

## **EXECUTIVE CABINET**

THURSDAY, 15TH NOVEMBER 2018, 6.30 PM  
COUNCIL CHAMBER, TOWN HALL, CHORLEY

### **AGENDA**

#### **APOLOGIES FOR ABSENCE**

1 **MINUTES OF MEETING THURSDAY, 2 AUGUST 2018 OF EXECUTIVE CABINET**

(Pages 5 - 10)

2 **DECLARATIONS OF ANY INTERESTS**

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

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

3 **PUBLIC QUESTIONS**

Members of the public who have requested the opportunity to ask a question(s) on an item(s) on the agenda will have three minutes to put their question(s) to the respective Executive Member(s). Each member of the public will be allowed to ask one short supplementary question.

#### **ITEM OF EXECUTIVE LEADER AND EXECUTIVE MEMBER (ECONOMIC DEVELOPMENT AND PUBLIC SERVICE REFORM) (INTRODUCED BY COUNCILLOR ALISTAIR BRADLEY)**

4 **UPDATE OF COMMUNITY INFRASTRUCTURE LEVY REGULATION 123 LIST**

(Pages 11 - 24)

To consider and receive the report of the Director (Business, Development and Growth).

5 **CONTROL OF INVASIVE NON-NATIVE SPECIES IN THE BOROUGH OF CHORLEY**

(Pages 25 - 30)

To consider and receive the report of the Director (Business, Development and Growth).

**ITEM OF DEPUTY EXECUTIVE LEADER AND EXECUTIVE MEMBER  
(RESOURCES) (INTRODUCED BY COUNCILLOR PETER WILSON)**

- 6 **CHORLEY COUNCIL PERFORMANCE MONITORING - SECOND QUARTER 2018/19** (Pages 31 - 46)

To consider and receive the report of the Director (Policy and Governance).

- 7 **REVENUE AND CAPITAL BUDGET MONITORING 2018/19 REPORT 2 (END OF SEPTEMBER 2018)** (Pages 47 - 66)

To consider and receive the report of the Chief Finance Officer.

- 8 **DEACCESSION OF STONE CLOCK FACE** (Pages 67 - 72)

To consider and receive the report of the Director (Policy and Governance).

**ITEM OF EXECUTIVE MEMBER (CUSTOMER, ADVICE AND  
STREETSCENE SERVICES) (INTRODUCED BY COUNCILLOR ADRIAN  
LOWE)**

- 9 **ADOPTION OF COUNCIL'S REVISED TREE POLICY** (Pages 73 - 84)

To consider and receive the report of the Director (Customer and Digital).

- 10 **ADOPTION OF COUNCIL'S MEMORIAL STONE INSPECTION POLICY** (Pages 85 - 96)

To consider and receive the report of the Director (Customer and Digital).

- 11 **EXCLUSION OF THE PUBLIC AND PRESS**

To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

By Virtue of Paragraph 1: Information relating to any individual.

Condition:

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Condition:

Information is not exempt if it is required to be registered under-

The Companies Act 1985

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

The Building Societies Act 1986 (recorded in the public file of any building society, within the meaning of the Act)

The Charities Act 1993

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

**ITEM OF EXECUTIVE LEADER AND EXECUTIVE MEMBER (ECONOMIC DEVELOPMENT AND PUBLIC SERVICE REFORM) (INTRODUCED BY COUNCILLOR ALISTAIR BRADLEY)**

- 12      **CENTRAL LANCASHIRE LOCAL PLAN REVIEW EVIDENCE BASE: PROCUREMENT OF A STRATEGIC FLOOD RISK ASSESSMENT (SFRA)**      (Pages 97 - 104)

To consider and receive the report of the Director (Business, Development and Growth).

- 13      **PROCUREMENT OF A HIGHWAYS AND TRANSPORT MASTERPLAN FOR CHORLEY**      (Pages 105 - 124)

To consider and receive the report of the Director (Business, Development and Growth).

- 14      **APPROVAL FOR THE CONTRACT AWARD OF INTERNET CONNECTIONS FOR STRAWBERRY FIELDS DIGITAL HUB**      (Pages 125 - 128)

To consider and receive the report of the Director (Customer and Digital).

- 15      **APPROVAL FOR THE CONTRACT AWARD PROCEDURE FOR THE PROCUREMENT OF INTERNAL NETWORKING FOR STRAWBERRY FIELDS DIGITAL HUB**      (Pages 129 - 132)

To consider and receive the report of the Director (Customer and Digital).

**ITEM OF DEPUTY EXECUTIVE LEADER AND EXECUTIVE MEMBER (RESOURCES) (INTRODUCED BY COUNCILLOR PETER WILSON)**

- 16      **COUNCIL TAX LOCAL DISCOUNTS & EXEMPTIONS POLICY**      (Pages 133 - 138)

To consider and receive the report of the Director (Customer and Digital).

- 17      **COTSWOLD SUPPORTED HOUSING AND PRIMROSE GARDENS CONCIERGE SERVICE CONTRACT**      (Pages 139 - 144)

To consider and receive the report of the Director (Early Intervention and Support).

**ITEM OF EXECUTIVE MEMBER (EARLY INTERVENTION) (INTRODUCED BY COUNCILLOR BEV MURRAY)**

- |    |  |                   |
|----|--|-------------------|
| 18 | <b>REVIEW OF PEST CONTROL SERVICES</b><br><br>To consider and receive the report of the Director (Early Intervention and Support).           | (Pages 145 - 152) |
| 19 | <b>DOG WARDEN SERVICE REVIEW</b><br><br>To consider and receive the report of the Director (Early Intervention and Support).                 | (Pages 153 - 164) |
| 20 | <b>REGULATORY SERVICES RESTRUCTURE PROPOSALS</b><br><br>To consider and receive the report of the Director (Early Intervention and Support). | (Pages 165 - 208) |

**ITEM OF EXECUTIVE MEMBER (HOMES AND HOUSING) (INTRODUCED BY COUNCILLOR JANE FITZSIMONS)**

- |    |  |                   |
|----|--|-------------------|
| 21 | <b>HOUSING SOLUTIONS RESTRUCTURE PROPOSALS</b><br><br>To consider and receive the report of the Director (Early Intervention and Support). | (Pages 209 - 224) |
| 22 | <b>ANY URGENT BUSINESS PREVIOUSLY AGREED WITH THE CHAIR</b>  |                   |

GARY HALL  
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Executive Cabinet Councillor Alistair Bradley (Chair), Councillor Peter Wilson (Vice-Chair) and Councillors Beverley Murray, Jane Fitzsimons, Paul Walmsley and Adrian Lowe.

If you need this information in a different format, such as larger print or translation, please get in touch on 515151 or [chorley.gov.uk](http://chorley.gov.uk)

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To view the procedure for “call-in” of Executive Decisions click here <https://democracy.chorley.gov.uk/ieListMeetings.aspx?CId=117&Year=0>

**MINUTES OF****EXECUTIVE CABINET****MEETING DATE****Thursday, 2 August 2018****MEMBERS PRESENT:**

Councillor Peter Wilson (Chair), and Councillors Beverley Murray, Paul Walmsley and Adrian Lowe

**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 &amp; HR Services), Jo Oliver (Waste and Streetscene Manager), Fiona Hepburn (Housing Solutions Manager), Simon Charnock (Digital Transformation Officer) and Ruth Rimmington (Democratic and Member Services Team Leader)

**APOLOGIES:**

Councillors Alistair Bradley and Jane Fitzsimons

**OTHER MEMBERS:**

Councillors Aaron Beaver, Eric Bell, Gordon France, Margaret France, Danny Gee, Tom Gray, Yvonne Hargreaves, Marion Lowe, Matthew Lynch, June Molyneaux, Greg Morgan and Alistair Morwood

**18.EC.39 Minutes of meeting Thursday, 21 June 2018 of Executive Cabinet****Decision: That the minutes of the Executive Cabinet meeting held on 21 June 2018 be confirmed as a correct record for signature by the Executive Leader.****18.EC.40 Declarations of Any Interests**

There were no declarations of any interests.

**18.EC.41 Public Questions**

There were no public questions received.

**18.EC.42 Chorley Council Performance Monitoring - First Quarter 2018/19**

Councillor Peter Wilson, Executive Member (Resources) presented the report of the Director (Policy and Governance) which sets out performance against the Corporate Strategy and key service delivery measures for the first quarter of 2018/19, 1 April – 30 June 2018.

Overall, performance of key projects is good, with nine (75%) of the projects rated as green or complete. Three projects (25%) are currently rated amber.

Performance of the Corporate Strategy indicators and key service delivery measures is excellent. 100% of Corporate Strategy measures are 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 which will be put into place to improve performance.

Members discussed the projects relating to the development of a Housing Strategy, bringing forward key sites for development and the Market Walk Extension which are all currently rated amber. The Key Service delivery measure "Average working days per employee (FTE) per year lost through sickness absence" has a performance of 2.41 days against a target of 2 days. It was requested that information be provided to show work and non-work related sickness absence for future reports.

**Decision:**  
**To note the report.**

**Reasons for recommendation(s)**

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

**Alternative options considered and rejected**

None.

**18.EC.43 Revenue and Capital Budget Monitoring 2018/19 Report 1 (end of June 2018)**

Councillor Peter Wilson, Executive Member (Resources) presented the report of the Chief Finance Officer which sets out the provisional revenue and capital outturn figures for the Council as compared against the budgets and efficiency savings targets set for the financial year 2018/19.

Members considered the recommendations which require Council approval in relation to the Business Rates Retention Reserve and the commissioning of a Highways and Transport Strategy. On the Strategy Members noted that South Ribble and Preston respectively have comprehensively detailed their assessment of issues, opportunities and infrastructure requirements within the recent Central Lancashire Highways and Transport Masterplan and Preston Town Centre Masterplan. Chorley has not undertaken the same level of assessment to 'set the scene' of the transport issues specific to the area, which is a high priority in the borough under significant pressure.

The desktop study of pupil projections and need for additional schools in Chorley was discussed. This is a pro-active assessment and will inform Chorley's part of the subsequent allocations and strategic planning during the wider Central Lancashire Local Plan Review process and evidence future CIL contributions.

**Decision:**

- 1. To note the full year forecast position for the 2018/19 revenue budget and capital investment programme.**
- 2. To note the forecast position on the Council's reserves.**

3. To request Council approval for the contribution of £200,000 from in-year revenue underspends to the Business Rates Retention Reserve.
4. To request Council approval for the contribution of £90,000 from in-year revenue underspends to finance the commissioning of a Highways and Transport Strategy.
5. To approve the contribution of £10,000 from in-year revenue underspends to finance the desktop study of pupil projections and need for additional schools in Chorley.
6. To request Council note the capital programme to be delivered in 2018/19 to 2020/21.

**Reasons for recommendation(s)**

To ensure the Council's budgetary targets are achieved.

**Alternative options considered and rejected**

None.

**18.EC.44 Digital Strategy - Annual Update Report**

Councillor Adrian Lowe, Executive Member (Customer, Advice and Streetscene), presented the report of the Director (Policy and Governance) which provides an overview of the projects and work that has taken place as part of the Digital Strategy 2017-2020 since September 2017, and the work planned for the year ahead.

Overall progress on the Digital Strategy during 2017/2018 has been good, with progress being made on each of the four elements of the strategy.

The Digital Strategy details the council's ambitions to further develop the use of technology to transform the way we work, provide services and support to our customers, including residents, businesses and visitors. In addition, it aims to promote the benefits of technology and being online, support those who want to become more digital and also address digital exclusion.

The report set out some of the achievements of the Strategy, including

- an addition of nine access points taking the total number up to 26, including the more rural areas of Mawdesley and Charnock Richard,
- purchase of IDOX Electric Document Management System in order to make use of all the services IDOX products have to offer,
- the take up of digital services has increased this year with 55% of transactions and contact with customers completed via the Council's website in the last quarter,
- the OD strategy is in the process of being refreshed and will incorporate support to staff to enable them to take advantage of the new technology and tools that are being delivered as part of the ICT and Digital Strategies.

Members noted that there will continue to be the option for residents to come into Customer Services and speak to a Customer Services Officer or to telephone the Contact Centre.

Plans are in progress to deliver training to the taxi trade, as requested by them. In addition, Members' iPads will each be brought in for general maintenance and new keyboards/cases. New sim cards with 2 GB of data will also be provided.

**Decision:**  
**To note the report.**

**Reasons for recommendation(s)**

To raise awareness of the Council's ongoing work in delivery of the Digital Strategy 2017-2020.

**Alternative options considered and rejected**

None.

**18.EC.45 Exclusion of the Public and Press**

**Decision: To exclude the press and public for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.**

**18.EC.46 Key Partnerships Monitoring Report**

Councillor Peter Wilson, Executive Member (Resources) presented the confidential report of the Director (Policy and Governance) which provides an update on the performance of the council's key partnership arrangements.

**Decision:**  
**To note the report.**

**Reasons for recommendation(s)**

To ensure effective monitoring of the council's key partnerships.

**Alternative options considered and rejected**

No alternative options considered.

**18.EC.47 Approval for Contract Award for Waste and Recycling Collection Services**

Councillor Adrian Lowe, Executive Member (Customer, Advice and Streetscene) presented the confidential report of the Director (Customer and Digital).

The report seeks approval for the award of the 10 year plus eleven week waste and recycling collection contract to the most economically advantageous tender with an optional two year extension. The report also updates Members on the changes to a number of ancillary waste and recycling services.

**Decision:**  
**To approve the recommendations within the report.**

**Reasons for recommendation(s)**

The tender evaluation and award process followed the procedure agreed at Executive Cabinet on 14 December 2017. The tender submitted by the winning bidder is the most economically advantageous tender.



**Alternative options considered and rejected**

To not agree the contract award and award to an alternative bidder would fail to comply with the Council's procurement rules and Public Contracts Regulations and delay the mobilisation for the new contract.

**18.EC.48 Proposals of Rent and Service Costs for Primrose Gardens**

Councillor Peter Wilson, Executive Member (Resources) presented the confidential report of the Director (Early Intervention and Support).

The report seeks approval for the rent and service charges for Primrose Gardens Extra Care Scheme and informs Members of the breakdown of financial implications and arrangements to be agreed for care and support provision.

**Decision:**

- 1. To approve the proposed rent and service charges for Primrose Gardens, set out at paragraphs 30, 31 and 32.**
- 2. To note the future financial implications and arrangements for care and support provision.**

Chair

Date

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| Report of  | Meeting           | Date             |
|--|-------------------|------------------|
| Director of Business Development and Growth (Introduced by the Executive Member for (Economic Development and Public Service Reform) | Executive Cabinet | 15 November 2018 |

## **UPDATE OF COMMUNITY INFRASTRUCTURE LEVY REGULATION 123 LIST**

### **PURPOSE OF REPORT**

1. To inform Members about the update of the Community Infrastructure Levy (CIL) Regulation 123 List.

### **RECOMMENDATION(S)**

2. To approve the revised changes to the Regulation 123 List for a 4 week consultation to Friday 14 December 2018 and to delegate any changes following consultation to an Executive Member decision.

### **EXECUTIVE SUMMARY OF REPORT**

3. To approve the revisions to the Regulation 123 list for a 4 week consultation to Friday 14 December 2018

|  |     |           |
|--|-----|-----------|
| <b>Confidential report</b><br>Please bold as appropriate | Yes | <b>No</b> |
|--|-----|-----------|

|  |     |           |
|--|-----|-----------|
| <b>Key Decision?</b><br>Please bold as appropriate | Yes | <b>No</b> |
|--|-----|-----------|

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

### **REASONS FOR RECOMMENDATION(S)**

#### **(If the recommendations are accepted)**

4. To update infrastructure schemes and reflect changes to the Regulation 123 List

### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

5. None

**CORPORATE PRIORITIES**

6. This report relates to the following Strategic Objectives:

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

**BACKGROUND**

7. The Community Infrastructure Levy (CIL) is a charge on some forms of development. For Chorley this is housing (although some relief can be claimed for certain types of housing development) and retail (excluding neighbourhood convenience stores), which allows Local Authorities to raise funds from developers to pay for strategic and local infrastructure that is needed as a result of development. CIL was adopted by the Council on 16 July 2013 and charging commenced from 1 September 2013
8. CIL is used to contribute to the infrastructure requirements identified in the list prepared under Regulation 123 of the Community Infrastructure Levy Regulations 2010 (as amended). The CIL Regulations define infrastructure as the meaning given in section 216(2) of the Planning Act 2008, as amended by Regulation 63. The list supplied by the Act includes, but is not exclusive to:
  - a. Roads and other transport facilities
  - b. Flood defences
  - c. Schools and other educational facilities
  - d. Medical facilities
  - e. Sporting and recreational facilities
  - f. Open spaces
9. The Regulation 123 List (as adopted September 2013) was derived taking into account the background supporting documents that were prepared in association with the Central Lancashire Core Strategy (adopted July 2012), which sets out the infrastructure needed to deliver the development set out in the Core Strategy up to 2026 and the Lancashire County Council adopted Local Transport Plan 3 Strategy and Implementation Plan 2011-2021 which sets out the strategic objectives for transport and travel.
10. The Regulation 123 List specifies the infrastructure projects to be funded in part by CIL in Chorley and includes schemes such as transport improvements, health facilities and education provision. Chorley’s Regulation 123 list was adopted in September 2013 and has been updated annually since April 2016.
11. An 8 week consultation was held with appropriate stakeholders asking for expression of interests for inclusion on the Regulation 123 List.

**PROPOSED SCHEMES FOR THE REGULATION 123 LIST**

12. 14 requests and 9 updates have been received for inclusion on the Regulation 123 List. Of the requests, 5 schemes have been put forward by a parish council and a councillor, 5 schemes (and 7 updates) have been put forward by Lancashire County Council including the education authority, and 4 schemes (and 2 updates) have been put forward by officers. No expressions of interest have been received from Lancashire NHS.

13. The list of 14 schemes requested for inclusion is shown below:
  1. Improvements to the physical access of the building to improve infrastructure including new staircase, accessible DDA toilets and baby changing facilities, Astley Hall and Park (Chorley Council)
  2. Formation of Community car park, adjacent Howarth Road, Chorley (Councillor Brown)
  3. Pedestrian Crossings over Southport Road, Euxton and Westway, Euxton (Euxton Parish Council)
  4. Ransnap Woodland walk and footpaths, Euxton (Euxton Parish Council)
  5. Enhanced 'quality' sport/recreation at land behind houses at Princessway, Euxton (Euxton Parish Council)
  6. Enhanced 'quality' sport/recreation at land adjacent play area on Milestone Meadow, Euxton (Euxton Parish Council)
  7. Electric Charging Points – boroughwide (Lancashire County Council)
  8. Additional Carparking, Buckshaw Parkway Station, Buckshaw Village. (Lancashire County Council)
  9. Pedestrian /Cycle Access connectivity to Buckshaw Parkway Railway Station (Lancashire County Council)
  10. Canal towpath improvements – Riley Green to Cowling (Lancashire County Council)
  11. Opening Footpath FP42 and improving the footpaths that link to the canal and Healy Nab, Chorley (Lancashire County Council)
  12. Highways and infrastructure (the provision of access to and within the site) to support the delivery of the employment allocation at Alker Lane, Euxton Lane, Chorley (Chorley Council)
  13. Clayton-Le-Woods GP Surgery (Chorley Council)
  14. Provision of car park to facilitate event parking for Astley Park and Westway. Westway, Euxton. (Chorley Council)
14. Lancashire County Council (LCC) has previously made representations to the Council to request that opportunity be provided for their education schemes to be added to the CIL Regulation 123 list. There have been some occasions where requests for contributions for education have been made via section 106 requests in response to planning applications. As Chorley Council has CIL in place, it is this which is the mechanism for LCC to access education infrastructure funding to meet the needs generated from development. This means that until LCC come forward with projects for education that identify the specific school for funding, the Council are unable to allocate any CIL monies for generic provision for schools for the benefit of the borough.
15. In light of councillors concerns about the provision of school places, officers have held a meeting with the County Council about school provision and CIL funding. Lancashire County Council officers are to investigate the ratio of match funding for past school place schemes for officers to give consideration to preparing a formula to incorporate in the CIL Methodology funding for school place funding.
16. The 9 updates to the Regulation 123 List comprise 7 by Lancashire County Council whom confirm the schools listed are to remain but require amendments to timings and costings. All the school schemes extend to the end of the Local Plan period 2026 and costings will need to be determined at the point consideration is given to allocate funds subject to match funding so it is not proposed to keep amending costings or dates each year.
17. The main amendment is the provision of a primary school from a one form of entry to one and a half forms of entry at Clayton-le-Woods/Clayton Brook/Green and Whittle-le-Woods because additional dwellings in this area are likely to increase the primary requirement. The

Local Plan allocates a primary school site at Clayton Le Woods (East of Wigan Lane /Shady Lane) (Policy EP10).

- 18 In respect of existing projects on the Regulation 123 List:
- New Leisure Centre, Chorley (Sport and Recreational Facilities) officers propose an amendment to add “New or Refurbished Leisure Centre, Chorley”.
  - “Highways and infrastructure (the provision of access to and within the site) to support the delivery of the employment allocation at Cowling Farm, Chorley”, officers propose amendment to “Highways and infrastructure (the provision of access to and within the Council’s land to support the delivery of allocated uses at Cowling Farm, Chorley”.
- 19 The purpose of the Regulation 123 List is to ensure clarity on what CIL might be spent on and there is no duplication (‘double dipping’) between CIL and S106 agreements in funding the same infrastructure projects or infrastructure types. The Community Infrastructure Regulations 2010 (as amended) restrict the use of planning obligations where there have been 5 or more obligations in respect of a specific infrastructure project or type of infrastructure entered into on or after 6 April 2010. Open space contributions are entered into via s106 agreements and therefore are not included as specific schemes or as a generic open space on the Regulation 123 List.
- 20 CIL monies cannot be used to remedy existing deficiencies in infrastructure unless development would have an impact on that infrastructure.

