
Chief Executive's Office

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Date: 20 June 2006

Chief Executive: Donna Hall

Chorley
Borough Council

Town Hall
Market Street
Chorley
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PR7 1DP

Dear Councillor

EXECUTIVE CABINET - THURSDAY, 29TH JUNE 2006

You are invited to attend a meeting of the Executive Cabinet to be held in the Council Chamber, Town Hall, Chorley on Thursday, 29th June 2006 at 5.00 pm.

AGENDA

1. **Apologies for absence**
2. **Declarations of any Interests**

Members of the Cabinet are reminded of their responsibility to declare any personal interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Council's Constitution and the Members' Code of Conduct. If the personal interest is a prejudicial interest, then the individual Member should not participate in a discussion on the matter and must withdraw from the Council Chamber and not seek to influence a decision on the matter.

3. **Minutes (Pages 1 - 8)**

To confirm as a correct record the minutes of the meeting of the Executive Cabinet held on 25 May 2006 (enclosed).

OVERVIEW AND SCRUTINY ITEM (INTRODUCED BY THE FORMER CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE, COUNCILLOR J WALKER)

4. **Overview and Scrutiny Annual Report, 2005/06 (Pages 9 - 26)**

To consider the 2005/06 Annual Report presented to the Overview and Scrutiny Committee on 27 June 2006 (enclosed).

OVERVIEW AND SCRUTINY ITEM (INTRODUCED BY THE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE (COUNCILLOR D EDGERLEY) AND THE CHAIR OF THE FORMER CUSTOMER OVERVIEW AND SCRUTINY PANEL (COUNCILLOR MRS S WALSH))

5. **Decriminalisation of Parking Enforcement Scrutiny Inquiry (Pages 27 - 62)**

To consider the enclosed Inquiry report of the former Customer Overview and Scrutiny Panel and the recommendations of the Overview and Scrutiny Committee following its consideration of the report at its meeting on 27 June 2006.

Continued....

OVERVIEW AND SCRUTINY ITEMS (INTRODUCED BY THE CHAIR OF THE OVERVIEW AND SCRUTINY COMMITTEE, COUNCILLOR D EDGERLEY)

6. **Future of Mental Health Services in Lancashire - Consultation** (Pages 63 - 64)

The Council's views have been requested by the Lancashire Joint Primary Care Trust on proposals for changes to the way mental health services are provided in Lancashire. Representations are required by 14 July 2006.

A copy of the Consultation Document is **attached separately for Executive Cabinet Members**, but other copies are available for perusal in the Members' Room.

These proposals were considered by the Environment and Community Overview and Scrutiny Panel at its meeting on 8 June 2006, whose views and recommendations are summarised in the attached minute extract. The recommendations will be presented to the Overview and Scrutiny Committee on 27 June and the Committee's final recommendations will be reported verbally to the Executive Cabinet meeting.

7. **Overview and Scrutiny Work Programme 2006/07** (Pages 65 - 74)

Report of the Chief Executive (copy enclosed)

RESOURCES ITEMS (INTRODUCED BY THE EXECUTIVE MEMBER, COUNCILLOR G MORGAN)

8. **Capital Programme, 2005/06 - Outturn** (Pages 75 - 98)

Report of Director of Finance (enclosed).

9. **Revenue Budget**

a) **Revenue Outturn, 2005/06** (Pages 99 - 106)

Report of Director of Finance (enclosed).

b) **Revenue Budget, 2006/07 - Monitoring** (Pages 107 - 114)

Report of Director of Finance (enclosed).

10. **Tender for the Renewal of Council Insurances** (Pages 115 - 122)

Report of Director of Finance (enclosed).

11. **External Funding Strategy for 2006 and beyond** (Pages 123 - 136)

Report of Director of Finance (enclosed).

CORPORATE POLICY AND PERFORMANCE ITEM (INTRODUCED BY THE EXECUTIVE MEMBER, COUNCILLOR MRS P CASE)

12. **Quarterly Performance Indicators, 2005/06 - End of Year Monitoring Report** (Pages 137 - 176)

To consider the enclosed monitoring report which sets out the Council's performance against key and Best Value performance indicators for the year ending 31 March 2006.

ECONOMIC DEVELOPMENT AND REGENERATION ITEMS (INTRODUCED BY THE EXECUTIVE MEMBER, COUNCILLOR P MALPAS)

13. **Statement of Community Involvement - Inspector's Report and Adoption (Pages 177 - 222)**

Report of Director of Development and Regeneration (enclosed).

14. **Householder Design Guidance Supplementary Planning Document (Pages 223 - 254)**

Report of Director of Development and Regeneration (enclosed).

15. **Central Lancashire City - Local Development Framework Core Strategy - Joint Issues and Options Paper (Pages 255 - 296)**

Report of Director of Development and Regeneration (enclosed).

RESOURCES AND STREETSCENE, NEIGHBOURHOODS & ENVIRONMENT ITEM (INTRODUCED BY THE EXECUTIVE MEMBERS, COUNCILLORS G MORGAN AND E BELL)

16. **Buchanan Street, Chorley - Environmental Improvement Scheme (Pages 297 - 302)**

Report of Director of Streetscene, Neighbourhoods and Environment (enclosed).

STREETSCENE, NEIGHBOURHOODS AND ENVIRONMENT ITEM (INTRODUCED BY THE EXECUTIVE MEMBER, COUNCILLOR E BELL)

17. **Termination of Lancashire Highways Partnership - Financial and Legal Implications (Pages 303 - 306)**

Report of Director of Streetscene, Neighbourhoods and Environment (enclosed).

18. **Any other item(s) that the Chair decides is/are urgent**

19. **Exclusion of Press and Public**

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

20. **Steps to becoming an excellent Council - Draft Restructure of Policy and Performance Directorate (Pages 307 - 312)**

Report of Chief Executive (enclosed).

Yours sincerely



Chief Executive

ENCS

Distribution

1. Agenda and reports to all Members of the Executive Cabinet and Chief Officers for attendance.

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or on audio tape, or translated into your own language.
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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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کیجئے:

Executive Cabinet**Minutes of meeting held on Thursday, 25 May 2006**

Present: Councillor Peter Goldsworthy (Executive Leader in the Chair), Councillor Mrs Pat Case (Deputy Leader of the Council) and Councillors Eric Bell, Peter Malpas, Greg Morgan, Mark Perks and John Walker

Also in attendance

Lead Members: Councillors Peter Baker, Francis Culshaw, David Dickinson, Mrs Marie Gray, Harold Heaton and Geoffrey Russell

Other Members: Councillors Terence Brown, Dennis Edgerley, Anthony Gee, Keith Iddon, Roy Lees, Adrian Lowe and John Wilson

06.EC.77 DECLARATIONS OF ANY INTERESTS

There were no declarations of personal or prejudicial interests by any of the Executive Members in any of the agenda items.

06.EC.78 MINUTES

The minutes of the meeting of the Executive Cabinet held on 30 March 2006 were accepted as a correct record for signature by the Executive Leader.

06.EC.79 APPOINTMENT AND COMPOSITION OF AD-HOC EXECUTIVE CABINET COMMITTEES

The Executive Cabinet was requested to confirm the re-appointment and composition of a number of ad-hoc Cabinet Committees.

Decision taken:

That the following Committees/Sub-Committee of the Executive Cabinet be appointed to comprise the membership indicated:

(a) **Human Resources Appeals Committee (4 members)**

Councillor J Walker (Chair) and Councillors A Cain, M Lees and M Muncaster.

(b) **Indoor Leisure Committee (3 members)**

Councillor M Perks (Chair) and Councillors A Gee and Mrs I Smith.

(c) **Special Sub-Committee on Waste Recycling Contract**

Councillors E Bell, P Goldsworthy and S Smith

Reason for decision:

To establish the bodies responsible for the implementation of a number of executive functions.

Alternative option(s) considered and rejected:

None.

06.EC.80 IMPLEMENTING E-GOVERNMENT (IEG) STATEMENT NO. 6

The Executive Cabinet received a report of the Head of Information and Communication Technology seeking endorsement of the Council's e-Government Statement 2006 submitted to the Government Office for the North West. The statutory return detailed the Council's progress in terms of the Government's defined Priority Outcome programme, the Best Value Performance Indicator (BVPI) for corporate electronic service delivery and efficiency targets.

The Statement confirmed that the Council had achieved the BVPI target of delivering 100% e-enabled services by 31 December 2005. Significant progress had also been made in the achievement of all other targets, particularly in relation to the achievement of 27 of the 29 required Priority Outcomes. Of the two outstanding outcomes, one was the responsibility of the County Council and the second was being considered with the Shared Services Contact Centre project.

The report intimated that, although it was unlikely that any further Government grants would be available, work would need to continue on the achievement of all Priority Outcomes and ensuring that the IT infrastructure was 'fit for purpose'.

In response to comments at the meeting, the Members accepted the need to review and revise the Council's website in order to simplify and encourage greater use and improve facilities for on-line transactions. The IEG Statement did, in fact, recognise that a redesigned website would be key to the delivery of the strategy.

Decision made:

That the Council's Implementing e-Government Statement No 6, as now presented, be approved.

Reason for decision

The Borough Council is statutorily required to produce an annual e-Government Statement for submission to the Government.

Alternative option(s) considered and rejected:

None.

06.EC.81 DISCRETIONARY HOUSING PAYMENTS

The Director of Finance presented a report seeking endorsement of the procedures and criteria to be applied in relation to applications for Discretionary Housing Payments (DHP) in the light of amended housing benefit/Council tax benefit regulations.

The Discretionary Finance Assistance Regulations 2001 gave local authorities the discretion to make discretionary housing payments to claimants whose housing/Council tax benefit was less than their full liability.

The Council's current policy allowed the disregard of the first £3,000 capital savings of claimants under 60 years of age and the first £6,000 capital savings of claimants over 60 years of age in the calculation of DHPs. New regulations recommended that the first £6,000 of any savings held by benefit claimants of all ages should be disregarded in calculations. The report, however, recommended the Council to disregard only the first £3,000 of all claimants' capital in order to achieve a more equitable distribution of the available monies and a consistent approach for all applicants.

Decision made:

That the first £3,000 of the capital savings of all claimants for Discretionary Housing Payments, irrespective of age, be disregarded in the calculation of the payment, and the relevant policy be amended accordingly.

Reason for decision:

The revision of the policy will ensure that available grant monies are distributed equitably and the scheme is applied consistently for all applicants.

