

## **COUNCIL**

TUESDAY, 9TH APRIL 2019, 6.30 PM  
COUNCIL CHAMBER, TOWN HALL, CHORLEY

### **AGENDA**

#### **APOLOGIES**

1 **MINUTES OF MEETING TUESDAY, 26 FEBRUARY 2019 OF COUNCIL**

(Pages 3 - 14)

A formal response from Jigsaw Homes Group Ltd regarding the Notice of Motion agreed on 20 November 2018 is enclosed for information.

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 **VOTE OF THANKS**

The Mayor will propose a Vote of Thanks to the members of the Chorley Pals Memorial Trust to formally acknowledge and express the Council's gratitude for the work undertaken by the Trust members in memory of the Chorley Pals.

5 **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.

6 **EXECUTIVE CABINET**

(Pages 15 - 18)

To consider a general report of the Executive Cabinet held on 14 February and 14 March 2019.

7	<b>OVERVIEW AND SCRUTINY COMMITTEE AND TASK AND FINISH GROUPS</b>	(Pages 19 - 28)
	To receive and consider the general report of the Overview and Scrutiny Committee held on 24 January, 7 March and 21 March 2019 the Overview and Scrutiny Performance Panel held on 21 March 2019 and Task Group update.	
8	<b>GOVERNANCE COMMITTEE</b>	(Pages 29 - 36)
	To receive and consider the general report of the Governance Committee held on 23 January and 20 March 2019.	
9	<b>HOUSING STRATEGY</b>	(Pages 37 - 52)
	To receive and consider the report of the Deputy Chief Executive and Director (Early Intervention and Support).	
10	<b>STATEMENT OF COMMUNITY INVOLVEMENT 2019</b>	(Pages 53 - 76)
	To receive and consider the report of the Director (Business, Development and Growth).	
11	<b>ELECTORAL REVIEW - FINAL RECOMMENDATIONS</b>	(Pages 77 - 120)
	To receive and consider the report of the Director (Policy and Governance).	
12	<b>QUESTIONS ASKED UNDER COUNCIL PROCEDURE RULE 8 (IF ANY)</b>	
13	<b>TO CONSIDER THE NOTICES OF MOTION (IF ANY) GIVEN IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 10</b>	
14	<b>ANY URGENT BUSINESS PREVIOUSLY AGREED WITH THE MAYOR</b>	

GARY HALL  
CHIEF EXECUTIVE

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



**MINUTES OF COUNCIL**

**MEETING DATE** Tuesday, 26 February 2019

**MEMBERS PRESENT:** Councillor Margaret Lees (Mayor), Councillor Greg Morgan (Deputy Mayor) and Councillors Aaron Beaver, Eric Bell, Martin Boardman, Alistair Bradley, Terry Brown, John Dalton, Doreen Dickinson, Graham Dunn, Christopher France, Gordon France, Margaret France, Anthony Gee, Danny Gee, Keith Iddon, Yvonne Hargreaves, Steve Holgate, Hasina Khan, Zara Khan, Roy Lees, Sheila Long, Adrian Lowe, Marion Lowe, Matthew Lynch, June Molyneaux, Alistair Morwood, Steve Murfitt, Beverley Murray, Debra Platt, Gillian Sharples, Joyce Snape, Kim Snape, Ralph Snape, John Walker, Paul Walmsley, Neville Whitham, Alan Whittaker and Peter Wilson

**OFFICERS:** Gary Hall (Chief Executive), Chris Sinnott (Director (Early Intervention and Support)), Asim Khan (Director (Customer and Digital)), Rebecca Huddleston (Director (Policy and Governance)), Chris Moister (Head of Legal, Democratic & HR Services) and Ruth Rimmington (Democratic and Member Services Team Leader)

**APOLOGIES:** Councillors Henry Counce, Paul Clark, Jean Cronshaw, Alan Cullens, Jane Fitzsimons, Tom Gray, Paul Leadbetter and Mark Perks

Five members of the public

**19.C.13 Minutes of meeting Tuesday, 22 January 2019 of Council**

**Decision: That the minutes of the Council meeting held on 22 January 2019 be approved as a correct record for signature by the Mayor.**

**19.C.14 Declarations of Any Interests**

Councillor Eric Bell declared a pecuniary interest in item 5: 2019/20 Draft Budget and Summary Budget position over the Medium Term.

**19.C.15 Mayoral Announcements**

The Mayor thanked all those who had supported her Charity Ball and advised that she will be undertaking her sponsored microlight flight the following day.

Councillor Danny Gee thanked all those who have supported his sponsored dry January and advised that Councillor Gillian Sharples has continued her sponsored dry months.

### **19.C.16 Public Questions**

There were no public questions for consideration.

### **19.C.17 2019/20 Draft Budget and Summary Budget position over the Medium Term**

The Mayor explained that this item and item 6. Fees and Charges Review 2019/20 will be considered at the same time.

Councillor Peter Wilson, Executive Member (Resources) presented the Executive's 2019/20 Draft Budget and Summary Budget position over the Medium Term and item 6. Fees and Charges Review 2019/20.

Councillor Wilson thanked the officers and the Labour Group for their hard work and input into the proposed budget. Chorley Council has experienced and may continue to experience in the coming three years, large reductions in its major funding sources, particularly the Revenue Support Grant, New Homes Bonus and from Lancashire County Council.

The uncertainty surrounding the future of local government finance, New Homes Bonus and Business Rate Retention are important considerations and reasonable assumptions must be made in planning for the future. Despite the budget savings there remain large forecast budget deficits of £1.196m in 2020/21 and £1.672m in 2021/22. To achieve a sufficient reduction in net expenditure the Council's strategy will be:

1. To make the Council more financially self-sufficient with specific emphasis on creating investment that generates income. This includes identifying future uncommitted resources to support income generating schemes.
2. To realise savings through the procurement of its contracts
3. To identify the efficiencies through investment in infrastructure, ICT and through exploring alternative delivery models that will enable the Council to balance the budget whilst seeking to minimise the impact on front line service users

Councillor Wilson referred to the achievements of the Council in recent years and noted that the Council has maintained effective budgetary planning and delivered efficiency savings of £1.484m for 2019/20. This figure also includes additional income the Council has raised through sources other than Council Tax.

In addition to a balanced budget, there are proposals for investment to support the Corporate Strategy, including the creation of employment opportunities, the development of a Housing Company and improvements to Astley Hall through the Capital Programme.

In summary, the report set out proposals that will:

- Mitigate the expected future reduction in Central Government funding by increasing Council Tax by 2.99% in 2019/20 and including a forecast 2.00% increase in 2020/21 and a forecast 2% increase in 2021/22 as part of the medium term budget strategy.

- Deliver budget efficiency savings and increased income of £1.484m in 2019/20 onwards
- Continue to deliver ongoing investment in strategic priorities of approximately £1m
- Seek to bridge the forecasted budget gap, in particular through investing in projects that generate net income streams as well as the procurement of its contracts and through investment in its services, assets and staff enabling the council to deliver services more efficiently.
- Set aside £300k to mitigate the impact that the UK leaving the EU could have on local businesses and Corporate Priorities.
- Is consistent with the Council's Corporate Strategy and Medium Term Financial Strategy.
- Minimise the revenue impact of the council's borrowing commitment to fund the capital programme.

The proposed budget builds on the success of previous years, ensures the resilience of the Council's financial position and continues the provision of quality services.

Councillor Wilson updated Members on an item referenced within Appendix H: Capital Strategy in relation to a plot of land, with planning permission for a replacement GP Practice in Whittle. The land owned by St John's Church has been for sale on the open market, to ensure compliance with Charity Commission Rules to ensure the Church receives best value. When the agenda was published the offer had not been accepted, but following the bid and a subsequent clarification meeting the following heads of terms have been reached:

	£520,000	Land value
	£35,000	Other costs/fees and disbursements
	£15,000	Stamp duty and land tax
Total	£570,000	

Councillor Wilson proposed the addition of the development of a GP Surgery at Whittle to the Capital Programme. The scheme is currently included in the CIL 123 list and the allocation of the funding is an executive function.

Councillor Alistair Bradley, Executive Leader, highlighted the positive work undertaken with public sector partners within Chorley and that the investment undertaken has resulted in safer and healthier residents. The delivery of key corporate strategy projects, including the Youth Zone and Market Walk extension were examples of what the Council has achieved, and the proposed budgets looks forward with ambition to do the best for Chorley residents.

Before moving to the vote, the Mayor asked the Conservative Group to present their Statement of Opposition.

### **19.C.18 Statement of Opposition**

Councillor Martin Boardman, Deputy Leader of the Opposition, presented the statement of opposition, which follows on from the alternative corporate strategy which was presented to Policy Council and sets out the plan of the Conservative Group to create a borough where people can start well, live well and age well. The statement is to be noted.

The purpose of the Opposition is to hold the Administration to account and the Opposition are not presenting a budget as the intention is to scrutinise the budget proposed by the Administration.

The budget statement proposes a 1.50% increase in Council Tax in 2019/20, in 2020/21 and in 2021/22. It is not felt that any higher increase in Council tax is necessary as year on year there is overspend which is carried over.

The budget statement proposes £1.460m efficiency savings and £249,000 additional income in 2019/20 and more year on year. The budget statement also proposes £1.65m in 2019/20 to invest in the Oppositions' priority areas and projects, which includes allocating £300,000 to investigate the feasibility of developing a high-quality sports village in the borough and town centre residential accommodation for students, young professionals and young families.

A further £300,000 is proposed to be invested in a borough wide, partnerships grant fund which the Opposition believe will support more organisations, charities and voluntary groups for the wider benefit our communities. £850,000 will be allocated to a rural investment fund, to provide a focus on improving infrastructure, communications, community links and supporting small businesses in rural communities.

As the building work to extend the Market Walk Shopping centre is well under way, the Opposition budget statement is to keep funding this development despite the uncertainties nationally within the retail sector. However, the income levels included in the proposal for 2019/20 and 2020/21 are much lower than the administrations' and are felt to be more realistic.

Councillor Peter Wilson, Executive Member (Resources), expressed his view that it is the duty of the Opposition to present proposals and for these to be voted on. Due to the future uncertainties in local government finance it is expected that the Government will look at what Councils can raise themselves. This means a risk that Council's will be expected to raise Council Tax by 2.99% and the gap may not be funded by the Government. Chorley has one of the lowest Council Tax in Lancashire. Not all projects allocated a budget are realised, any underspend builds the capacity for the Council to reinvest.

In debating the proposals put forward by the opposition, Members raised issues around the Market Walk extension, the proposed staff savings, the proposed officer to tackle rural broadband and the proposed sixth form education provision.

**Decision: That the Statement of Opposition be noted.**

Members debated the 2019/20 draft budget and summary Budget position over the Medium Term and the Fees and Charges Review 2019/20.

In debating the proposals Councillor Martin Boardman, Deputy Leader of the Opposition raised issues around budget pressures and funding cuts, the response rate to the budget consultation and the figures for CIL and overage.

Councillor John Dalton queried the cost of planning appeals in the previous year. This figure will be provided following the meeting.

Members highlighted the need to protect vulnerable people impacted by the budget cuts of other organisations, frustrations around the time taken to resolve Brexit, the cost to run Community Centres, the plans for future borrowing and the Chorley Flower Show.

Councillor Eric Bell declared a pecuniary interest in this item and did not participate in the vote.

## **MOTION**

The motion, as indicated in Agenda Item 5 and 6, with the additional recommendation to add the development of a GP Surgery at Whittle to the Capital Programme with a sum of £570,000 to be included within the Capital Programme was proposed by Councillor Peter Wilson, Executive Member (Resources) and seconded by Councillor Alistair Bradley, Executive Leader was then put to the vote.

In line with the legal requirement for all budget decisions to be recorded, this proposal was put to the vote and recorded as follows:

**FOR** Councillors A Beaver, A Bradley, T Brown, G Dunn, C France, G France, M France, A Gee, D Gee, Y Hargreaves, S Holgate, H Khan, Z Khan, R Lees, A Lowe, M Lowe, M Lynch, J Molyneaux, A Morwood, S Murfitt, B Murray, G Sharples, J Snape, K Snape, R Snape, P Walmsley, N Whitham, A Whittaker, P Wilson and The Mayor, M Lees.

**ABSTAIN** Councillors M Boardman, J Dalton, D Dickinson, K Iddon, S Long, G Morgan, M Perks, D Platt and J Walker.

The vote was **CARRIED** and it was therefore a **DECISION** to

- 1 a) Approve the budget and proposals set out in this report including:  
Council Tax set out in the resolutions (at Appendix A)**
- b) Note Special Expenses and Parish Precepts (at Appendix B)**
- c) Approve the Council's Medium Term Financial Strategy (MTFS) (Appendix C)**
- d) Note the Council's cumulative budget deficit and budget strategy 2019-20 to 2021-22 (Appendix D)**
- e) Note significant budget movements from the 2018/19 Budget (at Appendix E)**
- f) Note the general fund forecast assumptions (at Appendix F)**
- g) Approve the capital programme for 2019/20 and note the indicative programme to 2021/22 (Appendices G1, G2 & G3)**
- h) Approve the Capital Strategy (Appendix H)**
- i) Approve the Treasury Management Strategy (Appendix I) and note the advice of the treasury management consultants (Appendix I1)**
- j) Approve the Council's Pay Policy (at Appendix J) and publication on the Council's website from April 2019**
- k) Note the advice of the Statutory Finance Officer in relation to the robustness of the budget and the risks contained within it as set out in the Statutory Report (Appendix K).**
- l) Note the Budget Consultation 2019/20 Report (at Appendix L)**
- m) Note the Assessing the Impact of Budget Proposals 2018/19 Report (at Appendix M)**

**2. To approve:**

**a. Amendments to the Council's current fees and charges to be implemented as at 1st April 2019**

**b. Increases in the Council's 2019/20 income budgets**

**3. To note the full list of fees and charges given in Appendix 1 of this report.**

**4. To add the development of a GP Surgery at Whittle to the Capital Programme with a sum of £570,000.**

1. It be noted that on 14 January 2019 the Chief Executive as Statutory Finance Officer calculated the Council Tax Base 2019/20

(a) for the whole Council area as 37,134.39 [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and

(b) for dwellings in those parts of its area to which a Parish precept relates (as in the attached Table 2).

2. Calculate that the Council Tax requirement for the Council's own purposes for 2019/20 (excluding Parish precepts) is £7,127,735

3. That the following amounts be calculated for the year 2019/20 in accordance with Sections 31 to 36 of the Act:

(a) £59,342,300 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.

(b) £51,528,960 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.

(c) £7,813,340 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).

(d) £210.40 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).

(e) £1,449,459 being the aggregate amount of all special items (Special Expenses and Parish precepts) referred to in Section 34(1) of the Act (as in the attached Table 1).

(f) £171.37 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

4. To note that the County Council, the Police Authority and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the

amounts of Council Tax for 2019/20 for each part of its area and for each of the categories of dwellings.

<b>VALUATION BANDS</b>
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**CHORLEY BOROUGH COUNCIL**

A	B	C	D	E	F	G	H
114.25	133.29	152.33	<b>171.37</b>	209.45	247.53	285.62	342.74

**LANCASHIRE COUNTY COUNCIL**

A	B	C	D	E	F	G	H
897.73	1,047.35	1,196.97	<b>1,346.59</b>	1,645.83	1,945.07	2,244.32	2,693.18

**POLICE & CRIME COMMISSIONER FOR LANCASHIRE**

A	B	C	D	E	F	G	H
134.30	156.68	179.07	<b>201.45</b>	246.22	290.98	335.75	402.90

**LANCASHIRE COMBINED FIRE AUTHORITY**

A	B	C	D	E	F	G	H
46.32	54.04	61.76	<b>69.48</b>	84.92	100.36	115.80	138.96

**AGGREGATE OF COUNCIL TAX REQUIREMENTS**

A	B	C	D	E	F	G	H
1,192.60	1,391.36	1,590.13	<b>1,788.89</b>	2,186.42	2,583.94	2,981.49	3,577.78

6. That the Statutory Finance Officer and his officers be authorised to take any action necessary to ensure collection and recovery of the Council Tax and Non-Domestic Rates.

7. As the Council's basic amount of Council Tax for 2019/20 has increased by 2.99% and is in line with the permitted increase for 2019/20, it is considered not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.

<b>EXPLANATION OF COUNCIL TAX SETTING RESOLUTION</b>	
<b>RESOLUTION 1</b>	
	(a) Before we can calculate the Council Tax to be charged, we first have to calculate the Council Tax base. The Council Tax base is the amount which a Band D Council Tax of £1.00 would raise. For 2019/20 we estimate that a £1.00 Council Tax at Band D would raise £37,134.39 in the Chorley area.
	(b) This shows the "base" figure for each Parish in the area. For example, a £1.00 Band D Council Tax in Adlington would raise £2,021.54.
<b>RESOLUTION 2</b>	
	This shows the Council's net spending for 2019/20 excluding the cost of Parish precepts.
<b>RESOLUTION 3</b>	
	(a) This is the grand total of money which the Council estimates it will spend on all services in 2019/20. It also includes £723,901 which Parish Councils need to run their services.
	(b) This is the grand total of money which the Council estimates it will receive from various sources in the year. This includes Central Government and business rates, car park charges, investment income, government grants in respect of benefits, etc.
	(c) This is the difference between 2(a) and 2(b) and is in effect the Council's and Parishes net spending on services.
	(d) The difference between 2(a) and 2(b) is £7,813,340 and this is the amount we need to charge Council Taxpayers. This is divided by the base (see 1(a) above) and the resulting figure of £210.40 is the average Band D Council Tax for all Borough and Parish services.
	(e) The total of all the amounts needed from Council Taxpayers by the Parish Councils in the area and for Chorley Borough Special Expenses.
	(f) This is the Band D Council Tax for Chorley Borough Council's own services, ie. excluding Parish Council spending and Special Expenses
<b>RESOLUTION 4</b>	
	Lancashire County Council, Lancashire Fire Authority and the Police & Crime Commissioner for Lancashire are separate bodies who have worked out their own estimates of spending and income for 2019/20 and have set taxes in a similar way to Chorley Borough Council. This resolution notes their final decision.

**RESOLUTION 5**

This pulls together the Council Taxes for Chorley Borough Council, Lancashire County Council, the Police & Crime Commissioner for Lancashire and Lancashire Fire Authority. For example, the aggregate amount for Band D is £1,788.89 made up as follows:

	£
Chorley Borough Council	171.37
Lancashire County Council	1,346.59
Lancashire Police Authority	201.45
Lancashire Fire Authority	69.48

The rate for each property Band is calculated by reference to the Band D charge. The following ratios apply:

Band A	$\frac{6}{9}$ ths of Band D
Band B	$\frac{7}{9}$ ths of Band D
Band C	$\frac{8}{9}$ ths of Band D
Band D	$\frac{9}{9}$ ths of Band D
Band E	$\frac{11}{9}$ ths of Band D
Band F	$\frac{13}{9}$ ths of Band D
Band G	$\frac{15}{9}$ ths of Band D
Band H	$\frac{18}{9}$ ths of Band D

The aggregate charge for Band A, for example, the charge is  $\text{£}1,788.89 \times \frac{6}{9} = \text{£}1,192.60$ ; for Band B it is  $\text{£}1,788.89 \times \frac{7}{9} = \text{£}1,391.36$ .

**RESOLUTION 6**

Formally authorise the necessary staff to take legal action to collect arrears as and when this is necessary. ***For the vast majority of taxpayers, this is not needed***

**19.C.19 Council appointments**

Councillor Alistair Bradley, the Executive Leader, proposed, Councillor Peter Wilson, the Deputy Leader, seconded the **Decision to appoint Councillor Margaret France to be the Council's representative on the Lancashire Air Quality Champions Network.**

**19.C.20 Exclusion of the Public and Press**

The Executive Leader, Councillor Alistair Bradley, proposed and the Deputy Leader, Councillor Peter Wilson, seconded the **Decision – 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.**

**19.C.21 Senior Management Restructure and consequential changes to staffing structures**

Gary Hall, Chief Executive, presented his report which sets out a review of the current management structures and proposals for approval changes needed to best serve the council's priorities and business model.

Members discussed the proposals and noted that one of the proposals is to separate the Head of Paid Service role and the Statutory Finance Officer role, the new structure will assist in the delivery of the Corporate Strategy. The slow progress on Shared Services was noted.

The proposals will have two weeks informal consultation, followed by four weeks formal consultation. Gary Hall invited all Members to contact him if there are any queries following the meeting.

Councillor Alistair Bradley, the Executive Leader, proposed, Councillor Peter Wilson, the Deputy Leader, seconded the **Decision:**

- 1. To approve the proposed structures and other changes for consultation.**
- 2. To delegate authority to the Executive Leader, in consultation with other Executive Members, to approve the final decision subject to there being no material changes.**

Mayor

Date

**Jigsaw Homes Group Ltd.**Cavendish 249  
Cavendish Street  
Ashton-under-Lyne  
OL6 7AT

0300 1111 212

info@jigsawhomes.org.uk  
www.jigsawhomes.org.uk  
@JigsawHG**Gary Hall**  
Chief Executive  
Chorley Council  
Town Hall  
Market Street  
Chorley  
PR7 1DP

Your Ref:

Our Ref: HR/ND

Doc Ref:

Ask for: Hilary Roberts

Direct Line: 0161 331

E-mail: Hilary.roberts@jigsawhomes.org.uk

Date: 14<sup>th</sup> March 2019

Dear Gary

**Notice of Motion**

The board of CCH met on Monday 11<sup>th</sup> March and considered the issues raised in your letter of 14<sup>th</sup> December 2018 regarding the Notice of Motion.

As part of their budget setting process for 2019/20, they agreed the following:

1. A budget of £25,000 for additional car parking
2. To undertake a survey of car parking issues across the Chorley stock to ascertain the scale of the problem and identify areas where legacy parking issues have not been resolved as anticipated
3. To produce a policy on qualifying priorities

The results of the survey and the policy can be shared with the Council.

The Motion referenced 'the significant contribution of Chorley to the wider group's finances', and I feel I must point out again that CCH does not 'contribute' to the Group's finances other than to pay at cost for centrally provided services. CCH has benefitted from being in the Group as this has reduced its costs, enabling it to build up reserves to fund new homes.

