

COUNCIL

TUESDAY, 24TH JANUARY 2017, 6.30 PM
COUNCIL CHAMBER, TOWN HALL, CHORLEY

AGENDA

APOLOGIES

1 **MINUTES OF MEETING TUESDAY, 22 NOVEMBER 2016 OF COUNCIL**

(Pages 5 - 12)

2 **DECLARATIONS OF ANY INTERESTS**

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

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

3 **MAYORAL ANNOUNCEMENTS**

4 **PUBLIC QUESTIONS**

Members of the public who have requested the opportunity to ask question(s) on any item(s) on the agenda will have three minutes to put their question(s) to the relevant Councillor. Members of the public will be allowed to ask one short supplementary question.

5 **EXECUTIVE CABINET**

(Pages 13 - 18)

To consider the attached general report of meetings held on 17 November and 8 December 2016.

A further general report of the meeting to be held on 19 January 2017 will follow.

6	OVERVIEW AND SCRUTINY COMMITTEE AND TASK AND FINISH GROUPS	(Pages 19 - 24)
	To consider the attached general report of meetings of the Overview and Scrutiny Committee on 6 October; and Performance Panel meetings on 22 September and 1 December 2016; plus a Task Group update.	
7	2017/18 COUNCIL TAX SUPPORT SCHEME	(Pages 25 - 38)
	To consider the attached report of the Director (Customer and Digital).	
8	HOUSEHOLDER DESIGN GUIDANCE SUPPLEMENTARY PLANNING DOCUMENT	(Pages 39 - 72)
	To consider the attached report of the Director (Business, Development and Growth) on the adoption of this Supplementary Planning document.	
9	QUESTIONS ASKED UNDER COUNCIL PROCEDURE RULE 8 (IF ANY)	
10	TO CONSIDER THE NOTICES OF MOTION (IF ANY) GIVEN IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 10	
11	EXCLUSION OF THE PUBLIC AND PRESS	
	To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act.: Information relating to the financial or business affairs of any particular person (including the authority holding that information)	
12	PROPOSED CHANGES TO THE WASTE COLLECTION SERVICE	(Pages 73 - 82)
	To consider the attached report of the Director (Customer and Digital) which will be considered at Executive Cabinet on 19 January 2017.	
13	ANY URGENT BUSINESS PREVIOUSLY AGREED WITH THE MAYOR	

GARY HALL
CHIEF EXECUTIVE

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<https://democracy.chorley.gov.uk/documents/s67429/Appendix%203%20Standing%20Orders%20Aug%2016.pdf> and scroll to page 46

**MINUTES OF****SPECIAL COUNCIL****MEETING DATE****Tuesday, 22 November 2016****MEMBERS PRESENT:**

Councillor Doreen Dickinson (Mayor), Councillor Mark Perks (Deputy Mayor) and Councillors Aaron Beaver, Martin Boardman, Alistair Bradley, Charlie Bromilow, Terry Brown, Paul Clark, Jean Cronshaw, Alan Cullens, John Dalton, Graham Dunn, Christopher France, Gordon France, Margaret France, Jane Fitzsimons, Anthony Gee, Danny Gee, Tom Gray, Mark Jarnell, Hasina Khan, Zara Khan, Paul Leadbetter, Margaret Lees, Roy Lees, Sheila Long, Adrian Lowe, Marion Lowe, Matthew Lynch, June Molyneaux, Greg Morgan, Alistair Morwood, Mick Muncaster, Steve Murfitt, Debra Platt, Joyce Snape, Kim Snape, Ralph Snape, Richard Toon, John Walker, Paul Walmsley, Alan Whittaker and Peter Wilson

OFFICERS:

Gary Hall (Chief Executive), Chris Sinnott (Director (Policy and Governance)), Chris Moister (Head of Legal, Democratic & HR Services) and Carol Russell (Democratic Services Manager)

APOLOGIES:

Councillors Eric Bell, Henry Caunce, Keith Iddon and Beverley Murray

16.C.380 Declarations of Any Interests

There were no declarations of interest received.

16.C.381 Minutes of meeting Tuesday, 20 September 2016 of Council

Councillor Alan Cullens requested an amendment to the minutes of the last Council meeting in relation to **Minute No 16.C.378 Market Walk Extension** (paragraph 3 on page 11) where he said his objections in relation to risk were because of the absence of a formal risk assessment.

RESOLVED – that the minutes of the last Council meeting held on 20 September 2016 be approved as a correct record for signature by the Mayor, subject to the Executive Leader and Councillor Cullens agreeing to revised wording in relation to risk - paragraph 3, page 11 Minute No 16.C.378 refers.

16.C.382 Mayoral Announcements

The Mayor provided an update on her fundraising activities and it was noted that her tandem skydive had raised £3,600 for the Alzheimer's Society.

16.C.383 Public Questions

There were no public questions for consideration.

16.C.384 Challenges Facing Local Government

Councillor Alistair Bradley, Executive Leader presented a report on recommendations from the Public Services Transformation Working Group which had met earlier in November to look at future governance models in the light of recent developments:

- An LCC statutory services budget review which has concluded that the authority does not currently have a sustainable financial position. LCC has commissioned PWC to undertake work to develop a new public services operating model for Lancashire which will be completed in December but has already warned of the possibility of Secretary of State intervention.
- Nationally there have been a number of proposals for local government reorganisation to introduce different governance models. The Cities and Local Government Devolution Act 2016 contains provision for the Secretary of State to agree proposals for local government reorganisation, even where one Council objects.
- A letter from Lindsay Hoyle MP was appended to the report calling on Chorley Council to consider how best to safeguard residents from cuts in services.

The Working Group had considered these issues alongside the previous recommendations for new local government structures under the Future Governance Viability Working Group, and the ongoing challenges of reduced funding for local government and services. Members had concluded that a new model authority, based on the borough boundaries (as detailed below) offered the best way forward at the current time.

Spatial level	Structure and focus
Borough level	<p>A new model single tier local authority.</p> <p>A focus on prevention and early intervention, with local government services related to the wider determinants of health integrated with NHS community and mental health services.</p>
Networked boroughs – based on the local health economy of Chorley, South Ribble and Preston	<p>Shared back office and customer services across the boroughs.</p> <p>Commissioning and provision of health and social care services based in an accountable care organisation.</p>
Pan-Lancashire	<p>A combined authority responsible for economic growth, skills and education, transport and waste disposal.</p> <p>A trust for Children’s Services, accountable to the combined authority.</p>

Councillor Alistair Bradley, Executive Leader proposed, Councillor Peter Wilson Deputy Leader seconded and it was **RESOLVED –**

1. **That the recommendations which were accepted following the future governance models report, remained relevant to the emerging challenges in Lancashire.**
2. **That the Council should seek to work with local authorities within Lancashire to change local government structures so they are sustainable and enable public service reform.**
3. **That the Council agrees that a new model authority (as set out in the table above) based on the borough boundaries, working with other local authorities within central Lancashire, is the most advantageous in terms of achieving sustainable public services while retaining community identity and local accountability.**

16.C.385 Corporate Strategy 2016/17 to 2018/19

Councillor Alistair Bradley, Executive Leader presented the proposed Corporate Strategy for the Council for 2016/17 to 2018/19.

The report provided a summary of the performance of the Corporate Strategy in 2015/16 with a number of large schemes commencing, including the Market Walk Extension; the Youth Zone; and Extra Care Housing Scheme. The report also looked at changes proposed for the refresh of the Strategy for 2016/17. The vision, priorities and long term outcomes would be retained to reflect the aspiration of the Council to remain at the forefront of proactive leadership during challenging financial and economic times, ensuring the long term impact of strategic activity and investment. The revised Strategy and project detail were contained within an Appendix to the report.

The projects within the strategy had been refreshed to focus on the delivery of the larger schemes and additional ones responded to the financial and demographic challenges facing the Council and included early intervention; helping with getting people back into work; and exploring how we could work differently as a Council.

Councillor Peter Wilson, Executive Member for Resources thanked officers for the preparation and support in putting together the Corporate Strategy which would see the Council delivering some major schemes and projects for the benefit of all residents.

Alternative Corporate Strategy

Councillor Paul Leadbetter then presented the Conservative Group's proposed Corporate Strategy which was based on intelligence and analysis of the position of the organisation and borough in terms of demographic change, population health information and resident satisfaction. The vision and priorities remained the same as presented last year but new objectives had been included to reflect LCC's budget proposals and promote Chorley as a market town with a strong independent retail offer.

Councillor Leadbetter indicated that there was significant alignment with the administration's proposed Corporate Strategy, however they differed in the approach to risk and debt, specifically not supporting the Market Walk Extension. The Corporate Strategy overview was contained in an Appendix to the report along with the more detailed project overviews.

Members debated both sets of proposals.

Councillor Paul Leadbetter proposed and Councillor Greg Morgan seconded the Alternative Corporate Strategy. On being put to the vote, it was **LOST**.

Councillor Alistair Bradley, Executive Leader proposed and Councillor Peter Wilson, Executive Member for Resources seconded and it was **RESOLVED - That the Corporate Strategy 2016/17 to 2018/19 as submitted by the Executive Leader, be approved.**

16.C.386 Revenue and Capital Budget Monitoring Report 2016/17 Report 2 (end of September 2016)

The Executive Member for Resources, Councillor Peter Wilson presented a revenue and capital budget monitoring report for the end of the second quarter of 2016/17. The report set out the provisional revenue and capital outturn figures compared against budget and efficiency savings targets in 2016/17. Executive Cabinet on 17 November had agreed the report and Council approval was now sought for a number of recommendations.

Councillor Leadbetter commented on the need for events like the Chorley Flower Show to be self-financing and the Executive Leader said that infrastructure was being put in place towards achieving that in future years.

Councillor Peter Wilson, Executive Member for Resources proposed, Councillor Alistair Bradley Executive Leader seconded and it was RESOLVED -

1. That the full year forecast position for the 2016/17 revenue budget and capital investment programme be noted.
2. That the forecast position on the Council's reserves be noted.
3. That Council approves the use of £60,000 from the 2016/17 forecast revenue surplus on Market Walk to invest in the Public Realm works capital scheme (paragraph 38 of the report).
4. That Council approves the transfer of £50,000 from in-year revenue underspends to the Local Development Framework (LDF) reserve to finance costs anticipated in 2017/18 and 2018/19 (paragraph 40 of the report).
5. That Council approves the use of £100,000 from in-year revenue underspends to invest in the Retail Grants Programme (paragraph 41 of the report).
6. That Council approves the use of £307k of the LCC Transition reserve to fund the Chorley Employment Inclusion Project (CEIP), (paragraph 50 of the report).
7. It be noted that a request has been sent to DCLG to reimburse the Council for its contribution to the Croston Flood Risk Management Scheme (paragraphs 51 and 52 of the report).
8. That Council approves additions to the capital programme summarised in paragraph 66 of the report, namely:
 - £200,000 increase in the Chorley Youth Zone budget to underwrite the shortfall in funding in 2017/18
 - £189,000 increase in Disabled Facility Grants budget, 100% grant funded, to bring in line with 2016/17 grant funding levels
 - £8.1m Digital Office Park capital budget be added to the capital programme with the £4.050m CBC match funding to be financed through prudential borrowing, as indicated in the report approved by Council on 19 July 2016.
9. That Council notes the changes to the capital programme to reflect delivery in 2016/17 to 2018/19.

16.C.387 Chorley Town Centre Public Realm Proposals and Masterplan

Members considered a report of the Chief Executive on an updated Chorley Town Centre Masterplan and Public Realm proposals following the approval of the Market Walk Extension and the consequential changes to the Car Parking Strategy and Chorley Markets Strategy which had been subject to consultation during October and November 2016.

The town centre Masterplan of 2013 was in the process of being delivered and an updated plan was required to set out the new vision. The Public Realm proposals and Masterplan showed how all the new developments could be linked together to make improvements to the whole town centre. Once approved this would be subject to public consultation.

Councillor Alistair Bradley presented the proposals which he said would help future proof the town centre, making improvements at a time when other local Councils were also investing in and improving their town centres.

Councillor Leadbetter welcomed the Masterplan in principle but not in the context of the Extension to Market Walk which was a scheme his Group did not support.

Councillor Alistair Bradley, Executive Leader proposed, Councillor Peter Wilson, Executive Member for Resources seconded and it was **RESOLVED –**

1. **The updated Public Realm Proposal and Masterplan for Chorley Town Centre, superseding the 2013 Masterplan, be approved for consultation.**
2. **The following reports be noted and approved:**
 - **The Chorley Markets Strategy; and**
 - **The Car Parking Strategy 2017-18**

16.C.388 Growth Lancashire Appointment to Director Role

Members considered a report of the Director of Policy and Governance requesting approval for the Council to join Growth Lancashire Limited and to appoint the Executive Leader to the Board as a Director.

Growth Lancashire Limited was previously Regenerate Pennine Lancashire, formed to promote the delivery of economic, heritage and regeneration strategies in East Lancashire. The area covered has now been extended to the whole of Lancashire since becoming a joint venture company, Growth Lancashire Limited. The company's key objectives are to serve new and existing businesses, grow job opportunities and skills by providing business support and economic development opportunities. Support is provided through the Lancashire Business Growth Fund and Boost Business Lancashire which benefit from European funding and strong links with the Lancashire LEP. The cost of being part of Growth Lancashire was £15,800 for the remainder of 2016/17 and £15,000 for 2017/18.

Councillor Peter Wilson, Deputy Leader proposed and Councillor Alistair Morwood seconded and it was **RESOLVED –**

1. **That the Council participates in the Growth Lancashire Limited Company for the remainder of 2016/17 and 2017/18; and**
2. **That the Executive Leader of the Council be nominated as a Director of the Growth Lancashire Limited Board.**

16.C.389 Change of Polling Station

The Chief Executive submitted a report in his capacity as Returning Officer, seeking approval to a change of polling station premises in Chorley East Ward from Highfield Primary School to Chorley District Scout Centre on Wright Street. This had been at the request of the head teacher in order to allow the school to remain open on election days.

Councillor Jarnell asked that alternatives to using Primrose Hill Primary School be again investigated, particularly in the light of the LCC commitment to keeping Euxton Library open.

Councillor Alistair Bradley, Executive Leader proposed, Councillor Peter Wilson, Deputy Leader seconded and it was **RESOLVED – that the proposed change of polling station from Highfield Primary School to the Scout Centre on Wright Street (Chorley East ward) be approved and that the Returning Officer be asked to look again at alternative options to Primrose Hill Primary School as a polling station in Euxton North ward.**

16.C.390 Gambling Act 2005: Statement of Principles Policy Review and Consultation

Councillor Paul Walmsley, Executive Member for Public Protection presented a report advising Members of changes to the Statement of Principles required under the Gambling Act 2005. The report had been approved by the Licensing and Public Safety Committee on 21 September 2016.

Councillor Paul Walmsley, Executive Member for Public Protection proposed, Councillor Marion Lowe, Chair of the Licensing and Public Safety Committee seconded and it was **RESOLVED – that the revised Statement of Principles (Gambling Act 2005) be approved.**

16.C.391 Licensing Act 2003: Statement of Licensing Policy Review

Councillor Paul Walmsley, Executive Member for Public Protection presented a report advising Members of a statutory review of the Council's Licensing Policy Statement made under the Licensing Act 2003 and to seek adoption of the Policy Statement. The report had been approved by the Licensing and Public Safety Committee on 20 July 2016, after which it had been subject to consultation.