#### **Schemes Not Appropriate for the Regulation 123 List**

21. The following schemes are **not** appropriate for inclusion on the Regulation 123 List:
- 22 **(2) Formation of Community car park, adjacent Howarth Road, Chorley (Cllr T Brown).**  
The proposal is to form a community car park on Council owned land at Howarth Road, Chorley to provide parking and easy access to Healey Nab, West Pennine Moors, Chorley circular route (as there is no parking at present on the east side of Chorley) for walkers and cyclists. The carpark would also provide parking for fishermen, joggers and dog walkers along the Leeds and Liverpool Canal, and would support the adjacent community playground, be used by the local Scout group and School for Educational visits to the countryside in the East Ward and beyond. Officers estimate the site could accommodate 32 parking spaces (including 2 disabled) at a cost estimate of £100k. No match funding is proposed.
23. Charging authorities are advised to think strategically in their use of the Community Infrastructure Levy to ensure that key infrastructure priorities are delivered to facilitate growth and the economic benefit of the wider area. This may for example include working with neighbouring authorities, Local Enterprise Partnerships and other interested parties and involve consideration of other funding available that could be combined with the levy to enable the delivery of strategic infrastructure, including social and environmental infrastructure, and facilitate the delivery of planned development.
24. The proposal is not a strategic scheme and is considered more suitable as a local area scheme. A local council such as Chorley Parish can use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council’s area, or any part of that area by funding:
- a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
  - b) anything else that is concerned with addressing the demands that development places on an area.
25. The proposal could be a suitable local scheme when Chorley Parish has additional CIL receipts. The Chorley Parish Share which has already been paid into the Chorley Parish Pot is £107,894.04. They will receive a further £29,250.72 at the end of this financial year.

26. **(3). Pedestrian Crossings over Southport Road, Euxton and Westway, Euxton (Euxton Parish Council).** The proposal is to provide pedestrian crossings at these roads (which have no crossings) to improve safety for all users including young people using the area around Southport road and Westway. Cost unknown. Euxton Parish Council has indicated Lancashire County Council has previously investigated but given this low priority due to other items on the 'shopping list' being first. Lancashire County Council has been asked to provide a comment and cost for this scheme but no information has been forthcoming to date. Highways are normally covered under S106 agreements so it would not be eligible for CIL funds. Officers will discuss this scheme with the County Council as part of the Chorley Transport Strategy/Central Lancashire Highways and Transport Masterplan Review.
27. **(4) Ransnap Woodland walk and footpaths (Euxton Parish Council).** The land mentioned is on the S106 pooling spreadsheet specifically for improving the footpaths and is scored low quality in the current open space strategy (Ref 1696 Rear of Firbank). To date £2,287.85 has been collected through S106 contributions. Chorley Council can work with Euxton PC to progress this project and Euxton Parish Council could put funds (including Euxton Parish Share from CIL) to this project (of the CIL share £199,759.51 has already paid to Euxton Parish Council. They have spent £22,480.75 to date. They will receive a further £43,989.87 at the end of this financial year).
28. **(5) Enhanced 'quality' sport/recreation at land behind houses at Princessway (Euxton Parish Council).** Land adjacent to 80 Princess Way is classed as natural/semi natural in the open space strategy. Officers need to await the results of the Open Space Study which will identify if there is a surplus or a deficit of provision for children and young people. There would need to be a change in the typology to allocate this space for play. Chorley Council can work with Euxton PC to progress this project and Euxton Parish Council could put funds (including Euxton Parish Share from CIL) to this project.
29. **(6) Enhanced 'quality' sport/recreation at land adjacent play area on Milestone Meadow (Euxton Parish Council).** This site (Ref 1815.1) scores low in the open space strategy and officers are pooling S106 towards the improvement of this site. To date £18,760 has been collected. Chorley Council can work with Euxton PC to progress this project and Euxton Parish Council could put funds (including Euxton Parish Share from CIL) to this project.
30. **(7) Electric Car Charging Points – boroughwide (Lancashire County Council).** Estimated cost £200k. No match funding provided. It is proposed CIL funding is spent on provision of equipment and funding of installation. No feasibility work has been undertaken by Lancashire County Council. Officers are keen to support the provision of electric charging points but more information is required on locations and work needs to be undertaken on the capacity of substations to accommodate the infrastructure for off-street electric vehicle charging. Officers will progress this with the County Council as part of the Chorley Transport Strategy/Central Lancashire Highways and Transport Masterplan Review.
31. **(8) Additional Carparking, Buckshaw Parkway Station, (Lancashire County Council).** The proposal will provide additional car parking, encourage greater use of the rail network and reduce on-street parking levels in Buckshaw Village near the railway station. No feasibility work has been undertaken and no costing or match funding is provided. There is a S106 agreement on Buckshaw Village which funds specifically this type of transport and infrastructure requirements. There are still payments due from the Group 1 S106 which is for:
- 1) Public Infrastructure (in and around Buckshaw Village) "Towards making improvements to existing public infrastructure or the provision of new public infrastructure"
  - 2) 2) Public transport and community facilities (in and around Buckshaw Village) "Towards provision, enhancement or replacement of public transport"

Therefore, this scheme cannot be funded from CIL. Officers are keen to support additional car parking in this locality. Officers will discuss this scheme and locations with the County Council as part of the Chorley Transport Strategy/Central Lancashire Highways and Transport Masterplan Review.

32. **(9) Pedestrian /Cycle Access connectivity to Buckshaw Parkway Railway Station. (Lancashire County Council).** The proposal is to provide better connectivity between bus services on Euxton Lane and the railway station which will improve access for staff and students at Runshaw College and businesses off Euxton Lane, potentially reducing car journeys. No feasibility work has been undertaken and no costings. There is a S106 agreement on Buckshaw Village which funds specifically this type of transport and infrastructure requirements. Therefore this scheme cannot be funded from CIL. Officers will discuss this scheme with the County Council as part of the Chorley Transport Strategy/Central Highways and Transport Masterplan Review.
33. **(10) Canal towpath improvements – Riley Green to Cowling (Lancashire County Council).** The proposal is to increase pedestrian and cycle use for both journey to work and leisure by providing a safer and accessible route. Improvements would be to surfacing and provision of lighting (within urban sections). Estimated cost £250k but no feasibility work has been undertaken. The canal towpath is owned by the Canal and River Trust. The canal towpath from Botany to Blackburn is a Local Plan scheme (Policy ST1.3) and is already on the Regulation 123 List. The canal towpath from Blackburn Brow to Cowling was re-surfaced with tarmac in the last 10 years but will over time need to be maintained by the Canal and River Trust.

### **Schemes for the Regulation 123 List**

34. The publication of a Regulation 123 list does not signify a commitment from the council to fund all the projects listed, nor the entirety of any one project through CIL—it just signifies projects that will be considered by the council in its decision as to what might receive CIL funding. The following 4 schemes are appropriate to be included on the Regulation 123 List as shown in bold and underlined at **Appendix 1**.
35. **(1) Improvements to the physical access of the building to include new staircase, DDA toilets and baby changing facilities, Astley Hall and Park.** The proposal is to improve the existing infrastructure for recreational and educational purposes Astley Hall is included in the Corporate Strategy as needing to be developed as a visitor destination. Chorley Council has made an application to the Heritage Lottery Fund (HLF) for £2.8 million with a decision expected Dec 2018. The HLF can be used as match funding. Cost of CIL request would be £30,000.
36. **(11) Opening Footpath FP42 and improving the footpaths (FT45 and FT15) that link to the canal and Healy Nab, Chorley** The proposal is to open FP42 (between Bagganley lane and Froom Street and improve the footpaths (FT45 and FT15) that link to the Leeds and Liverpool canal and Healy Nab which will improve both liner and circular walking routes, enhancing the existing promoted routes. There are reports from members of the public who are not able to access the route due to conditions underfoot and signs of erosion along the Brooks. Footpath 42 along the side of the motorway requires drainage works to make the path accessible. This scheme is suitable for the Reg 123 List, it is on the County Council's PROW Identified Priorities list for inclusion once funding becomes available. The estimated cost is £40,000-£60,000. At present the County Council has no match funding.
37. **(12). Highways and infrastructure (the provision of access to and within the site) to support the delivery of the employment allocation at Alker Lane, Euxton Lane, Chorley.** This scheme is required to bring forward the employment at this site which is allocated in the Chorley Local Plan. Cost Unknown.



38. **(13). Clayton-le-Woods GP Surgery.** The proposal is for a new GP surgery. This investment in the area of Clayton-le-Woods is essential as the current surgery is no longer operationally fit for purpose putting pressure on the current doctor's surgery. This has been a concern for residents for some time and this investment will give the local services a long term future and provide enough space for them to grow and continue to meet the needs of the local community. The cost of the CIL request would be £1 million.
39. **(14) Provision of car park to facilitate event parking for Astley Park and Westway. Westway, Euxton.** The proposal will provide car parking in this location and associated external works will include hard standing, boundary fencing, highway improvements, landscaping/site investigation and lighting. Cost: £375,410.

### Schemes to be Amended from the Regulation 123 List

40. There is one scheme to be deleted from the Regulation 123 List:
- The provision of access to and within the site to support the delivery of the employment allocation at the Digital Health park, Euxton Lane, Chorley. Money from the CIL has been approved and allocated for this scheme. The road is under construction.
41. All deletions are shown at **Appendix 1** in bold and as a strikethrough. The following schemes are to be amended on the Regulation 123 List:
- :
- Clayton-le-Woods/Clayton Brook/Green and Whittle-le-Woods – Amend from one form of entry to ~~one and a half forms of entry~~ CIL requirement increased to £5.5m
  - Coppull – 8 places –Funding adjusted to reflect latest cost per place figures - £126,026
  - Euxton – 36 places –. Funding adjusted to reflect latest cost per place figures - £567,119
  - Amend as “Highways and infrastructure (the provision of access to and within the Council's land to support the delivery of allocated uses at Cowling Farm, Chorley)”.
  - Amend for Sport and Recreational Facilities - New or Refurbished Leisure Centre, Chorley
  - Delete timings for all school schemes
  - Delete timings for all other Regulation 123 schemes

### NEXT STEPS

42. **Publication of Regulation 123 List** Following the 4 week consultation which ends on Friday 14 December 2018, any further changes to the Regulation 123 List will be delegated to an Executive Member Decision. Should there be significant objections or comments that are not in accordance with the proposals being consulted on the decision on the amendment of the list will be brought back to Cabinet for consideration. The Regulation 123 List will then be published on the Council's website. Allocation of funds for schemes within the Regulation 123 List will be brought to the Executive Cabinet for approval (14 February 2019).
43. **Infrastructure Funding Statements.** The Government proposes to remove regulatory requirements for Regulation 123 lists which they consider do not provide clarity or certainty about how developer contributions will be used. Using data on Community Infrastructure Levy (CIL) and planning obligations (S106 agreements) the Government recommends that local authorities prepare an Infrastructure Funding Statement using a standard template in an open data format that sets out infrastructure requirements for both CIL and Section 106 planning obligations; anticipated funding from developer contributions; and the choices local authorities have made about how these contributions will be used. Infrastructure Funding Statements will include information on, but not limited to, contributions made towards and delivery of affordable housing, education, health, transport, green, flood and water management, and digital infrastructure.

44. The template, guidance and monitoring tool will be formulated by the Government, and will be subject to further consultation. The Government propose to amend legislation by March 2019. Officers will then populate the Infrastructure Funding Statement (the Regulation 123 List will no longer exist). Infrastructure Funding Statements will need to be reviewed annually to report on the amount of funding received via developer contributions and how this funding has been used. Local authorities are also advised we can report this data in authority monitoring reports.

**IMPLICATIONS OF REPORT**

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

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

**RISK**

|                                    |     |    |
|------------------------------------|-----|----|
| A risk register has been completed | Yes | No |
|------------------------------------|-----|----|

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

- 46 Projects previously on the Regulation 123 list which have been approved to be funded with CIL have been added to the Council’s capital programme and removed from the list.
- 47 The updated Regulation 123 list gives an indication of the projects which will be considered by the Council for funding with CIL. Once projects have been designed, costed and approved, they will be added to the Council’s capital programme. Other sources of funding may be required in addition to CIL.

**COMMENTS OF THE MONITORING OFFICER**

- 48 The report properly sets out the legal position and processes to be followed to amend the Regulation 123 list.

MARK LESTER  
 DIRECTOR OF BUSINESS, DEVELOPMENT AND GROWTH

There are no background papers to this report.

| Report Author  | Ext  | Date       | Doc ID |
|----------------|------|------------|--------|
| Alison Marland | 5281 | 01/11/2018 | ***    |



**CHORLEY COUNCIL**  
**COMMUNITY INFRASTRUCTURE LEVY**  
**Regulation 123 List**

**Adopted September 2013**

**The Regulation 123 List was updated 15 November 2018**

## **Central Lancashire Community Infrastructure Levy**

### **Introduction**

The purpose of the list is to demonstrate the broad range and type of infrastructure that it is likely the Council will seek to spend CIL funds upon. This is a 'living' document and will be the subject of on-going update and monitoring.

### **Regulation 123 List**

The Community Infrastructure Regulations 2010 (as amended) restrict the use of planning obligations where there have been 5 or more obligations in respect of a specific infrastructure project or type of infrastructure entered into on or after 6 April 2010.

The Regulations (paragraph 123) provide for a charging authority to set out a list of projects or types of infrastructure that the levy is intended to fund, and this is referred to as the 'Regulation 123 List'.

The purpose of this Regulation 123 List is to ensure clarity on what CIL might be spent on and there is no duplication ('double dipping') between CIL and S106 agreements in funding the same infrastructure projects.

A CIL charging authority is expected to publish a list of infrastructure that it intends will benefit from CIL on its website. The Council can review this list at least once a year as part of its monitoring of CIL collection and expenditure.

The inclusion of a project or type of infrastructure in this list does not signify a commitment from the Council to fund either in whole or in part the listed project or type of infrastructure through CIL. Nor does the order of the table imply any order of preference or weighting of one project as opposed to another.

Payment of CIL does not replace S278 agreements, as S278s are not planning obligations. A S278 Agreement (under Section 278 of the Highways Act 1980) is made between a developer and a Highways Authority to enable works to be carried out on the public highway to facilitate development. The need to enter into a S278 usually arises as a result of a planning application and will be a condition of the planning consent. Examples of works delivered through a S278 agreement include construction of a new access junction, improvement of an existing junction or safety related works. Authorities can use monies from both sources to fund improvements to the highway network. A S278 agreement can be entered into to boost CIL funding towards these schemes.

### **Background**

The Regulation 123 List (adopted September 2013) was derived taking into account the background supporting documents that were prepared in association with the Central Lancashire Strategy (adopted July 2012), which sets out the infrastructure needed to deliver the development set out in the Strategy up to 2026 and the Lancashire County Council adopted LTP3 Strategy and Implementation Plan 2011-2021 which sets out the strategic objectives for transport and travel.

## Infrastructure projects to be funded in part by the CIL

### CHORLEY INFRASTRUCTURE DELIVERY SCHEDULE

| PROJECT   | TIMING | FUNDING DEFICIT £M |
|---|--------|--------------------|
| <b>Transport</b>  |        |                    |
| New Coppull Railway Station   | -      | 8                  |
| Mini interchange: Clayton Green Asda  | -      | 0.2                |
| Chorley Railway Station car parking –Friday Street (110 spaces)   | -      | 0.8                |
| Car park on Southport Road, Chorley (100 spaces to support Astley Park)   | -      | -                  |
| Car park to facilitate event parking for Astley Park and Westway on Westway, Euxton.  | -      | -                  |
| Highways and infrastructure (the provision of access to and within the site) to support the delivery of the employment allocation at Clayton-Le- Woods including improvements along Wigan Lane (A49) / Leyland Way / Lancaster Lane (B5256) from junction 28, M6. | -      | -                  |
| Highways and infrastructure (the provision of access to and within the Council's land site) to support the delivery of the employment allocation allocated uses at Cowling Farm, Chorley.   | -      | -                  |
| Highways and infrastructure (the provision of access to and within the site) to support the delivery of the consented site at Alker Lane, Euxton Lane, Chorley  | -      | -                  |
| <b>Cycle Schemes</b>  |        |                    |
| Clayton-le-Woods  | -      | 0.2                |
| Clayton Brook and Whittle-le-Woods to Chorley A6  | -      | 0.5                |
| Canal towpath, Botany to Blackburn  | -      | 0.5                |
| Chorley to Abbey Village –old railway   | -      | 1                  |
| Cycle Schemes near Wheelton on the A676   | -      | 0.125              |
| Chorley North-East-Harpers Lane, Railway -Rd- Park Rd   | -      | 0.3                |
| Cycle Link, Croston to Ulnes Walton to Leyland  | -      | 0.15               |
| Euxton-Wigan Rd and School Lane   | -      | 1.5                |
| Buckshaw-Chancery Lane-Cuerden Valley Park-Southport Road   | -      | 0.6                |
| Chorley East –Eaves Lane, Lyons Lane, Yarrow Gate to Carr Lane/Myles Standish Way   | -      | 0.25               |
| Improvements to Cycle Links - Adlington   | --     | 0.34               |
| Chorley South to Coppull  | -      | 0.4                |
| Eccleston to Chorley via Back Lane  | -      | 0.15               |
| <b>Footpath Schemes</b>   |        |                    |
| Open up Footpath FP42 (Between Bagganley  | -      | -                  |

| PROJECT  | TIMING | FUNDING DEFICIT £M |
|--|--------|--------------------|
| Lane and Froome Street) and improve the Footpath FT45 and FT15 that link to the Leeds and Liverpool Canal and Healey Nab.                    |        |                    |
| <b>Health</b>  |        |                    |
| Local Community Health Hub, Friday Street, Chorley   | -      | -                  |
| Clayton-le-Woods GP Surgery  |        |                    |
| <b>Sport and Recreational Facilities</b>   |        |                    |
| New or Refurbished Leisure Centre, Chorley   | -      | -                  |
| <b>Education</b>   |        |                    |
| Adlington half form entry primary places #   |        | 2                  |
| Clayton-le-Woods/Clayton Brook/Green and Whittle-Le-Woods #<br>1 and a half form entry primary places  | -      | 5.5                |
| Eccleston and Rural half form entry primary places #   | -      | 2                  |
| Chorley Town -139 primary school places show the need for over half a form of entry #  | -      | 2                  |
| Coppull - 8 primary school places which will be delivered through the expansion of an existing local primary school #                        | -      | 126,026            |
| Euxton – 36 primary school places #  | -      | 567,119            |
| Holy Cross - secondary school provision expansion of 1 form entry  | -      | 2,185,363          |
| <b>Green Infrastructure</b>  |        |                    |
| Extension to Adlington Cemetery  | -      | -                  |
| <b>Historic</b>  |        |                    |
| Improvements to the physical access of the building to include new staircase, DDA toilets and baby changing facilities, Astley Hall and Park | -      | -                  |

**Key**

# A feasibility assessment is required by Lancashire County Council to identify the school.

**PAN CENTRAL LANCASHIRE**

| PROJECT   | TIMING | FUNDING DEFICIT £M |
|---|--------|--------------------|
| <b>Transport</b>  |        |                    |
| Bus Rapid Transport Routes:<br>Chorley to Preston B6258<br>Preston East – City Centre<br>Preston - Lostock Hall – Leyland<br>Cottam – Preston<br>Cuerden – Preston via A6 | -      |                    |
| HOV/Bus Lanes on A582 corridor serving Park & Ride sites  | -      | 55.2               |

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| Report of   | Meeting           | Date             |
|---|-------------------|------------------|
| Director of Business Development and Growth (Introduced by the Executive Member for Economic Development and Public Service Reform) | Executive Cabinet | 15 November 2018 |

## CONTROL OF INVASIVE NON NATIVE SPECIES IN THE BOROUGH OF CHORLEY

### PURPOSE OF REPORT

- To provide information about the control of Invasive Non-Native Species (INNS) in the Borough of Chorley

### RECOMMENDATION(S)

- The report to be noted
- To note that Council has a history of supporting collaborative funding bids with key partners in order to control INNS across the Borough and that small amounts of match funding may be required on a case by case basis for future, collaborative activity focusing on Council land and public open spaces.

### EXECUTIVE SUMMARY OF REPORT

- The majority of Invasive non-native species are found along river corridors, for example Giant Hogweed, Himalayan Balsam and Mink. Others are in wooded valleys, such as Rhododendron; and Japanese Knotweed can invade anywhere.
- The Borough of Chorley lies entirely within the catchment of the River Ribble and the sub-catchments of the Rivers Darwen and Douglas, the latter including the Yarrow and its sub-catchment, the Lostock. The majority of the Borough drains into the Douglas, but an area stretching from Wheelton Moor to Withnell/Abbey Village, to Hoghton and Brindle, drains into the Darwen.
- In terms of River Catchment Partnerships, Chorley lies within the Douglas Catchment Partnership (No. 20 of 100 in England), administered by Groundwork Cheshire, Lancashire and Merseyside from Wigan. Chorley Council site on the Partnership and play a key role in the Action Plan delivery.
- The control of INNS can only be a success if carried out through a collaborative partnership approach amongst all council directorates, landowners and the community throughout the whole catchment. A great deal of work has already taken place throughout the Borough over many years to control INNS and this is proposed to continue.

|  |     |           |
|--|-----|-----------|
| <b>Confidential report</b><br>Please bold as appropriate | Yes | <b>No</b> |
|--|-----|-----------|

|  |     |           |
|--|-----|-----------|
| <b>Key Decision?</b><br>Please bold as appropriate | Yes | <b>No</b> |
|--|-----|-----------|

|               |                        |                              |
|---------------|------------------------|------------------------------|
| <b>Reason</b> | 1, a change in service | 2, a contract worth £100,000 |
|---------------|------------------------|------------------------------|

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

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

- 8. To be noted

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 9. To not control INNS and allow the spread of them across the Borough.