I hope the Board's decision provides comfort to the Council that we continue to prioritise the well-being of our tenants in Chorley.

Yours sincerely

**Hilary Roberts**  
Chief Executive  
Jigsaw Homes Group

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**Executive Cabinet**

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

**GENERAL REPORT OF THE MEETING HELD ON 14 FEBRUARY 2019****Chorley Council Performance Monitoring – Third Quarter 2018/19**

2. Councillor Peter Wilson, Executive Member (Resources), presented the report which set out the performance against the delivery of the Corporate Strategy and key performance indicators during the third quarter of 2018/19, 1 October – 31 December 2018.
3. Overall, performance of key projects is good, with nine (75%) of the projects rated as green or complete and three (25%) projects currently rated amber. Performance of the Corporate Strategy indicators and key service delivery measures is also good, with 89% of Corporate Strategy measures performing on or above target or within the 5% threshold, and 89% of key service delivery measures are performing on or above target or within the 5% threshold. Those indicators performing below target have action plans outlined with measures to improve performance.
4. In response to a Member's query about Primrose Gardens, Councillor Jane Fitzsimons confirmed 40 provisional offers had been sent out with more places to be offered as the building opened. With regard to the levels of sickness absence, Councillor Wilson advised that the figures were skewed from long term sickness absences and that there was no single reason or department responsible. We noted the report.

**Revenue & Capital Budget Monitoring 2018/19 Report 3**

5. Councillor Peter Wilson, Executive Member (Resources), presented the report which set 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 2018/19. We approved the recommendations within the report.

**Housing Strategy**

6. Councillor Jane Fitzsimons, Executive Member (Homes and Housing), presented the report of the Director (Early Intervention and Support) which sets out the draft housing strategy for consideration and approval to consult with stakeholders. The strategy is a live document covering the period 2019 to 2024, with an action plan for the first 12 months that will be reviewed and refreshed each year. We approved the recommendations within the report.

**Provision of IT Connectivity and Equipment at Chorley Digital Office Park**

7. Councillor Alistair Bradley, Executive Member (Economic Development and Public Service Reform), presented the confidential report which sought approval to place

a direct order for the ongoing connection, servicing and software solutions for the primary and back-up circuit connection installations at Chorley Digital Office Park.

8. We noted that the previous procurement exercise had failed to identify a suitable provider for the data/broadband (BB) provision. As the requirement to procure a service provider is time critical, Essensys, who were previously involved at the design stage of the project, were approached and have confirmed that they would be able to provide both data/BB services as part of a complete Digital Office Hub management solution encompassing both IT and management systems.
9. Gary Hall, Chief Executive, advised that although not the original plan, this outcome was preferred as Essensys offered a purpose-built software application specifically designed for multi tenanted buildings. In addition, having one provider offered a managed service approach resulting in better day to day control.
10. We approved the recommendations within the report.

### **Approval for Procurement of Contractors to Undertake Reactive and Planned Maintenance**

11. Councillor Peter Wilson, Executive Member (Resources), presented the confidential report which sought approval for the procurement approach including the award procedure, evaluation methodology and criteria for the engagement of contractors to undertake reactive and planned maintenance on council property assets. We approved the recommendations within the report.

### **GENERAL REPORT OF THE MEETING HELD ON 14 MARCH 2019**

#### **Allocation of Community Infrastructure Levy Funds**

12. Councillor Peter Wilson, Executive Member (Economic Development and Public Service Reform), presented the report of the Director (Business, Development and Growth) which seeks approval for the allocation of Strategic CIL monies to purchase the St Johns Club, 239 Preston Road, Clayton-Le-Woods to support the delivery of the Clayton-Le-Woods General Practice surgery which is on the Regulation 123 List.
13. In discussing the report, we noted there was no formal proposal for the project currently, and therefore there were no details available regarding timescales or facilities. Councillor Wilson advised that although discussions had been held with several stakeholders about the options available for developing the site, these were yet to be explored in detail and no formal proposals were available.
14. With regards to posts on social media, Councillor Wilson explained there was any formal partnership with any individual stakeholders and reiterated that no detailed plans or proposals were in place. It was suggested any alleged misinformation being circulated by councillors or parish councillors should be reported to the Monitoring Officer for investigation as a potential Standards matter. In response to a subsequent question, the Chief Executive advised that moving forwards the planning process would include usage of the existing community centre space.

15. We approved the recommendations within the report.

### **Joint Procurement Strategy**

16. Councillor Peter Wilson, Executive Member (Resources), presented the report of the Chief Executive which sets out the performance achieved against the 2015 - 2018 Chorley Borough and South Ribble Borough Councils Joint Procurement Strategy (JPS) and includes recommendations for a new refreshed 3-year JPS commencing 1 April 2019. We noted that the Strategy had been presented to the Shared Services Joint Committee in February, who had approved it being taken forward at both authorities, and we approved the recommendations within the report.

### **Revised Local Enforcement Plan**

17. Councillor Paul Walmsley, Executive Member (Public Protection), presented the report of the Director (Customer and Digital) which seeks approval for changes to the Council's Local Enforcement Plan. We noted that this plan would provide a more efficient and customer focused service and is based on best practice examples across the country. We approved the recommendations within the report.

### **Neighbourhood Priorities 2019-20**

18. Councillor Bev Murray, Executive Member (Early Intervention), presented the report of the Director (Early Intervention and Support) which presents the proposed neighbourhood priorities that have been agreed within each neighbourhood management group.

19. We discussed the future of Neighbourhood Area Meetings in light of the upcoming boundary changes and noted that, although a number of projects were still small-scale, the wider contextual information given in these meetings was starting to inform larger projects, attracting match-funding and partnership working. We approved the recommendations within the report.

### **Kem Mill Lane Playing Fields**

20. Councillor Alistair Bradley, Executive Member (Economic Development and Public Service Reform), presented the confidential report of the Director (Business, Development and Growth) which provides an update on the Kem Mill Lane / Whittle-le-Woods Football Club playing field improvement project, seeks authorisation to allocate the project budget, submit a planning application and procures a competent contractor or contractors to deliver the works. We approved the recommendations within the report.

### **Leisure Contract Review**

21. Councillor Bev Murray, Executive Member (Early Intervention), presented the confidential report of the Director (Early Intervention and Support) which presents the work undertaken to review options for the management of the council's

leisure centres, and seeks approval for commencing a procurement exercise. We approved the recommendations within the report.

**Recommendation**

22. To note the report.

COUNCILLOR ALISTAIR BRADLEY  
EXECUTIVE LEADER

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**REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE**

1. This report summarises the business considered at the meeting of the Overview and Scrutiny Committee held on 24 January, 7 March and 21 March 2019, the Overview and Scrutiny Performance Panel held on 21 March 2019 and includes an update on the task group review.

**OVERVIEW AND SCRUTINY COMMITTEE – 24 JANUARY****Budget Scrutiny**

2. The Executive Member (Resources), Councillor Peter Wilson, presented the report which sets out the budget position for 2019/20 including the forecast for the following two years to 2021/22 and also presents proposals for the use of forecast resources identified in 2019/20 and consultation on the Budget.
3. Chorley Council has experienced, and may continue to experience in the coming three years, large reductions in its major funding sources, in particular the Revenue Support Grant and income from Lancashire County Council.
4. The Council's gross budget deficit is based upon the reductions in funding and some key budget assumptions, including growth in the Council Tax Base, and relating to Business Rates Retention and the New Homes Bonus. It should be noted that some of the assumptions are still potentially subject to change that may impact positively or negatively on the budget. The Chief Finance Officer is comfortable with the assumptions made.
5. A key influencing factor on the forthcoming budget is the effective management of the budget in the preceding financial year. Reductions in funding and ongoing expenditure budget pressures have resulted in a budget gap of £1.716m in 2019/20.
6. To bridge this immediate budget gap the Executive Cabinet has achieved and identified proposals for immediate permanent budget savings of £1.484m in preparation for 2019/20. This is in addition to a total of £3.574m savings already achieved in prior years, including efficiency savings, reviews of contracts, base budgets and income streams. Through freezing or reducing council tax in previous years, Chorley Council has one of the lowest precepts (excluding Parish precepts) in Lancashire.
7. Through savings achieved to date, additional income identified, a review of net financing and increases in council tax the Council is able to set a balanced budget in 2019/20 whilst still investing in corporate strategy priorities.
8. Despite the budget savings identified there remain large forecast budget deficits of £1.196m in 2020/21 and £1.672m in 2021/22. To achieve a sufficient reduction in net expenditure the Council's strategy will be:
  - To realise savings through the procurement of its contracts.
  - To identify the efficiencies through investment in infrastructure, ICT and through exploring alternative delivery models that will enable the Council to balance the budget whilst seeking to minimise the impact on front line service users.
  - To make the Council more financially self-sufficient with specific emphasis on creating investment that generates income. This includes identifying future resources to support income generating schemes.

9. The latest three-year Capital Programme can be found in the Revenue and Capital Budget Monitoring Report 2018/19 Report 2 approved at November Executive Cabinet 2018. Further changes to the capital programme include £1.3m for investment in council offices, at Union Street and the Town Hall, £1.750m investment in Astley Hall and Park and £2.7m investment in a new sports facility at West Way playing fields. Balances remain at £4m.
10. The proposals are currently out for public consultation and feedback received will be fed into the report considered by Council in February. The consultation seeks residents' views on whether the Council should continue to fund PSCO's or if the budget should be allocated to something else such as supporting individuals with complex needs by working with partners to provide help sooner or alternatively investing further in our streetscene service to improve street cleansing.
11. We raised queries on the Medium Term Financial Strategy (MTFS) and the investment in infrastructure and ICT. The investment enables customers to undertake more transactions electronically, but also increase the security of the Council's infrastructure.
12. We discussed the report and noted the following:
  - Shared services will be taken forwards following the elections in May. South Ribble have all out elections this time.
  - It is anticipated that the outcome of the Business Rates review and impact on the Council will be known before the Council meeting in February.
  - The figures setting out the income generated from Market Walk are contained within the base budget.
  - The figures relating to the income generation targets for the extension of Market Walk shopping centre are £125k net income in 2019/20 and £300k net income from 2020/21 onwards.
  - Customers will be inconvenienced as little as possible during the works to Customer Services at Union Street.
  - The Housing Company is a medium to long-term project. It is not anticipated that the Housing Revenue Account will be reopened.
  - The Council is resisting pressure from central Government to continue to build houses at recent rates. This will have an impact on the amount of New Homes Bonus received by the Council.
  - The Council has been able to borrow less than anticipated, due to the lower rates the Council is able to access.
  - A bid has been made to the Football Foundation to fund the new sports facility at West Way playing fields.
  - The acoustics of the Lancastrian will be considered during the proposed capital works to the Town Hall.

13. I thanked Councillor Wilson for his attendance.

#### **Review of communications with Councillors**

14. Rebecca Huddleston, Director (Policy and Governance), presented the report which updates on the improvements made to communication mechanisms with Councillors following the review in March 2018.
15. We noted the different communication mechanisms utilised, including intheknow, Member Learning Sessions and briefings. The iPad is fundamental to the role of a Councillor, and to ensure Members are fully trained on their iPads the Member Support Working Group has agreed

to offer all Members an iPad 121 as part of their Personal Development Plan review in the summer.

16. Following the feedback relating to My Account additional staff training has taken place in order to reduce the instances of service requests closed before work has been completed. ICT will work with the Member Support Working Group to identify and implement enhancements to My Account over the next twelve months. Investigations are also ongoing for an app to provide officer contact details, as requested by Member Support Working Group, within existing Office 365 functionality.
17. In the coming months the Council is rolling out Yammer (an internal social networking tool) across the organisation and Members will have the opportunity to be involved, following the trial by staff. We noted the report.

### **Health Scrutiny**

18. Councillor Alistair Morwood updated the meeting on the items considered by Lancashire County Council's Health Scrutiny Committee.
19. In November the Committee considered the delayed transfers of care in Lancashire. Councillor Morwood advised that concerns had been raised about the increase in delayed transfers of care across the Trusts from April 2018 to August 2018. It was reported that the increase in delays was in part due to the long heatwave over the summer months.
20. Councillor Morwood invited Councillor Steve Holgate to update the Committee for the December meeting as he was unable to attend. The matter under consideration was the Integrated Care Partnership. Councillor Holgate raised his concerns about the proposed closure of Calderstones in 2020 and whether new facilities would be open by that time.

### **Update on Mobilisation for the New Waste and Recycling Collection Contract**

21. Asim Khan, Director (Customer and Digital), presented a confidential report which updates on progress with mobilisation for the new waste and recycling collection contract which starts on 1 April 2019. The award of the new contract has made a significant contribution to the Medium Term Financial Strategy.
22. We noted that the Council has a duty to collect clinical waste from households. We noted the report.

### **OVERVIEW AND SCRUTINY COMMITTEE – 7 MARCH**

#### **Approach to Dealing with Unauthorised Encampments on Land not owned by Gypsy Travellers**

23. A special meeting of the Overview and Scrutiny Committee was requested by Councillor Marion Lowe I invited her to address the Committee.
24. Councillor Marion Lowe explained that she felt the current approach to dealing with unauthorised encampments on land not owned by Gypsy Travellers is in need of review. The time and costs required to remove unauthorised encampments are also a factor, especially for those residents affected. Delays have been experienced in the provision of a transient site.

25. Chris Sinnott, Director (Early Intervention and Support), explained that the current approach involves different teams across the Council, including Environmental Health, Legal, Communications, Public Protection and Animal Welfare.
26. Lesley Miller, Regulatory Services Manager, advised that a great deal of interventions are actioned in the hours after notification is received that an unauthorised encampment is on Council land. This includes liaison with the Police, commencement of the legal processes, communication with all interested parties and welfare visits for the Gypsy Travellers and any animals they have. Experience has shown that it is best to positively engage with the Gypsy Travellers. The Council also gives advice to private landowners when there are encampments on their property.
27. Stefanie Leach, Solicitor, outlined the legal processes required, including a Section 77 Direction specifying a time and date that vehicles must be removed by. If this is not successful, the Council applies for a Court Order which enables bailiffs to remove the Gypsy Travellers if they have not left within 24 hours. Following the closure of Chorley Magistrates Court officers will have to travel to Preston Magistrates Court for this.
28. Chief Inspector Gary Crowe advised that Gypsy Travellers have the right to a family and to a private life under the Human Rights Act. The Police can act under specific circumstances, for example, if a private land owner has taken reasonable steps to request an unauthorised encampment to leave their land, and threats had been made or a crime committed. If an encampment is impeding a business the Police have powers to act. It is difficult when an encampment moves around several times within the same area.
29. Members queried several points including the issues of Penalty Charge Notices when an encampment is on a car park, the case of the Thwaites brewery in Blackburn, planning for Bank Holidays, the need to communicate with the residents of Chorley, the potential to modify the entrances to Council car parks and when it is appropriate to scan dogs for microchips.
30. Zoe Whiteside, Planning Policy, Housing and Open Space Strategy Manager, advised that the National Planning Policy Framework (NPPF) and the 2015 Planning Policy for Traveller Site (PPTS) require a local needs assessment and 'ensure that their Local Plan includes a fair, realistic and inclusive policies to increase the number of traveller sites in appropriate locations with planning permission, to address under provision and maintain an appropriate level of supply'.
31. The last Gypsy and Traveller Accommodation Assessment (GTAA) in 2015 established a need for 33 additional pitches over the period to 2026, with Chorley requiring 10 pitches, Preston 22 and South Ribble 1 pitch. A 10 plot shortfall of Travelling Show person provision was also identified. Further assessment of need resulted in 5 permanent pitches being allocated at Cowling Farm in the Chorley Local Plan.
32. The current GTAA Review will cover the period to 2036 for the new Central Lancashire Local Plan. Arc4 are carrying out an assessment of Gypsy and Traveller, and Travelling Show people accommodation needs (including houseboat dwellers) over the plan period for each of the respective Councils in accordance with the National Planning Policy Framework.
33. Specifically, the study will identify any 5 year shortfall (2018/19 to 2022/23) and shortfalls over the remainder of the plan period to 2036 (broken down into 5 year periods) for each local authority of Chorley, Preston and South Ribble. The study will also identify any transit/stop over provision based on evidence of unauthorised encampment activity.

34. Zoe Whiteside gave an update on the development of Cowling Farm. The Council has been working in collaboration with Homes England on the master planning for the site as whole. This work has involved technical works and a period of consultation (with the public and LCC) to agree the access arrangements for the housing, employment and the Gypsy and Traveller allocation.
35. The team have worked closely with the Gypsy and Traveller family to agree the location of the site. The allocation is for the Gypsy and Traveller family only.
36. The timescales for construction works will be dependent on further technical assessment of the earthworks and drainage and the phasing of these works, but aiming for July 2021 completion.
37. I thanked Chief Inspector Gary Crowe and the officers for their contribution to the discussion.

## **OVERVIEW AND SCRUTINY COMMITTEE – 21 MARCH**

### **Monitoring Report of Inquiry Recommendations: Adoption of Estates Review**

38. Mark Lester, Director of Business, Development and Growth, presented the report which updates on progress with the recommendations of the Task Group review into the Adoption of Estates.
39. Following the consideration of the Task Group's recommendations into the Adoption of Estates by the Executive Cabinet in 2013, all recommendations were agreed, and there have been three follow up progress reports, the last in January 2016.
40. Each Neighbourhood Area receives a report on the progress of adoptions including adoptions of roads and public open space for their Neighbourhood Area Meetings (NAMs) twice a year. The NAM reports list current information held on sites, progress and responds to queries received.
41. We noted the difficulties faced by the Council due to the triangular relationship between LCC and developers. Issues of record keeping by LCC were discussed in relation to a number of cases. I suggested that a representative from LCC be invited to a future meeting. We noted the report.

### **Health Scrutiny**

42. Councillor Alistair Morwood updated the meeting on the items considered by Lancashire County Council's Health Scrutiny Committee.
43. At the meeting in February the Committee considered the Lancashire and South Cumbria - Integrated Care System update. The Committee received an overview of the partnership in Lancashire and South Cumbria working as an Integrated Care System (ICS) which covered five local areas.
44. Concerns had been expressed in relation to recent issues in relation to mental health service provision in accident and emergency departments and the lack of baseline figures in the report necessary to evaluate the effectiveness and impact of expenditure.

45. An update on the Stroke Programme was also given. Stroke is not an older person's disease and disabilities are lifelong. Stroke is the fourth major cause of death and the principal cause of disability in the UK and lifestyle is a major contributing factor.
46. A considerable number of patients are not being appropriately treated for Atrial Fibrillation and hypertension, and approximately 30% of patients are discharged from hospital with no plan. We noted the update.

#### **Leisure Contract Review**

47. Angela Barrago, Health and Wellbeing Manager, presented the confidential report of the Director (Early Intervention and Support) which had been considered by Executive Cabinet on 14 March. We were pleased with the focus on encouraging residents to be healthy. We noted the update.

#### **Update on approach to Dealing with Unauthorised Encampments on Land not owned by Gypsy Travellers**

48. Angela Barrago, Health and Wellbeing Manager, presented the confidential report of the Director (Early Intervention and Support) which updates on the plans to review the protocol for managing temporary Gypsy and Traveller encampments in the borough. We noted the update.
49. I thanked officers for their work and Members for their attendance at the Performance Panel meetings throughout the year.

#### **OVERVIEW AND SCRUTINY PERFORMANCE PANEL – 21 MARCH**

##### **Performance context paper - Business, Growth and Development**

50. I welcomed Mark Lester, Director (Business, Development and Growth) and Alistair Bradley, Executive Leader and Executive Member (Economic Development and Public Service Reform) to the meeting.
51. Vicky Willett, Performance and Partnerships Manager, presented the report. The services within the Directorate are;
  - Land and Property Services
  - Development and Regeneration
  - Market Walk, Markets and Town Centre
  - Employment, Skills and Business Support
52. We noted some of the corporate projects being delivered by the Directorate which include bringing forward key sites for development, the delivery of Primrose Gardens, the Market Walk extension and the Digital Office Park, amongst other projects.
53. Performance against two of the corporate strategy indicators is good. The overall employment rate for Chorley continuing to increase, and the percentage of 16-17 year olds who are not in education, employment or training continuing to decrease, meaning overall there are more people in employment across the Borough. Unemployment is at 2.8% in Chorley, the second lowest rate across Lancashire.
54. Performance is lower than anticipated for the number of projected jobs created through the Council's support schemes (job grants, investments and direct business support) this quarter

with 64 jobs created against a target of 90. This is due to the current offer for businesses (Choose Chorley grant and the BIG grant) having restrictive criteria. As a result, the criteria for grants will be reviewed.

55. Following vacancies during quarter three, changes within the team mean that officers are able to proactively develop relationships with local businesses and deliver business events.
56. There are four new measures for Property Services. Performance against three of the local indicators is good, with all three performing above target. The percentage of land ownership replied to within 3 working days was off target due to one enquiry exceeding the deadline.

#### **Market Walk Extension**

57. Mark Lester advised that every unit has received interest or an offer. We were reassured that these things take time as there were lots of different negotiations and conditions to consider and officers want to ensure the best deal for Chorley.
58. Logistically, it is unlikely that all units will be signed up by the time the building work is complete, but assurances were given that M&S and REEL Cinema will be in the units for Christmas.
59. At present, construction progress is ahead of schedule. It is hoped that REEL will have access in June, followed by M&S in August. M&S have been on site this week and provided positive feedback, they are happy with current progress and able begin planning detailed designs.

#### **Primrose Gardens**

60. Mark Lester advised that Chorley Council Building Control have issued a practical completion certificate in time for the required Homes England, deadline. Following this, officers will be submitting a final grant claims to LCC and Homes England.
61. Subsequent to the handover there will be two weeks of snagging with increased resources to complete this in time. There are also a number of potential cost items still to be added at the site, such as additional mobility scooter charging points and additional signage. At this stage all commissioned works are within budget.
62. The development has received a lot of interest and it is anticipated that the first tenants will be moved in by the end of summer. Cllr Bradley advised that the first 40 offer letters have been sent out to potential occupiers.

