However, the rules relating to technical specifications and the publication of contract award notices shall be observed for all contracts as shall the EC Treaty and the general principles of EC law including non-discrimination, equal treatment, proportionality and transparency.

10.2 The Regulations set out the minimum timescales for receipt of expressions of interest and tenders (bids for the negotiated procedure). Where the Council has published a Prior Information Notice announcing its forthcoming contracts for the year ahead, then the Council may rely on reduced timescales if appropriate.

11. Open Procedure

11.1 The Council publishes a notice. The notice shall contain details of the proposed contract including the last date and time for receipt of tenders. All contractors responding to the notice are invited to tender. Tender documents must be supplied to all companies who have expressed an interest within 6 working days from the receipt of their request provided the request is received within the date/time specified for expressions of interest if one is prescribed in the contract notice and any fee specified in the notice has been paid. Any requests from prospective suppliers received after the due time/date in the contract notice should not be provided with tender documents. A record should be made of all requests received and tender documents issued including dates.

11.2 If publication of a notice in the Official Journal of the European Union is not required then the notice shall be published on the Council's website, a trade journal, and, where considered appropriate, the local press, in order to target the relevant market for the particular contract. The advertisement shall contain details of the proposed contract and the relevant closing dates..

12. Restricted Procedure

12.1 The Council publishes a notice. Only those suppliers selected by the Council are invited to tender. Suppliers shall be selected on the basis of published pre-qualification criteria.

12.2 If publication of a notice in OJEU is not required the advertising requirements are the same as in the open procedure except that the notice shall state that a restricted procedure is being used. If the Regulations apply a minimum of five suppliers shall be invited to tender and in all other cases a minimum of three shall be invited to tender.

13. Negotiated Procedure

13.1 The Council publishes a notice. Only those suppliers selected by the Council are invited to negotiate. Suppliers are selected on the basis of published pre-qualification criteria.

13.2 If a publication of a notice in the OJEU is not required, the advertising requirements are the same as in the restricted procedure, except where the procurement falls within one of the exemption provisions of the Regulations. Any notice shall state that a negotiated procedure is being used.

13.3 A minimum of three suppliers should be invited to negotiate following publication of a notice.

13.4 At least two officers, at least one of whom shall be a Service Head or their authorised representative, shall be present at all times during the negotiations.

13.5 The Authorised Officer shall keep proper records of all negotiations and these shall be signed as such by all participants.

13.6 At all times during the negotiations, the Council shall consider and implement the principles of non-discrimination, equal treatment and transparency.

13.7 The negotiated procedure is not recommended for contracts valued at below the EU thresholds. The negotiated procedure will only be applicable in limited circumstances, usually where the Council is unable to ascertain prior overall pricing of the services or is unable to draw up specifications which are sufficiently precise.

13.8 Reliance on this flexible procedure is justified by the exceptional circumstances in which the contract has to be awarded and so is allowed only in the exceptions listed in the Directive and Regulations.

14. Pre-qualification

14.1 The Council shall only enter into a contract with a Supplier if it is satisfied as to the Suppliers –

- (a) eligibility;
- (b) financial standing.
- (c) technical capacity.

14.2 Technical capacity includes the Supplier's quality management systems including human resources, health and safety and environmental management systems where relevant to the performance of the contract.

14.3 Any procurements subject to the Regulations shall be in full compliance with those Regulations.

15. The Invitation to Tender

15.1 The ITT or ITN shall include details of the Authority's requirements for the particular contract including:

- (a) a description of the services, supplies or works being procured;
- (b) the procurement timetable including the tender return date and time, which shall allow a reasonable period for the applicants to prepare their tenders;
- (c) instructions for completing and returning the tender documentation
- (d) notification that tenders received after the closing date and time will not be considered
- (e) a specification and instructions on whether any variants are permissible;
- (f) the Council's terms and conditions of contract
- (g) the evaluation criteria including any weightings as considered appropriate;
- (h) in procurement processes for partnerships, a requirement on bidders to submit optional priced proposals for the delivery of specified community benefits which are relevant to the contract and can add value to the Community Plan
- (i) pricing mechanism and instructions for completion;
- (j) whether the Council is of the view that TUPE may apply;
- (k) form and content of method statements to be provided
- (l) in procurement processes for partnerships, inviting bidders to demonstrate their track record in achieving value for money through effective use of their supply chain, including the use of small firms; this should continue to be examined as part of contract management.
- (m) rules for submitting of tenders and whether tenders may be submitted electronically;
- (n) any further information which will inform or assist tenderers in preparing tenders.