Councillor Paul Walmsley, Executive Member for Public Protection proposed, Councillor Marion Lowe, Chair of the Licensing and Public Safety Committee seconded and it was **RESOLVED –**

1. **That the Council notes the decision by the Licensing and Public Safety Committee on 20 July 2016 in relation to the consultation of the draft Licensing Policy Statement (Licensing Act 2003), where the following recommendations were agreed:**
 - a) **On the expiration of the consultation period (11 September 2016) the Director of Early Intervention in consultation with Chair of Licensing and Public Safety Committee is given delegated authority to make any minor amendments arising out of any consultation responses.**
 - b) **On the expiration of the consultation period (11 September 2016) any major changes considered to be necessary as a result of the consultation response will be reported back to the Licensing and Public Safety Committee for further consideration and approval.**
2. **That Members of the Council approve the adoption of the Licensing Policy Statement (Licensing Act 2003) as presented in Appendix A, and note that no responses were received to the 8 week consultation.**

16.C.392 Amendment to the Scheme of Delegation for Licensing

Councillor Paul Walmsley, Executive Member for Public Protection presented a report requesting Members to agree changes to the Scheme of Delegation within the Council's Constitution. The requested changes had been approved by the Licensing and Public Safety Committee on 21 September 2016.

Councillor Paul Walmsley, Executive Member for Public Protection proposed, Councillor Marion Lowe, Chair of the Licensing and Public Safety Committee seconded, and it was **RESOLVED – That the Director of Policy and Governance be authorised to amend the current Scheme of Delegation in the Constitution to allow the following licensing decisions to be made by officers:**

- a) **To grant (or in the case of an existing licence) revoke and immediately re-grant a Private Hire or Hackney Carriage Driver Licence with the addition of non-standard conditions following consultation with and recommendations from the Council's medical expert;**
- b) **To grant exemption on medical grounds under equality legislation following referral for consideration where criteria is met, refuse where criteria is not met (2.16 of the Constitution); as a consequence, the requirement currently in the Constitution for prior consultation with Chair or Vice-Chair is removed;**
- c) **The power currently delegated to the Licensing Officer to suspend a private hire driver licence or hackney carriage driver licence for periods not exceeding 14 days (2.6 of the Constitution) is amended to a period not exceeding 28 days and if longer only after consultation with Chair or Vice-Chair unless consultation is not reasonably practicable and a report is submitted to the next meeting of the General Licensing Sub-Committee;**

- d) Authority to determine applications from qualifying alcohol licensed premises (i.e. holding a premises licence or club premises certificate) for up to an additional 2 category C-D gaming machines, where no objections have been received.
- e) Authority to the relevant Director for refusal to grant and refuse to renew a Private Hire and Hackney Carriage Vehicle Licence where the Council's vehicle conditions are not met, by amending paragraph 2.16 of the Constitution and removing the requirement to consult with the Chair/Vice Chair; and
- f) Amend paragraph 2.12 of the Constitution to include, where a vehicle meets the Council's conditions in the main but there is a requirement for some discretion in granting of an application in the individual case, then this authority is also delegated to the Director, without need for consultation on each matter with the Chair/Vice Chair.

16.C.393 Council Appointments

Councillor Alistair Bradley, Executive Leader proposed, Councillor Peter Wilson seconded and it was **RESOLVED** that the following appointments be approved:

1. **Councillor Zara Khan to be appointed to the vacant position of Council Champion for Young People**
2. **Councillor Marion Lowe to be appointed to a new, none remunerated, Council Champion position for Animal Welfare for an initial period of 6 months**
3. **Councillor Mark Jarnell to replace Councillor Matt Lynch on Licensing and Public Safety Committee and Councillor Hasina Khan on General Purposes Committee in line with the political balance of the Council.**

Mayor

Date

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Executive Cabinet

1. Any Cabinet recommendations on the reports that require Council decisions appear as separate items on the agenda.

GENERAL REPORT OF MEETING HELD ON 17 NOVEMBER 2016**Chorley Council Performance Monitoring Report – Second Quarter 2016/17**

2. The report of the Director of Policy and Governance was presented by the Executive Leader and set out the Council's performance against the delivery of the Corporate Strategy and key performance indicators during the second quarter of 2016/17, 1 July to 30 September. Overall performance remained good, with 88% of the projects on track or complete. Only two projects were currently rated as off track. The delivery of the Chorley Skills framework, was rated amber, although actions had already been identified and implemented to improve this target and the progressing of the delivery of Friday Street Health Centre, continued to be rated as red due to external factors outside the Council's control.
3. Performance of the Corporate Strategy indicators and key service delivery measures also remained good with 83% of the Corporate Strategy indicators and 80% of the key service measures performing about target or within the 5% tolerance. The Corporate Strategy indicators performing below target were the percentage increase in the number of volunteering hours earned and the percentage of 16-18 year olds who are not in education, employment or training (NEET). The latter indicator, usually spiked at this time of the year as it took some time to gather all the relevant placement information about this age group, more so this year with the reduction in LCC staffing available to collate this. However, Members were confident that performance would improve.

Revenue and Capital Budget Monitoring Report 2016/17 Report 2 (end of September)

4. The report of the Chief Executive was presented by the Executive Leader and set out the provisional return and capital outturn figures for the Council as compared against budgets and efficiency saving targets set for the 2016/17 financial year. The project revenue outturns currently showed a forecast underspend of £237,000 against budget. The expected net income from Market Walk after the deduction of financing costs was £0.942m, with the latest projection showing a forecast outturn of £1.002m. The Council had set an overall savings target of £150k in 2016/17 from the management of the establishment. Excellent progress had been made in this area and it was reported that the full savings target for 2016/17 had already been achieved.
5. The Council's Medium Term Financial Strategy proposed that working balances were to reach £4.0m over the three year lifespan of MTFS to 2018/19 due to the financial risks facing the Council. A budgeted contribution into General Balances of £500k was contained within the new investment package for 2016/17. The current forecast to the end of September showed that the General Fund balance could be around £3.422m by the end of the financial year and following approval of the recommendations contained within the report, the forecast balance would be £3.212m and broadly in line to achieve the target of £4.0m by 2018/19.
6. As part of the recommendations, Full Council was being asked to approve a number of additions to the capital programme that included a £200,000 increase in the Chorley Youth

Zone budget to underwrite the shortfall in funding in 2017/18. In response to Members, the Executive Leader explained that this was due to higher than anticipated building costs and not wanting to scale down the scheme, the Council were being asked to underwrite some of the extra funding required to proceed. Once the development had commenced, the developer was confident that the scheme would attract more funding from private investors that would reimburse these costs.

7. The Council was also being requested to approve the use of £100,000 from in-year revenue underspends for investment in the Retail Grant Programme. This scheme had been extremely successful in the town centre and had recently been expanded to receive applications from across the borough. The additional funding would allow those applications that were already underway to be realised, although it was intended to review the scheme in subsequent years, with more of a focus on helping to regenerate empty shops in line with its original mandate. Members commented on the success of the scheme and how it had helped to generate employment opportunities across the borough.

External Events Policy

8. The Cabinet approved a new Events Policy that would process and approve events held on council land that are organised by individuals, groups and organisations external to the Council. The report of the Director of Policy and Governance set out the aim of the policy and explained how it would clearly outline the role of Chorley Council in external events by providing a comprehensive structured framework for use when delivering events across the borough. The new policy would formalise and adopt a process for managing external event requests, to protect the council's assets to ensure they can be used and enjoyed for future generations and to mitigate the risk and liability to the council against health and safety.

Chorley Employment Inclusion Programme

9. The report of the Chief Executive was presented by the Executive Leader and updated Members of the Chorley Employment Inclusion Project (CEIP) which was being developed as part of the Council's employability service and subject to an application submitted by Chorley Council from the European Social Fund (ESF) for 60% of its cost.
10. Members were being asked to approve a revenue contribution from Chorley Council of £307k (40% of costs) over a three year period from 1 January 2017 to 31 December 2019 to be funded from the uncommitted expenditure in the LCC transition fund in 2016/17 and 2017/18 as per recommendations made in the Revenue and Capital Monitoring 2016/17 report included on this agenda.
11. The report highlighted the success of the exiting Chorley Works project, now managed by the Employment Skills, Business Support service at Chorley Council that supports unemployed residents of Chorley. The new project would build upon this scheme which aims to reduce economic activity by providing disadvantaged target groups resident in Chorley, with access to a programme of support measures to help them to progress towards and/or into employment and be 'Chorley Works' ready.

Proposed Disposal of Land at Northgate Drive Chorley

12. The report of the Chief Executive was presented by the Executive Leader and sought approval of the sale of land comprising 1.85 acres to Scorpion Automotive on the terms outlined in the report. The disposal would potentially create a development of 32 new low cost homes and allow expansion of the business within their own site.
13. The sale of the land would result in the major redevelopment of a vacant site bringing much needed investment and economic growth to the neighbourhood and in the long term potentially creating further job opportunities for local residents. The company would also create additional resident parking and retain a provision of open space on site.
14. The Ward Councillors had been consulted upon and kept fully informed throughout the process and accepted that the proposals were favourable for the local community. They urged the developer to consider preconstruction consultation with residents ahead of the planning application to ensure a smooth transition.

Insurance Procurement Exercise 2017

15. The report of the Chief Executive was presented by the Executive Leader and updated members on a joint procurement exercise that had recently been undertaken with South Ribble Council for a renewal of insurance covers in place at both Councils under existing Long Term Agreements that were due to expire on 31 December 2016.
16. A detailed Tender Evaluation document had been provided by the Council's recently appointed, common insurance broker AON Risk Services and the report provided a summary of the evaluation results and recommendations regarding a suitable appointments from 1 January 2017.

GENERAL REPORT OF MEETING HELD ON 8 DECEMBER 2016

NHS Sustainability and Transformation Plans

17. The report of the Director of Policy and Governance was presented by the Executive Leader and provided an update on the recently published Sustainability and Transformation Plan (STP) for Lancashire and South Cumbria. It was this item that questions had been submitted against by a representative of the Protect Chorley Hospital from Cuts and Privatisation
18. The STP sets out the collective challenges facing health and social care across Lancashire and South Cumbria in the coming years. As previously reported to Council, the challenges are significant and relate to budgetary constraints against an increasing demand for services. The funding gap will reach £572 million by 2021 unless changes are made to the system.
19. The plan identifies the following key objectives that it aims to respond to:
 - To set out a clear direction of travel for the unified health and care system in Lancashire and South Cumbria as the Five Year Forward View has across England.
 - To achieve fundamental and measurable improvements in health outcomes.
 - To reduce health inequalities across Lancashire and South Cumbria

- To achieve parity of esteem for mental health and physical health across Lancashire and South Cumbria.
 - To ensure greater focus on ill-health prevention, early intervention and self-care where this improves outcomes.
 - To ensure change is supported by a clear evidence base or an evaluation structure where evidence is not available
 - To remove organisational or professional boundaries that get in the way of progress.
 - To make maximum use of new technology when this will improve the quality of care provided.
20. The plan identified a series of priority areas for 2016 to 2021 and much of the focus of the STP appeared to have similar ambitions to the work that the Council recently undertook on future governance models, particularly around improving on prevention, early intervention and improving community resilience.
21. The local Our Health, Our Care programme would be the key vehicle for changes within the local health economy, and Councillors along with the Chief Executive had been invited and had attended engagement events that provided updates on the programme. It is however important to note that the Council has no role in approving the STP and that the plans are part of the NHS planning guidance.
22. The Council had recently reviewed and reiterated its position on public service reform and governance models at its Special Council meeting in November and was clear in its desire to maintain and protect public services and ensuring that they retain a local identity and improve democratic accountability. The Council through its Executive Leader and Public Services Reform Board would continue to press for public service reform that maintains and improves locally accountable public services.
23. Approval was granted that the Chair of Equalities and Wellbeing (in her role as Lead Member for Health and Wellbeing, Equality and Diversity) would provide updates to the Executive Cabinet and Council as the Sustainability and Transformation Plan develops further and that the local Our Health, Our Care programme is published.

Botany Bay Masterplan

24. The report of the Chief Executive was presented by the Executive Leader and updated Members on the progress of the Council project to develop an Economic Masterplan for the Botany Bay Area. The adopted Chorley Local Plan for 2012-2026 allocated the Botany Bay/Great Knowley Area as a sub-regional employment and mixed use site under policy EP2. Changes with that policy required the site to have a Masterplan, an acceptability of other forms of development to secure the delivery of the wider allocation including retail and housing. This was the second time that this area had been allocated in the Local Plan and if the site did not come forward in this plan period, it would have to be deallocated.
25. The project was listed as a corporate priority and has now been progressed with stakeholders. The report updated Members on the progress that had been made and presented a final draft

for information. The Masterplan was policy and evidence led and reflected the aspirations of those Stakeholders that had signed up to a Memorandum of Understanding (MoU).

26. The Masterplan would be used to support any future planning application as evidence and would show how all the parcels of land within the allocation will contribute to the Local Plan. The costs of the Masterplan would be met from the site's various stakeholders and the carried forward investment budget. Any additional works regarding the improvements to the highway network would be met from the furthering key employment sites budget.
27. Members had concerns that current highways issues would increase if this site was developed and assurances were given that Highways England had already engaged with the Council to identify possible solutions to address these issues. Officers were also asked to consider other issues that included the development of a Public Transport Plan to ease congestion and parking pressures, a park and ride facility, improvements to the Canal to provide a much improved leisure offer for the area and the undertaking of market testing should a retail development application be received as Members had concerns that any such development would affect the growth of the Town Centre.

Elections and Electoral Registration Procurement

28. The Executive Leader presented the report of the Chief Executive that sought approval of the proposed process for appointing a supplier for the printing of elections and electoral registration stationary. The report sought a departure for the Council's contract procedure rules by asking for permission to approach four suppliers directly. A market testing exercise had been undertaken three years previously that had demonstrated best value and a waiver granted each subsequent year to reappoint the successful bidder
29. The quotes would be assessed in terms of both quality and cost for printing both elections and electoral registration printing and delegated authority was granted to the Chief Executive to award the contract in his role as Returning Officer.

Draft decision in response to proposal by BT to remove payphones

30. The report of the Director of Customer and Digital was presented by the Executive Member (public Protection) and presented members with the Council's draft decision in response to the proposal by British Telecom (BT) to remove a number of public call boxes in the borough. The Council had prepared the draft response to BT after a 90 day consultation period was undertaken with the authority and local community and a response was given against each payphone as to whether to agree with its removal, object to the removal or whether the local community wished to adopt the box.
31. As part of the consultation process, BT are giving communities the opportunity to adopt a traditional red 'heritage' phone box, to make them into an asset that people will benefit from, such as a book store or a defibrillator station. There are 30 payphones in the borough proposed for removal and a list of their location and usage over the past 12 months was appended to the report along with informed responses. Delegated authority was given to the Director of Customer and Digital for the preparation and issuing of the Final Notification to BT and the

Secretary of the State Approval in consultation with the Executive Member with the portfolio for planning.