Alternative option(s) considered and rejected:

An increase of the capital disregard to £6,000 for all applicants would impact on the number of DHP applications that could be paid, owing to the overall cash limit applied to the scheme.

06.EC.82 INTRODUCTION OF BANKRUPTCY, CHARGING ORDER AND WINDING UP PROCEEDINGS TO RECOVER LARGE DEBTS

The Executive Cabinet considered a report of the Director of Finance recommending authorisation of the introduction of bankruptcy, charging orders and winding up proceedings for unpaid Council Tax, Business Rates and other large debts owed to the Council.

The recovery methods currently in use were deemed unsuitable and ineffective to recover arrears from a number of debtors, such as self-employed persons or unemployed persons not claiming relevant benefits. In these cases, the instigation of bankruptcy proceedings against debtors owing more than £750 or applications for a charging order against debtors owing in excess of £1,000 might be expedient.

The Director of Finance indicated that, mindful of potential costs to the Authority, all potential cases would be selected after careful vetting with the Land Registry and a credit reference agency. The results of the first test cases would be subjected to a cost/benefit analysis before any additional bankruptcy proceedings were instigated.

The Executive Cabinet was also requested to consider an approach to other precepting Authorities to ascertain if they would share the risks and costs of introducing the new recovery method.

Decisions made:

- (1) That approval be given to the introduction of bankruptcy, charging orders and winding up proceedings in appropriate cases to recover unpaid Council Tax, Business Rates and other debts.**
- (2) That appropriate publicity be afforded to the introduction of the new debt recovery methods.**
- (3) That other precepting authorities (ie Lancashire County Council, the Police Authority and the Lancashire Fire and Rescue Service) be requested to contribute to the costs of implementing the new debt recovery proceedings.**

Reason for decision:

The introduction of additional debt recovery methods will assist the Council in maximising outstanding income.

Alternative option(s) considered and rejected:

None.

06.EC.83 HUMAN RESOURCES POLICIES AND PROCEDURES - FLEXTIME POLICY

The Executive Cabinet considered a report of the Director of Human Resources seeking approval of the implementation of a revised Flexitime Policy for Council employees.

The proposals for the amended policy had emerged from the Staff Forum set up in October 2005 to examine and advise on all employee policies and procedural issues.

The report outlined the major projected changes within the proposed new scheme, highlighting the proposals to abolish core working time; alter the band width within which staff are allowed to work from 8.00am - 6.00pm to 8.00am - 7.00pm; and allow two days flexi leave to be taken in one four week period (subject to a maximum of 13 days per annum).

The scheme had been revised in order to modernise staffs' flexible working arrangements in line with other organisations' successful policies and the Director of Human Resources assured the Members that efficient management and monitoring of the new scheme would not affect service delivery.

It was proposed to introduce the scheme for a trial period of six months, at the expiry of which the scheme would be analysed from a cost/benefit viewpoint to determine whether the scheme should be made permanent.

Decisions made:

- (1) That approval be given to the implementation of the revised Flexi time policy, as now presented, on a six months trial basis.**
- (2) That the new policy be monitored through the measurement of reductions in staffs' time off in lieu, overtime and sickness absence.**
- (3) That information on potential savings be made available to Members following the six months trial period.**

Reasons for decision:

In order to comply with best practice; ensure that all Directorates are operating in a fair and consistent manner; and ensure that agreed policies and procedures are in place.

Alternative option(s) considered and rejected:

None.

06.EC.84 REGIONAL AND SUB-REGIONAL STRATEGY - UPDATE

The Executive Cabinet considered a report of the Director of Development and Regeneration seeking endorsement of the Central Lancashire City Sub-Regional Strategy and the Central Lancashire City Vision.

The Central Lancashire City Sub-Regional Strategy had been commissioned by the Chorley, Preston and South Ribble Councils to provide a spatial framework to ensure that opportunities defined in the Central Lancashire City Vision are delivered alongside principles of sustainable development. The Strategy was also aimed at informing the development of regional spatial planning, economic development and housing policies, by developing strategic solutions to key issues and realising the potential for growth.

The report also clarified how the Sub-Regional Strategy and City Vision were inter-linked with and related to the various other extant strategies and action plans that were linked to the draft Regional Spatial Strategy (ie the Regional Economic Strategy, Lancashire Economic Strategy and Sub-Regional Action Plan for 2006, Central Lancashire City Region Development Programme, Lancashire West Sub-Regional Housing Strategy Framework and Ambition Lancashire, 2005-25)

The strategic framework outlined for the sub-region would provide the context for Chorley Council's response to the consultation on the Regional Spatial Strategy. It would also provide the basis for further collaboration with Preston and South Ribble Councils on the alignment of the three Councils' respective Local Development Framework Core Strategies and Economic Development Strategies and action plans.

Decision made:

That the Central Lancashire City Sub-Regional Strategy and the Central Lancashire City Vision, as now presented, be endorsed as the context for the delivery of the sustainable economic growth envisaged in the Borough Council's adopted Economic Regeneration Strategy, and that the documents be submitted to the Government Office for the North West in support of the joint Regional Spatial Strategy response.

Reason for decision:

The Sub-Regional Strategy and the City Vision are key documents that will assist the Council in the delivery of sustainable growth in partnership with the other core authorities (Preston and South Ribble Councils) and maintain the role of the Core area within the City Region.

Alternative option(s) considered and rejected:

None, as the need for a planned, strategic approach to sustainable growth has been established.

06.EC.85 REGIONAL SPATIAL STRATEGY - SUBMITTED DRAFT

The Director of Development and Regeneration presented a report recommending endorsement of the draft response compiled jointly by the Chorley, Preston and South Ribble Councils to the revised draft Regional Spatial Strategy.

Representations on the revised draft Strategy, which had been submitted to the Government Office for the North West, had been invited by 12 June 2006. An Examination in Public was expected in November 2006, in advance of the anticipated final approval of the Strategy in late 2007.

The interim draft Strategy contained some 60 policies within seven topic areas (ie Development principles; Spatial Framework; Working; Living; Transport; Enjoying and Managing; and Sub-Regional Policy Framework) and the report outlined and commented on each topic area.

The suggested response from the Central Lancashire City Authorities to the draft Regional Spatial Strategy requested, inter alia, the amendment of the policies and text of the Strategy to recognise the status of the Central Lancashire City area as a key location for sustainable economic growth that supports the wider Central Lancashire City Region.

Decision made:

That the comments set out in Appendix A to the submitted report as compiled by the Central Lancashire City authorities of Chorley, Preston and South Ribble be agreed as this Council's representations on the draft Regional Spatial Strategy, subject to any major changes proposed by Preston or South Ribble Councils being approved by an appropriate Executive Member.

Reason for decision:

To ensure that the final content of the Regional Spatial Strategy reflects the views and economic potential of the Central Lancashire City authorities.

Alternative option(s) considered and rejected

Separate representations from the three respective Authorities are unlikely to generate as much influence as a joint response.

06.EC.86 EXCLUSION OF THE PUBLIC AND PRESS

Decision made:

That the press and public be excluded from the meeting during consideration of the following item of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972.

06.EC.87 STREETSCENE, NEIGHBOURHOODS AND ENVIRONMENT DIRECTORATE - RESTRUCTURE

The Executive Cabinet considered a report from the Director of Streetscene, Neighbourhoods and Environment on proposals to (i) revise the senior management structure of the Streetscene, Neighbourhoods and Environment Directorate following the amalgamation of the Public Space Services Unit, Environmental Services Unit and part of the Corporate and Policy Unit; and (ii) implement changes in the Directorate as a consequence of the impending termination of the Lancashire Highways Partnership on 1 July 2006 in order to effect both savings and the resources necessary to provide a sustainable street scene organisation.

The report contained a schedule identifying the posts that would transfer to the Lancashire County Council on the closure of the Highways Partnership, together with a summary of other proposed changes to the structure, which were expected to effect an annual saving of £119,000. In addition, the projected alteration of the middle management structure was anticipated to effect a further annual saving of £53,000. The report indicated, however, that a proportion of the total envisaged savings may need to be re-invested into technical staff under the next phase of the Directorate's restructure.

Decisions made:

- (1) That the proposals to revise the middle management structure of the Streetscene, Neighbourhoods and Environment Directorate, as outlined in the submitted report, be approved for consultation with staff and trade unions.**
- (2) That approval be given to the transfer of the staff identified in Appendix 2 to the submitted report to the Highways Authority under the terms of the Transfer of Undertakings (Protection of Employment) Regulations.**

Reason for decisions:

The proposals are aimed at providing a 'fit for purpose' structure of the Streetscene, Neighbourhoods and Environment Directorate.

Alternative option(s) considered and rejected:

The range of optional structures considered were rejected on the grounds that either they did not fulfil the objectives and requirements of the new Directorate or had additional cost implications.

Executive Leader

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Chorley

Borough Council

OVERVIEW AND SCRUTINY ANNUAL REPORT 2005/2006



Councillor John Walker -
Councillor Thomas McGowan -
Councillor Mark Perks -
Councillor Mrs Stella Walsh -

Chair Overview and Scrutiny Committee
Chair Environment Overview and Scrutiny Panel
Chair Community Overview and Scrutiny Panel
Chair Customer Overview and Scrutiny Panel

JUNE 2006



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1. Introduction

Welcome to the third annual report on the work of the Overview and Scrutiny at Chorley. It covers the period from May 2005 to April 2006.

It has been a pleasure to continue as Chair of the Overview and Scrutiny Committee for a further year.

I feel we have continued with effective work and scrutinised in a constructive, robust and purposeful way.

We continued with scrutiny of the Business Plans of all the departments of the Council along with other reviews which were submitted to the Executive Cabinet for approval.

After a disappointing scrutiny of the budget last year we decided to scrutinise the three highest spending departments which proved to be very successful and also a learning experience for all the Members. We hope to continue this format for all departments this coming year.

We held a self assessment evening in October which highlighted several areas of success and also areas for improvement in the scrutiny process which we hope will be incorporated in this years work and training.

Finally, I would like to thank my fellow Chairs, Members and Officers for their dedication and hard work during the last year and hopefully the scrutiny process will continue to benefit all aspects of Council business.

Thank you.

Regards.

Councillor John Walker

2. What is Scrutiny?

Overview and Scrutiny was introduced as part of the modernisation agenda for local government and the Local Government Act 2000 requires Councils to have at least one overview and scrutiny committee.