16. Submission and Opening of Tenders

16.1 Tenders shall be submitted in accordance with requirements set out in the ITT or ITN. Any tenders received shall be addressed to the Corporate Procurement Officer in a sealed envelope clearly endorsed with the word "Tender" followed by the subject matter to which it relates. Tenders shall be date and time stamped on receipt and kept in a safe place by the Corporate Procurement Officer and remain unopened until the time and date specified for its opening. No tenders received after the specified date and time for receipt of tenders shall be accepted or considered by the Council.

16.2 Tenders shall be opened by a member of the Corporate Procurement Team and a representative from the procuring unit. Upon opening a summary of the main terms of the submission received shall be recorded in the permanent register of tenders, together

with the name of the Tenderer and the date and time of tender opening.

16.3 The closing date for the receipt of tenders may be extended, in appropriate circumstances, at the discretion of the Director of Legal Services

17. Electronic Tendering

17.1 Where appropriate, and unless the restricted procedure is used, RFQ's and ITT's shall be posted on the Council's website to allow electronic downloading of the documents by prospective bidders.

The Council is considering the adoption of an e-tendering solution. If an e-tendering solution is implemented, the following Clause 17.2 will apply:

17.2 RFQs and ITTs may be transmitted by electronic means. Quotations and tenders may be submitted by electronic means provided that:

(a) evidence that the transmission was successfully completed is obtained and recorded and;

(b) electronic tenders are kept in a separate secure folder under the control of the Corporate Procurement Officer which is not opened until the deadline has passed for receipt of tenders.

18. Tender Evaluation

18.1 Tenders subject to the Regulations shall be evaluated in accordance with the relevant regulations and the evaluation criteria set out in the ITT. All other tenders shall be evaluated in accordance with the evaluation criteria which was notified to tenderers in the ITT. All contracts, except works contracts where lowest price was predetermined to be the appropriate criteria, shall be awarded on the basis of the offer which represents Best Value for Money to the Council. The evaluation criteria shall be predetermined and listed in the ITT documentation, in order of importance

In addition, the criteria shall be strictly observed at all times throughout the contract award procedure by any officer involved in the tender evaluation. The Authorised Officer shall keep comprehensive records of the evaluation exercise and the final selection record shall be signed by the lead officers of the evaluation team.

19. Post Tender Negotiation

19.1 Where a procurement is conducted pursuant to the Regulations through either the open or restricted procedures no post tender negotiations are permitted. The Council may seek clarification from Suppliers where appropriate.

19.2 At all times during the procurement (whether subject to the Regulations or not), the Council shall consider and implement the principles of non-discrimination, equal treatment and transparency.

20. Evaluation Team

20.1 For each contract subject to the Regulations or above the £75,000 threshold, the

Authorised Officer shall form an Evaluation Team with responsibility for evaluating tenders. Advice on tender evaluation can be found in the Council's Staff Guide to Procurement published on the intranet, or, from the Corporate Procurement Team.

21. Bonds, Guarantees and Insurance

21.1 For high value procurements, the Evaluation Team shall consider as part of its prequalification assessment and evaluation process whether a performance bond and/or a parent company guarantee (if applicable) shall be required from the preferred Supplier.

21.2 The Evaluation Team shall consider the appropriate type (employee liability, public liability, professional indemnity, etc.) and level of insurance requirements for each contract.