Appointment of Consultants for Primrose Gardens and authorisation for the purchase of the St John ambulance building

32. The report of the Chief Executive was presented by the Executive Member (Customer and Advice Services) and provided an update on the commission of professional consultancy services for the Primrose Gardens retirement living (extra care) scheme on Fleet Street and approval to award the contract to Pick Everard.
33. The report also confirmed the outcome of the negotiations regarding the sale of the St John Ambulance building to the Council as part of the land assembly for the development of Primrose Gardens Retirement living scheme.

24–26 Gillibrand Street, Chorley

34. The reports of the Chief Executive was presented by the Executive Member (Resources) and sought approval to the surrender of the existing lease of the above premises and grant a new 25 year lease to the Chorley Surgery Practice on terms provisionally agreed.
35. The surgery was now well established and had plans to improve the facility including the creation of a dispensing pharmacy within the property that would be open to both patients and the general public.

Recommendation

36. To note the report.

COUNCILLOR ALAISTER BRADLEY
EXECUTIVE LEADER

DS

REPORT OF OVERVIEW AND SCRUTINY COMMITTEE

This report summarises the business considered at the meeting of the Overview and Scrutiny Committee held on 6 October and the Overview and Scrutiny Performance Panel held on 22 September and 1 December, including an update on the Task Group review.

OVERVIEW AND SCRUTINY COMMITTEE – 6 OCTOBER 2016**LCC Health Scrutiny Committee: A & E Services at Chorley Hospital**

At the invitation of the Chair and Vice Chair of the committee, County Councillor Steve Holgate, Chair of LCC Health and Adult Social Care Scrutiny Committee attended the meeting to present the final report into the inquiry undertaken by the Health Scrutiny Committee into the temporary closure of the Accident and Emergency Department at Chorley Hospital. Also in attendance was Councillor Hasina Khan as the council's representative on that committee.

Discussion at the meeting was dominated by the recent announcement that the Accident and Emergency Department would be re-opened on a part-time basis from mid-January 2017 following the occupation of the Integrated Urgent Care Unit. This announcement followed an independent report that had been commissioned by NHS England and NHS Improvement on the temporary closure of the Accident and Emergency Department following public pressure. The report's findings concluded that the department could re-open on a part-time basis from mid-January once the Urgent Care Unit was fully operational.

At the meeting it was agreed that the Chair, on behalf of the committee, would write to the Governing Body of Chorley and South Ribble's Clinical Commissioning Group seeking the early occupation of the Urgent Care Unit to November 2016, so that staff could be redeployed sooner to reinstate the Accident and Emergency Department.

The committee thanked County Councillor Holgate and Councillor Khan for their attendance.

Following the meeting and in response to the letter sent to the Chair of the Commissioning Group, a response was received which explained that it would not be possible to bring forward the early occupation of the Integrated Urgent Care Unit as it was a new service and all roles need recruiting to prior to service commencement to ensure the safe and sustainable delivery of the services. It was also stated that the Integrated Urgent Care Service and the Emergency Department were two separate services with different workforce requirements.

Flooding issues across the borough

The Director of Customer and Digital presented a report which was considered at a recent meeting of the Senior Management Team on flooding issues across the borough.

A total of 426 properties in the borough had been confirmed as flooded as a result of Storm Eva on 26 December 2015. Following guidance and criteria issued by DCLG and LCC (to help those people affected) the council was required to set up its own Flood Relief Scheme. The council's scheme was made up of a number of different elements based upon the guidance and criteria issued.

The report detailed a breakdown of financial assistance awarded to those properties affected.

214 residents also applied to the government for a Property Level Resilience Grant worth up to £5,000 per property. As part of the application process a survey carried out by Pell Frischmann (the surveyors appointed through a joint procurement exercise with South

Ribble Borough Council) of each property was carried out to ascertain the most effective form of prevention work appropriate.

LCC was also in the process of undertaking a Section 19 investigation to ensure that their legal obligations had been met and that affected communities had been identified and appropriate county-wide prioritised actions put in place. Although LCC was aware of a number of areas within the borough prone to flooding, those areas would not necessarily be treated with the highest priority when the whole of the county footprint was taken into consideration.

Following the meeting and in response to a query raised during debate, the Director of Customer and Digital informed members of the Performance Panel that the council had received one report of a farm being flooded due to Storm Eva. After initial contact was made with the resident, further approaches from the council had proved unsuccessful.

Section 106 update

The committee received an update on the position regarding Section 106 Agreements and Community Infrastructure Levy (CIL) following an Internal Audit investigation in to the identification of missed Section 106 trigger points.

To date, 50 of the 65 agreements had been invoiced totalling over £1 million pounds. The remaining 15 agreements, totalling over £100 thousand pounds could not be pursued for various reasons.

The Performance Panel was informed that the Governance Committee had received an update which detailed the work undertaken following the identification that trigger points had been missed and to minimise the loss of income to the council. The report also highlighted current arrangements and actions taken to ensure that a robust system was now in place and operating effectively. The Governance Committee would continue to monitor this activity to ensure the process was delivered correctly.

Final monitoring report of the task group review into Neighbourhood Working

The committee received the final monitoring report which provided an update on progress received on the recommendations of the Neighbourhood Working task group undertaken in 2014. Members of the committee highlighted the lack of information which was being communicated to members against each recommendation, with members stating that they had been unaware of the initiatives and events which had taken place as detailed in the report. There was also a general consensus that information was not forthcoming from lead officers about the progress of a number of neighbourhood area projects. The Director of Policy and Governance acknowledged that better communication was required and that the matter would be addressed.

First monitoring report of the task group review into Public Transport

The committee received a report which provided an update on progress in delivery against the recommendations made at the Overview and Scrutiny Task Group review of public transport issues in Chorley. The position of LCC subsidised bus services operating in Chorley now differed to when the review took place. It was reported that unless the service was commercially viable, no subsidised bus service would operate in Chorley. However, Chorley Council had temporarily agreed to subsidise two services whilst a sustainable solution was identified.

Staff sickness absence task group review – response of the Executive Cabinet

The committee considered a report which confirmed that all the recommendations of the task group review on the topic of staff sickness absence had been accepted by the Executive Cabinet, and detailed the progress made to date.

It was reported that 30 questionnaires had been completed by employees a minimum of three weeks following their return to work after a period of sickness absence. A full analysis had not been carried out as HR was waiting for more responses. However, initial feedback received indicated that employees were satisfied with the council's procedures for managing sickness absences.

The figure for quarter one showed an increased level of staff sickness absence which totalled 2.01 days lost per employee compared to the target figure of 1.75 days lost per employee. However, there had been a reduction in the number of days lost when compared with the previous years which totalled 2.19. It was confirmed that the figures for quarter 2 were reducing slowly.

Members of the committee expressed their satisfaction with progress made.

OVERVIEW AND SCRUTINY PERFORMANCE PANEL - 22 SEPTEMBER 2016

Performance Focus – Customer and Digital Context

The Director of Customer and Digital attended the meeting, to answer questions in relation to the Customer and Digital directorate.

The primary focus of the directorate was on providing end to end customer services, dealt with at the first point of contact wherever possible and promoting the use of digital channels as a straightforward and efficient way of managing services.

As the contact centre was undergoing a period of change, the panel focused their performance questions towards council tax and benefits processing, planning, streetscene and waste services.

Members of the Panel received information about each service, feedback on their performance and any changes that had been implemented since the senior management restructure took place in 2016.

Performance Monitoring - First Quarter 2016/2017

Overall performance of 2015/16 key projects was good, with 88% of the projects on track or complete. Two projects (12%) were rated as off track. The Delivery of Community Action Plan was rated amber following a review of scope and the Progress the delivery of Friday Street Health Centre was rated red due to external factors. Actions to address the issues had been identified in both cases and were currently being implemented.

Performance of the Corporate Strategy indicators and key service delivery measure was also good. 80% of the Corporate Strategy indicators and 86% of the key service measures were performing above target or within the 5% tolerance. The report outlined what actions were being taken to improve performance.

OVERVIEW AND SCRUTINY PERFORMANCE PANEL – 1 DECEMBER 2016

Performance Focus - Review of PCSOs

The Performance Panel considered a report from the Director of Policy and Governance which detailed the council's current funding arrangements of part-time PCSOs which was presently £297,000 per year (equated to 27 part funded posts).

The Performance Panel was referred to a table within the report which had been presented to the Joint Management Board of the Constabulary and the Police and Crime Commissioner in August which considered the HR establishment of the police. The table clearly demonstrated that Chorley Council made the highest contribution to part-funding PCSO posts across the county, and was significantly higher than other district council.

It was reported that for the southern division (Chorley, South Ribble, Preston and West Lancashire), there were 47 part-funded posts, 27 of those being funded by Chorley Council. It was further reported that Lancashire Police had 51 fully-funded PCSO posts across the division. However, none of those posts were provided to Chorley. It was therefore suggested that the fully funded posts were deployed elsewhere in the southern division, where partner contributions were lower.

The report concluded that any change would need to be undertaken through negotiation with the police, with the potential for the council to suggest that the police identify the number of PCSOs that should be deployed to the borough through their risk and threat analysis. The council would then be able to choose to 'top-up' the provision if it was determined that it supported its priorities.

The Performance Panel raised concern about the report's findings and it was their view that Chorley Council was not receiving value for money on its investment. During debate, it was agreed that the report be referred to the Overview and Scrutiny Committee for consideration at its meeting on 26 January 2017, and circulated to all elected members in advance of the Special Council meeting on 28 February 2017 which will consider the council's budget position for the next financial year.

Performance Focus - Shared Services

The Performance Panel considered a report which detailed the performance of those services which were shared with South Ribble Borough Council.

The Business Improvement Plan translated those output and measures into specific deliverables and targets which needed to be achieved during 2016/17. The plan also covered the shared procurement service which continued to perform strongly. A number of other smaller shared service arrangements existed, which included the Chorley and South Ribble Joint Community Safety Partnership.

To address the challenges facing local government it had been agreed that the council would pursue an ambition to achieve integrated public services for the borough which would need to include further sharing of back office functions under different structures. The council's Transformation Strategy also included an action to proactively investigate shared service opportunities.

The Director of Policy and Governance informed the Performance Panel that there was a potential for more shared services in the future with South Ribble Borough Council, as both councils employed broadly the same number of people, and the performance and demographics were also similar.

Chorley Council Performance Monitoring - Second Quarter 2016/17

The Performance Panel considered a monitoring report which set out the performance against the delivery of the Corporate Strategy, and key performance indicators during the second quarter of 2016/17 (1 July to 30 September 2016).

It was reported that overall performance of 2015/16 key projects was good, with 88% of the projects on track or complete. The project to 'Deliver the Chorley Skills Framework' was rated amber. Actions to address the issues had been identified and were being implemented. One project was rated red, 'Progress the delivery of Friday Street Health Centre'; the cause for which was due to external factors.

Performance of the Corporate Strategy indicators and key service delivery measures was also good. 83% of the Corporate Strategy indicators and 80% of the key service measures were performing above target or within the 5% tolerance. The report outlined that actions being taken to improve performance of those Corporate Strategy indicators performing below target.

It was also reported that action plans had been developed to improve performance of those key service delivery measures performing below target.

The Performance Panel was advised that no rough sleepers had been recorded as part of the annual rough sleepers count recently. It was also reported that a lot of early intervention work had been carried out with those who were vulnerable to becoming homeless.

OVERVIEW AND SCRUTINY TASK GROUP – CHILD SEXUAL EXPLOITATION

The task group looking at the topic of child sexual exploitation has completed its review.

Over the course of five meetings between August and November, the task group received representations from Lancashire Police, The Children's Society and Parklands Academy, the purpose of which was to gain a better understanding of the topic and the responsibilities of other organisations. The task group also received a presentation which detailed the role of the council and how it worked with partners to raise awareness of this type of child abuse.

The task group also commissioned a report about the Disclosure and Barring Service (DBS) checks. It was reported that an applicant applying for a DBS check had to demonstrate they met the strict criteria for a disclosure check to be carried out. In terms of elected members, it was considered that in their role as a councillor they would not meet the criteria and as such it would not be lawful to apply for disclosures through the DBS. An alternative provision did exist through Disclosure Scotland, although this would only provide information on unspent convictions (which members are legally obliged to disclose), and was unlikely to be recognised as being comparable to a DBS certificate. It was therefore considered that this type of check would be of little value and clarified that the council was not in a position to BDS all councillors as a matter of course.

The final report which included a list of recommendations for Executive Cabinet approval on 16 February 2017 will first be presented to the Overview and Scrutiny Committee at its meeting on 26 January 2017.

COUNCILLOR JOHN WALKER
CHAIR OF OVERVIEW AND SCRUTINY COMMITTEE

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Report of	Meeting	Date
Executive Member (Customer and Advice Services)	Council	24 th Jan 2017

COUNCIL TAX SUPPORT SCHEME AND COUNCIL TAX DISCOUNT SCHEME 2017/18

PURPOSE OF REPORT

1. To outline changes to Chorley's Council Tax Support (CTS) scheme to take effect 1 April 2017. These changes will align the CTS scheme with changes to Housing Benefit legislation which are effective from April 2017.
2. To summarise the consultation exercise results on the CTS scheme changes.
3. To outline a change to the Council Tax discounts for Adult Care leavers and to summarise the consultation exercise results on the Care Leaver change.

RECOMMENDATION(S)

4. Members are recommended to approve changes to Chorley's CTS scheme to start 1 April 2017.

The proposed changes CTS changes are as follows:

- Removal of the Family Premium for new working age CTS claimants;
 - Reduce backdating to 1 month;
 - Reduce CTS to a maximum of 4 weeks during absence outside of Great Britain;
 - Removal of the element of Work Related activity component in CTS for new ESA applicants;
 - Limit the number of dependent children in the CTS calculation to a maximum of 2
 - Remove SDP when another person receives the carers element of Universal Credit for them.
5. Members are also recommended to delegate authority to the Executive Member (Customer and Advice Services) to make changes to the Exceptional Hardship Policy that would be needed to allow adult care leavers to receive 100% council tax relief from 1 April 2017. The cost to this council of the revised policy should be in proportion to its share of total council tax income for 2017/18.
 6. Members are recommended to note the Council Tax Base calculation for 2017/18 presented in Appendix B; and the estimated Collection Fund surplus in respect of Council Tax in 2016/17 presented in Appendix C.

EXECUTIVE SUMMARY OF REPORT

COUNCIL TAX SUPPORT:

7. Major changes have been made to Housing and Welfare benefit during 2016 and from April 2017.

8. The Council's local CTS scheme is closely aligned to Housing Benefit regulations and the changes therefore have implications upon it.
9. A close alignment of Housing Benefit and the local CTS scheme for administration purposes is operationally efficient and consistent.
10. Executive Cabinet approved recommendations in a meeting 19 Nov 2015 to consult on aligning the Council's CTS scheme with changes to Housing Benefit legislation effective April 2017 following consultation during 2016.

CARE LEAVERS

11. Changes are also recommended to allow 100% relief from payment of Council Tax where the liable person has left care and satisfies certain conditions. The discretionary hardship policy would need amending for this change to be made from 1 April 2017.