#### **Strawberry Fields Digital Office Hub**

63. Mark Lester advised that construction is ahead of schedule and the majority of the building work is complete. There had been difficulties outside of the Council's control, such as the delivery of the spine road and services to the site, however these have not significantly delayed progress of the development.
64. The S278 works and the development of the junction to access the site has been a long process as a result of technical issues regarding ownership, however, it is understood that these are close to being resolved. It is hoped that the junction will be completed in time for the site opening however, temporary access options have also been explored as a backstop.

65. Positive levels of interest have been received from businesses and the c.30% of the building is under offer or negotiation with a lot of interest in the remaining units. Phil Owen, Senior Business Engagement Officer, will be providing monthly updates on occupancies.
66. We queried the green performance rating at Cowling Farm and whether the project should have been further ahead at this stage. We were reassured that the masterplan criteria had been adhered to for quarter three and the main milestone for quarter four is the submission of a planning application. Officers advised that Homes England are reviewing their strategy on the submission of an application, however a joint application is the preference of the Council.
67. With regards to a Housing Company update, detailed analysis is taking place and a paper outlining the potential structures and a business case will be produced.
68. I thanked Mark Lester and Councillor Bradley for their attendance.

#### **Business planning update**

69. Vicky Willett, Performance and Partnerships Manager, presented an update report on the progress of delivery for the service level projects outlined in the service business plans.
70. A review of 16 business plans produced last year have been completed. The plan identifies an overall total of 133 projects and of those, 105 are ongoing (79%), 21 are complete (16%), 4 are closed (3%) and 3 had not started (2%).
71. It is anticipated that many of the ongoing projects will run over one year and therefore are not of major concern. We were reassured that officers undertake regular quality assurance checks and are confident that most, if not all teams' projects will be completed.
72. It is proposed that the approach for 19/20 will follow a similar format to previous years. All services have received a briefing from their Directors and teams will subsequently be identifying the key activities that they will deliver over the next 12 months. This year's process will provide a greater focus on developing staff and team engagement, and skills analysis.
73. We requested that going forward, the projects be broken down into Directorates and a portfolio be brought to each relevant performance panel meeting.
74. I thanked officers for their work and Members for their attendance at the Performance Panel meetings throughout the year.

#### **Overview and Scrutiny Task Group - Quality of housing provided by social landlords**

75. Councillor Matthew Lynch, Chair of the Task Group, reported that in 2017 the Council had recognized the need for the issue of the quality of housing provided by social landlords to be investigated.
76. Funding was secured by the Chair, Councillor Jane Fitzsimons, to undertake a survey of around two thirds of tenants. Following her appointment to the Executive Cabinet in May 2018 Councillor Lynch became the Chair. The Task Group interviewed representatives from the two largest Registered Providers in Chorley, Chorley Community Housing and Places for People.

77. The recommendations put forward by the Task Group are in line with the Housing green paper. There are clear patterns in the results regarding the performance of social landlords within Chorley. The recommendations will be taken forward as the Council sets up a Housing Company.
78. Councillor Lynch thanked Councillors and officers for their contribution to the inquiry and advised that the report will be considered by Executive Cabinet in June.

**Recommendation**

79. That the report be noted.

COUNCILLOR JOHN WALKER  
CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE

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**REPORT OF GOVERNANCE COMMITTEE**

1. This report summarises the business transacted at the Governance Committee meetings held on 23 January 2019 and 20 March 2019.

**GOVERNANCE COMMITTEE – 23 JANUARY 2019****Chorley Governance Committee Update Report**

2. The Committee received a report that showed the progress made by our External Auditors in delivering their responsibilities.
3. Planning had started for the 2018/19 financial statements audit and Grant Thornton were due to commence their interim audit in February 2019. The Value for Money assessment, which would be based on the same criteria as last year, would commence later in the year with a Value for Money conclusion being provided by the deadline of 31 July 2019. The Committee discussed the impact of Brexit and although Grant Thornton were unsure as to whether this would pose a major issue at present, they proposed that planning would be put in place to monitor this.
4. Several additional points were highlighted within the report that included certifying the Council's annual Housing Benefit Subsidy claim, regular meetings with the Chief Executive and the Finance Team, and the provision of accountant's workshops to ensure that councils were up to date with the external auditors' way of thinking.
5. Members recognized potential differences in ways of thinking and discussed the effect this could have on the council's ongoing strategic projects. The Committee were advised that how an asset was determined was dependent on how individuals treated it. Members were reassured that the risk factors had been considered and investments would be monitored. Members noted the report.

**Chorley Certification Letter 2017/18**

6. The External Auditors were required to certify the Housing Benefit subsidy claim for the financial year 2017/18 relating to subsidy claimed of over £24 million. Details of the claim certified were appended to the report and confirmed that only two minor issues had been highlighted for attention. Overall, Grant Thornton advised that the report was very positive.
7. Detailed testing had taken place in September – November 2018 which revealed some minor issues. It was worthy to note that the second of these minor issues involved an error on inputting a manual adjustment. The amount was entered incorrectly by 4p. Additional testing subsequently took place which revealed that no other errors affected the subsidy.
8. Following the publication of the Certification letter, Chorley Council responded to Grant Thornton and requested that the certification letter be amended. It was advised that the council declined to complete the workbooks, as requested as part of the further testing, as it was the council's view that the evidence required could be provided without completing the workbooks. The calculation carried out by the council's software could be relied on to be accurate and it was not felt necessary to replicate this calculation in a workbook in order to prove accuracy. Grant Thornton agreed to this approach by email and also agreed that the completion of the workbooks offered no value in this instance.
9. A qualification letter was agreed with the Council setting out the original errors, and this was submitted to the DWP with the certified claim. Following reassurances from the council as to the action taken and quality control measures in place, the DWP confirmed that they did not

require the council to carry out any further work with the two errors identified by Grant Thornton. The committee were happy with the outcome and were reassured by the thorough checks undertaken. Members noted the report.

#### **Interim Audit Progress Report as at 31 December 2018.**

10. The interim Head of Shared Assurance Services presented a report that advised members of the Committee of the work undertaken on the Internal Audit Plans for Chorley Council and Shared Services for the period 1 April 2018 to 31 December 2018.
11. Progress had been made against the Audit Plan, however, there had been ongoing resource issues and whilst these had subsequently been resolved, the delivery of the audit plan had been impacted. The plan indicated a number of pieces of work that were at Draft Report stage and would be completed and issues by the end of January 2019.
12. The main pieces of work undertaken included, General Data Protection Regulation (GDPR), service risk registers, the National Fraud Initiative (NFI) and Treasury Management. It was advised that the team had 132 days until the last weekend of March, with 137 days of work to fulfil and therefore one or two pieces of work could run over the deadline. Reassurances were given that to help address this, the key risks had been prioritised with other projects reduced to help balance the days and staff from LCC would be helping with a project of work in February/March.
13. Following concerns, Members were reassured that the Interim Head of Shared Assurance Services was meeting with staff on a weekly basis to closely monitor the audit process and updating Gary Hall every fortnight to help address any potential issues as soon as possible. Members noted the report.

#### **Government Requirements of the Capital Strategy Report**

14. The Chief Executive inform the Committee of the new requirement in 2019 for councils to submit a Capital Strategy report alongside the budget setting papers which would be going to Full Council on 26 February 2019.
15. The Capital Strategy Report aimed to introduce a more strategic report to provide an overview to decision makers of the investment and borrowing risk position of the authority and the governance arrangements in place to manage those risks. This was a reaction to the increasing number of councils investing in commercial assets to generate revenue and bridge budget deficits.
16. It was advised that no Government guidance on contents had been produced at the time of the meeting and it was therefore up to the individual local authorities to determine. The report set out some of the things intended to be included. In summary these included; capital expenditure, treasury management, commercial activity and knowledge and skills.
17. As the report covered treasury management activity, it was possible to combine the Treasury Management Strategy into the Capital Strategy This would be the decision of the council however; Officers proposed that the existing Treasury Management Strategy and the Capital Strategy remain separate.
18. Following queries, Members were reassured that implementation of the strategy did not seek to deter local authorities but to ensure that proper governance was in place. The Committee agreed that the intended information be included and recognized that this would be an evolving document with best practice shared amongst councils in the future.

19. Members noted the report, noted where the council could meet with requirements of the guidance and where further work would be required as well as providing input into what should be included in the Capital Strategy report.

### **Standards Report**

20. The Monitoring Officer presented a report updating members of the Governance Committee on complaints that had been received on Standards Matters in the calendar year 2018.
21. One matter had been referred for investigation, one was referred for local resolution, one was viewed as tit for tat, and one did not raise behavior that took place when the individual was acting as a councillor. Of the complaints received, one related to a borough councillor with the remaining complaints being brought against parish councillors. Further details of these matters had been summarised in the report.
22. As such, the low number of complaints received, and the nature of the matters raised did not demonstrate a significant issue with the behaviours of parish or local councillors within the borough.
23. Code of Conduct training had been provided to new Members this year. No training sessions had been provided to parishes on the Code of Conduct although the Monitoring Officer remained committed to providing it on request. It was intended to offer both Borough and Parish Councillor Training in the coming year. Members of the Committee commended the low level of complaints and highly recommended that both Borough and Parish/Town Councillors attend the training. Members noted the report.

### **GDPR; Audit Plan**

24. The Data Protection Officer presented a report advising members of the Governance Committee on the monitoring arrangements to be implemented in relation to the General Data Protection Regulations.
25. A data breach under General Data Protection Regulations posed a risk to the council. The Council was therefore looking to mitigate this risk by demonstrating a comprehensive programme of monitoring compliance with the requirements of the legislation. It was proposed that the following works be undertaken to ensure continued compliance; quality assurance checks, compliance audits, performance indicators, complaints monitoring and review and training.
26. A risk register had been updated to reflect non-compliance during the implementation of the regime and would be updated to reflect continuing risks. Members were happy with the report and programme in place to monitor compliance and it was advised that an update report would be brought back to the Committee in 12 months. Members noted the report.

### **RIPA Application Update**

27. The Monitoring Officer reported that there had been no RIPA applications made.

### **Work Programme**

28. The Committee considered the work programme which set out the reports to be considered at each Governance Committee meeting throughout the Council year.

**GOVERNANCE COMMITTEE – 20 MARCH 2019****External Audit Plan 2018/19**

29. The External Auditors, Grant Thornton, gave an overview of the planned scope and timing of the audit year ending 31 March 2019, allowing Members to understand the key requirements in bringing the plan together and the risks and consequences of the work being carried out.
30. The audit would focus on risks and the Committee's attention was drawn to the following significant risks that required specific audit consideration and procedures to address the likelihood of a material financial statement error:
  - Management over-ride of controls
  - Valuation of the pension fund net liability
  - Valuation of land and buildings
31. Their risk assessment regarding the Council arrangements to secure Value for Money (VfM) had identified the following risks for further assessment:
  - Financial sustainability, including medium term financial planning and delivering the capital programme
  - Establishment of the housing company
32. Grant Thornton's interim visit took place in February/March and work was underway with final visits scheduled to take place in June and July.
33. The Committee discussed the short-term risks facing the council which included Brexit and the closure of accounts. Members held concerns about the impact that Brexit would have on pensions. Officers clarified that the valuation in accounts was the responsibility of the Pension Authority. Both Chorley Council and Grant Thornton were required to form a view on the robustness of the Pension Fund and reassurances were given that the external auditors had received assurances from the Pension Fund auditor. Members noted the report.

**Audit Report and Sector Update**

34. The Committee received a report that showed the progress made by our External Auditors in delivering their responsibilities. The report also provided a summary of emerging national issues and developments that may be relevant to the Council and included a number of challenging questions in relation to these issues that the Committee may wish to consider.
35. Progress had been made as expected. Several points were highlighted within the report including the Financial Statements Audit which was progressing efficiently, Value for Money work which would see the VfM conclusion delivered in July 2019, and the certification of the housing benefits subsidy claim to be delivered by 30 November 2019.
36. Meetings with the council's finance team were taking place on a monthly basis as well as regular meetings with the Chief Executive to discuss strategic issues and audit progress. It was anticipated that these meetings would become more frequent as the closure of accounts deadline approached.
37. The sector update included Brexit concerns and work to ensure that councils were identifying key Brexit scenarios and using these to frame robust local contingency plans. Members noted the report.

**Internal Audit Plan 2019/20**

38. The Interim Head of Shared Assurance Services submitted a report that sought approval of the 2019/20 Internal Audit Plan for Chorley and Shared Services. This had been compiled by undertaking a detailed risk assessment which was appended to the report.
39. The plan was based on a resource of 340 days for Chorley Council and 120 days for Shared Services and comprised of a mix of existing in-house resources and bought-in provision from Lancashire County Council and Merseyside Internal Audit Agency (IT Audit).
40. Members were reassured that the core work continued to be delivered. Following approval of the 2019/20 Internal Audit Plan, any additions or changes could be made to the plan if required.
41. Members queried why the elections had been given a high-risk rating. Officers advised that this was due to financial, reputational and legal impacts as well as Brexit uncertainty which meant that the council could have to take part in European Elections. Reassurances were given that plans were in place to mitigate any risks. Members commended the exceptional work carried out by the council's Elections team. Members agreed that the 2019/20 Internal Audit Plan be approved.

**Internal Audit Plan 2018/19 Quarter 4 Progress as at February 2019**

42. The Interim Head of Shared Assurance Services submitted a report that advised Members of the committee of the work undertaken for Chorley Council and Shared Services for the period 1 April 2018 to 1 March 2019 and work to be completed by 31 March 2019. The appended report highlighted the overall progress including completed works, work in progress and work yet to start.
43. 101 days and 25.9 days, respectively, had been and would be completed by 31 March however, two pieces of work; consisting of ICT Reviews and Performance Management Information would be carried forward to commence in 2019/20. Further to this, the Commercial Properties audit would commence in March 2019 and would run over into 2019/20.
44. During January to March, audit work had been undertaken on the council's combined enforcement services. A report had been recently issued and it was agreed that this could be made available to Councillors. Members were also advised that since the time of writing the committee report, an ethical culture review had been undertaken. Members noted the report.

**Local Government Ethical Standards: A Review by the Committee on Standards in Public Life**

45. Members of the Governance Committee received an update on the Local Government Ethical Standards report prepared by the Committee on Standards in Public Life. Since the introduction of the local code of conduct through the Localism Act 2011 there had been no formal review of the operation of local codes or investigatory processes. The Committee for Standards in Public Life had therefore undertaken a review on the effectiveness of the current arrangements.
46. Following this review, the Committee for Standards in Public Life created recommendations for improvements both to the form of the codes themselves but also in relation to their

operation and investigation into complaints. The Committee made a list of 26 formal recommendations, which included a model code and a move back to more prescriptive sanctions. These formal recommendations would not be easily implemented directly by the Council and some would require changes to legislation.

47. The Committee also made a series of 12 Best Practice Recommendations. These were capable of being adopted by the Council without any further intervention from third parties. Members were made aware that it was the intention to assess authorities against the implementation of these best practice recommendations.
48. Overall, the best practice recommendations were rational, supportive and sought to help Members. Members welcomed the requirement that the Code of Conduct would be reviewed annually. Members were reassured that some of the recommendations were already implemented at Chorley Council and the council was broadly compliant with the best practice recommendations.
49. It was proposed that a Working Group derived from the Governance Committee was to be formed to consider these best practice recommendations in detail. Recommendations would then be made to the Governance Committee on the adoption and incorporation of them into the Code of Conduct or council procedures as necessary. The membership of the Working Group was confirmed as follows; Councillors Yvonne Hargreaves, Kim Snape and Steve Holgate.
50. Cllr Holgate advised that LCC had recently undertaken a scrutiny review and published a report titled 'Does Local Government Work for Women?' It was suggested that it could be of benefit for Chorley Council to have sight this.
51. Members queried the involvement of Parish and Town Councils. Officers advised that the report would be presented at the Chorley Liaison meeting. It was suggested that it was premature to invite the Parish Councils to the standards committee as this would require a change in law. Members noted the formal recommendations and agreed that a Working Group be formed.

#### **Process for authorising Draft Statement of Accounts 2018/19 for release**

52. Michael Jackson, Principal Financial Accountant, advised the Committee of a minor change to the process for authorising the Draft Statement of Accounts 2018/19 (SOA) for release. Members were informed that the Senior Finance Officer was unavailable the week before signing the statement and therefore, the Deputy S151 Officer would sign the SOA before being signed and approved by the External Auditors.
53. As a result, the Governance Committee meeting would be taking place a week later than usual, on Wednesday 5 June, which meant that Members of the Committee would not have sight of the SOA until a few days after being signed. The Committee were reassured that Officers had consulted with the council's constitution, legislation, and CIPFA guidance. All advised that this was acceptable practice as the council was not required by legislation to consult with Members on the SOA before it was signed. Members noted the report.

#### **RIPA Application Update**

54. The Monitoring Officer reported that there had been no RIPA applications made.

**Governance Committee Work Programme 2019/20**

55. The Committee considered the work programme which set out the reports to be considered at each Governance Committee meeting throughout the Council year.

**Recommendation**

56. To note the report.

COUNCILLOR PAUL LEADBETTER  
CHAIR OF GOVERNANCE COMMITTEE

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Report of	Meeting	Date
Director of Early Intervention and Support	Council	9 April 2019

## HOUSING STRATEGY

### PURPOSE OF REPORT

- To present the Housing Strategy for approval.

### RECOMMENDATION(S)

- That the Housing Strategy and associated action plan be approved.

### EXECUTIVE SUMMARY OF REPORT

- The housing strategy has been developed as a Corporate Strategy project. It is based on an evidence base, and aims to sets out the council's ambitions to ensure that everyone living in the borough has access to the high quality accommodation that they need. The strategy covers the period 2019 to 2024, with an action plan for the first 12 months that will be reviewed and refreshed in coming years.
- The draft strategy was shared with key stakeholders to seek their views. The feedback received was positive, and is outlined in this report.

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 homes and communities	✓	An ambitious council that does more to meet the needs of residents and the local area	

### BACKGROUND

- The development of a housing strategy was included as a project in the council's Corporate Strategy approved in November 2017. Work to develop the strategy has been undertaken, including the production of an evidence base to inform and influence the strategy's focus. The development of the strategy has been overseen by a small working group led by the Executive Member (Homes and Housing).
- Following consideration at Executive Cabinet in February, the draft strategy was sent to key stakeholders to ask for feedback. The feedback received is outlined below and has informed change made in the finalisation of the strategy.

**STAKEHOLDER CONSULTATION**

8. Feedback on the draft housing strategy was sought from the council’s partners, including for example registered providers with housing in the borough and voluntary and community organisations that provide support to individuals in need. Feedback has been received from:
  - a. Chorley Help the Homeless
  - b. Citizens Advice Lancashire
  - c. Places for People
9. In addition, a representative from Jigsaw (CCH) provided support and feedback during the development of the strategy.
10. The feedback has been positive, with partners recognising the benefits of the strategy and seeing it as an opportunity to work together on its implementation.
11. The main themes of the feedback are set out below.

<b>Feedback</b>	<b>Response</b>
Ensure that an ageing population is supported to live independently, through DFGs and accommodation similar to Primrose Gardens	The actions to reform processes around major and minor adaptations; and to investigate the options for expanding extra care accommodation in the borough will support this aim.
Standards and licensing in private rented accommodation – a wish to ensure that standards are enforced, or complied with to ensure consistent quality.	Chorley Council agrees with this desire, as set out in the recent overview and scrutiny review, and the actions of this strategy. The voluntary standard is referenced because at the present time there is not a power available to Chorley Council to enforce the standards it would like to secure (the statutory minimum standards are lower)
Need to ensure that the council continues to effectively support individuals who are homeless or threatened with homelessness. Comments included the need to understand the provision of hostel accommodation and support available for vulnerable people.	The actions to develop a multi-agency plan for supporting people who are rough sleeping, working to reform pathways for customers with complex needs and refreshing the homelessness strategy will support these aims.

12. Other minor amendments, including strengthening references to working with particular partners and updating contextual information, have been made to the strategy.
13. The housing strategy is set out at Appendix A.
14. The strategy has an overarching aim, which is to: “Ensure that everyone in the borough is able to access affordable and good quality housing that suits their needs. The type of tenure and where someone lives will not mean they should have to accept poorer quality or less affordable accommodation.”
15. The strategy sets out four priorities:
  - Securing quality across all housing tenures
  - Supporting people to remain independent in their own homes
  - Preventing homelessness
  - Supporting a balanced housing market

- 16. Each priority includes the context and a summary of the relevant evidence and information about the work that the council already undertakes. Each also includes a series of actions that will be undertaken over the next 12 to 18 months to respond to the issues and opportunities identified.
- 17. The key actions are then summarised at the end of the strategy in an action plan that will be refreshed after 12 months.

**IMPLICATIONS OF REPORT**

- 18. 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**

- 19. Resources have been set aside to refresh the local plan and develop alternative delivery models for the development of council owned housing.

**COMMENTS OF THE MONITORING OFFICER**

- 20. An appropriate consultation exercise has been undertaken. The proposed strategy meets the needs of the Council, with the Key Actions supporting the Principles outlined.

CHRIS SINNOTT  
 DIRECTOR (EARLY INTERVENTION AND SUPPORT)

Report Author	Ext	Date
Chris Sinnott	5337	26 March 2019

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# **CHORLEY HOUSING STRATEGY**

2019 to 2024

## Introduction and background

Our aim is to:

*Ensure that everyone in the borough is able to access affordable and good quality housing that suits their needs. The type of tenure and where someone lives will not mean they should have to accept poorer quality or less affordable accommodation.*

This housing strategy sets out the council's ambitions to ensure that everyone living in the borough has access to the high quality accommodation that they need. No one should expect to live in worse accommodation because of the tenure, nor because they live in a particular area.

The evidence about the benefits of good quality accommodation is strong – if someone lives in poor quality housing, they are more likely to experience poorer physical and mental health. This strategy sets out to support the council's ambitions to improve people's lives and reduce demand on public services seen in the Integrated Community Wellbeing Service.

Chorley population is set to grow considerably in the coming years. Between 2014 and 2039, the population will increase by 18.1%, with the growth in household numbers being 24.6%. Our population is also projected to grow proportionately older in the coming 25 years. In 2016, 8% were aged over 75. This is projected to increase to 14.6% by 2041. An older population will have different housing needs, and so this strategy will aim to ensure that people are able to live independently for as long as possible, to reduce demand on public services.