**CORPORATE PRIORITIES**

- 10. 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**

- 11. In 2011 The Conservation Volunteers (TCV, formerly BTCV) secured £50,000 funding from the Heritage Lottery Fund for a three-year pilot project in the Yarrow catchment to trial different ways of controlling Himalayan Balsam (bashing, hoeing, pulling, scything, strimming and using herbicide). Between 2011 and 2013, the project delivered 151 balsam clearing days involving 1,185 person-days on sites in and around Astley Park, Duxbury Woods, Healey Nab, Rivington Reservoirs and Yarrow Valley Country Park. The project also delivered LANTRA accredited brushcutter/trimmer training to 30 volunteers.
- 12. In 2012 Lancashire Wildlife Trust undertook some field work using volunteers to map the upper limit of Himalayan Balsam, Japanese Knotweed and Giant Hogweed in the catchment of the Douglas.
- 13. In 2012 Lancashire Wildlife Trust was commissioned by the Environment Agency to produce a feasibility report for controlling Invasive Non Native Species on the Rivers Douglas, Wyre, and Lune. The report was published in May 2013.
- 14. In 2014 Lancashire Wildlife Trust applied to the Veolia Environmental Trust for £35,450 to cover a two-year project controlling Giant Hogweed, Himalayan Balsam, Japanese Knotweed and Rhododendron at priority sites with landowner consent in the Yarrow catchment. The bid was successful and match funding was provided by the Environment Agency (£12K) and Chorley Borough Council (£4K). Between May 2016 and February 2018, the project delivered 116 balsam clearing days involving 303 volunteers controlling INNS on Biological Heritage Sites including Astley Park woodlands, Clay 'Ole, Copperworks Wood, Cuerden Valley Park, Duxbury Woods, Foxhole Wood (United Utilities), the Leeds Liverpool Canal, Plock Wood, and Yarrow Valley Country Park. The project also delivered NPTC accredited pesticide and stem injection training to 14 staff.
- 15. Sustainable Management of INNS is identified as a project in the Action Plan for the Douglas Catchment Partnership 2016.

16. In February 2018, the government launched a new EU-funded grant, the Water Environment Grant (WEG) for projects that deliver local Water Framework Directive objectives, focussing primarily on in-channel work in rural areas, but can include controlling INNS as well as creating riparian woodland and wetlands. The deadline for bids was May 2018. Grant offers are expected to be made in December 2018 and funding must be spent by March 2020. A bid was submitted for a project on Carr Brook in Whittle/Clayton and this has got through the 1<sup>st</sup> round.

**17. Suggested Action Plan for Himalayan Balsam in Chorley**

Himalayan Balsam has spread so widely, and become so prevalent in Chorley, that complete eradication is probably now impossible, unless the rust fungus trial is successful, or another biological control comes along. Hence, unless resources were infinite, the idea of eradicating Himalayan Balsam from river catchments as big as the Darwen, Douglas and/or Yarrow from source to sea isn't going to work and is no longer the right approach. It may, however, still be possible to eradicate balsam from some of the smaller sub-catchments of the River Yarrow, e.g. Eller Brook and the River Tawd, but ongoing vigilance and control would inevitably be required.

Being realistic the answer is to work out which areas are the most valuable and in need of protecting from Himalayan Balsam. Most resources should be directed to sites with active friends of group, or to set up a friends of group and support them in managing balsam on the valuable sites. This has been successful on Lower Burgh Meadows, Carr Brook, Throstle Nest Wood and parts of Astley Park to name a few sites.

**18. Suggested Action Plan for Giant Hogweed in Chorley**

Giant Hogweed hasn't spread so widely, or become so prevalent in Chorley, that complete eradication is impossible. It has the added Health and Safety issue of its sap producing a photo-chemical reaction that can damage skin permanently.

It is not recommended that private landowners and volunteers deal with Giant Hogweed, but both these groups can play an active role in mapping and/or alerting the council, the Environment Agency, and/or the relevant Catchment Partnership to the presence of Giant Hogweed at sites in, or adjacent to, Chorley Borough. Giant Hogweed should be tackled by trained people working for the council (Chorley and/or Lancashire County Council), Catchment Partnership Project Officers, private contractors (including Lancashire Wildlife Trust's contracts team), government agencies (Environment Agency, Highways Agency, Natural England) and utility companies (e.g. Network Rail and United Utilities).

Giant Hogweed should be comprehensively and systematically eradicated from the Borough and any future infestations controlled ASAP after discovery or notification. Staff working for the councils and government agencies should work with private landowners to treat Giant Hogweed growing on their property. If any landowners are not cooperative, then staff should use their statutory powers to access private land to control Giant Hogweed and charge the costs back to the landowner(s). Chorley Council ranger team are very proactive and eradicate 100s of giant hogweed plants each year.

**19. Suggested Action Plan for Japanese Knotweed in Chorley**

Japanese Knotweed hasn't spread so widely, or become so prevalent in Chorley, that complete eradication is impossible, however, it is spreading and is much more damaging to property, much more difficult and expensive to treat.

It is not recommended that private landowners and volunteers deal with Japanese Knotweed, but both these groups can play an active role in mapping and/or alerting the council, the Environment Agency, and/or the relevant Catchment Partnership to the presence of

Japanese Knotweed at sites in, or adjacent to, Chorley Borough. Japanese Knotweed should be tackled by trained people working for the council (Chorley and/or Lancashire County Council), Catchment Partnership Project Officers, private contractors (including Lancashire Wildlife Trust's contracts team), government agencies (Environment Agency, Highways Agency, Natural England) and utility companies (e.g. Network Rail and United Utilities).

Staff working for the councils and government agencies should use their statutory powers to access private land to control Japanese Knotweed, which should be comprehensively and systematically eradicated from the Borough and any future infestations controlled ASAP after discovery or notification. The cost of treating Japanese Knotweed should be borne by the landowner.

Chorley Council are very proactive in eradicating knotweed from Council land and have a rota of biannual visits programmed in to both treat and check sites that are known to have had knotweed present.

## 20. Suggested Action Plan for Rhododendron in Chorley

Rhododendron is mainly a problem in woodlands, where it was deliberately planted in the Victorian era, and more recently, as cover for game, especially Pheasants, but also for its stunning flowers in ornamental parks and gardens. The main issues with Rhododendron are:

1. It being a carrier for the tree disease from North America called sudden oak death (*Phytophthora ramorum*), which attacks oaks in America, but the two native oaks in England are resistant. However, Larch trees, are susceptible and infected trees, and carriers such as Rhododendron, have to be felled if a plant health disease order is issued, e.g. as occurred at Rivington Terraced Gardens and in Astley Park.
2. Detrimental impacts on ancient woodland\* flora, fauna and fungi as a result of its shade, acidification and poisoning of the ground.

However, Rhododendron is also spreading onto moorland in Lancashire, including the West Pennine Moors, some 7,615 hectares of which has been designated as a Site of Special Scientific Interest (SSSI). There are an estimated 230 hectares of ancient woodland in the Borough of Chorley.

It is recommended that Rhododendron is controlled, ideally removed, from ancient woodland\* in the Borough of Chorley and from within, or adjacent to, the West Pennine Moors SSSI. Woodland management grants are available from the Forestry Commission to landowners who have registered their landholding(s) with the Rural Payments Agency, which can fund the removal of Rhododendron.

Chorley Council with the help of volunteers have removed rhododendron from within Astley Park, Duxbury Woods and Plock Wood. This is an ongoing process.

\* Ancient woodland in Britain is defined as having been continuously wooded since at least AD1600. This date is used because the first accurate maps were being produced and it wasn't until the 1700's that people really started planting trees, often introduced species, on a large-scale. Much of our ancient woodland is derived from the original woodland cover that recolonised Britain after the retreat of the last ice age some 10,000 years ago.

21. Controlling INNS should be a standard condition attached to all planning consents and built into ongoing landscaping and maintenance or management contracts. It should also be a condition that projects receiving funding from the Council should control any of the major INNS on the site(s).

**Timetable showing optimum time for treatment**

| Month                    | Jan | Feb | Mar | Apr | Ma | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|--------------------------|-----|-----|-----|-----|----|-----|-----|-----|-----|-----|-----|-----|
| <b>INNS</b>              |     |     |     |     |    |     |     |     |     |     |     |     |
| <b>Hogweed</b>           |     |     |     |     |    |     |     |     |     |     |     |     |
| <b>Japanese Knotweed</b> |     |     |     |     |    |     |     |     |     |     |     |     |
| <b>Himalyan Balsam</b>   |     |     |     |     |    |     |     |     |     |     |     |     |
| <b>Rhododendron</b>      |     |     |     |     |    |     |     |     |     |     |     |     |

**IMPLICATIONS OF REPORT**

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

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

**RISK**

|                                    |     |           |
|------------------------------------|-----|-----------|
| A risk register has been completed | Yes | <b>No</b> |
|------------------------------------|-----|-----------|

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

23. Future match funding from Chorley Council for external funding is not envisaged to be more than £5k at a time and as such can be managed within existing revenue budgets.

**COMMENTS OF THE MONITORING OFFICER**

24. No comments.

MARK LESTER  
DIRECTOR OF BUSINESS DEVELOPMENT AND GROWTH

There are no background papers to this report.

| Report Author      | Ext  | Date       | Doc ID |
|--------------------|------|------------|--------|
| Lindsey Blackstock | 5218 | 18/10/2018 | ***    |

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| Report of   | Meeting           | Date             |
|---|-------------------|------------------|
| Director of Policy and Governance<br>(Introduced by the Executive Member for Resources) | Executive Cabinet | 15 November 2018 |

**CHORLEY COUNCIL PERFORMANCE MONITORING – SECOND QUARTER 2018/19**

**PURPOSE OF REPORT**

1. This monitoring report sets out the performance against the delivery of the Corporate Strategy and key performance indicators during the second quarter of 2018/19, 1 July – 30 September 2018.

**RECOMMENDATION(S)**

2. That the report be noted.

**EXECUTIVE SUMMARY OF REPORT**

3. This report sets out performance against the Corporate Strategy and key service delivery measures for the second quarter of 2018/19, 1 July – 30 September 2018. Performance is assessed based on the delivery of key projects and measures outlined within the 2017 Corporate Strategy, along with key service delivery measures for individual services.
4. Overall performance of key projects is very good, with ten (83%) of the projects rated as green or complete and two (17%) of the projects currently rated amber; action plans for each of these projects are contained within this report
5. Performance of the Corporate Strategy indicators and key service delivery measures is good, with 67% of Corporate Strategy measures performing on or above target or within the 5% threshold and 89% of key service delivery measures performing on or above target or within the 5% threshold. Those indicators performing below target have action plans outlined with measures to be put in place to improve performance.

|  |     |    |
|--|-----|----|
| <b>Confidential report</b><br>Please bold as appropriate | Yes | No |
|--|-----|----|

|  |     |    |
|--|-----|----|
| <b>Key Decision?</b><br>Please bold as appropriate | Yes | No |
|--|-----|----|

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

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

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

7. None.

**CORPORATE PRIORITIES**

8. This report relates to the following Strategic Objectives:

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

**BACKGROUND**

- 9. The Corporate Strategy is the key strategic document for the authority and includes performance indicators and key projects which focus on delivering the Council's four priorities.
- 10. The Corporate Strategy was approved by Council in November 2017. It includes 12 key projects, with a particular focus on delivering some of the large scale, ambitious schemes that will have a significant impact on local outcomes.
- 11. Key performance measures for each service have been set so that targets remain challenging and reflective of the Council's ambitions.





## Involving residents in improving their local area and equality of access for all

### The long term outcomes for this priority are:

- Residents who take pride in where they live and their achievements
- All residents are all able to take an active part in their community
- Easy access to high quality public services

### ACHIEVING THE LONG TERM OUTCOMES IN QUARTER TWO

12. The project to develop Astley Hall and park as a visitor destination is on track and has made good progress this quarter. Work has included the completion of the Garden of Reflection, which was unveiled at the Chorley Flower Show in July, and improvements to the Hallgate car park which has provided 21 additional car parking spaces. The Heritage Lottery Fund bid has now been submitted, this requests £2.8m funding, which together with other sources of funding will hopefully fund the repairs to Astley Hall and help to transform the visitor experience. The outcome of this bid is expected for December 2018.
13. Good progress has also been made on the project to support people from across the borough to be digitally included. Work has included successfully rolling out digital skills sessions in more areas across the borough; Chorley Council ran a session in Charnock Richard, and due to demand further courses will now be set up with learning providers. In addition this quarter, the Citizens Advice Digital Help Centres have supported 109 residents on a 1-2-1 basis with specific queries and 51 residents have attended Digital Skills training sessions. Digital volunteers have now started working at AgeUK to provide a sustainable digital skills model from their office on Southport Road, supporting people on a 1-2-1 and small group basis. Progress has also been made to enable broadband provision for Wheelton Village Hall for future delivery of digital skills sessions.
14. The project to improve the look and feel of local neighbourhoods across the borough has also made good progress, and work has included a review of the management process for the neighbourhood priorities. A new process has been agreed which aims to ensure neighbourhood priorities are clearer and regular monitoring takes place, including scheduled updates through InTheKnow. Progress has also been made to improve the format of the long term empty properties reports for each neighbourhood priority.

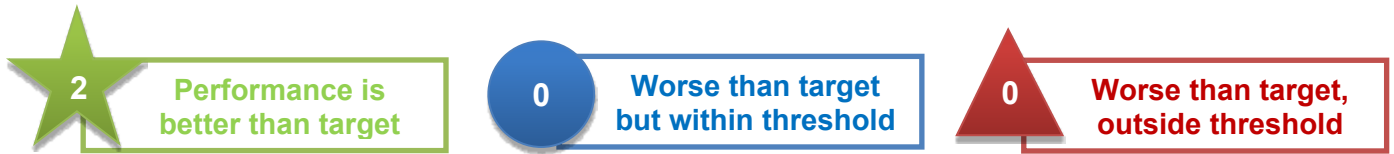
### Performance of Key Projects



15. There are three key projects included in the 2017/18 Corporate Strategy under this priority, and at the end of quarter two overall performance is very good.
16. Three projects are rated as green, meaning they are progressing according to timescale and plan:
  - Develop Astley Hall and park as a visitor destination
  - Improve the look and feel of local neighbourhoods across the borough

- Support people from across the borough to be digitally included

### Performance of Corporate Strategy Measures



17. At the end of the second quarter, it is possible to report on two of the eight corporate performance indicators under this priority.
18. Two indicators are performing on or better than target:
  - % increase in the number of volunteering hours earned
  - Number of people who have successfully completed basic digital skills training
19. The full outturn information for the performance indicators is included at Appendix A.



## Clean, Safe and Healthy Communities

### The long term outcomes for this priority are:

- Clean and safe streets
- Reduced health inequalities
- A wide range of quality recreational activities
- High quality, affordable and suitable housing
- High quality play areas, parks and open spaces

### ACHIEVING THE LONG TERM OUTCOMES IN QUARTER TWO

20. The project to deliver the Primrose Gardens retirement village is progressing well this quarter with the construction elements on track; during this quarter the roof has been fitted, the ground and first floor windows have been fitted, all ground floor apartments have been plastered and the show apartment is on track for completion by the 22 October. The operational elements are also on track; and good progress has been made this quarter with the procurement of the furniture and fittings, the allocations process and the co-ordination of the show apartment viewings.
21. Over the last quarter, good progress has also been made with the project to develop a strategy for housing in Chorley and to implement a programme of work. The timescales for this project were re-profiled and the project is now running to these revised timescales. This quarter an evidence base has been developed to ensure the strategy is evidence led and a draft of the housing strategy has been produced which has included engagement sessions with the Executive Member for Housing.
22. There have been more affordable homes delivered this quarter compared to the same period last year; 47 homes were delivered this quarter compared to 36 in quarter two 2017/18, supporting the long term outcome of high quality affordable and suitable housing.
23. Residents have been encouraged to be healthier this quarter as the number of visitors to Council leisure centres continues to increase, so far in 2018/19 there have been 24,672 more visitors than at the end of quarter two 2017/18.

### Performance of Key Projects



24. There are three key projects included in the 2017/18 Corporate Strategy under this priority, and at the end of quarter two overall performance is very good.
25. Two projects are rated as green, meaning they are progressing according to timescale and plan:
  - Deliver the Primrose Gardens retirement village
  - Develop a strategy for housing in Chorley and implement a programme of work

26. One project, the delivery of the Youth Zone is now complete and the key outcomes of the project were delivered and detailed in the quarter one 18/19 report.

**Performance of Corporate Strategy Measures**



27. At the end of the second quarter, it is possible to report on four of the eight corporate performance indicators under this priority. The full outturn information for the performance indicators is included at Appendix A.
28. Two indicators are performing on or better than target:
- The number of visits to Council’s leisure centres
  - The number of long term empty properties in the borough
29. Two indicators are performing below target, and outside the 5% threshold:
- The number of young people supported through council health and wellbeing opportunities
  - Number of affordable homes delivered

| Performance Indicator      |   | Target | Performance |
|----------------------------|---|--------|-------------|
|                            | The number of young people supported through council health and wellbeing opportunities   | 9100   | 7040        |
| <b>Reason below target</b> | The number of young people supported through council health and wellbeing opportunities is lower than anticipated this quarter. Following the completion of the Youth Zone in May 2018, the majority of the Get Up/Reach Up and Go provision has transferred over to the Youth Zone to be delivered as part of the Youth Zone’s programme. This transfer has occurred earlier than forecasted and has therefore reduced the number of young people supported through council health and wellbeing opportunities over the summer period. |        |             |
| <b>Action required</b>     | Work next quarter will involve delivery of the programme of health and wellbeing opportunities available for young people to access across the borough which will see an increase in the number of young people taking part.<br><br>In addition to this, the Health and Wellbeing service are shifting towards more targeted interventions, therefore as part of the corporate strategy refresh this indicator will be reviewed to ensure that the indicator more closely reflects the work of the service for next year.               |        |             |
| <b>Trend:</b>              | ↓ Performance at quarter two 2017/18 was 9,408 against a target of 10,000. Out turn this quarter is 7,040 against a target of 9,100, therefore performance is worse than quarter two last year.   |        |             |

| Performance Indicator |  | Target | Performance |
|-----------------------|--|--------|-------------|
|                       | The number of affordable homes delivered | 50     | 47          |

|                            |  |
|----------------------------|--|
| <b>Reason below target</b> | <p>The council works in partnership with registered providers and developers to deliver affordable homes which are measured when new homes reach the completion stage.</p> <p>This indicator captures affordable homes at the point of completion. Due to the Homes England funding programme running until March 2019, the majority of the expected affordable homes to be delivered are due to reach completion stage by March 2019. Therefore, we will see more affordable homes reaching the completion stage in the next two quarters. It is expected that the target for this year will be exceeded as 68 units are due to complete at Primrose Gardens in March 2019.</p> |
| <b>Action required</b>     | <p>The council continues to work proactively with partners to progress the delivery of affordable homes to completion and will continue to liaise and maintain strong working relationships with the main providers. It is anticipated that the number of affordable homes delivered will meet the anticipated target by the end of the year.</p>  |
| <b>Trend:</b>              | <p>↑ Performance at quarter two 2017/18 was 36 against a target of 50. Out turn this quarter is 47 against a target of 50, therefore performance is better than quarter two last year.</p>   |



## A strong local economy

### The long term outcomes for this priority are:

- A vibrant town centre and villages
- A strong and expanding business sector
- Access to high quality employment and education opportunities

### ACHIEVING THE LONG TERM OUTCOMES IN QUARTER TWO

30. In quarter two, good progress has been made for the project to bring forward key sites for development, this project includes the development of three investment sites and work has progressed well across all sites. The site investigations have concluded for the Alker Lane site, with a public consultation underway this quarter and the planning application is in the process of being finalised. Work has also progressed this quarter with the master planning for Cowling Farm; this has included further investigation with key stakeholders, and the commencement of planning for a wider public consultation in quarter three. For the site on land east of A49, work has been ongoing to review land use options; a consultant team has been commissioned this quarter to support the re-scoping of the site and work to deliver this will commence next quarter.
31. A lot of work has progressed this quarter with the project to deliver the Market Walk extension; this has included obtaining planning consent for the Friday Street decked car park and commencing the construction works, and the ground floor car park spaces are due to complete ahead of schedule by one week. Progress has also been made with Clifford Street with the works on site progressing as planned, and the traffic and pedestrian management works are being monitored to minimise the impact on the town centre. The demolition of Oak House is now complete with the formation of the car park, this has provided an additional 27 town centre car parking spaces. Finally, the enabling works to facilitate the commencement of works on the Market Walk Extension are on track.
32. The project to deliver a borough wide programme to help people overcome barriers to employment has also made good progress this quarter. A new pathway from the Integrated Community Wellbeing Service to support people into employment has been developed, it is now ready for implementation and a plan to implement it is in the process of being developed. Work has also progressed to develop a programme of courses to address the gaps identified in employability provision. This quarter a series of courses have been designed and developed to address targeted support for adults with low literacy, low level mental wellbeing provision, support for social skills development and skills/experience for people in work who are wanting a change in direction, with delivery scheduled for quarter three. There has also been collaboration with the construction contractor for the Digital Office Park to offer work experience placements in construction.