Confidential report Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

12. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all	<input checked="" type="checkbox"/>	A strong local economy	<input checked="" type="checkbox"/>
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	<input checked="" type="checkbox"/>

BACKGROUND – COUNCIL TAX SUPPORT

13. The Welfare Reform Act 2012 provided for the abolition of the council tax benefit scheme and introduced decentralisation of this benefit allowing for localised schemes. There are some prescribed requirements for a local scheme in the legislation, for example support for pensioners. The DCLG also provided information and guidance to local authorities to help them develop localised schemes.
14. The Council Tax Reduction Scheme (Council Tax Support) replaced Council Tax Benefit from 1 April 2013. Chorley Council's local scheme has remained unchanged since its introduction.
15. The Government has announced a number of changes to the Housing Benefit Scheme from 1 April 2017 and Chorley Council are proposing a number of changes to our Council Tax Support Scheme for 2017/18 to keep it in line with Housing Benefit.
16. As a localised scheme and in the absence of legislation governing the change, it is a Council decision as to the changes to make to the scheme and the timing of those changes. In practice, localised schemes for CTS across local authorities have largely remained in line with the Housing Benefit regulations.
17. Chorley Council's Local Council Tax support scheme was introduced 1 April 2013 to replace council Tax Benefit. The local CTS scheme is similar to the previous Council Tax Benefit scheme and remains closely aligned with Housing Benefit (HB) regulations.

18. A close alignment of Housing Benefit and the local CTS scheme for administration purposes is operationally efficient and consistent. To make the various changes to the scheme together from April 2017 would be the most prudent approach.
19. A meeting of the Executive Cabinet 19 November 2015 approved a recommendation to consult in 2016 on the alignment of CTS and HB regulations effective April 2017 and this report presents the results of the consultation and now seeks to implement the changes from April 2017.

BACKGROUND – CARE LEAVERS DISCOUNT

20. During 2016 Lancashire County Council contacted the Leader of Chorley Council regarding Care leavers requesting that they are given Council Tax relief to assist them dealing with their finances as they move into adulthood as Care leavers are considered to be one of the most vulnerable groups in society.
21. A care leaver is defined as:
 - a. a person aged 25 or under, who has been looked after by a local authority for at least 13 weeks since the age of 14;
 - b. and who was looked after by the local authority at school-leaving age or after that date.
22. Local authorities can use discretionary powers to award 100% relief from payment of council tax in specific circumstances set out within their guidelines.
23. LCC contacted the Leader in July 2016 to advise they approved a resolution to contact the Minister of State for Children and Families urging him to introduce legislation for a national exemption from payment of council tax for care leavers up to the age of 25.
24. Councillor Kim Snape also contacted the leader to raise awareness that other local authorities have used their discretionary powers to award exemptions to this group.

REASONS FOR RECOMMENDATION(S)

25. Aligning CTS regulations with HB regulations makes the joint HB/CTS administration process easier.
26. Awarding former Care Leavers council tax relief will assist this vulnerable group to make the transition from care to adult life as smooth as possible, and will mitigate the chances of care leavers falling into debt as they begin to manage their own finances. It is recommended that they should be exempt from paying council tax until they are 25.

PROPOSED CHANGES TO THE LOCAL COUNCIL TAX SUPPORT SCHEME

27. The 2015 summer budget outlined some major changes to Housing Benefit and the welfare system from 1 April 2016 and further changes from April 2017. These changes have implications on the Chorley CTS scheme.
28. The proposed changes in HB are to be aligned in our CTS scheme are as follows:

Removing the Family Premium for all new working age applicants

29. The removal of family premium from 1 April 2017 for new claims will bring the Council Tax Support scheme in line with Housing Benefit. The family premium is part of how we assess the 'needs' (Applicable Amounts) of any claimant, which is compared with their income. Family Premium is normally given when a claimant has at least one dependent child living with them. Removing the family premium will mean that when we assess a claimant's needs

it would not include the family premium (currently £17.45 per week). This change would not affect those on Universal Credit, Income Support, Income Related Employment and Support Allowance or Income Based Jobseeker's Allowance.

30. The benefit of this is It brings the working age Council Tax Reduction Scheme in line with Housing Benefit changes proposed by Central Government. The change has already been introduced for pension age claimants by Central Government.
31. The drawbacks of doing this are that new working age residents may see a reduction in the amount of support they received, and some households with children will pay more.

Reduce backdating to 1 month

32. Currently claims for Council Tax Support from working age claimants can be backdated for up to 6 months where an applicant shows they could not claim at an earlier time. Central Government has reduced the period for Housing Benefit claims to 1 month. It is proposed that the Council's Council Tax Support Scheme be aligned with the changes for Housing Benefit.
33. The benefit of this is it is a simple alteration to the scheme which is easy to understand when claiming Housing Benefit and Council Tax Support.
34. The drawback of this is new working age claimants may see a reduction in the amount of support they received if they are unable to claim on time.

Reducing CTS temporary absence to 4 weeks during an absence outside of Great Britain

35. Within the current scheme, applicants can be temporarily absent from their homes for 13 weeks (or 52 weeks in certain cases) without it affecting the Council Tax Support. This replicated the rule within Housing Benefit. Housing Benefit has been changed so that if a person is absent from Great Britain for a period of more than 4 weeks, their benefit will cease. It is proposed that the Council's Council Tax Support scheme is amended to reflect the changes in Housing Benefit. There will be exceptions for certain occupations such as mariners and the armed forces.
36. The benefits of the Council this are the treatment of temporary absence will be brought into line with Housing Benefit and it is seen as fair.
37. There are exceptions for certain occupations including the armed forces and mariners.
38. The drawback of this is if a person is absent from Great Britain for a period which is likely to exceed 4 weeks, their Council Tax Support will cease from when they leave the Country. They will need to re-apply on return.

Removing the work related activity component in the CTS for new ESA applicants

39. From April 2017, all new applicants of Employment and Support Allowance (ESA) who fall within the Work Related Activity Group will no longer receive the work related activity component in either their ESA or within the calculation of Housing Benefit. It is proposed that the Council's Council Tax Support scheme is amended to reflect the changes.
40. The benefits of the Council doing this are the treatment of ESA income will be the same in the Council Tax Reduction scheme as it is in the Housing Benefit scheme, it avoids additional costs to the Council Tax Support scheme and persons receiving ESA will not experience any reduction in Council Tax Support.
41. There are no drawbacks to this change.

Limit the number of children in the CTS calculation to a maximum of 2

42. Within the current scheme, claimants who have children are awarded a dependant's addition of £66.90 per child within the calculation of their needs (Applicable Amounts). There is no limit to the number of dependant's additions that can be awarded. From April 2017 Central Government will be limiting dependant's additions in Universal Credit, Housing Benefit and Tax Credits to a maximum of two. This will only affect households who have a third or subsequent child on or after 1 April 2017. It is proposed that the Council's Council Tax Support scheme is amended to reflect the changes in Housing Benefit and Central Government Benefits. There will be exceptions where: there are multiple births after 1 April 2017 (and the household is not already at their maximum of two dependants within the calculation); adopted children or where households merge.
43. The benefits of the Council doing this are Council Tax Support will be brought into line with Housing Benefit, Universal Credit, and Tax Credits and it is simple and administratively easy.
44. The drawbacks of doing this are claimants who have a third or subsequent child after 1 April 2017 (and are not excepted from the rules) may receive less Council Tax Support than claimants who have more children born before 1 April 2017.

Removal of SDP when another person receives the carers element of Universal Credit for them.

45. Currently when another person is paid Carers Allowance to look after a Council Tax Reduction claimant, then the Severe Disability Premium is not included when working out their needs (Applicable Amounts). The reason for this is that it avoids paying for the same care twice. This proposed change will align the scheme with Housing Benefit by treating persons who receive the Universal Credit (Carers Element) in the same way as anyone receiving Carers Allowance.
46. The benefit of this is Council Tax Support will be brought into line with Housing Benefit and it is simple and administratively easy.
47. There are no drawbacks to this change as persons receiving Universal Credit (Carers Element) will be treated in the same way as those receiving Carers Allowance who look after any person who claims Council Tax Reduction.

ALLOWING COUNCIL TAX RELIEF TO CARE LEAVERS

48. Many young adults leave the care of Lancashire County Council and begin the difficult transition out of care into adulthood.
49. A 2016 report by The Children's Society found that when care leavers move into independent accommodation they begin to manage their own budget fully for the first time. The report showed that care leavers can find this extremely challenging and with no family to support them, are falling into debt and financial difficulty.
50. Care leavers are a particularly vulnerable group for council tax debt.
51. LCC believes that to ensure that the transition from care to adult life is as smooth as possible, and to mitigate the changes of care leavers falling into debt as they begin to manage their own finances, they should be exempt from paying council tax until they are 25.
52. Under Section 13A of the Local Government Finance Act 1992 the Council has the power to reduce liability for council tax through formalised local policy.
53. There are 2 options available:

- Award a local discount to reduce the council tax liability to £0.00; or
- Amend the Council Tax Discretionary Hardship Policy to include this group as eligible to receive discretionary hardship relief.

54. The cost of granting hardship relief would be met 100% by the council.
55. This was consulted on as part of the CTS consultation exercise. Consultation on the Care Leavers discount ran from a shorter period from 1 November to 6 December 16. Only one response was received and with the respondent agreeing that Chorley Council should award 100% relief from payment of Council Tax in specific circumstances set out within the guidelines.

CTS CONSULTATION

56. The consultation was open from 27 September 16 to 6 December 16. It was available on our website and we also emailed major preceptors inviting them to take part. Details of the consultation were also included in the In The Know bulletin inviting all Councillors to take part.
57. There were 10 respondents to the CTS consultation. It is not known whether any of this feedback was received from preceptors.
58. Background information on the reasons for the proposed changes and Frequently Asked Questions were provided in the consultation documents. Consultation responses are shown at Appendix A.
59. The consultation results showed that 50% of respondents agreed and 50% disagreed with the family premium removal. The advantage to bringing this change in is to align HB with CTS as it makes administration more efficient.
60. 62.5% of respondents agreed with these changes to reduce backdating and temporary absence to 1 month.
61. 75% of respondents agreed to the change removing SDP and the work related component.
62. 50% of respondents agreed and 50% disagreed with the change to restrict the numbers of dependent children to 2 in the CTS calculation. This change is recommended to align the HB and CTS schemes as it makes administration more efficient.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

64. Appendix B and Appendix C demonstrate the effect of the Council Tax Support scheme on net Council Tax income distributed to all preceptors including this council.

65. Changes to the Council Tax Support scheme affect the net Council Tax income available to distribute from the Collection Fund to this council and the other preceptors. Appendix B presents the tax base for 2017/18. This shows what Council Tax income in 2017/18 would be if Average Band D Council Tax for all preceptors remained the same as for 2016/17.
66. In order to calculate the tax base, the changes to the CTS scheme recommended in this report were not taken into account because they have not yet been approved; the financial effect is difficult to estimate; but the effect is not considered to be material compared to the increase in income in 2017/18 from growth in Band D equivalent properties, and the estimated reduction in the cost of the CTS scheme in that year compared to the 2016/17 original estimate.
67. The general effect of the proposed changes would be a further reduction in the cost of the CTS scheme. Such a reduction should contribute to an estimated surplus in respect of Council Tax in 2017/18, which would be available for distribution to preceptors in 2018/19.
68. A surplus has been estimated for 2016/17, and the calculation is presented as Appendix C. In arriving at the 2016/17 surplus, the estimated cost of the CTS scheme has reduced from £6.08m to £5.90m, though the largest variance is the reduction in the provision for non-collection.
69. The report also recommends that the Exceptional Hardship Policy should be amended to allow adult Care Leavers to receive 100% council tax relief. As indicated in the report, the cost of awarding such hardship relief would be a charge to this council's General Fund revenue budget. At present there is no provision in the draft budget for 2017/18. Had it been possible to account for the estimated £91,000 cost of the relief (based on 2016/17 average Band D council tax) in the Collection Fund, then it would have been shared between preceptors pro rata to their precepts, and the cost to this council would have been around £11,000.
70. Should members approve the recommendation that the Exceptional Hardship Policy should grant relief to adult care leavers, the policy should ensure that the cost to this council should be in proportion to its share of total council tax in 2017/18. This could be achieved either by seeking financial contributions from the major preceptors in proportion to their share of total council tax; or restricting the relief to a percentage equal to this council's share of council tax, in the absence of financial contributions. The latter option would imply that relief would be around 11% rather than 100%.

COMMENTS OF THE MONITORING OFFICER

71. The legislative framework allowing the implementation of the recommendations is properly set out and interpreted within the body of the report. Members are entitled to approve the recommendations as drawn if they feel it appropriate.

COMMENTS OF THE PERFORMANCE AND PARTNERSHIPS MANAGER

72. Given that the changes outlined in the report relate to vulnerable groups and those with protected characteristics, an Integrated Impact Assessment will need to be completed.

ASIM KHAN
DIRECTOR (CUSTOMER AND DIGITAL)

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Julie Riding	5421	11 Jan 2017	***

Appendix A:

Consultation Background information provided:

Each year the Council has to decide whether to change the Council Tax Support scheme for working age applicants in its area. This year the Council is recommending that changes are made to bring the Council Tax Support scheme in line with the changes made by Central Government in Housing Benefit and Universal Credit.

What is Council Tax Support?

Council Tax Support is a discount given to reduce the Council Tax charge for low income families. Currently the maximum discount for someone in Chorley is 92.5% and it is up to 100% for pensioners. This means that a working aged person could have their council tax bill reduced by 92.5% and a pensioner could have their council tax bill reduced to nil. The amount of Council Tax discount is decided by a means tested assessment which looks at how much money a household has and how much they need to live off.

Why is a change to the Council Tax Support scheme being considered?

The same type of means tested assessment is used in central government benefits such as Housing Benefit and Universal Credit. The Government has made changes to Housing Benefit and Universal Credit to encourage people to work by reducing the levels of benefit available in some cases. We want to make the same changes to the Council Tax discount scheme. This would reduce the amount of Council Tax discount in some cases if the changes are made.

Who will this affect?

This will only affect working age households in Chorley who currently receive or will apply for a Council Tax Support.

Pension age households will not be affected because their level of Council Tax Support is set nationally by Central Government.

Are there any alternatives to changing the existing Council Tax Support scheme?

We have also thought about other ways to make the administration simpler and also to replicate the changes in the benefit system generally. These have not been completely rejected and you are asked about them in the Questionnaire, but at the moment we do not think we should implement them for the reasons given.

We have considered:

1. **Continuing with the current scheme.** This would mean higher administration costs and scheme costs generally. This would increase the costs for all council tax payers in the Borough paying towards the scheme.
2. **Reduce funding to other Council services.** Keeping the current Council Tax Support scheme will mean less money available to deliver other Council services; or
3. **Use the Council's savings to keep the Council Tax Support scheme.** This would be a short-term option. Once used they will no longer be able to support.
To help you complete this survey a number of frequently asked questions can be found at the end of this survey or on our website.

Consultation results.

Appendix A

Council Tax Support Consultation – summary of results:

- The consultation was made available on our website.
- Major preceptors were also emailed directly and invited to take part.
- The consultation was publicised in Chorley Council's 'In The Know' to raise awareness for Councillors.
- The consultation went live on 27 November 16 and closed 6 Dec 16

Age groups of respondents:

- 14.3% Age 35-44
- 14.3% Age 45-54
- 57.1% Age 55-64
- 14.3% Preferred not to say

Sexual Orientation:

- 66.7% Heterosexual/straight
- 33.3% Preferred not to say

Religion:

- 42.9% Christian
- 28.6% Buddhist
- 28.6% No religion

To which group do you belong:

- 57% White British
- 43% Preferred not to say

Consultation responses:

Should the Council Keep the current Council Tax Support Scheme? (Should we continue to administer the scheme and have the same level of support as it does at the moment?)