Chorley has experienced a significant growth in housing over the last 10 years, and is projected to experience a further increase of 24% in the number of households in the borough by 2039. This is the fastest rate of any Lancashire district and higher than the predicted growth in households in England. The council continues to support growth in line with the agreed local plan, but is aware of the potential pressures that an increasing population can place on local services. Therefore, this strategy will set out the council's ambitions to ensure that the new developments see the right type and quality of housing in the most appropriate places.

The potential benefits of this strategy are:

Measure	Target (2019/20)
Number of affordable homes delivered	100
Average time to complete adaptations	6 months
Number of long term empty properties in the borough	Fewer than 170
Number of preventions and reliefs	600
% of homes in fuel poverty	11.2%
Number of open market homes owned by the Chorley housing company	20
Number of affordable homes owned by the Chorley housing company	14
Number of rough sleepers	0
Number of proactive housing inspections	80

### **Links to other strategies and plans**

As an overarching document, it is important that this housing strategy makes clear links to other key strategies and plans. These are referred to specifically at the relevant points, but the main links are with:

- Central Lancashire Local Plan
- The Homelessness Prevention Strategy
- Recommendations from the 2018 Overview and Scrutiny review of conditions in registered provider accommodation
- The business case for an integrated community wellbeing service for Chorley

### **Key priorities**

The following are the key priorities for this strategy:

- Securing quality across all housing tenures
- Supporting people to remain independent in their own homes
- Preventing homelessness
- Supporting a balanced housing market

Set out below is each priority in more detail, with the work that is already undertaken alongside the planned work.

### **Timescales**

The Housing Strategy covers a period to 2024. However, the key actions to be undertaken over the next 12 to 18 months are set out in the action plan. These will be reviewed and refreshed at the appropriate point.

## **Priority:** Securing quality across all housing

### **Context and opportunities**

Having access to good quality, secure and sustainable housing is important in supporting individuals and communities to flourish. Conversely, studies have shown that poor housing leads to poorer health and an increased demand on public services<sup>1</sup>.

The Council intervenes in supporting owner-occupiers living in the poorest quality accommodation in the borough and exercises its powers in extreme cases but budget limitations prevent it from assisting owner occupiers more generally as Government policy places an expectation on home owners that they will bear the cost of maintaining their own homes. Over the last twelve months, eight cases where an occupier has been living in very poor quality accommodation have been provided support by the council. These cases are very involved, and require a fine balance of providing support for residents and local communities against the use of public funds in improving assets.

Rented properties account for approximately 25% of dwellings in the borough, with 10% being privately rented and 13% socially rented. This is broadly similar to most other Lancashire districts. Those living in rented accommodation have potentially less control about the quality and security of their accommodation, which is why there is significant legislation aimed at protecting tenants.

In 2018, the council's Overview and Scrutiny committee have undertaken a review of conditions of housing in the social-rented sector. A key part of the work undertaken was a survey of residents to gather their views. Some of the key findings of that survey included:

- 72.9% of tenants were satisfied with the standard of their property when they moved in, while 16.3% were dissatisfied.
- 14.9% of tenants were dissatisfied with the repairs and maintenance carried out on their property.
- 85% of tenants agree that their neighbourhood is a good place to live

Fuel poverty can affect everyone, regardless of their tenancy. Not being able to afford to keep a home adequately heated is one of the factors associated with reduced health outcomes. While the incidence of fuel poverty in Chorley at 10.6% is lower than elsewhere in the North West, it is still a target to address.

Overcrowding is a relatively small issue in the borough, with 2.11% of households having an occupancy rating of -1 (implying that the household has one fewer bedroom than is required) or less. However, there are significant differences across the wards, with 6.75% of households in Chorley South East being overcrowded.

This priority aims to ensure that everyone should be able to access good quality and secure accommodation regardless of the tenure, thereby supporting improved quality of life.

### **Principles**

- Our aim will be to secure quality across all housing, regardless of the tenure
- Everyone should expect consistency and fair treatment in private or social rented sector and whether they are a tenant or a landlord

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<sup>1</sup> See, for example, The King's Fund, <https://www.kingsfund.org.uk/projects/time-think-differently/trends-broader-determinants-health-housing>

- Landlords should engage in ensuring that the neighbourhoods local to their properties are good places to live
- We will aim to ensure that tenancies are sustainable, with support available for landlords and tenants, particularly those who are more vulnerable.

### **What we already do**

The council already undertakes work to support this priority. This includes working with landlords through the Private Sector Landlord Forum and the Selectmove Partnership as well as regular meetings with the large registered providers in the borough. In addition, we also have a Healthy Homes project which provides proactive property inspections for tenants.

The council also has powers under the Housing Act 2004, which introduced an assessment procedure for housing standards. This legislation is designed to improve housing standards, predominantly within the private rented sector, and prosecute landlords who fail to maintain standards for their tenants. The Act also introduced Hazard Awareness Notices, which allow the local authority to inform owner occupiers of hazards within their own property. However, these are simply advisory notes to owner occupiers, notifying them of their responsibility to remedy hazards identified by the Council for their own safety.

### **Key actions 2018/19 – 2019/20**

The following key actions will be undertaken to deliver against this priority:

- Develop a voluntary standard for all rented properties (including social and private rented) relating to quality standards, re-let cleanliness and responsiveness.
- Respond to proposed legislation to licence private landlords, including introducing a programme of inspection of privately rented properties
- Undertake a review of the Healthy Homes programme
- Review and refresh the council's policy to support owner-occupiers who are unable to make essential repairs to their property
- Develop a programme to promote affordable warmth, encompassing boiler checks and repairs.
- Investigate the impact of AirBnB on the borough and identify any necessary actions.

## **Priority:** Supporting people to remain independent in their own homes

### **Context and opportunities**

Chorley's population is projected to grow to proportionately older over the coming 25 years. In 2016, 8% were aged over 75. This is projected to increase to 14.6% by 2041. An older population will have different housing needs, and public services need to respond to meet this potential change in demand.

Some interventions are already in place, particularly around Disabled Facilities Grants and adaptations. Since the council introduced the Chorley Adaptation Grant in April 2017, more residents have been able to access support they need. In 2017/18, the council received 208 major adaptation referrals. 107 CAG cases and 26 DFGs were approved, a total of 133. This was a significant increase on the previous year, when 92 DFGs were approved.

Demand for accommodation that suits people's needs and has support in place is already in existence. The council has been oversubscribed for the 65 apartment Primrose Gardens facility, with over 200 applications being considered in the first allocations process.

### **Principles**

- People should be able to remain in their own homes wherever possible so they are able to remain independent
- Our housing stock and interventions should aim to avoid residents having otherwise unnecessary moves into residential care, other settings or lengthy hospital stays

### **What we already do**

The council continues to be proactive in supporting people to remain independent in their own homes. For example, the council delivers the integrated home improvement service on behalf of the county council in the borough. This involves arranging the delivery of a range of housing related interventions including minor adaptations and the handyperson scheme. In addition, the council continues to deliver a high quality service for disabled facilities grants and, separately, the sanctuary scheme for survivors of domestic abuse. This complements the work undertaken by the major registered providers in the borough to support survivors of domestic abuse.

### **Key Actions 2018/19 – 2019/20**

Key actions in this priority include:

- Open Primrose Gardens to provide housing for people with additional care needs
- Work with partners within Lancashire County Council and LCFT to reform the processes around major and minor adaptations, removing bottlenecks and increasing capacity where needed.
- Work through the integrated community wellbeing service to increase and improve referrals for support from GPs and other primary care providers.
- Undertake an assessment of housing need including particular types such as older people and affordable housing and examine options for changes to planning policy.
- As part of the new Local Plan, review planning policies for the quality and sustainability standards of new housing developments, such as homes for life, to maximise ways to future-proof new developments
- Examine options and the business case for expanding the offer of extra care accommodation in the borough.

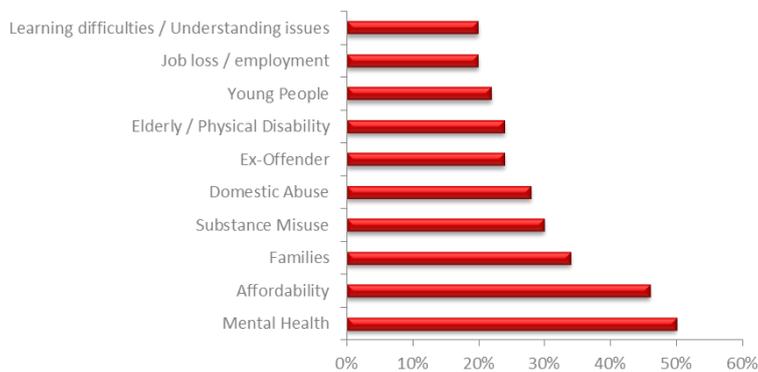
## Priority: Preventing homelessness

### Context and opportunities

Around 1,200 people present themselves to the council each year as at risk of homelessness. They are provided by support by the council’s housing solutions team, with an emphasis on preventing homelessness as far as is possible.

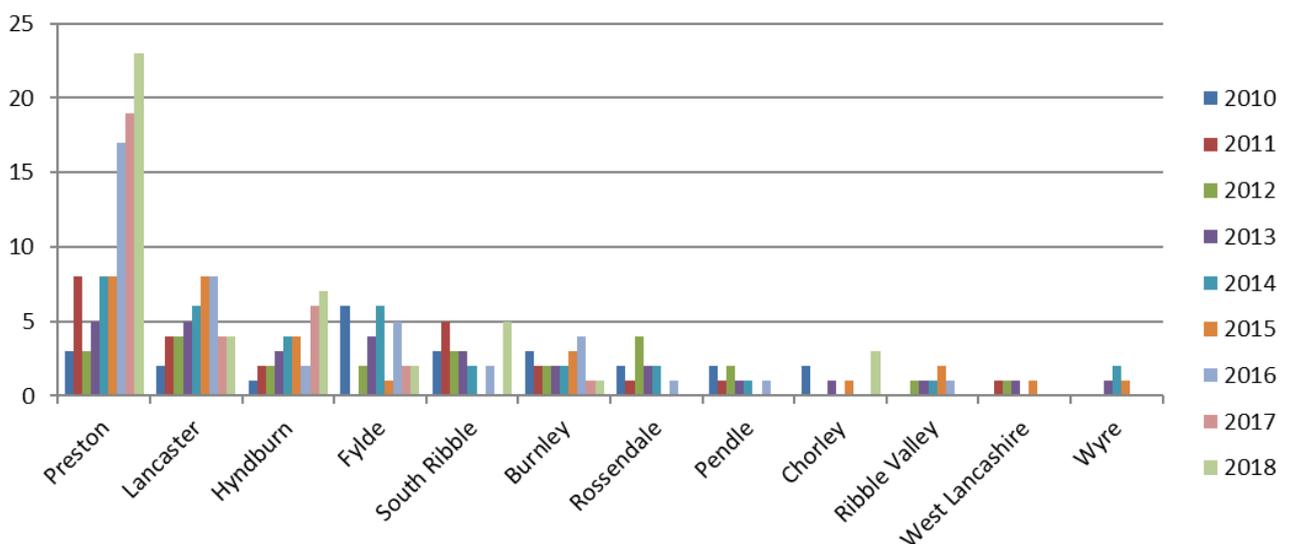
As part of the integrated community wellbeing service, a review of homelessness cases was undertaken. Over a five year period, 6,123 cases of people in need of housing support were opened. 20% of the cases were households accessing the service more than once in that period, average every 12 months, with the most persistent being in need of accommodation every 8 months.

Many of the customers presenting at risk of homelessness have other needs that often contribute to, or are exacerbated by the need for more suitable accommodation. The proportions of the current caseload are set out below. It should be noted that many individuals have multiple issues and so will count in more than one category:



Chorley has a very small number of rough sleepers. The most recent count, undertaken in 2018, found three rough sleepers. This is an increase on previous years. The graph below shows the results of the annual rough sleeper count for the Lancashire districts.

**Rough sleeper count 2010 - 2018**



### Principles

- Everyone who is homeless or threatened with homelessness will be able to access advice, support and we will work with them to develop a housing plan to secure accommodation.
- We will work to ensure that the options available to customers with even the most complex needs are as wide as possible by accessing the right support at the right time.
- We will continue to work with partners including social landlords and charities to support those threatened with or experiencing homelessness.

### What we already do

The council is already extremely active in preventing homelessness. The council owns and manages Cotswold Supported Housing, providing safe and supportive accommodation to those in need. In addition, we work closely with large social sector landlords and Chorley Help the Homeless to prevent and support tenants at risk of eviction. We also provide support with personal budgeting and referral pathways for debt advice. In addition to Selectmove, we also provide an accommodation funding service to increase options for housing in the private rented sector.

### Key Actions 2018/19 – 2019/20

The key actions for this priority are:

- Work through the integrated community wellbeing service to reform pathways for customers with complex needs so they receive timely support from public services
- Review and refresh the homelessness prevention strategy
- Develop a multi-agency action plan and protocol for supporting people who are rough sleeping.

## **Priority:** Supporting a balanced housing market

### **Context and opportunities**

The Strategic Housing Market Assessment undertaken as part of the central Lancashire LDF examined the housing market that the borough functions in. While parts of the borough have strong links to neighbouring areas (for example the Liverpool and Manchester strategic market areas), the study concludes that the evidence suggests that Chorley, Preston and South Ribble form a common and unique housing market area.

Chorley borough had the fourth largest median house price in Lancashire for the year ending December 2017, at £169,250. There were differences in the median house prices across the borough as well, with the most expensive ward being Pennine and the least Chorley North East.

In 2017, Chorley was the fourth least affordable district in Lancashire to purchase a property. The ratio of median house price to median gross annual residence-based earnings was 6.20, compared to 3.59 in Burnley and 7.51 in Ribble Valley.

While the affordability ratio for residence-based earnings in Chorley is 6.20, the same measure based upon workplace-based earnings is 6.82. This is because the average pay for those working in the borough is lower than those living in the borough but working elsewhere.

Chorley continues to experience significant growth in housing, with 3,080 new homes built over the last five years. While the council has been successful in securing 638 new affordable homes as part of that development, the council will need to continue to ensure that the development of new homes remains balanced. In addition, the development of housing needs to be accompanied by related infrastructure and public services.

### **Principles**

- Housing growth should be supported by the appropriate growth in services and supporting infrastructure.
- The council will take an active role in providing a balanced housing market with high quality and suitable accommodation for our residents.
- The council will continue to facilitate and drive the delivery of affordable housing in the borough.

### **What we already do**

In recent years, the council has attempted to take a proactive role in ensuring that the housing market is balanced and supported by improvements and expansion to local infrastructure. Work has included facilitating the building of new affordable homes, working to bring forward employment sites and developing Primrose Gardens. Where necessary, the council has also sought to robustly defend its local plan and control decisions around development control locally. The council continues to invest in reducing the number of empty properties in the borough, proactively seeking to reduce the number of long term empty properties. In addition, the council will continue its proactive approach to identifying and targeting benefit and tenancy fraud, including participating in data matching and working with partners to identify potential issues.

**Key Actions 2018/19 – 2019/20**

Key actions for this priority are:

- Review and refresh the central Lancashire local plan
- Establish a Chorley Housing Company
- Include consideration of the provision of housing within the refresh of the town centre masterplan
- Use the outputs of the local plan to review land supply and land use across the borough to determine the need to bring forward sites or housing types.
- Continue to bring empty properties back into use, with annual monitoring to neighbourhood area meetings

Priority	Action	Completion date
Securing quality across all housing	Develop a voluntary standard for all rented properties (including social and private rented) relating to housing quality, re-let cleanliness and responsiveness	July 2019
	Respond to proposed legislation to licence private landlords, including introducing a programme of inspection of privately rented properties	tbc
	Undertake a review of the Healthy Homes programme	July 2019
	Review and refresh the council’s policy to support owner-occupiers who are unable to make essential repairs to their property	October 2019
	Develop a programme to promote affordable warmth, encompassing boiler checks and repairs	September 2019
	Investigate the impact of AirBnB on the borough and identify any necessary actions	May 2019
Supporting people to remain independent in their own homes	Open Primrose Gardens to provide housing for people with additional care needs	April 2019
	Work with partners within Lancashire County Council and LCFT to reform the processes around major and minor adaptations, removing bottlenecks and increasing capacity where needed	May 2019
	Work through the integrated community wellbeing service to increase and improve referrals for support from GPs and other primary care providers	July 2019
	Undertake an assessment of housing need including particular types such as older people and affordable housing and examine options for changes to planning policy	December 2019
	As part of the new Local Plan, review planning policies for the quality and sustainability standards of new housing developments to maximise ways to future-proof new developments	May 2022
	Examine options and the business case for expanding the offer of extra care accommodation in the borough	July 2019
Preventing homelessness	Work through the integrated community wellbeing service to reform pathways for customers with complex needs so they receive timely support from public services	March 2019
	Review and refresh the homelessness strategy	October 2019
	Develop a multi-agency action plan and protocol for supporting people who are rough sleeping	April 2019
Supporting a balanced housing market	Review and refresh the central Lancashire local plan	May 2022
	Establish governance arrangements for council-owned housing	June 2019
	Include consideration of the provision of housing within the refresh of the town centre masterplan	January 2020
	Use the outputs of the local plan to review land supply and land use across the borough to determine the need to bring forward sites or housing types	March 2020
	Continue to bring empty properties back into use, with annual monitoring to neighbourhood area meetings	March 2020

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Report of	Meeting	Date
Director of Business Development and Growth	Council	09 April 2019

## STATEMENT OF COMMUNITY INVOLVEMENT 2019

### PURPOSE OF REPORT

- To advise Members of the responses to the draft Statement of Community Involvement and adopt it as attached at Appendix A.

### RECOMMENDATION(S)

- To adopt the Statement of Community Involvement.

### EXECUTIVE SUMMARY OF REPORT

- The Statement of Community Involvement (SCI) will provide the community and other interested parties with clarity on the levels of involvement in the planning process. It details how the Council will consult in relation to preparing planning policy documents and in determining planning applications. Once finalised, the Council is required to act in accordance with the adopted document. The Council adopted an SCI in 2014, and this is therefore being updated. The revised draft SCI has been subject to a 4-week consultation between Friday 18 January and Friday 15 February 2019, receiving 10 responses (1 had no comment to make, 1 support, 6 responses to suggest amendments to the document and 2 responses to confirm contact details). A minor amendment is proposed to the main body of the document (paragraph 3.18) and relevant statutory consultees will be added or amended at Appendix 1 of the document. It is recommended the Statement of Community Involvement is adopted.

<b>Confidential report</b> Please bold as appropriate	Yes	<b>No</b>
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### CORPORATE PRIORITIES

- 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 homes and communities		An ambitious council that does more to meet the needs of residents and the local area	x

### BACKGROUND

- Under section 18 of the Planning and Compulsory Purchase Act 2004, Local Planning Authorities (LPAs) are required to produce a Statement of Community Involvement (SCI), which outlines the Council's strategy for involving community groups, stakeholders and other organisations in the preparation and review of planning policy documents, and in the

consideration of planning applications. The Council adopted an SCI in 2014, and this is therefore being updated.

6. The revised SCI has been produced in line with the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) which states an SCI review must be completed every five years, starting from the date of adoption of the statement of community involvement. The main changes to the SCI of 2014 include:
  - Where possible, the SCI has been made more concise;
  - Information has been added on the preparation of the Central Lancashire Local Plan, including a website link;
  - Paragraph on Statutory Instrument 2013 No 2932 (relating to wind turbines) has been deleted
  - A new section on Prior Approval has been added;
  - A new section on Permission in Principle has been added; and
  - The list of statutory consultees and duty-to-cooperate organisations at Appendix 1 has been updated.
7. The SCI also covers the consultation process for Supplementary Planning Documents (paras. 2.8-2.13), when a Neighbourhood Plan application is submitted (paras. 2.14-2.19), and the consultation process for the Community Infrastructure Levy Charging Schedule (paras. 2.21-2.24).
8. Local planning authorities have a statutory requirement to state how they will involve the community in preparing planning policy documents and in determining planning applications. Through the SCI, the local planning authority sets out clearly how and when the community, and other interested parties, can expect to be involved in the planning process. An Integrated Impact Assessment has been prepared in relation to the Statement of Community Involvement.

#### **STATEMENT OF COMMUNITY INVOLVEMENT CONSULTATION RESPONSES**

9. The revised SCI was subject to 4 weeks public consultation between Friday 18 January and Friday 15 February 2019. The SCI is not required to undergo the same level of consultation that other planning documents are. The Council notified all statutory consultees and those who have a duty to co-operate. In addition to this, the Council contacted interest groups and organisations and the consultation was publicised via the Council's website, "In the Know" - the Councillors electronic newsletter - and "In the Borough" - the Parish Councillors electronic letter - which extends to the Council's partners, community and voluntary groups.
10. Ten responses were received to the consultation on the draft SCI. The key points resulting in changes to the SCI are summarised here and Appendix 1: Summary of Outcomes provides a more detailed summary and information about how comments received have been used to inform the final SCI.
11. The only proposed change to the main body of the report is in response to a comment from Anderton Parish Council, who expressed concerns regarding Section 3 of the SCI in respect of the development of the policy regarding pre-application consultation for planning applications. They are concerned that the impression is given that by following pre-application advice a positive outcome to a formal planning application is almost guaranteed, which goes against the formal consultation process. They also do not see the need for quoting a specific number (90%) of planning applications in paragraph 3.18, which relates to the decision process for determining planning applications. In response to this comment, Paragraph 3.18 of the SCI will be updated in line with the Council's webpage on the planning application process as follows: *'Approximately 90% of applications are decided in this way'*.

- 12. Appendix 1 of the Draft SCI will be updated in light of clarifications from the following consultees: Highways England, Euxton Parish Council and the Lead Local Flood Authority, regarding names changes for some organisations.
  
- 13. The adoption of the SCI will set the standards for community engagement in all planning policy matters, such as the Local Plan process, as well as detailing pre-application consultation and consultation on planning applications. The Council must adhere to the SCI for all consultations relating to planning issues. The methods of consultation set out in the SCI are a minimum standard that the Council is expected to undertake as part of the planning process. In certain circumstances, if it were felt necessary, wider consultation techniques can be used, in addition to those set out in the SCI.