In 1999 the government commenced plans to reform and modernise the way local authorities operate.

This was designed to streamline and improve decision making, make elected members more mobile and accountable and improve services.

In particular the proposals required local authorities such as Chorley to replace its Committee system with Leader within Cabinet, Elected Mayor and Cabinet or Elected Mayor and Cabinet or Elected Mayor and Council Manager system. Chorley chose the option of having a Leader with Cabinet. In a 'Cabinet' system, a small number of Councillors are responsible for implementing the Council's policies and for service delivery, which should make it easier for people to see who is responsible for making decisions.

The main role of Overview and Scrutiny is to help improve the Council's performance through monitoring and review, to look at decisions taken by the Cabinet to help develop and monitor the Council's policies and strategies. Overview and Scrutiny is based upon the model of Select Committees at Westminster. It is an effective method by which Councillors who are not on the Cabinet can challenge and influence those making decisions.

There is no single definition of overview and scrutiny. It therefore should be viewed as an umbrella term covering a wide range of possible roles. However, the four key legislative roles are:

- holding the Executive to account
- policy development and review
- best value reviews
- external scrutiny for example the health service

This suggests an emphasis towards:

- acting as a watchdog for Executive decision making
- checking on whether existing policies are effective and helping to share and develop new ones
- contributing toward the continuous improvement of Council services
- reviewing the investigating matters of particular concern either within the Council or within the community.

The scrutiny role also provides new opportunities for public involvement and debate. This can support elected members in taking a community-orientated approach and bring new ideas and experience to scrutiny.

Council members and officers continue to learn about the best way forward for the Scrutiny process and are continually seeking to improve. One of the biggest challenges remains how to generate more interest with the public, press and partners, by demonstrating that effective Scrutiny can make a difference.

3. **Overview and Scrutiny in Chorley - A Background**

The Council first established and appointed Overview and Scrutiny Committees in September 1999 as part of the proposals for the introduction of a new system of Executive Leader and Cabinet style of local governance. Chorley was one of the first authorities to introduce its new political management arrangements.

The Council has recognised the key role Overview and Scrutiny has to play within its new modernised structure. This role is emphasised in the overarching objectives for the Council's overview and scrutiny functions.

The Council initially appointed two Overview and Scrutiny Committees to discharge the functions covering the whole of the Council's services (one Committee overseeing the Service Group A and the other overseeing Service Group B) comprising 17 members, excluding those members who have Executive responsibilities and serve on the Executive Cabinet.

In May 2003, the Council established and appointed an Overview and Scrutiny Committee and three standing Overview and Scrutiny Panels. The three standing panels were the Community Overview and Scrutiny Panel, the Customer Overview and Scrutiny Panel and the Environment Overview and Scrutiny Panel. The purpose of the Committee was to discharge the functions conferred by Section 21 of the Local Government Act 2000 and any Regulations made by the Secretary of State under Section 32 of the Local Government Act 2000. The Committee and the Panels were expected to play an important role in ensuring that all the services of the Council are efficient and effective and meet the needs of the local community.

The Overview and Scrutiny Committee would normally refer a matter falling within the cross-cutting theme of any of the Panels to the appropriate Panel for investigation and reference back to the Committee with recommendations. As well as the Standing Panels, the Overview and Scrutiny Committee could appoint additional ad hoc Overview and Scrutiny Panels to assist it in carrying out its functions should the need arise.

More recently the Council decided in May of this year to reduce the number of Panels down to two to bring them in line with the Council's management structure for providing services - the Corporate and Customer Panel and the Environment and Community Panel.

4. Overview and Scrutiny Structure, Functions and Responsibilities

Overview & Scrutiny Committee

The Committee has an overall responsibility for all scrutiny work including that undertaken by the three standing scrutiny panels.

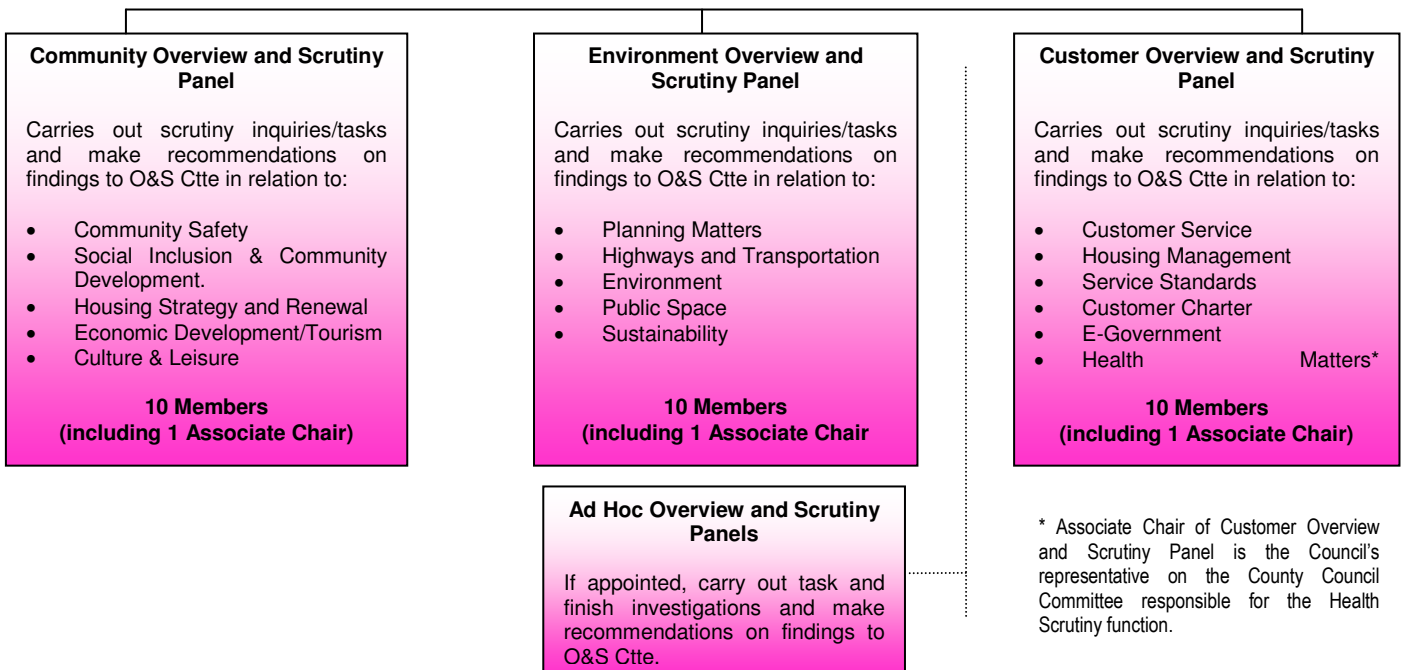
The Committee may exercise the full range of overview and scrutiny powers and functions including the 'call-in' of executive decisions. It may consider any topic appropriate for scrutiny but will normally focus on:

- Holding the Executive to account
- Performance, resources and corporate governance matters
- Consideration of recommendations from the standing scrutiny panels
- Making recommendations to the Executive and/or the Council flowing from its own work and that of the scrutiny panels
- Setting and monitoring the annual scrutiny work programmes.
- Selection of inquiry topics and approval of project outlines and plans.

Matters falling within the crosscutting themes of the standing scrutiny panels will normally be referred to the relevant panel for full investigation and consideration.

The Committee may appoint ad hoc scrutiny panels to assist it in carrying out its functions should the need arise.

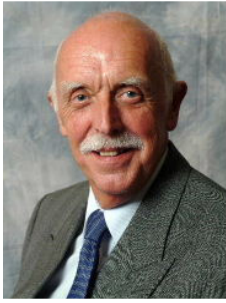
**10 Members
(including Chair + 3 Associate Chairs)**



The Structure of Overview and Scrutiny in Chorley for the period 2005/06. This will be amended following its restructure in May 2006.

5. The Achievements and Activities

(a) Overview and Scrutiny Committee



Chair

John Walker

Members

Councillor Eric Bell
 Councillor Mrs Pat Case
 Councillor Michael Davies
 Councillor Peter Goldsworthy
 Councillor Thomas McGowan (Associate Chair)
 Councillor Raymond Parr
 Councillor Mrs Stella Walsh (Associate Chair)
 Councillor Mark Perks (Associate Chair)
 Councillor Mary Wilson

Training and Development

The Committee continued to receive update reports on the training and development for Members. It has highlighted the need for Members to have training in order to develop their existing skills and equip them to carry out their scrutiny roles in a robust and effective manner.

The Member Development Steering Group was established and the Council has developed training sessions for Members on a regular basis with a Member Learning Hour and training sessions prior to meetings of Development Control and sessions for members involved in Licensing activities.

It is envisaged that the Council will be seeking the award of the North West Elected Member Development Charter later this year.

Monitoring of Sickness Absence

The Committee received six monthly update reports from the Director of Human Resources on the sickness absence across the authority and the process of reducing absence within the authority.

There continues to be a reduced trend in sickness absence levels and improvements in the health and well-being of employees as well as the targeting of short-term persistent absence.

Inquiry into the Provision of Youth Activities in Chorley

At the beginning of the Municipal Year the Committee received from the Community Overview and Scrutiny Panel its draft final report and recommendations into the provision of youth activities in the Borough.

The recommendations contained in the report were aimed to enhance and complement facilities for sports, arts and cultural activities for young people by facilitating more effective co-ordination and co-operation between service providers and funding bodies and encouraging maximum use of current facilities.

Inquiry into the One Stop Shop

At the same time as the above report the Committee received the draft final report and recommendations of the Customer Overview and Scrutiny Panel inquiry into the Council's One Stop Shop.

The recommendations contained in the report had been formulated by the Panel to assess the effectiveness of the One Stop Shop in improving Customer Service and to identify improvements to customer service.

Budget Timetable and the Involvement of Overview and Scrutiny in the Budget Process

In September the Committee's views were sought on the future role and involvement of the non-Executive Members in the scrutiny of the budget setting and monitoring process.

Members were reminded of the revised guidance in relation to the new Comprehensive Performance Assessment regime, which places greater emphasis and relevance on Authorities' financial management processes and an internal 'value for money' assessment of the use of resources. The Members of the Committee were asked to identify any particular area or key issue on which non-Executive Members should concentrate and how much the overview and scrutiny regime might contribute effectively to the budget setting process and subsequent performance management.