- 44.4% Yes
- 33.3% No.
- 22.2% Don't Know

Do you agree with removing the Family Premium for all new working aged claimants?

- 37.5% Yes
- 37.5% No
- 25% Don't know

Do you agree with reducing backdating to 1 month?

- 62.5% Yes
- 37.5% No

Do you agree with reducing CTS temporary absence to 4 weeks during an absence outside Great Britain?

- 62.5% Yes
- 37.5% No

Do you agree with removing the work related activity component in CTS for new ESA applicants?

- 75% Yes
- 25% No

Do you agree with limiting the number of children in the CTS calculation to a maximum of 2?

- 50% Yes
- 50% No

Do you agree with removing the SDP when another person receives the carers element of UC for them?

- 75% Yes
- 25% No

Alternatives to reducing the amount of help provided by the CTS scheme:

Increase the level of Council Tax?

4 respondents Yes

3 respondents No

Find savings from cutting other Council services?

1 Yes

5 No

Use the Council's savings?

2 Yes

4 No

Other comments received:

- 2017 after Brexit will prove to be a tough year. Around 2% increase will be good.
- Transitional protection for existing CTS recipients should be provided.
- Council tax in Chorley has not been raised for a while.
- Would you like the Council to consider any other options:
- Savings can be made on street lighting. Turning off alternately.
- Council need to get active in the Solar Panel field.
- Putting properties into higher tax bands at lower prices say a 10% reduction in banding values.

Care Leavers summary of results:

- The consultation was made available on our website.
- The consultation went live during November 16 and closed 6 Dec 16

Care leavers are considered to be one of the most vulnerable groups in society.

A care leaver is defined as:

1. a person aged 25 or under, who has been looked after by a local authority for at least 13 weeks since the age of 14;
2. and who was looked after by the local authority at school-leaving age or after that date.

Local authorities can use discretionary powers to award 100% relief from payment of council tax in specific circumstances set out within their guidelines.

Only 1 response was received in the consultation.

That respondent agreed that Chorley Council should award 100% relief from payment of Council Tax in specific circumstances set out within the guidelines.

Appendix B

Council Tax Base Calculation 2017/18

	2 0 1 7 / 1 8		2 0 1 6 / 1 7		C H A N G E	
	Band D Equivalent	Precept/ Income	Band D Equivalent	Precept/ Income	Band D Equivalent	Precept/ Income
Band D equivalent properties at count date	39,655.90	63,256,712	39,161.70	62,468,394	494.20	788,318
Add provision for new properties	524.84	837,193	369.38	589,213	155.46	247,980
Add increase in long term empty premium	0.00	0	36.90	58,861	(36.90)	(58,861)
Income before local scheme discounts	40,180.74	64,093,905	39,567.98	63,116,468	612.76	977,437
Local scheme discounts	(3,699.90)	(5,901,858)	(3,813.60)	(6,083,226)	113.70	181,368
	36,480.84	58,192,047	35,754.38	57,033,242	726.46	1,158,805
Provision for non-collection	(547.20)	(872,861)	(572.66)	(913,473)	25.46	40,612
Sub total	35,933.64	57,319,186	35,181.72	56,119,769	751.92	1,199,417
Rounding difference from precepts			0.00	158	0.00	(158)
Council Tax Base 2016/17	35,933.64	57,319,186	35,181.72	56,119,927	751.92	1,199,259
<u>Average Band D Council Tax</u>						
Chorley Council	177.41	6,374,987	177.41	6,241,589	0.00	133,398
Parish Councils	15.15	544,395	15.15	533,160	0.00	11,235
Lancashire County Council	1,174.86	42,216,996	1,174.86	41,333,596	0.00	883,400
Police & Crime Commissioner for Lancashire	162.22	5,829,155	162.22	5,707,179	0.00	121,976
Lancashire Combined Fire Authority	65.50	2,353,653	65.50	2,304,403	0.00	49,250
Total average Band D (if no tax change from 2016/17)	1,595.14	57,319,186	1,595.14	56,119,927	0.00	1,199,259

Appendix C

Estimated Collection Fund Balance At 31 March 2017 (Council Tax Only)

	£	£
Actual Balance B/F 1 April 2016 re Council Tax		(753,822)
<u>Distribution of Estimated 2015/16 (Deficit) or Surplus (Jan 2016 Estimate)</u>		
Lancashire County Council	483,015	
Police & Crime Commissioner	67,973	
Lancashire Combined Fire Authority	27,705	
Chorley Council & Parish Councils	82,519	
		661,212
Additional 2015/16 surplus to allocate 2017/18		<u>(92,610)</u>
<u>Precepts 2016/17</u>		
Lancashire County Council	41,333,596	
Police & Crime Commissioner	5,707,179	
Lancashire Combined Fire Authority	2,304,403	
Chorley Council & Parish Councils	6,774,749	
		56,119,927
<u>Council Tax Income 2016/17</u>		
Council Tax Income before CTS discounts	(63,192,544)	
Council Tax Support expenditure	5,901,817	
Net collectable debit 2016/17		(57,290,727)
Provision for Non-Collection @ 1.05%		602,698
		<u>(56,688,029)</u>
Estimated (Surplus)/Deficit attributable to Council Tax 31 March 2017		<u>(660,712)</u>



Report of	Meeting	Date
Director of Business Development and Growth	Council	24 January 2017

HOUSEHOLDER DESIGN GUIDANCE SUPPLEMENTARY PLANNING DOCUMENT (SPD)

PURPOSE OF REPORT

1. To seek adoption of the Householder Design Guidance Supplementary Planning Document (SPD)

RECOMMENDATION(S)

2. Members are asked to adopt the Householder Design Guidance SPD as detailed in Appendix 1.

EXECUTIVE SUMMARY OF REPORT

3. This report explains the purposes and objectives of the Householder Design Guidance SPD which has now been finalised and is intended to be adopted.

Confidential report Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

4. This report relates to the following Strategic Objectives:

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

BACKGROUND

5. Supplementary Planning Documents (SPDs) offer local planning authorities the opportunity to add guidance in specific policy areas. They are documents that must be prepared in consultation with interested parties, and must be subject to a screening process to discover whether a sustainability appraisal would be required. Unlike Development Plan Documents (DPDs) SPDs do not require independent examination before they are adopted.
6. The Householder Design Guidance SPD will replace the existing Householder Design Guidance Supplementary Planning Document adopted February 2008 and Appendix 2 of the Design Guidance Supplementary Planning Guidance (2004). The new SPD is intended to provide more positive and comprehensive guidance and will form part of the Local Development Framework for Chorley. The SPD continues to provide help for people

who wish to extend or alter their property and aims to achieve high quality extensions which respect their surroundings and protect the amenity of neighbours. The SPD sets out the general principles which should be considered when designing an extension and gives specific advice on particular types of extensions and alterations which should be addressed as part of any planning application. The SPD does not introduce new policies.

7. This SPD relates to the design standards set within Policy 17 (Design of New Buildings) of the Central Lancashire Core Strategy (2012), Policy HS5 (House Extensions) and Policy BNE1 (Design Criteria for New Development) of the adopted Chorley Local Plan (2012-2026) and the Central Lancashire Design Supplementary Planning Document (2012).

HEADING

8. A draft version of the SPD was consulted on between 4th October and 15th November 2016. Over 350 people and organisations were consulted including statutory consultees and other organisations, and members of the public that have asked to be kept informed of work on the Local Plan. Members of the Agents Forum were also consulted. The Council issued a press release, and inserted it within the October 2016 'In the Know' edition and November 2016 'In the Boro' edition. Paper copies were sent to local libraries and post offices in villages without a library and were made available for inspection at the Union Street offices during normal opening hours.
9. Nine representations were received in relation to the consultation comprising 1 support (Adlington Town Council), 3 representations having no comments to make to the content of the SPD (Historic England, Heath Charnock Parish Council & Blackburn with Darwen Borough Council) and 5 representations providing further information for consideration. A summary of the representations is included at Appendix 2 and discussed below.
10. Highway England welcomed the SPD encouraging early engagement with neighbours to discuss plans prior to submission of planning applications. They also wanted to make the Council aware of restrictions where a proposal may affect a motorway boundary (as defined by the motorway boundary fence). In such cases, Highway England would always seek to confirm that an applicant erects their own boundary fence on their own property to the satisfaction of the local planning authority, and for this to be at least one metre outside of the motorway fence line for the purposes of future maintenance. Highway England does not want to include a specific reference in the SPD and officers agree this information is not relevant within this SPD.
11. Natural England advises the Council to consider making provision for green infrastructure; biodiversity enhancements; landscape enhancement and other design considerations including the impact of lighting and biodiversity in the SPD. In response biodiversity and green infrastructure networks to create ecological networks is covered within the Central Lancashire Biodiversity and Nature Conservation SPD (referenced at page 3 of the SPD). The SPD references and provides hyperlinks at page 1 to the design standards set within Policy 17 (Design of New Buildings) of the Central Lancashire Core Strategy, Policies HS5 (House Extensions) and Policy BNE1 (Design Criteria for New Development) of the adopted Chorley Local Plan (2012-2026) and the Central Lancashire Design SPD. These include the design and landscaping elements of any planning application proposal. There is no need to duplicate guidance within the SPD contained in other adopted SPD documents and the Local Plan.
12. Natural England has requested additional advice on the impact of lighting and Anderton Parish Council has requested an additional subsection covering advice on extraneous additions to new extensions and outbuildings e.g. external lighting units which can have significant impact on neighbourhood amenity.

13. In respect of external lighting, minor domestic light fittings, are not subject to planning controls but “artificial light emitted from premises so as to be prejudicial to health or a nuisance” which could be classed as a “statutory nuisance” is covered by the Environmental Protection Act 1990. The SPD will provide guidance at a new section 9, External Lighting to read “Local Plan Policy BNE6 (Light Pollution) covers new development especially commercial and leisure facilities requiring or likely to require external lighting. Minor domestic light fittings, are not subject to planning controls. Nevertheless, if you are planning to install external lighting for security or other purposes, you should ensure that the intensity and direction of light does not disturb others. Many people suffer extreme disturbance due to excessive or poorly-designed lighting. Ensure that beams are not pointed directly at windows of other houses. Security lights fitted with passive infra-red detectors (PIRs) and/or timing devices should be adjusted so that they minimise nuisance to neighbours and are set so that they are not triggered by traffic or pedestrians passing outside your property”.
14. The Environment Agency (EA) recommends that a section is included within the proposed SPD to ensure that the developer incorporates flood risk into their design prior to submitting their planning application to ensure the process is as efficient as possible. A new paragraph is proposed after para 1.11 to refer to the importance of incorporating flood risk into a design prior to submitting a planning application, and to follow the Environment Agency’s Flood Risk Standing Advice if an applicant is carrying out a flood risk assessment for a development classed as a minor extension (household extensions or non- domestic extensions less than 250 square metres) in Flood zone 2 or 3.
15. United Utilities (UU) has asked for additions within the SPD to include that the Council take account of the impact of the proposed development on utilities assets so as to protect them (para 1.11); and to make applicants aware that in relation to other non-planning consents which may be required before works are undertaken, United Utilities has a developer services team which can provide guidance and advice (para 1.15). To highlight the issues of urban creep (this is the loss of permeable surfaces within urban areas creating increased runoff which contributes to flooding and other problems) United Utilities wants reference that the surfacing of front gardens can also lead to flooding and pollution of watercourses (para 6.3). The SPD will include these additions.

NEXT STEPS

16. Under the planning regulations, the revised SPD along with a statement setting out the people consulted when preparing the SPD, a summary of the main issues raised and how these issues have been addressed must be made available for a minimum of 4 weeks before it is adopted. The 4 week period will take place between 19 December and 16 January 2017.
17. Accordingly, the final version of the SPD is being placed before Members for approval to adopt for use for development control purposes.
18. Following adoption the SPD and adoption statement will be placed on the Council’s website; made available at the Council’s Civic office and local libraries and post offices in villages without a library. Any person aggrieved by the adoption of this SPD may apply to the High Court for permission to apply for judicial review of the decision to adopt the SPD. Any such application for leave to review the decision must be made promptly and in any case not later than three months after the date on which this adoption statement is published – that is by 19 April 2017.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

20. No Comments

COMMENTS OF THE MONITORING OFFICER

21. No Comments

MARK LESTER
DIRECTOR OF BUSINESS DEVELOPMENT AND GROWTH

Background Papers			
Document	Date	File	Place of Inspection
Draft Householder Design Guidance SPD	20 September 2016	***	http://chorley.gov.uk/Documents/Consultations/Draft%20Householder%20Design%20Guidance%20SPD%202016.pdf

Report Author	Ext	Date	Doc ID
Alison Marland	5281	09 January 2017	***

Appendix 1

Householder Design Guidance

Supplementary Planning Document

January 2017



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

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1. Introduction

- 1.1 This guidance provides help for people who wish to extend or alter their property. It sets out the general principles which should be considered when designing an extension as well as giving advice on particular types of extensions and alterations. The aim is to achieve high quality extensions which respect their surroundings and protect the amenity of neighbours.
- 1.2 This guidance is in the form of a Supplementary Planning Document. Once adopted, this SPD should be afforded significant weight as a material consideration in determining planning applications.
- 1.3 This SPD supports the design standards set within Policy 17 (Design of New Buildings) of the Central Lancashire Core Strategy, Policies HS5 (House Extensions) and BNE1 (Design Criteria for New Development) of the adopted Chorley Local Plan (2012-2026) and the Central Lancashire Design Supplementary Planning Document. These documents can be found at <http://chorley.gov.uk/Pages/AtoZ/Planning-Policy.aspx>. The SPD replaces the Householder Design Guidance Supplementary Planning Document (February 2008) and Appendix 2 of the Design Guidance Supplementary Planning Guidance (2004). If properties have, historically, been altered in a manner that conflicts with this guidance, such changes will not set a precedent for future decisions, where planning permission is required.

Do I Need Planning Permission?

- 1.4 If you are considering extending or altering your home you should first establish whether or not you require planning permission. Planning permission can be required for a range of operations from digging a ditch to constructing a raised patio or decked area, pruning a tree, erecting a conservatory or extension or converting an outbuilding.
- 1.5 In some cases "Permitted Development Rights" may allow you to make alterations to, or extend, your home without applying for planning permission or only applying for "Prior Approval". The regulations relating to permitted development are complex and in some instances, permitted development rights may have been withdrawn by the imposition of an Article 4 Direction in a conservation area, or a planning condition attached to an earlier permission. More information can be found on the Council's website at www.chorley.gov.uk/planning.
- 1.6 Advice can also be found on if planning permission is needed on the Planning Portal at www.planningportal.gov.uk. Extensions are specifically covered at https://www.planningportal.co.uk/info/200130/common_projects/17/extensions. At this link there is also technical guidance (Permitted Development Rights for Householders April 2016) which provides advice on how to interpret the legislation.
- 1.7 Other consents which need to be considered are referred to in para 1.15.

Pre-Application Advice

- 1.8 The Council has a formal pre-application advice service for planning schemes, only for people who need planning permission. It provides a general level of advice to members of the public about the planning process without the need to pay a fee for householder developments. More information can be found at www.chorley.gov.uk/planning. The Council's duty planning officer can also offer general advice during office hours. Advice is also available from the planning portal website www.planningportal.gov.uk.