22. Awarding Contracts

22.1 The Council shall only award a contract where this is the Best Value for Money.

22.2 A contract may only be awarded by an officer with the requisite delegated authority to award contracts. The Authorised Officer should ensure that the budget holder responsible for the contract has sufficient funds in place to sustain the contract prior to award. For all procurements valued at above £75,000 the decision to award a contract shall be made by the Executive Cabinet or relevant Executive Cabinet Portfolio Member. A Tender acceptance pro-forma must be completed for all procurements above £75,000.

23. Debriefing

23.1 The Authorised Officer responsible for each procurement shall provide a debriefing to unsuccessful tenderers on written request. Where the Procurement is subject to the Regulations, the Council must, within 15 days of a written request, inform any contractor who was unsuccessful, of the reasons why they were unsuccessful, and, if an admissible tender was submitted, the characteristics and relative advantages of the successful tender. The name of the person awarded the contract (subject to certain exceptions e.g. commercial confidentiality) must also be provided.

24. Contract Award Notice

24.1 Where a contract has been tendered pursuant to the Regulations, the Council shall publish a contract award notice in OJEU no later than 48 days after the date of award of the contract. Contract award notices are not required for Part B Services except where the Council published a contract notice prior to commencement of the procurement²⁵.

Letters of Intent

25.1 Letters of intent shall only be used in exceptional circumstances and, by prior agreement with the Director of Legal services, as follows:

(a) Where a Supplier is required to provide services, supplies or works prior to formal written acceptance by the Council; or

(b) Where the Council's form of tender does not include a statement that until such time as a formal contract is executed, the Council's written acceptance of a tender shall bind the parties into a contractual relationship

26. Contract Terms and Conditions

26.1 Contracts shall be entered into on the Council's terms and conditions, which shall be included with each purchase order and invitation to tender or negotiate. Exceptions to this rule must be approved by the Director of Legal Services.

26.2 Where contracts are subject to the Regulations, the rules relating to technical specifications shall be followed and any reference to a technical standard, make or type shall be prefaced with the words "or equivalent". This requirement applies to both Part A and Part B Services.

27. Execution of Contracts

27.1 Any contracts valued at above £75,000 shall be executed as a deed unless otherwise agreed with the Director of Legal Services. All other contracts may be signed by an officer with appropriate delegated authority.

27.2 Electronic signatures may be used in accordance with the Electronic Signature Regulations 2002 provided the sufficiency of security arrangements has been approved by the Director of Legal services

28. Records of Tenders and Contracts/ Contracts Register

28.1 The Authorised Officer with delegated authority in respect of a particular procurement shall maintain a list of all tenders received.

28.2 Each Chief Officer shall maintain his/her own register of all other contracts entered into by his/her department.

28.3 A Contracts Register of all contracts awarded above £75,000 shall be maintained by the Corporate Procurement Officer. A further register of intermediate value (£10,000 to £75,000) contracts will also be maintained by Corporate Procurement. These Contracts Registers may be maintained electronically.

28.4 For every individual contract a Contracts file shall be maintained.

28.5 Authorised Officers shall notify the Corporate Procurement Officer of all intermediate and high value contract awards for entry into the appropriate Contracts Registers.

29. Approved Lists

29.1 The Council may maintain approved lists of Suppliers that meet its pre-qualification requirements. Quotations and tenders for contracts that are not subject to the Regulations may be invited from Suppliers included on an approved list. Where the Authority intends to use an approved list for services, supplies or works contracts, the

selection of which contractors should be included on such list should itself be advertised.

30. Nominated and Named Sub-contractors

30.1 If a sub-contractor, supplier or sub-consultant is to be nominated or named to a main contractor quotations or tenders must be invited in accordance with these Contracts Procedure Rules and the terms of the invitation shall be compatible with the main contract.

31. Framework Agreements

31.1 Framework Agreements are flexible arrangements that enable the Council to procure goods, works and services for low risk, low value requirements. Initially tendered in accordance with these Contracts Procedure Rules, framework agreements allow the Council to make specific purchases (call-offs) throughout the term of the agreement, without the need to conduct further tendering exercises.

31.2 Where the Council has entered in to a framework agreement through procurement or is able to call off from existing framework agreements procured by central government agencies, then the Council may benefit from using those agreements without entering into a separate procurement.

