

COUNCIL

TUESDAY, 19TH SEPTEMBER 2017, 6.30 PM
COUNCIL CHAMBER, TOWN HALL, CHORLEY

AGENDA

APOLOGIES

1 **MINUTES OF MEETING TUESDAY, 25 JULY 2017 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 - 16)

To consider a general report of the meeting of Executive Cabinet held on 3 August 2017 (enclosed).

6 **REVENUE AND CAPITAL BUDGET MONITORING 2017/18 REPORT 1 (END OF JUNE 2017)**

(Pages 17 - 36)

To consider a report of the Chief Executive agreed by Executive Cabinet on 3 August 2017 and requiring Council approval (enclosed).

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| 7 | JOINT MEMORANDUM OF UNDERSTANDING AND STATEMENT OF CO-OPERATION RELATING TO THE OBJECTIVELY ASSESSED NEED FOR HOUSING | (Pages 37 - 50) |
| | To consider a report of the Director of Business, Development and Growth (enclosed). | |
| 8 | CENTRAL LANCASHIRE EMPLOYMENT SKILLS SUPPLEMENTARY PLANNING DOCUMENT SEPTEMBER 2017 | (Pages 51 - 86) |
| | To consider a report of the Director of Business, Development and Growth (enclosed). | |
| 9 | EQUALITY FORUM REFRESH 2017 | (Pages 87 - 90) |
| | To consider a report of the Director of Policy and Governance (enclosed). | |
| 10 | QUESTIONS ASKED UNDER COUNCIL PROCEDURE RULE 8 (IF ANY) | |
| 11 | TO CONSIDER THE NOTICES OF MOTION (IF ANY) GIVEN IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 10 | |
| 12 | 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). | |
| 13 | DIGITAL OFFICE PARK, EUXTON LANE | |
| | To consider a report of the Director of Business, Development and Growth (report to follow). | |
| 14 | SHARED SERVICES WITH SOUTH RIBBLE | |
| | To consider the recommendations of the Shared Services Joint Committee meeting on 14 September 2017 (report to follow). | |
| 15 | ANY URGENT BUSINESS PREVIOUSLY AGREED WITH THE MAYOR | |

GARY HALL
CHIEF EXECUTIVE

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

To view the procedure for public questions/ speaking click here

<https://democracy.chorley.gov.uk/documents/s67429/Appendix%203%20Standing%20Orders%20Aug%202016.pdf> and scroll to page 46

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MINUTES OF COUNCIL

MEETING DATE Tuesday, 25 July 2017

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

OFFICERS: Gary Hall (Chief Executive), Jamie Carson (Director (Early Intervention and Support)), Chris Sinnott (Director (Policy and Governance)), Asim Khan (Director (Customer and Digital)), Mark Lester (Director (Business, Development and Growth)), Chris Moister (Head of Legal, Democratic & HR Services) and Carol Russell (Democratic Services Manager)

APOLOGIES: Councillors Paul Clark, Christopher France, Jane Fitzsimons, Keith Iddon, Debra Platt and Richard Toon

MINUTE SILENCE

The Mayor asked that everyone join him in a minute's silence to remember those who had lost their lives or their loved ones, or suffered injury, as a result of tragic events which had taken place since the last time the Council met, including terrorist related events in Manchester and London and the Grenfell Tower fire disaster.

17.C.437 Declarations of Any Interests

There were no declarations of interest received.

17.C.438 Minutes of the last meeting of the Council held on Tuesday, 16 May 2017

RESOLVED – that the minutes of the last meeting of the Council held on 16 May 2017 be approved as a correct record for signature by the Mayor.

17.C.439 Mayoral Announcements

The Mayor thanked those who had attended the Freedom of the Borough event on 22 July when the Duke of Lancaster's Regiment had marched through the town centre led by the Band of the Lancashire Artillery. It was a spectacular event with many people lining the streets to show their support for the armed forces.

The Mayor referred to his support for the charity Youth Addaction which would be running a Mayor's Award during his 2017/18 Mayoral year. The award would promote learning and personal development through a bespoke package of challenges and activities for 11 to 13 year olds in Chorley, and would be launched to high schools in the new academic year.

17.C.440 Public Questions

There were no public questions for consideration.

17.C.441 Chorley Council Annual Report 2016/17

Councillor Alistair Bradley, Leader of the Council presented the Council's Annual Report for 2016/17 summarising the Council's achievements during that period and looking ahead to activity in the delivery of corporate priorities in 2017/18.

Councillor Peter Wilson, Deputy Leader referred to his pride in the Council's progress and achievements across the whole Borough and thanked officers for their work delivering projects and services.

Councillor Alistair Bradley, Leader of the Council proposed, Councillor Peter Wilson, Deputy Leader, seconded and it was **RESOLVED – that the Annual Report be noted.**

17.C.442 Executive Cabinet

Councillor Alistair Bradley, Executive Leader presented a general report of the Executive Cabinet meeting held on 22 June 2017.

Councillor Alistair Bradley, Executive Leader proposed and Councillor Peter Wilson, Executive Member for Resources, seconded and it was **RESOLVED – that the report be noted.**

17.C.443 Provisional Revenue and Capital Outturn 2016/17

Councillor Peter Wilson, Executive Member for Resources presented a report of the Chief Executive on the provisional revenue and capital outturn figures for 2016/17 which had been agreed at the Executive Cabinet meeting on 22 June 2017 and required Council approval to a number of recommendations.

The Leader of the Council commented on the sound financial management of the Council and referred to the overall underspend of £320,000 with a number of areas achieving better than expected income targets.

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

1. **That approval be given to the slippage requests and other transfers to reserves outlined in Appendix 2 of the report to finance expenditure on specific items or projects in 2017/18.**
2. **That approval be given to the contribution of £49,000 from in-year revenue underspends to the Change Management Reserve to finance one-off redundancy and pension strain costs arising from transformation and shared service strategies. This will supplement the £200k budget set aside in 2017/18 to increase the reserve.**
3. **That approval be given to the contribution of £49,000 from in-year revenue underspends to the Buildings Maintenance Reserve to finance one-off costs relating to office utilisation and transformational change.**
4. **That approval be given to the financing of the 2016/17 capital programme to maximise the use of funding resources available to the Council.**

17.C.444 Scrutiny Reporting Back - Annual Report 2016/17

Councillor John Walker, Chair of the Overview and Scrutiny Committee presented Scrutiny Reporting Back, the Annual Report of the work of the Committee in 2016/17. He referred to the volume of work undertaken and thanked Members and officers for their contributions.

Councillor John Walker, Chair of the Overview and Scrutiny Committee proposed, Councillor Roy Lees, Vice Chair, seconded and it was **RESOLVED – that the Annual Report be noted.**

17.C.445 Overview and Scrutiny Committee

Councillor John Walker, Chair of the Overview and Scrutiny Committee presented a general report of the work of the Committee held on 6 July, including a meeting of the Performance Panel on 22 June and an update from task groups.

Councillor John Walker, Chair of the Overview and Scrutiny Committee proposed, Councillor Roy Lees, Vice Chair, seconded and it was **RESOLVED – that the report be noted.**

17.C.446 Governance Committee

Councillor Paul Leadbetter, Chair of the Governance Committee presented a general report on the work of the Committee meeting on 21 June 2017.

Councillor Paul Leadbetter, Chair of the Governance Committee proposed, Councillor Anthony Gee, Vice Chair, seconded and it was **RESOLVED – that the report be noted.**

17.C.447 Council Appointments

Agreement was sought to a number of changes in committee and outside body appointments.

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

- **Councillor Debra Platt to replace Councillor Mark Jarnell on Licensing and Public Safety Committee.**
- **Councillor Matt Lynch to replace Councillor Mark Jarnell on General Purposes Committee.**
- **Councillor Roy Lees to become a full Member of the Licensing and Public Safety Committee with Councillor Steve Murfitt becoming a substitute Member.**
- **Councillor Gordon France to become a full Member of the Development Control Committee with Councillor Aaron Beaver becoming a substitute Member.**
- **Councillor Hasina Khan to replace Councillor Margaret France as the Council's representative on the LCC Health and Social Care Scrutiny Committee.**
- **Councillor Margaret France to be appointed as the Council's representative on the LCC Wellbeing, Prevention and Early Help Advisory Board for Chorley.**

17.C.448 Questions Asked under Council Procedure Rule 8

There were no questions for consideration under Procedure Rule 8.

17.C.449 To consider a Notice of Motion in accordance with Council Procedure Rule 10

Councillor Alistair Morwood presented the following Motion submitted in accordance with Procedure Rule 10.

MAKE FAIR TRANSITIONAL STATE PENSION ARRANGEMENTS FOR 1950'S WOMEN

"The Council calls upon the Government to make fair transitional state pension arrangements for all women born on or after 6th April 1951, who have unfairly borne the burden of the increase to the State Pension Age (SPA) with lack of appropriate notification.

The Council calls upon the Government to reconsider current transitional arrangements for women born on or after 6th April 1951, so that women do not live in hardship due to pension changes they were not told about until it was too late to make alternative arrangements."

Councillor Alistair Morwood spoke in support of the motion which he said was not about pension age but about the rise in state pension age for women born after on or after 6 April 1951 which had been imposed too quickly, without the opportunity to plan for it financially. It impacted on 6,100 women in Chorley alone and he asked that if the motion was supported by Members, that the Town Hall clock be illuminated in purple, the campaign colour.

Councillor June Molyneaux seconded the motion and spoke in support of it.

RESOLVED - on being put to the vote, there was unanimous support for the motion, including the Town Hall clock being illuminated in the national campaign colour of purple.

17.C.450 Amendment to Scheme of Delegation for Taxi Licensing

The Mayor indicated that he had agreed to the consideration of this urgent item which had been referred for determination by the Licensing and Public Safety Committee on 19 July 2017 as a result of recent case law.

Councillor Paul Walmsley, Executive Member for Public Protection presented a report of the Director of Policy and Governance seeking an amendment to the scheme of delegation contained within the Council's Constitution under section 61 (2B) of the Local Government (Miscellaneous Provisions) Act 1976 and following case law Reigate and Banstead Borough Council v Pawlowski 2017.

Councillor Paul Walmsley, Executive Member for Public Protection proposed, Councillor Marion Lowe, Chair of Licensing and Public Safety Committee, seconded and it was **RESOLVED – that the Head of Legal, Democratic and HR Services be authorised to amend the current Responsibility for Functions section in the Constitution (Scheme of Delegation) to allow the following decisions to be made by Officers:**

Delegated power to the Director of Early Intervention and Support (or another senior officer in the event that the Director is not available) in consultation with Chair or Vice Chair of Licensing & Public Safety Committee to revoke a hackney carriage driver licence or private hire driver licence with or without immediate effect under Section 61[2B] of the Local Government (Miscellaneous Provisions) Act 1976.

17.C.451 Exclusion of the Public and Press

Councillor Alistair Bradley, Executive Leader proposed, Councillor Peter Wilson, Deputy Leader, seconded and it was **RESOLVED – that the press and public be excluded for the remaining item of business due to the disclosure of exempt information under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act.**

17.C.452 Market Walk Extension - Award of Contract

Councillor Alistair Bradley, Executive Leader presented a detailed report updating Members on work undertaken to progress the Market Walk Extension and wider town centre plans since the last report to Council in September 2016. The report sought

approval to the awarding of the contract to continue with the main build and associated enabling works for the extension and the first phase of the town centre public realm plans.

The following Appendices were attached to the report:

- Appendix A – Site plan
- Appendices B and C – Elevational drawings
- Appendix D – Aerial 3D view
- Appendix E – Tenant schedule
- Appendix F – Public realm phasing plan
- Appendix G - Gateway 4 report containing
 - GA RIBA plan of work
 - GB Proposed contract document control sheet
 - GC Contractor proposals
 - GD Master programme
 - GE Risk and opportunities register
 - GF summary market tested cost plan
 - GG CMW cladding benchmarking report
 - GH change control log
- Appendix H – Chorley parking options appraisal

In presenting the report, Councillor Bradley reminded Members that at this stage, the content of the report remained confidential. A number of briefings/drop in sessions had been arranged to give all Councillors the opportunity to fully understand the proposals. He summarised the background and history to the project; the objectives of the scheme and the wider context of the town centre masterplan; the current position in relation to commitments from retailers; and previous discussions about the level of pre-lets. He also looked at the financial implications of the scheme including funding sources and the risks involved in both progressing and not progressing. A decision was now required for the Council to achieve completion of the Market Walk Extension by December 2018.

Councillor Peter Wilson, Executive Member for Resources stressed the need to revitalise the town centre and urged all councillors to look at the wider picture and the creation of the Civic Square and public realm improvements as well as the retail addition through the Market Walk Extension.

Councillor Morgan asked about the position on the full sign up to the scheme by key retailers. The Leader stressed the criteria that would be adopted before the Council would go ahead. A number of retailers who had previously withdrawn their interest were now coming back to negotiate and the position looked very optimistic, however sign up by the major retailer in question was required for the scheme to progress and this was clear from the recommendations Members were being asked to approve.

Councillor Paul Leadbetter referred to the proposed 50% occupancy sign up and the risks it posed. He also referred to the risk in relation to the Council's investment and whether the rate of return was an acceptable one. In response, Councillor Wilson referred to the risk of buying Market Walk originally and the financial benefits that had brought, with now full occupancy levels. He also stressed the need to look to the future and ensure the development of the town centre and this included the public realm work.

Councillor John Walker expressed concern that money was being spent in the town centre that could help resolve issues elsewhere in the borough, in particular he referred to parking problems on Buckshaw. The Leader stated that the Council was looking into solutions to this issue and potentially S106 funding would be used to address this problem which was infrastructure related.

Councillor Martin Boardman referred to the proposals in the report as a merging of both the Market Walk Extension and the town centre public realm works, not as the standalone schemes originally intended. There was an opportunity to pause and consider whether the proposed works should go ahead at this stage. Potentially they represented a risk too far, with a cost to the Council of business rates on any empty units; doubt as to whether overage and CIL money would be received as expected; risks around potential extra costs from the contractor; and an impact on independent retailers in the town. Overall it was not clear what the full cost of the work would be to the Borough and its residents.

In response, the Executive Leader and Councillor Peter Wilson both commented on the need to make a decision to let the contract, so that materials could be ordered, the build could commence and the extension opened for Christmas 2018. CIL money was likely to be received and the report contained detailed financial information on both costs and funding sources. There were risks but these would be managed and mitigations put in place. Most town centre traders were supportive of the proposals and the attraction of new businesses. The borough has a growing population with a good income level. The proposals were clear, Table 2 in the report summarised the costs and the public would get national retailers; more car parking; a cinema and a civic space, plus the creation of an evening economy.

Councillor Bell expressed concerns at the loss of the Flat Iron car park and its impact in a small market town which could not compete with major out of town retail parks.

Councillor Cullens referred to concerns raised previously, about the use of the LRPP framework and asked that Overview and Scrutiny Committee investigate its use. He referred to the success of the relocation of the market and the need to enhance and support independent traders. He suggested the proposals should be paused to allow more pre-lets to be signed up and to consider the likely impact of other retail development proposals at Cuerden and Botany Bay. He referred to the need to mitigate risks and that if timescales required, a Special Council meeting could be arranged.

Councillor Bradley referred to the success of the market relocation, the alleviation of car parking issues and the fact that Chorley was bucking the national trend with fewer vacant premises and a high footfall on Tuesdays and Saturdays. The future was optimistic with a better retail and evening offer, he felt it unlikely that the opposition would agree to the proposals even if delayed. He requested a recorded vote on the recommendations contained in the report.

Councillor Alistair Bradley, Executive Leader proposed and Councillor Peter Wilson, Executive Member for Resources, seconded and on being put to the vote, **the recommendations were APPROVED with the votes being recorded as follows:**

FOR Councillors A Beaver, A Bradley, C Bromilow, T Brown, J Cronshaw, G Dunn, G France, M France, A Gee, D Gee, T Gray, M Jarnell, H Khan, Z Khan, M Lees, R

Lees, A Lowe, M Lowe, M Lynch, J Molyneaux, A Morwood, S Murfitt, B Murray, J Snape, K Snape, R Snape, P Walmsley, A Whittaker and P Wilson.

AGAINST Councillors E Bell, M Boardman, H Counce, A Cullens, J Dalton, D Dickinson, P Leadbetter, S Long, G Morgan, M Muncaster and J Walker.

ABSTAIN The Mayor, Councillor Mark Perks.

Mayor

Date

Executive Cabinet

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

GENERAL REPORT OF THE MEETING HELD ON 3 AUGUST 2017**Overview and Scrutiny Task Group - Rollout of Superfast Broadband**

2. The Chair of the Overview and Scrutiny Committee presented the report of the Overview and Scrutiny Task Group.
3. The Executive Cabinet granted approval that the report be received and accepted for consideration, with a view to the response to the recommendations being reported to a future meeting.

Chorley Council Performance Monitoring - First Quarter 2017/18

4. The Executive Member for Resources presented the report of the Director of Policy and Governance. The report set out performance against the Corporate Strategy and key service delivery measures for the first quarter of 2017/18. Performance is assessed based on the delivery of key projects and against the measures in the 2016 Corporate Strategy along with key service delivery measures for individual services.
5. Overall, performance of key projects is good, with seven (50%) of the projects rated as green and four (29%) of projects are currently rated amber. Two projects (14%) are now complete and outcomes have been recorded. One project (7%) is now closed relating to the delivery of the Westway integrated sports facility.
6. Performance of the Corporate Strategy indicators and key service delivery measures is also good. 50% of Corporate Strategy measures are performing on or above target and 80% of key service delivery measures are performing on or above target or within the 5% threshold. Indicators performing below target have action plans outlined with measures which will be put into place to improve performance.
7. Members discussed the indicator relating to homelessness preventions and noted that the Council has given additional funding to Cotswold Supported Housing in light of Supporting People changes. The roll out of Universal Credit will also have an impact. A decision will be taken in the future as to the level of resources required in this service area.
8. Members noted that the "Average working days per employee (FTE) per year lost through sickness absence" indicator is below target, but that there is no consistent trend as to why. This will be kept under review.
9. The Executive Cabinet noted the report.

Executive Cabinet's Response to the Overview and Scrutiny Task Group - Child Sexual Exploitation

10. The Executive Member for Early Intervention presented the report of the Director of Early Intervention and Support. Members noted that Safeguarding is everyone's responsibility. The recommendations will keep CSE awareness at the forefront of people's minds and the checks and balances will ensure that the Council does not become complacent about its responsibilities and role in the community.
11. The Executive Cabinet granted approval that all ten recommendations be accepted and implemented.