Planning Requirements for all Planning Applications

- 1.9 The Council has prepared a validation checklist which outlines the level of detail/the information required for different types of application. This document, together with the necessary application forms, is available on the Councils website at www.chorley.gov.uk/planning.

The Site Appraisal

- 1.10 It is important when beginning to think about extending your property to undertake a site appraisal to inform the shape, position, size and scale of the extension which in turn will inform the level of additional accommodation which is possible. Any alteration or extension should be designed to relate to and enhance its surroundings. A careful analysis of the existing building and its setting will provide a good basis for the design of any scheme. Consideration should be given to the type of design; and contemporary designs that do blend in can be just as successful and acceptable where they complement the existing context.
- 1.11 When considering applications for extensions and alterations, there are many planning related considerations that will be taken into account by the Council. These include, for example:
- The design quality of the extension;
 - Its impact on the amenity of neighbours;
 - Its relationship with adjoining properties;
 - Impact on the streetscene/landscape and character of the area;
 - Impact on protected species such as bats, newts and some birds;
 - Access, parking and vehicle turning arrangements;
 - Impact on trees and other landscape features such as watercourses, ponds and hedgerows;
 - Impact on archaeology or other heritage assets;
 - Impact on utilities assets.
- 1.12 It is important to incorporate flood risk into a design prior to submitting a planning application. An applicant will need to follow the Environment Agency's Flood Risk Standing Advice if they are carrying out a flood risk assessment for a development classed as a minor extension (household extensions or non-domestic extensions less than 250 square metres) in Flood zone 2 or 3. The Environment Agency's Standing Advice can be found via the following website. <https://www.gov.uk/guidance/flood-risk-assessment-standing-advice>

1.13 Certain other matters, that are not land use planning matters, will not be taken into account by the Council but need to be explored by the householder as they could impact on the proposal. These include, for example:

- Whether or not third party consents are required;
- Property values;
- Rights of access;
- Restrictive covenant

Talking to your Neighbours

1.14 Before applying for planning permission it is a good idea to speak to neighbours who may be affected by the proposal or other interested bodies such as Parish Councils. This can help to resolve potential conflicts at an early stage and also reduce the number of objections. Once an application is received the Council will undertake consultations with relevant statutory bodies and adjacent properties and residents who may be affected by the proposal.

Other Consents and Regulations

1.15 As this SPD and the principles contained within it relate solely to planning issues you should be aware that other consents may be required before works are undertaken. These may include:

- **Building Regulations** – These cover/control the technical aspects of construction and are entirely separate from the planning system. Further information can be found on the Councils website <http://chorley.gov.uk/Pages/AtoZ/Building-regulations.aspx> or by calling 01257 515151.
- **Land Owner** – You may need consent from previous or adjoining land-owners depending on the nature of the works proposed. Planning permission or any similar consent does not override rights derived from ownership or other sources.
- **Party Wall Act** – This controls works that are close to, or on, the boundary of your property, or affect an existing boundary or party wall. Information is available at the Planning Portal at:
https://www.planningportal.co.uk/info/200187/your_responsibilities/40/other_permissions_you_may_require/16
 Advice can also be obtained from an appropriately qualified person (solicitor), but it is not a matter that is controlled by the Council.
- **Water, Waste and Pollution Controls** – Advice on these matters should be sought from the Environment Agency, from whom consent may also be required.
<https://www.gov.uk/government/organisations/environment-agency>
- **Protected Species** – The planning authority is required to take account of the impact of any development on protected species and habitats and this will be considered as part of the planning application process. Planning permission does not override the legislation relating to protected species. The Central Lancashire Biodiversity and Nature Conservation SPD offers further advice and can be found at <http://chorley.gov.uk/Pages/AtoZ/Planning-Policy.aspx>
- **United Utilities** has a Developer Services team available to help you through every stage of your development; adhering to these processes will help in avoiding any potential delays in the future: <http://www.unitedutilities.com/builders-developers.aspx>

Listed Buildings and Conservation Areas

- 1.16 Over 400 buildings in the Borough are of national significance in terms of their architectural or historic interest. These are designated as Listed Buildings. A smaller number of buildings have been identified, on similar grounds, as locally important. In addition, nine areas are currently designated as Conservation Areas:
- St George's Street, Chorley
 - St Laurence's, Chorley
 - Abbey Village
 - Bretherton
 - Brindle
 - Croston
 - White Coppice
 - Withnell Fold
 - Rivington
- 1.17 The locations of listed buildings and conservation areas can be viewed on the Council's web-site on the My Maps section at <https://myaccount.chorley.gov.uk/MyChorley.aspx?iv=tabsd>.
- 1.18 More planning controls apply to Listed Buildings and in Conservation Areas than elsewhere to allow the Local Planning Authority to preserve, protect and enhance their heritage value. Separate consent is required for demolition and special controls apply in conservation areas to the display of advertisements and in relation to trees. Whilst it may be possible to alter or extend listed buildings or buildings in conservation areas, proposals often require a greater understanding of design, materials and context than elsewhere. For Listed Buildings any proposals should also be accompanied by a heritage statement, which includes details on how the proposal takes into account the significance of the heritage asset and avoids causing harm.
- 1.19 There may also be occasions where dwellings are located in or close to Registered Parks and Gardens or Scheduled Ancient Monuments and these will need to be reflected in the proposal.
- 1.20 It is strongly recommended that you contact the Council for advice prior to undertaking detailed design work in respect of heritage assets.
- 1.21 Works to locally listed buildings are less tightly controlled but schemes should comply with the general guidelines set out in this document. Reference should also be made to the Chorley Local Plan and Core Strategy design policies at paragraph 1.3

Key Points: Listed Buildings and Conservation Areas

- Extensions should be designed to preserve or enhance the special character of Conservation Areas.
- Extensions to Listed Buildings should respect the character and scale of the original building and be designed to complement that character.

Tree Preservation Orders

- 1.22 A Tree Preservation Order (TPO) protects trees (all types and species, including hedgerow trees, but not hedges, bushes or shrubs) which are considered to make a significant visual amenity value. impact on their local surroundings. A TPO can cover anything from a single tree to groups of trees and woodland. Trees in conservation areas are also protected.

Guidance on TPOs can be found at

http://planningguidance.communities.gov.uk/?post_type=&s=tree+preservation+orders.

- 1.23 It is an offence to cut down, top, lop, uproot or wilfully destroy a tree without the planning authority's permission. All TPOs are shown on the My Map section of the Councils website at www.chorley.gov.uk.

Key Points: Tree Preservation Orders

- A TPO is normally made without giving prior notice to the land owner. There is chance to make representations after notice has been given.
- An application must be made to the Council before any works to a protected tree are made.
- New requests to protect trees can be made to the Council in writing stating the reasons after which the Council will undertake an assessment.

2 Specific Advice

- 2.1 The following sections provide specific advice about certain types of extensions or alterations and should be read in the context of relevant policies within the Development Plan. As schemes are likely to relate to several of the following sections, relevant advice from each should be applied.
- 2.2 The National Planning Policy Framework sets out the Government's planning guidance on the delivery of sustainable development through the planning system. It states that; "good design is a key aspect of sustainable development, is indivisible from good planning, and should contribute positively to making places better for people".
- 2.3 When considering extending/undertaking alterations to any residential property, good design should begin with an appraisal of the context, whether it be distinct features in the immediate locality, landscape features, including trees, site conditions such as variations in land levels, the existing dominant architectural language or style and the overall mass and scale, of the parent building or found in the immediate area. See paragraphs 1.10 to 1.13.
- 2.4 Permitted development rights allow householders to improve and extend their homes without the need to seek a specific planning permission where that would be out of proportion with the impacts of works carried out. For definition "dwelling house" does not include buildings containing one or more flats or a single flat contained within a building. The definition of an "original" building means a building as it existed on 1 July 1948 where it was built before that date, and as it was built if built after that date. Where planning permission has been granted for a replacement dwelling, the term "original" means the new replacement dwelling becomes the original.
- 2.5 The Central Lancashire Rural Development Supplementary Planning Document provides guidance on the threshold size of extensions in the Green Belt and the Area of Other Open Countryside (Local Plan Policy BNE2) within Chorley borough. Proposals for extensions to dwellings in the Green Belt and the Area of other Open Countryside, which have an increase of over 50% of the volume of the original building, will be considered inappropriate. See Section I of the SPD which can be viewed at <http://chorley.gov.uk/Documents/Planning/Planning%20Policy/Rural%20Development%20SPD%20-%20Final%20Version%20v1.pdf>
- 2.6 Any extension can have a noticeable effect on the amenities of neighbours. In particular there can be an overbearing effect on or a poor outlook created for neighbours where main windows to habitable rooms face onto new development. This can be exacerbated by development on sloping sites. Therefore, where the proposed slab levels are 0.5 metres or more above that of neighbouring existing housing, the above spacing guidelines should be increased by 1 metre for every 0.25 metre difference in the slab levels.

Front Extensions

- 2.7 Extensions that project forward of the original building have a significant effect on the building itself and on the wider streetscape. Inappropriate front extensions upset building lines and architectural rhythms, and appear unduly prominent in the streetscene. In general terms, they are rarely acceptable.

- 2.8 Front extensions may be acceptable, however, in cases for example where there is no distinct building line or form, in a street with a wide variety of architectural styles. It is wise to seek informal advice at an early stage from the Council, should you wish to pursue a front extension.
- 2.9 The most common form of front extension is a porch. In order to ensure that it does not significantly alter the principal elevation of the building by altering its focal point, or changing its character, the form and scale of a proposed porch should respect the proportions of the original building, and should complement rather than compete with existing features, such as bay windows.
- 2.10 On a terraced street where porches are not characteristic of the original design, their addition can have a detrimental effect on terraced houses; as terraces depend upon conformity, rhythm and consistent design to provide much of their architectural interest and integrity. In such cases a single porch can cause severe detriment to the character and appearance of the whole terrace and would be resisted by the Council.

Key Points: Front Extensions

- Are not acceptable where they would upset established building lines and character.
- In cases where porches may be acceptable, they should be subservient to the original building and complement rather than compete with existing features.
- Porches are rarely acceptable on terraced properties, unless they are identified as having been an original feature of a terrace.

Side Extensions

- 2.11 The side elevation of a property will often provide scope for an extension. In such cases the success of a design will generally depend upon establishing a good relationship with the style and form of the building and the surrounding streetscape. It is important that the design relates to the whole structure of which it is part, whether that is a simple dwelling, a pair of semi-detached or a group of dwellings.
- 2.12 An extension should generally be subservient in design to the parent property. To achieve this, elevations should ideally be set back from the existing elevation and the ridge height made lower than the main ridge by a minimum of 1 metre from the existing elevation and the ridge height made lower than the main range.

Semi-Detached and Terraced Houses

- 2.13 Extensions to such dwellings must be subservient and maintain the overall integrity of the streetscape. Particular care is needed to avoid upsetting the balance between the subject building and its twin or neighbours. Subservience can be achieved in many ways, as outlined elsewhere in this document, including stepping the front elevation back and lowering eaves and ridge.

Detached Houses

- 2.14 There is a greater degree of flexibility when extending detached properties, especially where there is no obvious streetscape pattern. Subservience remains important, however, as it allows the viewer to appreciate the original building and extension, and ensures that the extension does not dwarf the original building.

Gaps Between Buildings – The Terracing Effect

- 2.15 The gaps between buildings often contribute to the quality and appearance of a street or locality. Care must therefore be taken, to ensure that this character is not eroded by building on these gaps and changing the balance between buildings and spaces.
- 2.16 Where spaces are filled by side extensions, the buildings can appear cramped. This effect, known as the ‘terracing effect’, creates the impression of one enormous and unrelieved mass of building.
- 2.17 In order to overcome this, two storey side extensions should normally leave a gap of at least 1m between the extension and the boundary with the adjacent property. If however this distance cannot be achieved, a reduction may be considered acceptable where a substantial set back from the front elevation is provided (minimum of 2 metres) sufficient to give a visual break between two properties.



X

Failing to employ adequate setbacks or principles of subservience can result in the creation of a terracing effect and the appearance of an unrelieved mass of building frontage

Key Points: Side Extensions

- Should not lead to an unacceptable loss of space between an original building and its neighbours.
- Should be subservient to the original building.
- Should be set back no less than 1 metre from the main elevation of the existing building
- In order to avoid terracing, side extensions should leave a reasonable gap (at least 1m) between an extension and the boundary with the adjacent property, or incorporate in some circumstances a substantial set back from the front elevation which creates a clear visual break between properties.
- If there is no route to the rear of the property there should be sensitive siting/storage of wheelie bins.
- The interface distances at paragraph 2.6 will be applied where there is a difference in levels between properties.

Rear Extensions

- 2.18 There are many different styles of rear extension and it is important that the design complements the original building, the key issues normally being the roof arrangement, massing and detailing. Due to the more substantial scale of a two-storey rear extension, greater care should be taken with its design and detailing to ensure that a satisfactory relationship is achieved between the original building and the extension.
- 2.19 Rear extensions may not be seen from the public highway but can have a very significant impact upon the amenity of neighbours. Equally such extensions impact upon the space around buildings, which is an important consideration in relation to the character and amenity of an area.
- 2.20 Whilst there are differences in terms of what is acceptable between single and two storey extensions, the Council uses the '45-degree' guidelines. It relates to main living areas such as living rooms, bedrooms, dining rooms and kitchens, it usually does not apply to utility rooms, toilets, staircases or landings. This seeks to:
- Maintain a satisfactory relationship between existing buildings and proposed extensions.
 - Avoid overbearing impacts on adjacent properties and amenity areas.
 - Prevent excessive loss of daylight or overshadowing of habitable rooms and amenity spaces of adjacent properties.
- 2.21 In relation to neighbouring conservatories the angle will be drawn from the edge of the pane of glass closest to the back of the original house. Where there is a significant change in ground levels a stricter standard will be applied.

Single Storey Rear Extensions

2.22 The '45-degree' guideline in assessing loss of light and over-dominance in relation to rear single storey extensions will be applied in most cases. Any proposed single storey rear extension should not project more than 3 metres beyond a '45-degree' guideline, drawn on plan, from the near edge of the closest ground floor habitable room window on an adjoining property.

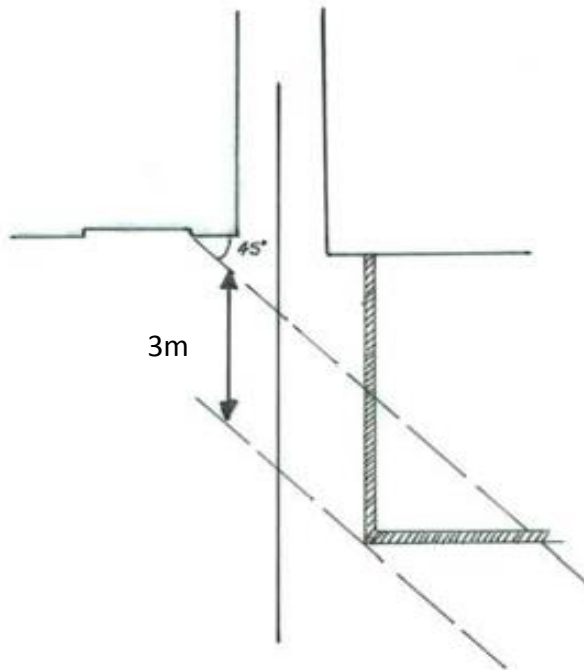


Illustration showing how the 3 metre plus '45-degree' guideline will be applied in the case of single storey rear extensions

Two Storey Extensions

2.23 The '45-degree' guideline is applied in the assessment of first floor and two storey rear extensions. Any proposed extension should not project beyond a '45-degree' guideline drawn from the near edge of the closest ground floor habitable room window on an adjoining/affected property.