32. Joint Procurement

32.1 Any joint procurement arrangements with other local authorities or public bodies including membership or use of Purchasing Consortia shall be approved by the Director of Finance and the Director of Legal Services prior to the commencement of any procurement on behalf of the Council.

32.2 Approval shall only be given where the joint procurement arrangement assures compliance with the Regulations and the Council's Policy Framework for Partnership Working.

33. Procurement by Consultants

33.1 Any consultants used by the Council shall be appointed in accordance with these Contracts Procedure Rules. Where the Council uses consultants to act on its behalf in relation to any procurement, then the Authorised Officer shall ensure that the consultants carry out any procurement in accordance with these Contracts Procedure Rules. No consultant shall make any decision on whether to award a contract or who a contract should be awarded to. The Authorised Officer shall ensure that the consultant's performance is monitored

34. Statistical Returns

34.1 Each year the Council shall make a statistical return to the OPDM for onward transmission to the European Commission concerning the contracts awarded during the year under the European rules.

34.2 Corporate Procurement is responsible for this statistical return and will make the necessary arrangements for information to be collected annually. Chief Officers shall

comply with these arrangements.

35. Contract Extension

35.1 Any contract may be extended in accordance with its terms. Where the terms do not expressly provide for extension, contracts subject to the Regulations may be extended by negotiation in accordance with the rules set out in the Regulations. Such extension shall be notified to the Executive Cabinet. Any extension exceeding £75,000 in value shall require the approval of the Executive Cabinet or relevant Executive Cabinet Portfolio Member.

35.2 Other contracts may be extended by negotiation in the same circumstances. The Authorised Officer shall always be satisfied that extension will achieve Best Value for Money and is reasonable in all the relevant circumstances. Such extension shall be notified to the Executive Cabinet

36 Termination of Contract

36.1 For any contract exceeding £75,000 in value, termination shall be approved by the Executive Cabinet. Contracts of a lesser value may be terminated early by agreement prior to the expiry date or in accordance with the termination provisions set out in the contract. Legal advice should be sought as appropriate.

37 Waivers of Contract Procedure Rules

37.1 Waivers of any of these contract Procedure Rules shall only be given in exceptional circumstances and only with the prior written approval of the Director of Legal Services and the Director of Finance. If this is considered necessary, the appropriate Service Head must notify the Corporate Procurement Officer, in writing, via the Contracts Procedure Rule Waiver Form, which can be downloaded from the Procurement area on the intranet. On receipt of a fully completed form the Corporate Procurement Officer will record the request and seek the approval of the Director of Legal Services and the Director of Finance. Waivers may not be made retrospectively.

38 Review and Amendment of Contracts Procedure Rules

38.1 These Contracts Procedure Rules shall be reviewed and updated on a regular basis, not less than annually. Amended Contracts Procedure Rules shall be agreed and adopted by the Council

Definitions

“Annual Procurement Plan”

A plan identifying major projects so that appropriate resources can be identified. It also provides a basis for PINs and other information provided to suppliers to give advance notice of bidding opportunities;

“Authorised Officer”

A person with appropriate delegated authority under Appendix 2 of the Constitution-

Responsibility for Functions to act on the Council's behalf;

“Council”

“Council” means Chorley Borough Council

“Best Value for Money”

The optimum combination of whole life costs and benefits to meet the customer's requirement. Such term equates to the EU procurement requirement “most economically advantageous offer”;

“Contracts Register”

A register held and maintained by the Corporate Procurement Officer containing details of contracts entered into by the Authority

“Framework Agreement”

An agreement which allows the Council to call off from a supplier to provide supplies, services or works in accordance with the terms of the agreement. The Framework Agreement itself usually constitutes a non binding offer with no obligations on the Authority to call off from the Supplier. If the Council calls off from the Supplier a binding contract comes into being. A Framework Agreement can be a binding agreement where it is executed as a deed;

“ITN”

Invitation to negotiate;

“ITT”

Invitation to tender;

“OJEU”

Official Journal of the European Union;

“PIN”

Prior Information Notice for publication in OJEU;

“Regulations”

The UK regulations implementing the EC public procurement directives;

“RFQ”

Request for quotations;

“Supplier”

Any person or body of persons providing, or seeking to provide, supplies, services or works to the Council.