**IMPLICATIONS OF REPORT**

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

Finance		Customer Services	x
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**

- 15. No comment

**COMMENTS OF THE MONITORING OFFICER**

- 16. No comment

MARK LESTER  
 DIRECTOR OF BUSINESS DEVELOPMENT AND GROWTH

<b>Background Papers</b>		
<b>Document</b>	<b>Date</b>	<b>File</b>
Appendix 1 Statement of Community Involvement April 2019	April 2019	Union Street
Appendix 2 Statement of Community Involvement April 2019		

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>
Philippa Lane	5282	28 February 2019

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**Appendix 1 Summary of Consultation Outcomes**

Summary of responses to consultation on draft SCI 2019 and note on how these responses will be used to inform the final version of the SCI.

Organisation	Paragraph	Summary of Comment Received	Response
Natural England	General	<p>Supportive of the principle of meaningful and early engagement.</p> <p>Requests for planning consultation responses should be sent to <a href="mailto:consultations@naturalengland.org.uk">consultations@naturalengland.org.uk</a></p>	<p>Noted.</p> <p>The email address <a href="mailto:consultations@naturalengland.org.uk">consultations@naturalengland.org.uk</a> is already used for planning consultations.</p>
Highways England	3.2	<p>Supportive of the principle of meaningful and early engagement as set out in Section 3.2.</p> <p>Encourage the Council to be aware of '<a href="#">The Strategic Road Network: Planning for the Future</a>' so that potential planning applicants with projects that may affect the SRN are made aware of the document at pre-application stage.</p> <p>The reference to 'Highways Agency' within the table of statutory consultees in Appendix 1 should be replaced with 'Highways England'.</p>	<p>Noted.</p> <p>This comment has been sent to the Development Management team for information.</p> <p>Noted. Appendix 1 will be updated with 'Highways England'.</p>
Euxton Parish Council	3.14	<p>The time scale to respond is 21 days – what is the possibility, if any, to respond beyond this timescale?</p>	<p>The Council consults on planning applications in line with the 'Town and Country Planning (Development Management Procedure) (England) Order 2015'. However, the Council recognises that in some instances the timing of Parish Council meetings does not coincide with the consultation response period for an application. In such instances it may be possible that an extension to the time period for receiving comments can be agreed with the case</p>



		be removed or an imprecise quantity (“the majority”) used in its place.	line with the Council’s webpage on the planning application process as follows: ‘ <i>Approximately 90% of applications are decided in this way</i> ’.
Network Rail	General	Requests for planning consultation responses should be sent to <a href="mailto:TownPlanningLNW@networkrail.co.uk">TownPlanningLNW@networkrail.co.uk</a>	The email address <a href="mailto:consultations@naturalengland.org.uk">consultations@naturalengland.org.uk</a> is already used for planning consultations.
Local Resident	General	Encourage residents and community groups to support litter picks.	Noted. Litter picking is outside the remit of the SCI.
Lead Local Flood Authority (Lancashire County Council)	Appendix 1	The Lead Local Flood Authority, as statutory consultee, should be listed in Appendix 1	Appendix 1 will be updated to list the Lead Local Flood Authority as a Statutory Consultee.
Heath Charnock Parish Council	General	The Parish Council discussed the draft Policy at its meeting on 14 February 2019 and noted its content. The Parish Council has no specific comments to make on the draft or its proposals.	Noted.

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# Statement of Community Involvement

April 2019



## Statement of Community Involvement

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## Statement of Community Involvement 2019

### 1. Introduction

#### Role and Purpose of the SCI

- 1.1 The role and purpose of the Statement of Community Involvement (SCI) is to provide the community with clarity on the levels of involvement and engagement that they should expect in planning processes. It gives a level of certainty to key stakeholders, the general public and representative organisations as to how they can be involved in plan making and development control management processes.
- 1.2 Chorley Council will have to comply with the standards and methods of consultation as set out in the SCI when preparing and reviewing the Central Lancashire Local Plan, Supplementary Planning Documents, Area Action Plans, Neighbourhood Plans, and when determining planning applications.
- 1.3 This SCI supersedes the 2014 SCI and has been produced in line with the 2012 Town and County Planning (Local Planning) (England) Regulations (as amended).

#### General Principles of Planning Consultation

- 1.4 Local Plan documents and determination of planning decisions must comply with the general duty in the Equality Act 2010. The Council is committed to equality and diversity and will apply some general principles to any planning consultations it carries out. These are:
  - Involvement will be open to all, regardless of age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, rurality, marriage and Civil Partnerships, sex and sexual orientation;
  - We will seek views of interested and affected parties as soon as possible;
  - Consultation publications will be clear, concise and avoid unnecessary jargon; and
  - As part of the preparation of the Central Lancashire Local Plan and Neighbourhood Plans, people who respond to consultations can request to be kept informed of later stages of plan preparation.
  - Please see the Council's [Privacy Policy](#) to find out how we use information and personal data from respondents to planning policy consultations on local development documents, as well as applicants for planning permission and respondents to planning applications.

#### Role of Planning Officers

- 1.5 Planning Officers are generally available by prior appointment to discuss issues raised during the production of plans and other planning documents and in relation to pre-application and planning application enquiries. The Council operates a charging scheme for pre-application enquires.

#### Role of Councillors

- 1.6 Councillors have an important role within the planning system, as both decision makers and as community representatives. Councillors are a vital link between the local community and the Council. Councillors also make decisions on planning issues, such as adopting Planning Policy documents and in deciding planning applications.
- 1.7 Whilst Councillors are willing to receive and consider the views of their constituents on planning matters, it should be noted that if any person wishes to formally comment on a planning document they can email [planning.policy@chorley.gov.uk](mailto:planning.policy@chorley.gov.uk). To comment on a planning

application they should write to the Chief Planning Officer or as otherwise indicated in consultation documents.

**How to Use this Document**

- 1.8 Opportunities for community involvement in the planning process usually occur in two distinct areas:
  - During the preparation of planning policy.
  - Individual planning applications and pre-application advice.
- 1.9 Different regulations and procedures apply to these two areas and the remainder of the document is structured to reflect this.

**2. Planning Policy**

2.1 Planning policy is used by planners to assess planning applications, and others with influence over investment, to guide decision-making in a consistent manner. This is to ensure that it contributes to delivering the Council’s strategic objectives or vision for the future in the most effective way possible. Chorley Council is working together with Preston and South Ribble Council to produce the Central Lancashire Local Plan. In addition, planning policy includes Supplementary Planning Documents, Area Action Plans, the Community Infrastructure Levy (CIL) Charging Schedule and any Neighbourhood Plans produced locally.

**Local Plans**

- 2.2 It is the duty of the Local Planning Authority to prepare an up-to-date Local Plan for its area. This can contain strategic policies, land allocations, designations and development management policies which are used to determine the outcome of planning applications. This plan, and its component parts, must be supported by evidence, be consistent with the National Planning Policy Framework (The Framework) and must also be drawn up with involvement from the community.
- 2.3 The Framework encourages early and meaningful engagement, and collaboration with neighbourhoods, local organisations and businesses as essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area. The plans that the Council is producing and their timetables for production are published in the Local Development Scheme which can be viewed at [chorley.gov.uk/planning](http://chorley.gov.uk/planning).
- 2.4 The Central Lancashire authorities of Chorley Council, South Ribble Borough Council and Preston City Council are preparing one Local Plan to cover the period to 2036 and details can be found at [www.centrallocalplan.lancashire.gov.uk](http://www.centrallocalplan.lancashire.gov.uk).
- 2.5 **When We Will Consult?** When undertaking any formal consultation or formal adoption of a document, we will ensure that the most up to date Planning Regulations are complied with. As a minimum, consultation will include:

Stage	Consultation Period (minimum)
Preparation of the Local Plan (Regulation 18)	6 weeks
Publication of a Local Plan (Regulation 19)	6 weeks
Advertise the Submission of Local Plan (Regulation 22)	



Preparation of an Area Action Plan (AAP)	6 weeks
Publication of an AAP	6 weeks
Advertise the Submission of an AAP	
Supplementary Planning Documents	4 weeks
Defining the Neighbourhood Area	6 weeks
Draft Neighbourhood Plan	6 weeks
Advertise the Submission of Neighbourhood Plan	6 weeks

2.6 **Who We Will Consult?** Any consultation will be publicised as widely as possible to allow people, organisations, businesses and interest groups, an opportunity to be involved. There is also a range of organisations that we have a statutory duty to consult. These organisations include neighbouring authorities, parish councils, infrastructure providers and government bodies. We have a duty to co-operate with a number of organisations and Appendix 1 lists the statutory consultees and organisations which the Council has a duty to cooperate with. We are required to engage constructively, actively and on an ongoing basis with these organisations. If any individual wants to be consulted on any planning policy documents they can provide their contact details for our database and will be notified of consultations.

2.7 **How We Will Consult?** The Council will adopt a range of consultation methods to ensure that as many people, businesses and organisations as possible can be involved in the process.

- All individuals, businesses, and organisations on the consultation database will be contacted directly;
- We will publicise consultations using methods such as leaflets, posters, the Council website, social media channels; press releases; a press notice, and displays in Council offices;
- Consultation events may be held in public places throughout the borough – these may include evening sessions;
- Officers will be available at the Council offices during normal office hours upon request to give information/answer questions;
- Consultation documents will be available to view at all libraries in the borough, at post offices in villages where there is no library and at Council offices;
- Where possible, officers will attend parish and town council meetings on request; and
- Consultation documents will be available to download from the Council’s website.

## Supplementary Planning Documents

2.8 Supplementary Planning Documents (SPDs) may be produced to provide further guidance and more detailed advice relating to specific topic areas. These have a more limited role, for instance, they cannot introduce new policy or change land allocations.

2.9 SPDs must be supported by appropriate evidence and accord with national policies. The Council will carry out at least one stage of consultation on an SPD before it is adopted. An SPD is not subject to an independent examination by a Planning Inspector.

2.10 **When We Will Consult?** The Council will prepare a draft SPD, based on the local policy, drawing from available national policy and guidance. The draft SPD will be subject to public consultation for a minimum of four weeks.

2.11 Following and changes the revised SPD and a consultation statement will be published at least 4 weeks before the document is formally adopted by the Council. The consultation statement will list all the responses received, with the Council’s response, and any changes that have been made to the document as a result of the comments received.



- 2.12 **Who We Will Consult?** Members of the public, local businesses, organisations and interest groups from the Consultation database will be consulted, as well as statutory consultees as required in the Town and Country Planning Regulations.
- 2.13 **How We Will Consult?** The Council will adopt a range of consultation methods to engage with as many people and organisations as possible. These will be:
- All individuals, businesses and organisations on the Consultation Database will be contacted directly;
  - The consultation documents will be publicised via press releases and will also be on the Council's website to download;
  - Consultation documents will be available to view at all libraries in the borough, at post offices in villages where there is no library and at the Council offices.

## Neighbourhood Plans

- 2.14 Neighbourhood Plans (NDPs) were introduced into the planning system through the Localism Act 2011 as an opportunity to allow communities to set planning policies to guide development in their areas (alongside the Development Plan). Consultation procedures for Neighbourhood Plans are set out in the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012 and any amendments.
- 2.15 The responsibility to produce a Neighbourhood Plan lies with the qualifying body – a Parish Council, a Town Council or a Neighbourhood Forum in a non parished area. The extent to which a prospective forum has included residents, business and local elected members from across the neighbourhood area will be one of the factors the Local Planning Authority will consider in deciding whether to designate the group as the neighbourhood forum. An application for neighbourhood forum designation must include a copy of the forum's written constitution and a statement of how they will meet the conditions for designation as a neighbourhood forum set out in the Localism Act.
- 2.16 The qualifying body is responsible for consulting upon a draft Neighbourhood Plan before they submit to the local authority.
- 2.17 **When will we consult?** When a Neighbourhood Plan application is submitted a consultation will occur on a Neighbourhood Forum Application Stage:
- This stage will be subject to a six-week consultation.
  - When a submission Neighbourhood Plan is received by the authority a six-week consultation will be undertaken at this stage.
  - A Neighbourhood Plan is subject to an examination by an Independent Planning Inspector, full details of the Inspector and examination process will be made publically available.
  - A Neighbourhood Plan will also require a referendum, of which all details will be made publically available.
- 2.18 **Who will we consult?**
- There is a requirement to consult those who live, work and carry out business in the area.
  - All those on the Neighbourhood Plan database who have previously responded and requested to be kept informed of the process.

**2.19 How will we consult?**

- All individuals, businesses and organisations on the consultation database will be contacted directly;
- We will publicise consultations using methods such as leaflets, posters, the Council website, social media channels, press releases; a press notice, and displays in Council offices;
- Officers will be available at the Council offices during normal office hours upon request to give information/answer questions;
- Consultation documents will be available to view at all libraries in the borough; at post offices in villages where there is no library and at Council offices;
- Consultation documents will be available to download from the Council's website

**Consultation on the Statement of Community Involvement**

2.20 The draft SCI will undergo a consultation period of 4 weeks. The Council will notify all statutory consultees and those who have a duty to co-operate. In addition to this, the Council will contact interest groups and organisations, and the consultation will also be publicised via the Council's website.

**Consultation on the Community Infrastructure Levy**

2.21 The Community Infrastructure Levy (CIL) is a standardised local levy that is placed on new development and used to help fund the provision and maintenance of necessary local and strategic infrastructure projects.

2.22 **CIL Charging Schedule.** The Council will provide details on the process for consulting on a new Charging Schedule as part of the Central Lancashire Local Plan process.

2.23 At all consultation stages for the CIL Charging Schedule, the Council will seek the views of statutory consultees, businesses and the local community. To do this, we will contact all those registered on the Council's consultation database, as well as publicising the consultation via press releases and on the Council's website.

**3. Involving the Community in Planning Applications**

3.1 The Framework encourages early engagement with communities, before a planning application is submitted. The Council encourages developers to talk to those who may be affected and refine their proposals while they are at a formative stage. Among those likely to be interested are neighbours, utility and infrastructure providers and, for larger proposals, Councillors and the wider community. The earlier consultation takes place, when proposals are being formulated, the better.

**Pre-application Consultation for all Development**

3.2 In October 2012 the Council introduced a formal pre- application advice service for development requiring planning permission, whilst still offering free general advice at the Union Street Offices, Chorley or over the phone by a duty planning officer. Details of this service can be found at [chorley.gov.uk/planning](http://chorley.gov.uk/planning). All pre-application consultations are confidential.

3.3 The Council are keen to promote the use of early discussions with agents and developers as part of the development management approach to facilitating acceptable development. Open and constructive discussions about schemes before they are formally submitted as a planning application can help steer proposals into a form that are more likely to be acceptable to the Local Planning Authority whilst leading to the reworking or dropping of proposals that appear to be

fundamentally unacceptable. Entering into pre-application discussions will help save time, avoid wasted expense and avoid frustration, further benefits include:

- Reducing the number of unsuccessful applications
- Raising the quality of development
- Securing satisfaction with the process
- Reducing confrontation in the planning process
- Identifying supporting information that should be submitted in support of a planning application.

### **Type of Developments that would Benefit from Community Involvement.**

3.4 Developers are encouraged to incorporate community involvement into their development programme to allow for enough time to be devoted to involve the community in a particular scheme. The Localism Act 2011 proposed mandatory pre-application consultation with local communities but to date this has not been activated.

3.5 Where the proposal constitutes “major development”, more formal consultation is encouraged. “Major development” is defined as:

- (a) \*the winning and working of minerals or the use of land for mineral-working deposits;
- (b) \*waste development;
- (c) the provision of dwellinghouses where —
  - (i) the number of dwellinghouses to be provided is 10 or more; or
  - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c) (i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more.

\*In Chorley these matters are dealt with by Lancashire County Council.

3.6 Community Involvement in Planning Applications should also apply to:

- Smaller development on sensitive sites;
- Changes of use of buildings or land for purposes which are likely to be controversial;
- Developments where opportunities for community benefits may be available (e.g. the upgrading of a facility used by the community);
- Where there are issues of scale and controversy, or are contrary to and/or are out of line with the Local Plan;
- Where the application is broadly in accordance with the Local Plan but raises controversial issues or detail i.e. those that will require a Transport Assessment.

3.7 Development control officers can give advice on the most appropriate methods, who to consult in the local area and where to hold a public exhibition. The developer should remember to give sufficient advance notice and publicity when carrying out community involvement. The following examples may also be helpful:

- Make detailed proposals available for public view at the site e.g. Draft layout plans, drawings, photo montages, visuals, street scenes & sketches mounted on the site boundary, including 3-D representations where possible;
- Public meeting/ Public exhibitions / community engagement events / Interactive Workshops;
- Arrange a press release/advertisement in local newspapers;
- Circulate a leaflet or letter/statement outlining the proposals within the vicinity to both residents and ward Councillors explaining proposals with plans or a diagram;

- Arrange a meeting with groups in the community (e.g. Parish Council, residents' associations, interested parties, ward Councillors, neighbours); and
  - Use of social media by the developer to advertise the development and associated consultation events.
- 3.8 Small-scale proposals such as house extensions or advertisements will not require community involvement. However, applicants are encouraged to discuss their proposals with the occupiers of neighbouring property who will be affected and to take account of their concerns where possible and check with infrastructure providers and key consultation bodies that their requirements are satisfied – e.g. that you are not building over or near to service cables or pipes. This can reduce the need for changes after the application has been submitted to the Council, increase the prospect of planning permission being granted and speed up the time taken for proposals to be dealt with.
- 3.9 **The Consultation Statement** - Developers are encouraged to submit a consultation statement with their planning application. This should include:
- The techniques they employed to gain stakeholder comments, including correspondence, public notices, press releases, a record of persons attending exhibitions, public meetings, public forums or events etc.;
  - A summary of the responses received;
  - A list of the main objections and any supports that have been raised;
  - Any other matters raised;
  - The developer's comments on the responses; and
  - The amendments made to the proposals as a result of the comments.

### **Masterplan / Development Brief Preparation and Consultation**

- 3.10 Where the preparation of a comprehensive Masterplan or Development Brief is required, the Council welcomes early discussions with landowners/developers on the scope, content and the preparation process for each Masterplan or Development Brief.
- 3.11 The Masterplan or Development Brief should be the subject of consultation with all stakeholders and interested parties using similar methods as detailed above. Following consultation it shall be agreed with the Council and thereafter adopted for the purposes of development control purposes to inform the determination of planning applications related to the site.

### **The Council's Consultation on Planning Applications**

- 3.12 The Development Control team is responsible for making recommendations and delegated decisions on planning applications. The Council seeks to notify those members of the community most affected by a potential development on individual planning applications. Although members of the community have the opportunity to comment on an application, planning applications must be determined in accordance with the provisions of the development plan, unless material considerations indicate otherwise.
- 3.13 Experience has shown the community is generally forthcoming with comments on applications of interest, and responses received in writing are reported in the planning officer's report.
- 3.14 The Council consults on planning applications as follows in accordance with the 'Town and Country Planning (Development Management Procedure)(England) Order 2015'.

:

- Immediate adjoining neighbours are notified individually by letter, with 21 days to respond. In addition the Planning Officer may notify additional property addresses where it is thought appropriate, depending on the nature of a proposal.
  - Statutory consultees relevant to the application, such as the Highways Authority, the Environment Agency, etc. are notified, with 21 days to respond.
  - The Council displays a site notice, which will invite responses 21 days from the posting of the site notice.
  - The weekly list of planning applications received is circulated by email to Ward Councillors, the Clerks of the Parish and Town Councils, and other interested parties. The weekly list is also available to view via Public Access (see below).
  - The Council website offers a search facility, called Public Access, where a summary of the application details including application forms, plans, and other supplementary information can be found. There is also the facility to make a response via the 'make a public comment form'; comments made in this way will be available to view on-line.
  - Plans and drawings that have been submitted in support of a planning application are available for inspection at the One-Stop-Shop, Civic Offices, Union Street, Chorley.
  - All comments received on planning applications are summarised and considered in the planning officer's report. In addition to this, all representations received will be available to view at the Council offices, but only comments made via Public Access will be available to view on-line.
- 3.15 In addition to the above, the Council also place Public Notices in the Chorley Guardian referring to development proposals that are: a departure from the local development plan, a major application, development affecting a public right of way, a planning application with an Environmental Impact Assessment, or a planning application affecting a listed building, or a development affecting the character or appearance of a Conservation area. This is in line with the 'Town and Country Planning (Development Management Procedure)(England) Order 2015'.
- 3.16 Via Public Access anyone can register to track applications or have specific searches designed to their interests.
- 3.17 **Amendment of a Planning Application.** The Council may re-notify neighbours, contributors and other consultees, depending on the significance or scale of the changes to the planning application. If the changes proposed to the application do not represent a significant difference to the application, or satisfactorily overcome an objection raised then the Council may not re-notify.

## Deciding Planning Applications

- 3.18 The decision on an application may be made in two ways depending on the category of the application:
- By the Council's Development Control Committee. The committee is made up of elected councillors, advised by senior planning officers and a legal officer. The committee will consider a report written by the case officer assigned the planning application. The report will summarise the comments and consultation responses received and the key planning issues involved;
- or**
- In accordance with a Scheme of Delegation whereby:
    - By a senior qualified professional planning officer after considering a report written by a case officer assigned the planning application. The report will take account of all comments received and consider the key planning issues involved. Approximately 90% of applications are decided in this way.

- Applications in certain categories may be determined under delegated powers, but where the qualified professional planning officer is minded to make a decision that is contrary to a written comment received from a local resident, a town or parish council or any other outside body or organisation that has been consulted, the Chair and Vice Chair of the Development Control Committee must determine whether the application should be decided by the Council's Development Control Committee or under delegated powers.