Integrated Community Wellbeing Service – Update

12. The Executive Member for Early Intervention presented the report of the Director of Early Intervention and Support. This is the first update report to Executive Cabinet on progress with the new service. The first enabling phase has been completed, the staff are collocated and the service operational. Lancashire Care Foundation Trust (LCFT) contributes to the costs of running the offices at Union Street.
13. Having put the foundations in place, the focus is now on Phase Two – the Transformation Phase. To guide the transformation, 11 work streams have been identified. There have been lots of case studies where the service has been able to provide a more joined up response to residents when they have requested support.
14. Progress reports will continue to be presented to the Executive Cabinet, Chorley Public Service Reform Executive and the Group Executive. The service will be evaluated in October 2018. Overview and Scrutiny Committee will be looking at the service in more detail in the New Year.
15. The Executive Cabinet noted the progress made with the service.

Digital Inclusions - Annual Update Report

16. The Executive Member for Customer, Advice and Streetscene Services presented the report of the Director of Customer and Digital. The report provided details about digital training delivery, digital access points, digital support provision, a new project regarding digital hubs and also a summary of the digital inclusion projects which were approved by Executive Cabinet in June 2017, as part of the approval of the Council's digital strategy (2017-2020).
17. The Executive Cabinet noted the report.

Key Partnerships Monitoring Report

18. The Executive Member for Resources presented the confidential report of the Director of Policy and Governance.

19. The Executive Cabinet noted the report.

Legal, Democratic and HR Services - Succession planning

20. The Executive Member for Resources presented the confidential report of the Director of Policy and Governance.

21. The Executive Cabinet granted approval that the request of the Elections Manager to take ERVS in autumn 2019 be accepted and that the proposed changes to the structure of Legal Democratic and HR Services be approved for consultation.

22. The Executive Cabinet granted approval that authority be delegated to the Executive Member for Resources to receive the results of the consultation and, if appropriate, approve the proposed changes for implementation.

Recommendation

23. To note the report.

COUNCILLOR ALISTAIR BRADLEY
EXECUTIVE LEADER

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Report of	Meeting	Date
Chief Executive (Introduced by the Executive Member for Resources)	Executive Cabinet	3 August 2017

REVENUE AND CAPITAL BUDGET MONITORING 2017/18 REPORT 1 (END OF JUNE 2017)

PURPOSE OF REPORT

1. This report sets out the provisional revenue and capital outturn figures for the Council as compared against the budgets and efficiency savings targets set for the financial year 2017/18.

RECOMMENDATION(S)

2. Note the full year forecast position for the 2017/18 revenue budget and capital investment programme.
3. Note the forecast position on the Council's reserves.
4. Request Council approval for the contribution of £259,000 from in-year revenue underspends to General Balances in 2017/18. This will put the Council on target to achieving the goal of increasing general fund balances to £4m, and will achieve this one year earlier than set out in the Medium Term Financial Strategy. This would therefore replace the proposed budgeted contribution to balances in 2018/19 as previously detailed in the Medium Term Financial Strategy and also help reduce the budget deficit in 2018/19.
5. Request Council note the capital programme to be delivered in 2017/18 to 2019/20.

EXECUTIVE SUMMARY OF REPORT

6. The projected revenue outturn currently shows a forecast underspend of £321,000 against budget. No action is required at this stage in the year.
7. The latest forecast excludes any variation to projected expenditure on investment items added to the budget in 2017/18. These projects are forecast to fully expend in 2017/18 and should there be any balances remaining at year end they will be transferred into specific reserves and matched to expenditure in future years.
8. In the 2017/18 budget the expected net income from Market Walk after deducting financing costs is £0.998m. The latest projection shows a break-even position.
9. The forecast of capital expenditure in 2017/18 is £31.605m.
10. The Council's budget for 2017/18 included a productivity savings target of £140k from changes in staffing structures and the deletion of vacant posts. The full recurrent saving of £140k has been achieved from savings in the Neighbourhoods, Communities and Planning Services teams.
11. The Council expected to make overall target savings of £150k in 2017/18 from management

of the establishment. The full savings of £150k have already been achieved for the year.

12. The Council’s Medium Term Financial Strategy proposed that working balances are to reach £4.0m over the 3 year lifespan of the MTFs to 2018/19 due to the financial risks facing the Council. A budgeted contribution into General Balances of £500k is contained within the budget for 2017/18. The current forecast to the end of June shows that the General Fund balance could be around £3.75m by the end of the financial year. Should the recommendations in this report be approved, the additional in-year contribution to general balances of £259,000 would increase the year-end forecast to £4m and be on target to achieve £4m a year early.

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

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

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

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

14. None.

CORPORATE PRIORITIES

15. This report relates to the following Strategic Objectives:

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

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

BACKGROUND

16. The latest net revenue budget is £16.527m. This has been amended to include approved slippage from 2016/17 and any transfers from reserves. The significant additions to the budget include:

- £179,720 slippage items from 2016/17.

- £928,820 balance of investment budgets carried forward from 2016/17.
- £135,000 Transformation Challenge Award funding from reserves.
- £172,680 LCC Transition funding from reserves for use in 2017/18.

Appendix 3 provides further information about the specific earmarked reserves and provisions available for use throughout 2017/18.

17. A full schedule of the investment budgets carried forward from 2016/17 and the new (non-recurrent) investment budgets introduced in the 2017/18 budget are shown in Appendix 2 together with expenditure to date against these projects (for capital items see Appendix 4).
18. As part of the budget package for 2017/18 the Council approved the proposal for changes to be made to certain staffing structures to ensure that the Council's organisation remains fit for purpose and able to deliver the Council's priorities. Prior to the start of the 2017/18 financial year, work was undertaken to result in changes to structures that were forecast to result in cumulative savings of approximately £140k in 2017/18.
19. The Council's approved revenue budget for 2017/18 included target savings of £150,000 from management of the staffing establishment.
20. Following the recommendations made in the 2016/17 Provisional Revenue and Capital Outturn Report, a sum of £49,000 from 2016/17 in-year revenue underspends has been set aside to fund one-off redundancy and pension strain costs arising from the transformation and shared service strategies. This will supplement the £200k budget set aside in 2017/18. The report also recommended the transfer of £49,000 from in-year revenue underspends to the Buildings Maintenance Fund to finance one-off costs relating to office utilisation and transformational change.
21. Set out in Appendix 1 is the provisional outturn position for the Council based upon actual spend in the first three months of the financial year and adjusted for future spend based upon assumptions regarding vacancies and service delivery.
22. The latest forecast of capital expenditure in 2017/18 is £31.605m. The latest capital forecast is detailed in Appendix 4 based upon actual and committed expenditure during the first three months of the financial year and adjusted for future spending based upon the latest timescales for project delivery.

SECTION A: CURRENT FORECAST POSITION – REVENUE

23. The projected outturn shown in Appendix 1 forecasts an underspend compared to budget of around £321,000. The significant variances from the cash budget are shown in the table 1 below.

ANALYSIS OF MOVEMENTS**Table 1 – Forecasted Significant Variations from the Cash Budget**

Note: Overspends/shortfalls in income are shown as ().

	£'000	£'000
Expenditure:		
Staffing costs	158	
Contribution to Corporate Savings Target	(150)	
Gillibrand Street Offices – Chorley Surgery	(32)	
Non Domestic Rates	<u>(24)</u>	(48)
Income:		
Garden Waste Subscription Service	227	
Flexible Homelessness Support Grant	52	
Housing Benefit related grants	41	
Individual Electoral Registration (IER) Grant	18	
Market Rents	<u>(10)</u>	328
Other:		
Housing Benefits	29	
Government Grants	30	
Other minor variances	<u>(18)</u>	41
Net Movement		321

Expenditure

24. Total staffing savings are currently forecast to be around £158k and are predominantly as a result of vacant posts, a number of which have been held vacant pending the implementation of shared services reviews and transformation strategies later this year. The forecast variations profiled above make assumptions regarding the start dates of staff to vacant posts, these assumptions are monitored on a monthly basis.
25. From the £158k staffing savings identified to date, the total 2017/18 corporate savings target of £150k for management of the establishment has been transferred.
26. Terms were recently updated and agreed for the new lease of the Gillibrand Street Offices to Chorley Surgery which provided one-off funding of £59,000 for extensive alterations and investment in the property. The 2017/18 budget already included a provision of £27,500 for maintenance and improvements at the premises so the additional burden on the Council's budget is £31,500. Although the Council has incurred this additional one-off cost in 2017/18, the Council will now secure an annual rental income of £82,500 for the 25 year term of the lease, with no further costs to be incurred by the Council for the first 10 years of the term.
27. The Council's budget for non-domestic rates relating to its own properties was reduced in 2017/18 as a result of the downward revaluation in rateable values to be implemented in April 2017. However as a result of many revaluations increasing elsewhere in the country the government staggered the effects of the revaluations by introducing transitional premiums. The result for Chorley Council is that the rateable values will not reduce fully in 2017/18 and has therefore resulted in a temporary budget overspend for this financial year.

Income

28. The Council recently implemented the introduction of the new subscription based garden waste collection service with the effective date of May 2017. A cautious approach was taken in setting the initial budget to determine the level of estimated income this service would generate and an estimated participation rate of 40% was used in calculating the annual net income of £400,000. I am pleased to report that the scheme has proved to be hugely successful with the actual take-up closer to 55%, generating income of around £684,000 for the full year subscription. As the scheme only started from 1 May 2017, only 11 months income relates to the 2017/18 financial year, giving a surplus of £227k for the year.
29. In March 2017 the Department for Communities and Local Government (DCLG) announced a new funding arrangement for local authorities in the form of the Flexible Homelessness Support Grant, aimed at providing more control and flexibility in tackling homelessness. This is a new grant for the Council with funding allocated over the two years 2017/18 and 2018/19 with the Council receiving grants of £51,726 and £57,586 respectively. Funding allocations for 2019/20 are due to be announced later this year.
30. The Council has also been awarded a number of additional benefits related grants from the DWP, which have been announced since the setting of the Council's budget at the end of February. A grant of £25,047 has been awarded for the costs of implementing Welfare Reform changes in 2017/18, together with funding of £22,326 under the new Right Benefit Initiative which replaces the Fraud and Error Reduction Incentive Scheme (FERIS) from April 2017. Together with other minor new burdens grants awarded in the first quarter, this has resulted in additional income for the Council of around £41,000 in 2017/18.
31. In previous years the Council has received funding from the Cabinet Office in the form of section 31 grants to contribute to the additional costs of transferring to Individual Electoral Registration (IER). It was anticipated that 2016/17 would be the last year of funding but the Cabinet Office has recently announced that funding will now be available for 2017/18 and that the Council will receive an initial grant of £18,246.
32. The initial forecast for market rental income from the Flat Iron shows projected figures to be lower than budgeted in 2017/18 by around £10,000. This is predominantly based on historical trend data from 2016/17 as the quarter 1 income levels remain similar to those of the previous year. The transfer of the weekly market from the car park to the streets has proved a great success and it is now anticipated that any disruption caused by the move will have minimal impact on income levels for the remainder of the year.

Other Items

33. The housing benefits payments budget is one area that historically has a significant impact on the Council's year-end financial position due to the nature of the costs being demand driven and the uncertainty over the level of overpayments recovered and their associated bad debts. The demand for housing benefits has fallen by around 4% over the course of 2016/17 and that trend has continued in the first quarter of the current year. The net effect of the latest figures is a forecast reduction in costs of around £29,000 for 2017/18.
34. The Council has received additional income of around £30,000 for 2017/18 in the form of two new grants from the DCLG. A Custom Build Local Authority Grant of £15,000 was awarded

for maintaining a Self-Build & Custom Housebuilding Register and a Brownfield Land Registers and Permission in Principle new burdens grant of £14,645 received for maintaining registers of previously developed land suitable for housing (brownfield land registers) and allow for the granting of permission in principle for sites allocated for housing-led development.

Budget Requests from Underspends

35. The success of the introduction of the new subscription based garden waste collection service has generated around £227,000 in additional income in 2017/18 as detailed above. This surplus income provides a unique opportunity to ease the burden on the 2018/19 budget by making an in-year contribution to working balances. The Medium Term Financial Strategy outlined the requirement to increase the level of working balances to £4.0m by the end of 2018/19 and included a proposed contribution to balances of £259k in the 2018/19 budget in order to achieve this target. By using the additional income received in 2017/18, together with other savings outlined in this report, it is considered prudent to make an in-year contribution to balances, therefore replacing the proposed budgeted contribution to balances in 2018/19. This would put the Council on track to achieve the £4.0m target and ease the pressure in bridging the budget deficit in 2018/19. As a result, it is recommended that the Council approve the set-aside of £259,000 from in-year revenue underspends to make a contribution to working balances in 2017/18.

MARKET WALK

36. The budgeted net rental income from Market Walk after taking account of financing costs in 2017/18 is £0.998m. The latest forecast indicates a break-even position. The budget in 2017/18 includes an increase in the income budget of £50k due to the full occupancy of the shopping centre.

Table 2: Market Walk Income Forecast (June 2017)

	2017/18 Budget	2017/18 Forecast	2017/18 Variance
Rental & Insurance Income	1,774,100	1,774,100	0
Operational Costs (excluding financing)	147,200	147,200	0
Net Income (excluding financing)	1,626,900	1,626,900	0
Financing Costs	628,830	628,830	0
Net Income (including financing)	998,070	998,070	0
Income Equalisation Reserve (Annual Contribution)	50,000	50,000	0
Asset Management Reserve (Market Walk)	50,000	50,000	0
Net Income	898,070	898,070	0

37. The approved budget makes a provision for a £50,000 transfer to reserve to fund asset maintenance costs outside of the service charge agreement and a £50,000 transfer to an equalisation account to build up a reserve to fund any future reduction to income levels. The forecast balances at the end of 2017/18 after the in-year contributions are £300k (income equalisation) and £186k (asset management reserve).

GENERAL FUND RESOURCES AND BALANCES

38. With regard to working balances, and as per Appendix 1, the Council started the year with a balance of £3.188m. The approved MTFS proposes that working balances are to reach £4.0m over the 3 year lifespan of the MTFS to 2018/19 given the budgetary challenges facing the Council. The current forecast to the end of June shows that the initial General Fund closing balance could be around £3.75m. Should the recommendations in this report be approved, the forecast balance would increase to £4m as detailed in table 3 below. Forecast General Balances would exceed the target to achieve £4.0m by 2018/19.

Table 3 – Movement in General Fund Balance

General Balances	£m
Opening Balance 2017/18	3.188
Budgeted contribution to General Balances	0.500
Forecast revenue budget underspend	0.062
Initial General Fund Balance 2017/18	3.750
Additional in-year contribution to General Balances	0.259
Forecast General Fund Closing Balance 2017/18	4.009
Budgeted contribution to General Fund 18/19	0.000
Forecast General Fund Closing Balance 2018/19	4.009

39. Appendix 3 provides further information about the specific earmarked reserves and provisions available for use throughout 2017/18.

SECTION B: CURRENT FORECAST POSITION – CAPITAL

40. Table 4 below summarises:
- Capital budget (1) – the capital budget agreed by Special Council in February 2017 including amendments as per the 2016/17 outturn report agreed by Council in June 2017
 - Capital budget (2) - the 3 year capital budget following adjustments and re-profiling as described below

Table 4: Profiling of the Capital Budget 2017/18 to 2019/20

Year	Capital Budget (1) £'000	Capital Budget (2) £'000	Changes £'000
2017/18	31,560	31,605	45
2018/19	9,261	10,106	845
2019/20	1,096	1,096	0
Total	41,918	42,808	890

41. An update on the Directorate's major capital projects are outlined below:

Customer & Digital

42. There is £18k of committed expenditure relating to the purchase of **recycling receptacles**. The total budget of £55k is forecast to be fully committed in 2017/18. The forecast represents a £60k reduction in spend since 2016/17 and is the result of charging for replacement receptacles.
43. There is £156k of committed expenditure in 2017/18 for the purchase of grey bins. The take up of the subscription based garden waste service has been 55% with total expenditure on grey bins of £400k. This will be amortised over the 10 year life of the bins and financed through the income generated by the subscription based service.
44. As part of the 2017/18 budget setting process the council approved a £750k allocation for the modernisation of its **IT infrastructure**. The ICT strategy was approved by Executive Cabinet on 22 June 2017 and the capital budget will be allocated to modernise the ICT infrastructure, deliver resilient and flexible ICT as well as facilitate the Digital Strategy.
45. Chorley Council is the accountable body for delivering the **Bank Hall Restoration Project** although there is no direct cost to the council. The project will be delivered via a partnership between the council, Urban Splash, Heritage Trust for the North West and TNBT and the expected duration is eighteen months. The Council will receive a grant allocation for the time its officer spends on the project. The project involves the restoration of the outside fabric of Bank Hall, the restoration of the central area which includes the main entrance hall, the main hall and the clock tower.

Policy & Governance

46. The Council's capital contribution to **Chorley Youth Zone**, part-funded through a £1.1m contribution from LCC, is £2.155m and profiled as follows. The Youth Zone is forecast to open in February 2018.

Expenditure	2015/16 £000s	2016/17 £000s	2017/18 £000s	Total £000s
Demolition (CBC Contribution)	0	55	0	55
Chorley Contribution	150	450	400	1,000
LCC Contribution via CBC	0	0	1,100	1,100
Total Contributions from CBC	150	505	1,500	2,155

47. The carried forward **Astley 2020** budget is £474k. The programme for this budget is under review and is expected to be allocated across investments in events infrastructure, footpath lighting, parking and £200k match funding for a £1.8m HLF grant bid.

Early Intervention

48. The Council's **Disabled Facilities Grant (DFG)** allocation from the Better Care Fund was £614k in 2016/17 with the cost of adaptations totalling £529k. Additional contributions from housing associations of £74k resulted in a carried forward DFG allocation of £158k. The allocations for 2017/18 have been announced and Chorley's allocation will be £666k. The budget is therefore set at £824k to reflect the new allocation and the carried forward funding. On the 16 March 2017 an approval was made to adopt revised housing assistance policies. It is anticipated that these changes will increase the expenditure against the DFG allocation.

49. The extension and final refurbishment of **Cotswold House** is complete. The total budget was £858,000 funded by a £658k HCA grant and £200k contribution from CBC. The final refurbishment was split into two phases, the first being the original grant funded specification to upgrade 15 rooms and the common areas. These works were completed in March 2017. However as the tender for these works came in £200k under budget the council proceeded with a second phase for additional works including further upgrades to bathrooms, toilets and insulation as well as further landscaping works. The budget is expected to be fully spent in 2017/18.
50. The **CCTV replacement programme** has focused on the relocation and equipping of the monitoring suite, and the replacement of CCTV camera heads of over 60 cameras across Chorley Borough. The majority of this work was completed in 2016/17 however there remains some additional work required on five cameras (due to issues related to line of sight and connectivity) to be completed by 31 August 2017.