Late in January 2006 the Committee received the proposals for the budget for revenue spending and Council Tax for the General Fund for the 2006/07 financial year. The purpose was to give initial consideration of the proposals and seek the Committees views on the Executive Cabinet draft budget proposals.

This was part of the consultation exercise and feedback would be received from the three Panels and review of the budget consultation documents.

The key issues and areas that non-executive Members could concentrate on had been chosen as the area of Environment Services, Planning Services and Revenues and Benefits. They were examined in detail by the Panels responsible for the particular area. These services had been identified by the Audit Commission as they appeared as upper quartile costs in the Value for Money Self Assessment. A series of recommendations for the provision of improved comparative data were submitted to the Executive Cabinet in 2006 and were all approved.

Corporate Improvement Plan 2004 - 2007

The Committee continued to be consulted on the position in respect of the delivery of the Corporate Improvement Plan for 2004 - 2007, which showed good progress had been achieved across a broad range of areas and that many of the planned actions had been completed.

Revenue Budget/Capital Budget 2005/06 - Monitoring

The Committee received regular reports on the financial position of the Council compared against the budgets and efficiency saving targets it had set itself for 2005/06.

Reports on the additional schemes that had been made by the 2005/06 Capital Programme were made to the Committee.

Business Plan and Performance Monitoring

Every quarter the Committee received updates of the Business Plan relating to Corporate and Policy Services, Human Resources, Legal Services and Financial Services.

Members are able to discuss with the Service Head specific areas of concern and whether performance is being achieved.

Performance Management and the Role of Overview and Scrutiny

The Committee received in September 2005 a report clarifying the different roles and responsibilities of Executive and non-Executive Members in relation to performance and management. The role and objectives of Overview and Scrutiny Members was identified as:

- Providing a check on the activities of the Executive through its 'Call In' powers.
- Involvement in policy development and monitoring and review of policy formulation and implementation within the community-planning framework.
- Involvement in improvement review.
- Scrutiny of external bodies and agencies.

In order to assist the roles of Members the Committee have received quarterly reports on both the Corporate Plan Key Performance Indicators and Best Value Performance Indicators (BVPs). In addition, quarterly Business Plan updates were presented to the Committee and the three Panels.

Timetable of Meeting

In February 2006 the Committee was given a chance to comment on the draft timetable of meetings for the 2006/07 Municipal Year, proposing the dates for meetings of the Council, Executive Cabinet, Overview and Scrutiny Committee/Panels, the various Committees, Area Forum Pilots and Liaison Groups.

To enable the comments of the Overview and Scrutiny Committee to be reported to and taken into account by the Executive Cabinet, meetings of the Overview and Scrutiny Committee would be held two days prior to the Executive Cabinet.

Consultation Papers

Over the months the Committee has been requested for its views and comments on various Consultation papers.

More recently the Committee has been asked to respond to a paper issued by the Office of the Deputy Prime Minister entitled 'Local Strategic Partnership : Shaping their Future' which raised a number of questions in relation to the future role of Local Strategic Partnerships (LSP's) and suggestions as to how the Council should respond to the paper.

Other Consultation papers received related to the changes of the Strategic Health Authority, The Primary Care Trusts and the Ambulance Service NHS Trusts in Lancashire and Cumbria, and a Consultation paper produced by Lancashire City Council entitled 'Plan for all the Children and Young People in Lancashire'.

(b) **Community Overview and Scrutiny Panel**

Chairman
Mark Perks

Members

Councillor Thomas Bedford
 Councillor Andrew Birchall
 Councillor Peter Buckley
 Councillor Lesley Brownlee
 Councillor Francis Culshaw
 Councillor Mrs Marie Gray
 Councillor Gregory Morgan
 Councillor Mrs Iris Smith
 Councillor Alan Whittaker

The areas of responsibility of the Community Overview and Scrutiny Panel relate to:

- Community Safety
- Social Inclusion and Community Development
- Housing Strategy and Renewal
- Economic Development and Tourism
- Culture and Leisure

The Community Overview and Scrutiny Panel met 8 times during 2005/06.

At the beginning of the year the Panel received an update on the progress that had been made to implement the recommendations contained in the Panel's Inquiry report into Juvenile Nuisance. The actions that had been so far instigated had been pleasing in view of the constraints caused by the limited resources and capacity of a number of the organisations and agencies with whom collaboration to effect the implementation of a number of the recommendations is dependent. In view of this the Panel urged officers to actively encourage these bodies to commit adequate funding for suggested projects.

Public Participation in the Council's Decision-Making Process

Throughout the year the Panel has been charged to examine in depth the process of public participation in the Council's decision-making process.

The Panel was charged with conducting an investigation into the means by which the Council can more effectively engaged with the local community on the provision of services by specifically investigating the possible provision of Area Forums or Committees (after taking account of the experiences of the 3 Area Forum Pilot Schemes in Clayton-le-Woods North, Coppull and Lostock) and introduction of public speaking at meetings of the Council and its Committee bodies on a trial basis.

Two Sub-Groups were established to examine the two separate strands of the inquiry, with Members of the two Sub-Groups charged with responsibility to visit a number of surrounding local authorities to examine at first hand the operating arrangements and perceived effectiveness of the respective Authorities' specific arrangements and report their findings to the Panel. The Area Forum Working Group established by the Council was invited to accompany the Members of the two Sub-Groups on their visits.

Throughout the year the Panel received reports from a number of Members on their reactions to and comments on their visits to a number of Area Forums, Council meetings and Planning Committees in surrounding Districts as part of the evidence gathering for the inquiry.

Visits had been made to appropriate meetings of Pendle, South Ribble, Hyndburn, Ribble Valley and Rossendale Borough Councils and West Lancashire District Council.

The Panel, after assessing survey evidence and Members experience of neighbouring Authorities practices have agreed to support recommendations to allow the public to speak at meetings of the Council, Executive Cabinet, Development Control Committee and the Overview and Scrutiny bodies within specific parameters. The Development Control Committee has indicated its support of the proposals to allow the public to speak at meetings of the Committee within restrictions defined in agreed Procedure Rules.

Following the changes in the Council's political leadership and to the Overview and Scrutiny structure it is intended that the Scrutiny Inquiry will be concluded by a Special Cabinet Sub-Committee comprising of former members of the Community Overview and Scrutiny Panel.

(c) **Customer Overview and Scrutiny Panel**

Chair
Mrs Stella Walsh

Members

Councillor Alan Cullens
Councillor Mrs Doreen Dickinson
Councillor Margaret Lees
Councillor Peter Malpas
Councillor Miss June Molyneaux
Councillor Geoffrey Russell
Councillor Edward Smith
Councillor Mrs Joyce Snape
Councillor Christopher Snow

The areas of responsibilities of the Customer Overview and Scrutiny Panel relate to:

- Customer Service
- Housing Management
- Service Standards
- Customer Charter
- e-government
- Health Matters

The Panel met 9 times during 2005/06.

One Stop Shop Inquiry

At the beginning of the year the Panel received an update on the actions taken following the recommendations from the inquiry into the Council's 'One Stop Shop' service at the Union Street offices. The service objective was 'to provide customers with a single point of access to Council and partner services using their preferred method of contact and to provide a quality service that fully meets customer requirements'.

The Council and its staff have subsequently received an Excellent rating following the Customer Access and Focus Best Value Inspection and the award of Chartermark for Customer Services.

Decriminalisation of Parking Enforcement Inquiry

Throughout the year the Panels main focus of attention was on the ongoing Inquiry in to the Decriminalisation of Parking Enforcement.

The main objectives of the inquiry was:

- to investigate the effectiveness of Decriminalisation of Parking Enforcement (DPE)
- to assess the impact the introduction of the Parkwise scheme has had on residents, visitors, motorists, trades and business
- to compare with Best Practice elsewhere
- to identify any future improvements for customer service

The Inquiry had been called following the receipt over a period of time of complaints regarding the enforcement of car parking in Chorley.

Several Sub-Groups were established to consider evidence in detail and submitted reports to the Panel which formed part of the evidence.

In September 2005 a public survey was undertaken with the results showing that the positives outweighed the negatives. The main challenge for the Panel was to improve the public perception of Parking Attendants.

Through the inquiry there had been articles and letters in the press, with Members feeling that some of the comments were not helpful to the vitality of Chorley Town Centre.

Members visited Sefton Metropolitan Borough Council as Decriminalisation of Parking Enforcement had operated for a number of years to consider Best Practice and their lessons learned.

The inquiry report will be submitted to the Overview and Scrutiny Committee and to the Executive Cabinet on 27 and 29 June 2006 respectively.

Several of the recommendations, including a sticker to highlight which side of the Blue Badge (for disabled drivers) should be displayed, have already been implemented across Lancashire.

(d) **Environment Overview and Scrutiny Panel****Chair**

Thomas McGowan

Members

Councillor David Dickinson
 Councillor Thomas Gray
 Councillor Henry Counce
 Councillor Harold Heaton
 Councillor Miss Margaret Iddon
 Councillor Roy Lees
 Councillor Marion Lowe
 Councillor Roger Livesey
 Councillor Shaun Smith

The areas of responsibility of the Environment Overview and Scrutiny Panel relate to:

- Planning
- Highways and Transportation
- Environment
- Public Space and Sustainability

The Environment Overview and Scrutiny Panel has met eight times during the 2005/06 Municipal Year.

Accessibility of Cycling as a Leisure Pursuit

Continuing on from last year the Panel has been gathering evidence for the accessibility of cycling as a leisure pursuit with the main objectives being:

- to assess the dual use of areas (ie recreation grounds, car parks, parkland)
- to highlight the areas of development and improvement
- to identify the current areas and can they be extended
- to reduce confrontation between the various activities

Several witnesses have been called to give evidence on the various activities associated with the inquiry.

The Panel considered that the Inquiry had gone on long enough and was a topic that could run and run without coming to any real conclusion.

A number of recommendations and findings had come out of the Inquiry. These will result in raising awareness of confrontation between the various leisure activities, as well as bringing potential funding for cycling schemes in the Chorley area.

Business Plan 2005/06

Like the Overview and Scrutiny Committee and other Panels, Business Plans were submitted for Members to comment on the services provided under the responsibility of the Panel.

Particular attention was paid to the implementation of the Enhanced Recycling Scheme following the introduction of the second and final phases and the associated move to attempt weekly collection of an increased range of recyclable materials.

During its implementation the scheme design had been substantially amended which meant that promised delivery of the service to the rural and difficult access households could be delivered.