### Performance of Key Projects




- 33. There are three key projects included in the 2017/18 Corporate Strategy under this priority, and at the end of quarter two overall performance is good.
- 34. Two projects are rated as green meaning they are progressing according to timescale and plan:
  - Bring forward key sites for development
  - Deliver a borough wide programme to help people overcome barriers to employment
- 35. One projects is rated amber which is an early warning that there may be a problem with the project and more detailed information on this can be found below:

| Project Title                            |  | Project Status |
|--|--|----------------|
| <b>Deliver the Market Walk extension</b> |  | <b>AMBER</b>   |
| <b>Explanation</b>                       | <p>The programme of works to deliver the Market Walk extension is on track and is progressing as planned.</p> <p>This project has been rated as Amber for quarter two due to a tight programme of works with many overlapping associated enabling works; this includes works on Friday Street car park, Brunswick Street, Clifford Street crossing and the PALS memorial. It is crucial that these associated enabling works are delivered to schedule to ensure the successful delivery of the Market Walk Extension, and in addition to this, the final cost plan has not yet been agreed.</p> <p>Therefore, due to this tight programme of works and no agreed final cost plan, this project is rated as Amber.</p> |                |
| <b>Action Required</b>                   | <p>Work next quarter will involve agreeing a final cost plan and the Council will ensure that progress on the associated enabling works remains on schedule.</p>   |                |

**Performance of Corporate Strategy Measures**



- 36. At the end of the fourth quarter, it is possible to report on two of the seven corporate strategy performance indicators under this priority.
- 37. One indicator is performing better than target:
  - Overall employment rate
- 38. One indicator is performing below target, and outside the 5% threshold:
  - Number of projected jobs created through Chorley Council support or intervention
- 39. The full outturn information for the performance indicators is included at Appendix A.

| Performance Indicator   |  | Target | Performance |
|---|--|--------|-------------|
|  | Number of projected jobs created through Chorley Council support or intervention   | 60     | 37          |
| <b>Reason below target</b>  | The number of projected jobs created through Chorley Council's support or intervention is lower than anticipated this quarter. There has been limited capacity within the Business Support team, this reduction in resource has impacted the team's ability to organise business events and develop relationships with local businesses, both of which help to generate grant enquiries and ultimately create new jobs to meet this performance target. In addition to this the Business Start Up Grant ceased at the end of June 2018, which also contributed to creating jobs. |        |             |
| <b>Action required</b>  | Over the next quarter, capacity with the team will be filled and this will enable the team to engage with local businesses. In addition, the Strawberry Fields Digital Hub is ahead of schedule for completion in May 2019 with a high number of enquiries being received. Therefore it is expected that this project will also contribute to increasing the number of projected jobs for the next two quarters.   |        |             |
| <b>Trend:</b>   | No comparable data available.  |        |             |





## An ambitious Council that does more to meet the needs of residents and the local area

### The long term outcomes for this priority are:

- A council that consults and engages with residents
- An ambitious council that continually strives to improve
- Cohesive communities in and around outlying areas

### ACHIEVING THE LONG TERM OUTCOMES IN QUARTER TWO

40. The project to transform the way the council delivers services has made good progress this quarter; work has included the scoping of the review of facilities management across the organisation, the commissioning of an options appraisal and stock condition survey to support the review of the leisure contract, and exploration of options for potential income generation. All of these will contribute to transforming the way we deliver services more sustainably and efficiently. In addition to this, the project to bring forward employment sites has been re-scoped to reflect changes in delivery, and two staffing reviews; Primrose Gardens recruitment and the Regulatory Services restructure, have been considered by the Transformation Board, with feedback provided to inform the options going forward.
41. During quarter two, progress has been made to deliver a borough wide programme of improvements to street services; this has included uploading the reviewed work schedule routes for the litter bin collection to iPads which will enable operational use of these new routes, as well as the trialling of a number of different street sweepers by staff to prepare for the sweeper replacement in August 2019. The delivery of an improved grass cutting service has made good progress, with excellent performance over the grass cutting season including 94% of scheduled work completed on time against a target of 80%.
42. The project to integrate public services through the Chorley Public Service Reform Partnership has made good progress this quarter; seven project mandates have been developed to deliver the seven workstreams for the delivery phase and these are all progressing as planned. Three of the workstreams are being progressed through the Integrated Community Wellbeing Service and two are being supported through the partnership working groups. The delivery of the locality model continues to support integrated working, with 11 services meeting on a regular basis to support vulnerable adults, children and families, and has managed 188 cases to date since April 2017.

### Performance of Key Projects



43. There are three key projects included in the 2017/18 Corporate Strategy under this priority, and at the end of quarter two overall performance is good.
44. Two projects are rated as green meaning they are progressing according to timescale and plan:
- Transform the way the council delivers services

- Integrate public services through the Chorley Public Service Reform Partnership

45. One projects is rated amber which is an early warning that there may be a problem with the project and more detailed information on this can be found below:

| Project Title  |  | Project Status |
|--|--|----------------|
| <b>Deliver a borough wide programme of improvements to street services</b> |  | <b>AMBER</b>   |
| <b>Explanation</b>   | <p>Work has progressed this quarter; grass cutting performance over the season was excellent with 94% of scheduled work completed on time and the litter bin route has been uploaded on iPads. The project is currently rated as amber due to a number of elements of its delivery experiencing some delays including:</p> <ul style="list-style-type: none"> <li>• Reduction in staffing has resulted in day to day business as usual tasks having to take priority over the project deliverables</li> <li>• An objective of this project is to review the current working practices around street sweeping. Due to ongoing breakdowns with the small street sweepers there has been a delay in the review and implementation of improvements to current working practices</li> </ul> |                |
| <b>Action Required</b>   | <p>Work next quarter will include addressing the reduction in staffing by progressing appointments to vacant posts, focusing on activity to support the procurement of replacement small sweepers and work to utilise the new software obtained through the new waste contractor to model new litter bin routes.</p>   |                |

**Performance of Corporate Strategy Measures**



46. At the end of the second quarter, it is possible to report on one of the five corporate performance indicators under this priority.

47. One indicator is performing better than target:

- % of service requests received online

48. The full outturn information for the performance indicators is included at Appendix A.

### PERFORMANCE OF KEY SERVICE DELIVERY MEASURES

49. There are some important indicators that are not included within the Corporate Strategy, but are measured locally as indicators of service performance. There are nine indicators that can be reported at the end of the second quarter. The full outturn information for this is included at Appendix B: Key Service Delivery Measures.



50. Six of the Key Service delivery measures are performing on or above target:

- Time taken to process all new claims and change events for Housing Benefit and Council Tax Benefit
- Processing of planning applications as measured against targets for 'major' application types
- Processing of planning applications as measured against targets for 'minor' application types
- Processing of planning applications as measured against targets for 'other' application types
- Vacant Town Centre Floor Space
- Number of missed collections per 100,000 collections of household waste

51. Two indicators are performing slightly below target, but within the 5% tolerance threshold:

- % Council Tax collected
- Supplier Payment within 30 days

52. One indicator is performing below target at the end of quarter two and the reasons for areas of underperformance are listed in the table below:

| Performance Indicator      |  | Target | Performance |
|----------------------------|--|--------|-------------|
|                            | Average working days per employee (FTE) per year lost through sickness absence   | 4 days | 4.62 days   |
| <b>Reason below target</b> | It is the instances of long term sickness that have contributed to the average working days per employee being off target. Short term sickness is on target. The long term absence accounted for 3.17 days lost of the total 4.62 days working days lost through sickness absence. The majority of the number of days lost were due to mental health, cancer, infections both stomach and viral.   |        |             |
| <b>Action required</b>     | Activity in quarter two will focus on the themes of mental health and infections, both stomach and viral. For mental health related sickness, there will be further emotional wellbeing support during staffing restructures and ensure that support from occupational health is obtained at an early stage of absence. For infection related sickness, the successful vaccine promotional activity from 2017/18 is to be replaced for 2018/19 and further education on hand hygiene/food poisoning is to be provided through internal communication channels.<br><br>In addition to this activity, the new attendance policy has now been launched and it is expected that this will have a positive impact on sickness levels. |        |             |
| <b>Trend:</b>              | Performance at quarter two 2017/18 was 4.16 days against a target of 3.75 days. Out turn this quarter is 4.62 days against a target of 4 days, therefore performance is worse than quarter two last year.  |        |             |

**Appendix A: Performance of Corporate Strategy Key Measures**

★ Performance is better than target

● Worse than target but within threshold

▲ Worse than target, outside threshold

| Indicator Name  | Polarity          | Target  | Performance Quarter 2  | Symbol | Trend                        |
|---|-------------------|---------|--|--------|------------------------------|
| % increase in the number of volunteering hours earned                               | Bigger is better  | 20%     | <b>26.4%</b>   | ★      | Worse than Q2 17/18          |
| Overall employment rate   | Bigger is better  | 80%     | <b>87.9%</b>   | ★      | Better than Q2 17/18         |
| Number of projected jobs created through Chorley Council support or intervention    | Bigger is better  | 60      | <b>37</b>  | ▲      | No comparable data available |
| The % of 16-17 year olds who are not in education, employment or training (NEET)    | Smaller is better | 4.6%    | The performance for this indicator is set by LCC, awaiting performance figure from LCC |        |                              |
| The number of visits to Council's leisure centres                                   | Bigger is better  | 500,000 | <b>608,567</b>   | ★      | Better than Q2 17/18         |
| Number of young people supported through council health and wellbeing opportunities | Bigger is better  | 9,100   | <b>7,040</b>   | ▲      | Worse than Q2 17/18          |
| Number of affordable homes delivered  | Bigger is better  | 50      | <b>47</b>  | ▲      | Better than Q2 17/18         |
| Number of long term empty properties in the borough                                 | Smaller is better | 170     | <b>140</b>   | ★      | Better than Q2 17/18         |
| % service requests received online  | Bigger is better  | 20%     | <b>30.4%</b>   | ★      | Better than Q2 17/18         |
| Number of people who have successfully completed basic digital skills training*     | Bigger is better  | 150     | <b>160</b>   | ★      | No comparable data available |

**Trend shown is for change from Quarter 2 2017/18.**

**\*this measure is to be baselined over 2018/19.**

**Appendix B: Performance of Key Service Delivery Measures**

★ Performance is better than target

● Worse than target but within threshold

▲ Worse than target, outside threshold

| Indicator Name   | Polarity          | Target    | Performance Quarter 2 | Symbol | Trend                |
|--|-------------------|-----------|-----------------------|--------|----------------------|
| Time taken to process all new claims and change events for Housing Benefit and Council Tax Benefit | Smaller is better | 5.35 days | <b>4.67 days</b>      | ★      | Better than Q2 17/18 |
| Processing of planning applications as measured against targets for 'major' application types      | Bigger is better  | 70%       | <b>100%</b>           | ★      | Same as Q2 17/18     |
| Processing of planning applications as measured against targets for 'minor' application types      | Bigger is better  | 65%       | <b>100%</b>           | ★      | Better than Q2 17/18 |
| Processing of planning applications as measured against targets for 'other' application types      | Bigger is better  | 80%       | <b>100%</b>           | ★      | Same as Q2 17/18     |
| Number of missed collections per 100,000 collections of household waste                            | Smaller is better | 50        | <b>42</b>             | ★      | Better than Q2 17/18 |
| Supplier Payment within 30 days  | Bigger is better  | 99%       | <b>98.94%</b>         | ●      | Better than Q2 17/18 |
| Average working days per employee (FTE) per year lost through sickness absence                     | Smaller is better | 4 days    | <b>4.62 days</b>      | ▲      | Worse than Q2 17/18  |
| Vacant Town Centre Floor Space   | Smaller is better | 6%        | <b>4.28%</b>          | ★      | Better than Q2 17/18 |
| % Council Tax collected  | Bigger is better  | 55.97%    | <b>55.95%</b>         | ●      | Worse than Q2 17/18  |

**Trend shown is for change from Quarter 2 2017/18.**

**IMPLICATIONS OF REPORT**

53. 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              |  |

REBECCA HUDDLESTON  
DIRECTOR (POLICY AND GOVERNANCE)

There are no background papers to this report.

| Report Author      | Ext  | Date     | Doc ID   |
|--------------------|------|----------|--|
| Rebecca Aziz-Brook | 5348 | 26.10.18 | Chorley council performance monitoring report Q2 |



| Report of  | Meeting           | Date                |
|--|-------------------|---------------------|
| Chief Finance Officer<br>(Introduced by the Executive<br>Member for Resources) | Executive Cabinet | 15 November<br>2018 |

## **REVENUE AND CAPITAL BUDGET MONITORING 2018/19 REPORT 2 (END OF SEPTEMBER 2018)**

### **PURPOSE OF REPORT**

1. This report sets out the provisional revenue and capital outturn figures for the Council as compared against the budgets and efficiency savings targets set for the financial year 2018/19.

### **RECOMMENDATION(S)**

2. Note the full year forecast position for the 2018/19 revenue budget and capital investment programme.
3. Note the forecast position on the Council's reserves.
4. Request Executive Cabinet approval for the contribution of £50,000 from in-year revenue underspends to finance a procurement review of the Council's leisure contract.
5. Request Council note the capital programme to be delivered in 2018/19 to 2020/21.
6. Request Council approve the budget changes to the capital programme outlined in paragraph 44.

### **EXECUTIVE SUMMARY OF REPORT**

7. The projected revenue outturn currently shows a forecast underspend of £118,000 against budget. No action is required at this stage in the year.
8. The forecast excludes any variation to projected expenditure on investment items included in the budget in 2018/19. These projects are forecast to fully expend in 2018/19 and should there be any balances remaining at year end they will be transferred into specific reserves and matched to expenditure in future years.
9. In the 2018/19 budget the expected net income from Market Walk after deducting financing costs is £1.005m.
10. The forecast of capital expenditure in 2018/19 is £34.209m
11. The Council's budget for 2018/19 included a savings target of £200k from management of the staffing establishment. The full savings of £200k have already been achieved.
12. The Council's Medium Term Financial Strategy proposed that working balances are to reach £4.0m over the 3 year lifespan of the MTFs to 2018/19 due to the financial risks facing the

Council. As reported to Executive Cabinet in June, the target of £4m has been achieved as at 31 March 2018. Should the recommendations in this report be accepted, the forecast level of balances at 31 March 2019 will be around £4.068m. It should be noted however that there may be further call for the use of general balances throughout 2018/19.

|  |     |    |
|--|-----|----|
| <b>Confidential report</b><br>Please bold as appropriate | Yes | No |
|--|-----|----|

|  |     |    |
|--|-----|----|
| <b>Key Decision?</b><br>Please bold as appropriate | Yes | No |
|--|-----|----|

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

**REASONS FOR RECOMMENDATION(S)**

(If the recommendations are accepted)

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

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 14. None

**CORPORATE PRIORITIES**

- 15. This report relates to the following Strategic Objectives:

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

**BACKGROUND**

- 16. The current net revenue budget for 2018/19 is £16.864m. This has been amended to include approved slippage from 2017/18 and any transfers to/from reserves.
- 17. Appendix 3 provides further information about the specific earmarked reserves and provisions available for use throughout 2018/19.
- 18. A full schedule of the investment budgets carried forward from 2017/18 and the new (non-recurrent) investment budgets introduced in the 2018/19 budget are shown in Appendix 2 together with expenditure to date against these projects (for capital items see Appendix 4).
- 19. The Council’s approved revenue budget for 2018/19 included target savings of £200k from management of the staffing establishment. The full savings of £200k have been achieved for the year.



20. Following the recommendations made in the June 2018 budget monitoring report, in-year revenue underspends have been set aside to fund the following items:
  - £200,000 to the Business Rates Retention Equalisation Reserve
  - £90,000 for the commissioning of a Highways and Transport Strategy
  - £10,000 to assess the need for additional schools in Chorley.
21. Set out in Appendix 1 is the provisional outturn position for the Council based upon actual spend in the first six months of the financial year and adjusted for future spend based upon assumptions regarding vacancies and service delivery.
22. The latest forecast of capital expenditure in 2018/19 is £34.209m. The latest capital forecast is detailed in Appendix 4 based upon actual expenditure during the first six months of the financial year and adjusted for future spending based upon the latest timescales for project delivery.

**SECTION A: CURRENT FORECAST POSITION – REVENUE**

23. The projected outturn shown in Appendix 1 forecasts an underspend compared to budget of around £118,000. The significant variances from the cash budget are shown in the table 1 below.

**ANALYSIS OF MOVEMENTS**

**Table 1 – Forecasted Significant Variations from the Cash Budget**

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

|   | £'000      | £'000      |
|---|------------|------------|
| <b>Expenditure:</b>                           |            |            |
| Staffing Costs                                | <u>123</u> | 123        |
| <b>Income:</b>                                |            |            |
| Electoral Registration Funding                | 15         |            |
| Sale of Replacement Bins                      | (29)       |            |
| Bulky Waste Collection                        | 10         |            |
| Planning Application Income                   | (55)       |            |
| Integrated Home Improvement Service           | 20         |            |
| Hire of Community Centres                     | <u>15</u>  | (24)       |
| <b>Other:</b>                                 |            |            |
| Other minor variances                         | <u>12</u>  | 12         |
| <b>Net Movement</b>                           |            | <b>111</b> |
| Quarter 1 Net Forecast Underspend             |            | 7          |
| <b>Total Forecast Underspend at Quarter 2</b> |            | <b>118</b> |

*Expenditure*

24. The additional savings on staffing costs of £123,000 shown in table 1 above reflects the changes from the position reported to the end of June in the last monitoring report. The main changes are predominantly as a result of vacant posts, a number of which have remained vacant pending the introduction of new departmental structures.
25. The forecast variations profiled above make assumptions regarding the start dates of staff to vacant posts, these assumptions are monitored on a monthly basis. The main savings from quarter 2 are predominantly from the Customer and Digital directorate from ICT Services and Customer Transformation.

*Income*

26. In previous years the Council has received funding from the Cabinet Office in the form of section 31 grants to contribute to the additional costs of transferring to Individual Electoral Registration (IER). It was anticipated that 2017/18 would be the final year of funding but in July of this year the Cabinet Office announced a further allocation for 2018/19 and that the Council would receive a grant of £14,596.
27. The Council's income budget for the sale of refuse bins was increased for 2018/19 following the introduction of charges for replacement bins and the addition of grey bins for garden waste recycling. However, income levels have remained similar to 2017/18, largely due to difficulties in proving who is at fault for the loss or damage. As a result, the anticipated income for the year is forecast to be £29,000 lower than budgeted. It should be noted however that from 1<sup>st</sup> April 2019, in-cab technology will provide video evidence of the waste disposal process and help alleviate current issues around who should pay for the replacement bin.
28. The Council's charges for the removal of bulky waste items were increased for 2018/19 and it was envisaged that demand would likely reduce as a result. This has not proved to be the case and demand has slightly increased for this service for the year to date resulting in additional income of around £10,000 forecast for the year. The cost of providing this service is built into the Waste and Recycling contract with Veolia.
29. Previous planning income forecasts included £181k relating to the Botany Bay applications for reserved matters consent that are anticipated to be submitted following the grant of outline planning permission. This has been removed from 2018/19 income forecasts at the request of the Planning Services Manager who believes the applications are more likely to be received during 2019/20. In the last couple of months we have received a couple of major applications not relating to Botany amounting to £90k.
30. Planning Applications for the first six months are down on similar periods in previous years. Likely reasons being the Council's success in defending a decision to refuse planning permission for a housing development on Safeguarded Land has dissuaded land owners and house builders from submitting similar applications. In addition, at this stage in the Development Plan process the majority of housing sites are either under construction or already have the benefit of planning permission. The Development Plan is currently being reviewed. This has resulted in a revised income forecast of around £525,000 for the year, £135k below budget and £55k less than reported in June.
31. The Council had previously entered into a collaboration agreement with Lancashire County Council for the Integrated Home Improvement Service (IHIS). The arrangement provides a handy person and mobility care service which first came into effect from 1 July 2015 and replaced the previous Supporting People funding. The initial IHIS contract expired on 31

March 2018 and therefore the Council's budgets for 2018/19 included the assumption that the funding from LCC would cease. However, LCC have since agreed to a 1 year extension to the funding arrangement to 31 March 2019 and this should result in surplus income of around £20,000 for the year.

32. Additional income is also forecast in 2018/19 from hire charges for the Council's community centres. Budgeted income from the 6 community centres was £61,000 for the current year, based on actual income for 2017/18 plus an inflationary increase in charges. Block booking invoices for hire of the centres are issued 6 months in advance and charges for October to March have recently been issued so the current income levels should be in line with the final outturn figures for 2018/19. Current income is around £76k giving a surplus of around £15k for the year. The majority of this has come from Lancaster Way Community Centre in Buckshaw Village which is now becoming more established as a local community venue.

#### *Requests from Underspends*

33. The current contract with Active Nation UK Ltd for managing the Council's leisure centres ends in 2020. Work was commissioned and undertaken around 12 months ago to broadly review the options available to the council in the future management of the council's leisure centres. Additional support is now required for the technical aspects of creating a procurement approach and specification, including undertaking a basic options appraisal and shadow bid and analysis and estimate of likely contract costs. It is proposed therefore that a sum of £50k is set aside from this year's revenue underspends to provide this external support.

**MARKET WALK**

34. The budgeted net rental income from Market Walk after taking account of financing costs in 2018/19 is £1.005m.

**Table 2: Market Walk Expenditure/(Income) 2018/19**

|   | <b>2018/19<br/>Budget<br/>£</b> | <b>2018/19<br/>Outturn<br/>£</b> | <b>2018/19<br/>Variance<br/>£</b> |
|---|---------------------------------|----------------------------------|-----------------------------------|
| Rental & Insurance Income                         | (1,774,100)                     | (1,743,853)                      | (30,247)                          |
| Operational Costs (excluding financing)           | 148,550                         | 118,303                          | 30,247                            |
| <b>Net Income (excluding financing)</b>           | <b>(1,625,550)</b>              | <b>(1,625,550)</b>               | <b>0</b>                          |
| Financing Costs                                   | 619,730                         | 619,730                          | 0                                 |
| <b>Net Income (including financing)</b>           | <b>(1,005,820)</b>              | <b>(1,005,820)</b>               | <b>0</b>                          |
| Income Equalisation Reserve (Annual Contribution) | 50,000                          | 50,000                           | 0                                 |
| Asset Management Reserve (Market Walk)            | 50,000                          | 50,000                           | 0                                 |
| <b>Net Income</b>                                 | <b>(905,820)</b>                | <b>(905,820)</b>                 | <b>0</b>                          |

*Income*

35. Income is expected to be £30k short of the budget in 2018/19 due to two units becoming vacant during the year and no assumed replacement tenants in 2018/19.

*Expenditure*

36. The shortfall in income can be offset by expected underspends in the expenditure budgets, these include underutilised maintenance and professional fees budgets. The expenditure forecasts include the council's liabilities for NNDR and service charges on the vacant units.

*Reserves*

37. The table below summarises that the expected balances at year end in the MW income equalisation and MW asset maintenance reserves are £350k and £49k respectively. There is no assumed use of the income equalisation reserve however the £24k committed in 2017/18 for the upgrading of the covered market lighting will be committed in 2018/19.
38. In order to meet demand for car parks whilst works are being carried out to create additional Town Centre parking approval was given to develop additional temporary parking provision on the Flat Iron car park in support of delivering the Market Walk Extension scheme. The additional temporary spaces will be split between short stay public spaces and long stay staff parking spaces for Market Walk tenants and will be funded through the Market Walk maintenance reserve at a cost of approximately £124k.