Regeneration & Inward Investment

51. The **Asset Improvement** budget for 2017/18 is £355k and includes an additional £100k agreed as part of the 2017/18 budget setting process. Expenditure to date is £102k with approximately £80k of works to Union St offices to accommodate LCFT staff. Contributions from LCFT will be used to fund some of these works. Further works to Council assets are expected in 2017/18 including the renewal of the walkways in the covered market.
52. The total approved budget for **Market Walk Extension**, as agreed at Full Council in September 2016, is £12.643m. Within this budgeted amount the Council have signed a Pre-Construction Services Agreement (PCSA) with Eric Wright worth £2.082m which enabled the Council to simultaneously progress the detailed design together with the phased enabling works without committing the Council to a final construction contract. Following a more detailed cost submission from Eric Wright there is a report to be presented to Full Council on 25 July 2017 to request members approve an updated budget which will include associated elements of the public realm works.
53. The **Steeley Lane Gateway** project involves a number of different sites including works to Theatre Walk, Bus Station Crossing and Eastway-Steeley Lane. The Eastway works are complete and the works to Theatre Walk are over halfway complete however the works to the Bus Station clash with the Youth Zone site and have been deferred until January 2018. A budget of £160k for further investment is included in the capital programme for 2018/19.
54. The **Play, Recreation and Open Space** projects involve a number of different sites. The following two schemes are associated with transfers to Coppull, Croston, Charnock Richard and Eccleston Parish Councils, respectively, in order to fund play improvement schemes:

Project	Actual 2017/18	Current Budget 2017/18
Tansley Avenue, Coppull	40,000	40,638
Station Rd, Croston	24,632	24,632
Mossie Close, Charnock	0	44,079
Drapers Ave/Langton Close, Eccleston	50	21,580
Approved budget 2017/18	64,682	130,929

The following schemes have experienced progress in 2017/18:

Project	Actual 2017/18	Current Budget 2017/18
Gough Lane, Clayton Brook	0	15,200
Grafton St, Adlington	33,900	34,400
Osborne Drive Play Area	51,798	53,579
King George V Play & Pitches	5,000	429,457
Approved budget 2017/18	90,748	532,636

- **Gough Lane** – an order has been placed with LCC to carry out installation of lighting columns to illuminate the MUGA
- **Grafton Street** – the creation of a new toddler play area on Jubilee Recreation ground has been completed in 2017/18
- **Osborne Drive** – works to create a new play area for children ages 2-12yrs has reached completion
- **King George V Playing Pitches** – progress on this project has been hampered owing to complications in reaching an appropriate drainage solution for this site and progress is on-going.

The Parks and Open Spaces Officer is currently reviewing the needs-based objectives for improvements to be undertaken across three key Recreation Grounds (Harpers Lane, Coronation & Tatton). Previously approved budgets are as follows:

Project	Actual 2017/18	Current Budget 2017/18
Harpers Lane Rec, Chorley	0	50,000
Coronation Recreation Ground	0	264,650
Tatton Recreation Ground	2,023	126,764
Approved budget 2017/18	2,023	441,414

55. As part of the final stage of works at **Rangletts Recreation** Ground a payment upfront of £97k has been made to LCC for highways schemes at Bolton Rd, Duke St, Brindle St, Harrsion Rd and Pilling Lane. Works have begun and are scheduled to complete in September 2017.
56. In June 2016 a budget of £220k (£7k 2016/17, £213k 2017/18) was identified and approved to extend and refurbish the existing car park at **Yarrow Valley Country Park**. Owing to the smooth running and sound cost management of the initial refurbishment phase it was deemed, in May 2017, that an additional 14 car spaces, as was originally intended in draft proposals, could be completed on time and within existing budget. The project is complete and including retention will spend to budget.
57. An increase in the budget for **Primrose Retirement Living** was approved by General Purposes Committee on 15 June 2017. The previous budget has been increased from

£9.747m to £10.591m. The additional budget will be funded through additional HCA grant, commuted sums and temporary prudential borrowing. Approval to grant the works contract was also given and following the completion of the acquisition and demolition on the site, construction works have now begun.

58. In 2016/17 £700k was spent on preliminary costs relating to the build of the **Digital Office Park**. This included £615k on the purchase of the site and £70k on design, engineering and consultancy fees. The budgets for 2017/18 and 2018/19 throughout the construction phase of the project are £4.965m and £2.45m respectively. Due to a delay in the start of construction in connection with wider village development, the profile of expenditure between 2017/18 and 2018/19 will be revised in the coming weeks and reported at the next quarter's budget monitoring report.
59. An Executive Member decision was approved on 19 May 2017 to contribute £40k of s106 allocations to LCC for the part-funding of the improvement /creation of three priority **Bus Stops in Buckshaw Village**. In order to assist with the improved public transport service, temporary bus stops were placed in Buckshaw Village however they were unable to be placed in ideal locations at the time. The three priority bus stops will be the two temporary bus stops on Ordnance Road near Aldi, and the introduction of an additional bus stop for the village centre opposite the Hub.

Capital Financing

60. The capital programme is financed using different sources of funding. The table below shows the latest proposed financing based on the forecast of expenditure in 2017/18. This in line with budget and will be reviewed at year-end to best manage the Council's own resources.

Table 5: Forecast Capital Financing 2017/18

Fund	Original Budget 2017/18 £'000	Quarter 1 2017/18 £'000	Variance
External Contributions	7,217	7,259	42
Grants	7,794	8,046	252
New Homes Bonus	326	326	0
Earmarked Reserves	2,247	2,250	3
Revenue	20	20	0
Capital Receipts	1,226	1,226	0
Borrowing	12,730	12,478	(252)
Capital Financing 2017/18	31,560	31,605	45

61. The increase in external contributions relate to the s106 contributions for Buckshaw Village bus stops. The additional grant income is the receipt of 75% of the HCA grant for Primrose Retirement Living. The grant has increased by £336k overall (75% equates to £252k) to part-fund some of the increase in forecast costs outlined above. This will re-phase £252k of borrowing into 2018/19.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

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

COMMENTS OF THE MONITORING OFFICER

64. The Monitoring Officer has no comments.

GARY HALL
CHIEF EXECUTIVE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Dave Bond/James Thomson	5488/5025	28/07/16	Revenue and Capital Budget Monitoring 2016-17 Report 1

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
General Fund Revenue Budget Monitoring 2017/18 Forecast to end of June 2017	Original Cash Budget	Impact of Council Restructure	Agreed Changes (Directorates)	Agreed Changes (Other)	Amended Cash Budget	Contribution to Corp. Savings (Staffing)	Contribution to Corp. Savings (Other)	Current Cash Budget	Forecast Outturn	Variance	Variance
	£	£	£	£	£	£	£	£	£	£	%
Customer & Digital	5,981,210	-	98,100	(42,710)	6,036,600	(70,000)		5,966,600	5,722,500	244,100	4.1%
Policy & Governance	3,985,140	-	-	502,250	4,487,390	(10,000)		4,477,390	4,494,420	(17,030)	-0.4%
Early Intervention	2,450,660	-	(105,270)	184,200	2,529,590	(10,000)		2,519,590	2,463,500	56,090	2.2%
Business Development & Growth	1,291,130	-	7,170	432,510	1,730,810	(56,010)		1,674,800	1,694,920	(20,120)	-1.2%
Directorate Total	13,708,140	-	-	1,076,250	14,784,390	(146,010)	-	14,638,380	14,375,340	263,040	1.8%
Budgets Excluded from Directorate Monitoring:											
Pensions Account	230,300	-	-	-	230,300	-		230,300	230,300	-	-
Pensions Deficit Recovery (Fixed Rate)	790,500	-	-	-	790,500	-		790,500	790,500	-	-
Benefit Payments	28,550	-	-	-	28,550	-		28,550	(110)	28,660	100.4%
Market Walk	(1,752,200)	-	-	-	(1,752,200)	-		(1,752,200)	(1,752,200)	-	-
Transition Fund	100,000	-	-	172,680	272,680	-		272,680	272,680	-	-
Primrose Gardens Retirement Living	30,300	-	-	-	30,300	-		30,300	30,300	-	-
Corporate Savings Targets											
Management of Establishment	-	-	0	(146,010)	(146,010)	146,010		-	-	-	-
Efficiency/Other Savings	-	-	-	-	-	-		-	0	-	-
Total Service Expenditure	13,135,590	-	-	1,102,920	14,238,510	-	-	14,238,510	13,946,810	291,700	2.0%
Non Service Expenditure											
Contingency Fund	-	-	-	-	-	-		-	0	-	-
Contingency - Management of Establishment	(150,000)	-	-	150,000	-	-		-	-	-	-
Efficiency/Other Savings	-	-	-	-	-	-		-	-	-	-
Investment Properties	(67,490)	-	-	-	(67,490)	-		(67,490)	(67,490)	-	-
Revenue Contribution to Capital	400,000	-	-	50,000	450,000	-		450,000	450,000	-	-
Net Financing Transactions (general capital expenditure)	392,100	-	-	-	392,100	-		392,100	392,100	-	-
Net Financing Transactions	870,480	-	-	-	870,480	-		870,480	870,480	-	-
VAT Shelter Income	-	-	-	-	-	-		-	0	-	-
Transfer to Earmarked Reserve - VAT Shelter Income	-	-	-	-	-	-		-	0	-	-
Parish Precepts	642,990	-	-	-	642,990	-		642,990	642,990	-	-
Total Non Service Expenditure/Income	2,088,080	-	-	200,000	2,288,080	-	-	2,288,080	2,288,080	-	-
Total Expenditure	15,223,670	-	-	1,302,920	16,526,590	-	-	16,526,590	16,234,890	291,700	1.8%
Financed By											
Council Tax	(7,145,540)	-	-	-	(7,145,540)	-		(7,145,540)	(7,145,540)	-	-
Revenue Support Grant	(734,340)	-	-	-	(734,340)	-		(734,340)	(734,340)	-	-
Retained Business Rates	(2,929,530)	-	-	-	(2,929,530)	-		(2,929,530)	(2,929,530)	-	-
Business Rates Pooling	(716,610)	-	-	-	(716,610)	-		(716,610)	(716,610)	-	-
Government S31 Grants (Small Business Rate Relief)	(676,140)	-	-	-	(676,140)	-		(676,140)	(676,140)	-	-
Government S31 Grants (Other Grants)	(7,700)	-	-	-	(7,700)	-		(7,700)	(7,700)	-	-
Business Rates Retention Reserve	(538,510)	-	-	-	(538,510)	-		(538,510)	(538,510)	-	-
New Homes Bonus	(4,006,650)	-	-	-	(4,006,650)	-		(4,006,650)	(4,006,650)	-	-
New Burdens Grant	-	-	-	-	-	-		-	-	-	-
Collection Fund (Surplus)/Deficit	405,740	-	-	-	405,740	-		405,740	405,740	-	-
Use of Earmarked Reserves - capital financing	-	-	-	-	-	-		-	-	-	-
Use of Earmarked Reserves - revenue expenditure	625,610	-	-	(1,302,920)	(677,310)	-		(677,310)	(706,955)	29,645	-
Conts in CGUA Reclassified as Revenue	-	-	-	-	-	-		-	-	-	-
Budgeted Contribution to General Balances	500,000	-	-	-	500,000	-		500,000	500,000	-	-
Total Financing	(15,223,670)	-	-	(1,302,920)	(16,526,590)	-	-	(16,526,590)	(16,556,235)	29,645	-0.2%
Net Expenditure	-	-	-	-	-	-	-	-	(321,345)	321,345	-
General Balances Summary Position				Target	Forecast	Proposed Transfer to General Balances			259,000		
				£	£						
General Fund Balance at 1 April 2017				3,740,000	3,187,536						
Budgeted Contribution to General Balances					500,000	Forecast Underspend			62,345		
In-year transfer to General Balances					259,000						
Provisional (Over)/Under Spend					62,345						

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Investment Projects 2017/18

Investment Area (Revenue)	Investment Budgets c/fwd to 2017/18	Investment Agreed 2017/18	In-Year Changes 2017/18	Total Budget 2017/18	2017/18 Spend to Date	Committed to Date	2017/18 Balance	Forecast Outturn 2017/18	Forecast Balance Remaining
North West in Bloom	-	20,000		20,000	14,720	1,547	3,733	16,267	3,733
Customer & Digital	-	20,000	-	20,000	14,720	1,547	3,733	16,267	3,733
Support to the VCFS Network	-	15,000		15,000	-	-	15,000	15,000	-
Support the food bank	-	15,000		15,000	-	-	15,000	15,000	-
Supporting communities to access grant funding	5,300			5,300	5,300	-	-	5,300	-
Chorley Public Service Reform Board work plan	21,900	15,000		36,900	3,763	-	33,137	36,900	-
Disabled and dementia online venue access guides	9,700			9,700	-	5,077	4,623	9,700	-
Develop Chorley's town and rural tourism economy	22,310			22,310	2,334	7,467	12,509	22,310	-
Policy & Governance	59,210	45,000	-	104,210	11,397	12,544	80,269	104,210	-
Empty Homes Officer	9,540			9,540	-	-	9,540	-	9,540
Mediation service for Anti-Social Behaviour disputes	16,750			16,750	-	-	16,750	16,750	-
Development and delivery of community action plans	190,580		(5,720)	184,860	-	3,560	181,300	184,860	-
Replacement of CBC's Control Orders with Public Space Protection Orders	20,000			20,000	-	-	20,000	20,000	-
Connecting Communities through food	6,340			6,340	-	-	6,340	6,340	-
Community development and volunteering (Spice)	40,000			40,000	-	-	40,000	40,000	-
Free Swimming	-	7,000		7,000	-	-	7,000	-	7,000
16/17 year old drop in scheme	-	15,000		15,000	-	-	15,000	15,000	-
Early Intervention	283,210	22,000	(5,720)	299,490	-	3,560	295,930	282,950	16,540
Investigate opportunities to expand Chorley Markets	3,620			3,620	-	-	3,620	3,620	-
Town Centre & Steeley Lane Pilot Action Plans	126,210			126,210	-	126,210	-	126,210	-
Support the expansion of local businesses (BIG grant)	96,420	30,000		126,420	12,949	47,949	65,522	126,420	-
Business Start-up (Grant and Loan)	15,880	15,000		30,880	3,500	1,000	26,380	30,880	-
Choose Chorley Grants	179,400	37,000		216,400	6,000	105,895	104,505	216,400	-
Joint employment initiative with Runshaw College	15,000			15,000	(4,578)	-	19,578	(4,578)	19,578
Inward Investment delivery (Euxton Lane - Digital Health)	24,000			24,000	-	-	24,000	24,000	-
Deliver the Skills Framework	30,000	15,000		45,000	-	-	45,000	45,000	-
Vulnerable families employment project	3,250			3,250	-	-	3,250	3,250	-
Furthering Key Employment Sites	57,940			57,940	(266)	10,250	47,956	57,940	-
Choose Chorley Campaign	34,680			34,680	1,641	184	32,855	34,680	-
Business Development & Growth	586,400	97,000	-	683,400	19,246	291,488	372,666	663,822	19,578
TOTALS	928,820	184,000	(5,720)	1,107,100	45,363	309,139	752,598	1,067,249	39,851

Note: Committed to Date includes grant approvals and other future committed expenditure that is not necessarily yet raised on the finance system

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Analysis of Reserves and Provisions 2017/18**Reserves****General Fund Balance**

Change Management Reserve	53,512	200,000		253,512
VAT Shelter Income - Capital/revenue financing	9,281		0	9,281
Non-Recurring Expenditure - Revenue resources for capital financing	1,904,842		(1,221,870)	682,972
Market Walk - Income Equalisation Reserve	250,366	50,000		300,366
Market Walk - Asset Management	135,860	50,000		185,860
Market Walk - Project Work funded through Service Charge	154,430	38,600		193,030
Section 31 Grant - Empty property/small business rate relief	32,495		(32,495)	(0)
Business Rates Retention - Surplus on levy payment	627,138		(538,510)	88,628
Investment Fund - Invest-to-earn Projects	401,990	300,000		701,990
LCC Transition Fund	358,590	100,000	(458,590)	0
Chorley Employment Inclusion Programme	0	295,390		295,390

Non-Directorate Reserves**Policy & Governance**

Investment Projects	56,810		(56,810)	0
British Army Civil Engagement Grant	16,902		(16,902)	0

Communications & Events

Slippage from 2016/17	5,880		(5,880)	0
Transformation Challenge funding	135,000		(135,000)	0
Public Service Reform funding	21,900		(21,900)	0
Funding for Graduate Policy Officer post 2017/18	32,220		(32,220)	0

Performance & Partnerships

Slippage from 2016/17	80,730		(54,410)	26,320
Elections	0	90,000		90,000
Impact of Pay Policy/Living Wage	26,300	9,000	(3,000)	32,300
Legal Case Mgt System	1,522		(1,522)	0

Legal, Democratic & H.R.