- 3.19 **Development Control Committee.** The Agenda for the Development Control Committee will be available to view on the Council's website 5 working days prior to the Committee being held. The minutes to previous meetings are also available to view on-line. Additional information may be presented up to and including the date of the meeting from the residents, consultees and the applicant which will be reported on the Committee Addendum distributed at the meeting. The recommendation may therefore be subject to change at the Development Control Committee meeting and that new information may be presented to members.
- 3.20 Members of the public are invited to speak publicly at the Development Control Committee either to oppose or support an application. There are, however, some restrictions on this:
- Public speakers are limited to one person speaking against an application and one person speaking in favour of the application and are accepted on a first come first serve basis;
  - Speakers must register with the Democratic Services Section no later than noon on the day before the Development Control Committee;
  - Each speaker is allowed to speak for a maximum of 3 minutes;
  - It is advised that if there are a large number of objectors, that a spokesperson is nominated to speak on everyone's behalf; and
  - Parish or Town councillors can speak on behalf of their respective Parish or Town Council for 3 minutes;
  - Elected Members of the Council can speak on behalf of the community for 5 minutes.
  - In exceptional circumstances the Chair of the Development Control Committee may allow for additional speakers to be heard and further time to be given to speakers in the interests of fairness.
- 3.21 The Chairman of Planning Committee invites statements and comments from members of the public at the appropriate time. The committee members then discuss the planning application, during which time no further comments are allowed from the public.
- 3.22 **After a Decision is Made.** Those that comment on a planning application can follow the progress of the application and the decision the Council made by registering an interest in the application on Public Access. They will then receive e-mail notification up-dates about the application, such as any new plans submitted, if the application will be taken to the Development Control Committee and the final decision made. Interest can be registered at <http://planning.chorley.gov.uk/online-applications/search.do>. Alternatively an individual can contact the Council's Customer Services (Tel: 01257 515151) for a planning decision, or call into the Council's Union Street Office where a Customer Services Advisor will be able to assist.

## Planning Appeals

- 3.23 An applicant can normally make an appeal to the Planning Inspectorate, a central government agency, against the Council's decision where the Council:
- Refuse planning permission
  - Impose conditions on a permission which the applicant believes are unreasonable

- Fail to make a decision on the application within 8 or 13 weeks depending on the type of application (unless there has been an agreed extension of time between the applicant, or their agent, and the Council).
- Or can appeal against an Enforcement Notice issued by the Council where there has been a breach of Planning Control.

3.24 When an appeal against refusal of planning permission is lodged, the Council notifies those neighbours consulted during the original planning application process and any persons who had made representations on the original planning application.

3.25 Appeals are heard by a Planning Inspector, by written representations, an informal hearing, or in a more formal planning inquiry. The Inspector will consider written representations from the community, and in hearings/inquiries usually provides for members of the community to verbally state their case. Information on appeals can be found on the Planning Inspectorate website: <http://www.planningportal.gov.uk/planning/planninginspectorate>.

## Prior Approval

3.26 Prior approval means that a developer has to seek approval from the local planning authority that specified elements of the development are acceptable before work can proceed. Prior approval is required for some change of use permitted development rights. Certain other types of permitted development, including the erection of new agricultural buildings, demolition and the installation of telecommunications equipment also require prior approval.

3.27 The neighbour consultation scheme is a form of prior approval which only applies to larger extensions built under the increase permitted development rights that are in place between 30 May 2013 and 30 May 2019 for householder single storey rear extensions. A householder wishing to build a larger extension will notify the Council, who will then consult the adjoining neighbours in relation to the potential impact on amenity. If they raise any objections, the Council will make a decision on whether the impact on the amenity of adjoining properties is acceptable and hence whether the work can proceed.

## Permission in Principle

3.28 Permission in Principle (PIP) consent is an alternative route for obtaining planning permission for housing-led development. PIP comprises an application for permission in principle followed by an application for 'technical details consent'. Granting technical details consent has the effect of granting planning permission.

3.29 The Council can grant permission in principle to a site upon receipt of a valid application or by entering a site in Part 2 of its brownfield land register<sup>1</sup> which will trigger a grant of permission in principle for that land providing that the statutory requirements set out in Town and Country Planning (Permission in Principle) Order 2017 (as amended) and the Town and Country Planning (Brownfield Land Register) Regulations 2017 are met. Proposals to grant permission in principle will be subject to consultation in line with the Regulations.

## Complaints Procedure

3.30 If you are dissatisfied with the way in which a planning application or other development control matter has been handled, you may complain to the Council. We will investigate any complaint made. For more information about this go to our complaints page ([chorley.gov.uk](http://chorley.gov.uk) (contact us)). If

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<sup>1</sup> See <http://chorley.gov.uk/Pages/AtoZ/Planning-Policy.aspx> to download the Brownfield Register.

you remain dissatisfied, you may complain to the local government ombudsman who will undertake an independent investigation.

## Further Information

3.31 For further information about this document, please contact Planning Policy: [planning.policy@chorley.gov.uk](mailto:planning.policy@chorley.gov.uk)

## 4 Glossary

CIL	The Community Infrastructure Levy is a levy that local authorities can choose to charge on new developments in their area. The money can be used to support development by funding infrastructure that the council, local community and neighbourhoods want.
Local Plan	Local Plan – A statutory Development Plan – includes strategic policies, policies map and allocates sites to meet development needs and identifies local planning issues.
EIA	Environmental Impact Assessment – applicants for certain types of development are required to submit an environmental statement accompanying a planning application. This evaluates the likely environmental impacts of the development, together with an assessment of how the severity of the impacts could be reduced.
NPPF	National Planning Policy Framework ('The Framework') – Government policy with which Development Documents and planning applications are to comply.
SCI	Statement of Community Involvement – sets out how, when and where the Council will consult with local and statutory stakeholders in the process of planning for the local authority.
SPD	Supplementary Planning Document – gives guidance on specific policy topic areas or detailed guidance on the development of specific sites.
NDP	Neighbourhood Plans (NDPs) were introduced into the planning system through the Localism Act 2011 as an opportunity to allow communities to set planning policies to guide development in their areas (alongside the Development Plan)

<b>Statutory Consultees</b>	<b>Duty to Co-operate Organisations</b>
Environment Agency	Environment Agency
Historic England	Historic England
Natural England	Natural England
Network Rail	Civil Aviation Authority
Highways England	Homes and Communities Agency
Telecommunications Operators	NHS England (Central Lancashire)
Chorley and South Ribble Clinical Commissioning Group	Chorley and South Ribble Clinical Commissioning Group
Electricity and Gas Companies	Lancashire County Council (Highways Authority)
Sewerage and Water Companies	*Lancashire Enterprise Partnership
The Homes and Communities Agency	Office of Rail and Road
Adjoining Neighbouring Local Authorities	Adjoining Neighbouring Local Authorities inclusive of: Bolton Council; Wigan Council; West Lancashire Borough Council; South Ribble Borough Council; and Blackburn and Darwen Borough Council
Parish and Town Councils within the Borough	*Lancashire and South Pennine Nature Partnership
Adjoining Neighbouring Parish Councils	Lead Local Flood Authority (Lancashire County Council)
Lancashire County Council	
Lancashire Constabulary	
The Coal Authority	
The Canal and River Trust	
The Theatres Trust	
Sport England	
Lead Local Flood Authority (Lancashire County Council)	

\* These bodies are not subject to the requirements of the duty. But local planning authorities and the public bodies that are subject to the duty must cooperate with Local Enterprise Partnerships and Local Nature Partnerships and have regard to their activities when they are preparing their Local Plans, so long as those activities are relevant to local plan making.

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Report of	Meeting	Date
Director of Policy & Governance	Council	9 April 2019

## ELECTORAL REVIEW - FINAL RECOMMENDATIONS

### PURPOSE OF REPORT

- To present the final recommendations from the Local Government Boundary Commission for England (LGBCE) on new warding arrangements for the borough of Chorley following the conclusion of the electoral review.

### RECOMMENDATION(S)

- That the report be noted.

### EXECUTIVE SUMMARY OF REPORT

- Following its electoral review of Chorley Council, the LGBCE has concluded that the electoral arrangements for the borough will result in:
  - 14 new borough wards
  - elections will be held by thirds
  - each ward being represented by 3 elected members
- The majority of wards in the final recommendations remain unchanged from the draft proposals. In some cases, while the ward boundary remains the same, the name of the ward has been revised.
- The main changes revolve around the ward boundaries for Croston and Mawdesley which now include Euxton South; and relocating the parish of Heskin into a ward with the parishes of Eccleston and Charnock Richard. Changes have also been made to the parish electoral arrangements for Clayton-le-Woods and Euxton.
- A summary of the changes can be found in at point 16 of this report, while the LGBCE final recommendations can be viewed at appendix a.

<b>Confidential report</b> Please bold as appropriate	Yes	No
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### 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 homes and communities		An ambitious council that does more to meet the needs of residents and the local area	✓

**BACKGROUND**

8. Chorley Council was first informed that the LGBCE would be undertaking an electoral review of the council in June 2017, as part of its 2018/19 work programme.
9. The review was split into two parts:
  - Part 1: council size
  - Part 2: new warding arrangements (which included two public consultations)
10. In January 2018, a cross party committee was formed to oversee the review process and make recommendations to council, prior to them being submitted to the LGBCE.
11. Stage 1 of the review process concluded in June 2018, with the announcement that the LGBCE was minded to 'approve' Chorley Council's preferred recommendations of a reduction in council size from 47 to 42 elected members and that it wanted to continue to elect its membership by thirds. As a result of this announcement, and to ensure voter equality, each ward would be represented by three elected members. Therefore, the number of borough wards would be reduced to 14 (at present there are 20 wards).
12. Stage 2 of the review consisted of two public consultations conducted by the LGBCE:
  - In the first consultation (which was held between 26 June to the 3 September 2018) the LGBCE invited comments on which neighbouring areas should be put together to form wards and suggestions for ward names;
  - The second consultation (which was held between 6 November 2018 and 14 January 2019) was based solely on the LGBCE's draft recommendations which had been proposed based on the response it received from the first consultation.
13. In the first consultation the council put forward its preferred warding pattern as agreed at the council meeting on 18 September 2018.
14. After considering the responses it received from the first consultation, the LGBCE published its' draft recommendation on 6 November 2018. Although the LGBCE had largely based its draft recommendation on the council's submission, there were noticeable differences. These differences included boundary changes to the wards of Croston and Mawdesley which included the parish of Heskin; and Euxton South being placed with the parishes of Eccleston and Charnock Richard.
15. In response to the draft recommendations, the council (as agreed at its meeting on 22 January 2019) put forward its' comments which included some alternative ward names that it considered better reflected the wards. In particular, the council argued that the parish of Heskin should be kept with the parishes of Eccleston and Charnock Richard due to historical, and practical linkages. It also argued that the linkages between Eccleston, Charnock Richard and Euxton South were less notable. As a result, the council proposed two alternative options which put the three parishes together, and placed Euxton South with Bretherton, Croston, Mawdesley, and Ulmes Walton.

**FINAL RECOMMENDATIONS**

16. On the 26 March 2019, the LGBCE published its final recommendations. In those recommendations the LGBCE confirmed that the council size should be reduced to 42 elected members. As the council indicated it wanted to continue to elect its membership by thirds, the LGBCE confirmed that there be 14 borough wards consisting of 3 members per ward. The overall outcome provides -

	<b>2018*</b>	<b>2024</b>
Average number of electors per councillor	2,038	2,146
Number of wards with a variance more than 10% from the average	2	0
Number of wards with a variance more than 20% from the average	0	0

*\*figures based on 42 councillors split over 14 wards*

17. The LGBCE final recommendation for each ward is summarised below.

<b>WARD</b>	<b>FINAL RECOMMENDATION</b>	<b>COMMENTS</b>
Adlington & Anderton	Apart from the inclusion of Anglezarke the ward remains unchanged from the LGBCE's draft recommendation.	Chorley Council supported the draft recommendation.
Buckshaw & Whittle	Remains unchanged from the LGBCE draft recommendation.	Chorley Council supported the draft recommendation.
Chorley East	Apart from transferring the eastern part of Heath Charnock parish to Chorley South East ward and moving the area of Anglezarke into Adlington & Anderton ward, the draft recommendations remain unchanged.	Chorley Council supported the draft recommendation.
Chorley North East	Remains unchanged for the LGBCE draft recommendation.	In its response to the draft recommendations, the council supported the draft boundary arrangements but sought to change of name to <b>Chorley Rural North East</b> . However, the LGBCE rejected this proposal.
Chorley North West	Remains unchanged from the LGBCE draft recommendation.	Chorley Council supported the draft recommendation.
Chorley North & Astley	With the exception of a new ward name, the final recommendation remains unchanged from the draft recommendations.	Chorley Council's response to the draft recommendation supported the proposal with the exception of the ward name.  The council proposed the alternative ward name of <b>Chorley North &amp; Astley</b> due to the high proportion of Astley Village residents, which the LGBCE accepted.
Chorley South East & Heath Charnock	The LGBCE has made changes to this ward since the draft recommendations in that it has placed the whole parish of Heath Charnock in this ward.  It also accepted the alternative ward name proposed by the council.	Chorley Council's response to the draft recommendations supported the proposal with the exception of the ward name.  The council proposed the alternative ward name of <b>Chorley South East &amp; Heath Charnock</b> to acknowledge the fact that the

		parish of Heath Charnock is included in the ward.
Chorley South West	Remains unchanged from the LGBCE draft recommendation.	Chorley Council supported the draft recommendation.
Clayton East, Brindle & Hoghton	Remains unchanged from the LGBCE draft recommendation.	Chorley Council supported the draft recommendation.
Clayton West & Cuerden	Remains unchanged from the LGBCE draft recommendation.	Chorley Council supported the draft recommendation.
Coppull	Remains unchanged from the LGBCE draft recommendation.	Chorley Council supported the draft recommendation.
Croston, Mawdesley & Euxton South	<p>As a result of changes made to the Eccleston, Heskin &amp; Charnock Richard ward, Euxton South has been placed in a ward containing Bretherton, Croston, Mawdesley and Ulnes Walton.</p> <p>As a result of this change the ward has been renamed.</p>	<p>In response to the LGBCE's draft recommendations the council put forward two alternative proposals, which placed a portion of Euxton South in the Croston and Mawdesley ward. This move allowed Heskin to be included in a ward with Eccleston and Heskin.</p> <p>Although the LGBCE did not accept either proposal it did revert back to the council's original proposal during the first round of consultation.</p>
Eccleston, Heskin & Charnock Richard	<p>The LGBCE reverted back to the council's original proposal made during the first round of consultation. The proposal kept the parishes Eccleston, Heskin and Charnock Richard together in one ward.</p> <p>To accommodate this change, Euxton South is now included in the above ward with Croston and Mawdesley.</p> <p>The ward name has changed to reflect the parishes within it.</p>	<p>In response to the LGBCE's draft recommendations the council put forward two alternative proposals, which placed the parish of Heskin with Eccleston and Charnock Richard. Although the LGBCE rejected both suggestions, they decided to revert back to the council's original proposed boundary as detailed in the council report on 18 September 2019.</p> <p>The change of ward name to <b>Chorley Rural West</b> was rejected by the LGBCE.</p>
Euxton	Remains unchanged from the LGBCE draft recommendation.	Chorley Council supported the draft recommendation.

18. As a result of the LGBCE’s proposed ward boundaries, the electoral arrangements for the parishes of Clayton-le-Woods and Euxton have been amended as follows:

Parish	Parish Ward	No. of Parish Councillors
Clayton-le-Woods	Clayton Brook	5
	Clayton Green	1
	South East	2
	West	7
Euxton	Buckshaw Village	5
	North & East	11
	South	2

**NEXT STEPS**

19. The timing of the publication of the electoral review to new warding arrangements across Chorley has been fortuitous as it comes at the same time local authorities are required to undertake a 5 yearly ‘polling district and polling place review’. The national review is required to take place within a 16 months timespan (starting after 1 October 2018 and concluding no later than 31 January 2020), however, the length of a review itself is not prescribed.
20. As part of the review of polling districts and polling places, the location of polling station will also be considered to ensure that they are the most practical in terms of location and accessibility, particularly in light of the new warding arrangements.
21. Once the review of the polling districts and polling places is completed, a public consultation will take place on the draft proposals, responses for which be considered before the reviews findings is presented at a future council meeting for ratification.
22. The timescale for the council’s own polling district and polling place review is yet to be confirmed but it is anticipated that the council’s review will commence over the summer months with the aim that it will be completed and implemented prior to the revised publication of the electoral register on 1 December 2019.

**IMPLICATIONS OF REPORT**

23. 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	

24. Chorley Council is obliged to undertake a polling district and polling place review for the purpose explained in paragraph 19 of this report. However, changes to polling stations are not exclusive to the review period and can be made at any time following council approval. Therefore, once the polling district and polling place review is concluded, polling stations will be kept under constant review allowing changes to be made should the need arise.

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

25. The costs of the review will be met within existing resources

**COMMENTS OF THE MONITORING OFFICER**

26. No comments.

REBECCA HUDDLESTON  
DIRECTOR OF POLICY & GOVERNANCE

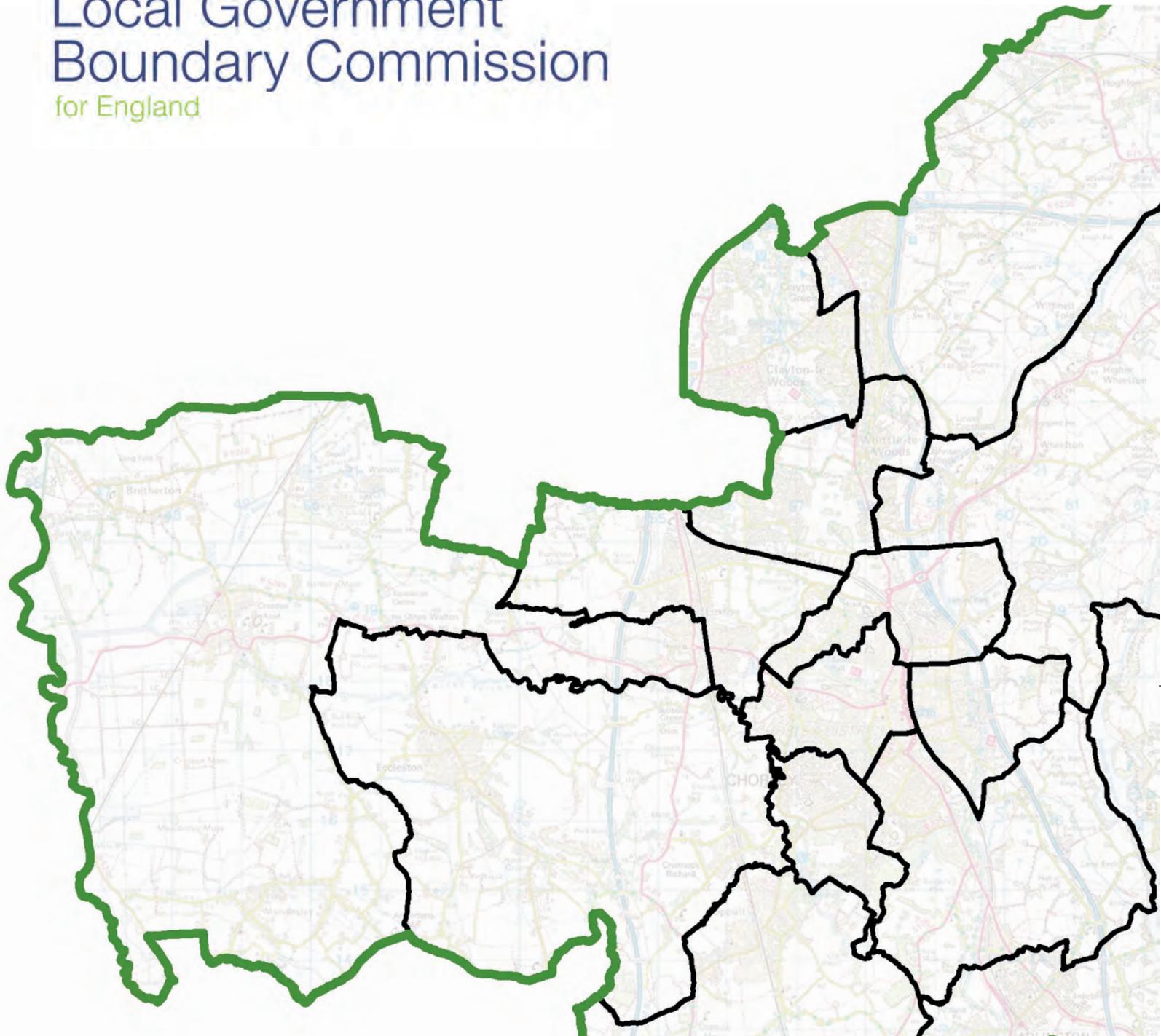
<b>Background Papers</b>		
<b>Document</b>	<b>Date</b>	<b>File</b>
Electoral Review	5 October 2017	<a href="https://democracy.chorley.gov.uk/documents/s79211/Electoral%20Review.pdf">https://democracy.chorley.gov.uk/documents/s79211/Electoral%20Review.pdf</a>
Electoral Review Update	23 January 2018	<a href="https://democracy.chorley.gov.uk/documents/s82429/Report.pdf">https://democracy.chorley.gov.uk/documents/s82429/Report.pdf</a>
Minutes	23 January 2018	<a href="https://democracy.chorley.gov.uk/documents/g5714/Printed%20minutes%2023rd-Jan-2018%2018.30%20Council.pdf?T=1">https://democracy.chorley.gov.uk/documents/g5714/Printed%20minutes%2023rd-Jan-2018%2018.30%20Council.pdf?T=1</a>
The Electoral Review of Chorley Council Committee	27 February 2018	<a href="https://democracy.chorley.gov.uk/documents/s83882/Electoral%20Review%20Committee.pdf">https://democracy.chorley.gov.uk/documents/s83882/Electoral%20Review%20Committee.pdf</a>
Minutes	27 February 2018	<a href="https://democracy.chorley.gov.uk/documents/g5715/Printed%20minutes%2027th-Feb-2018%2018.30%20Council.pdf?T=1">https://democracy.chorley.gov.uk/documents/g5715/Printed%20minutes%2027th-Feb-2018%2018.30%20Council.pdf?T=1</a>
Electoral Review of Chorley Council – draft council size submission	10 April 2018	<a href="https://democracy.chorley.gov.uk/documents/s85271/Electoral%20Review%20of%20Chorley%20Council%20-%20Draft%20Council%20Size%20Submission.pdf">https://democracy.chorley.gov.uk/documents/s85271/Electoral%20Review%20of%20Chorley%20Council%20-%20Draft%20Council%20Size%20Submission.pdf</a>
Minutes	15 August 2018	<a href="https://democracy.chorley.gov.uk/documents/g5716/Printed%20minutes%2010th-Apr-2018%2018.30%20Council.pdf?T=1">https://democracy.chorley.gov.uk/documents/g5716/Printed%20minutes%2010th-Apr-2018%2018.30%20Council.pdf?T=1</a>
Electoral Review – warding arrangements: Draft recommendations	18 September 2018	<a href="https://democracy.chorley.gov.uk/documents/s92194/LGBCE%20-%20draft%20recommendations%20on%20warding%20arrangements%2013112018%20Electoral%20Review%20of%20Chorley%20Council.pdf">https://democracy.chorley.gov.uk/documents/s92194/LGBCE%20-%20draft%20recommendations%20on%20warding%20arrangements%2013112018%20Electoral%20Review%20of%20Chorley%20Council.pdf</a>
Draft minutes	20 November 2018	<a href="https://democracy.chorley.gov.uk/documents/g6426/Printed%20minutes%2020th-Nov-2018%2018.30%20Council.pdf?T=1">https://democracy.chorley.gov.uk/documents/g6426/Printed%20minutes%2020th-Nov-2018%2018.30%20Council.pdf?T=1</a>

Chorley Council response to draft recommendations of warding arrangements	22 January 2019	<a href="https://democracy.chorley.gov.uk/documents/g6427/Printed%20minutes%2022nd-Jan-2019%2018.30%20Council.pdf?T=1">https://democracy.chorley.gov.uk/documents/g6427/Printed%20minutes%2022nd-Jan-2019%2018.30%20Council.pdf?T=1</a>
Minutes	22 January 2019	<a href="https://democracy.chorley.gov.uk/documents/g6427/Printed%20minutes%2022nd-Jan-2019%2018.30%20Council.pdf?T=1">https://democracy.chorley.gov.uk/documents/g6427/Printed%20minutes%2022nd-Jan-2019%2018.30%20Council.pdf?T=1</a>

<b>Report Author</b>	<b>Ext</b>	<b>Date</b>
Cathryn Filbin & Phil Davies	5123 5131	28/03/2019

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The  
Local Government  
Boundary Commission  
for England



**New electoral arrangements for  
Chorley Council**  
**Final recommendations**  
March 2019

## Translations and other formats:

To get this report in another language or in a large-print or Braille version, please contact the Local Government Boundary Commission for England at:  
Tel: 0330 500 1525

Email: [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)

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Licence Number: GD 100049926 2019

## A note on our mapping:

The maps shown in this report are for illustrative purposes only. Whilst best efforts have been made by our staff to ensure that the maps included in this report are representative of the boundaries described by the text, there may be slight variations between these maps and the large PDF map that accompanies this report, or the digital mapping supplied on our consultation portal. This is due to the way in which the final mapped products are produced. The reader should therefore refer to either the large PDF supplied with this report or the digital mapping for the true likeness of the boundaries intended. The boundaries as shown on either the large PDF map or the digital mapping should always appear identical.