As part of the 2006/07 Budget process, the Environmental Services budget was chosen to be reviewed as the service had been identified to be looked at in more detail because it appeared as upper quartile costs in the Value for Money (VFM) Self Assessment undertaken by the Audit Commission.

The Panel received detailed findings of the Audit Commissions review of costs undertaken as part of their use of resources value for money review.

The exercise allowed the Panel the opportunity to establish if the Council's policy objectives are being met and if the benchmark findings are a means of the reality of Member and Stakeholders experience.

A number of comments came out of the review and submitted to the Executive Cabinet as part of the 2006/07 budget consultation process. These would be reviewed over 2006/07.

Sustainable Resources

Recently the Panel had been given the task to pursue the use of renewable energy within the Borough and the area the Council would take a lead on this issue on a cost neutral basis and this matter will be considered during the compilation of the Overview and Scrutiny Work Programme for 2006/07.

6. What has the Work of Overview and Scrutiny led to?

The work of the Overview and Scrutiny Committee and Panels have led to improvements in the Council's services, in the value for money that it provides.

Contributions have been made to:

- (a) ensuring that the objectives and actions in the Council's plans and strategies are more focused and relate to the Council's providers
- (b) ensuring that the Council's targets and outturns are achieved
- (c) ensuring that performance reports are submitted and that it is easier to see where services are improving
- (d) ensuring a greater emphasis on member training

In addition the work of the Committee and its Panels has identified what the Council is doing well and where action is needed to improve the delivery of Customer Services at the One Stop Shop and the Council's grass cutting service.

7. The Way Forward

As can be seen from this third Annual Overview and Scrutiny report, like the previous years it has been a busy one for the Overview and Scrutiny Committee and Panels. A number of inquiries have been undertaken and completed as well as smaller reviews. If Overview and Scrutiny is to be seen as workable it must be seen to be making a difference to the organisation. The ultimate test of effectiveness of overview and scrutiny is not how much work is done but whether the decision (or policies or services) which result from its intervention are better than those which would have resulted had that intervention not taken place.

The Comprehensive Performance Assessment identified a number of weaknesses in the Overview and Scrutiny processes and these are being addressed.

The following subjects will assist in the development of Overview and Scrutiny:

- Continuing the monitoring and progress of the recommendations for inquiries.
- Ensure that there is appropriate induction and training for Overview and Scrutiny Committee Members especially to any new Members on the Council following the elections.
- Ensure that there is awareness training to all members and relevant officers to promote an understanding of the role and importance of Overview and Scrutiny.
- To continue to consider the issues raised from the Comprehensive Performance Assessment.
- to continue to improve the holding of the Executive to account.

A positive step forward was made in October 2005 when a workshop session was held for all Members of the Council, Management Team and Senior Management Group to complete the Centre for Public Scrutiny Self Evaluation framework for the Council's Overview and Scrutiny function and enable the production of an Overview and Scrutiny Improvement Plan.

The Self-Assessment provided a picture of how the Scrutiny function was operating, what it does well and how improvements could be made.

Coming out of the Self Evaluation Workshop has been publishing of an Overview and Scrutiny Improvement Plan which forms part of the Council's Performance Management process. The Plan has been compiled taking account of outcomes of the workshop.

The Improvement Plan identifies 13 actions aimed at improving the delivery of the Council's Overview and Scrutiny action. The action required to be undertaken in order to:

- ensure that the Plan adds value to the Council's wider improvement programme and delivery of the Corporate Strategy and Community Strategy;
- communicate the potential of scrutiny to local communities;
- encourage involvement in the process of scrutiny;
- strengthen the confidence of persons undertaking scrutiny activities;
- demonstrate the value of the scrutiny role.

The Overview and Scrutiny Improvement Plan will be kept up to date and will form the key control document for the Executive Cabinet and the Overview and Scrutiny Committee to ensure that our plans are kept on track.

The Overview and Scrutiny Toolkit will be reviewed to reflect the changes that have been made since it was introduced.

Each of the Overview and Scrutiny Committee and Panels agree a work programme. This is a standing agenda item for the Overview and Scrutiny Committee and in this way Members can routinely monitor progress.

For the next Municipal Year 2006/07 the work programme will be linked to items in the Council's Corporate Strategy.

The work programme will be based on the following:

- The issue must be related to the Council's priorities.
- It must be of concern to elected members and members of the public.
- It should not be under review by any other body.
- It is an issue about which something can be done and which scrutiny can add value.

The Council continues to meet officers/Councillors from neighbouring authorities by way of the North West Scrutiny Support Officers Network and the Lancashire Scrutiny Parties Forum.

The principle source of support is from the Democratic Services Section where all Overview and Scrutiny members can seek advice and guidance. In addition to the traditional 'Committee' functions the officers also provide the research and analysis to Overview and Scrutiny.

Information regarding each Inquiry report and their recommendations as well as the regular updates on the Overview and Scrutiny Improvement Plan can be available for inspection on either the Council's website www.chorley.gov.uk/scrutiny or on deposit in the Democratic Services Section.



Final Report of the Customer Overview and Scrutiny Panel into Decriminalisation of Parking Enforcement



June 2006



www.chorley.gov.uk

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1. PREFACE

At the request of the Overview and Scrutiny Committee the Customer Overview and Scrutiny Panel was asked to investigate the effectiveness of the Decriminalisation of Parking Enforcement, which came into effect in September 2004. The Panel was also asked to assess the impact the introduction of the Parkwise Scheme had on residents, visitors, motorists, traders and businesses in Chorley and to identify any future improvements for customer service.

The Panel has now completed the Inquiry and the recommendations will be forwarded to the Overview and Scrutiny Committee for their consideration and then to the Executive Committee for final approval.

May I take this opportunity, on behalf of the Customer Overview and Scrutiny Panel, to thank all who took part in this Inquiry.

STELLA M WALSH
CHAIR - CUSTOMER PANEL

2. EXECUTIVE SUMMARY/LIST OF RECOMMENDATIONS AND COSTS

The Customer Overview and Scrutiny Panel undertook a Scrutiny Inquiry into the Decriminalisation of Parking Enforcement.

The objective of the Inquiry was to investigate the effectiveness of Decriminalisation of Parking Enforcement in Chorley, to assess the impact the introduction of the Parkwise scheme has had on residents, visitors, motorists, traders and businesses; to compare with best practice elsewhere and to identify any future improvements for customer service.

During the late 1980's, police forces across England and Wales were under increasing pressure to provide more officers on the beat and this led to redeployment of Traffic Wardens. As a result of this, Central Government passed the Road Traffic Act 1991. Lancashire Constabulary gradually reduced their Traffic Wardens over the years, and in 2001 gave formal notice to Lancashire County Council that all enforcement of parking by police would cease on 5th April 2004. In response to this, Lancashire County Council, as the Highway Authority, and after consultation with all the Districts, applied to Department for Transport for the powers to carry out Decriminalised Parking Enforcement across the county. This came into effect on 6th September 2004.

Lancashire County Council devolved responsibility to the district Councils for the day to day running of Decriminalisation of Parking Enforcement. Operational matters relating to the Parking Attendants would be dealt with in each district between the Parking Manager and the Area Manager for the contractor (National Car Parks). Parkwise were a department of Lancashire County Council and not a private contractor.

It should be noted that the implementation of Decriminalisation of Parking Enforcement in Lancashire was the first time a County Council and a number of district councils have operated Decriminalisation of Parking Enforcement in a partnership arrangement. As there are 12 districts and the County Council this was a complex operation over a large area.

A high proportion of Decriminalisation of Parking Enforcement was governed by statute. The old system could not be resurrected once it was in place. The procedure for the issuing of Penalty Charge Notices and the way that appeals were dealt with was, in the main, set out in statute. There were road safety reasons for Traffic Regulation Orders such as the flow of traffic, pedestrian and driver visibility and to prevent vehicles being an obstruction at junctions.

The approach of the Parking Attendants a year in to Decriminalisation of Parking Enforcement has developed into a more relaxed style, especially with members of the public. It was noted that some of the initial criticism might have been justified.

The investigations have highlighted key points, including:

- There were no targets set for the number of Penalty Charge Notices issued. The motorists set the number of Penalty Charge Notices issued as if no one parked in contravention no notices would be issued.
- Less than 1% of Pay and Display tickets bought received a Penalty Charge Notice.
- A Parking Attendant issued a Penalty Charge Notice based on the information available to them.

- Ongoing interest from the press must be expected in relation to Decriminalisation of Parking Enforcement. On the day of the site visit to Sefton Borough Council,

Decriminalisation of Parking Enforcement was front-page news in the local paper five years after implementation.

- Preston, Burnley and Lancaster deploy a higher percentage of Parking Attendants per head of population than Chorley. There were 7 Parking Attendants deployed at any one time in Chorley.
- Decriminalisation of Parking Enforcement was self-financing and would not cost Chorley Borough Council anything as the costs were carried over until it made a surplus.
- Parking Attendants provided other services to the public such as, directions, where disabled drivers could and could not park, where to purchase things, lost property such as keys and delivered residents parking permits. Parking Attendants reported faulty lighting, broken glass and litter and looked after people if they were taken ill.
- Blue Badge holders received a high proportion of the Penalty Charge Notices issued. This was partly due to confusion over which side of the badge should be displayed. It was a security risk if people displayed the wrong side as it displayed a photograph of the disable person.
- There are instances where Parking Attendants were physically and verbally assaulted.
- The suggested alternatives to pay and display car parks were not suitable for Chorley.

Customer Overview and Scrutiny Panel Membership

Councillor Mrs. S Walsh (Chair)	Councillor Miss J Molyneaux
Councillor A Cullens	Councillor Russell
Councillor Mrs. D Dickinson	Councillor E Smith
Councillor M Lees	Councillor Mrs. J Snape
Councillor Malpas	Councillor C Snow

Officer Support

Lead Officer

Mr. Iain Price

Parking Manager

Democratic Services

Miss Ruth Hawes

Assistant Democratic Services Officer

Contribution of Evidence

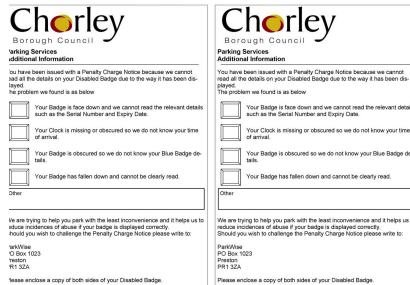
The Panel would like to thank Members of the Public, Chorley Borough Councillors, Parish Councillors and representatives of the Disability Liaison Group, the Markets Liaison Group and the Town Centre Forum who have provided evidence and contributed to the Inquiry. The Panel would also like to thank officers of Sefton Borough Council, representatives from the contractor (National Car Parks) and Councillor D Gee (Executive Member for Traffic and Transportation) for their contributions to the inquiry.