Slippage from 2016/17	69,030		(53,030)	16,000
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Shared Financial Services**Policy & Governance****Business Development & Growth**

Community Infrastructure Levy	22,898			22,898
Government Grants - Single Homeless Initiative	20,250		(12,000)	8,250
Local Development Framework	50,000		(50,000)	0
Slippage from 2016/17	26,000		(26,000)	0

Development & Regeneration

Retail Grants Programme	111,498		(111,498)	0
Investment Projects	456,570		(456,570)	0

Employment Skills & Business Support

Investment Projects	129,830		(129,830)	0
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Markets & Town Centre

Buildings Maintenance Fund	72,352	100,000	(172,352)	0
Redevelopment Fund - Oak House Site	615,850		(615,850)	0
Slippage from 2016/17	4,000		(4,000)	0

Property Services**Business Development & Growth****Customer & Digital Services**

New Investment Projects 2016/17	17,440		(17,440)	0
Single Front Office Apprentices 2016/17 to 2017/18	64,450		(12,050)	52,400
Council Tax Summons/Liability Order Bad Debts	89,020			89,020
Land Charges litigation - legal costs	15,820			15,820
Funding for Debt Recovery Officer post (April to Oct 2017)	13,460		(13,460)	0
Slippage from 2016/17	1,400		(1,400)	0

Customer Transformation

	Opening Balance 01/04/17 £	Other Transfers 2017/18 £	Forecast Use in 2017/18 £	Forecast Balance 31/03/18 £	Notes
General Fund Balance	3,187,536	821,345		4,008,881	(1)
Change Management Reserve	53,512	200,000		253,512	
VAT Shelter Income - Capital/revenue financing	9,281		0	9,281	
Non-Recurring Expenditure - Revenue resources for capital financing	1,904,842		(1,221,870)	682,972	(2)
Market Walk - Income Equalisation Reserve	250,366	50,000		300,366	
Market Walk - Asset Management	135,860	50,000		185,860	
Market Walk - Project Work funded through Service Charge	154,430	38,600		193,030	
Section 31 Grant - Empty property/small business rate relief	32,495		(32,495)	(0)	
Business Rates Retention - Surplus on levy payment	627,138		(538,510)	88,628	(3)
Investment Fund - Invest-to-earn Projects	401,990	300,000		701,990	
LCC Transition Fund	358,590	100,000	(458,590)	0	
Chorley Employment Inclusion Programme	0	295,390		295,390	
Non-Directorate Reserves	3,928,503	1,033,990	(2,251,465)	2,711,028	
Policy & Governance					
Investment Projects	56,810		(56,810)	0	(4)
British Army Civil Engagement Grant	16,902		(16,902)	0	
Communications & Events	73,712	0	(73,712)	0	
Slippage from 2016/17	5,880		(5,880)	0	(5)
Transformation Challenge funding	135,000		(135,000)	0	
Public Service Reform funding	21,900		(21,900)	0	(4)
Funding for Graduate Policy Officer post 2017/18	32,220		(32,220)	0	
Performance & Partnerships	195,000	0	(195,000)	0	
Slippage from 2016/17	80,730		(54,410)	26,320	(5)
Elections	0	90,000		90,000	
Impact of Pay Policy/Living Wage	26,300	9,000	(3,000)	32,300	
Legal Case Mgt System	1,522		(1,522)	0	
Legal, Democratic & H.R.	108,552	99,000	(58,932)	148,620	
Slippage from 2016/17	69,030		(53,030)	16,000	(5)
Shared Financial Services	69,030	0	(53,030)	16,000	
Policy & Governance	446,294	99,000	(380,674)	164,620	
Business Development & Growth					
Community Infrastructure Levy	22,898			22,898	(6)
Government Grants - Single Homeless Initiative	20,250		(12,000)	8,250	
Local Development Framework	50,000		(50,000)	0	
Slippage from 2016/17	26,000		(26,000)	0	(5)
Development & Regeneration	119,148	0	(88,000)	31,148	
Retail Grants Programme	111,498		(111,498)	0	(4)
Investment Projects	456,570		(456,570)	0	(4)
Employment Skills & Business Support	568,068	0	(568,068)	0	
Investment Projects	129,830		(129,830)	0	(4)
Markets & Town Centre	129,830	0	(129,830)	0	
Buildings Maintenance Fund	72,352	100,000	(172,352)	0	
Redevelopment Fund - Oak House Site	615,850		(615,850)	0	(7)
Slippage from 2016/17	4,000		(4,000)	0	(5)
Property Services	692,202	100,000	(792,202)	0	
Business Development & Growth	1,509,248	100,000	(1,578,100)	31,148	
Customer & Digital Services					
New Investment Projects 2016/17	17,440		(17,440)	0	(4)
Single Front Office Apprentices 2016/17 to 2017/18	64,450		(12,050)	52,400	
Council Tax Summons/Liability Order Bad Debts	89,020			89,020	
Land Charges litigation - legal costs	15,820			15,820	
Funding for Debt Recovery Officer post (April to Oct 2017)	13,460		(13,460)	0	
Slippage from 2016/17	1,400		(1,400)	0	(5)
Customer Transformation	201,590	0	(44,350)	157,240	

Analysis of Reserves and Provisions 2017/18**Reserves**

Slippage from earlier years
Slippage from 2016/17
ICT Projects
ICT Infrastructure Reserve
Capital financing

ICT Services

Maintenance of Grounds
Yarrow Meadows Project, Environment Agency grant

Waste & Streetscene Services

Planning Appeal Costs
New Burdens Grants - S31 Government Grants

Planning Services**Customer & Digital Services****Early Intervention**

Investment Budgets
External Funding
Home Improvements - Housing Affordable Warmth Grant
Home Improvements - Handyperson Scheme
Home Improvements - Disabled Facility Contribution
Buckshaw Youth Development Grants
Slippage from 2016/17

Health and Wellbeing

Investment Budgets - Empty Homes Officer

Regulatory Services

Neighbourhood Working (pump priming)
Investment Budgets
Dog Fouling Campaign
Chorley Youth Zone

Neighbourhoods

Investment Budgets
New Burdens Grant - Right to Move

Housing Options and Support**Early Intervention****Directorate Reserves****Earmarked Reserves****Total Reserves - General and Earmarked****Provisions**

Insurance Provision - Potential MMI clawback
Other Provisions - Asda re: land at Bolton Street

Total Provisions

	Opening Balance 01/04/17 £	Other Transfers 2017/18 £	Forecast Use in 2017/18 £	Forecast Balance 31/03/18 £	Notes
	46,860		(46,860)	0	
	30,000		(30,000)	0	(5)
	108,190		(108,190)	0	
	300,170		(300,170)	0	
	8,450		(8,450)	0	
ICT Services	493,670	0	(493,670)	0	
	29,017	10,000	(20,000)	19,017	
	10,000		(10,000)	0	
Waste & Streetscene Services	39,017	10,000	(30,000)	19,017	
	31,089			31,089	
	29,645		(29,645)	0	
Planning Services	60,734	0	(29,645)	31,089	
Customer & Digital Services	795,011	10,000	(597,665)	207,346	
Early Intervention	86,340		(46,340)	40,000	(4)
	23,530		(23,530)	0	
	41,176			41,176	
	41,390			41,390	
	24,660			24,660	
	1,367			1,367	
	5,000		(5,000)	0	(5)
Health and Wellbeing	223,463	0	(74,870)	148,593	
	81,540		(45,540)	36,000	(4)
Regulatory Services	81,540	0	(45,540)	36,000	
	63,090		(63,090)	0	
	227,330		(227,330)	0	(4)
	5,300		(5,300)	0	
	0		0	0	
Neighbourhoods	295,720	0	(295,720)	0	
	0			0	
	0			0	
Housing Options and Support	0	0	0	0	
Early Intervention	600,723	0	(416,130)	184,593	
Directorate Reserves	3,351,275	209,000	(2,972,569)	587,706	
Earmarked Reserves	7,279,778	1,242,990	(5,224,034)	3,298,735	
Total Reserves - General and Earmarked	10,467,314	2,064,335	(5,224,034)	7,307,615	
Provisions	13,116		(13,116)	0	
	0			0	
Total Provisions	13,116	0	(13,116)	0	

Notes

- (1) Forecast Outturn as at 31 March 2018.
- (2) Capital Financing - £1m to finance public realm works, £200k to part-fund the ICT Refresh, £160k Astley and £290k towards play and open space.
- (3) Equalisation reserve is used to smooth the impact of fluctuations in the level of business rates retained year-on-year
- (4) Investment projects are often budgeted over a number of years and therefore carried forward in reserves. Full details are given in appendix 3
- (5) Slippage from 2016/17 total £222,040.
- (6) The Council is permitted to set aside 5% of the CIL income charged to developers. This income covers expenditure the Council incurs in administering the CIL charges.
- (7) Premium received relating to Royal Oak Public House from the former tenant, reserve to be utilised to purchase further sites.

Appendix 4 - Capital Monitoring 2017/18

	Actual	Commitment	Total	17/18 Budget	Qtr 1 Adjustments	Current 17/18 Budget	2017/18 Forecast	2017/18 (Under)/Over	18/19 Budget	Qtr 1 Adjustments	18/19 Budget	19/20 Budget	Qtr 1 Adjustments	19/20 Budget	TOTAL BUDGET
Customer & Digital															
Recycling receptacles	17,980	0	17,980	55,000		55,000	55,000	0.00	45,000		45,000	30,000		30,000	130,000
Recycling receptacles - Garden Waste	150,896	5,315	156,211	244,731		244,731	244,731	0.00			0			0	244,731
Puffin Crossing Collingwood Rd	0	0	0	47,820		47,820	47,820	0.00			0			0	47,820
ICT Modernisation	0	0	0	750,000		750,000	750,000	0.00			0			0	750,000
Bank Hall Restoration	0	0	0	2,200,000		2,200,000	2,200,000	0.00			0			0	2,200,000
Path Works to Cemeteries	643	43,673	44,316	140,576		140,576	140,576	0.00	77,000		77,000			0	229,500
	169,519	48,988	218,507	3,438,128	0	3,438,128	3,438,128	0	122,000	0	122,000	30,000	0	30,000	3,602,051
Policy & Governance															
Chorley Youth Zone	186	1,500,000	1,500,186	1,500,000		1,500,000	1,500,000	0.00			0			0	2,005,000
Astley 2020	3,183	23,084	26,267	474,175		474,175	474,175	0.00			0			0	654,570
	3,369	1,523,084	1,526,453	1,974,175	0	1,974,175	1,974,175	0	0	0	0	0	0	0	2,659,570
Early Intervention															
Chorley Adaptation Grant (Formerly DFG)	45,486	0	45,486	824,404		824,404	824,404	0.00	665,945		665,945	665,945		665,945	2,156,294
Cotswold House Improvements Final Phase	90,226	100,233	190,458	259,797		259,797	259,797	0.00			0			0	858,000
Leisure Centres Improvements	0	0	0	90,000		90,000	90,000	0.00	30,000		30,000	100,000		100,000	220,000
Delivery of CCTV 15/16 - 17/18	0	4,410	4,410	26,768		26,768	26,768	0.00			0			0	355,000
	135,711	104,643	240,354	1,200,969	0	1,200,969	1,200,969	0	695,945	0	695,945	765,945	0	765,945	3,589,294
Regeneration & Inward Investment															
Asset Improvements	102,641	74,626	177,267	355,207		355,207	355,207	0.00	280,000		280,000	300,000		300,000	935,207
Market Walk Extension	1,060,433	941,778	2,002,211	11,617,227		11,617,227	11,617,227	0.00			0			0	12,030,000
Regeneration Projects - Public Realm Works Phase	3,428	35,138	38,565	956,984		956,984	956,984	0.00			0			0	1,000,000
Steeley Lane Gateway	119,246	0	119,246	114,000		114,000	114,000	0.00	160,000		160,000			0	274,000
Car Parks Pay & Display Ticket Machines	38,036	1,299	39,335	38,412		38,412	38,412	0.00			0			0	38,412
Big Wood Access Improvements	1,900	0	1,900	83,102		83,102	83,102	0.00			0			0	83,102
Buckshaw Village Rail Station	0	0	0	726,000		726,000	726,000	0.00			0			0	726,000
Eaves Green Play Development	0	0	0	53,195		53,195	53,195	0.00			0			0	56,178
Play, Recreation and Open Space Projects	157,494	36,321	193,816	1,105,492		1,105,492	1,105,492	0.00			0			0	1,105,492
Rangletts Recreation Ground	86,647	352	86,999	92,592	5,000	97,592	97,592	0.00			0			0	102,447
Yarrow Valley Car Park	200,526	500	201,026	212,555		212,555	212,555	0.00			0			0	220,165
Recreation Strategy	0	0	0	105,000		105,000	105,000	0.00			0			0	105,000
Primrose Retirement Village	176,642	193,954	370,596	3,572,278		3,572,278	3,572,278	0.00	5,553,427	844,531	6,397,958			0	10,591,531
Westway Playing Fields Sports Campus	0	1,250	1,250	950,517		950,517	950,517	0.00			0			0	950,517
Digital Office Park	9,162	225,636	234,798	4,964,527		4,964,527	4,964,527	0.00	2,450,000		2,450,000			0	8,120,250
Buckshaw Bus Stops					40,000	40,000	40,000	0.00			0			0	40,000
	1,956,155	1,510,854	3,467,008	24,947,089	45,000	24,992,089	24,992,089	0	8,443,427	844,531	9,287,958	300,000	0	300,000	36,378,302
TOTAL	2,264,754	3,187,568	5,452,322	31,560,360	45,000	31,605,360	31,605,360	0	9,261,372	844,531	10,105,903	1,095,945	0	1,095,945	46,229,217

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Report of	Meeting	Date
Director of Business, Development and Growth (Introduced by the Executive Member for Homes and Housing)	Council	19 th September 2017

JOINT MEMORANDUM OF UNDERSTANDING AND STATEMENT OF CO-OPERATION RELATING TO THE OBJECTIVELY ASSESSED NEED FOR HOUSING

PURPOSE OF REPORT

1. To update members on the Strategic Housing Market Assessment and objectively assessed need (OAN) for Central Lancashire and Chorley, and secure approval to enter into a memorandum of understanding with Preston Council and South Ribble Councils which will enable the retention of the housing requirement figure for Chorley of 417 per annum.

RECOMMENDATION

2. Chorley Council to enter into a formal memorandum of understanding with Preston City Council and South Ribble Borough Council to agree to retain the distribution of housing requirement as set out within the existing Central Lancashire Core Strategy. This would mean an annual housing requirement for Chorley of 417 dwellings.
3. Provide delegated authority to the Director of Business, Development and Growth in consultation with the Head of Legal, Democratic and HR services to agree any subsequent minor changes to the memorandum of understanding.

BACKGROUND

4. There is a well-established partnership between the three Central Lancashire authorities with regards to the Local Development Framework and plan-making to reflect the single housing market area within which each borough falls.
5. Central Lancs Core Strategy was prepared jointly by Chorley, Preston and South Ribble Councils and adopted in July 2012. Core Strategy policy 4, *Housing Delivery* sets out the minimum housing delivery requirements for each local authority which are Chorley 417, dwellings per year, South Ribble 417 dwellings and Preston 507 dwellings.
6. The Core Strategy is informed by the strategic housing market assessment which is a detailed piece of evidence based on a range of statistics and intelligence. As the last SHMA was published in 2009, it was time to refresh the evidence.
7. The SHMA does not set housing targets, it provides an assessment of the need for housing, making no judgements regarding future policy decisions the councils may take.

8. The SHMA is a key piece of evidence and should identify the scale and mix of housing and range of tenures which the local population is likely to need over the plan period. Policy is then developed taking into account local factors and the housing requirement becomes what is commonly known as the 'policy-on' figure.
9. GL Hearn were commissioned by Preston Council on behalf of the three Central Lancashire Authorities in April 2016 to produce a new SHMA in order to update the evidence base and inform the review of the Core Strategy. The final SHMA report has now been produced and is ready for publication by all three local authorities.
10. The SHMA acknowledges the Central Lancashire as a single housing market and therefore provides a single objectively assessed need figure for the whole area, with recommendation that the distribution between Chorley, Preston and South Ribble is agreed, with a formal commitment made via an Memorandum of Understanding.

METHODOLOGY FOR THE SHMA

11. The methodology for the SHMA follows the planning practice guidance i.e. it starts from the latest demographic and household projections, taking into account longer term trends.
12. The methodology then makes adjustments for economic growth requirements, the basis of which is that, if there is significant planned economic growth, there may be a need for an increase in the economically active population to meet that growth. Adjustments are then considered for 'market signals'.
13. Its very important to recognise that the figure produced through this exercise must be a 'policy off' figure. Considerations such as policy constraints e.g. green belt or policy to encourage growth (i.e. City Deal) cannot be taken into account in determining this objectively assessed need figure.
14. Therefore it is important to acknowledge that this evidence must comply with guidance which is sets by government, as well as being influenced by decisions handed down in appeals. Officers have thoroughly assessed and verified the intelligence used by the consultants and therefore can confirm it is compliant within agreed guidance.
15. Recent caselaw (in particular a Court of Appeal judgment in Oadby & Wigston) has resulted in the directive that unless there a memorandum of understanding in place to ensure that the objectively assessed need is met across the housing market area i.e. Central Lancashire, then each authority should meet its own need figure for planning appeal purposes. This advice has been confirmed by Counsel acting for Chorley in a forthcoming appeal.

HOUSING REQUIREMENT (POLICY-OFF)

16. In order to reach the housing requirement for the local authority, there is a two-stage process, of which the SHMA is stage one. Also referred to as 'policy-off'.

17. The SHMA figures for each individual authority are set out as ranges within the SHMA and are included below:

Chorley: 419 – 519 dwellings per annum
 Preston: 225 – 402 dwellings per annum
 South Ribble: 351 – 440 dwellings per annum

18. In the case of Chorley and South Ribble, the lower figure is the demographic growth figure and the higher figure is the economic growth figure. In Preston it is the reverse i.e. the lower figure is the economic growth figure and the higher figure is the demographic growth figure.
19. Preston's demographic are such that it has a relatively young population compared with Chorley and South Ribble and, therefore, can meet its planned economic growth without the need to seek an increase in the workforce and the economically active population.
20. For Central Lancashire as a whole, the consultants recommend that the economic growth figure should be used i.e. $519+225+440=1,184$. This is marginally higher than the sum of the demographic growth figures which are $419+402+351=1,172$. However, the consultants advise that in order to ensure the Objectively Assessed Need is met, the higher figure should be used. Both figures are significantly below the current plan requirement figure of 1,341.
21. What this means is that as a SHMA provides a range of housing need figures for a local authority (based on demographics, economy and so on), the 'policy-on' figure must start from the highest figure in that range.

HOUSING REQUIREMENT (POLICY-ON)

22. The second stage of determining the housing requirement (the 'policy-on' stage) is to take account of any growth initiatives and other local policy or considerations.
23. For Central Lancashire the policy-on considerations would be that it is a single housing market area and that within that area, there are planned growth initiatives which justify an alternative distribution of the housing requirement that that proposed in the policy-off figures.
24. The SHMA recognises that it would be appropriate and justified for the authorities to agree a redistribution of the housing requirement, based on the evidence.
25. The SHMA states:
- workforce growth is expected to be strongest in Preston, influenced by its younger population structure; whereas jobs growth is expected to be stronger in South Ribble and Chorley. The issue which arises is particularly one of spatial distribution of housing provision. The evidence points to the three authorities sitting in a common Travel to Work Area shows strong commuting and migration inter-relationships between them. In GL Hearn's experience, stronger weight should also be given to the realism of assessments of economic growth at the HMA level given the complexity of influences on future economic performance and the inter-relationship between this and housing need(para 10.18)*
26. *The distribution of housing can be achieved through considering and potentially agreeing a distribution of housing provision through the Duty to Cooperate(para 10.19)*
27. *The spatial distribution of need within the HMA varies depending on judgements made on projections. There has been a historical over-delivery of homes in Chorley relative to housing requirement policies, compared to an under-delivery in Preston and South Ribble.*

Economic growth is expected to be stronger in Chorley and South Ribble, but there is a younger population structure in Preston which will see stronger workforce growth. There are choices to be made about where employment and housing growth are directed in this respect.(para 10.28)

- 28. For individual authorities the consultants advise that, unless there a memorandum of understanding in place to ensure that the objectively assessed need is met across the housing market area i.e. Central Lancashire, then, in view of the Court of Appeal judgment in Oadby & Wigston, each authority should meet its own need figure for S78 appeal purposes.
- 29. This formal memorandum of understanding would enable the current plan requirement figures to be retained across the housing market area. As the Core Strategy figure of 1,341 clearly exceeds by some margin the 1,184 need figure across Central Lancashire, a memorandum of understanding retaining the plan requirement figures would ensure that the objectively assessed need is met across the housing market area.
- 30. Such an approach has been determined by the High Court to satisfy the requirements of the NPPF in the judgment in relation to East Riding of Yorkshire Council.