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## Introduction

### Who we are and what we do

1 The Local Government Boundary Commission for England (LGBCE) is an independent body set up by Parliament.<sup>1</sup> We are not part of government or any political party. We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons. Our main role is to carry out electoral reviews of local authorities throughout England.

2 The members of the Commission are:

- Professor Colin Mellors OBE (Chair)
- Susan Johnson OBE
- Peter Maddison QPM
- Amanda Nobbs OBE
- Steve Robinson
- Andrew Scallan CBE
- Jolyon Jackson CBE (Chief Executive)

### What is an electoral review?

3 An electoral review examines and proposes new electoral arrangements for a local authority. A local authority's electoral arrangements decide:

- How many councillors are needed.
- How many wards or electoral divisions there should be, where their boundaries are and what they should be called.
- How many councillors should represent each ward or division.

4 When carrying out an electoral review the Commission has three main considerations:

- Improving electoral equality by equalising the number of electors that each councillor represents.
- Ensuring that the recommendations reflect community identity.
- Providing arrangements that support effective and convenient local government.

5 Our task is to strike the best balance between these three considerations when making our recommendations.

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<sup>1</sup> Under the Local Democracy, Economic Development and Construction Act 2009.

6 More detail regarding the powers that we have, as well as the further guidance and information about electoral reviews and review process in general, can be found on our website at [www.lgbce.org.uk](http://www.lgbce.org.uk)

## Why Chorley?

7 We are conducting a review of Chorley Council ('the Council') as the value of each vote in borough council elections varies depending on where you live in Chorley. Some councillors currently represent many more or fewer voters than others. This is 'electoral inequality'. Our aim is to create 'electoral equality', where votes are as equal as possible, ideally within 10% of being exactly equal.

8 This electoral review is being carried out to ensure that:

- The wards in Chorley are in the best possible places to help the Council carry out its responsibilities effectively.
- The number of voters represented by each councillor is approximately the same across the borough.

## Our proposals for Chorley

9 Chorley should be represented by 42 councillors, five fewer than there are now.

10 Chorley should have 14 wards, six fewer than there are now.

11 The boundaries of all wards should change; none will stay the same.

12 We have now finalised our recommendations for electoral arrangements for Chorley.

## How will the recommendations affect you?

13 The recommendations will determine how many councillors will serve on the Council. They will also decide which ward you vote in, which other communities are in that ward, and, in some cases, which parish council ward you vote in. Your ward name may also change.

14 Our recommendations cannot affect the external boundaries of the borough or result in changes to postcodes. They do not take into account parliamentary constituency boundaries. The recommendations will not have an effect on local taxes, house prices, or car and house insurance premiums and we are not able to take into account any representations which are based on these issues.

## Review timetable

15 We wrote to the Council to ask its views on the appropriate number of councillors for Chorley. We then held two periods of consultation with the public on warding patterns for the borough. The submissions received during consultation have informed our final recommendations.

16 The review was conducted as follows:

Stage starts	Description
19 June 2018	Number of councillors decided
26 June 2018	Start of consultation seeking views on new wards
3 September 2018	End of consultation; we began analysing submissions and forming draft recommendations
6 November 2018	Publication of draft recommendations; start of second consultation
14 January 2019	End of consultation; we began analysing submissions and forming final recommendations
26 March 2019	Publication of final recommendations



## Analysis and final recommendations

17 Legislation<sup>2</sup> states that our recommendations should not be based only on how many electors<sup>3</sup> there are now, but also on how many there are likely to be in the five years after the publication of our final recommendations. We must also try to recommend strong, clearly identifiable boundaries for our wards.

18 In reality, we are unlikely to be able to create wards with exactly the same number of electors in each; we have to be flexible. However, we try to keep the number of electors represented by each councillor as close to the average for the council as possible.

19 We work out the average number of electors per councillor for each individual local authority by dividing the electorate by the number of councillors, as shown on the table below.

	2018	2024
Electorate of Chorley	85,575	90,148
Number of councillors	42	42
Average number of electors per councillor	2,038	2,146

20 When the number of electors per councillor in a ward is within 10% of the average for the authority, we refer to the ward as having 'good electoral equality'. All of our proposed wards for Chorley will have good electoral equality by 2024.

## Submissions received

21 See Appendix C for details of the submissions received. All submissions may be viewed at our offices by appointment, or on our website at [www.lgbce.org.uk](http://www.lgbce.org.uk)

## Electorate figures

22 The Council submitted electorate forecasts for 2024, a period five years on from the scheduled publication of our final recommendations in 2019. These forecasts were broken down to polling district level and predicted an increase in the electorate of around 5% by 2024.

23 We considered the information provided by the Council and are satisfied that the projected figures are the best available at the present time. We have used these figures to produce our final recommendations.

<sup>2</sup> Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009.

<sup>3</sup> Electors refers to the number of people registered to vote, not the whole adult population.

## Number of councillors

24 Chorley Council currently has 47 councillors. We looked at evidence provided by the Council and concluded that decreasing the number of councillors by five would ensure the Council can carry out its roles and responsibilities effectively.

25 We therefore invited proposals for new patterns of wards that would be represented by 42 councillors. As Chorley Council elects by thirds (the Council has elections in three out of every four years) there is a presumption in legislation<sup>4</sup> that the Council have a uniform pattern of three-councillor wards. We will only move away from this pattern of wards should we receive compelling evidence during consultation that an alternative pattern of wards will better reflect our statutory criteria.

26 On the basis of the evidence received throughout the review we confirm that the authority should be represented by 42 councillors representing 14 three-member wards.

## Ward boundaries consultation

27 We received 45 submissions to our consultation on ward boundaries. These included two borough-wide proposals from the Council and the Chorley Conservative Association. The remainder of the submissions provided localised comments for particular areas of the borough.

28 The two borough-wide schemes provided for a uniform pattern of three-councillor wards for Chorley. We carefully considered the proposals received and were of the view that the proposed pattern of wards made by the Council resulted in good levels of electoral equality in most areas of the authority and generally used clearly identifiable boundaries. However, in some areas of the borough, we were also persuaded to base our recommendations on the Chorley Conservative Association's scheme.

29 Our draft recommendations also took into account local evidence that we received, which provided further evidence of community links and locally recognised boundaries. In some areas we considered that the proposals did not provide for the best balance between our statutory criteria and so we identified alternative boundaries.

30 We visited the area in order to look at the various different proposals on the ground. This tour of Chorley helped us to decide between the different boundaries proposed.

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<sup>4</sup> Schedule 2 to the Local Democracy, Economic Development & Construction Act 2009 paragraph 2(3)(d) and paragraph 2(5)(c).

31 Our draft recommendations were for 14 three-councillor wards. We considered that our draft recommendations would provide for good electoral equality while reflecting community identities and interests where we received such evidence during consultation.

## Draft recommendations consultation

32 We received 40 submissions during consultation on our draft recommendations. These included comments from the Council, the Chorley Conservative Group, one borough councillor, 11 parish councils and 25 local residents. The majority of the submissions focused on specific areas, particularly our proposals for the rural western wards. The Council proposed two alternative warding patterns for these wards, while also proposing alternative ward names for other wards across the borough. The Chorley Conservative Group supported the draft recommendations in their entirety.

33 Our final recommendations are based on the draft recommendations with modifications to the wards in the south and west of the borough, based on the submissions received.

## Final recommendations

34 Our final recommendations are for 14 three-councillor wards. We consider that our final recommendations will provide for good electoral equality while reflecting community identities and interests where we received such evidence during consultation.

35 The tables and maps on pages 8–17 detail our final recommendations for each area of Chorley. They detail how the proposed warding arrangements reflect the three statutory<sup>5</sup> criteria of:

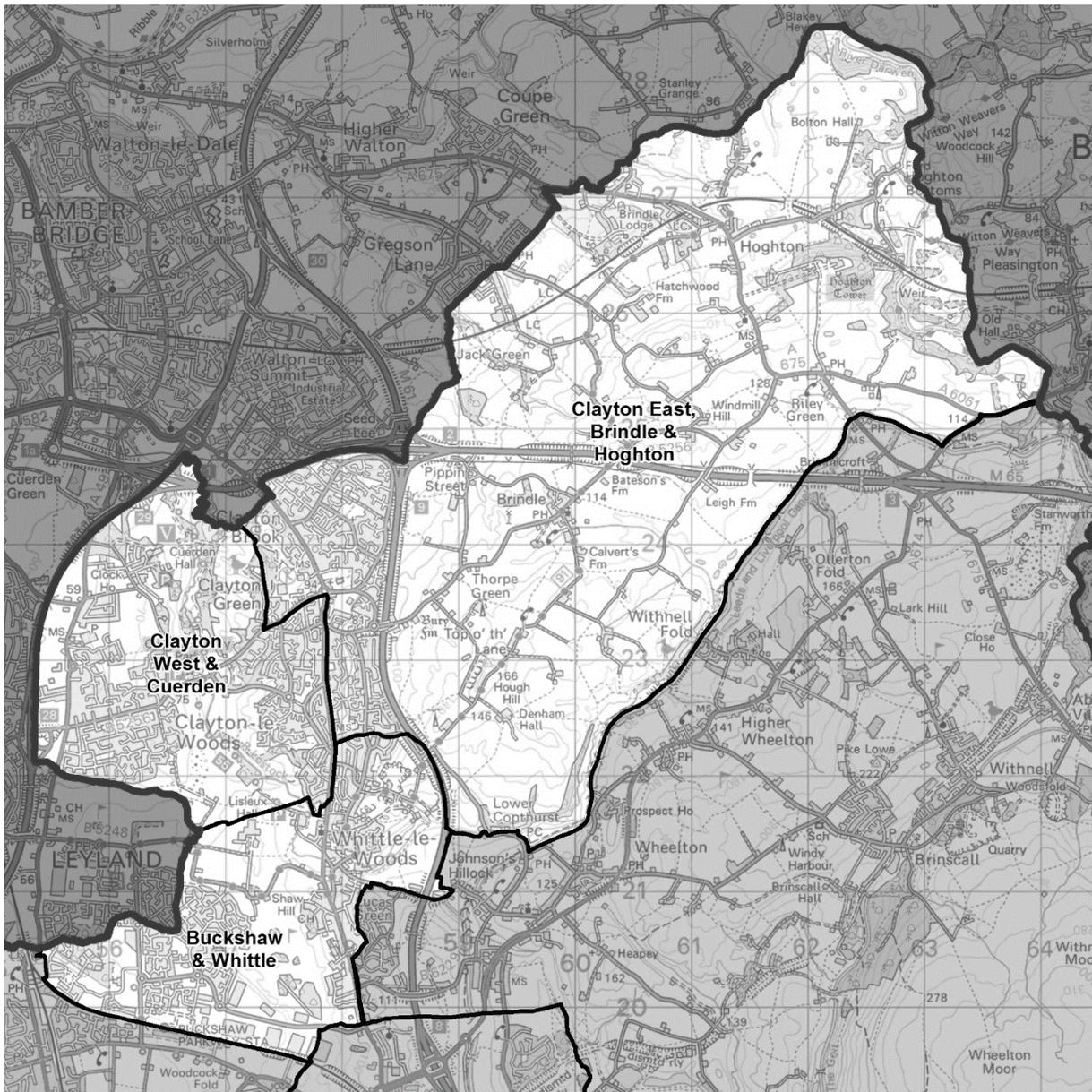
- Equality of representation.
- Reflecting community interests and identities.
- Providing for effective and convenient local government.

36 A summary of our proposed new wards is set out in the table starting on page 25 and on the large map accompanying this report.

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<sup>5</sup> Local Democracy, Economic Development and Construction Act 2009.

Northern Chorley



Ward name	Number of councillors	Variance 2024
Buckshaw & Whittle	3	10%
Clayton East, Brindle & Hoghton	3	10%
Clayton West & Cuerden	3	7%

*Buckshaw & Whittle, Clayton East, Brindle & Hoghton and Clayton West & Cuerden*  
 37 We received several submissions in relation to our wards in the north of Chorley. A number of these submissions opposed our proposal to place Buckshaw village in a ward with a substantial part of Whittle-le-Woods parish, with respondents suggesting that the two areas possess distinct community identities. Furthermore, some submissions suggested that Whittle-le-Woods parish should be warded with

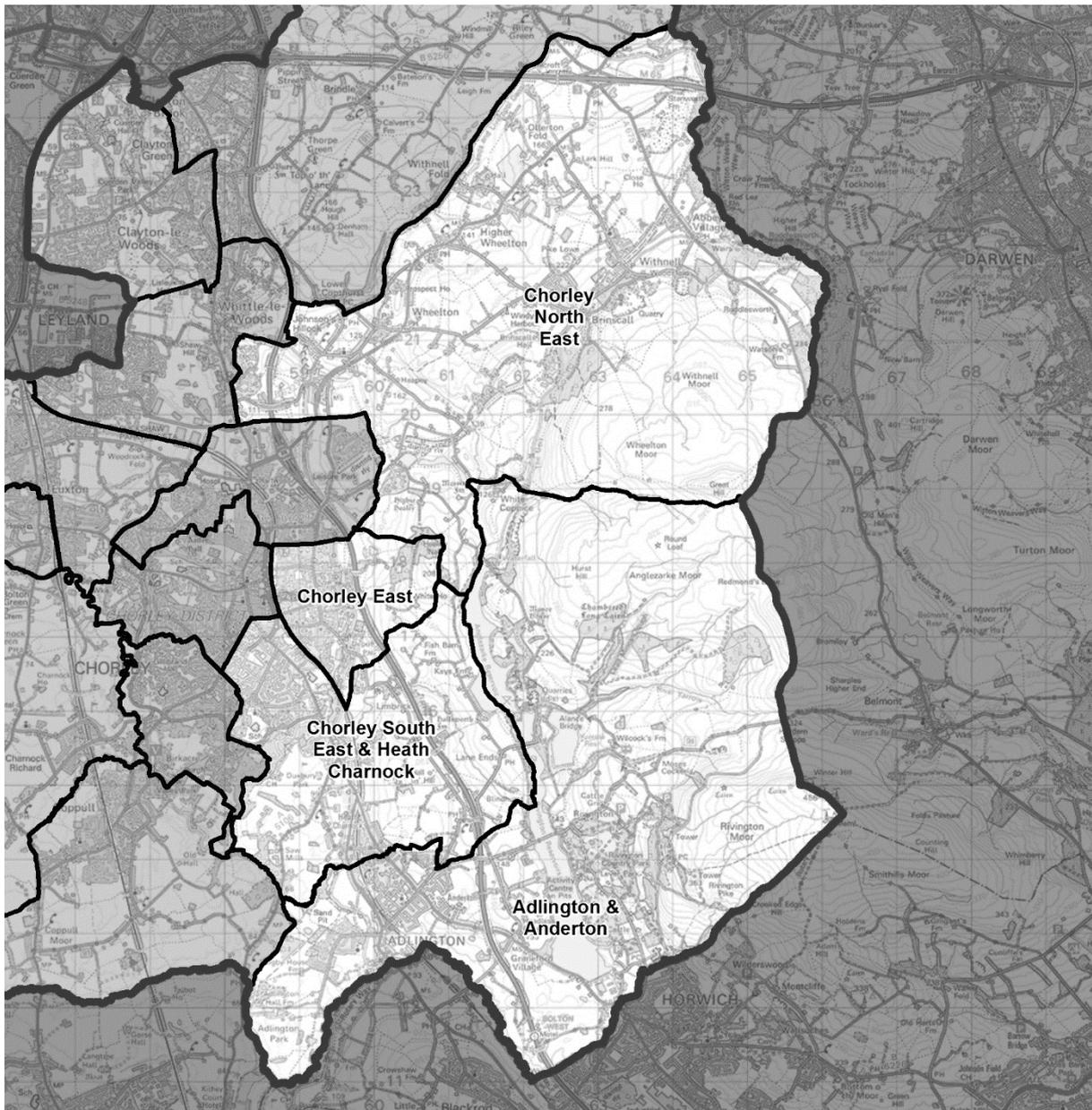
the neighbouring parish of Clayton-le-Woods, while one submission opposed the division of Whittle-le-Woods parish between two wards. However, we did not consider that the evidence provided by any of the submissions was strong enough to warrant creating a wholly alternative warding pattern for this area, given that it would have a significant and consequential effect upon other wards across the borough of Chorley.

38 In addition, we received submissions from Euxton Parish Council, a councillor for Euxton South ward and a local resident. These respondents expressed disappointment that Euxton parish, which contains Buckshaw village, was not referred to in the ward name for Buckshaw & Whittle. Consequently, it was suggested that our proposed Buckshaw & Whittle ward could be renamed either 'Euxton Buckshaw & Whittle' or 'Euxton North & Whittle'. However, we are content that the proposed ward name best reflects the communities that reside within it. For this reason, we are not persuaded by the evidence received that we should rename this ward. We have therefore decided to confirm our draft recommendations for Buckshaw & Whittle ward as final.

39 We also received submissions which argued that Buckshaw village should be wholly contained in one local authority. However, changing the external boundaries between Chorley and South Ribble boroughs falls outside the scope of this electoral review.

40 We also received a submission which opposed combining Brindle & Hoghton in a ward with the eastern part of Clayton-le-Woods parish, stating that the M61 motorway represented a strong boundary. However, given that Chorley elects a third of its councillors each year, there is a presumption in law that it will have a uniform pattern of three-councillor wards. Therefore, it is necessary to place part of Clayton-le-Woods in a ward alongside the adjoining rural communities of Brindle and Hoghton in order to achieve good electoral equality and maintain a three-member warding pattern. In this case, we considered the evidence provided was not compelling enough to move away from this pattern of wards, and we have therefore decided to confirm our proposed Clayton East, Brindle & Hoghton and Clayton West & Cuerden wards as final.

South and eastern Chorley



Ward name	Number of councillors	Variance 2024
Adlington & Anderton	3	-3%
Chorley East	3	0%
Chorley North East	3	-10%
Chorley South East & Heath Charnock	3	9%

*Adlington & Anderton and Chorley South East & Heath Charnock*

41 We received three submissions that related to these wards, which came from the Council, Heath Charnock Parish Council and Anderton Parish Council. Heath Charnock Parish Council provided evidence in support of including the parish in a ward with the neighbouring communities of Adlington and Anderton. It stated that the

strong community ties, shared commercial interests and close geographic links between the parishes would be conducive to a ward that would effectively reflect local communities. The Parish Council also suggested the link between the parish and the more densely populated Chorley town was not strong.

42 Anderton Parish Council also suggested that the southern part of Heath Charnock parish could be placed in a ward with the parishes of Adlington and Anderton, given the affinity the southern part of Heath Charnock parish has with Adlington and Anderton, in comparison to the north of parish, which has greater community links with Chorley town.

43 We have carefully considered the evidence provided by Heath Charnock Parish Council. While we acknowledge that our draft recommendations have been met with some opposition, we have decided not to place Heath Charnock parish in a ward with Adlington and Anderton. As outlined in our draft recommendations report, we had examined the possibility of placing the parish in our Adlington & Anderton ward, but this change would have resulted in electoral variances of 22% and -17% for Adlington & Anderton ward and Chorley South East ward respectively. We have an obligation to ensure that electors in Chorley have a vote of broadly equal weight and consider that these variances will not provide for sufficient electoral equality.

44 Nonetheless, we took into consideration Heath Charnock Parish Council's view which opposed dividing the parish between borough wards and also opposed our proposed creation of parish wards. We have consequently made changes to our Chorley South and Chorley East wards to remove the East and West parish wards we proposed in our draft recommendations. In order to achieve this, we have placed the whole of the parish into a Chorley South East & Heath Charnock ward – a name suggested by the Council – and have transferred Anglezarke parish into our proposed Adlington & Anderton ward. This will result in an Adlington & Anderton ward with an electoral variance of -3% by 2024.