Recommendations

The Customer Overview and Scrutiny Panel, after taking account of all the evidence, recommend the following:

Recommendations to Chorley Borough Council

1. That it be noted that in the early stages there was some cause for concern that generated media interest. There have been improvements since the Inquiry has been ongoing. Recommendations 4, 5, 6, 11c have already begun.
Cost: There are no costs associated with this recommendation.
2. That the Director of Customer, Legal and Democratic Services be requested to resolve the outstanding issues in relation to the agency agreement as soon as possible.
Cost: Officer time (Chorley Borough Council).
3. That the Parking Manager liaise with the contractor (National Car Parks) to ensure that Parking Attendants make a note of circumstances when a driver returned to their vehicle, had been issued with a Penalty Charge Notice and was encouraged by the Parking Attendant to follow the appeals procedure.
Cost: Officer time (Chorley Borough Council/(National Car Parks).
4. That the Parking Manager liaise with the contractor (National Car Parks) to ensure that Parking Attendants record verbal abuse on the hand held equipment and in the pocket book.
Cost: Officer time (Chorley Borough Council/National Car Parks).
5. That the Parking Manager liaise with the contractor (National Car Parks) to ensure that Parking Attendants use a leaflet showing additional information as to why a Penalty Charge Notice had been issued to Blue Badge holders, similar to that used in Bolton.
Cost: Lancashire County Council have taken up this idea and will produce the leaflets for all Lancashire districts.



6. That the Parking Manager meet the Parking Attendants on their first day of employment to highlight certain points, for example, the importance of customer services.
Cost: Officer time (Chorley Borough Council).
7. That the Director of Streetscene, Neighbourhoods and Environment initiate Traffic Regulation Orders on the zig zag lines in front of schools in Chorley in conjunction with the “safer routes to school” initiative with Lancashire County Council.
Cost: Officer time, around £500 per advert per Traffic Regulation Order. There were six schools interested in this. (Chorley Borough Council).

8. To undertake the following to address the negative perception of the public in relation to Decriminalisation of Parking Enforcement:

b, That the Director of Policy and Performance include a question relating to Decriminalisation of Parking Enforcement on any suitable surveys, with the citizens' panel to identify any concerns that the community have.

Cost: Officer time. (Chorley Borough Council).

c, That the Parking Manager distribute of publicity leaflets to local businesses and market traders such as, "pavements are for people" and "parking tips" to educate drivers that they can return to the vehicle and purchase additional time.

Cost: The leaflets have been designed and printed in house (Chorley Borough Council).



d, That the Parking Manager arrange for a sign to be erected on site where revenue from Decriminalisation of Parking Enforcement had funded projects, for example, road safety schemes.

Cost: £500 per sign, the total cost would depend on the number of funded projects (Chorley Borough Council).

e, That the Parking Manager place a helpline number on all of the car park tariff boards to enable the public to report faults or problems to the contractor (National Car Parks).

Cost: £200 in total (Chorley Borough Council).

f, That a leaflet be produced showing where the Car parks were in Chorley. The leaflet to be produced by an external company but co-designed with the Council with sponsored adverts in from local businesses. The leaflets to be distributed to local businesses, Market Traders and the One Stop Shop.

Cost: Officer time (Chorley Borough Council).

g, That if an infomercial, or a new corporate video, was produced references should be made to Decriminalisation of Parking Enforcement.

Cost: Corporate cost.

9. That the Parking Manager trial the use of mystery shoppers with Internal Audit. The Panel would monitor the results and regularity of mystery shoppers. A dispensation could be given to allow a vehicle to park in contravention on a car park allowing the mystery shopper to assess:

- Whether a vehicle parked in contravention was issued with a Penalty Charge Notice,
- How the customer was dealt with,
- The quality of information given by the Parking Attendant and
- How the appeal was dealt with by Parkwise.

Cost: £5 levy per Penalty Charge Notice and officer time (Chorley Borough Council)

10. That the Director of Streetscene, Neighbourhoods and Environment write to all Chorley Borough Councillors and Parish Councillors requesting that any requests for parking enforcement be made to the Parking Manager on an annual basis.

Cost: Officer time and postage (Chorley Borough Council).

11. That the Parking Manager organise spot checks by Parking Attendants in residents parking areas out of hours, especially in the summer months.
Cost: Officer time (Chorley Borough Council).
12. To support the recent trial of a Parking Attendant using a scooter in the rural areas.
Cost: This information is commercially sensitive.
13. That the Parking Manager, in conjunction with the Director of Human Resources, create a welcome pack for new Parking Attendants, including the Customer Charter and useful numbers including the Parkwise helpline, Borough Council Contact Centre and Police.
Cost: Officer time, in house printing (Chorley Borough Council).

Recommendations to Lancashire County Council

14. That Lancashire County Council Social Services be requested to highlight which side of the Blue Badge should be displayed using a sticker.
Cost to Lancashire County Council £100 for 3,500 stickers. (This would commence in June 2006).
8. To undertake the following to address the negative perception of the public in relation to Decriminalisation of Parking Enforcement:
 - a, To request Lancashire County Council to produce a marketing toolkit for use by the districts, for example posters, leaflets, bus or radio advertising.
Cost to Lancashire County Council: The cost would depend on the size of the project. It is estimated between £5 and £10,000.
15. That Lancashire County Council be requested to create a recognised permit for registered carers within Chorley and South Ribble Primary Care Trust area.
Cost to Lancashire County Council: Officer time, production of permit.

Recommendations to the contractor (National Car Parks)

16. That the contractor (National Car Parks), in conjunction with Lancashire County Council be requested to review the Parking Attendant uniform
Cost: (The cost would be shared between Lancashire County Council and the Districts). This information is commercially sensitive.
17. To support the use of technology to enhance service provision, for example, the use of electronic hand held devices.
Cost: Ongoing costs. (The Contractor).

Recommendations to the Department for Transport

18. To support the following recommendations of the Childs report:

That the British Parking Association invites the Department for Transport:

 - To undertake urgent work to make more widely known the link between road safety, free flow of traffic and kerb space management and parking control (R1).
 - To seek from Local Authorities a full and audited annual disclosure which identifies income, expenditure and those specific areas in which any Decriminalisation of Parking Enforcement surpluses have been spent and the benefit they bring to all stakeholders and
 - Prescribe a national model for how this information should be provided and ensure that it was in a form that was easily understood (R2).
 - To specifically encourage the adoption of an appropriately balanced Model Contract for use by Local Authorities and contractors (R4).
 - To require Local Authorities to undertake regular and local public opinion surveys into parking controls and Decriminalisation of Parking Enforcement and identify key concerns the community have (R5).
 - To develop a communication strategy around parking control and Decriminalisation of Parking Enforcement aimed at improving the public understanding and perception of them (R6).
 - To consider how parking control and enforcement and the benefits they bring can be better represented in the Highway Code (R7).
 - To require Local Authorities to undertake regular audits of traffic regulation orders and signs to ensure that they remain relevant and necessary and signs are

accurate, understandable and visible and that changes needed in regulations be made within a published time frame (R12).

To emphasise to Local Authorities the importance of regular reviews of traffic regulation orders and signage and seek the publication of a plan to achieve this (R13).

To consider whether through legislation, the name "Parking Attendant" should be changed to better reflect the role of such staff on the street (R15).

To consider ways in which it can be made obligatory to Parking Attendants to have undergone independently assessed training e.g. through the new City and Guilds qualification, either before appointment or within a set period of being appointed (R17).

To support an approach to the Home Office to explore how the victimisation of Parking Attendants might be made a higher priority for the Police (R23).

To urge Local Authorities to fully investigate and respond to requests to have a penalty charge notice withdrawn on receipt of the first communication from the driver (R32).

To urge Local Authorities to reinstate a full 14-day discount period if a road user can satisfy them that he/she did not receive the original Penalty Charge Notice (R33).

To encourage Local Authorities to publish annually the

- Number of Penalty Charge Notices issued each year
- Number of Penalty Charge Notices paid at the reduced rate
- Number of requests for Penalty Charge Notices to be withdrawn before the Notice to Owner was issued (R34)
- Number of formal representation made and allowed
- Time taken to respond to all requests

To collaborate with the British Parking Association in undertaking research to establish the most effective way of providing National good practice in parking control and the development of a good practice guide (R41).

That the British Parking Association

Explores the way in which the status and recognition given to Parking Attendants can be improved (R14).

Engages with specialist training advisors and reviews whether the levels of interpersonal skills and conflict resolution training in the Parking Attendant training syllabus was sufficient for the role they perform (R18).

Encourage Local Authorities and contractors who employ Parking Attendants, to provide specific financial support for those who wish to undertake job related and externally validated training, if the employer does not provide suitable training (R19).

Approach the Association of Chief Police Officers and seek to develop an enhanced response in case of Parking Attendant victimisation (R22).

Considers the establishment of an appropriate qualification for parking managers as a development on its work on training for Parking Attendants (R28).

And

That there was no change in the level of discretion given to Parking Attendants "on the street" (R27).

Cost: Officer time (Chorley Borough Council).

19. That the Department for Transport be requested to develop a guide to parking to be sent to drivers with their drivers license and to consider parking issues in more detail in the driving test.

Cost: Officer time (Chorley Borough Council).

Total Cost Implications

Authority	Recommendations	Cost	Total £	
Chorley Borough Council	2, 3, 4, 6, 7, 18, 19, 8b, 8c, 8d, 8e, 8f, 8g, 9, 16, 10, 11, 13	Officer time,		
	8b, 8c, 13	In house printing		
	8b, 8c, 13	In house design		
	7,	£500 per advert x 6 schools = £3,000.	£3,000.	
	8d,	Depending on how many projects are funded £500 per sign	£500 per sign	
	8e,	£200 in total.	£200 in total.	
	8g	Corporate Communications		
	9,	£5 levy per Penalty Charge Notice	£5 levy per Penalty Charge Notice	
	16,	Cost of uniform (commercially sensitive)		
	10,	Postage £22	£22	
	12,	Cost of scooter hire (commercially sensitive)		
	Lancashire County Council	14, 5, 8a, 16, 15	Officer time,	
		5	In-house design and printing	
14		£100 for 3,500 stickers	£100	
8a,		Depending on project size £5,000 to £10,000	£5,000 to £10,000	
16,		Cost of uniform		
Contractor (National Parks) Car	15	Production of permit		
	3, 4, 16,	Officer time,		
	17	Ongoing costs		

3. INTRODUCTION

Background

The Overview and Scrutiny Committee referred an Inquiry entitled Decriminalisation of Parking Enforcement to the Customer Overview and Scrutiny Panel.