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

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- 31. To formalise the distribution of the housing requirement between Chorley, Preston and South Ribble Councils to enable the current plan requirement figures of 417, 507 and 417 respectively, to be retained across the housing market area.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 32. Do not enter into a memorandum of understanding and do not commit to working in partnership with Preston and South Ribble Councils. This is rejected because it is a single housing market area and there is a need to ensure development within the wider area is sustainable and reflects policy growth initiatives such as the City Deal and the Enterprise Zone.

CORPORATE PRIORITIES

33. 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	X	An ambitious council that does more to meet the needs of residents and the local area	

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

35. There are no direct financial consequences associated with this report.

COMMENTS OF THE MONITORING OFFICER

36. Formal cooperation between neighbouring local planning authorities over the preparation of development plan documents and associated preparatory steps is required under Section 33A of the Planning and Compulsory Purchase Act 2004.

37. The purpose of the SHMA and its relevance to the planning process are addressed in the body of the report.

38. In the recent Court of Appeal case *Oadby and Wigston Borough Council v Secretary of State for Communities and Local Government* [2016] the lack of certainty over the operation of a joint policy to meet housing needs across local authority boundaries counted against the council when refusing permission for up to 150 dwellings on an unallocated site.

39. In *St. Modwen Developments Ltd v Secretary of State for Communities and Local Government* [2016] it was held by the High Court that the National Planning Policy Framework does not require housing need to be assessed always and only by reference to the area of the local planning authority.

MARK LESTER
DIRECTOR BUSINESS GROWTH AND DEVELOPMENT

Report Author	Ext	Date	Doc ID
Zoe Whiteside	5771		***

Appendix One

Central Lancashire Strategic Housing Market

Joint Memorandum of Understanding and Statement of Co-operation relating to the Provision of Housing Land

[INSERT DATE] 2017

Parties to the memorandum

Chorley Council

South Ribble Borough Council

Preston City Council

1. Central Lancashire

1.1 Central Lancashire is defined as the area covered by the following three local planning authorities ('the Councils'):

- Chorley Borough Council
- Preston City Council
- South Ribble Borough Council.

1.2 The Councils, together with Lancashire County Council (which provides strategic planning functions in relation to highways, minerals and waste), have a very considerable history of joint working which reflects the compact nature of this part of Lancashire, focused on the urban core. Joint working is formally constituted in a Joint Advisory Committee of the Councils that was established in 2008.

1.3 Overall the Councils cover an area of some 458 sq. km (177 sq. miles) with a combined population of 366,270 (2016 mye). Importantly in this context, the area functions as one integrated local economy and travel to work area and is a single Housing Market Area. Containment levels approach 80% for travel to work and exceed 80% for housing moves when long distance moves are excluded.

1.4 Journey times by rail from Preston to Leyland are 6 minutes and to Chorley 14 minutes. Rail journey times between Chorley and Leyland are 8 minutes. Both Chorley and Leyland are within 20 minutes journey time by road from Preston and 15 minutes between the two.

2. The Current Development Plan

2.1 The history and depth of joint working by the Councils is reflected in the current development plan consisting of:

- The Joint Central Lancashire Core Strategy adopted by the Councils in July 2012. The Joint Core Strategy complies with the National Planning Policy Framework ('NPPF' or 'the Framework').
- Site Allocations Plans for each Council area all adopted in July 2015. These plans set out policies to achieve development that reflects the overall strategic framework set out in the Core Strategy. All plans are NPPF-compliant.

- Individual Area Action Plans and Neighbourhood Plans within each authority as listed in Appendix 1.

2.2 Joint Core Strategy Policies 1 and 4 are of particular relevance to this Memorandum. Policy 1 sets out the overall spatial pattern of development being concerned with locating growth across Central Lancashire. Policy 4 contains the housing requirements for each local authority.

Chorley: 417 dwellings per annum

Preston: 507 dwellings per annum

South Ribble: 417 dwellings per annum.

TOTAL: 1,341

3. The purpose of the Memorandum and Statement

3.1 The purpose of this document is to confirm and demonstrate an approach agreed by the Councils concerning the distribution of housing in the Housing Market Area referred to at paragraph 1.3 above. This agreement is informed by the Strategic Housing Market Assessment, August 2017. The Statement sets out the agreed approach to the distribution of housing prior to adoption of a new plan.

3.2 In reaching this agreement the Councils have had regard to the High Court judgment in *St Modwen Developments Ltd v SSCLG & East Riding of Yorkshire Council* [2016] EWHC 968 (Admin) and to the Court of Appeal judgment in *Oadby & Wigston Borough Council v SSCLG & Bloor Homes* [2016] EWCA Civ 1040.

3.3 Details of each Council's agreement to this document are set out in Appendix 2.

4. Duty to Co-operate

4.1 The statutory duty to co-operate is set out in s.110 of the Localism Act 2011, which amends the Planning and Compulsory Purchase Act 2004.

4.2 Paragraph 178 of the NPPF indicates that public bodies have a duty to cooperate on planning issues that cross administrative boundaries particularly those relating to the strategic priorities, including housing, set out in the Framework. The Government expects joint working on areas of common interest to be diligently undertaken for the mutual benefit of neighbouring authorities.

4.3 Paragraph 179 states that strategic priorities across local boundaries should be properly coordinated and clearly reflected in individual Local Plans and paragraph 180 that local planning authorities should take account of different geographic areas, including travel to work areas.

4.4 Paragraph 181 sets out the expectation that local planning authorities will demonstrate evidence of having effectively co-operated to plan for issues with cross-boundary impacts in plan making. Such co-operation should be continuous.

4.5 The Councils have co-operated in the preparation of the current development plan as well as in the preparation of a range of supplementary planning documents and non-statutory planning processes. They commissioned evidence jointly for preparation of the existing development plan and are commissioning such evidence for the preparation of the replacement plan. In particular a new Strategic Housing Market Assessment ('SHMA') has been published in August

2017. This sets out Objectively Assessed Housing Needs for the Housing Market Area as a whole and for each district within it.

- 4.6 The Councils agree that, for the reasons set out below, it is appropriate to retain the current Central Lancashire Core Strategy housing requirement figures as set out in CS Policy 4 to ensure that the full objectively assessed housing need across the housing market as a whole is met.

5. Meeting the Objectively Assessed Need

- 5.1 Paragraph 47 of the NPPF states that local planning authorities should use their evidence base to ensure that their Local Plan meets the full, objectively assessed needs for market and affordable housing in the housing market area, as far as is consistent with the policies set out in this Framework, including identifying key sites which are critical to the delivery of the housing strategy over the plan period.

- 5.2 Paragraph 159 states that local planning authorities should have a clear understanding of housing needs in their area including preparing a SHMA to assess their full housing needs, working with neighbouring authorities where housing market areas cross administrative boundaries.

- 5.3 Ouseley J explained as follows in his judgment in the *St Modwen* case:

“74.....I agree with the Inspector that the NPPF does not require housing needs to be assessed always and only by reference to the area of the development control authority.

75. The first question is whether Hunston required the Inspector to reach a different decision. It did not. Hunston holds that, for whatever is the housing market area being considered, it is the full, objectively assessed, needs of that area which are to be considered. Hunston does not decide or even comment on the prior question of what housing market area should be examined, nor does it address the issue of how the needs should be apportioned between the various parts of the housing market area where it covers two local planning authorities’ areas. Solihull makes the point that the phrase “as far as is consistent with the policy set out in this Framework” cannot be construed so as to bring in to the assessment of the full objectively assessed needs via the back door, what Hunston had excluded at the front door, namely policy constraints on which the local plan might impose on actually meeting those needs. But it does not deal with the area to be taken in the assessment of housing needs.”

- 5.4 And Lindblom LJ explained further as follows in *Oadby & Wigston*, referring to the *St Modwen* case:

“53. In that case the inspector and Secretary of State were able to accept, as the appropriate basis for testing the sufficiency of the housing land supply, the agreed apportionment of housing needs between the two administrative areas in the housing market area – given the authorities’ long-standing and continuing co-operation in plan preparation. Ouseley J. saw nothing unlawful in that conclusion.”

- 5.5 It follows that the Housing Market Area is an appropriate basis for assessing the full Objectively Assessed Need for housing provided that there is agreement between the constituent local planning authorities of the HMA concerning how that need is to be addressed between them.

5.6 The Councils have jointly commissioned GL Hearn to produce a SHMA. A first draft was produced in September 2016. A final SHMA was published in August 2017 to take account of the Court of Appeal judgment in *Oadby and Wigston* and updates the demographic data to take account of the 2016 mid-year population estimates.

5.7 The final SHMA (August 2017) identifies the full Objectively Assessed Need for the Housing Market Area as being 1,184 dwellings per annum. The distribution between the three authorities is:

- Chorley: 519 dwellings per annum
- Preston: 225 dwellings per annum
- South Ribble: 440 dwellings per annum
- Total: 1,184

The total is lower than the current development plan requirement of 1,341 dwellings per annum as is the annual requirement for Preston (compare paragraph 2.2 above). Chorley’s and South Ribble’s need figures are higher than the plan requirement. These figures take into account economic growth. There are uplifts in Chorley and South Ribble above the demographic growth figures, which are 419 dwellings per annum for Chorley and 351 dwellings per annum for South Ribble. However, in Preston the demographic growth figure exceeds the economic growth figure and is 402 dwellings per annum.

In summary the demographic and economic growth figures for each authority are:

Authority	Demographic growth (dpa)	Economic growth (dpa)
Chorley	419	519
Preston	402	225
South Ribble	351	440
Central Lancashire	1,172	1,184

5.8 If each local planning authority were required to meet its own Objectively Assessed Need including, for Chorley and South Ribble, that deriving from economic growth in the absence of an agreement to apportion the need between them, the Objectively Assessed Need for each would be:

- Chorley: 519 dwellings per annum
- Preston: 402 dwellings per annum
- South Ribble: 440 dwellings per annum
- Total: 1,361

5.9 The total of the requirement figures for each individual authority exceeds the current local plan requirement by only 20 dwellings per annum (1,361 dwellings per annum compared with 1,341). Nevertheless the total of individual OAN figures for Chorley and South Ribble based on economic growth and Preston based on demographic growth exceeds the Objectively Assessed Need figure for the HMA as a whole by a margin of 15%. A distribution of housing based on the current Core Strategy requirements ensures that there is a pattern of development that directs housing growth towards the priority areas, particularly the strategic sites and locations identified in Cottam and North West Preston, where land is already allocated to deliver significant new housing in accordance with the Preston, South Ribble and Lancashire City Deal agreement.

5.10 The Councils agree for the following reasons both (a) that is appropriate for the proper planning of Central Lancashire as a whole that an apportionment of the full Objectively Assessed Need is made across the Housing Market Area and (b) that the current Joint Core Strategy requirement figures - which exceed the Objectively Assessed Need on a Housing Market Area footprint - should continue to be applied prior to or pending adoption of a replacement local plan.

a) Apportionment on the basis of the current plan requirement figures reflects the spatial pattern of development in Policy 1 of the Joint Central Lancashire Core Strategy, which has been examined and found to be sound in the context of the NPPF.

b) Site Allocations have been determined to meet the current spatial pattern of development. Meeting the housing requirement figures in the current Joint Core Strategy ensures that the Objectively Assessed Need is met in full across the Housing Market Area.

c) Apportionment on this basis reflects and facilitates the historic and continuing high levels of joint working between the authorities.

d) The high levels of containment for both travel to work and housing market areas are sufficient to ensure that apportionment on the basis of the Joint Core Strategy requirement can be achieved.

e) Apportionment on this basis will help to address net out-migration from Preston to other parts of the Housing Market Area.

6. Agreement

6.1 Chorley Borough Council, Preston City Council and South Ribble Borough Council agree:

a) To continue until the adoption of a replacement local plan to apply the housing requirements set out in the Joint Central Lancashire Core Strategy Policy 4, i.e.

Chorley: 417 dwellings per annum

Preston: 507 dwellings per annum

South Ribble: 417 dwellings per annum.

b) That there is no requirement for each local planning authority to meet its identified individual Objectively Assessed Need for housing where higher in view of this agreement and the longstanding and continuing joint working between the Councils.

c) To continue the existing monitoring arrangements for the Central Lancashire Core Strategy and individual local plans to confirm that the MOU is delivering as intended.

7. Review

7.1 The document will be reviewed no less than every three years and will be reviewed when new evidence that renders this MOU out of date emerges.

Signed on behalf of Chorley Council

Councillor Alistair Bradley

Date

Signed on behalf of South Ribble Borough Council

Councillor

Date

Signed on behalf of Preston City Council

Date

Councillor Peter Moss

Appendix 1

Central Lancashire Development Plan Documents

Central Lancashire Core Strategy (adopted 17 July 2012)

Central Lancashire Open Space and Playing Pitch Supplementary Planning Document (August 2003) including financial contributions for new provision and improvements

Central Lancashire Affordable Housing Supplementary Planning Document (October 2012)

Central Lancashire Employment Skills Supplementary Planning Document September 2017 (to be adopted by all Central Lancashire authorities in September 2017).

HOUSING EVIDENCE

Central Lancashire Strategic Housing Land Availability Assessment (2010 – SHLAA)

Central Lancashire Strategic Housing Land Availability Assessment 2011 (February 2012 update - a partial review and update of the SHLAA 2010)

Chorley Housing Land Monitoring Report (June 2017)

Central Lancashire Strategic Housing Market Assessment (September 2017)

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Report of	Meeting	Date
Director of Business, Development and Growth (introduced by the Executive Member for Economic Development and Public Service Reform)	Council	19 September 2017

CENTRAL LANCASHIRE EMPLOYMENT SKILLS SUPPLEMENTARY PLANNING DOCUMENT (SEPTEMBER 2017)

PURPOSE OF REPORT

- To seek adoption of the Central Lancashire Employment Skills Supplementary Planning Document (SPD).

RECOMMENDATION(S)

- Members are asked to adopt the Central Lancashire Employment Skills Supplementary Planning Document SPD as detailed in Appendix 1 and delegate authority to the Development and Regeneration Manager in consultation with the Executive Member to make any minor text, layout and formatting changes on the publication of the document.

EXECUTIVE SUMMARY OF REPORT

- This report explains the purposes and objectives of the Central Lancashire Employment Skills SPD which has now been finalised and is intended to be adopted for use for development control purposes.

Confidential report Please bold as appropriate	Yes	No

CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

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

BACKGROUND

- 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 This SPD is one of a suite of Central Lancashire SPDs that have already been adopted in accordance with the Local Planning Regulations and the National Planning Policy Framework (the Framework), conforming and responding to all relevant local and national policies, and based upon a robust and up-to-date evidence base. These SPDs form part of the Local Development Framework (LDF) for the Council, and the other Central Lancashire authorities. They are to be considered alongside policy in the Central Lancashire Core Strategy and the Chorley Local Plan.
- 7 One of Central Lancashire's priorities is to encourage economic growth within Central Lancashire that benefits the people and businesses in the three boroughs. This involves increasing employment opportunities by helping local businesses to improve, grow and take on more staff, helping businesses to find suitable staff and suppliers, especially local ones, and improving the skills of local people to enable them to take advantage of the employing opportunities. The aim of this Supplementary Planning Document (SPD) is to facilitate this by helping businesses already located in Central Lancashire to grow and attract new businesses into the area.
- 8 The SPD does not introduce new policies. The SPD provides planning guidance in relation to the preparation of the Employment and Skills plans which supports the implementation of Core Strategy Policy 15: Skills and Economic Inclusion. The SPD has been prepared jointly between the 3 authorities' Planning and Economic Development colleagues and should therefore be taken into consideration from the earliest stages of the development process of any site, including any purchase negotiations and in the preparation of development schemes. This SPD will be a significant positive for the three Councils and will only be the third in the North-West and first in the country that has been jointly prepared.
- 9 Executive Cabinet granted approval to consult on the draft Central Lancashire Employment Skills SPD in January 2017. The subsequent 6 week consultation was carried out from Monday 30 January until Monday 13 March 2017. Approximately 3000 individuals, companies, statutory consultees and interest groups were notified of the consultation on the draft SPD. All of the documentation relating to the SPD was available to view on each of the Council's website throughout the consultation period. The documents were also available to view at deposit points across the 3 areas, which included the Council Offices and Libraries, and some Post Offices particularly in villages without a library. The consultation was advertised using each Council's Social Media and by press releases. The consultation was also publicised in Chorley Council's e-zines, 'In the Know' and 'In the Boro'.

SUMMARY OF CONSULTATION

- 10 19 responses were received as part of the January – March 2017 consultation. The responses fell into three categories, very supportive of the aims of the SPD; wish to make no comments and those who raised issues. The issues can be summarised as following:
- Concerns as to extent of information required to validate an application
 - Query how the thresholds have been arrived at as to when a statement is required
 - Stress the need for flexibility to acknowledge the fluid nature of projects
 - Query policy justification and whether this is spatial planning
 - Concerns as to impact upon deliverability of schemes, stifling or delaying development having regard to the advice in the National Planning Policy Framework
- 11 Following this, amendments were made to the SPD, which included to:
- Seek to align the document with the National Skills Academy for Construction (NSAfC) approach both in terms of the CITBA 'Toolkit' and 'Client Based Approach - Local Client Guidance'.
 - Greater clarity on what the statement will potentially cover.

- Updating of the factual position in respect of the various projects across the three authority areas.
- 12 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 took place from Wednesday 28 June until Wednesday 26 July 2017. A further 4 responses were received, three not making comments and one supporting the SPD which the Councils have noted and which have not resulted in any further additions to the SPD. All 23 responses and the Councils responses are attached at Appendix 2.
- 13 The adopted version will provide clarification in respect of what constitutes a 'Commercial Use'. Therefore it is proposed at paragraph 10.2 of the SPD that Commercial Use will for the purpose of the SPD comprise B1 Business, B2 General Industrial, B8 Storage or Distribution, A1 Shops, A2 Financial and Professional Services, A3 Restaurant and Cafes, A4 Drinking establishments, A5 Hot food takeaways. There may be occasions when the Uses are developed jointly as part of one application and if the cumulative floorspace exceeds 1000sqm a statement will be required.