*Summary of Market Walk Reserves*

|  | <b>Income<br/>Equalisation<br/>£</b> | <b>Asset<br/>Maintenance<br/>Market Walk<br/>£</b> |
|--|--------------------------------------|--|
| <b>Opening Balance 2018/19</b>                     | <b>300,366</b>                       | <b>146,970</b>                                     |
| 2018/19 contribution to reserves                   | 50,000                               | 50,000   |
| Upgrading of covered market lighting               |                                      | (24,000)   |
| Use of reserve to fund works to Flat Iron Car Park |                                      | (124,000)  |
| <b>Forecast Closing Balance 2018/19</b>            | <b>350,366</b>                       | <b>48,970</b>                                      |

**GENERAL FUND RESOURCES AND BALANCES**

39. With regard to working balances, and as per Appendix 1, the Council started the year with a balance of £4.000m. The approved MTFS proposes that working balances are to reach £4.0m over the 3 year lifespan of the MTFS to 2018/19 given the budgetary challenges facing the Council. The current forecast to the end of September shows that the General Fund closing balance could be around £4.118m.
40. Should the recommendations in this report be accepted, the forecast level of balances at 31 March 2019 will be around £4.068m as detailed in table 3 below. It should be noted however that there may be further call for the use of general balances throughout 2018/19.

**Table 3 – Movement in General Fund Balance**

| <b>General Balances</b>                              | <b>£m</b>    |
|--|--------------|
| Opening Balance 2018/19                              | 4.000        |
| Forecast revenue budget underspend                   | 0.118        |
| <b>Initial General Fund Closing Balance 2018/19</b>  | <b>4.118</b> |
| Procurement of leisure contract review               | (0.050)      |
| <b>Forecast General Fund Closing Balance 2018/19</b> | <b>4.068</b> |

41. Appendix 3 provides further information about the specific earmarked reserves and provisions available for use throughout 2018/19.

**SECTION B: CURRENT FORECAST POSITION – CAPITAL**

42. The approved capital budget as per the revenue and capital outturn report approved on 21 June 2018 is as follows:

|                       | <b>2018/19<br/>£m</b> | <b>2019/20<br/>£m</b> | <b>2020/21<br/>£m</b> | <b>Total<br/>£m</b> |
|-----------------------|-----------------------|-----------------------|-----------------------|---------------------|
| Approved Budget       | 34.020                | 4.441                 | 1.096                 | <b>39.557</b>       |
| Q1 Adjustment         | 0.101                 | (0.101)               | 0.000                 | <b>0.000</b>        |
| Q2 Adjustment         | 0.087                 | 0.983                 | 2.606                 | <b>3.676</b>        |
| <b>Revised Budget</b> | <b>34.209</b>         | <b>5.323</b>          | <b>3.702</b>          | <b>43.233</b>       |

43. The quarter 2 budgets adjustments consist of removing the budgets for the purchase of refuse bins – as the council charges for bins these budgets are moved to a revenue cost centre. £72k is now included for the works to the Muslim Burial Shelter and is funded £20k from Chorley Council and £52k from the Chorley Muslim Trust. This was approved by a delegated Executive Member decision on 17<sup>th</sup> August 2018 as per the report to Executive Cabinet on 15<sup>th</sup> February 2018. It also includes the budget and borrowing requirements of the housing company model approved by Full Council on 18<sup>th</sup> September 2018.
44. The specification of the **Digital Office Park** have been amended to provide enhanced fire protection to improve the safety of the site as well as ensuring the safety of any developments on the neighbouring site. The increase in the cost to the project is £60k. This will be funded through an unused revenue reserve identified in 2017/18 for any revenue implications of bringing forward the Digital Office Park.
45. The funding for the **Digital Office Park** has also changed. Funding from ERDF was reduced by £300k and this has been replaced by prudential borrowing. There were delays to the start on site while issues encountered with developers on the neighbouring site were resolved. To keep the project within the agreed timescales additional costs of redesigning the scheme and accelerating the current contract have been incurred, this has resulted in an additional £300k to the project. Although this could be absorbed within the project budget, this additional cost was not deemed eligible for ERDF funding. As such the ERDF funding towards the total project budget has reduced with prudential borrowing being used to replace the funding. There is however no impact on the revenue model from this change as the MTFS had included borrowing costs for £400k of furniture fit out that was not part of the original ERDF bid. Through negotiations with ERDF this is now included in the model and is now eligible for ERDF funding.
46. The distribution of the **Market Walk Extension** budget has been amended with £200k from the original Brunswick Street improvements budget being transferred to Market Walk Extension development budget. The specification for the Brunswick has changed resulting in a lower forecast cost for these works.
47. The distribution of the **Steeley Lane** capital budget has been amended.
- An EMD on 5<sup>th</sup> October 2018 approved a £50k virement from the Steeley Lane capital project to fund the Brunswick Street Highway Scheme. The scheme will

improve the pedestrian linkages between Clifford Street and Friday Street as well as Chorley station and its south bound platform.

- An EMD on 29<sup>th</sup> September 2018 approved a £50k virement from the Steely Lane capital project to fund Park Road Parking Scheme.

#### *Customer & Digital - £746k*

48. The **Bank Hall** restoration project has committed £1.174m, including £508k in 17/18, of HLF funding towards the project. The works are making good progress with grant claim 12 of 15 having been received. Specifications and materials have been agreed for all key areas and the target for completion of the structural repairs remains at December 2018 with the fit out works (which are non-grant eligible) to commence thereafter. There may be some slight slippage in the programme but this will still be within the HLF imposed target end date for the completion of 28 February 2019.

#### *Policy & Governance - £140k*

49. The 2018/19 project budget for **Astley 2020** is £547k. This budget includes £200k match funding toward a bid to the HLF for a total allocation of £2.1m. As per the advice of the HLF, the bid has been re-written and submitted in August 2018 with a likely response in December 2018. The budget also includes £82k for the improvements to Hallgate car park that have now been completed and £100k for the Garden of Reflection that is also complete and was funded through a grant from the Armed Forces Covenant. There remains a budget of £140k in the programme for footpath lighting.

#### *Early Intervention - £374k*

50. The total allocation for Chorley Council's **DFG** in 2018/19 is £717k, spend to date is £371k.

#### *Business, Development and Growth - £9.682m*

51. Total expenditure on the **Market Walk Extension** project in 2018/19 is £1.830m, this predominantly relates to the demolition of Oak House site and the works regarding the decked parking on Friday Street car park.
52. All works at **Harpers Lane Recreation Ground** are complete including upgraded path network, refurbished railings and gates, new railings to the bowling green, improved community building and toilets, the construction of a pump track and artificial grass multi use games area and £70k playground.
53. Phase 1 works to **Coronation Recreation Ground** are also complete; these include refurbished railings, gates, footpaths, walls and tennis court. Phase 2 works are well underway with the £150K toddler play almost complete and works have started on the construction of the £170K MUGA, fitness zone and play equipment for 8+ which is expected to be complete for Christmas.
54. The construction of **Primrose Gardens** continues to progress well with £3.847m spent in 2018/19. All ground floor apartments are plastered and roof works completed, ground and first floor windows are fitted and the first show room is now available for viewings. Works are on schedule to be completed by the 15<sup>th</sup> March 2019.

- 55. Enabling works at the **Digital Office Park** site are now complete and the main build has begun with spend in 2018/19 of £3.848m. Internal works have commenced including M&E and works to raised access flooring. There remains a budget of £900k in the capital programme for the enabling works relating to the larger site.
- 56. The **Asset Improvement Budget** for 2018/19 is £554k with commitments totalling £502k including works to PALS Memorial, Astley cottage roof, town centre CCTV and the covered markets.

**CAPITAL PROGRAMME FINANCING 2018/19**

| Fund                             | Original Budget 2018/19 £m | Quarter 1 2018/19 £m | Quarter 2 2018/19 £m | Change £m    |
|----------------------------------|----------------------------|----------------------|----------------------|--------------|
| External Contributions           | 10.107                     | 10.107               | 10.195               | 0.088        |
| Grants                           | 8.685                      | 8.685                | 8.319                | (0.366)      |
| New Homes Bonus                  | 0.400                      | 0.400                | 0.355                | (0.045)      |
| Earmarked Reserves               | 2.314                      | 2.314                | 2.374                | 0.060        |
| Revenue                          | 0.023                      | 0.023                | 0.023                | 0.000        |
| Capital Receipts                 | 0.981                      | 0.981                | 1.036                | 0.055        |
| Borrowing                        | 11.511                     | 11.612               | 11.907               | 0.295        |
| <b>Capital Financing 2018/19</b> | <b>34.020</b>              | <b>34.122</b>        | <b>34.209</b>        | <b>0.087</b> |

- 57. The changed from quarter 1 are the result of the changes outlined in paragraphs 43 to 45. In addition, contributions from RSLs have been received towards home adaptations, these contributions have replaced previously forecast use of DFG.

**IMPLICATIONS OF REPORT**

- 58. 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**

- 59. The financial implications are contained within this report

**COMMENTS OF THE MONITORING OFFICER**

- 60. No Comment

GARY HALL  
CHIEF EXECUTIVE



There are no background papers to this report.

| <b>Report Author</b>     | <b>Ext</b> | <b>Date</b> | <b>Doc ID</b> |
|--------------------------|------------|-------------|---------------|
| David Bond/James Thomson | 5488/5025  | 17/07/18    | ***           |

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|   | (1)                             | (2)  | (3)  | (4)                                   | (5)                            | (6)   | (7)  | (8)                            | (9)                     | (10)            | (11)            |
|---|---------------------------------|--|--|---------------------------------------|--------------------------------|---|--|--------------------------------|-------------------------|-----------------|-----------------|
| <b>General Fund Revenue Budget Monitoring 2018/19<br/>Forecast to end of September 2018</b> | <b>Original Cash<br/>Budget</b> | <b>Impact of<br/>Council<br/>Restructure</b> | <b>Agreed<br/>Changes<br/>(Directorates)</b> | <b>Agreed<br/>Changes<br/>(Other)</b> | <b>Amended<br/>Cash Budget</b> | <b>Contribution to<br/>Corp. Savings<br/>(Staffing)</b> | <b>Contribution to<br/>Corp. Savings<br/>(Other)</b> | <b>Current Cash<br/>Budget</b> | <b>Forecast Outturn</b> | <b>Variance</b> | <b>Variance</b> |
|   | £                               | £  | £  | £                                     | £                              | £   | £  | £                              | £                       | £               | %               |
| Customer & Digital  | 6,666,680                       | -  | (45,450)                                     | (58,060)                              | 6,563,170                      | (100,000)   | -  | 6,463,170                      | 6,423,210               | 39,960          | 0.6%            |
| Policy & Governance   | 4,421,030                       | -  | (800)  | 290,730                               | 4,710,960                      | -   | -  | 4,710,960                      | 4,700,730               | 10,230          | 0.2%            |
| Early Intervention  | 2,443,870                       | -  | 55,710                                       | 227,240                               | 2,726,820                      | (100,000)   | -  | 2,626,820                      | 2,582,810               | 44,010          | 1.7%            |
| Business Development & Growth   | 739,610                         | -  | (9,460)                                      | 663,680                               | 1,393,830                      | -   | -  | 1,393,830                      | 1,398,520               | (4,690)         | -0.3%           |
| <b>Directorate Total</b>  | <b>14,271,190</b>               | <b>-</b>                                     | <b>-</b>                                     | <b>1,123,590</b>                      | <b>15,394,780</b>              | <b>(200,000)</b>  | <b>-</b>   | <b>15,194,780</b>              | <b>15,105,270</b>       | <b>89,510</b>   | <b>0.6%</b>     |
| <b>Budgets Excluded from Directorate Monitoring:</b>  |                                 |  |  |                                       |                                |   |  |                                |                         |                 |                 |
| Pensions Account  | 220,000                         | -  | -  | -                                     | 220,000                        | -   | -  | 220,000                        | 220,000                 | -               | -               |
| Pensions Deficit Recovery (Fixed Rate)  | 840,500                         | -  | -  | -                                     | 840,500                        | -   | -  | 840,500                        | 840,500                 | -               | -               |
| Benefit Payments  | (59,350)                        | -  | -  | (75,000)                              | (134,350)                      | -   | -  | (134,350)                      | (137,000)               | 2,650           | -2.0%           |
| Market Walk   | (1,750,850)                     | -  | -  | -                                     | (1,750,850)                    | -   | -  | (1,750,850)                    | (1,750,850)             | -               | -               |
| Transition Fund   | 115,000                         | -  | -  | 72,470                                | 187,470                        | -   | -  | 187,470                        | 171,470                 | 16,000          | 8.5%            |
| Primrose Gardens Retirement Living  | 92,950                          | -  | -  | (920)                                 | 92,030                         | -   | -  | 92,030                         | 92,030                  | -               | -               |
| <b>Corporate Savings Targets</b>  |                                 |  |  |                                       |                                |   |  |                                |                         |                 |                 |
| Management of Establishment   | -                               | -  | -  | (200,000)                             | (200,000)                      | 200,000   | -  | -                              | -                       | -               | -               |
| <b>Total Service Expenditure</b>  | <b>13,729,440</b>               | <b>-</b>                                     | <b>-</b>                                     | <b>920,140</b>                        | <b>14,649,580</b>              | <b>-</b>  | <b>-</b>   | <b>14,649,580</b>              | <b>14,541,420</b>       | <b>108,160</b>  | <b>0.7%</b>     |
| <b>Non Service Expenditure</b>  |                                 |  |  |                                       |                                |   |  |                                |                         |                 |                 |
| Contingency - Management of Establishment   | (200,000)                       | -  | -  | 200,000                               | -                              | -   | -  | -                              | -                       | -               | -               |
| Investment Properties   | (67,490)                        | -  | -  | -                                     | (67,490)                       | -   | -  | (67,490)                       | (67,490)                | -               | -               |
| Revenue Contribution to Capital   | 450,000                         | -  | -  | -                                     | 450,000                        | -   | -  | 450,000                        | 450,000                 | -               | -               |
| Net Financing Transactions (general capital expenditure)                                    | 413,510                         | -  | -  | (75,000)                              | 338,370                        | -   | -  | 338,370                        | 337,980                 | 390             | -               |
| Net Financing Transactions (Market Walk)  | 822,060                         | -  | -  | -                                     | 822,060                        | -   | -  | 822,060                        | 822,060                 | -               | -               |
| Parish Precepts   | 671,460                         | -  | -  | -                                     | 671,460                        | -   | -  | 671,460                        | 671,460                 | -               | -               |
| <b>Total Non Service Expenditure/Income</b>   | <b>2,089,540</b>                | <b>-</b>                                     | <b>-</b>                                     | <b>125,000</b>                        | <b>2,214,400</b>               | <b>-</b>  | <b>-</b>   | <b>2,214,400</b>               | <b>2,214,010</b>        | <b>390</b>      |                 |
| <b>Total Expenditure</b>  | <b>15,818,980</b>               | <b>-</b>                                     | <b>-</b>                                     | <b>1,045,140</b>                      | <b>16,863,980</b>              | <b>-</b>  | <b>-</b>   | <b>16,863,980</b>              | <b>16,755,430</b>       | <b>108,550</b>  | <b>0.6%</b>     |
| <b>Financed By</b>  |                                 |  |  |                                       |                                |   |  |                                |                         |                 |                 |
| Council Tax   | (7,495,240)                     | -  | -  | -                                     | (7,495,240)                    | -   | -  | (7,495,240)                    | (7,495,240)             | -               | -               |
| Revenue Support Grant   | (299,430)                       | -  | -  | -                                     | (299,430)                      | -   | -  | (299,430)                      | (299,430)               | -               | -               |
| Retained Business Rates   | (2,819,440)                     | -  | -  | -                                     | (2,819,440)                    | -   | -  | (2,819,440)                    | (2,819,440)             | -               | -               |
| Business Rates Pooling  | (676,140)                       | -  | -  | -                                     | (676,140)                      | -   | -  | (676,140)                      | (676,140)               | -               | -               |
| Government S31 Grants (Small Business Rate Relief)  | (1,030,920)                     | -  | -  | -                                     | (1,030,920)                    | -   | -  | (1,030,920)                    | (1,040,309)             | 9,389           | -               |
| Government S31 Grants (Other Grants)  | (58,630)                        | -  | -  | -                                     | (58,630)                       | -   | -  | (58,630)                       | (58,690)                | 60              | -               |
| Business Rates Retention Reserve  | (370,580)                       | -  | -  | 200,000                               | (170,580)                      | -   | -  | (170,580)                      | (170,580)               | -               | -               |
| New Homes Bonus   | (2,989,380)                     | -  | -  | -                                     | (2,989,380)                    | -   | -  | (2,989,380)                    | (2,989,380)             | -               | -               |
| New Burdens Grant   | (40,000)                        | -  | -  | -                                     | (40,000)                       | -   | -  | (40,000)                       | (40,000)                | -               | -               |
| Collection Fund (Surplus)/Deficit   | (58,480)                        | -  | -  | -                                     | (58,480)                       | -   | -  | (58,480)                       | (58,480)                | -               | -               |
| Use of Earmarked Reserves - capital financing   | -                               | -  | -  | -                                     | -                              | -   | -  | -                              | -                       | -               | -               |
| Use of Earmarked Reserves - revenue expenditure   | (546,580)                       | -  | -  | (1,195,000)                           | (1,741,580)                    | -   | -  | (1,741,580)                    | (1,741,580)             | -               | -               |
| Conts in CGUA Reclassified as Revenue   | -                               | -  | -  | -                                     | -                              | -   | -  | -                              | -                       | -               | -               |
| Budgeted Contribution to General Balances   | -                               | -  | -  | -                                     | -                              | -   | -  | -                              | -                       | -               | -               |
| In-Year Contribution to General Balances  | -                               | -  | -  | -                                     | -                              | -   | -  | -                              | -                       | -               | -               |
| <b>Total Financing</b>  | <b>(15,818,980)</b>             | <b>-</b>                                     | <b>-</b>                                     | <b>(1,045,000)</b>                    | <b>(16,863,980)</b>            | <b>-</b>  | <b>-</b>   | <b>(16,863,980)</b>            | <b>(16,873,429)</b>     | <b>9,449</b>    | <b>-0.1%</b>    |
| <b>Net Expenditure</b>  |                                 |  |  |                                       |                                |   |  |                                |                         | <b>117,999</b>  |                 |
| <b>General Balances Summary Position</b>  |                                 |  |  | <b>Target</b>                         | <b>Forecast</b>                | <b>Less use of in-year underspend</b>                   |  |                                |                         |                 |                 |
|   |                                 |  |  | <b>£</b>                              | <b>£</b>                       | <b>Leisure Contract Review</b>                          |  |                                |                         |                 |                 |
| <b>General Fund Balance at 1 April 2018</b>   |                                 |  |  | 4,000,000                             | 4,000,000                      |   |  |                                |                         |                 |                 |
| Budgeted contribution to General Balances   |                                 |  |  |                                       | 0                              |   |  |                                |                         |                 |                 |
| In-year contribution to General Balances  |                                 |  |  |                                       | 0                              |   |  |                                |                         |                 |                 |
| <b>Provisional (Over)/Under Spend</b>   |                                 |  |  |                                       | <b>67,999</b>                  |   |  |                                |                         |                 |                 |
| <b>Forecast General Fund Balance at 31 March 2019</b>                                       |                                 |  |  | <b>4,000,000</b>                      | <b>4,067,999</b>               | <b>Forecast Underspend 2018/19</b>                      |  |                                |                         | <b>67,999</b>   |                 |

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**Investment Projects 2018/19**

| Investment Area (Revenue)                                 | Investment Budgets c/fwd to 2018/19 | Investment Agreed 2018/19 | Total Budget 2018/19 | Expenditure to Date | Committed to Date | 2018/19 Balance | Forecast Outturn 2018/19 | Forecast Balance Remaining |
|---|-------------------------------------|---------------------------|----------------------|---------------------|-------------------|-----------------|--------------------------|----------------------------|
| North West in Bloom                                       | -                                   | 20,000                    | 20,000               | 10,268              | 4,465             | 5,267           | 20,000                   | -                          |
| Support to the VCFS Network                               | -                                   | 15,000                    | 15,000               | -                   | -                 | 15,000          | 15,000                   | -                          |
| Support the food bank                                     | -                                   | 15,000                    | 15,000               | 7,500               | 7,500             | -               | 15,000                   | -                          |
| Supporting communities to access grant funding            | -                                   | 4,500                     | 4,500                | 4,500               | -                 | -               | 4,500                    | -                          |
| Chorley Public Service Reform Board work plan             | 24,500                              |                           | 24,500               | -                   | 16,000            | 8,500           | 24,500                   | -                          |
| Disabled and dementia online venue access guides          | 4,620                               | 5,000                     | 9,620                | -                   | -                 | 9,620           | 9,620                    | -                          |
| Develop Chorley's town and rural tourism economy          | 6,010                               |                           | 6,010                | 1,997               | 263               | 3,750           | 6,010                    | -                          |
| Connecting Communities through food                       | 5,690                               |                           | 5,690                | -                   | -                 | 5,690           | 5,690                    | -                          |
| Empty Homes Officer                                       | 6,540                               |                           | 6,540                | -                   | -                 | 6,540           | -                        | 6,540                      |
| Mediation service for Anti-Social Behaviour disputes      | 1,030                               | 14,000                    | 15,030               | 1,340               | -                 | 13,690          | 2,000                    | 13,030                     |
| Development and delivery of community action plans        | 174,250                             |                           | 174,250              | -                   | 26,974            | 147,276         | 174,250                  | -                          |
| Public Space Protection Orders                            | 9,130                               |                           | 9,130                | 899                 | -                 | 8,231           | 9,130                    | -                          |
| Community development and volunteering (Spice)            | -                                   | 40,000                    | 40,000               | 19,288              | 712               | 20,000          | 40,000                   | -                          |
| 16/17 year old drop in scheme                             | -                                   | 15,000                    | 15,000               | 7,500               | 7,500             | -               | 15,000                   | -                          |
| Accommodation Finding Service                             | -                                   | 30,000                    | 30,000               | 7,287               | -                 | 22,713          | 30,000                   | -                          |
| Employability Support Programme                           | -                                   | 65,000                    | 65,000               | 1,053               | 186               | 63,761          | 65,000                   | -                          |
| Investigate opportunities to expand Chorley Markets       | 3,620                               |                           | 3,620                | -                   | -                 | 3,620           | 3,620                    | -                          |
| Town Centre & Steeley Lane Pilot Action Plans             | 6,070                               |                           | 6,070                | -                   | -                 | 6,070           | 6,070                    | -                          |
| Support the expansion of local businesses (BIG grant)     | 102,380                             |                           | 102,380              | 9,169               | 49,149            | 44,062          | 102,380                  | -                          |
| Business Start-up (Grant and Loan)                        | 14,440                              |                           | 14,440               | 10,588              | 1,578             | 2,274           | 14,440                   | -                          |
| Choose Chorley Grants                                     | 182,150                             |                           | 182,150              | -                   | 52,645            | 129,505         | 182,150                  | -                          |
| Inward Investment delivery (Euxton Lane - Digital Health) | 24,160                              |                           | 24,160               | -                   | -                 | 24,160          | 24,160                   | -                          |
| Vulnerable families employment project                    | 3,250                               |                           | 3,250                | -                   | -                 | 3,250           | 3,250                    | -                          |
| Furthering Key Employment Sites                           | 42,850                              |                           | 42,850               | 16,250              | -                 | 26,600          | 42,850                   | -                          |
| Choose Chorley Campaign                                   | 32,480                              |                           | 32,480               | 5,981               | -                 | 26,499          | 32,480                   | -                          |
| <b>TOTALS</b>   | <b>643,170</b>                      | <b>223,500</b>            | <b>866,670</b>       | <b>103,620</b>      | <b>166,972</b>    | <b>596,079</b>  | <b>847,100</b>           | <b>19,570</b>              |