The subject of the Inquiry came to the attention of the Overview and Scrutiny Committee on 6 January 2005 after a suggestion by Councillor Mrs I Smith, scoring three for importance (Good evidence linking topic to Council's key aims and priorities) and four for impact (Substantial potential benefits community wide or for a significant proportion or section of the community) in the scrutiny topic selection assessment criteria set out in the Council's Overview and Scrutiny Toolkit.

Aims/objectives

The Panel's aims and objectives for the scrutiny Inquiry were identified as follows:

- (a) To investigate the effectiveness of Decriminalisation of Parking Enforcement in Chorley,
- (b) To assess the impact the introduction of the Parkwise scheme has had on residents, visitors, motorists, traders and businesses.
- (c) To compare with Best Practice elsewhere.
- (d) To identify any future improvements for customer service.

Terms of Reference

The terms of reference for the Inquiry were:

- (a) To conduct an investigation into Decriminalisation of Parking Enforcement and Parkwise and to identify (if any) improvements to the service.
- (b) To assess the current service provision.
- (c) To report on the investigations findings and make recommendation initially to Overview and Scrutiny Committee consistent with the Inquiry's objectives and desired outcomes.

Inquiry Project Outline

The Panel completed the "Overview and Scrutiny Inquiry Project Outline". This document was Appendix A to this report.

Desired Outcome

The Panel hoped firstly, to identify methods to show Decriminalisation of Parking Enforcement and Parkwise as reasonable and customer friendly to residents and visitors to the town and, secondly, to maximize operational efficiency of the service.

General Information

Information on Chorley Borough Council's overview and scrutiny toolkit policies and procedures can be found on the Council's website: www.chorley.gov.uk/scrutiny

4. METHOD OF INVESTIGATION

Documentary Evidence

The Panel received and considered several reports and documents, these included:

- Background information on Decriminalisation of Parking Enforcement and Parkwise
- Penalty Charge Notice statistics: On street/Off street (on car parks), Appeals successful/not successful and Appeals by offence
- Comparisons with other local authorities in Lancashire for numbers of tickets, numbers of Parking Attendants, number of Penalty Charge Notices issued and cancelled
- Information relating to Disabled Badge holders
- A summary of letters to the local press
- The recommendations of the Childs report (an independent report commissioned by the British Parking Association)
- The training manuals for the Parking Attendants produced by the contractor
- Evidence submitted by the public

The Scrutiny Inquiry Information Checklist (Appendix B) details the written documents assessed by the Panel.

Witnesses

The Panel consulted the Disability Liaison Group on 21 November 2005, the Town Centre Forum on 7 December 2005 and the Markets Liaison Group on 21 February 2006 and considered the views and experiences that were shared.

The Panel, at its meeting on 7 December 2005, interviewed the following persons:

- Contract Manager for Lancashire
- Contract Supervisor
- Communications Officer, Chorley Borough Council
- Accountant for Decriminalisation of Parking Enforcement, Chorley Borough Council

The Panel, at its meeting on 22 March 2006, interviewed Councillor Mrs. I Smith and the Deputy Director of Legal Services. On 6 April 2006 the Panel discussed the issues raised during the Inquiry and the draft recommendations with Councillor D Gee (Executive Member for Traffic and Transportation).

A copy of the Scrutiny Inquiry Witness Checklist was attached to the report as Appendix C.

Research

Members of the public, Chorley Borough Councillors and Parish Councils, completed a questionnaire, undertaken by Beacon Research, in relation to Decriminalisation of Parking Enforcement.

The Panel undertook a site visit to Sefton Borough Council, as an authority who had implemented Decriminalisation of Parking Enforcement five years ago.



Members and Officers during the site visit to Sefton Borough Council.

Panel Meetings

The agendas, reports and minutes of the Customer Overview and Scrutiny Panel held on 9 August 2005, 17 August 2005, 7 September 2005, 5 October 2005, 9 November 2005, 24 November 2005, 7 December 2005, 22 March and 6 April can be found on the Councils website: www.chorley.gov.uk

5. FINDINGS

Objective/Key Issue 1 To investigate the effectiveness of Decriminalisation of Parking Enforcement in Chorley,

Evidence	Findings	Recommendation
<p>Panel 9 August 2005 Sub-Group 7 December 2005</p>	<p>Contrary to popular belief Parkwise was a department of Lancashire County Council and not a private contractor. Prior to the implementation of Decriminalisation of Parking Enforcement in September 2004 there had been 1.5 full time equivalent Police Traffic Wardens in the Borough of Chorley. Since implementation there were 7 full time equivalent Parking Attendants. One Parking Attendant used a mobile patrol in the outskirts of the Borough. Parking Attendants were assigned a beat in the town centre and were monitored by two supervisors. Each beat was different and they were rotated.</p>	<p>1. That it be noted that in the early stages there was some cause for concern that generated media interest. There have been improvements since the Inquiry has been ongoing. Recommendations 4, 5, 6, 11c have already begun. <i>Cost: There are no costs associated with this recommendation.</i></p>
<p>Sub-Group 7 December 2005</p>	<p>Prospective Parking Attendants now shadowed a Parking Attendant, not in uniform, before any formal training to get an idea of the job. The performance of Parking Attendants was monitored through the tour log and the activity log, whether registrations were noted and then rechecked after allocated times. Feedback was received from the Parking Manager and members of the public. There were no targets set for the numbers of Penalty Charge Notices issued.</p>	
<p>Panel 9 August 2005 Panel 22 March 2006</p>	<p>The Parking Attendant could only issue a Penalty Charge Notice on the basis of the information available to them. A Penalty Charge Notice would be issued if a pay and display ticket was not displayed in the vehicle or the vehicle was parked in contravention</p>	

	<p>of a Traffic Regulation Order. A warning notice would be issued if a Traffic Regulation Order had changed only recently. A Parking Attendant could not cancel a Penalty Charge Notice once it had been issued or give a warning. This was to protect the Parking Attendant from potential allegations of bribery. The appeals procedure was on the reverse of the Penalty Charge Notice and was set out in Regulations. If the ticket was face down or the person could prove that they were loading or unloading the Penalty Charge Notice would be cancelled. Parking Attendants would encourage drivers to follow the appeals procedure.</p>	
<p>Sub Group 7 December 2005 Panel 22 March 2005</p>	<p>Due to the nature of the job it was difficult for the contractor to reward their staff, as there could be no suggestion of incentives. Per month there were 200 Argos points distributed across the whole of Lancashire, comprising 140 staff with a maximum of 20 points per Parking Attendant for examples of teamwork, integrity, customer focus and knowledge. One point equated to one pound.</p>	
<p>Panel 9 November Panel 22 March 2006</p>	<p>The comparison of car parking charges with other local authorities in the area shows that Chorley was competitive on car parking prices. The numbers of pay and display car park tickets had remained the same, and for some months had increased, since the implementation of Decriminalisation of Parking Enforcement.</p>	
<p>Sub-Group 7 December 2005 Panel 22 March 2005</p>	<p>A Parking Attendant would take a photograph of the issued Penalty Charge Notice on the windscreen on the vehicle, the pay and display machine and the reason why the car was in contravention; for example, there was no valid pay and display ticket. In some cases loading and unloading was permitted and a Parking Attendant would allow an observation period. In certain other cases, for example a bus stop no observation time was required and a Penalty Charge Notice would be issued straight away.</p>	

<p>Sub-Group 7 December 2005 Panel 22 March 2006</p>	<p>Preston, Burnley and Lancaster deploy a higher percentage of Parking Attendants per head of population than Chorley. There are 7 Parking Attendants deployed at any one time in Chorley, unless training was ongoing or a Parking Attendant was being supervised. The number of Parking Attendants had been devised after consideration of the number of car parks, Traffic Regulation Orders and residents parking schemes. The report of the consultant originally suggested 14, but this was re-evaluated as the ring road could be removed from the calculation.</p>	
<p>Panel 22 March 2006</p>	<p>There were issues outstanding in relation to the agency agreement that was discussed with Legal Services.</p>	<p>2. That the Director of Customer, Legal and Democratic Services be requested to resolve the outstanding issues in relation to the agency agreement as soon as possible. <i>Cost: Officer time (Chorley Borough Council).</i></p>
<p>Sub-Group 7 December 2005</p>	<p>The number of Penalty Charge Notices issued by Parking Attendants in error had decreased since the first few months of implementation.</p>	
<p>Sub-Group 7 December 2005</p>	<p>Decriminalisation of Parking Enforcement was self-financing and would not cost Chorley Borough Council anything as the costs were carried over until it made a surplus. All costs and income were held in a separate trading account.</p>	

Objective/Key Issue 2 To assess the impact the introduction of the Parkwise scheme has had on residents, visitors, motorists, traders and businesses.

Evidence	Findings	Recommendation
Panel 22 March 2005	Less than 1% of customers who used the car parks in Chorley were issued with a Penalty Charge Notice. The number of pay and display tickets did not include Blue Badge holders (for disabled people) as they do not have to purchase a pay and display ticket. Of this number 50% of the Penalty Charge Notices were issued for not displaying a ticket or not purchasing a ticket at all.	
Panel 9 November 2005	The instances of people parking in a selfish manner, for example, across two spaces had decreased since the implementation of Decriminalisation of Parking Enforcement. It was now easier to find a car parking space at busy times.	
Sub-Group 7 December 2005 Panel 22 March 2005	Parking Attendants provided other services to the public such as, directions, where disabled drivers could and could not park, where to purchase things, lost property such as keys and delivered residents parking permits. Parking Attendants reported faulty lighting, broken glass and litter, looked after people if they were taken ill and liaised with the Closed Circuit Television operators to keep an eye on car doors/windows that had been left open. Tax warning notices were issued if the vehicle tax was out of date.	
Panel 9 November 2005	A survey was undertaken of members of the public during September 2005 with 365 respondents to examine the attitudes towards parking facilities within Chorley Town Centre. In particular, the survey looked at car parking provision and the role of parking attendants. The vast majority of respondents (76.3%) agreed that Parking Attendants were always around and provided a visible deterrent to illegal parking, with 46.3% agreeing that Parking Attendants provided	

<p>Panel 24 November 2005 Panel 22 March 2006</p>	<p>effective enforcement for the outer and residential areas. Opinions were divided on the subject of Parking Attendants as might be expected.</p> <p>As a result of Decriminalisation of Parking Enforcement Traffic Regulation Orders and related signs were subject to an ongoing audit. The car parks and pay and display machines were regularly maintained. The pay and display machines were checked each day to be within one minute of the Parking Attendants watch. Resident parking areas have been reviewed to allow parking in limited waiting bays. Comments received from applications in relation to Parking Attendants for residents parking permits had been positive.</p>	
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Objective/Key Issue 3 To compare with Best Practice elsewhere.