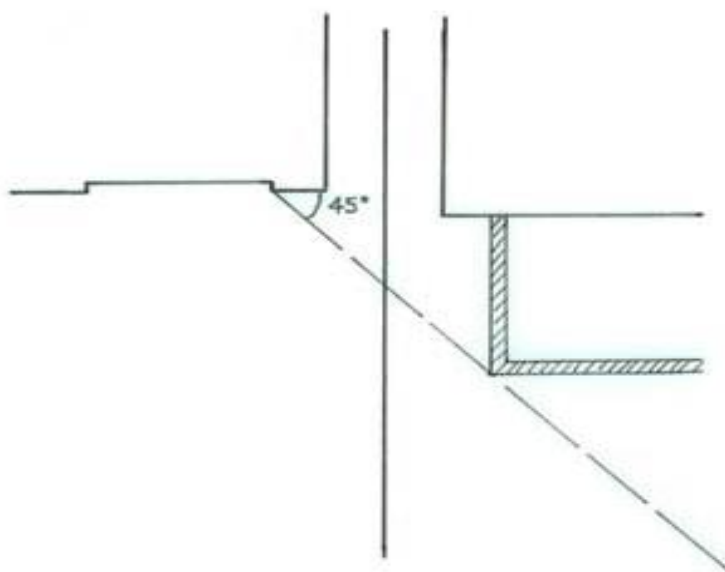


Illustration showing how the '45-degree' guideline will be applied in the case of two-storey/first floor rear extensions

- 2.24 In the interests of reducing the visual impact of any blank façade/gable wall upon neighbours any blank wall should be located a minimum of 12 metres from any facing habitable room windows at first floor.
- 2.25 Two storey and first floor extensions, without proper consideration, can result in an overbearing addition, not only with respect to the over-dominance of neighbouring/affected private amenity space but also in relation to the existing/parent building. Where the extension or large part of the house has more than one storey, it must be a minimum 7 metres away from any boundary of its curtilage which is opposite the rear wall of the house being enlarged. The interface distances at paragraph 2.6 will be applied where there is a difference in levels between properties.
- 2.26 For this reason it is imperative to ensure any such proposal remains visually subservient to the original building, usually by setting the roof ridge and eaves below that of the existing although in some cases it may be more practical to match the existing eaves line with regards to dealing with drainage and roof construction. In order to achieve a satisfactory proportion, such extensions should always have a greater eaves length than depth.

Hipped Roofs

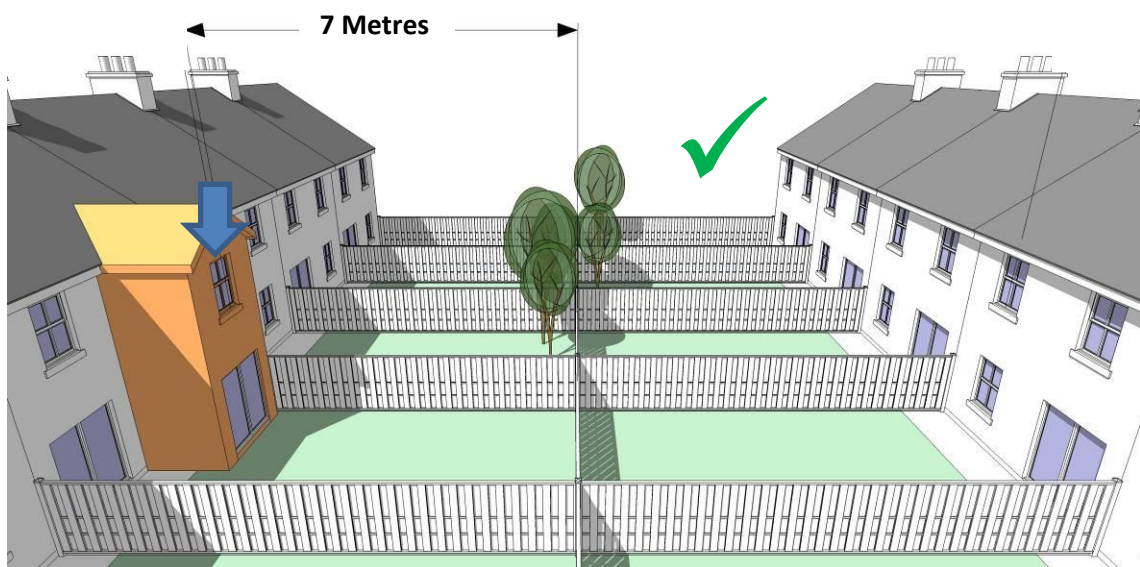
- 2.27 In relation to hipped roofs the roof style should match the original building.

Key Points: Rear Extensions

- Shall remain visually subservient to the parent/original building.
- Single storey extensions shall project no further than 3 metres beyond a '45-degree' guideline drawn from the near edge of any ground floor habitable room window on an adjoining/neighbouring property.
- Single, first floor and two storey floor rear extensions shall not project beyond a '45-degree' guideline drawn on plan from the near edge of the closest ground floor habitable room window on an adjoining/affected property.
- Blank walls on any proposed extension shall be located no less than 12 metres from any neighbouring/facing habitable room windows.
- A two storey extension with habitable room windows should be located no less than 7 metres from any facing boundary/garden.
- The interface distances at paragraph 2.6 will be applied where there is a difference in levels between properties.

Rear Extensions

Any first floor proposed facing windows must be located no less than 7 metres from any facing boundary/garden.



Two storey/first floor extensions shall remain visually subservient and respond well to the overall scale and form the original/parent building

Extensions on Corner Plots

- 2.28 Whilst extensions on corner plots should adhere to the guidance outlined elsewhere in this document, there are a number of further matters to consider. Corner plots require special consideration due to the open character of such sites, particularly if they are located on a road junction.
- 2.29 Extensions in such locations must achieve a degree of compatibility with two, potentially very different, streetscapes.
- 2.30 Ideally, as a general rule for both single and two-storey extensions, a gap of 1 metre should remain between the extension and any side boundary and not appear over dominant in the street scene.

Key Points: Extensions on Corner Properties/Locations/Plots

- Should not compromise existing building lines where this would be of detriment to the street scene.
- Shall remain visually subservient to the original/parent building in terms of overall scale and roof form.
- Where there is an inherent staggered building line shall adopt a similar staggered approach regarding overall sideward projection.
- Are visible from a number of locations. It will therefore be especially important to assess their impact and produce a high standard of design and detailing
- The interface distances at paragraph 2.6 will be applied where there is a difference in levels between properties.

Conservatories

- 2.31 Conservatories are a popular means to extend properties. As they constitute an extension, their design should take into account the guidance within this document to ensure a satisfactory relationship with the original building.
- 2.32 Many buildings do not lend themselves to extension with a conservatory. Severe detriment can be caused to the architectural quality of small, simple dwellings by the addition of an off-the-peg conservatory.
- 2.33 However, should the principle be acceptable, the design of a conservatory should relate to the original building. A highly detailed conservatory, with fussy period detailing such as finials, for instance, is unlikely to be suitable for a simple rural building with limited detailing. Many modern 'off the shelf' conservatory designs are not suitable for traditional buildings and, where planning permission is required, are unlikely to be permitted.
- 2.34 Where dwarf walls are to be incorporated into the design they should be of a material and finish compatible with the original building.
- 2.35 Conservatories sited adjacent to a boundary with a neighbour should have a solid side, or be obscure glazed, or be screened by a fence or wall. The elevation facing the neighbour should not contain any opening windows.

Key Points: Conservatories

- Many properties cannot accommodate a conservatory extension due to their size or design.
- Design and detailing of any conservatory should relate to that of the original building.
- Conservatories close to a boundary with a neighbour should pay careful attention to the impact on neighbours' amenity. For privacy's sake, it may be advisable to incorporate a solid side, obscure glazing, or screening in the form of a fence or wall. A neighbour facing elevation in close proximity to a boundary should not contain any opening windows.

Dormers, Roof Lights & Roof Extensions

2.36 The roof of a building is an important element of its design. Unsympathetic alterations can have a dramatic and adverse effect.

Dormer Windows

2.37 Some roof alterations are permitted development. However, throughout the Borough, there are many examples of badly designed and executed dormer windows which cause detriment to the character of the buildings to which they are attached as well as to the surrounding area, due to their prominent position and unattractive form. They may also increase the extent to which neighbouring properties are overlooked.

2.38 Dormers need to be carefully designed on the front elevations of properties, due to their prominence. Where they are acceptable on the front elevation they should cumulatively occupy less than 1/3rd of the width of the roof slope on which they are sited. Any front dormer window should be set at least 1 metre from the flank wall of the house, and/or the boundary line with the adjoining property.

2.39 Where rear dormer windows need planning permission they should cumulatively occupy less than 2/3rds of the width of the roof.

2.40 Dormers will not be acceptable if they are built off the house walls or project above the ridge of the roof and should be set below the ridge. They should be designed with care, to be subordinate to the main roof structure and set in from the side elevations. Flat roofed dormers do not sit comfortably with pitched roofs and are unlikely to be acceptable, particularly on front elevations.

2.41 Where dormers are considered acceptable, they should be designed to complement the original building in terms of style, detailing and materials. The roof pitch should normally match that of the original roof. The section of the dormer construction between window and sides should be kept to a minimum and should be of vertically hung material to match the main roof or lead. Dormer windows should have a vertical alignment and be of a lesser proportion than windows on the existing elevations of the house.

2.42 Dormers are unlikely to be acceptable in the roofs of converted farm buildings unless they relate to the design of an adjacent building.

Rooflights

- 2.43 Rooflights often represent an easy opportunity to obtain natural light into loft conversions or roof space and may not need planning permission. However, they should generally be restricted to the rear or least visible elevations of the original building.
- 2.44 Rooflights should be introduced with caution. Too many destroy the character of an unbroken roof slope and can create an unacceptable level of clutter on the roof of the original building. If more than one roof light is proposed on any roof plane, careful thought should be given to size and siting.
- 2.45 Flush fitting 'conservation style' rooflights should be used on listed buildings and in conservation areas.

Roof Extensions

- 2.46 Increasing the height of a dwelling by amending the roof pitch or eaves height, will significantly affect the character and proportions of the building and will impact on the surrounding streetscape.
- 2.47 Such changes are unlikely to be acceptable in areas where roof pitches and heights are consistent, as they will cause detriment to the visual impact of the streetscape altering its rhythm and form.

Key Points: Dormers, Rooflights & Roof Extensions

- Proposed dormers shall be contained well within the body of the roof, by being well set back from the party/end walls, below the ridge of the roof and above the eave gutterline.
- Proposed dormers shall be aligned vertically with the existing window arrangement and in most circumstances be set off the flank/party walls of the original/parent building by no less than 1 metre.
- In most circumstances the roof ridge of proposed dormers shall be set down from the main roof ridge and shall be set up from the eaves.
- Rooflights should, where possible, be located on the rear or least visible roof slopes.
- Excessive numbers of Rooflights are detrimental.

Dormers and Roof Extensions

Proposed dormers shall be set up from the eaves



Proposed Dormers shall be aligned vertically with the existing window arrangement and be set off the gable /party walls of the original/parent building.



Proposed roof-lifts/alterations shall not be of detriment to the overall street scene or compromise the inherent roof form found in the immediate context or dominate the property.

3 Balconies & Terraces

- 3.1 The installation of balconies and terraces is almost always problematic, and in many cases unacceptable. In most suburban areas, such features will lead to unacceptable overlooking of neighbouring properties. One possible solution is to incorporate some form of privacy screen. However it is imperative to consider the impact any screen will have on neighbours in terms of its appearance and potential to overshadow. Privacy screens can significantly increase the visual impact of a proposal, and should only be used with great care. Ideally they should be designed into the fabric of an extension rather than be added as an afterthought.

Key Point: Balconies & Terraces

- Balconies or terraces, which lead to an unacceptable level of overlooking or are visually intrusive, are unacceptable.

4 Garages and Outbuildings

- 4.1 It is important to consider and understand that garages and other outbuildings, whether or not they require planning permission, can have a similar impact as other extensions. Such features should, therefore, respect the scale, character and materials of the original property and care should be taken to safeguard the amenities of neighbours.
- 4.2 Outbuildings should generally be sited in an inconspicuous position and should be commensurate in scale and function to the original property. It will rarely be acceptable to site outbuildings in front of the original property as they would then be too prominent; and conflict with any established building lines. Ideally garages at the side of an original building should be set back from the main building line, with space for car parking, and preferably turning, in front of the garage.
- 4.3 In rural areas outbuildings should normally be sited close to the house; otherwise they may intrude into the open/ rural character of the area to which gardens can make an important contribution. The siting and design of outbuildings needs particular care in rural areas, where they can be particularly prominent, in conservation areas, and in the setting of Listed Buildings. It is unlikely that planning permission will be forthcoming for more than equivalent of a double garage, a small shed, and a small greenhouse on a single dwelling in the countryside.
- 4.4 Outbuildings should be constructed in a style that reflects the original building, in terms of materials, detailing and proportion. Garage doors should generally be the width of a single car to minimise their visual impact upon their surroundings. In a double garage, this can be achieved by using two doors with a pillar between.
- 4.5 In the past, garages have been developed with 'storage' space above which has later been converted to habitable rooms. In many cases, this scale of building will require planning permission and is unlikely to be acceptable. Any space above ground floor will be restricted to storage use and should not be capable of later conversion to residential use.

- 4.6 Care must always be taken to ensure that any outbuildings and other structures, such as decking, do not lead to an unacceptable level of overshadowing of neighbouring properties, disturbance or loss of privacy.

Key Points: Garages & Outbuildings

- Proposals should respect the design, materials and form of the original building, its setting and the residential amenities of neighbours.
- The siting of such buildings should respect established building lines
- A minimum 6 metre long parking space should be provided between any garage and the highway to allow for the garage door to be opened when a car is in front of it, without the car having to overhang the highway.
- Existing outbuildings and extensions will be taken into account in the assessment of proposed rural extensions and cumulatively shall not result in an unacceptable loss of private amenity space or over dominate the site.