CONTENT OF THE SPD

- 14 To complement existing activity and facilitate opportunity in association with economic growth envisaged through this SPD, the authorities will now be introducing the need for the submission of an Employment and Skills Statement with a relevant planning application (with the exception of outline applications). The scale of development that triggers the need for a plan being:

Commercial Floorspace over 1000sqm

Housing Developments over 30 units

- 15 The need for an Employment and Skills Statement and what it will cover will be highlighted during pre-application discussions. The requirement for a statement will be included in each authority's validation checklist requiring an update. A statement received as part of an individual application above the threshold will be verified by Employment Skills and Business Support and Planning Policy. Planning Policy will monitor the SPD as part of the Central Lancashire Core Strategy monitoring report.
- 16 An applicant will be required to complete an Employment and Skills Statement template providing all the key background factual information associated with the development (see pages 11- 12 of Appendix 1). Further information will be requested by the development management sections on a case by case basis as appropriate.
- 17 The Employment and Skills Statement will cover such areas as:
- Creation of apprenticeships
 - Recruitment
 - Training (NVQ)
 - Work Experience (14-16 years, 16-19 years and 19+ years)
 - Work trials
 - Links with schools, colleges and university
 - Use of local suppliers
 - Skills Certification
 - Support with transport, childcare and work equipment
- 18 Once the content of the Employment and Skills Statement has been agreed as part of the consideration of the planning application, it will be usually be possible to control the implementation of the Plan via a planning condition or subject to an obligation under

Section 106 of the Town and Country Planning Act 1990 the signing of which will coincide with the grant of planning permission. Specific activities, target numbers, supervision responsibilities and time parameters will be agreed before construction begins. Once adopted, this SPD should be afforded significant weight as a material consideration in determining planning applications.

NEXT STEPS

- 19. Accordingly, the final version of the SPD is being placed before Members for approval to adopt for use for development control purposes. Officers of South Ribble Borough Council and Preston City Council are taking the equivalent reports through their respective approval procedures. Each Council will then follow similar adoption arrangements and the adoption period identified in paragraph 20 below.
- 20. Following adoption the SPD and adoption statement will be placed on the Council's website; made available at the Council's Civic offices 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 the adoption statement is published – that is by Monday 1 January 2018.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

- 22. There are no financial implications for the Council associated with this report.

COMMENTS OF THE MONITORING OFFICER

- 23. The legal requirements are set out within the report and SPD, I have no further comments.

MARK LESTER
DIRECTOR OF BUSINESS DEVELOPMENT AND GROWTH

Background Papers			
Document	Date	File	Place of Inspection
Draft Central Lancashire Employment Skills SPD (December 2016)	19 January 2017	17.EC.56	http://mod/ieListDocuments.aspx?CId=115&MID=5016#A149707

Report Author	Ext	Date	Doc ID
Alison Marland	5281	7 September 2017	***

**Central Lancashire
Employment Skills
Supplementary Planning
Document
September 2017**



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Employment Skills

Supplementary Planning Document

2. Introduction

- 2.1. The SPD has been driven by Preston, Chorley and South Ribble Councils' aspiration to see additional benefits (known as social value) incorporated into their housing and other development opportunities. Social value is defined as "the additional economic, social and environmental benefits that can be created when the Council purchases a good or a service from an outside organisation, above and beyond the value of that good or service". By integrating social value at the planning stage of a project, this can result in significant 'added value' benefits to the residents of Lancashire, particularly in the area of employment and skills (to which this SPD relates). It will also contribute to the Lancashire Employment and Skills Strategic Framework, which details the employment and skills needs within Lancashire.
- 2.2. South Ribble, Chorley and Preston have collaborated extensively in spatial planning terms as the combined area functions as one integrated local economy and travel to work area. It is a single housing market area; and nearly 80% of house moves take place within it. It is appropriate and efficient to consider the similar issues facing Central Lancashire in a collaborative way. To this end Central Lancashire has a combined Core Strategy, Local Plans that develop the vision set out within it, and a series of joint SPDs. It is within this context that this joint Employment Skills SPD has been prepared.

3. Context

- 3.1. The vision for Central Lancashire is set out in the Core Strategy. In summary, it states that by 2026 Central Lancashire will:
- **Be recognised as a highly sought after place to live and work in the North-West**
 - **Play a leading role in Lancashire's world class economy and have sustainable economic growth based on the area's unique assets.**

- **Build on its central location at the hub of a transport network, with green spaces and access to open countryside, making it a place with 'room to breathe'.**
- **Be a driver of sustainable economic growth for the region, marrying opportunity and need**
- **Provide easy access with improved transport connections within Central Lancashire and to wider regional, national and international destinations**

- 3.2. Building on this joint working in September 2013, South Ribble Borough, Preston City and Lancashire County Council signed a City Deal agreement with Central Government.
- 3.3. The city deal is unlocking £434 million new investment to help expand and improve Preston and South Ribble's transport infrastructure, at an unprecedented rate. Forecasts suggest 20,000 new jobs will be created and 17,420 homes built - a huge boost to a local economy expected to grow by £1 billion over the next ten years.
- 3.4. This promises to keep the Central Lancashire growth rate booming – bucking national trends – and this in an area already boasting the UK's highest new job creation rates in the last decade, with more than 20,000 new jobs created in the private sector.
- 3.5. The success of the deal reflects the area's excellent location, skilled workforce and local strength in training and education, as well as quality of life. As long as the core infrastructure is developed to provide that extra capacity, this high rate of significant growth will continue.
- 3.6. More than £340 million of the City Deal pot will be invested in a new transport infrastructure, with plans to radically improve access by road to Preston and South Ribble from other parts of Lancashire and the UK. There will be major new road schemes to the north, south and west of Preston and a new junction off the M55 at Bartle, opening up a wealth of new opportunities to create housing and employment.
- 3.7. City Deal Government funding is a 10-year allocation more than twice the term originally envisaged and is key to the delivery of key essential transport links to bring forward development. This will help it move forward with ear-marked priorities like the Preston Western Distributor, South Ribble Western Distributor, Broughton Congestion Relief and Penwortham Bypass projects.
- 3.8. South Ribble has Samlesbury Aerospace Enterprise Zone already under development which will be a national centre of excellence for advanced engineering and manufacturing related companies in B1, B2 and B8 units ranging from manufacturing, specialist logistics and professional support services. Centrally within the borough is the Cuerden 65 hectare strategic site that is currently subject of a planning application for retail, employment, leisure and residential uses.

- 3.9. Chorley is a key service centre and is a great place to do business with excellent road and rail links, a skilled workforce; a good mix of housing as well as quality of life. Chorley Council has made economic development one of its main priorities and will make sure companies and developers interested in investing or relocating to Chorley get all the support they need. Chorley's recently adopted Local Plan brings forward a healthy supply of employment land offering a range of significant sites for B1,B2,B8 employment uses as well as mixed uses.
- 3.10. Key sites being brought forward include Botany Bay/Great Knowley, a highly accessible 20 hectare site situated adjacent to junction 8 of the M61, which is allocated as a site for sub regionally significant development including B1, B2 and B8 but also retail, housing and leisure. Within close proximity to junction 8 of the M61 is the chosen location for the new Digital Health Village of 13 hectares offering purpose built collaborative office space for digital health businesses and premises for light industrial uses. Other sites under development include proposed office development at Buckshaw Village Office Park comprising new quality development totalling 12,000 sq metres; land at the east of A49, Clayton Le Woods comprising 8 hectares benefitting from good motorway access to the north, south and east of the county, and offering flexible employment space, including incubation and business growth options; and 3.5 hectares at Cowling Farm, Chorley suitable for the development of commercial manufacturing and incubation businesses.

4. Legal Framework

- 4.1. Supplementary Planning Documents (SPDs) were introduced by the Planning and Compulsory Purchase Act 2004 as part of the reforms to the planning system. Although not forming part of the statutory development plan, one of the functions of an SPD is to provide further detail on policies and proposals within the development plan. SPDs must be consistent with national and regional planning policies as well as the policies set out in the development plan.
- 4.2. This SPD is one of a suite of SPDs that have been prepared in accordance with the Local Planning Regulations (SI 2012 No.767) and National Planning Policy Framework (the Framework), conforming and responding to all relevant local and national policies, and based upon a robust and up-to-date evidence base. This SPD forms part of the Local Development Framework (LDF) for the three authorities. It should be considered alongside policy in the Central Lancashire Core Strategy and the Site Allocations and Development Management Policies Development Plan Documents (DPDs) – now referred to as the Local Plan. The SPD guidance should therefore be taken into consideration from the earliest stages of the development process of any site, including any purchase negotiations and preparation of schemes seeking pre-application guidance.

5. Purpose of this SPD

5.1. This SPD introduces Employment Skills Statements and provides clarity as to how this requirement relates to the relevant policies set out in the Core Strategy and Local Plan as well as the guidance set out in the NPPF. Once adopted, this SPD should be afforded significant weight as a material consideration in determining planning applications.

5.2. One of Central Lancashire's priorities is to encourage economic growth within Central Lancashire that benefits the people and businesses in the three boroughs.

5.3. Therefore this SPD will seek to:

- **Increase employment opportunities by helping local businesses to improve, grow and take on more staff**

- **help businesses to find suitable staff and suppliers, especially local ones**

- **improve the skills of local people to enable them to take advantage of the resulting employment opportunities**

- **help businesses already located in Central Lancashire to grow and attract new businesses into the area**

5.4. This is vital in the context of new growth and having regard to issues in Central Lancashire in the past. Namely that a considerable proportion of employment available in Central Lancashire is in lower skilled jobs with the proportion of working-age population with no qualifications being higher than the national average. Those with low or no formal skills often have low incomes or cannot find employment.

5.5. Indicators show that employment growth in Central Lancashire is in sectors requiring higher skills (NVQ level 4). Quality higher education, training and skills development are essential to ensure a skilled local labour pool for new and expanding enterprises.

5.6. For the purposes of this document a "local person", is a person living in the area and a "local business" means a business based in, or having a significant permanent physical presence in Central Lancashire.

5.7. To complement existing activity and facilitate opportunity in association with the economic growth envisaged the Authorities will now be introducing the requirement for the submission of Employment Skills Statement with certain types of planning applications. The contents of the Statement will be based on

completion of the table in Appendix One. To ensure national consistency regard should also be had to the following National Skills Academy for Construction (NSAfC) documents and any subsequent amendments - '[CITBA Toolkit June 2016 – Client Based Approach](#)' and '[Client Based Approach Local Client Guidance- England V2 June 2016](#)' a link to these documents can be found after Section 17 of this SPD.

- 5.8. This SPD sets out the process that will need to be followed and what the Statement will need to cover.

The services and assistance currently available from each authority are set out in the Appendix 2 to this document.

6. Planning Policy

National Policy

- 6.1. Guidance on planning policy is issued by central Government in the **National Planning Policy Framework (The Framework)**. Local Planning Authorities have to take the contents of The Framework into account when determining planning applications and preparing documents for the Local Plan

The National Planning Policy Framework

- 6.2. The sections of The Framework most relevant to this Employment Skills SPD are as follows:

7: There are three dimensions to sustainable development: economic, social and environmental. These dimensions give rise to the need for the planning system to perform a number of roles:

An economic role –contributing to building a strong, responsive and competitive economy, by ensuring that sufficient land of the right type is available in the right places and at the right time to support growth and innovation; and by identifying and coordinating development requirements, including the provision of infrastructure;

17. Within the overarching roles that the planning system ought to play, a set of core land-use planning principles should underpin both plan-making and decision-taking. These 12 principles are that planning should:

.....

Proactively drive and support sustainable economic development to deliver the homes, business and industrial units, infrastructure and thriving local places that the country needs. Every effort should be made objectively to identify and then meet the housing, business and other development needs of an area, and respond

positively to wider opportunities for growth. Plans should take account of market signals, such as land prices and housing affordability, and set out a clear strategy for allocating sufficient land which is suitable for development in their area, taking account of the needs of the residential and business communities;

18. The Government is committed to securing economic growth in order to create jobs and prosperity, building on the country's inherent strengths, and to meeting the twin challenges of global competition and low carbon future.

19. The Government is committed to ensuring that the planning system does everything it can to support sustainable economic growth. Planning should operate to encourage and not act as an impediment to sustainable growth. Therefore significant weight should be placed on the need to support economic growth through the planning system.

20. To help achieve economic growth, local planning authorities should plan proactively to meet the development needs of business and support an economy fit for the 21st century.

21. Investment in business should not be over-burdened by the combined requirements of planning policy expectations. Planning policies should recognise and seek to address potential barriers to investment, including a poor environment or any lack of infrastructure, services or housing. In drawing up Local Plans, local planning authorities should:

- set out a clear economic vision and strategy for their area which positively and proactively encourages sustainable economic growth;*
- set criteria, or identify strategic sites, for local and inward investment to match the strategy and to meet the anticipated needs over the plan period;*
- support existing business sectors, taking account of whether they are expanding or contracting and, where possible, identify and plan for new or emerging sectors likely to locate in their area. Policies should be flexible enough to accommodate needs not anticipated in the plan and to allow a rapid response to changes in economic circumstances;*
- plan positively for the location, promotion and expansion of clusters or networks of knowledge driven, creative or high technology industries;*
- identify priority areas for economic regeneration, infrastructure provision and environmental enhancement; and*
- facilitate flexible working practices such as integration of residential and commercial uses with the same unit*

Local Policy

6.3. The Local Plan comprises a suite of documents.

- 6.4. The **Core Strategy** is the key document as it sets the overarching vision for the area.

Policy 15: Skills and Economic Inclusion is the relevant policy hook for this SPD, it states:

“Improve Skills and Economic Inclusion by:

- *Working with existing and incoming employers to identify skills shortages.*
- *Liaising with colleges, training agencies and major local employers to develop courses and life-long learning and increase access to training, particularly in local communities that are the most deprived in this respect.*
- *Encouraging knowledge based businesses and creative industries associated with the University of Central Lancashire to enable graduate retention.”*

- 6.5. It is then underpinned by **Preston, South Ribble and Chorley Local Plan’s** all of which have an end date of 2026 and are in conformity with the Core Strategy. These documents include policies and proposals allocating some land for development whilst protecting others from inappropriate development.

7. Other Relevant Guidance

- 7.1. Controlling Re-Use of Employment Premises SPD – this SPD sets out the Council’s approach to dealing with development proposals involving the re-use of existing employment premises and sites in Central Lancashire. It supports the aims of Core Strategy Policy 10 to secure an adequate supply of Employment land in Central Lancashire up to 2026, including the provision and availability of suitable locations for industrial and commercial developments, and provision for a broad range of business types from small start-up business through to large enterprises.

8. Sustainability Appraisal and Habitats Regulations Assessment

- 8.1. Given the relationship between this SPD, the Core Strategy and the Site Allocations DPDs and the level of Sustainability Appraisal (SA) that these documents have undergone together with the anticipated absence of any significant environmental effects arising from this proposal, an independent SA of this SPD is not required. In addition, the Core Strategy has undergone a Habitats Regulations Screening Assessment to determine the likely significant effects of the

plan on sites of international nature conservation importance. As the SPD is in conformity with the policies contained within the Core Strategy, a full Screening Assessment of this SPD is not required.

9. Employment and Skills Statement

- 9.1. An Employment and Skills Statement will need to be submitted in association with certain types of development. The thresholds are set out below in paragraph 10.1.
- 9.2. If a development exceeds the thresholds the Council will adopt a flexible and a pragmatic approach, if, for example, the company developing already has an appropriate training regime in place. In such circumstances, supporting information to demonstrate the company's existing regime will need to be submitted.

10. When will a Statement be required?

- 10.1. Employment and Skills Statements will be required to be submitted with the planning applications (with the exception of outline applications) which exceed the thresholds below:
- **Commercial Floorspace 1000 sqm**
 - **Housing Developments 30 units**
- 10.2. For the purpose of this SPD Commercial use comprises B1 Business, B2 General Industrial, B8 Storage or Distribution, A1 Shops, A2 Financial and Professional Services, A3 Restaurant and Cafes, A4 Drinking establishments, A5 Hot food takeaways. There may be occasions when the Uses are developed jointly as part of one application and if the cumulative floorspace exceeds 1000sqm a statement will be required.
- 10.3. Applicants are recommended to engage in pre-application discussions with the relevant Council in order to determine the individual requirements for, and content of, an Employment Skills Statement. The details of each Council's pre-application service can be found on their websites.
- 10.4. The requirement for the Statement will be included on each authority's validation checklists when they are next revised. Applicants must also complete the template

in Appendix 1 and submit this with their application. This provides all the key background factual information associated with the development.

11. What will the statement cover?

11.1. These criteria set out in in the statement can be individually tailored to ensure the right skills and employment opportunities are provided at the right time to benefit both the developer and local population and covers the following areas:

- Creation of apprenticeships/new entrants/graduates/traineeships
- Recruitment through Job Hub and Jobcentre plus and other local employment vehicles.
- Work trials and interview guarantees
- Vocational training (NVQ)
- Work experience (14-16 years, 16-19 years and 19+ years) (5 working days minimum)
- Links with schools, colleges and university
- Use of local suppliers
- Supervisor Training
- Management and Leadership Training
- In house training schemes
- Construction Skills Certification Scheme (CSCS) Cards
- Support with transport, childcare and work equipment
- Community based projects

12. How will it be implemented?

12.1. The statement should be submitted with the planning application. Once the content of the Statement has been agreed as part of the consideration of the planning application, it will be usually be possible to control its implementation via a planning condition or an obligation under Section106 of the Town and Country Planning Act 1990, the signing of which will coincide with the grant of planning permission.

13. Monitoring and Review

13.1. The Councils will monitor the effectiveness of this guidance including Core Strategy key indicators and review as appropriate in the light of its performance and future changes in planning law, and policy guidance.