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

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**Analysis of Reserves and Provisions 2018/19**

| <b>Reserves</b>   | <b>Forecast Balance<br/>01/04/18<br/>£</b> | <b>Other Transfers<br/>2018/19<br/>£</b> | <b>Forecast Use in<br/>2018/19<br/>£</b> | <b>Forecast Balance<br/>31/03/19<br/>£</b> | <b>Notes</b> |
|---|--|--|--|--|--------------|
| <b>General Fund Balance</b>   | <b>4,000,000</b>                           | <b>6,809</b>                             | <b>0</b>                                 | <b>4,006,809</b>                           | (1)          |
| Change Management Reserve   | 412,132                                    |  | (412,132)                                | 0  |              |
| VAT Shelter Income - Capital/revenue financing                      | 9,281                                      |  |  | 9,281                                      |              |
| Non-Recurring Expenditure - Revenue resources for capital financing | 1,925,456                                  |  | (1,682,105)                              | 243,351                                    | (2)          |
| Market Walk - Income Equalisation Reserve                           | 300,366                                    | 50,000                                   |  | 350,366                                    |              |
| Market Walk - Asset Management                                      | 146,970                                    | 50,000                                   | (148,000)                                | 48,970                                     | (8)          |
| Market Walk - Project Work funded through Service Charge            | 119,046                                    | 38,600                                   |  | 157,646                                    | (8)          |
| Section 31 Grant - Empty property/small business rate relief        | 32,495                                     |  | (10,945)                                 | 21,549                                     |              |
| Business Rates Retention - Surplus on levy payment                  | 813,871                                    | 200,000                                  | (370,580)                                | 643,291                                    | (3)          |
| Investment Fund - Invest-to-earn Projects                           | 712,000                                    |  | (300,000)                                | 412,000                                    |              |
| LCC Transition Fund   | 14,470                                     |  | (14,470)                                 | 0  |              |
| Chorley Employment Inclusion Programme                              | 295,390                                    |  | (295,390)                                | 0  |              |
| <b>Non-Directorate Reserves</b>                                     | <b>4,781,477</b>                           | <b>338,600</b>                           | <b>(3,233,622)</b>                       | <b>1,886,455</b>                           |              |
| <b>Policy &amp; Governance</b>                                      |  |  |  |  |              |
| Investment Projects   | 10,630                                     |  | (10,630)                                 | 0  | (4)          |
| British Army Civil Engagement Grant                                 | 16,902                                     |  | (5,000)                                  | 11,902                                     |              |
| <b>Communications &amp; Events</b>                                  | <b>27,532</b>                              | <b>0</b>                                 | <b>(15,630)</b>                          | <b>11,902</b>                              |              |
| Slippage Items  | 5,950                                      |  | (5,950)                                  | 0  | (5)          |
| Transformation Challenge funding                                    | 46,620                                     |  | (46,620)                                 | 0  |              |
| Public Service Reform funding                                       | 24,500                                     |  | (24,500)                                 | 0  | (4)          |
| Transformation Co-ordinator   | 32,300                                     |  | (20,430)                                 | 11,870                                     |              |
| Digital Access & Inclusion  | 25,960                                     |  | (25,960)                                 | 0  |              |
| <b>Performance &amp; Partnerships</b>                               | <b>135,330</b>                             | <b>0</b>                                 | <b>(123,460)</b>                         | <b>11,870</b>                              |              |
| Slippage Items  | 43,230                                     |  | (43,230)                                 | 0  | (5)          |
| Elections   | 90,000                                     |  | (29,000)                                 | 61,000                                     |              |
| GDPR Staffing Reserve   | 16,140                                     |  | (16,140)                                 | 0  |              |
| Boundary Commission Electoral Review                                | 50,000                                     |  | (19,160)                                 | 30,840                                     |              |
| <b>Legal, Democratic &amp; H.R.</b>                                 | <b>199,370</b>                             | <b>0</b>                                 | <b>(107,530)</b>                         | <b>91,840</b>                              |              |
| Slippage Items  | 50,260                                     |  | (50,260)                                 | 0  | (5)          |
| SFS Apprentice Reserve  | 0  | 10,000                                   |  | 10,000                                     |              |
| <b>Shared Financial Services</b>                                    | <b>50,260</b>                              | <b>10,000</b>                            | <b>(50,260)</b>                          | <b>10,000</b>                              |              |
| <b>Policy &amp; Governance</b>                                      | <b>412,492</b>                             | <b>10,000</b>                            | <b>(296,880)</b>                         | <b>125,612</b>                             |              |
| <b>Business Development &amp; Growth</b>                            |  |  |  |  |              |
| Community Infrastructure Levy (CIL Admin)                           | 134,511                                    |  | (90,000)                                 | 44,511                                     | (6)          |
| Local Development Framework   | 50,000                                     |  | (50,000)                                 | 0  |              |
| Slippage Items  | 6,510                                      |  | (6,510)                                  | 0  | (5)          |
| Primrose Gardens Retirement Living                                  | 13,810                                     |  | (13,810)                                 | 0  |              |
| Funding for new Project Director post                               | 60,000                                     |  | (60,000)                                 | 0  |              |
| <b>Development &amp; Regeneration</b>                               | <b>264,831</b>                             | <b>0</b>                                 | <b>(220,320)</b>                         | <b>44,511</b>                              |              |
| Retail Grants Programme   | 114,420                                    |  | (60,000)                                 | 54,420                                     | (4)          |
| Investment Projects   | 466,290                                    |  | (466,290)                                | 0  | (4)          |
| Digital Office Park   | 51,080                                     |  | (51,080)                                 | 0  |              |
| <b>Employment Skills &amp; Business Support</b>                     | <b>631,790</b>                             | <b>0</b>                                 | <b>(577,370)</b>                         | <b>54,420</b>                              |              |
| Investment Projects   | 9,690                                      |  | (9,690)                                  | 0  | (4)          |
| Slippage Items  | 11,560                                     |  | (11,560)                                 | 0  | (5)          |
| <b>Markets &amp; Town Centre</b>                                    | <b>21,250</b>                              | <b>0</b>                                 | <b>(21,250)</b>                          | <b>0</b>                                   |              |
| Asset Maintenance Fund  | 347,452                                    |  | (347,452)                                | 0  |              |
| Redevelopment Fund - Oak House Site                                 | 615,850                                    |  | (585,850)                                | 30,000                                     | (7)          |
| <b>Property Services</b>  | <b>963,302</b>                             | <b>0</b>                                 | <b>(933,302)</b>                         | <b>30,000</b>                              |              |
| <b>Business Development &amp; Growth</b>                            | <b>1,881,173</b>                           | <b>0</b>                                 | <b>(1,752,242)</b>                       | <b>128,931</b>                             |              |
| <b>Customer &amp; Digital Services</b>                              |  |  |  |  |              |
| Single Front Office Apprentices 2016/17 to 2017/18                  | 52,400                                     |  | 0  | 52,400                                     |              |
| Council Tax Summons/Liability Order Bad Debts                       | 89,020                                     |  | (89,020)                                 | 0  |              |
| Land Charges litigation - legal costs                               | 15,820                                     |  | (15,820)                                 | 0  |              |
| Slippage Items  | 24,000                                     |  | (24,000)                                 | 0  | (5)          |

**Analysis of Reserves and Provisions 2018/19**

| <b>Reserves</b>                                     | <b>Forecast Balance<br/>01/04/18<br/>£</b> | <b>Other Transfers<br/>2018/19<br/>£</b> | <b>Forecast Use in<br/>2018/19<br/>£</b> | <b>Forecast Balance<br/>31/03/19<br/>£</b> | <b>Notes</b> |
|---|--|--|--|--|--------------|
| <b>Customer Transformation</b>                      | <b>181,240</b>                             | <b>0</b>                                 | <b>(128,840)</b>                         | <b>52,400</b>                              |              |
| Slippage from earlier years                         | 46,860                                     |  |  | 46,860                                     | (5)          |
| Slippage from 2016/17                               | 30,000                                     |  |  | 30,000                                     |              |
| ICT Projects  | 108,190                                    |  |  | 108,190                                    |              |
| ICT Infrastructure Reserve                          | 155,170                                    |  | (155,170)                                | 0  |              |
| ICT Infrastructure Reserve (Capital)                | 0  |  |  | 0  |              |
| <b>ICT Services</b>                                 | <b>340,220</b>                             | <b>0</b>                                 | <b>(155,170)</b>                         | <b>185,050</b>                             |              |
| Maintenance of Grounds                              | 14,367                                     | 10,000                                   | (20,000)                                 | 4,367                                      |              |
| Yarrow Meadows Project, Environment Agency grant    | 10,000                                     |  | (10,000)                                 | 0  |              |
| Garden Waste Subscription Service                   | 57,130                                     |  | (57,130)                                 | 0  |              |
| Streetscene Training                                | 43,100                                     |  | (43,100)                                 | 0  |              |
| <b>Waste &amp; Streetscene Services</b>             | <b>124,597</b>                             | <b>10,000</b>                            | <b>(130,230)</b>                         | <b>4,367</b>                               |              |
| Planning Appeal Costs                               | 35,733                                     |  | (30,000)                                 | 5,733                                      |              |
| New Burdens Grants - S31 Government Grants          | 35,485                                     |  | (35,485)                                 | 0  |              |
| <b>Planning Services</b>                            | <b>71,218</b>                              | <b>0</b>                                 | <b>(65,485)</b>                          | <b>5,733</b>                               |              |
| <b>Customer &amp; Digital Services</b>              | <b>717,275</b>                             | <b>10,000</b>                            | <b>(479,725)</b>                         | <b>247,550</b>                             |              |
| <b>Early Intervention</b>                           |  |  |  |  |              |
| Investment Budgets                                  | 45,690                                     |  | (45,690)                                 | 0  | (4)          |
| External Funding                                    | 23,390                                     |  |  | 23,390                                     |              |
| Home Improvements - Housing Affordable Warmth Grant | 45,926                                     |  |  | 45,926                                     |              |
| Home Improvements - Handyperson Scheme              | 41,390                                     |  | (41,390)                                 | 0  |              |
| Home Improvements - Disabled Facility Contribution  | 33,990                                     |  | (24,660)                                 | 9,330                                      |              |
| Buckshaw Youth Development Grants                   | 1,367                                      |  |  | 1,367                                      |              |
| <b>Health and Wellbeing</b>                         | <b>191,753</b>                             | <b>0</b>                                 | <b>(111,740)</b>                         | <b>80,013</b>                              |              |
| Investment Budgets                                  | 45,540                                     |  | (45,540)                                 | 0  | (4)          |
| <b>Regulatory Services</b>                          | <b>45,540</b>                              | <b>0</b>                                 | <b>(45,540)</b>                          | <b>0</b>                                   |              |
| Neighbourhood Working (pump priming)                | 63,090                                     |  |  | 63,090                                     |              |
| Investment Budgets                                  | 198,410                                    |  | (198,410)                                | 0  | (4)          |
| Dog Fouling Campaign                                | 5,300                                      |  |  | 5,300                                      |              |
| <b>Neighbourhoods</b>                               | <b>266,800</b>                             | <b>0</b>                                 | <b>(198,410)</b>                         | <b>68,390</b>                              |              |
| New Burdens Grant - Homelessness Reduction          | 19,940                                     |  | (19,940)                                 | 0  |              |
| Slippage Items                                      | 5,600                                      |  | (5,600)                                  | 0  | (5)          |
| <b>Housing Options and Support</b>                  | <b>25,540</b>                              | <b>0</b>                                 | <b>(25,540)</b>                          | <b>0</b>                                   |              |
| <b>Early Intervention</b>                           | <b>529,633</b>                             | <b>0</b>                                 | <b>(381,230)</b>                         | <b>148,403</b>                             |              |
| <b>Directorate Reserves</b>                         | <b>3,540,572</b>                           | <b>20,000</b>                            | <b>(2,910,077)</b>                       | <b>650,495</b>                             |              |
| <b>Earmarked Reserves</b>                           | <b>8,322,049</b>                           | <b>358,600</b>                           | <b>(6,143,699)</b>                       | <b>2,536,950</b>                           |              |
| <b>Total Reserves - General and Earmarked</b>       | <b>12,322,049</b>                          | <b>365,409</b>                           | <b>(6,143,699)</b>                       | <b>6,543,759</b>                           |              |
| <b>Provisions</b>                                   |  |  |  |  |              |
| Insurance Provision - Potential MMI clawback        | 14,333                                     |  | (14,333)                                 | 0  |              |
| <b>Total Provisions</b>                             | <b>14,333</b>                              | <b>0</b>                                 | <b>(14,333)</b>                          | <b>0</b>                                   |              |

**Notes**

- (1) Forecast Outturn as at 31 March 2019.
- (2) Capital Financing - Forecast includes £956k for Market Walk Extension, £105k Recreation Strategy, £140k Astley and £128k Asset Improvements
- (3) Equalisation reserve is used to smooth the impact of fluctuations in the level of business rates retained year-on-year
- (4) Investment projects are often budgeted over a number of years and therefore carried forward in reserves. Full details are given in Appendix 2
- (5) Slippage of £177,110 (£72,320 from 2016/17 plus £104,790 from 2017/18)
- (6) The Council is permitted to set aside 5% of the CIL income charged to developers. This income covers expenditure the Council incurs in administering the CIL charges.
- (7) Premium received relating to Royal Oak Public House from the former tenant, reserve to be utilised to fund Market Walk Extension Public Realm
- (8) £24k upgrading of covered market lighting & £124k works to Flat Iron car park.



**Appendix 4 - Capital Monitoring 2018/19**

|   | Actual 2018/19    | 18/19 Budget      | Qtr. 1 Approved Adjustments | Qtr. 2 Approved Adjustments | 18/19 Budget      | 19/20 Budget     | Qtr. 1 Adjustments | Qtr. 2 Adjustments | 19/20 Budget     | 20/21 Budget     | PRIOR YEARS SPEND | TOTAL BUDGET      |
|---|-------------------|-------------------|-----------------------------|-----------------------------|-------------------|------------------|--------------------|--------------------|------------------|------------------|-------------------|-------------------|
| <b>Customer &amp; Digital</b>               |                   |                   |                             |                             |                   |                  |                    |                    |                  |                  |                   |                   |
| Recycling receptacles                       | 0                 | 45,000            | 0                           | (45,000)                    | 0                 | 30,000           | 0                  | (30,000)           | 0                | 0                | 0                 | 0                 |
| Recycling receptacles - Garden Waste        | 0                 | 69,190            | 0                           | 0                           | 69,190            |                  | 0                  |                    | 0                | 0                | 0                 | 69,190            |
| Puffin Crossing Collingwood Rd              | 0                 | 47,820            | 0                           | 0                           | 47,820            |                  | 0                  |                    | 0                | 0                | 0                 | 47,820            |
| ICT Modernisation                           | 78,565            | 358,336           | 0                           | 0                           | 358,336           |                  | 0                  |                    | 0                | 0                | 391,664           | 750,000           |
| Bank Hall Restoration                       | 666,358           | 1,693,798         | 0                           | 0                           | 1,693,798         |                  | 0                  |                    | 0                | 0                | 506,202           | 2,200,000         |
| Reservoir Improvement Works                 | 0                 | 0                 | 0                           | 0                           | 0                 |                  | 0                  |                    | 0                | 0                | 0                 | 0                 |
| Path Works to Cemeteries                    | 1,930             | 167,534           | 0                           | 0                           | 167,534           |                  | 0                  |                    | 0                | 0                | 50,043            | 217,576           |
| Muslim Burial Shelter                       | 0                 | 0                 | 0                           | 72,000                      | 72,000            |                  | 0                  |                    | 0                | 0                | 0                 | 72,000            |
|   | <b>746,853</b>    | <b>2,381,678</b>  | <b>0</b>                    | <b>27,000</b>               | <b>2,408,678</b>  | <b>30,000</b>    | <b>0</b>           | <b>(30,000)</b>    | <b>0</b>         | <b>0</b>         | <b>947,909</b>    | <b>3,356,587</b>  |
| <b>Policy &amp; Governance</b>              |                   |                   |                             |                             |                   |                  |                    |                    |                  |                  |                   |                   |
| Astley 2020                                 | 140,591           | 547,390           | 0                           | 0                           | 547,390           |                  | 0                  |                    | 0                | 0                | 49,609            | 596,999           |
|   | <b>140,591</b>    | <b>547,390</b>    | <b>0</b>                    | <b>0</b>                    | <b>547,390</b>    | <b>0</b>         | <b>0</b>           | <b>0</b>           | <b>0</b>         | <b>0</b>         | <b>49,609</b>     | <b>596,999</b>    |
| <b>Early Intervention</b>                   |                   |                   |                             |                             |                   |                  |                    |                    |                  |                  |                   |                   |
| Chorley Adaptation Grant (Formerly DFG)     | 371,268           | 933,902           | 0                           | 0                           | 933,902           | 665,945          | 0                  |                    | 665,945          | 665,945          | 0                 | 2,265,792         |
| Leisure Centres Improvements                | 3,295             | 70,028            | 0                           | 0                           | 70,028            | 100,000          | 0                  |                    | 100,000          | 100,000          | 0                 | 270,028           |
| Delivery of CCTV 15/16 - 17/18              | 0                 | 26,768            | (26,768)                    | 0                           | 0                 |                  | 0                  |                    | 0                | 0                | 0                 | 0                 |
| Housing Company                             | 0                 | 0                 | 0                           | 0                           | 0                 |                  | 0                  | 1,013,200          | 1,013,200        | 2,635,600        | 0                 | 3,648,800         |
|   | <b>374,563</b>    | <b>1,030,698</b>  | <b>(26,768)</b>             | <b>0</b>                    | <b>1,003,930</b>  | <b>765,945</b>   | <b>0</b>           | <b>1,013,200</b>   | <b>1,779,145</b> | <b>3,401,545</b> | <b>0</b>          | <b>6,184,620</b>  |
| <b>Regeneration &amp; Inward Investment</b> |                   |                   |                             |                             |                   |                  |                    |                    |                  |                  |                   |                   |
| Asset Improvements                          | 37,593            | 527,597           | 26,768                      | 0                           | 554,365           | 300,000          | 0                  |                    | 300,000          | 300,000          | 0                 | 1,154,365         |
| Market Walk Extension & Public Realm Works  | 335,800           | 9,107,312         | (2,365,074)                 | 200,000                     | 6,942,238         | 3,345,000        | (101,021)          |                    | 3,243,979        | 0                | 3,912,686         | 14,098,904        |
| Oak House Car Park                          | 395,928           | (163,204)         | 535,270                     | 0                           | 372,065           |                  | 0                  |                    | 0                | 0                | 163,204           | 535,270           |
| Decked Parking                              | 1,040,134         | (55,889)          | 1,660,470                   | 0                           | 1,604,581         |                  | 0                  |                    | 0                | 0                | 55,889            | 1,660,470         |
| Arley Street Car Park                       | 59,086            | (680)             | 70,680                      | 0                           | 70,000            |                  | 0                  |                    | 0                | 0                | 0                 | 70,000            |
| Brunswick Street Improvements               | 0                 | 0                 | 200,000                     | (150,000)                   | 50,000            |                  | 0                  |                    | 0                | 0                | 0                 | 50,000            |
| Steeley Lane Gateway                        | 0                 | 160,000           | 0                           | (100,000)                   | 60,000            |                  | 0                  |                    | 0                | 0                | 120,136           | 180,136           |
| Yarrow Meadows                              | 525               | 107,704           | 0                           | 0                           | 107,704           |                  | 0                  |                    | 0                | 0                | 63,397            | 171,102           |
| Buckshaw Village Rail Station               | 0                 | 695,907           | 0                           | 0                           | 695,907           |                  | 0                  |                    | 0                | 0                | 0                 | 695,907           |
| Eaves Green Play Development                | 0                 | 53,195            | 0                           | 0                           | 53,195            |                  | 0                  |                    | 0                | 0                | 0                 | 53,195            |
| Play, Recreation and Open Space Projects    | 302,253           | 2,053,794         | 0                           | 0                           | 2,053,794         |                  | 0                  |                    | 0                | 0                | 0                 | 2,053,794         |
| Rangletts Recreation Ground                 | 0                 | 10,945            | 0                           | 0                           | 10,945            |                  | 0                  |                    | 0                | 0                | 0                 | 10,945            |
| Recreation Strategy                         | 0                 | 105,000           | 0                           | 0                           | 105,000           |                  | 0                  |                    | 0                | 0                | 0                 | 105,000           |
| Primrose Retirement Village                 | 2,949,608         | 6,648,976         | 0                           | 0                           | 6,648,976         |                  | 0                  |                    | 0                | 0                | 3,942,555         | 10,591,531        |
| Westway Playing Fields Sports Campus        | 31,955            | 948,540           | 0                           | 0                           | 948,540           |                  | 0                  |                    | 0                | 0                | 11,460            | 960,000           |
| Digital Office Park                         | 3,847,954         | 7,249,204         | 0                           | 60,000                      | 7,309,204         |                  | 0                  |                    | 0                | 0                | 871,046           | 8,180,250         |
| Digital Office Park Enabling                | 0                 | 900,000           | 0                           | 0                           | 900,000           |                  | 0                  |                    | 0                | 0                | 0                 | 900,000           |
| Buckshaw Bus Stops                          | 0                 | 40,000            | 0                           | 0                           | 40,000            |                  | 0                  |                    | 0                | 0                | 0                 | 40,000            |
| Properties for Refugees                     | 686,834           | 1,672,000         | 0                           | 0                           | 1,672,000         |                  | 0                  |                    | 0                | 0                | 0                 | 1,672,000         |
| Park Rd Car Parking                         | 0                 | 0                 | 0                           | 50,000                      | 50,000            |                  | 0                  |                    | 0                | 0                | 0                 | 50,000            |
|   | <b>9,687,668</b>  | <b>30,060,401</b> | <b>128,114</b>              | <b>60,000</b>               | <b>30,248,515</b> | <b>3,645,000</b> | <b>(101,021)</b>   | <b>0</b>           | <b>3,543,979</b> | <b>300,000</b>   | <b>9,140,374</b>  | <b>43,232,869</b> |
| <b>TOTAL</b>                                | <b>10,949,675</b> | <b>34,020,167</b> | <b>101,346</b>              | <b>87,000</b>               | <b>34,208,513</b> | <b>4,440,945</b> | <b>(101,021)</b>   | <b>983,200</b>     | <b>5,323,124</b> | <b>3,701,545</b> | <b>10,137,892</b> | <b>53,371,075</b> |

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| Report of   | Meeting           | Date                |
|---|-------------------|---------------------|
| Director (Policy and Governance)<br>(Introduced by the Executive<br>Member (Resources)) | Executive Cabinet | 15 November<br>2018 |

## DEACCESSION OF STONE CLOCK FACE

### PURPOSE OF REPORT

- To make a decision in relation to the deaccession of a museum artefact from Astley Hall Museum and Art Gallery's permanent collection.