5 Access and Parking

- 5.1 The design of extensions should ideally not involve the loss of existing off-street parking provision and should meet the Councils parking standards. If this is not possible replacement provision can be considered, elsewhere within the curtilage provided there is no detriment to the overall streetscape, unacceptable loss of amenity space, traffic hazard nor harm to the amenities of neighbours.
- 5.2 Off-street parking should generally be provided at a ratio of 1 space for a single bed dwelling, 2 spaces for a two or three bed dwelling, and 3 spaces for a larger property. This will include garages. Car parking spaces occupy a space 2.5m by 5.5m but parking spaces in front of a garage should be 2.5m by 6m to allow for opening/closing doors. If a garage is to be classified as a parking space the size must be 6m by 3m and conditions may be imposed to retain it for parking if it is relied on as a parking space. Relaxation of the parking standards may be accepted in highly accessible locations if it can be demonstrated that on-street parking is not causing a traffic hazard or harming the amenities of neighbours.
- 5.3 On main roads, such as classified roads or roads with a speed limit greater than 30mph, turning space should be provided within the site. Proposals that result in the loss of existing manoeuvring facilities are unlikely to be acceptable. Where gates are proposed, they should be positioned to allow a vehicle to pull off the carriageway even when the gates are closed. So gates should be set at least 5 metres from the back edge of the footpath and open into the site. Alternatively, 5 metres plus the width of the gate if they open out of the site. Appropriate visibility will also be needed, the standards for which will vary depending on the location and site.
- 5.4 The creation of a new hardstanding and access is only likely to require planning permission if the access is to/from a classified road or where permitted development rights have been withdrawn.

- 5.5 Further detailed or technical advice can be obtained from Lancashire County Council which is the Highway Authority for the area at www.lancashire.gov.uk or Tel: 0300 123 6780.

Key Points: Access & Parking

- Access and parking space should not prejudice highway safety and should respect the amenities of neighbours.

6 Works to Front Gardens

- 6.1 Most walls and fences up to 2 metres if not fronting a highway (1 metre if fronting a highway) to the rear of a dwelling will not require planning permission. But they can look intrusive and overshadow neighbouring land. Care should therefore be taken in the choice of material, detailed design and siting.
- 6.2 The treatment of front boundaries contributes a great deal to the character of buildings and of the wider scene. Here, careful thought should be given to the impact of demolition. In some areas, consent to demolish will be required and is unlikely to be acceptable where harm would be caused to the streetscene.
- 6.3 Associated with this, a popular solution to ever-increasing car parking problems is to surface front gardens. This greatly alters the setting of the building and streetscape, often causing detriment, flooding and pollution of watercourses, and where such proposals require permission, is unlikely to be permitted.
- 6.4 Detailed guidance on how you can install a new driveway or hard surface in your front garden and what works will require planning permission can be found at <http://www.communities.gov.uk/publications/planningandbuilding/pavingfrontgardens> The purpose of the guidance is to advise householders of the options for achieving permeability and meeting the condition for permitted development status.

7 Boundary Treatments

- 7.1 Boundary treatments, whether traditional or modern, contribute a great deal to the streetscape and character of an area. They define areas of private space and often make a positive contribution to the setting of the building. Poorly designed boundary treatments can undermine the quality of the built environment.
- 7.2 The removal of enclosure alters the hierarchy of spaces, making it difficult to identify where public space ends and private space starts. This can produce very confused and awkward rhythms in the streetscene.
- 7.3 Where new boundary treatments are proposed, care must be taken to ensure that the proposed materials and detailing take a lead from the surroundings. Care should be taken to ensure that proposed walls and fences do not harm the streetscene or cause detriment to the amenities of neighbours.

- 7.4 Where estates are open plan, or have a distinctive, sylvan character, the erection of walls and fences at the front of the property is unlikely to be acceptable. Such areas often have permitted development rights removed or conditions/covenants associated with the land to restrict such development. The character of such estates is derived from the open, landscaped environment and physical built barriers will significantly detract from that character. Likewise, development that would obstruct visibility, for highway purposes, or would otherwise cause highway danger, will also be unacceptable.
- 7.5 In rural areas, any new boundary treatment should be of the traditional style typical of the immediate locality. Standard modern solutions will generally have an adverse visual impact.

Key Points: Boundary Treatments

- The removal or substantial alteration of historic boundary treatments is unlikely to be acceptable.
- Boundary treatments should be designed in materials and details that respect the surrounding streetscape or area.
- Boundary treatments must not be oppressive and should allow the building within the site to remain engaged with the wider streetscape.

8 Solar Panels and Wind Turbines

- 8.1 Chorley Council is committed to the incorporation of sustainable energy sources into domestic dwellings. Many of the technologies are applicable at a micro scale for integration into new and refurbished buildings or for 'retro-fitting' to existing structures.

Solar Panels

- 8.2 In general terms, planning permission will not be required for the installation of solar panels on the roofs of existing dwellings, provided that the panels are roof mounted and fitted flush with the external plane of the roof slope so that there is no material alteration to the shape of the dwelling house. There may, however, be a need for planning permission if the property is in a conservation area and, if the property is a Listed Building, there will also be a need to obtain Listed Building consent.
- 8.3 Whether formal permission is needed or not, however, design principles are still relevant and should be taken into account when contemplating where to site such an installation. The guidance concerning rooflights should be used as a guide and panels should preferably be sited on least visible roof slopes, away from eaves, verges and ridge. It is, however, recognised that their efficiency is dependent on solar gain, which will have a bearing on siting and orientation.
- 8.4 This said, highly visible solar panels are unlikely to be acceptable in sensitive areas such as Conservation Areas or on Listed Buildings.

Wind Turbines

- 8.5 Building mounted and small freestanding turbines have a strong contemporary design that will often contrast with traditional buildings and streetscapes. Where they are to be incorporated into traditional layouts care will therefore be needed to ensure that their siting does not cause detriment to the historic form. Design solutions should be sought that will minimise views of the turbine and, wherever possible, siting in prominent locations should be avoided. The location should also be selected so as to avoid an adverse impact on neighbouring properties.
- 8.6 Building-mounted turbines should, so far as practicable, be sited so as to minimise their effect on the external appearance of the building and streetscape, for example upon non-public frontages and below the highest part of the roof or chimney. This may mean that they have to be sited in a location that is not as effective as other, more prominent locations. A balance should be sought between the visual impact of the proposal and its performance.
- 8.7 In terms of all forms of sustainable energy devices, it is advised that you contact the planning department at an early stage to discuss design and siting issues, as well as any need to submit a planning application.

Key Points: Solar Panels and Wind Turbines

- Solar panels should be sited on the least visible roof slopes and installed flush with the roof plane.
- Highly visible solar panels are unlikely to be acceptable in sensitive areas such as Conservation Areas or on Listed Buildings.
- Building mounted wind turbines should be carefully sited, to minimise any impact on the building or streetscape.

9 External Lighting

- 9.1. Local Plan Policy BNE6 (Light Pollution) covers new development especially commercial and leisure facilities requiring or likely to require external lighting. Minor domestic light fittings, are not subject to planning controls.
- 9.2 Nevertheless, if you are planning to install external lighting for security or other purposes, you should ensure that the intensity and direction of light does not disturb others. Many people suffer extreme disturbance due to excessive or poorly-designed lighting. Ensure that beams are not pointed directly at windows of other houses. Security lights fitted with passive infra-red detectors (PIRs) and/or timing devices should be adjusted so that they minimise nuisance to neighbours and are set so that they are not triggered by traffic or pedestrians passing outside your property.

10. Checklist for Avoiding Common Mistakes

10.1 As emphasised throughout this guide, the key to designing any alteration or extension is to appreciate the character and form of both the building and its setting.

10.2 Most applications are successful. Those that are refused are often rejected because mistakes have been made during the design process. Care should be taken to avoid the following errors:

- Limited contextual analysis so that the proposal fails to respect the building or its wider setting.
- Use of a standard design that fails to respect the particular character of the original building and/ or locality.
- Lack of a clear design rationale that fails to secure a proposal that complement its context.
- Lack of commitment to a quality outcome and consequent failure to respect architectural principles or traditions.
- Competent contextual analysis, but no evidence that this has informed the design solution put forward.
- A lack of clarity in the plans submitted making it very difficult to understand exactly what is being proposed.
- Allowing the internal layout to dictate an inappropriate external design.
- A proposal that is poorly designed with little consideration given to its surroundings, compromising the streetscape and neighbours amenity.

	Consultation Responses to Householder Design Guidance SPD	Appendix 2
Respondent	Summary of Representation Response	Council Response
Adlington Town Council	Considers the SPD to be useful and clearly written.	Support Noted
Heath Charnock Parish Council	Note the revised guidance and the sustainability requirements. Have no specific comments to make.	Noted
Highway England	<p>Welcomes the text within the draft encouraging those planning developments to engage early with their neighbours to discuss their plans prior to submission of planning applications. Early dialogue can help avoid objections or the need to delay proposals later on, which is something we support.</p> <p>In the context of the SPD, this may be relevant where a proposal may affect the motorway boundary (as defined by the motorway boundary fence). In such cases, Highway England would always seek to confirm that an applicant erects their own boundary fence on their own property to the satisfaction of the local planning authority, and for this to be at least one metre outside of the motorway fence line for the purposes of future maintenance (the Highway England have a legal right to access land outside the motorway boundary within the strip). In addition, Highway England do not permit the connection of services associated with the development to be located within or under the motorway verge or carriageway, or to do anything that would put the motorway earthworks at risk. Whilst Highway England is not suggesting that specific reference be included within the SPD, they wish to make the Council aware of these restrictions.</p>	<p>Noted.</p> <p>Agree this information is not relevant within this SPD. No Change</p>
Historic England	Have no comments to make on the content of the SPD	Noted.
Blackburn with Darwen Borough Council	Have no comments to make on the content of the SPD	Noted
Natural England	This SPD is unlikely to have major effects on the natural environment but may nevertheless have some effects. Natural England do not wish to provide specific comments, but advise the Council to consider making provision for Green Infrastructure, Biodiversity enhancement, landscape enhancement and other design considerations including the impact of lighting and biodiversity in the SPD.	In response information on biodiversity & the green infrastructure network for the creation of ecological networks is covered within the Central Lancashire Biodiversity & Nature Conservation SPD which is referenced at page 3 of the SPD. The SPD supports and references at page 1 the design standards set within Policy 17 (Design of New Buildings) of the Central Lancashire Core Strategy, Policies HS5 (House Extensions) and Policy BNE1 (Design Criteria

		<p>for New Development) of the adopted Chorley Local Plan (2012-2026) and the Central Lancashire Design SPD. These include the design and landscaping elements of any planning application proposal. There is no need to duplicate guidance within the SPD contained in adopted SPD documents and the Local Plan, These policies are referenced in the SPD and hyperlinks are provided.</p> <p>In respect of external lighting, minor domestic light fittings, are not subject to planning controls but “artificial light emitted from premises so as to be prejudicial to health or a nuisance” which could be classed as a “statutory nuisance” is covered by the Environmental Protection Act 1990.</p> <p>A new section 9 is proposed to read: <u>External Lighting. Local Plan Policy BNE6 (Light Pollution) covers new development especially commercial requiring or likely to require external lighting. Minor domestic light fittings, are not subject to planning controls. Nevertheless, if you are planning to install external lighting for security or other purposes, you should ensure that the intensity and direction of light does not disturb others. Many people suffer extreme disturbance due to excessive or poorly-designed lighting. Ensure that beams are not pointed directly at windows of other houses. Security lights fitted with passive infra-red detectors (PIRs) and/or timing devices should be adjusted so that they minimise nuisance to neighbours and are set so that they are not triggered by traffic or pedestrians passing outside your property.</u></p>
Environment Agency (EA)	<p>Supports the inclusion of ‘Waste, Water and Pollution Controls’ within section 1.14 for other permissions that may be required outside of planning permission.</p> <p>Indicates planning applications within Flood zones 2 and 3 for minor extensions that are less than 250 square metres are covered by the EA Flood Risk Standing Advice and therefore do not require consultation with the Environment Agency. Instead developers should refer to EA advice and ensure the appropriate mitigation measures are included as part of the design. The Local Planning Authority should satisfy themselves that this has been followed. EA recommend that a section is included within the proposed SPD to ensure that the developer incorporates flood risk into their design prior to submitting their planning application. This will ensure the process is as efficient as possible.</p>	<p>Comments Noted.</p> <p>Insert after para 1.11 new</p> <p><u>It is important to incorporate flood risk into a design prior to submitting a planning application. An applicant will need to follow the Environment Agency’s Flood Risk Standing Advice if they are carrying out a flood risk assessment for a development classed as a minor extension (household extensions or non-domestic extensions less than 250 square metres) in Flood zone 2 or 3. The Environment Agency’s Standing Advice can be found via the following website. https://www.gov.uk/guidance/flood-risk-assessment-standing-advice</u></p>
Anderton Parish Council	<p>The SPD generally covers most areas and is at an appropriate level of usefulness. Considers sections 3 to 8 are still subsections of Section 2 and questions document numbering section.</p> <p>There should be an additional subsection covering advice on extraneous additions to new extensions and outbuildings e.g. external lighting units</p>	<p>Comments noted. Sections 3 to 8 are separated from Section 2 to allow ease of use of the SPD and no change is proposed.</p> <p>In respect of external lighting, minor domestic light fittings, are not subject to planning controls but “artificial light emitted from premises so as to be</p>

	which can have significant impact on neighbourhood amenity.	<p>prejudicial to health or a nuisance” which could be classed as a “statutory nuisance” is covered by the Environmental Protection Act 1990.</p> <p>A new section 9 is proposed to read: <u>External Lighting. Local Plan Policy BNE6 (Light Pollution) covers new development especially commercial requiring or likely to require external lighting. Minor domestic light fittings, are not subject to planning controls. Nevertheless, if you are planning to install external lighting for security or other purposes, you should ensure that the intensity and direction of light does not disturb others. Many people suffer extreme disturbance due to excessive or poorly-designed lighting. Ensure that beams are not pointed directly at windows of other houses. Security lights fitted with passive infra-red detectors (PIRs) and/or timing devices should be adjusted so that they minimise nuisance to neighbours and are set so that they are not triggered by traffic or pedestrians passing outside your property.</u></p>
United Utilities (UU)	<p>To protect utility assets and the service they provide for the wider communities and environment, United Utilities would like the following specific bullet point to be added to the Site Appraisal policy text at para 1.11:</p> <ul style="list-style-type: none"> • Impact on utilities assets. <p>UU would like to see the following specific bullet point covering pre-planning liaison with their Developer Services team to be added to the Other Consents and Regulations policy text at para 1.14:</p> <ul style="list-style-type: none"> • United Utilities’ Developer Services team are available to help you through every stage of your development; adhering to these processes will help in avoiding any potential delays in the future: http://www.unitedutilities.com/builders-developers.aspx <p>To highlight the issues of urban creep and its impact on the wider communities and environment, UU would like the Works to Front Garden policy text at para 6.3 to be redrafted to insert:</p> <p>Associated with this, a popular solution to ever-increasing car parking problems is to surface front gardens. This greatly alters the setting of the building and streetscape, often causing detriment, flooding and pollution of watercourses; and where such proposals require permission, is unlikely to be permitted.</p>	<p>Comments noted.</p> <p>Amend to insert at end of bullet points at para 1.11:</p> <ul style="list-style-type: none"> • <u>Impact on utilities assets.</u> <p>Amend to insert at para 1.14:</p> <p><u>United Utilities has a Developer Services team available to help you through every stage of your development; adhering to these processes will help in avoiding any potential delays in the future: http://www.unitedutilities.com/builders-developers.aspx</u></p> <p>Amend Works to Front Garden text at para 6.3 to insert:</p> <p>Associated with this, a popular solution to ever-increasing car parking problems is to surface front gardens. This greatly alters the setting of the building and streetscape, often causing detriment, <u>flooding and pollution of watercourses</u>; and where such proposals require permission, is unlikely to be permitted.</p>

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

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