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## Chief Executive's Office

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Date: 2 March 2006

**Chorley**  
Borough Council

**Chief Executive:**  
Donna Hall



Dear Sir/Madam,

### **CLAYTON-LE-WOODS NORTH AREA FORUM THURSDAY, 16TH MARCH 2006**

You are invited to attend the first meeting of the Clayton-Le-Woods North Area Forum to be held at the Youth and Community Centre, Manor Road, Clayton-le-Woods on Thursday, 16th March 2006 commencing at 7.00 pm.

The agenda for the meeting is set out overleaf. Refreshments will be available upon arrival.

Representatives of Chorley Borough Council, Lancashire County Council, Clayton-le-Woods Parish Council, Lancashire Police, Chorley and South Ribble Primary Care NHS Trust, Lindsay Hoyle MP, and local community groups will be present.

Members of the public are strongly encouraged to participate in the proceedings of the Forum meeting. As well as the provision for the public to speak for up to five minutes on any item on the agenda, a period of up to 30 minutes is allowed for them under agenda item 4 to ask questions and express views on any matter relating to the provision of local services in the Clayton -le-Woods Parish Area.

Question cards will be available at the meeting for members of the public to complete and hand in before the start of the meeting. Where possible questions will be answered on the night. If a question cannot be answered a written response will follow. A summary of the responses to questions submitted will be included on the agenda for the next meeting.

Yours sincerely

Chief Executive

### **Distribution**

1. Agenda and reports to Councillor A Cullens (Chair), Councillor R Livesey (Vice-Chair) and Councillors P Buckley for attendance.
2. Agenda and reports to Councillor L Lennox (Executive Member for Housing and Neighbourhood Renewal) for attendance.

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3. Agenda and reports to Donna Hall (Chief Executive), Keith Allen (Head of Public Space Services), Jamie Carson (Head of Leisure and Cultural Services) and John Lechmere (Head of Environmental Services) for attendance.
4. Agenda and reports to County Councillor Margaret Livesey (Lancashire County Council), Parish Councillor S Fenn, (Clayton-le-Woods Parish Council), Inspector Janet Edmundson (Lancashire Constabulary Offices), Shelagh Garnett (Director of Public Health, Chorley and South Ribble PCT) and Lindsay Hoyle for attendance.
5. Any resident in the area.
6. Local Community/Voluntary/Residents/Tenants Group in the area.
7. Housing Associations in the area.
8. Any Employer or Business in the area.

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

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

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

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## AGENDA

1. **Welcome and Introductions**
2. **Apologies for absence**
3. **Membership and Terms of Reference of Area Forum Pilot Scheme (Pages 1 - 4)**

Report attached

4. **Key Issues for Clayton-le-Woods North - Open Discussion**

A period of 30 minutes will be allocated to allow members of the public to raise questions and express views on any matters relating to the provision of local services in the Clayton -le-Woods area.

5. **Chorley Community Agenda**

Representatives of the following organisations will be in attendance to provide an update on relevant issues.

- a) Chorley Borough Council issues
- b) Lancashire County Council issues.
- c) Clayton -le-Woods Parish Council issues.
- d) Chorley & South Ribble Primary Care NHS Trust issues.
- e) Lancashire Police issues

6. **Feedback / Items for Next Meeting**

Member of the Public will be invited to express their views on the format and arrangements for this meeting and to submit items for consideration at the next meeting.

7. **Any Other Business**

8. **Dates of Future Meetings**

Future meetings of the Clayton -le-Woods North Area Forum will be held on the following dates at the venues indicated:

- Wednesday 21 June 2006 – Clayton Brook Village Hall, Clayton Brook
- Thursday 12 October 2006 – Youth and Community Centre, Manor Road, Clayton-le -Woods

The meetings will commence at 7.00pm.

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## **CLAYTON-LE-WOODS NORTH FORUM - 16 MARCH 2006**

### **CLAYTON-LE-WOODS NORTH AREA FORUM – MEMBERSHIP AND TERMS OF REFERENCE**

#### **1. MEMBERSHIP**

The following persons / organisations will be present at the meeting:

#### **Chorley Borough Councillors for the area** (Clayton-le-Woods North Ward)

- Councillor Peter Buckley
- Councillor Alan Cullens (Chair)
- Councillor Roger Livesey (Vice-Chair)

A member of the Council's Executive Cabinet will also be present at the meeting together with Donna Hall, Chief Executive of the Council.(Lead Officer for the meeting)

#### **Lancashire County Councillor for the area** (Chorley Rural North Division)

- County Councillor Margaret Livesey

#### **Clayton-le-Woods Parish Council**

- Parish Councillor Stephen Fenn

#### **Lancashire Police**

- Inspector Janet Edmondson

#### **Chorley and South Ribble Primary Care NHS Trust**

- Shelagh Garnett (Director of Public Health)

**Member of Parliament for Chorley**

- Lindsay Hoyle MP (or his representative)

The following are invited to attend the meeting:

- Any resident in the area
- Local community / voluntary / residents / tenant groups operating in the area
- Housing associations for the area
- Any employer or business in the area

**2. TERMS OF REFERENCE**

The terms of reference of reference for the Area Forum are as follows:

**01. Area Forums**

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

**02. Form and composition**

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

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

**03. Membership**

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

**04 Purpose**

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

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

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

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

**05. Terms of Reference**

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

- Primary Care Trust service provision.

06. **Meetings**

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

**For further information contact:**

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