### RECOMMENDATION(S)

- To deaccession a stone clock face (accession number 1983:4 – see appendix 1 for image) in order to return it to St Laurence's Church, Chorley.

### EXECUTIVE SUMMARY OF REPORT

- The clock face originates from St Laurence's Church, Chorley and was taken down from the church tower there in the eighteenth century. It was donated to Astley Hall Museum and Art Gallery in 1983. Since that time it has been stored in the outer courtyard of the hall which is currently inaccessible to the public. The church warden and archivist have approached Chorley Council with a request to return the item to St Laurence's Church. It is hoped that it can then be displayed in the grounds there.

|  |     |    |
|--|-----|----|
| <b>Confidential report</b><br>Please bold as appropriate | Yes | No |
|--|-----|----|

|  |     |    |
|--|-----|----|
| <b>Key Decision?</b><br>Please bold as appropriate | Yes | No |
|--|-----|----|

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

**REASONS FOR RECOMMENDATION(S)**

**(If the recommendations are accepted)**

- 4. According to the Museum Code of Ethics we must recognise that individuals or communities may have a stronger claim to certain items than the museum. Though the item was accessioned into Astley Hall’s collection in 1983 it is evident that in this instance, St Laurence’s Church has a stronger claim to the object.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 5. The object is not deaccessioned and remains in Astley Hall’s permanent collection.

**CORPORATE PRIORITIES**

- 6. 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 | ✓ |

**REQUEST TO DEACCESSION STONE CLOCK FACE**

- 7. When the stone clock face was removed from the tower at St Laurence’s Church in the nineteenth century it was kept in the church grounds and subsequently moved to the church warden’s garden where it became the centrepiece of a rockery. When the church warden died, the clock face was sold with the property. On discovery, the new owners decided to donate it to Astley Hall Museum and Art Gallery. The object was accessioned into the museum’s collection in 1983.
- 8. The clock face was donated to Astley Hall because the owner was concerned that damage would occur to the historic artefact in her garden. At the moment, the item is stored in the outer courtyard at Astley Hall and can be viewed by members of the public by appointment only. If the deaccession were to be accepted, the clock face would be more accessible in the grounds of St Laurence’s Church.
- 9. The clock face would be a positive attribution to the collection at St Laurence’s Church as it is an important piece of tangible evidence which provides clear historical value if displayed in the location that it was originally intended for. It would assist in telling the story of the building’s history and would be a welcomed addition to such a historically important building in Chorley.
- 10. Having issued a press release the donor of the clock face contacted Astley Hall. She explained that she would be happy for the object to return to the church. See background papers appendices 2 and 3 for press release and email of support from the donor.
- 11. In order to facilitate this request St Laurence’s Church were required to submit a faculty application to the Church of England, this application is a legal process put in place to protect church buildings from unnecessary alteration, repair or additions including moveable goods such as the clock face. The faculty is in place to legally recognise the return of the clock face. It will ensure that any future movement requires a legal process. The application has been successful which means that the clock face can be officially accepted by St Laurence’s Church should the deaccession be approved. The reference number for the faculty is 2017-015564 see background papers appendices 4 and 5. The title of the object will then rest with the then incumbent and successors.

**IMPLICATIONS OF REPORT**

12. 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              |  |

**RISK**

|                                    |     |    |
|------------------------------------|-----|----|
| A risk register has been completed | Yes | No |
|------------------------------------|-----|----|

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

13. Any costs relating to the deaccession can be met by the Council's revenue budget.

**COMMENTS OF THE MONITORING OFFICER**

14. No comments.

REBECCA HUDDLESTON  
DIRECTOR (POLICY AND GOVERNANCE)

There are four background papers to this report.

| Report Author | Ext  | Date              | Doc ID                          |
|---------------|------|-------------------|---------------------------------|
| Amy Dearnaley | 5926 | 18th October 2018 | Deaccession of stone clock face |

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| Report of  | Meeting           | Date                |
|--|-------------------|---------------------|
| Director of Customer and Digital<br>(Introduced by the Executive<br>Member for Customer, Advice<br>and Streetscene Services) | Executive Cabinet | 15 November<br>2018 |

## ADOPTION OF COUNCIL'S REVISED TREE POLICY

### PURPOSE OF REPORT

- To seek approval for the adoption of the Council's revised Tree Policy.

### RECOMMENDATION(S)

- The policy is approved.

### EXECUTIVE SUMMARY OF REPORT

- The purpose of the Tree Policy is to set out the council's risk based approach to the inspection and maintenance of trees on council owned land. The policy needs revising following the internal audit report of May 2016 and appointment of a new tree officer.
- The policy reflects best practise in managing trees and better management of risk associated with trees on council owned land. The policy will be available on our website and will be provided to our insurers.

|  |     |    |
|--|-----|----|
| <b>Confidential report</b><br>Please bold as appropriate | Yes | No |
|--|-----|----|

|  |     |    |
|--|-----|----|
| <b>Key Decision?</b><br>Please bold as appropriate | Yes | No |
|--|-----|----|

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

### REASONS FOR RECOMMENDATION(S)

#### (If the recommendations are accepted)

- To ensure the Council has a robust policy in place for the risk management of trees it is responsible for.

### ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- To not adopt the revised policy would not comply with our audit requirements and potentially

leave the Council open to challenge.

**CORPORATE PRIORITIES**

7. 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. The Council current tree policy was approved in July 2013. The policy clarified the council's priorities for maintenance and is a public document. Apart from low level work all our tree work is carried out by specialised contractors following assessment from the council's tree officer.
9. The council received 754 requests concerning trees in 2017/18, with 656 requests in 2016/17. The annual budget spent on tree maintenance is £80,000; this is likely to increase as more inspections of our tree stock take place and more issues are identified. The tree stock across the Borough is maturing and this is likely to increase the number of requests received. Currently only our high risk trees have been identified e.g. those in parks, on car parks, in the cemeteries, adjacent to roads and are inspected regularly.

**CHANGES TO NEW POLICY**

10. The revised policy outlines in greater detail the council's responsibilities, the risk assessment process, frequency of inspection and a timescale for dealing with defects based on risk. The new frequency of inspection is realistic and reflects industry best practice. It addresses the issues raised in the internal audit report from May 2016.
11. Our current policy states the council will arrange for the necessary work to council owned trees overhanging private property. A landowner is within their rights to cut off any tree branches to their boundary at their expense. The Council will continue to carry out work to trees overhanging private property if requested subject to the work being unlikely to cause detrimental damage to the tree.
12. Currently the council will consider requests for work for other issues such as;
  - Sap falling from trees
  - Perceived damage to properties from tree roots
  - Reduced light level to property
  - Leaf fall
  - Poor TV reception

Trees in the past have been crown reduced or severely pruned following requests described above and unless the tree is diseased this is not best practice. It is also a poor use of the limited budget which is required for dealing with dead, diseased or dying trees and carrying out maintenance to prevent them falling into these categories. The council will no longer take action in relation the above issues unless the complaint relates to reduced light levels to the property where the council will consider works subject to budget and that the requested work is unlikely to cause detrimental impact upon the tree.

**IMPLICATIONS OF REPORT**

13. 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              |  |

**RISK**

|                                    |     |    |
|------------------------------------|-----|----|
| A risk register has been completed | Yes | No |
|------------------------------------|-----|----|

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

14. The annual tree maintenance budget has been £80,000 since 2013/14, with average expenditure over this period being £73,700, and £69, 400 over the last three years. This budget will be reviewed as part of the annual revenue budget setting process.

**COMMENTS OF THE MONITORING OFFICER**

15. No comments.

ASIM KHAN  
DIRECTOR OF CUSTOMER AND DIGITAL

| <b>Background Papers</b> |              |             |                            |
|--------------------------|--------------|-------------|----------------------------|
| <b>Document</b>          | <b>Date</b>  | <b>File</b> | <b>Place of Inspection</b> |
| Tree Policy              | October 2018 |             | Attached                   |

| <b>Report Author</b> | <b>Ext</b> | <b>Date</b>     | <b>Doc ID</b> |
|----------------------|------------|-----------------|---------------|
| Jo Oliver            | 5737       | 12 October 2018 | ***           |

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# Tree Policy



**TREE POLICY****1. INTRODUCTION**

This policy outlines the Council's approach to ensuring successful maintenance and management of trees on council owned land. It has been written in line with government legislation, national standards and recommendations from the council's auditors. The policy will allow better risk management, consistency and a reduction in accidents associated with trees on council owned land. Trees provide vital social and environmental benefits in both rural and urban environments and are assets for the local area. They improve air quality, reduce levels of particulates, help reduce noise pollution and create an ecosystem for wildlife and birds providing shelter and food.

**2. LEGAL/STATUTORY CONSIDERATIONS**

The Occupiers Liability Act 1957 (Section 2) and 1984 sets out the Council's legal responsibilities to ensure our land and public areas and their immediate surroundings are safe for all visitors:

"The common duty of care is a duty to take such care as in all the circumstances of the case is reasonable to see that the visitor will be reasonably safe in using the premises for the purposes which he is invited or permitted by the occupier to be there"

The Local Government (Miscellaneous Provisions) Act 1976 Sections 23 & 24 (Dangerous Trees) gives the council discretionary powers in respect of dangerous trees located on private land. Under the Town and Country Planning Act 1990 the council has statutory responsibility for the protection of trees subject to a Tree Preservation Order (TPO) and those within a Conservation area on land owned by others.

This policy sets out the council's approach within this legislation and will be applied in conjunction with any other relevant guidance. This policy applies to the inspection and maintenance of all trees on council owned land. The council is not responsible for the maintenance of trees on land it does not own.

This policy has been agreed by the Council's Executive Cabinet and will be reviewed on a regular basis as required in response to changes in legislation or recommendations or advice from other relevant bodies.

**3. PURPOSE**

**The purpose of the Tree Policy is to set out the council's risk based approach to the inspection and maintenance of trees on council owned land.**

The council's duty of care requires that safety measures should be applied where this can reasonably be expected. The Tree Policy contains the council's risk management inspection and maintenance procedure and enables the council to show it has undertaken all reasonable measures to ensure the safety of trees on council owned land.

**4. POLICY OBJECTIVES**

The objectives of this policy are:

1. Reduced risk – a proactive approach to tree management and risk assessment will seek to identify and manage any risks via a zoning system which will prioritise the inspection frequency across the borough. The inspection regime will be aligned to the NTSG (National Tree Safety Group) document which has been endorsed by the HSE. To help enable this system the council will map their tree stock using tree data capture software. The entire borough will be 'zoned' to enable a cost efficient use of council resources.
2. Consistency – a clear and consistent policy is available to all council officers involved in tree safety.

3. Reactive work – to provide clear guidance on the council’s service standards in response to service requests.

**5. RESPONSIBILITIES**

The council has responsibility for the amenity woodland it owns in the borough. There are also trees on many other council owned public areas, parks, open spaces and playgrounds.

The council will:

1. Undertake site specific risk assessments of all tree populated areas for which it is responsible and review these sites every 15 months to 5 years depending on zone categorisation.
2. Where possible, if requested by a resident, the council tree officers will inspect trees for which it is responsible and assess any risk to people or property
3. All formal tree inspections will be carried out by suitably qualified professionals, usually council tree officers, who will remain up to date with relevant industry development via regular CPD.
4. Ensure risks are minimised to an acceptable level by good risk management where required in line with current industry recognised practices.
5. Keep full and accurate records of inspections using a digital software system specifically designed for this purpose. Mapping the council tree stock will feed into future management decisions such as identifying where tree planting is required to ensure trees are a landscape feature across the borough. It will also help to monitor canopy cover generally.
6. Report defects for remedial action where required and ensure these actions are completed in a timely manner, to a high standard of work in accordance with industry guidance and documented.

**6. RISK ASSESSMENT**

For a program of tree inspections to be manageable, resources need to be directed to areas where there is potentially most risk. Risk will be categorised depending on usage of land and proximity of people and/or property. Each area will be assigned a zone category which is determined by a site risk assessment.

These categories reflect high, medium and low risk and will be kept under review. Permanent and temporary changes may result in a change to the level of risk and consequently the zone categorisation.

The frequency and method of inspection reflects the risk category/zone categorisation. The frequency within a risk zone is in line with national standards and best practice employed by other organisations in accordance with the HSE endorsed NTSG (National Tree Safety Group) document ‘Common sense risk management of trees’.

**Assessment criteria**

The assessment of risk categories is a matter of informed judgement and will be reviewed if circumstances change or where otherwise appropriate.

Trees will be placed within zones as specified in the following inspection schedule:

| Risk Category | Typical features   | Inspection frequency  |
|---------------|--|---|
| High Risk     | Trees close to main public areas, buildings (this will include some shelter belts, church yards and woodland edges), heavily trafficked roads, car parks, busy/frequently used foot paths, rail lines, picnic areas, play and recreational areas | Every 15 months to ensure inspections are carried out at different times of the year. |

|                    |   |   |
|--------------------|---|---|
| <b>Medium Risk</b> | Other roads, footpaths and bridleways in regular but not intensive public use, quieter areas of parks and open spaces | Every 3 years (some trees will be informally checked more frequently by council staff who work close to or around trees on a day to day basis. They will report any concerns to the tree officer. |
| <b>Low Risk</b>    | Land away from paths or only lightly used   | Every 5 years, however trees within areas such as woodlands where no access or usage is present will not be formally inspected).  |

**7. INSPECTIONS AND MAINTENANCE**

All trees are potentially hazardous, however the inspection programme can reasonably only address the conditions most likely to lead to injury or damage to people or property. These are the physical or physiological conditions that may lead to a break up or collapse of a tree. It should, however, be noted that trees generally present a low risk.

Inspections are carried out by council officers who have undertaken suitable training and have the experience necessary to identify potential defects and suggest appropriate remedial action. Other council staff who are working on site near trees are encouraged to report any issues they observe to the Tree Officer for inspection

Defects will fall into four categories:

|                   |  |   |
|-------------------|--|---|
| <b>Category 1</b> | Urgent within 1 working day                | Defined as an imminent risk to public safety; urgent action required<br>Emergency 24hr defects will be passed to the contractor immediately and the area made safe  |
| <b>Category 2</b> | High risk to be dealt with within 3 months | Defined as a significant risk to public safety; although not imminent priority action is required   |
| <b>Category 3</b> | Medium 3 months to 1 year.                 | Defined as acceptable risk to public safety but requires attention.<br>Action response times will be in line with best practice and will depend upon a number of factors including volume of work, contractor availability and seasonal nature of the work. |
| <b>Category 4</b> | Low within 2 years                         | Defined as acceptable risk to public safety. No immediate action required although defect deemed likely to present a more significant hazard in the future.   |

**Inspection procedure**

Three types of inspections will be carried out:

- Formal – Visual Tree Assessment (VTA) from the ground by a qualified inspector (Tree Officer).
- Informal – Walk/drive-by by either a qualified inspector or industry related employee (e.g. Rangers) who work in and around council owned trees as part of their normal work duties.
- Detailed – More invasive specialist decay detection techniques used, written reports carried out by external professional contractor.

The Visual Tree Assessment process examines the external health and structural condition of the tree(s). As a result only visible defects are likely to be identified. Other techniques which assess the structural integrity of trees will not usually be used.



Trees will be inspected in line with the inspections schedule. Reactive requests will be assessed according to the hazard and zone category and remedied accordingly.

Following severe weather, tree officers and streetscene staff will be asked to carry out a brief visual inspection of the areas they visit in the course of their work and report any urgent issues.

Inspection frequency for a particular area may be reviewed in accordance with any change in circumstances, such as concerns arising from reported incidents, land use change as a result of development or staff feedback.

**Record of inspection and maintenance**

Each stand-alone tree or group of trees will be given an identifying number which will form part of the council’s database. Not every tree or group within the borough will be inspected, those deemed to be in an area with very little or no usage may not be inspected. Records will be kept of the inspection and any remedial works carried out. Records will be retained for twenty years.

**8. REQUESTS FOR TREE WORKS**

The council will endeavour to respond to all council owned tree related service requests which are reported as dangerous within 2 working days. There is a 24/7 emergency number for dangerous requests outside normal working hours.

First response to non-urgent cases is within 5 working days, this maybe a contact with the residents and/or a site visit.

Non-urgent requests are assessed against cost, resources, benefit and/or detrimental impact upon the tree as well as the council’s responsibilities as outlined in this policy. The council has limited resources to deal with non-urgent requests.

**ACTION IN RESPONSE TO REQUESTS FOR TREE WORKS**

| Tree Condition   | Land ownership   |  |   |
|--|--|--|---|
|  | Council owned  | Lancashire County Council  | Private   |
| <b>Dangerous to people or property</b>   | Council will arrange for the necessary work as a priority  | Pass by ‘phone to Lancashire County Council and confirm in an e-mail | Council will take action to make area safe and notify the landowner.<br>Legal action may be taken to recoup costs |
| <b>Dead, diseased, dying, causing structural damage to buildings or development in the area requires removal</b> | Council will arrange for the necessary work following advice from council insurers   | Report to Lancashire County Council                                  | Council will not take action  |
| <b>Non-urgent requests</b>   | Council will assess against cost, available resources, benefit and/or detrimental impact upon the tree   | Complainant to report to Lancashire County Council                   | Council will not take action  |
| <b>Overhanging private property</b>  | Council will consider works in this situation subject to budget and that the requested work is unlikely to cause detrimental damage to the tree. | Complainant to report to Lancashire County Council                   | Council will not take action  |

|   |                                     |   |                                     |
|---|-------------------------------------|---|-------------------------------------|
| <p><b>Other issues including:</b></p> <ul style="list-style-type: none"> <li>-Excessive leaf/fruit/blossom/twig fall</li> <li>-Complaints regarding allergies (pollen/seed), insect sap, bird droppings or bees/wasp nest</li> <li>-Perceived risk of damage from a tree</li> <li>-Root ingress into underground drainage (roots will generally enter drains that are already damaged/evidence required).</li> <li>-Tree deemed too large</li> <li>-Satellite and/or TV reception</li> <li>-Interference with telephone lines (responsibility of service provider)</li> </ul> | <p>Council will not take action</p> | <p>Complainant to report to Lancashire County Council</p> | <p>Council will not take action</p> |
|---|-------------------------------------|---|-------------------------------------|

Where a tree on private land presents an imminent danger to people or property and the owner has failed to act, legislation may be used as a last resort.

**9. TREE PRESERVATION ORDERS**

A Tree Preservation Order (TPO) is intended to protect trees which provide significant amenity to their local surroundings. A TPO makes it an offence to cut down, top, lop, wilfully damage or wilfully destroy a tree without the planning authority’s written permission. TPOs can apply to trees on council owned and private land. All living material of the tree both above and below ground are protected, therefore the root system of TPO’d trees are afforded the same legal protection as the canopy above. This should be considered whenever any excavation works are to be carried out within the rooting system of the tree(s). The decision as to whether a TPO is placed on a tree is made by a council planning officer.

A TPO application must be approved by the council before any works can be carried out to a tree protected by a TPO or before it can be removed. If a TPO’d tree is considered to be dead or dangerous it may be removed without the need for a formal application. The council must approve removal of a tree under these circumstances by issuing a ‘5 day notice’. The issue of removing deadwood from a protected tree is exempt from application although it is advisable to inform the council tree officers of any such intended works in the event that the council receives a complaint regarding the perceived illegal pruning of a protected tree.

Any persons carrying out works to a protected tree without prior consent from the council will be liable to prosecution.

**10. CONSERVATION AREAS**

Trees in conservation areas are also protected under planning law. A notification must be sent to the council prior to works commencing. The council has a 6 week consultation period in which to respond. If the proposed works are not considered appropriate, a TPO may be placed onto the tree(s) affected.