This page is intentionally left blank

REPORT OF EXECUTIVE CABINET

GENERAL REPORT

1. The Executive Cabinet has met twice on 3 November and 1 December 2005 since the last ordinary Council meeting and this report summarises briefly the principal matters considered at each meeting. Separate reports have been prepared in respect of those items which require Council decisions.

3 November 2005 meeting

Capital Programme Board

2. A report of the Group Director advised us of the formation and progress of work so far of the Capital Programme Board, which has been set up since the appointment of the Council's new Project Support Officer. The Board comprises the Group Director, four other Heads of Service, the Housing Asset Manager, the Technical Finance Manager and the Project Support Officer.
3. The Project Support Officer post was created in September 2004 to enhance the Council's performance on the delivery of capital projects by extending the project management methodology from e-Government and ICT projects to the broader capital programme, and to provide expert advice and support to staff responsible for the delivery of the capital programme. The Capital Programme Board has since been formed to maintain a strategic oversight of the Council's capital programme and will present periodic update reports to the Executive Cabinet.

Draft Budget Outlook, 2006/07 - 2008/09

4. We received a report of the Director of Finance which set out the projected financial position of the Council following the initial drafting of the 2006/07 budget and forecast the likely financial situation for 2007/08 and 2008/09.
5. The updated financial forecast for the next three year planning cycle reveals that significant savings/efficiencies are likely to be required. While a number of factors (eg the Government's general grant and the planning delivery grant) may ultimately improve the Council's financial position, a number of other areas (eg extension of the Council's recycling programme) may impact detrimentally on the overall financial position.
6. Although some anticipated savings have already been identified to bridge part of the expected budget deficit, the Management Team will need to identify and bring forward other options for possible savings.

Spatial Regional Strategy - Interim Draft

7. We considered a report of the Head of Development and Regeneration which outlined the key elements of the draft Regional Spatial Strategy (RRS) produced by the North West Regional Assembly and recommended a mechanism for responding to the consultation on the draft strategy.
8. Under the new planning system, the Regional Spatial Strategy will replace the Regional Planning Guidance and the County Structure Plans in shire areas and, along with the Local Development Framework, will become part of the statutory development plan.
9. As the draft RRS has only recently been received, it will require careful evaluation, especially in terms of its implications for the Core Central Lancashire Area. We have, therefore, granted delegated authority to the Head of Development and Regeneration, following

consultation with the Executive Member for Capacity and Resources, to respond to the interim draft strategy. This will allow time to discuss the implications of the draft RRS with Preston and South Ribble Councils so that the best case can be made to promote the joint interests of our three authorities.

Fair Trade Town Initiative

10. The Executive Member for Customers, Policy and Performance drew our attention to a request for the Council to support a Fair Trade Town initiative for Chorley. We are happy to give our general support to the initiative and have asked the Officers to provide Fair Trade products at Council meetings and to investigate other means by which the Council can significantly support the concept of Fair Trade.

Chorley Town Centre, Retail and Leisure Strategy

11. The Planning and Compulsory Purchase Act 2004 requires local planning authorities to produce Development Plan Documents as part of the Local Development Framework and the Borough Council has previously agreed that one of these documents should relate specifically to the town centre, retail and leisure matters.
12. A report of the Head of Development and Regeneration reminded us of the findings report of the Consultants, White Young Green, who had been engaged to undertake a study of Chorley town centre and the wider retail and leisure needs of the Borough. Their report provides a detailed evaluation on how the town centre can evolve through to 2015 and meet the retail and leisure requirements of the Borough.
13. We have agreed to accept the Consultants' findings and report as the basis for the compilation of (a) a Town Centre, Retail and Leisure Development Plan Document as part of the Local Development Framework; and (b) a Town Centre Strategy as part of the Economic Regeneration Strategy for the Borough.