45 We consider that this arrangement will provide for effective and convenient local government for Heath Charnock Parish Council. We also consider that the inclusion of Heath Charnock in the ward name will better reflect the communities that reside in our proposed ward. Our Chorley South East & Heath Charnock ward will have good electoral equality, with a variance of 9% by 2024.

46 The removal of parish warding arrangements for Heath Charnock parish means we can no longer consider Anderton Parish Council's suggestion of placing the southern part of Heath Charnock parish in a ward with Adlington and Anderton. In any case, this proposal would have resulted in an electoral variance of 15% for Adlington & Anderton ward, which we consider too high an electoral variance.

*Chorley East*

47 Apart from transferring the eastern part of Heath Charnock parish to Chorley South East ward and moving Anglezarke parish into Adlington & Anderton ward, we are confirming our draft recommendations for Chorley East as final. This will result in a ward with an electoral variance of 0%. Its boundary follows the northern boundary of Heath Charnock parish, Corporation Street and the railway line.

*Chorley North East*

48 The Council supported the boundaries of this ward in full, but suggested we rename the ward Chorley Rural North East. However, it did not provide any evidence to support this name change, so we have therefore not adopted this proposal. Our Chorley North East ward will have an electoral variance of -10% by 2024.

Chorley town



Ward name	Number of councillors	Variance 2024
Chorley North & Astley	3	-3%
Chorley North West	3	-4%
Chorley South West	3	-8%

*Chorley North & Astley*

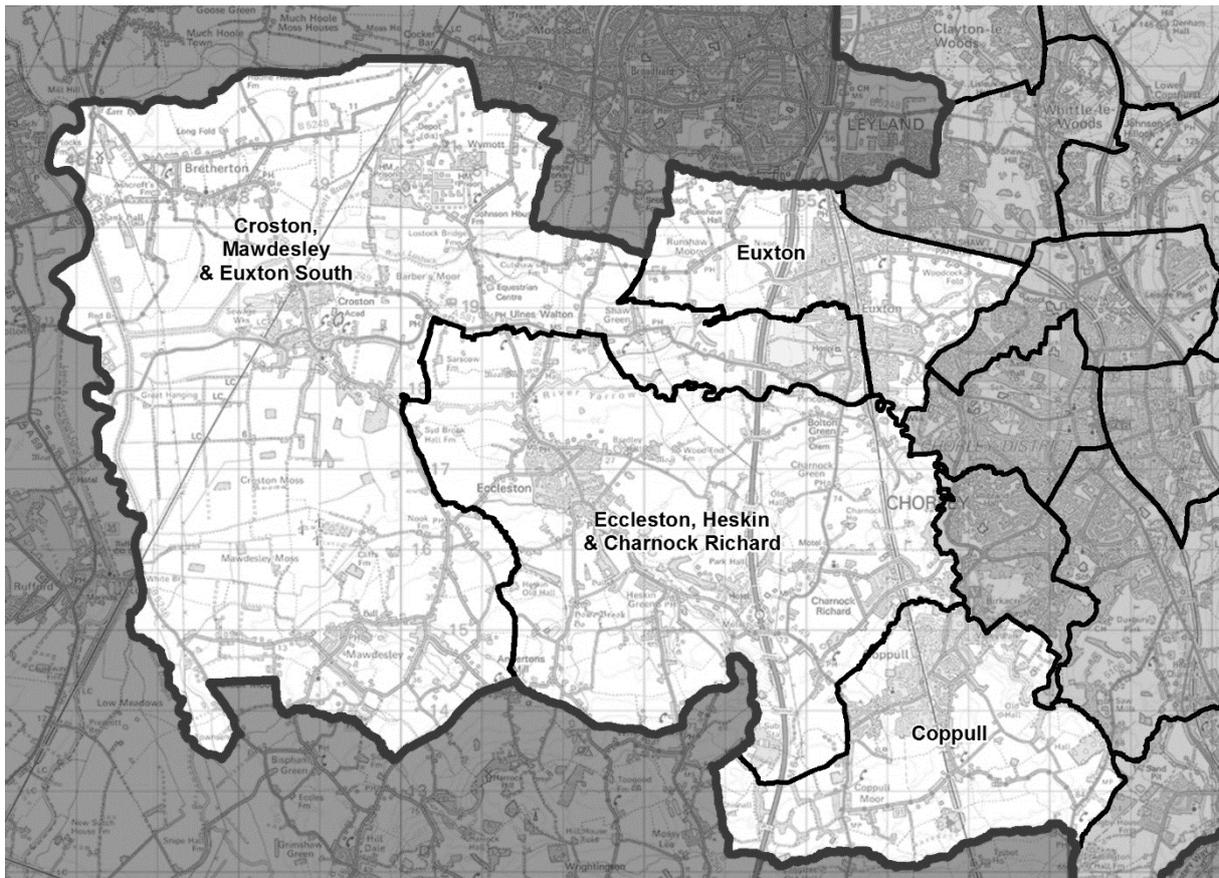
49 We received four submissions relating to this ward, all of which were supportive of the boundaries proposed. However, each of the submissions argued that Chorley North was an unsuitable ward name given that the ward has a high proportion of Astley village residents. The submissions all suggested that ‘Astley’ should be incorporated in the ward name, while the Council explicitly stated that the ward should be renamed Chorley North & Astley. In light of these responses, we have adopted this name change as we consider that it will better reflect the communities in

the proposed ward. Except for this name change, we are confirming our draft recommendations for this ward as final.

*Chorley North West and Chorley South West*

50 Apart from the Council, which supported our draft recommendations for this area, we received no submissions that related directly to these wards. We have therefore decided to confirm our draft recommendations for these two wards as final.

Western Chorley



Ward name	Number of councillors	Variance 2024
Coppull	3	2%
Croston, Mawdesley & Euxton South	3	0%
Eccleston, Heskin & Charnock Richard	3	-6%
Euxton	3	-4%

*Coppull*

51 Apart from the Council, which supported this ward in full, we received no submissions that related directly to this ward. We have therefore decided to confirm our draft recommendations for Coppull ward as final.

*Croston, Mawdesley & Euxton South*

52 Several submissions expressed concern at our proposal to divide Euxton parish between wards by using Ransnap Brook and the railway line as a ward boundary. In our draft recommendations, we proposed placing the southern part of Euxton parish in a ward with Eccleston and Charnock Richard. These submissions generally argued that south Euxton had little in common with the parishes of Eccleston and Charnock Richard and the split of Euxton village between two borough wards would be harmful to the parish’s community identity.

53 While we recognise that there is a wish among respondents for Euxton parish to remain wholly in one ward, we are unable to achieve this given the size of Euxton's electorate. Placing the whole of the parish (excluding Buckshaw village) in one three-councillor ward would result in an electoral variance of 15% for Euxton, which we consider too high.

54 Euxton Parish Council, the councillor for Euxton South ward and a local resident stated that, despite the division of the parish between wards, they were glad that south Euxton was recognised in our proposed ward name of Eccleston, Charnock Richard & Euxton South.

55 However, as a result of our changes to Eccleston, Heskin & Charnock Richard ward, which are detailed further in paragraph 62, we have now placed south Euxton in a ward with the parishes of Bretherton, Croston, Mawdesley and Ulnes Walton. This change, in our view, will best reflect our statutory criteria, where south Euxton has good transport links with the above-mentioned parishes via Dawber's Lane and Southport Road. Our proposed Croston, Mawdesley & Euxton South ward will have excellent electoral equality, with a variance of 0%.

56 We also received support for our draft recommendations from Bretherton Parish Council, Croston Parish Council and Mawdesley Parish Council. None of the parishes proposed any further amendments to our proposals.

#### *Euxton*

57 We received five submissions which expressed support for our proposed Euxton ward. In particular, there was support from Euxton Parish Council, the councillor for Euxton South ward and three local residents that roads including Euxton Lane, Whinney Lane, Pear Tree Lane, Badgers Walk and the Chancery Fields Estate, were now contained wholly in Euxton ward, rather than the existing Astley & Buckshaw ward. In light of these positive responses, we have decided to confirm our draft Euxton ward as final.

#### *Eccleston, Heskin & Charnock Richard*

58 We received seven submissions that related to our proposed Eccleston, Charnock Richard & Euxton South ward. The Council, Charnock Richard, Eccleston, Heskin and Ulnes Walton parish councils, and two local residents objected to our proposal to place the parish of Heskin in a separate ward to the parishes of Eccleston and Charnock Richard. These submissions broadly argued that the three parishes should be within the same ward given their well-established community and geographic links. Heskin Parish Council and Ulnes Walton Parish Council stated that the link between the Heskin and the parishes of Croston, Mawdesley, Bretherton and Ulnes Walton was not strong, citing poor connectivity between the parishes.

59 The Council proposed two alternative warding arrangements in order to place Heskin in a ward with the parishes of Eccleston and Charnock Richard. The Council's first proposal was to move Heskin into a ward with Eccleston, Charnock Richard and south Euxton, and transfer the area bounded by the River Yarrow and the M6 motorway into Croston & Mawdesley ward. This proposal resulted in electoral variances of -14% for Croston & Mawdesley ward and 8% for Eccleston, Charnock Richard & Euxton South ward.

60 The Council's second and preferred proposal was to transfer the area bounded by the River Yarrow and the Euxton parish boundary into Croston and Mawdesley ward. This proposal resulted in electoral variances of -16% for Croston & Mawdesley ward and 10% for Eccleston, Charnock Richard and Euxton South ward.

61 After carefully considering the evidence received, we have decided not to adopt either of these alternatives. We are not persuaded that the evidence provided by the Council was strong enough to justify electoral variances above 10%. In addition, these proposals would have required the creation of parish wards with few electors. We consider that creating parish wards with very few electors would not provide for effective and convenient local government.

62 Nonetheless, based on all the submissions received for this area, we have decided to place Heskin parish in a ward with the parishes of Eccleston and Charnock Richard. To achieve this, we have decided to revert to the Council's original proposal made during the previous round of consultation. This kept the three parishes together and placed south Euxton in a ward with the parishes of Bretherton, Croston, Mawdesley and Ulnes Walton. We consider that this warding arrangement addresses some of the objections to our draft recommendations and will effectively reflect local communities. Our proposed Eccleston, Heskin & Charnock Richard ward will have good electoral equality by 2024, with an electoral variance of -6%.

63 The Council also suggested that this ward be renamed Chorley Rural West. However, no evidence was provided to support this name change, so we have not adopted this proposal.



## Conclusions

64 The table below provides a summary as to the impact of our final recommendations on electoral equality in Chorley, referencing the 2018 and 2024 electorate figures. A full list of wards, names and their corresponding electoral variances can be found at Appendix A to the back of this report. An outline map of the wards is provided at Appendix B.

### Summary of electoral arrangements

	Final recommendations	
	2018	2024
Number of councillors	42	42
Number of electoral wards	14	14
Average number of electors per councillor	2,038	2,146
Number of wards with a variance more than 10% from the average	2	0
Number of wards with a variance more than 20% from the average	0	0

#### Final recommendations

Chorley Council should be made up of 42 councillors representing 14 three-councillor wards. The details and names are shown in Appendix A and illustrated on the large maps accompanying this report.

#### Mapping

Sheet 1, Map 1 shows the proposed wards for Chorley Council. You can also view our final recommendations for Chorley Council on our interactive maps at [www.consultation.lgbce.org.uk](http://www.consultation.lgbce.org.uk)

### Parish electoral arrangements

65 As part of an electoral review, we are required to have regard to the statutory criteria set out in Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act). The Schedule provides that if a parish is to be divided between different wards it must also be divided into parish wards, so that each parish ward lies wholly within a single ward. We cannot recommend changes to the external boundaries of parishes as part of an electoral review.

66 Under the 2009 Act we only have the power to make changes to parish electoral arrangements where these are as a direct consequence of our recommendations for principal authority warding arrangements. However, Chorley Council has powers under the Local Government and Public Involvement in Health Act 2007 to conduct community governance reviews to effect changes to parish electoral arrangements.

67 As a result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for the parishes of Clayton-le-Woods and Euxton.

68 We are providing revised parish electoral arrangements for Clayton-le-Woods parish.

**Final recommendations**

Clayton-le-Woods Parish Council should comprise 15 councillors, as at present, representing four wards:

Parish ward	Number of parish councillors
Clayton Brook	5
Clayton Green	1
South East	2
West	7

69 We are providing revised parish electoral arrangements for Euxton parish.

**Final recommendations**

Euxton Parish Council should comprise 18 councillors, as at present, representing three wards:

Parish ward	Number of parish councillors
Buckshaw Village	5
North & East	11
South	2

## What happens next?

70 We have now completed our review of Chorley Council. The recommendations must now be approved by Parliament. A draft Order – the legal document which brings into force our recommendations – will be laid in Parliament. Subject to parliamentary scrutiny, the new electoral arrangements will come into force at the local elections in 2020.



## Equalities

71 The Commission has looked at how it carries out reviews under the guidelines set out in Section 149 of the Equality Act 2010. It has made best endeavours to ensure that people with protected characteristics can participate in the review process and is sufficiently satisfied that no adverse equality impacts will arise as a result of the outcome of the review.



## Appendices

### Appendix A

#### Final recommendations for Chorley Council

	Ward name	Number of councillors	Electorate (2018)	Number of electors per councillor	Variance from average %	Electorate (2024)	Number of electors per councillor	Variance from average %
1	Adlington & Anderton	3	6,055	2,018	-1%	6,275	2,092	-3%
2	Buckshaw & Whittle	3	6,248	2,083	2%	7,058	2,353	10%
3	Chorley East	3	6,095	2,032	0%	6,418	2,139	0%
4	Chorley North East	3	5,507	1,836	-10%	5,772	1,924	-10%
5	Chorley North West	3	5,751	1,917	-6%	6,213	2,071	-4%
6	Chorley North & Astley	3	6,109	2,036	0%	6,268	2,089	-3%
7	Chorley South East & Heath Charnock	3	6,840	2,280	12%	7,028	2,343	9%
8	Chorley South West	3	5,744	1,915	-6%	5,916	1,972	-8%
9	Clayton East, Brindle & Hoghton	3	6,913	2,304	13%	7,088	2,363	10%
10	Clayton West & Cuerden	3	6,250	2,083	2%	6,865	2,288	7%
11	Coppull	3	6,185	2,062	1%	6,572	2,191	2%

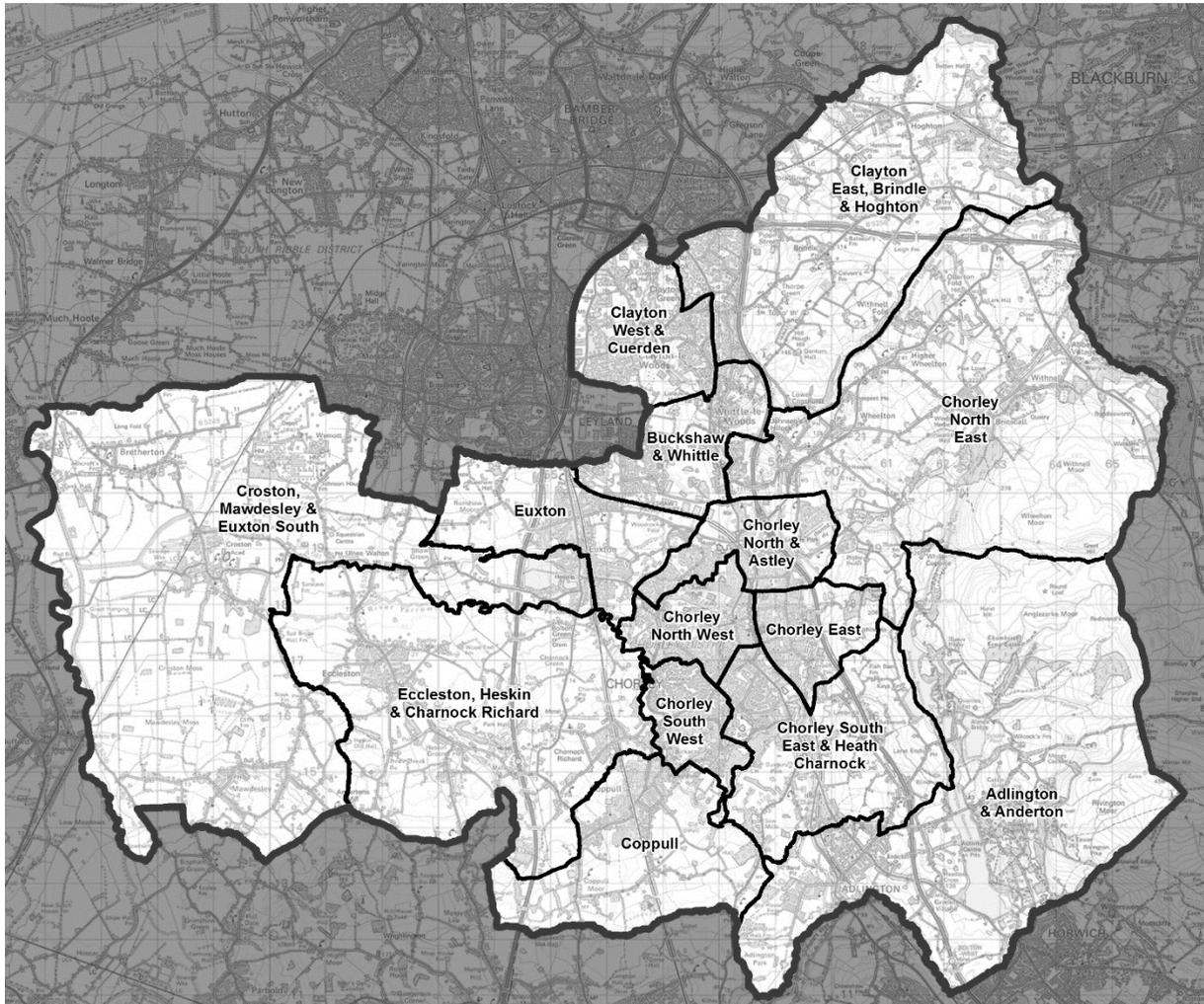
Ward name	Number of councillors	Electorate (2018)	Number of electors per councillor	Variance from average %	Electorate (2024)	Number of electors per councillor	Variance from average %
12 Croston, Mawdesley & Euxton South	3	6,129	2,043	0%	6,465	2,155	0%
13 Eccleston, Heskin & Charnock Richard	3	5,935	1,978	-3%	6,041	2,014	-6%
14 Euxton	3	5,814	1,938	-5%	6,169	2,056	-4%
<b>Totals</b>	<b>42</b>	<b>85,575</b>	<b>-</b>	<b>-</b>	<b>90,148</b>	<b>-</b>	<b>-</b>
<b>Averages</b>	<b>-</b>	<b>-</b>	<b>2,038</b>	<b>-</b>	<b>-</b>	<b>2,146</b>	<b>-</b>

Source: Electorate figures are based on information provided by Chorley Council.

Note: The 'variance from average' column shows by how far, in percentage terms, the number of electors per councillor in each electoral ward varies from the average for the borough. The minus symbol (-) denotes a lower than average number of electors. Figures have been rounded to the nearest whole number.

Appendix B

Outline map



A more detailed version of this map can be seen on the large map accompanying this report, or on our website: <http://www.lgbce.org.uk/all-reviews/north-west/lancashire/chorley>

## Appendix C

### Submissions received

All submissions received can also be viewed on our website at:

<http://www.lgbce.org.uk/all-reviews/north-west/lancashire/chorley>

#### *Local Authority*

- Chorley Council

#### *Political Groups*

- Chorley Conservative Group

#### *Councillors*

- Councillor D. Platt (Euxton South ward, Chorley Council)

#### *Parish and Town Councils*

- Anderton Parish Council
- Astley Village Parish Council (x2)
- Bretherton Parish Council
- Charnock Richard Parish Council
- Croston Parish Council
- Eccleston Parish Council
- Euxton Parish Council
- Heath Charnock Parish Council
- Heskin Parish Council
- Mawdesley Parish Council
- Ulnes Walton Parish Council

#### *Local Residents*

- 25 local residents

## Appendix D

## Glossary and abbreviations

Council size	The number of councillors elected to serve on a council
Electoral Change Order (or Order)	A legal document which implements changes to the electoral arrangements of a local authority
Division	A specific area of a county, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever division they are registered for the candidate or candidates they wish to represent them on the county council
Electoral fairness	When one elector's vote is worth the same as another's
Electoral inequality	Where there is a difference between the number of electors represented by a councillor and the average for the local authority
Electorate	People in the authority who are registered to vote in elections. For the purposes of this report, we refer specifically to the electorate for local government elections
Number of electors per councillor	The total number of electors in a local authority divided by the number of councillors
Over-represented	Where there are fewer electors per councillor in a ward or division than the average
Parish	A specific and defined area of land within a single local authority enclosed within a parish boundary. There are over 10,000 parishes in England, which provide the first tier of representation to their local residents

Parish council	A body elected by electors in the parish which serves and represents the area defined by the parish boundaries. See also 'Town council'
Parish (or town) council electoral arrangements	The total number of councillors on any one parish or town council; the number, names and boundaries of parish wards; and the number of councillors for each ward
Parish ward	A particular area of a parish, defined for electoral, administrative and representational purposes. Eligible electors vote in whichever parish ward they live for candidate or candidates they wish to represent them on the parish council
Town council	A parish council which has been given ceremonial 'town' status. More information on achieving such status can be found at <a href="http://www.nalc.gov.uk">www.nalc.gov.uk</a>
Under-represented	Where there are more electors per councillor in a ward or division than the average
Variance (or electoral variance)	How far the number of electors per councillor in a ward or division varies in percentage terms from the average
Ward	A specific area of a district or borough, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever ward they are registered for the candidate or candidates they wish to represent them on the district or borough council

The  
Local Government  
Boundary Commission  
for England

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Local Government Boundary Commission for England  
1st Floor, Windsor House  
50 Victoria Street, London  
SW1H 0TL

**Telephone:** 0330 500 1525  
**Email:** [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)  
**Online:** [www.lgbce.org.uk](http://www.lgbce.org.uk) or  
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