**11. HIGH HEDGES**

High Hedge complaints are a civil issue between the complainant and hedge owner and an amicable resolution to a complaint is recommended. If no resolution can be found, the council are able to make a judgement based on strict guidelines under High Hedge legislation. To engage the services of the council the current fee of £500 is applicable.

**12. CLAIMS FOR ALLEGED DAMAGE CAUSED BY COUNCIL OWNED TREES**

Any claims for alleged damage caused by council owned trees will be dealt with in conjunction with the council's insurance team.

**13. UNAUTHORISED WORKS TO COUNCIL OWNED TREES**

In the event of unauthorised works being carried out to council owned trees, compensation may be sought via the courts. The CAVAT (Capital Asset Value for Amenity Trees) evaluation system will be used in such a situation to place a financial value to a tree. Historically this system has been used in a court of law and successfully achieved high sums where council trees have been illegally pruned or felled.

**14. REMOVAL OF TREES**

Council owned trees will only be removed if they are dead, diseased, dying or causing structural damage to nearby buildings or if permitted via planning or in exceptional circumstances. Exceptions are to be agreed following consultation from the council tree and/or planning officers. The council will endeavour to replant a new tree in place of any removed trees to help mitigate canopy loss in the borough. The council will seek to improve and increase a diverse and healthy tree stock each year.

Local residents will be consulted if a tree is to be removed wherever practicable. This may not be possible where the issue is urgent.

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| Report of  | Meeting           | Date                |
|--|-------------------|---------------------|
| Director of Customer and Digital<br>(Introduced by the Executive<br>Member for Customer, Advice<br>and Streetscene Services) | Executive Cabinet | 15 November<br>2018 |

## **ADOPTION OF COUNCIL'S MEMORIAL STONE INSPECTION POLICY**

### **PURPOSE OF REPORT**

1. To seek approval for the adoption of the Council's memorial stone inspection policy.

### **RECOMMENDATION(S)**

2. The policy is approved.

### **EXECUTIVE SUMMARY OF REPORT**

3. The purpose of the Stone Memorial Inspection policy is to set out the council's risk based approach to the inspection of stone memorials in the cemeteries it is responsible for. There are approximately 6,400 memorials in Chorley and Adlington cemeteries so this is a significant piece of work in terms of resources. The council is also responsible for two closed churchyards with standing memorials.
4. The policy reflects best practise in managing the risks arising from stone memorials. The policy will be available on our website and will be provided to our insurers. It contains details of our inspection and assessment process.

|  |     |           |
|--|-----|-----------|
| <b>Confidential report</b><br>Please bold as appropriate | Yes | <b>No</b> |
|--|-----|-----------|

|  |     |           |
|--|-----|-----------|
| <b>Key Decision?</b><br>Please bold as appropriate | Yes | <b>No</b> |
|--|-----|-----------|

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

### **REASONS FOR RECOMMENDATION(S)**

#### **(If the recommendations are accepted)**

5. To ensure the Council has a robust policy in place for the risk management of stone memorials in cemeteries and closed churchyards it is responsible for.

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 6. To not adopt the policy would not comply with our insurers requirements and potentially leave the Council open to challenge.

**CORPORATE PRIORITIES**

- 7. 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. The Council is responsible for ensuring the cemeteries are safe and welcoming places to visit. A report from Zurich, our insurers from November 2016 highlighted the need for the council to have a memorial inspection policy and to carry out a programme of inspections. There are approximately 6,400 memorials in Chorley and Adlington cemeteries so this is a significant piece of work in terms of resources.
- 9. The Council has a duty under The Occupiers Liability Act (1957 & 1984) to inspect memorials in the cemeteries it is responsible for and to make safe any that are defective. This does mean reinstatement. The memorials remain the property of the burial plot deed holder.
- 10. A report along with a draft Memorial Stone policy was taken to SMT on 30<sup>th</sup> August 2017 recommending a trial inspection programme of 100 memorials was undertaken to identify how long the work would take and the scale of repairs required. Three members of Streetscene staff were trained in memorial inspections in November 2017.
- 11. The inspection of 100 low risk memorial stones at Chorley cemetery took two working days for two members of staff to complete in December. The age of these graves is around 60 to 70 years old. Details of the inspections were recorded on paper and a work placement transferred the data to an excel spreadsheet. 40% were recorded as not having a grave stone present with 12% of the memorials recorded as having defects.

**CLOSED CHURCHYARDS**

- 12. The Council is responsible for maintenance of a number of closed churchyards where the Diocese has passed on responsibility to us. Two of the churchyards have standing memorials; St John’s, Whittle le Woods and St. Peter’s, Harpers Lane, Chorley. A count of the number of memorials at St. John’s and St. Peter’s churches is required so an estimate of the resources required to complete an inspection programme can be made.
- 13. The Church will be asked to approve the action for any memorial that fails the inspection tests. Any issues identified will be passed to the Church to make arrangements to contact the grave plot owner so they can take action to make the memorial safe.

**MEMORIAL STONE POLICY**

- 14. The policy sets out the council’s responsibilities for safety and maintenance in our cemeteries and closed churchyards we have responsibility for. This is using a risk based approach where highest risks are prioritised for inspection. Memorials will be placed in red,

amber or green categories following inspection. A separate category, for those memorials of exceptional aesthetic or heritage value also exists.

15. Notice will be given in the local press and on social media of the inspection regime commencing to give grave owners an opportunity to carry out repairs prior to inspection. A public notice of the inspection will also be displayed at the cemeteries. The policy also outlines the training required for staff along with the inspection and assessment process.

**INSPECTION PROGRAMME**

16. To inspect all memorials at Chorley and Adlington cemeteries two trained members of staff would need to carry out inspections on five days each month so it would take around two years to complete all the inspections. The Communities team leader who has been trained to carry out memorial inspections would also carry out checks on ten memorials each month to check the quality of the inspection work carried out. The Waste and Streetscene Manager would monitor quarterly adherence to the inspection programme and report annually to the Senior Management team on progress.
17. The council will only undertake repairs or lay memorial stones flat if there is an immediate danger. The registered owners of the grave plots where defects are recorded will be contacted and told of the issue and the need for repair. The anticipated response rate is expected to be low. The cemetery transaction team will contact the registered plot owner where a defect is recorded.
18. Our insurers have provided some guidance on what areas of the cemeteries should be inspected first based on risk such as those close to busier traffic areas, or older memorials etc. A programme for inspection will be finalised. The inspections will take place over a five year cycle and included the closed cemeteries as recommended in the insurer’s report.
19. A specialist stone mason or structural engineers would need to inspect memorials greater than 2.5m. Based on an initial count there are 420 of these at Chorley and Adlington cemeteries. These will be identified and quotations for inspections obtained.
20. A count of the number of memorials at St. John’s and St. Peter’s churches will be undertaken by the end of 2018 and these inspections will be incorporated into the five year inspection cycle. The inspections of memorials in our cemeteries will take priority.

**IMPLICATIONS OF REPORT**

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

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

**RISK**

|                                    |     |           |
|------------------------------------|-----|-----------|
| A risk register has been completed | Yes | <b>No</b> |
|------------------------------------|-----|-----------|

**COMMENTS OF THE STATUTORY FINANCE OFFICER**

22. At this stage there is no request for additional resources. There is potential for third party costs as a specialist stone mason or structural engineer would need to inspect memorials greater than 2.5m. Based on an initial count there are 420 of these at Chorley and Adlington cemeteries.

**COMMENTS OF THE MONITORING OFFICER**

23. The obligations on the council are properly addressed in the report. The proposed policy ensures the council's compliance with those obligations.

ASIM KHAN  
DIRECTOR OF CUSTOMER AND DIGITAL

| <b>Background Papers</b>         |              |             |                            |
|----------------------------------|--------------|-------------|----------------------------|
| <b>Document</b>                  | <b>Date</b>  | <b>File</b> | <b>Place of Inspection</b> |
| Memorial Stone Inspection Policy | October 2018 |             | Attached                   |

| <b>Report Author</b> | <b>Ext</b> | <b>Date</b>     | <b>Doc ID</b> |
|----------------------|------------|-----------------|---------------|
| Jo Oliver            | 5737       | 29 October 2018 | ***           |



# Memorial Stone Policy



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- 1.0 Introduction
- 2.0 Responsibility for Safety and Maintenance of Memorials within the Council's cemeteries at Chorley and Adlington
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- 4.0 Immediate Danger
- 5.0 Notice of Intent
- 6.0 Training
- 7.0 Inspection and Assessment Process
- 8.0 Records relating to the inspection of memorials:
- 9.0 Liability and Recovery of costs.

Management of Memorials Flow chart for Initial Inspection Process, April 2007, Appendix 2

## **1.0 Introduction**

- 1.1 The intention of this policy is to set out how Chorley Council (the Council) will undertake the management of any significant risks from memorials, within its cemeteries and closed churchyards in a sensible and appropriate manner.
- 1.4 The memorials do not belong to the Council as they remain the property of the Deed Holder to the Exclusive Rights of Burial.
- 1.5 A memorial can be a temporary or permanent structure, which commemorates a deceased person and may include any of the following:
- Headstone
  - Kerbs
  - Posts
  - Large crosses
  - Vases
  - Railings and chain
  - Other items
- 1.6 The Council recognises the importance memorials have architecturally, socially and historically and every effort will be made to retain those falling in these categories. This policy recognises that different religious and ethnic groups may have specific requirements in relation to memorials.
- 1.7 The Council under legislation has a duty to assess risks from its activities and to put in place control measures that will reduce the risks so far as is reasonably practicable. The Council is required under legislation; The Local Government Act 1972, The Local Authorities Cemetery Order 1977, The Health and Safety at Work Act 1974 (as amended), the Occupiers Liability Acts (1957 & 1984) and The Management of Health and Safety at Work Regulations 1999 to assess reasonably foreseeable risks from its activities and to put in place control measures that will reduce the risks so far as is reasonably practicable. This will be achieved by ensuring that a programme of memorial safety inspections are carried out and documented.
- 1.8 It is the Councils intention to follow the latest guidance from the Institute of Cemetery and Crematorium Management (ICCM) and the Ministry of Justice on memorial safety and to take appropriate action to any memorial deemed unsafe within the cemetery or closed churchyard.

## **2.0 Responsibility for Safety and Maintenance of Memorials within the Council's Cemeteries**

- 2.1 The following have a responsibility for the safety of memorials within the Council's cemeteries at Chorley and Adlington.
- 2.2 The Council has overall Health and Safety responsibilities to its employees, contractors and visitors to cemeteries. These responsibilities fall under the following legislation:

- Responsibility to staff - Section 2 Health & Safety at Work Act 1974.
- Responsibility to visitors - Section 3 Health & Safety at Work Act 1974.
- The Management of Health & Safety at Work Regulations 1999 places a legal duty on the Council to assess the risks from cemetery structures and work activities and ensure that the risks are controlled.

2.3 A monumental mason has the responsibility to work in accordance with the Council's conditions and specifications for memorials as laid down in the Cemeteries' Rules.

2.4 As owner, the Deed Holder or successor in title, of a memorial has the responsibility to maintain it so as not to present a hazard. They can apply to erect a memorial under the Local Authorities Cemeteries Order 1977 (LACO) section 10 (1c) and will have to submit an application by person or via a Council approved memorial mason. The owner of the memorial will be the grave owner and they will be responsible for ongoing maintenance of their memorial.

2.5 In many cases there is no identifiable owner. When an issue is identified with a particular memorial headstone the Council will take reasonable steps to contact the owner of the Memorial stone in Chorley and Adlington cemeteries. This will inform the owner of the action taken to make the Memorial stone safe (covered in section 7 below).

### **3.0 Responsibility for Safety and Maintenance of Memorials Within Closed Churchyards**

3.1 The Council is currently responsible for a number of closed church yards. Two of the churchyards have standing memorials; St. John's at Whittle le Woods and St Peter's, Harpers Lane in Chorley, at the other sites memorials have been laid flat.

3.2 The local Churches will be responsible for obtaining a Faculty from the Diocese of Blackburn before any significant work is carried out on any consecrated ground within the closed churchyards. This includes a general policy to test the safety of all of the memorials on consecrated ground, and to take remedial action in respect of any memorials found to be unsafe.

3.3 Prior to the Council undertaking the inspections, the Church will be asked to approve the action for any stone that fails the test as outlined in section 7 below.

3.4 Any issues identified will be passed to the Church who will be asked to make arrangements to contact the grave owner. This will inform the owner of any action taken to make the Memorial stone safe.

3.5 Works associated with maintaining the safety of an individual memorial will be authorised and dealt with by the local Church. They will also ensure that standards of work meet their requirement and also ensure that work is checked and monitored.

3.6 This work would usually be undertaken by a stonemason appointed by the owner of the rights of burial or their heir in law.

3.7 As owner, the Deed Holder or successor in title, of a memorial has the responsibility to maintain it so as not to present a hazard.

- 3.8 In many cases there is no identifiable owner. When an issue is identified with a particular memorial headstone the Church responsible will be asked to take reasonable steps to contact the owner of the Memorial stone. This will inform the owner of the action taken to make the Memorial stone safe (covered in sections 4 and 7 below).

#### **4.0 Immediate Danger**

- 4.1 In cases of immediate danger, the Council is empowered under the provision of the Local Authorities Cemeteries Order 1977 (LACO) Article 6 (1) to take immediate action to make safe dangerous memorials in the Council's cemeteries. The course of action will be to lay the headstone down (face up) to reduce the risk. If this cannot be done safely straight away, the hazard will be fenced or cordoned off and warning signs posted in the short term.

- 4.2 **The Council is prohibited from taking direct action to remove an unstable memorial which presents no immediate risk without following the strict procedures laid down in LACO.** This requires the posting of public notices, seeking the permission of owners (if they can be contacted) before taking action.

#### **5.0 Informing the Public**

- 5.1 Prior to any memorials being inspected, reasonable steps will be taken by the Council to inform grave owners, Deed Holders or successors in title, and members of the public, of the intention to inspect memorials and remove the danger from unsafe memorials. This will include:

- Giving advance notice in the local newspaper and on social media of any inspection regime commencing.
- Publishing details of the assessment and methodology on the Council's website.
- Placing public notices on the cemetery gates and in prominent locations elsewhere in the cemetery affected by the assessment regime.

#### **6.0 Training**

- 6.1 Prior to carrying out any inspections it is essential that anyone involved with the programme of testing the stability of memorials has received adequately and appropriate training. Staff will attend the NAMM City & Guilds NPTC Certificate of Competence for the Safety Inspection and Assessment of Memorials.

- 6.2 Council staff will receive training to inspect memorials up to 2.5 meters in height. A competent structural engineer / stone mason will be employed to carry out inspections where a memorial exceeds 2.5 metres in height or if the memorial identified as being of significant historical or social importance. Similarly, the structural engineer or stonemason will be employed to inspect any memorial of concern identified through the visual inspection.

#### **7.0 Inspection and Assessment Process**

- 7.1 The Council will carry out an inspection of all memorial headstones in the Councils cemeteries on a five year rolling programme. The cemetery team will be asked to complete a quarterly checklist for other hazards such as the state of roadways and pathways, condition of fencing. Tress and water bodies fall under separate inspection regimes.

- 7.2 The areas identified as being of higher risk (e.g. large or multi-piece memorial, close to busier traffic routes, areas with older memorials, unstable ground conditions or slope) will be inspected first. These high risk memorials will be inspected within the first two years of the five year inspection. This will also include any individual stones that cemetery staff believe to presents a higher risk even though it is in a lower risk area.
- 7.3 When the higher risk areas have been completed the Council Inspectors will then assess the remaining memorial headstones.
- 7.4 The inspection will be risk based and commence with a visual assessment that will take into account the area, type of head stone including material, visible damage and their historical or social importance. The process will follow that described in Management of Memorials 2012, Appx 2 (see Appendix 5) The main purpose of the initial inspection is to identify any memorials that present an immediate danger to the public and to determine the need for repair and future inspection.
- 7.5 The inspection will include a visual assessment for signs of memorial instability such as:
- Movement of 5 degrees from vertical
  - Cracks in headstone or base
  - Ground settlement
  - Missing parts
- 7.6 The inspection will (where safe) also include a hand test to confirm the above assessment and will identify any stability problems.
- 7.7 Where necessary, usually because of the size 2.5m or more, complexity or condition of an individual memorial a more detailed inspection will be carried out by a structural engineer or stonemason.
- 7.8 The testing process will identify the risk to the memorials which will then be placed in one of categories detailed below:
- Category 1 – Red** - requires immediate attention to make safe or prevent access.
- Category 2 – Amber** – the memorial is not an immediate danger to the public but is not fully stable and will therefore need to be monitored every 12 months to assess for any further deterioration.
- Category 3 – Green** – the memorial is stable and will only need inspecting in five years time.
- Category 4 - Exceptional aesthetic or heritage value.** Occasionally there may be memorials that the Council consider having exceptional aesthetic or heritage value. Specific assessments will be completed for these and management measures specific to each will be required in these cases.
- 7.9 Information and data collected through the inspection process will be collated on a database to enable analysis and retrieval of records. (see 8.4)
- 7.10 Staff who work in the cemeteries and other council staff who visit the cemeteries will be asked to report any concerns on the conditions of memorials to the Team Leader (communities) who will arrange for an inspection.

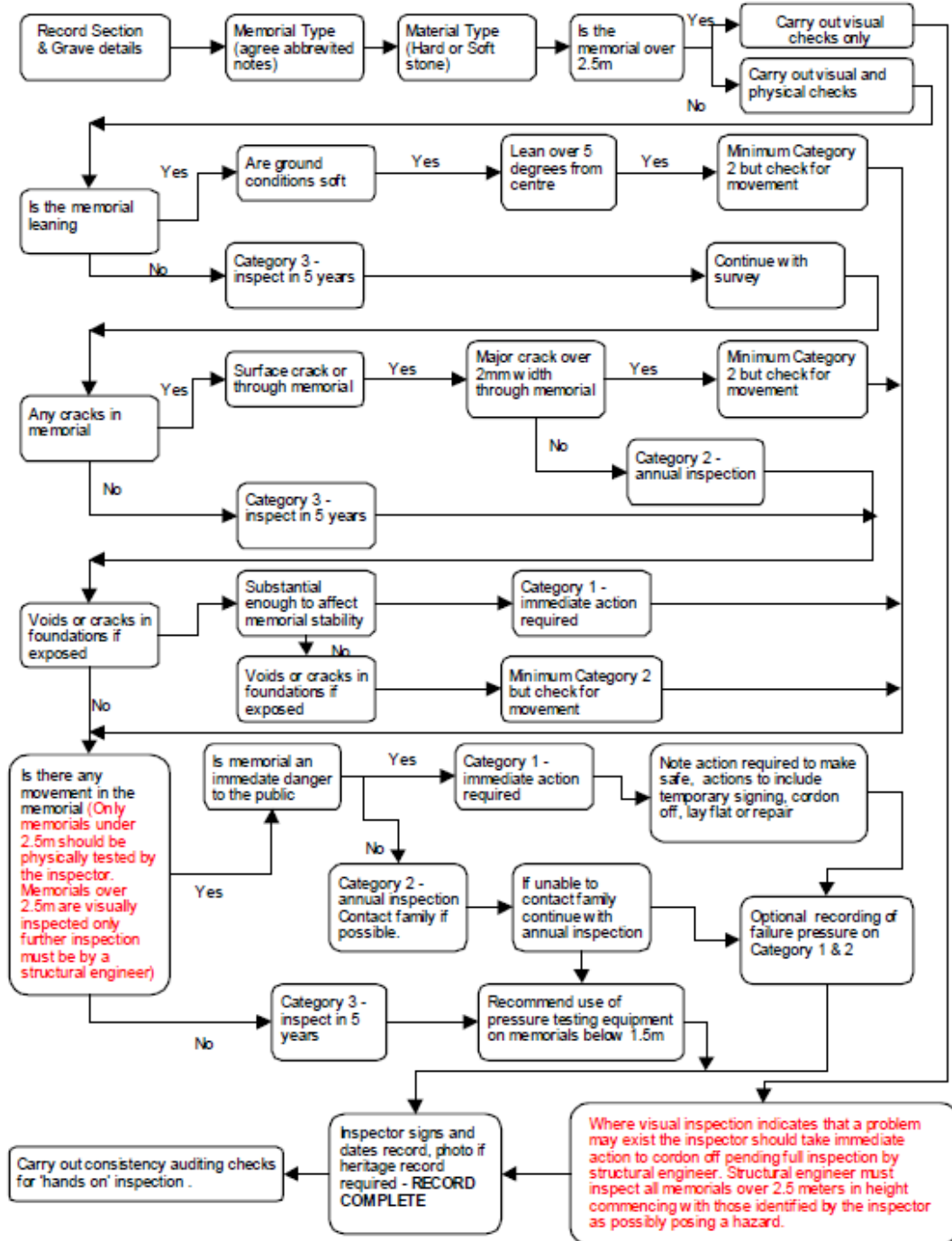
**8.0 Records relating to the Inspection of Memorials**

- 8.1 The Council's inspection team will carry out inspections in all the cemeteries identified above and a record will be kept of each memorial inspected.
- 8.2 The inspection records will follow the proforma in appendix 3 of Management of Memorials guidance. Information taken from the records made at the cemetery will be transferred to the Council's computer system for long term reference and security if a mobile IT recording system is not available. All memorials assessed will be digitally photographed (before and after where action is taken) and the image(s) will be stored on the associated computer record. Photos of the memorial will aid future identification. If a mechanical force device is used during the inspection process then details of calibration and the force applied will need to be used.
- 8.3 A record of any repairs carried out will be kept with details of who carried them out and paid for them.

**9.0 Liability and Recovery of costs**

- 9.1 If all attempts to contact the grave owner fail then the Council has the right to remove or take such steps as to make safe the hazard. This will also be the case for memorials where the grave owner or their heirs-at-law have been contactable but were either unwilling or unable to ensure a repair by a registered stone mason.
- 9.2 Where the costs have been incurred in making a memorial safe, the Council may attempt to recover these costs from the grave owner.
- 9.3 Where memorials are repaired, all repairs shall be carried out by council approved memorial masons. Cemetery staff should report any concerns following repairs to the Team Leader (communities) to investigate further.

APPENDIX 2 – Initial Inspection Process





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of the Local Government Act 1972.

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