Capital Plan - Play Area Development

14. We received and considered a report of the Head of Public Space Services reviewing the Council's five year plan which commenced in 2002/03 and suggesting an amendment to the plan for the play area improvements in the light of changing circumstances.
15. We accepted the logic behind the recommendation to delete the original Year 4 schemes and replace them with improvements to the village green area at Clayton Brook. We have, therefore, given approval for Officers to consult with the local safety target group on the use of the Year 4 play area development capital fund in an effort to improve play provision on and around Clayton Brook Village Green and amend the play area development programme accordingly. The Officers have been requested to encourage and support the Clayton Brook Together Group in applying for external funding for enhanced facilities in order to meet the requirements of the community.
16. We have also requested the Corporate Group established to examine the use of Section 106 contributions for play and recreational facilities to submit to a future Executive Cabinet meeting a further report on the use of the Section 106 monies.

Town Hall Alterations

17. We received a confidential update report of the Head of Property Services on the progress of the alternations currently being made to the Town Hall and Lancastrian Room.
18. We have agreed, firstly, that the contract cost increases arising out of the structural work be met from the contract's contingency sum and, secondly, that the additional costs relating to

design alterations, upgrades and fee balance be transferred to the Council's Planned Maintenance Programme. The utilisation and re-prioritisation of the five-year planned maintenance programme resources for the items of improvement and up-grade will enable the additional contract costs to be absorbed without further call on the Council's capital resources.

Enhanced Recycling Service

19. We received and considered a confidential report of the Head of Environmental Services on the performance of the recycling service since the introduction of the enhanced scheme and subsequent feedback from customers.
20. We accepted the report and have approved the recommendations aimed at improving the service further. In addition, we have consented to the Authority entering into a revised cost sharing agreement with the Waste Disposal Authority and have agreed a framework for works to be undertaken in advance of the next tender stage in order to maximise competition.

1 December 2005 meeting

Accessibility of Cycling as a Leisure Pursuit in Chorley

21. The Chair of the Overview and Scrutiny Committee (Councillor J Walker) and the Chair of the Environment Overview and Scrutiny Panel (Councillor T McGowan) jointly presented the Executive Cabinet with the final report and recommendations of the inquiry conducted by the Environment Panel into the accessibility of cycling as a leisure pursuit.
22. The aims of the inquiry had been to assess the dual use of areas (ie recreation grounds, car parks and parklands); highlight the areas for development and improvement; identify current areas and ways of extension; and reduce confrontation between various users.
23. We noted the report and asked the Head of Public Space Services and the Head of Development and Regeneration to examine the feasibility of implementing the 13 recommendations in the report and report back to a future meeting of the Executive Cabinet.

Budget Scrutiny Process for 2006/07

24. The Chair of the Overview and Scrutiny Committee presented a report which outlined the proposals for revising the processes adopted for the scrutiny of the Executive Cabinet's draft budget proposals for 2006/07 to be determined at its meeting on 12 January 2006.
25. The report set out a projected timetable for the initial consideration of the draft budget proposals by the Overview and Scrutiny Committee and an examination of identified services' expenditure by the three Associate Panels, which will necessitate an alteration to the meetings' timetable. It is intended that the views of the Overview and Scrutiny Committee, after taking account of the feedback from the three Panels, will be finalised at a meeting on 16 February 2006 for consideration at a Special Executive Cabinet meeting on 23 February. It is expected that the new arrangements will enable the Overview and Scrutiny Committee and its Panels to contribute effectively to the budget setting process.

Revenue Budget, 2005/06 - Monitoring

26. We received and considered a further monitoring report of the Director of Finance on the current position in respect of the current year's General Fund and Housing Revenue Accounts' budgets and efficiency savings.

27. The report revealed that the Council's anticipated overspend had been reduced by a further £106,000 and that further savings with the potential to offset the remaining shortfall were being investigated. In this context, the Group Directors have been asked to conduct a review of the potential savings from vacant posts and agency costs, on the completion of which we can consider whether to terminate or confirm agency positions to the end of the year.
28. While some cost pressures are still continuing to cause an increase in HRA expenditure, the reduction in the right to buy sales is generating additional rental for the Account, which is resulting in the budget remaining close to target.