14. Further Information

Preston City Council

www.preston.gov.uk

01772 906949

devcon@preston.gov.uk

Chorley Borough Council

www.chorley.gov.uk

01257 515151

dcon@chorley.gov.uk

South Ribble Borough Council

www.southribble.gov.uk

01772 421491

planningpolicy@southribble.gov.uk

Links are provided to the following documents:-

[‘CITBA Toolkit June 2016 – Client Based Approach’](#)

[‘Client Based Approach Local Client Guidance- England V2 June 2016’](#)

APPENDIX ONE - Employment and Skills Statement

This table needs to be completed by the applicant and submitted with a Planning Application:

Site:
Landowner/Developer:
Proposal:
Opportunities at Construction Phase: The number of jobs (including the labour forecasting tool if available): Type of jobs: Phasing and Timescale:
Opportunities at Occupation Phase The number of jobs (including the labour forecasting tool if available): Type of jobs: Phasing and Timescale:
Contact Details:
Please tick if you are happy that this Statement can be shared with Job Centre Plus

FUTURE WORKFORCE	Indicative Commitment
Working Days committed from business volunteers to support careers education and information and/curriculum development in schools and colleges in Lancashire per year.	
Number of work experience placements (14-16 years, 17-19years and 19years +) based on a placement being one week at Lancashire schools and colleges.	
Number of undergraduate project placements per year offered to Lancashire Universities	
Number of graduate internships per year for graduates living in Lancashire.	
INCLUSIVE WORKFORCE	

Number of employment opportunities offered to Lancashire residents that are unemployed or at a disadvantage (e.g. ex-offenders)	
Number of work placements or trails offered to unemployed Lancashire residents	
Working days committed from business volunteers to mentor NEET (not in education, employment or training) young people 16-18 year olds.	
SKILLED AND PRODUCTIVE WORKFORCE	
Number of apprenticeships	
Commitment to workforce planning and investment in training of employees	
Investment in Leadership Skills	
COMMUNITY BENEFITS	
Projects driven by local communities	
Procurement and commissioning of local small and medium-sized enterprises and social enterprises/third sector organisations	
Construction Skills Certificate Schemes	
Support with transport, childcare and work equipment	

APPENDIX TWO – Services Provided by the Councils

The Councils currently offer the following services:

In the case of South Ribble:

- Make businesses applying for planning permission aware of the advice and practical support available in the Borough for economic development;
- Inform developers and business of possible sources of funding and grants;
- Encourage the occupiers of new or expanded premises where new jobs are being created to use recruitment methods that will increase the likelihood of recruiting local residents;
- Encourage the use of local organisations to source and help train local residents to work at new or expanded premises, especially through Apprenticeships;
- Encourage applicants to seek information on where to find local construction firms, local construction goods suppliers and local general business to business goods suppliers
- With Preston and Chorley host a bi-monthly Employment Taskforce where 15-20 employment support and training organisations come together to discuss recruitments and opportunities for local people to secure apprenticeships and local employment.

Please follow this link for access to full services:

<http://www.businessinsouthribble.com/business-support>

In the case of Preston:

Preston Council will offer practical support to new businesses, existing businesses and developers wishing to expand in Preston and encourage:

- recruitment methods that will increase the likelihood of recruiting local residents;
- the use of local organisations to source, work, train, offer apprenticeships for local residents;
- applicants to seek information on where to find local construction firms, local construction goods suppliers and local general business to business goods suppliers
- large applications to make contact with Job Centre Plus
- economic diversification by explaining what forms of economic development may be acceptable in the rural area.
- the use of funding and grants available.
- Together with Chorley and South Ribble host a bi-monthly Employment Taskforce where 15-20 employment support and training organisations come together to discuss recruitments and opportunities for local people to secure apprenticeships and local employment.

Please follow the link for access to access the full services:

<http://www.preston.gov.uk/businesses/business-advice/>

In the case of Chorley:

- Has a formal pre-application advice service for planning schemes, only for people who need planning permission. Entering into pre application discussions will help save time, avoid wasted expense and avoid frustration. More information can be found at www.chorley.gov.uk/planning
- Has prepared a validation checklist which outlines the level of detail and the information required for different types of application. This document, together with the necessary application forms, is available on the Council's website at www.chorley.gov.uk/planning.
- Uses the Central Lancashire Re-use of Employment Premises Supplementary Planning Document to explain the Council's approach to dealing with development proposals involving the re-use of existing employment premises and sites:
<http://chorley.gov.uk/Pages/AtoZ/Planning-Policy.aspx>
- Informs developers and businesses of possible sources of all grants, funding and business support via the Chorley Council inward investment website <http://www.choosechorley.co.uk/Pages/default.aspx> and also promoted through the council's website <http://chorley.gov.uk/Pages/AtoZ/Business-Advice-and-Support.aspx>
- New and expanding businesses can access free support, advice and funding from the Council. Businesses that are growing and creating new jobs can access funding from our Chorley BIG (Business Investment for Growth) grant. One criteria of this fund, is for the majority, if not all, new jobs to be filled by Chorley residents. In addition, businesses moving into Chorley utilising support from the Choose Chorley Grant also have to sign up to the Chorley Employment Charter which assists local businesses to recruit local residents.
- Through one to one meetings with our business advisors the Council encourages occupiers to sign up to our Employment Charter, to encourage local employment, see http://chorley.gov.uk/Documents/Business/Employment_charter_2012%20v1.pdf In addition we offer an 8 week placement programme Chorley Works, which gives people who are nearly ready for employment the opportunity to work with a local business before taking up a permanent position.
- Promotes through the Chorley Council website our on-line business directory to encourage local businesses to source goods and services locally at [http://propertysearch4.evolutive.co.uk/toolkitv2/\(S\(vho5jl4kn1cvei20kqxi4ahh\)\)/BDSearch.aspx?siteId=122&bd=true&partnerid=4](http://propertysearch4.evolutive.co.uk/toolkitv2/(S(vho5jl4kn1cvei20kqxi4ahh))/BDSearch.aspx?siteId=122&bd=true&partnerid=4)
- Has a programme of business events available to view at <http://chorley.gov.uk/Documents/Business/BUSINESS%20EVENTS%20LATEST%20VERSION.pdf>
- Encourages the use of local organisations to source and help train local residents to work at new or expanded premises, especially through Apprenticeships. The Council can assist with funding for a local organisation to operate an Employment Support Fund, to provide financial assistance (excluding wages) to remove barriers to encourage employers to create more apprenticeship opportunities and young people to take up these roles. Funding is towards travel expenses, uniform, essential tools and IT workstations.
- With Preston and South Ribble host a bi-monthly Employment Taskforce where 15-20 employment support and training organisations come together to discuss recruitments and opportunities for local people to secure apprenticeships and local employment.
- Hold quarterly networking events where businesses from all sectors across Chorley and neighbouring districts attend to network and make new business connections.

Total 23 responses received

1. Central Lancashire Employment Skills Supplementary Planning Document – 30 January – 13 March 2017 consultation

19 responses received and Councils Response is shown below:

Note: South Ribble Borough Council consulted on a Green Belt Infill SPD using the same consultation period and some joint responses were received as referenced at 2, 4 and 8.

Reference	Comments	Councils Response
10	<p>On behalf of the Construction Industry Training Board (CITB) I am submitting feedback on the proposals to introduce a Central Lancashire Employment and Skills Supplementary Planning Document.</p> <p>CITB is the Industry Training Board for the construction industry and represents around 75,000 construction businesses across Great Britain. CITB's role it to ensure that the construction industry has the right skilled people in the right place at the right time to fulfil the pipeline of projects the economy has. It does this by working with a range of stakeholders, looking at training provision, policy and funding, creating an environment where these core principles work together to get the best outcome.</p> <p>The introduction of an Employment and Skills SPD for Central Lancashire is something that CITB welcomes. Having guidance to help contractors and developers to understand their role in achieving social value outcomes on construction projects is critical to these requests being successful. By using the CITB's National Skills Academy for Construction (NSAFC) Client Based Approach (CBA) as a methodology the Central Lancashire guidance follows circa 50 other local authorities across Great Britain in using an industry developed, industry approved model. It allows contractors and developers to deliver a consistent set of social value key performance indicators that they recognise from their work elsewhere in the country, which means they don't have to set up a new system of identifying and collating information about social value outcomes for each project that they deliver, thereby removing duplication, confusion and cost. CITB can support the contractor and developer in delivering the NSAFC CBA key performance indicators through its team of advisors and its grant system, which can financially incentivise inscope registered</p>	Support Noted.

Reference	Comments	Councils Response
	<p>companies to deliver the key performance indicators.</p> <p>In summary, CITB is very supportive on this introduction of this SPD.</p>	
11	<p>Thank you for consulting us on the above Supplementary Planning Document. We have reviewed the draft document in relation to our remit and we have no comments to make.</p>	Comments Noted.
12	<p>Historic England is the Government's statutory adviser on all matters relating to the historic environment in England. We are a non-departmental public body established under the National Heritage Act 1983 and sponsored by the Department for Culture, Media and Sport (DCMS). We champion and protect England's historic places, providing expert advice to local planning authorities, developers, owners and communities to help ensure our historic environment is properly understood, enjoyed and cared for.</p> <p>Thank you for consulting Historic England on the above document. At this stage we have no comments to make on its content.</p> <p>If you have any queries about any of this matter or would like to discuss anything further, please do not hesitate to contact me.</p>	
13	<p>I've recently seen the SPD that's out for consultation. I just wanted to say that it's about time that local authorities used their powers to create local employment, jobs and training.</p> <p>The Social Value Act places a requirement on local authorities to consider wider community benefits and I've seen little evidence of this happening.</p> <p>I work with young people to support them into training and employment and am really pleased that South Ribble Council are hoping to make the requirement for an employment and skills plan a condition of the planning process. The impact that this could have on local jobs and training should be significant</p> <p>Well done! I hope it gets approved</p>	Support noted.
14	<p>Dear Sir/Madam,</p> <p>Draft Central Lancashire Employment Skills SPD</p> <p>On behalf of Miller Homes Ltd, Planning Potential have reviewed the content of the above SPD; released for consultation until the 13th of March 2017.</p>	<p>- It is not clear how the thresholds have been arrived at.</p> <p>The thresholds have been arrived at having regard to consideration of other such SPD's that</p>

Reference	Comments	Councils Response
	<p>Miller Homes Ltd are an award winning national housebuilder, with aspirations to deliver essential housing for the Boroughs of South Ribble, Preston and Chorley. The housebuilder supports the joint Council’s aspirations for economic growth across Central Lancashire, with Paragraph 3.3 of the Draft Central Lancashire Employment Skills SPD noting forecasts which suggest that 20,000 new jobs will be created, alongside 17,420 new homes.</p> <p>To secure sustainable growth, the NPPF encourages a proactive and responsive planning framework, through the preparation of an up-to-date Local Plan. Supplementary Planning Documents are defined as documents, which add further detail to the policies in the Local Plan and provide further guidance for development on specific sites, or on particular issues, such as design. On this point, Paragraph 153 of Framework states that SPDs should be used where they can help applicants make successful applications or aid infrastructure delivery, and should not be used to add unnecessarily to the financial burdens on development.</p> <p>The aim of the publication of the Draft Central Lancashire Employment Skills SPD is to facilitate economic growth, by helping businesses already located in Central Lancashire to grow and attract new businesses into the area. To enable this, the SPD introduces the requirement for the submission of Employment Skills Statement for certain types of planning applications. A list of processes that will need to be followed are outlined at Section 14 of the SPD, alongside information on what the Plan will need to cover.</p> <p>Planning Potential on behalf of Miller Homes have reviewed the Draft Central Lancashire Employment Skills SPD in detail. The introduction of the SPD is welcomed. However, concern has been raised on the level of detail required to enable validation, alongside monitoring arrangements and the need for flexibility.</p> <p>1. Content of SPD It is noted that an ‘Economic Skills Statement’ is required for housing developments that exceed a 30 unit threshold. Planning Potential question how this threshold has been calculated, and request information on this point.</p> <p>It is noted that the threshold promoted, does not apply to applications submitted in outline form. This position is supported as matters relating to design (scale; layout; landscaping; appearance; means of access) are subject to change, through the consideration of a reserved matters application. The submission of this level of detail would be premature.</p>	<p>have been implemented around the country. Also based on knowledge within the Councils of the likely scale of activity associated with development of the scale prescribed. It is considered if the thresholds are set higher than those suggested then it could be the case that so few developments covered by the requirement as to render the exercise of little value. The thresholds will be kept under review to see if they are indeed appropriate.</p> <ul style="list-style-type: none"> - The detail required is unresponsive to market and economic conditions which could change at the time of implementation via the discharge of conditions. A report outlining the scope of works and level of detail which can be secured is considered more appropriate and robust approach to ensure deliverability. - We believe as the plans will be bespoke to the particular development they will be entirely responsive to market and economic conditions. The plan will be a ‘live’ document that can evolve as and when is necessary. The desire is for this to be a positive, helpful tool to assist the developer. - The LDS highlights the need for a partial review of the Core Strategy <p>Various studies are currently underway which will form the evidence base to review both the Core Strategy and the respective authorities’</p>

Reference	Comments	Councils Response
	<p>From our review of Section 14 and Appendix 1 of the SPD; we again consider that the level of detail required to enable the validation of a reserved matters or full planning application would be premature, and could impact on the deliverability of essential housing.</p> <p>In support of the above, it is widely accepted that proposals submitted in detail form will also evolve through the application process; in response to ongoing discussions with statutory consultees and residents. Changes made to schemes can sometimes be extensive, with wider planning implications. On this point, it is noted that the timeframe from validation through to implementation can be up to five years; with a requirement for conditions to be discharged, to enable works to commence on site, through to occupation. During this time, employment numbers and market conditions could change. This position is also widely acknowledged. Consequently, the deliverability of a scheme can be threatened by a requirement which is not achievable.</p> <p>From our experience the level of information required by the current Draft SPD1 is normally secured via condition. This process allows a degree of flexibility to enable a development proposal to respond to the market and economic conditions, at the time of implementation. Indeed, securing detailed information on the type of jobs; phasing and timescales; details on future workforce; skilled and productive workforce; and community benefits by condition (in our view), meets the requirements of Paragraph 206 of the NPPF2 and should therefore be encouraged. However, Miller Homes do support the aspirations of the joint Councils and therefore recommend that a statement is required which only seeks to outline what information will be covered, rather than specific details which could change.</p> <p>2. Monitoring Section 16 states that more generally the Councils will monitor the effectiveness of this guidance, including Core Strategy key indicators and review as appropriate in the light of its performance and future changes in planning law and policy guidance.</p> <p>Planning Potential draw reference to the most recent Local Development Scheme, dated April 2015 to April 2018. The document highlights the need for a Partial Review of the Central Lancashire Core Strategy (2012) based on appropriate evidence, following the adoption of the 2015 Local Plan. This is even more pressing, following the revocation of the RSS. We have been</p>	<p>local plans. So effectively the process of review has commenced</p>

Reference	Comments	Councils Response
	<p>made aware that a new SHMA is expected to be released in March 2017. On this point, it might be premature to adopt the SPD until a partial review has been undertaken by the Council to ensure evidence is robust and based on an up-to date evidence base.</p> <p>Summary</p> <p>In summary, it is our view that:</p> <ul style="list-style-type: none"> • It is not clear how the thresholds have been arrived at. We would welcome clarity on this. • The preparation of an Economic Skills Statement is welcomed. However, it is our view that the level of detail required in the SPD is unresponsive to market and economic conditions which could change at the time of implementation via the discharge of conditions. A report outlining the scope of works and level of detailed which can be secured via condition is considered more appropriate and robust approach to ensure deliverability. • The LDS highlights the need for a partial review of the Core Strategy. Indictors as outlined are at risk of being found to be considered out-of-date. <p>If the Council requires any further clarification on the above matters, please do not hesitate to contact me directly.</p>	
2	<p>Thank you for inviting Highways England to comment on the new SPD's relating to for Green Belt Infill and Central Lancashire Employment & Skills.</p> <p>Highways England has no comments om either document.</p> <p>If you would like to discuss this email, please contact me.</p>	Comments Noted.
22	<p>Thank you for your consultation on the above dated 30 January 2017, which was received by Natural England on 30 January 2017.</p> <p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.</p> <p>Our remit includes protected sites and landscapes, biodiversity, geodiversity, soils, protected species, landscape character, green infrastructure and access to and enjoyment of nature.</p> <p>Whilst we welcome this opportunity to give our views, the topic of the Supplementary Planning Document does not appear to relate to our interests to any significant extent. We therefore do not wish to comment.</p>	Comments Noted.

Reference	Comments	Councils Response
	<p>Should the plan be amended in a way which significantly affects its impact on the natural environment, then, please consult Natural England again.</p> <p>Strategic Environmental Assessment/Habitats Regulations Assessment</p> <p>A SPD requires a Strategic Environmental Assessment only in exceptional circumstances as set out in the Planning Practice Guidance here. While SPDs are unlikely to give rise to likely significant effects on European Sites, they should be considered as a plan under the Habitats Regulations in the same way as any other plan or project. If your SPD requires a Strategic Environmental Assessment or Habitats Regulation Assessment, you are required to consult us at certain stages as set out in the Planning Practice Guidance.</p> <p>Please send all planning consultations electronically to the consultation hub at consultations@naturalengland.org.uk.</p>	
23	<p>Steven Abbott Associates LLP is an independent town planning consultancy which acts for a broad portfolio of clients across the north west and nationwide. A considerable number of our clients have interests in Central Lancashire and we therefore welcome the opportunity to comment on this draft SPD.</p> <p>Our comments are as follows:</p> <p>Paragraph 2.1 - The definition of social value adopted in the SPD includes the words “above and beyond the value of that good or service.” Any planning obligation which seeks to secure anything which is “above and beyond” the value of the planning permission granted cannot meet the tests set out in paragraph 204 of the National Planning Policy Framework. Such an obligation or a condition would also be questionable in terms of paragraph 206 of the NPPF as it is by no means clear that they would be necessarily, relevant to planning and to the development to be permitted, enforceable, precise and reasonable in all other respects.</p> <p>Paragraph 8.1 - The paragraphs in the NPPF which are quoted are concerned with securing sustainable economic development through the land use planning system. It is not clear how the production of an employment skills statement within the context of a planning application will add anything positive to that process. Indeed, paragraph 21 of the NPPF warns against businesses being “overburdened by the combined requirements of planning policy expectations.” Furthermore, paragraph 154 of the NPPF states “Local plans should address the spatial implications of economic, social and environmental change.” (my emphasis).</p> <p>Paragraph 153 states “Any additional development plan documents should only be used where</p>	<p>Paragraph 2.1</p> <p>We believe the added value already exists in the development process and this is way of regulating /formalising it to the benefit of everyone.</p> <p>For example a large housing development will need a skilled labour force and will take on apprentices. This SPD seeks to ensure this work force has the correct skills and training, and the right labour force in the right place at the right time. The skills statement will be entirely precise and directly related to the development being permitted.</p> <p>Paragraph 8.1</p> <p>The paragraphs that are quoted from the NPPF demonstrate that economic development and growth are inextricably linked to the whole development process. We believe an Employment Skills plan will be an entirely positive addition to the land use planning system. For example one of the major reasons that housebuilders have told us that they are not building out at the rate expected based on historical patterns is the lack of a skilled labour</p>