The Framework for Comprehensive Performance Assessment (CPA) for District Councils from 2006

29. The Head of Corporate and Policy Services presented a report which set out, and commented on, a number of options for the comprehensive performance assessment of District Councils from April 2006, which had been compiled by the Audit Committee.
30. We accepted the Officers' observations contained in the report, which we approved as the basis for the Authority's response to the consultation.

Contact Chorley - Achieving the Strategy

31. The Head of Customer, Democratic and Office Support Services submitted a report explaining the proposals to implement the third phase of the 'Strategy for an Accessible Public Service One Stop Shop Contact Centre' adopted in March 2002.
32. We confirmed the Authority's commitment to the implementation of the third phase of the strategy to establish the Contact Centre at Union Street, which will complete and facilitate all first point of contact for all services through Contact Chorley. We also endorsed the projected timetable for the transition from the Service Units' provision of the service to Contact Chorley's service provision within the next 12 months.

Housing Strategy, 2005 - 08

33. We approved a Housing Strategy for the Borough for the three year period 2005 - 2008, which sets out the housing priorities across all tenures.
34. The strategy identifies the following four priorities, each underpinned by a series of key objectives and action plans:
 - To secure additional affordable housing for sale and rent.
 - To reduce the incidence of homelessness within the Borough.
 - To maintain and improve housing standards and the living environment throughout all neighbourhoods.
 - To support vulnerable people and enable our customers to live in an environment of their choice.
35. The strategy, which has been compiled in consultation with major partners and stakeholders, constitutes a key strategic document and will contribute to the achievement of the Council's corporate objectives and the priorities identified in the Community Strategy 2005/08.

Home Start Chorley and South Ribble - Core Funding

36. We considered a report of the Head of Leisure and Cultural Services on an application from Home Start Chorley and South Ribble for core funding revenue grant aid. Home Start offers support, friendship and practical help to parents with young children in local communities.

37. We have authorised the Chief Officers to advise the organisation to consider the submission of a significantly reduced application for assessment as part of the 2006/07 Core Funding application round. This will allow the Executive Cabinet to consider competing applications together.

Crosse Hall Lane, Chorley - Scheme of Private Street Works

38. We considered a report of the Director of Legal Services and authorised a scheme of private street works to secure the making up of the presently unadopted Crosse Hall Lane, Chorley under the Highways Act 1980, on the understanding that the costs of the scheme will be borne by Morris Homes Limited.
39. Crosse Hall Lane has been identified as the sole means of highway access to an adjoining site and its upgrading to a satisfactory standard will enable the residential development of the site.

Development of CCTV within Chorley

40. We received and considered a confidential report of the Head of Corporate and Policy Services, which set out a number of optional measures for the further expansion of the CCTV network throughout the Borough.
44. We selected and approved a number of the identified options, with the exception of the proposals for the introduction of Bank Holiday payments. We deferred consideration of the plans for the extension of the operating hours and granted the Executive Leader, the Deputy Leader and the Executive Member for Environment and Community Strategy delegated authority to make a decision on this issue. We also considered that the possibility of allocating further capital funding to replace equipment should be assessed as part of the budget process for 2006/07, provided a business case is submitted.

Duxbury Park Gold Course - Market Testing

42. We received a confidential joint report from the Director of Finance and the Head of Leisure and Cultural Services and, on the recommendation of the Indoor Leisure Committee, approved the Committee's choice of the preferred bidder for the management and operation of the Duxbury Park Golf Course, together with the selection of a reserved bidder, in the event of the Council's negotiations with the first choice company breaking down.
43. A further report will need to be presented to the Executive Cabinet in due course to seek approval to the final terms of the agreement.

Recommendations

44. The Council is recommended to note this report.

COUNCILLOR J WILSON
Executive Leader

There are no background papers to this report

AU

This page is intentionally left blank