Reference	Comments	Councils Response
	<p>clearly justified. Supplementary planning documents should be used where they can help applicants make successful applications or aid infrastructure delivery, and should not be used to add unnecessarily to the financial burdens on development.”</p> <p>Paragraph 12.2 and sections 13 and 14 - The need for the Councils to be flexible and to take a pragmatic approach is recognised and welcomed. However, in a planning system which is already over-stretched and under resourced, it is difficult to see how a typical development management planning officer will have either the necessary time or the knowledge to discuss and evaluate an employment skills statement. Without the necessary time, knowledge and commitment, the process is likely to be reduced to a tick box exercise which would be of little benefit to anybody.</p> <p>Paragraph 15.2 - Who will monitor these outputs? What actions would be taken if any element of the requirement is not met? The practical and manpower implications of these requirements do not appear to have been properly considered.</p> <p>Also the SPD does not reflect the Local Plan/Core Strategy policy it purports to be based on. Policy 15 indicates that the LPA’s will (a) identify skills shortages; (b) work with providers to develop courses and life-long learning, and improve access to courses; and (c) encourage knowledge based businesses and the creative industries. It refers to working closely with colleges, training establishments and major local employers. There appears to be nothing in the policy that suggests or requires developers to contribute directly to training provision etc, and as such the SPD goes well beyond consideration of the spatial implications of the Core Strategy.</p> <p>In summary, the need for employment skills statements as part of the planning application process has not, we believe, been demonstrated and as set out in the draft SPD, the process could delay and stifle economic growth rather than promote it.</p> <p>The document appears to go well beyond spatial implications and introduces a layer of complexity and policy requirements with potentially significant financial implications. Has any assessment been undertaken of the potential additional costs the process and any outputs/requirements could have on development and delivery?</p> <p>We are aware that employment skills statements have been introduced elsewhere in the UK, but are not aware if they have been monitored and their effectiveness demonstrated.</p> <p>In the absence of a more compelling case being made for employment skills statements as part of</p>	<p>force. We don’t see this as an additional burden on the development process indeed it seeks to positively assist it.</p> <p>Paragraph 12.2</p> <p>This SPD and the tasks associated with it has not been entered into with considerable discussion across the three councils. Economic Development, Policy and Development Management Teams will all have an input and well as additional resources that are available generated from City Deal. There is additionally always an option to seek outside consultancy help where the case requires it.</p> <p>Paragraph 15.2</p> <p>The monitoring will take place in the same way as any other planning obligation. There would be no desire to penalise any developer who didn’t meet an obligation it would be more a case of intervening to seek to offer assistance. This is all about trying to make a cede change in the behaviours and attitudes of developers.</p> <p>Policy Background</p> <p>Core Strategy Policy 15 is the ‘policy hook’ for the development of the SPD. This policy sets out the intent to work with existing and incoming employers to identify skills shortages and then liaising with colleges and major local employers, to develop courses, lifelong learning and increase access to training (my emphasis.) The SPD by requiring the submission of the Skills Plan, encourages and assists the delivery of the above aspirations. Fundamentally it requires the major local employer, whether it be the housebuilder or the industrialist to identify the skill shortage associated with their</p>

Reference	Comments	Councils Response
	<p>the planning application process, we believe that they should not be introduced in Central Lancashire.</p>	<p>development and put actions in place to address this shortage by developing courses, learning and access to training. Therefore the SPD does accord with provisions of Policy 15.</p> <p>Cost</p> <p>It is not considered that this will introduce a significant additional financial cost for developers. Fundamentally this SPD will help to provide clarity and a structure to actions that are already taking place or should be taking place. It is the case of course that if in any particular case if the viability of a development is threatened then the developer is entitled to present viability evidence as to why they are unable to meet any obligation resulting from the SPD.</p> <p>Justification</p> <p>Central Lancashire supported by City Deal and two Enterprise Zones is about to enter a period of unprecedented growth this allayed with the Governments growth agenda provides the justification for quality higher education; training and skills to ensure a skilled local labour pool is available for new and expanding enterprises. It should certainly not stifle economic growth as the SPD is trying to assist in providing one of the ingredients to allow growth to happen i.e. a skilled labour force that is available in the right place at the right time.</p>
24	<p>Regarding this draft SPD, I hope this letter provides you with details of what we currently offer as a business and active developer within Central Lancashire.</p>	<p>Support Noted. The Council has noted all of the actions Barratt Homes currently undertake.</p>

Reference	Comments	Councils Response
	<p>1. Creation of apprenticeships:</p> <ul style="list-style-type: none"> • Barratt Group has employed 995 apprentices in the last 10 years • Barratt Manchester has vacancies for eight trade apprentices this year (2017) • Barratt Developments Plc was named 2014 BT Macro Employer of the Year by the National Apprenticeship Service. • In 2017 the company was shortlisted for the Best School Leaver Programme for the Target Jobs Awards <p>2. Recruitment through Job Hub and Jobcentre plus and other local employment vehicles:</p> <ul style="list-style-type: none"> • Thorough our own website • Transition partnership to support ex forces personnel <p>3. Work trials and interview guarantees:</p> <ul style="list-style-type: none"> • Some divisions offer work trials and interviews through specific relationships with local authorities e.g. at Hollygate Park in Cotgrave, Nottingham – North Midlands division <p>4. Vocational training (NVQ):</p> <ul style="list-style-type: none"> • Apprentices work towards a two year intermediate apprenticeship with the opportunity to progress to an advanced apprenticeship then once completed they have the option to progress to an assistant site manager programme through the Barratt Academy or through our sponsored degree program. • An NVQ forms part of an apprenticeship • We also qualify many employees to their NVQ at supervisory and management levels. <p>5. Work experience (14-16 years, 16-19 years and 19+ years):</p> <ul style="list-style-type: none"> • All divisions support this where possible in our Technical and Commercial departments for those interested in a Quantity Surveying, Buying, Technical Engineering and Design. <p>6. Links with schools, colleges and university:</p>	

Reference	Comments	Councils Response
	<ul style="list-style-type: none"> • All divisions arrange regular site and health and safety tours with local schools etc. • There is also a specific Working Safely with Schools pack available to divisions and a Safety Bill mascot that can be used for these events. • We also have on campus ambassadors, sponsor the West Midlands Construction UTC and attend/carry out careers events and talks. <p>7. Supervisor training:</p> <ul style="list-style-type: none"> • All apprentices work with experienced tradespeople on site and have an apprentice champion who manages their progress. • For technical and commercial they are provided with a mentor. • We have the Barratt Assistant Site Manager Academy. <p>8. Management and leadership training:</p> <ul style="list-style-type: none"> • Foundation and BSc (Hons) Construction degree from Sheffield Hallam University • A full range of in house management training delivered by the Talent Team <p>http://www.barratffuturetalent.co.uk/sponsored-construction-degree/</p> <p>9. In house training schemes:</p> <ul style="list-style-type: none"> • Accelerated construction scheme - one year • ASPIRE Graduate training scheme – two years • A full range of sales, customer service, IT and management training is delivered by the Talent Team. <p>http://www.barratffuturetalent.co.uk/graduates/programmes/</p> <p>10. Construction Skills Certification Scheme (CSCS) cards:</p> <ul style="list-style-type: none"> • This is part of their qualification for Technical and Commercial and all trade apprentices must sit the health and safety test to acquire one • We mandate CSCS Scheme cards for all site staff. 	

Reference	Comments	Councils Response
3	<p>I am also Clerk to Heskin Parish Council and they discussed this on 2nd February. The Council had no comments to make.</p> <p>However the Parish Council did ask me to obtain details of the impending arrival of an IKEA store in South Ribble. Can you give me details please</p>	<p>Comments Noted. Request for information passed to Development Management Team.</p>
4	<p>Dear South Ribble Planning Policy Team</p> <p>I refer to your consultation on the draft Green Belt Infill SPD and the draft Central Lancashire Employment Skills SPD.</p> <p>The latter would appear to have no major direct significance for nature conservation so we have no comment.</p>	<p>Comments Noted.</p>
5	<p>What a ridiculous waste of time!</p> <p>I thought we were meant to be removing unnecessary bureaucracy. Statement just seems to be an excuse to employ additional policy officers who generate nonsense paperwork to justify their own existence.</p> <p>*****email sent to Mr Welbank asking for further comments*****</p> <p>Good Afternoon Mr Welbank,</p> <p>My colleagues and I were extremely disappointed with the contents of your consultation response below, particularly given it's from a fellow professional operating a business in the area.</p> <p>In accordance with the relevant regulations, at the end of the consultation process we are required to publish a report including all responses and the authority's response to the points raised. In view of this we wondered whether on reflection you wished to review your response?</p> <p>The entirely laudable aims of the SPD to ensure the right education, skills and training are in place to support the continued economic growth of the region, were given even greater legitimacy in the Government White Paper 'Fixing our Broken Housing Market', final paragraph of page 16, which was published this week. It states with respect to businesses:</p> <p>"Critically, we also expect them to take responsibility for investing in their research and skills base to create more sustainable career paths and genuinely bring forward thousands of new skilled roles"</p>	<p>This response fails to appreciate or acknowledge the extensive work that is carried out and the knowledge that the Economic/Policy Teams possess across the three authorities within this topic area. This SPD seeks to build upon the existing work. We believe that land use planning and the aspirations of the SPD are inextricably linked in this respect. It is noted that the Construction Industry Training Board strongly support the SPD.</p>

Reference	Comments	Councils Response
	<p>I look forward to hearing your response to the above.</p> <p>*****reply to clarification email*****</p> <p>Mr Brown (South Ribble Borough Council)</p> <p>Further to your email I find it quite amusing that your department only seems to require positive feedback on consultations and not negative ones. Is it policy to contact all negative responses and ask that they be withdrawn?</p> <p>Does the planning policy team really believe that they know more about skills development than actual real businesses?</p> <p>All you are actually doing is getting businesses to produce another long winded, costly tick box report that satisfies a planning regime that is completely out of touch with its primary role of land use planning.</p> <p>Rather than encouraging economic activity the plethora of nonsensical, often out of date planning documents that are being produced are simply slowing up, and in some cases discouraging businesses from locating in the area.</p> <p>Please keep my original response on the consultation, including your request to withdraw and this response.</p>	
6	<p>Adlington Town Council considers that the proposal to introduce a Skills Statement into the planning process is a step in the right direction, and hopes that the provision of these will carry weight in the decision making process.</p>	<p>Support Noted.</p>
8	<p>I refer to the consultation on the draft Green Belt Infill SPD and also the draft Central Lancashire Employment Skills SPD. Farington Parish Council gave consideration to both these draft documents at their meeting held on 13 February 2017 and agreed that they support both these SPDs and welcome the clarification with regard to procedure.</p>	<p>Support Noted.</p>
26	<p>I am writing to provide comments on behalf of Orbit Investments (Properties) Ltd regarding the above.</p> <p>Orbit, part of the Emerson Group, one of the largest privately owned property development and investment companies in the UK, own a development site at Buckshaw Village, adjacent to Buckshaw Parkway railway station.</p> <p>Having considered the Draft Central Lancashire Employment Skills SPD, Orbit request that the following comments are taken into account when finalising the SPD.</p>	<p>The plan will be bespoke for the scale of development proposed and the content can be discussed through the pre-application process. Therefore this would accord with Orbit's suggestion that the information presented is proportionate and on a sliding scale. We don't see this as a financial burden it is more a case of rationalising existing behaviours</p> <p>The driving force behind this SPD is about creating a cede</p>

Reference	Comments	Councils Response
	<p>13. When a statement be required (p.7) Orbit object to the requirement to submit and Employment Skills Statement on commercial applications exceeding 1000sqm. Orbit consider this threshold to be too low and believe that it will unnecessarily increase the burden upon small and medium scale development, which is not in accordance with NPPF Para 153, which states: "Supplementary Planning Documents should be used where they can help applicants make successful applications or aid infrastructure delivery, and should not be used to add unnecessarily to the financial burdens on development".</p> <p>Orbit therefore recommend that a threshold of 10,00sqm would be more appropriate.</p> <p>14. What Will the Statement Cover? Orbit object to the lack of proportionate interpretation of the proposed SPD requirements, which as worded, appears to apply equally to all applications submitted above the threshold. This is contrary to NPPF para 193, which states</p> <p>"Local Planning Authorities should publish a list of their information requirements for applications, which should be proportionate to the nature and scale of development proposals and reviewed on a frequent basis. Local Planning Authorities should only request supporting information that is relevant, necessary and material to the application in question.</p> <p>Orbit therefore request that the information requirements be applied proportionately on a sliding scale, with only the very largest development providing the full range of information.</p>	<p>change of behaviour and if the floorspace threshold is set at the level suggested i.e. 10,000 Sqm it will apply to a very limited number of developments to such an extent it would totally undermine the purpose of introducing the SPD. For example, a number of years may pass between applications of this scale in each of the three Boroughs.</p> <p>NPPF Paragraph 193 – this should not be seen as a burden on the development, its intention is to assist delivery by seeking to ensure or least help delivery by promoting training and skills. The requirement will form part of the validation checklist.</p>
27	<p>Grimsargh Parish Council considered the above consultation document at their recent Parish Council meeting and agreed to comment that they support this SPD and the clarification of policy in relation to planning applications and employment skills statements.</p>	<p>Comments noted.</p>
28	<p>In response to the Employment Skills SPD consultation, Whittingham and Woodplumpton Parish Councils made similar comments as detailed below.</p> <p>Members RESOLVED to support the principle of the Skills Statement as it encourages developers to consider the creation of apprenticeships, links with schools and colleges, use of local suppliers and help with community based projects – however, Members questioned whether the developer is obliged to actually provide any of the items listed in the Skill Statement and given the limited resources available to the City Council, will officers be in a position to monitor compliance and if the developer doesn't comply once development commences, what action, if any, will be taken?</p>	<p>Comments Noted.</p> <p>Resources will be made available to monitor the submitted statements. This SPD seeks to encourage a cede change of behaviour and we would be looking to 'encourage' compliance rather than taking 'enforcement action' as such.</p>

Reference	Comments	Councils Response
	<p>If the SPD is adopted, Members request that the Skills Statements are included on the City Council website so that local input can be provided when responding to the application consultation.</p> <p>Members also request a written reply to the points in bold above so that the Parish Council can be certain that it is a worthwhile exercise submitting comments on the Skills Statements.</p>	<p>The SPD will be displayed on websites and the requirement for a 'statement' will be set out in the validation checklists of the three councils</p>
29	<p>Thank you for your consultation on the Central Lancashire Employment Skills SPD, having reviewed the document the Canal and River Trust have no comments to make.</p>	<p>Comments Noted.</p>
30	<p>Thank you for consulting us on the above Supplementary Planning Document. We have reviewed the draft document in relation to our remit and we have no comments to make.</p>	<p>Comments Noted.</p>

2. Schedule of Responses to Publication of Responses Report - Wednesday 28 June to Wednesday 26 July 2017 consultation

Central Lancashire Employment Skills Supplementary Planning Document

A further 4 Responses received and Councils Response is shown below:

Response Number	Response	Councils Response
1	<p>The subject of this draft Supplementary Planning Document for the Central Lancashire planning authorities lies out with my core remit and expertise, and I offered no comment on the original consultation for that reason.</p> <p>However, I'm copying in colleagues who are more specifically engaged in our role as charitable sector employers as this <i>may</i> be of interest to them.</p>	Comments Noted
2	<p>Great, thank you. I've attached some information about the Shared Apprenticeship Service that we run on behalf of CITB across the North West. If any contractors are concerned about how they can support local apprenticeships, especially on short term work packages, this might help them. Good luck with the consultation. If you need anything from me, please let me know.</p>	Comments Noted
3	<p>Historic England do not have any additional comments to make on the responses report.</p>	Comments Noted
4	<p>We have previously submitted comments (to assist) regarding this SPD so do not propose submitting further: please rely upon our previous submission.</p>	Comments Noted

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Report of	Meeting	Date
Director Policy and Governance	Council	19 September 2017

EQUALITY FORUM REFRESH 2017

PURPOSE OF REPORT

1. This report outlines the changes to format of the Equality Forum for Council to note.

RECOMMENDATION(S)

2. That the changes to the Equality Forum format and delivery are agreed by Members.

EXECUTIVE SUMMARY OF REPORT

3. It is proposed that the format and contents of the Equality Forum are refreshed and changes are made to ensure that it remains fit for purpose, continues to deliver its aims and remains current in light of recent events and local need.
4. The changes to the forum will focus on the structure of its delivery and will include the planning of half day celebration events to be held twice a year. These events will be supplemented by task and finish groups, held around three times per year, the groups will be brought together to discuss particular issues or topics.
5. The refresh of the forum will ensure that its aims and objectives continue to be delivered as well as ensuring that it is being delivered in the most effective way possible and continues to support our compliance under the Equality Act 2010.
6. The changes will take effect from September 2017, with the first equality event to be held early in November 2017.

Confidential report Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

7. This report relates to the following Strategic Objectives:

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

BACKGROUND

8. The current Equality Forum is successful and has a positive response from those attending, with around 20-30 regular attendees to the meetings. Recent meetings of the forum have considered items from Chorley Council Officers regarding the revised Private Sector Housing Assistance Policy, an update on the Our Health Our Care programme and presentations from Network Rail.
9. The forum currently meets around three times per year and provides a place for:
 - Consultation and engagement on specific policy implementation or changes for the Council and other public services
 - Information sharing on a range of cross cutting issues
 - Networking opportunities between equality groups and other agencies
10. The forum is open to all and supports the Council's compliance with the Equality Act 2010 by providing a sounding board to share and consider all view points before making any changes and by providing a place for representatives from across Chorley to come together and network.
11. Recent evaluation of the current format of with the forum has shown that the delivery of specific events would seem to achieve a wider audience for the forum and meet the desire for networking opportunities within local groups. However, having a mechanism where specific concerns or issues can be raised and discussed in detail with local representatives remains key to delivering the objectives of the forum.
12. It is proposed that the format and content of the Equality Forum is refreshed and changed to ensure that it remains fit for purpose, continues to deliver its aims and remains current in light of recent events and local need.
13. The proposals for the new format of the forum include:
 - Half day celebration events to be held twice a year. These events will aim to bring together all groups from across Chorley and will be specific to a particular theme or topic
 - The first celebration event is being planned for Thursday 2 November 2017 and will focus on community cohesion
 - The celebration events will be supplemented by smaller, more focused task and finish groups who will be brought together to consider and discuss specific issues. The groups are likely to be held two to three times per year and have approximately 8-10 attendees best placed to represent equality strands and the particular topic being discussed.
14. The proposals for the new delivery of the forum were considered at the Equality Forum meeting which was held on 10 August 2017. Attendees were asked for their feedback on the proposals including suggestions for future equality events and task and finish group topics. The forum supported the broad proposals for change and their detailed feedback will be taken into account when planning the delivery of the first equality event in November 2017 and when planning future events and task and finish group sessions.

IMPLICATIONS OF REPORT

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

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

COMMENTS OF THE STATUTORY FINANCE OFFICER

16. No comment

COMMENTS OF THE MONITORING OFFICER

17. No comment

COMMENTS OF THE DIRECTOR POLICY AND GOVERNANCE

18. The changes to the Equality Forum will ensure that it remains current and fit for purpose and continues to comply with the Council's duties under the Equality Act 2010.

CHRIS SINNOTT
DIRECTOR POLICY AND GOVERNANCE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Kate Howcroft	5061	8 Sept 17	Equality Forum refresh 17

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