Evidence	Findings	Recommendation
<p>Panel 7 September 2005 Site visit 9 November 2005 Panel 22 March 2005</p>	<p>The appeals procedure was set out in Regulations. The fact that Penalty Charge Notices were cancelled showed that there was a robust appeals procedure in place. The appeals procedure laid down in the Road Traffic Act 1991 set out the actions to be followed at each stage. The first stage under the Act was the formal representation and service of the Notice to Owner. At this point the charge reverted to its full amount of £60. Parkwise do accept informal challenges prior to the issue of the Notice to Owner. Whilst this was not a statutory requirement, Parkwise treats this as "best practice" in common with most authorities across the country.</p>	<p>3. That the Parking Manager liaise with the contractor (National Car Parks) to ensure that Parking Attendants make a note of circumstances when a driver returned to their vehicle, had been issued with a Penalty Charge Notice and was encouraged by the Parking Attendant to follow the appeals procedure. <i>Cost: Officer time (Chorley Borough Council/National Car Parks).</i> 4. That the Parking Manager liaise with the contractor (National Car Parks) to ensure that Parking Attendants record verbal abuse on the hand held equipment and in the pocket book. <i>Cost: Officer time (Chorley Borough Council/National Car Parks).</i></p>
<p>Sub-Group 17 August 2005 Panel 7 September 2005 Sub-Group 7 December 2005 Site visit 9 November 2005</p>	<p>Blue Badge holders received a high proportion of the Penalty Charge Notices issued. This was partly due to confusion over which side of the badge should be displayed. It was a security risk if people displayed the wrong side as it displayed a photograph of the disable person. In instances where a Penalty Charge Notice had been issued because the Blue Badge had been displayed incorrectly the Penalty Charge Notice would be cancelled on the first offence and a letter sent explaining how the Blue Badge should be displayed. The Disabled Drivers Association had lobbied central government for the enforcement of Blue Badges due to the large-scale abuse of the badges.</p>	<p>14. That Lancashire County Council Social Services be requested to highlight which side of the Blue Badge should be displayed using a sticker. <i>Cost: £100 for 3,500 stickers (Lancashire County Council). (This would commence in June 2006).</i> 5. That the Parking Manager liaise with the contractor (National Car Parks) to ensure that Parking Attendants use a leaflet showing additional information as to why a Penalty Charge Notice had been issued to Blue Badge holders, similar to that used in Bolton. <i>Cost: Lancashire County Council have taken up this idea and will produce the leaflet for all Lancashire Districts).</i></p>
<p>Site visit 9 November 2005</p>	<p>The training received by the Parking Attendants did have a module on customer service, but it was highlighted that the Borough Council Parking Manager could stress points that were particularly important to the Council. Parking Attendants from Chorley were not seconded out to other districts in Lancashire, although if required Parking Attendants</p>	<p>6. That the Parking Manager meet the Parking Attendants on their first day of employment to highlight certain points, for example, the importance of customer services. <i>Cost: Officer time (Chorley Borough Council).</i></p>

<p>Site visit 9 November 2005 Panel 5 October 2005</p>	<p>from other districts could be seconded to Chorley, by agreement with the Parking Manager. There could be a lot of vehicles parked directly in front of schools at the start and end of school. This was a road safety issue.</p>	<p>7. That the Director of Streetscene, Neighbourhoods and Environment initiate Traffic Regulation Orders on the zig zag lines in front of schools in Chorley in conjunction with the “safer routes to school” initiative with Lancashire County Council. <i>Cost: Officer time, around £500 per advert per Traffic Regulation Order. There were six schools interested in this. (Chorley Borough Council).</i></p>
<p>Panel 24 November 2005</p>	<p>The British Parking Association commissioned an independent report entitled the “Childs report”. The report was an overview of Decriminalisation of Parking Enforcement. The report highlighted that the negative perception of the public in relation to Decriminalisation of Parking Enforcement was an issue that needed to be addressed. This included the issue of verbal and physical abuse towards Parking Attendants.</p>	<p>18. To support the following recommendations of the Childs report: That the British Parking Association invites the Department for Transport: To undertake urgent work to make more widely known the link between road safety, free flow of traffic and kerb space management and parking control (R1). To seek from Local Authorities a full and audited annual disclosure which identifies income, expenditure and those specific areas in which any Decriminalisation of Parking Enforcement surpluses have been spent and the benefit they bring to all stakeholders and Prescribe a national model for how this information should be provided and ensure that it was in a form that was easily understood (R2). To specifically encourage the adoption of an appropriately balanced Model Contract for use by Local Authorities and contractors (R4). To require Local Authorities to undertake regular and local public opinion surveys into parking controls and Decriminalisation of Parking Enforcement and identify key concerns the community have (R5). To develop a communication strategy around parking control and Decriminalisation of Parking Enforcement aimed at improving the public understanding and perception of them (R6). To consider how parking control and enforcement and the benefits they bring can be better represented in the Highway Code (R7). To require Local Authorities to undertake regular audits of traffic regulation orders and signs to ensure that they remain relevant and necessary and signs are accurate, understandable and visible and that changes needed in regulations be made within a published time frame (R12). To emphasise to Local Authorities the importance of regular reviews of traffic regulation orders and signage and seek the publication of a plan to achieve this (R13). To consider whether through legislation, the name “Parking Attendant”</p>

		<p>should be changed to better reflect the role of such staff on the street (R15).</p> <p>To consider ways in which it can be made obligatory to Parking Attendants to have undergone independently assessed training e.g. through the new City and Guilds qualification, either before appointment or within a set period of being appointed (R17).</p> <p>To support an approach to the Home Office to explore how the victimisation of Parking Attendants might be made a higher priority for the Police (R23).</p> <p>To urge Local Authorities to fully investigate and respond to requests to have a penalty charge notice withdrawn on receipt of the first communication from the driver (R32).</p> <p>To urge Local Authorities to reinstate a full 14-day discount period if a road user can satisfy them that he/she did not receive the original Penalty Charge Notice (R33).</p> <p>To encourage Local Authorities to publish annually the</p> <ul style="list-style-type: none"> • Number of Penalty Charge Notices issued each year • Number of Penalty Charge Notices paid at the reduced rate • Number of requests for Penalty Charge Notices to be withdrawn before the Notice to Owner was issued (R34) • Number of formal representation made and allowed • Time taken to respond to all requests <p>To collaborate with the British Parking Association in undertaking research to establish the most effective way of providing National good practice in parking control and the development of a good practice guide (R41). That the British Parking Association</p> <p>Explores the way in which the status and recognition given to Parking Attendants can be improved (R14).</p> <p>Engages with specialist training advisors and reviews whether the levels of interpersonal skills and conflict resolution training in the Parking Attendant training syllabus was sufficient for the role they perform (R18).</p> <p>Encourage Local Authorities and contractors who employ Parking Attendants, to provide specific financial support for those who wish to undertake job related and externally validated training, if the employer does not provide suitable training (R19).</p> <p>Approach the Association of Chief Police Officers and seek to develop an enhanced response in case of Parking Attendant victimisation (R22).</p>
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		<p>Considers the establishment of an appropriate qualification for parking managers as a development on its work on training for Parking Attendants (R28).</p> <p>And</p> <p>That there was no change in the level of discretion given to Parking Attendants "on the street" (R27).</p> <p><i>Cost: Officer time (Chorley Borough Council).</i></p> <p>19. That the Department for Transport be requested to develop a guide to parking to be sent to drivers with their drivers license and to consider parking issues in more detail in the driving test.</p> <p><i>Cost: Officer time (Chorley Borough Council).</i></p>
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Objective/Key Issue 4 To identify future improvements for customer service.

Evidence	Findings	Recommendation
<p>Site visit 9 November 2005 Panel 7 September 2005 Panel 9 November 2005</p>	<p>There had been adverse press relating to Decriminalisation of Parking Enforcement. There was a need to highlight to the public the correct position. On the day of the site visit to Sefton there was a front-page story about Decriminalisation of Parking Enforcement years 5 after implementation. Officers at Sefton advised that if businesses talked down parking to the press this was negative for the town centre and therefore bad for business. The Local Authority would not define the number of Penalty Charge Notices that were issued as the motorists dictate this. This also applies to Chorley.</p>	<p>8. To undertake the following to address the negative perception of the public in relation to Decriminalisation of Parking Enforcement:</p> <p>a, To request Lancashire County Council to produce a marketing toolkit for use by the districts, for example posters, leaflets, bus or radio advertising. <i>Cost: The cost would depend on the size of the project. It is estimated between £5 and £10,000 (Lancashire County Council).</i></p> <p>b, That the Director of Policy and Performance include a question relating to Decriminalisation of Parking Enforcement on any suitable surveys with the citizens' panel to identify any concerns that the community have. <i>Cost: Officer time. (Chorley Borough Council).</i></p> <p>c, That the Parking Manager distribute of publicity leaflets to local businesses and market traders such as, "pavements are for people" and "parking tips" to educate drivers that they can return to the vehicle and purchase additional time. <i>Cost: The leaflets have been designed and printed in house (Chorley Borough Council).</i></p> <p>d, That the Parking Manager arrange for a sign to be erected on site where revenue from Decriminalisation of Parking Enforcement had funded projects, for example, road safety schemes. <i>Cost: £500 per sign, the total cost would depend on the number of funded projects (Chorley Borough Council).</i></p> <p>e, That the Parking Manager place a helpline number on all of the car park tariff boards to enable the public to report faults or problems to the contractor (National Car Parks) <i>Cost: £200 in total (Chorley Borough Council).</i></p> <p>f, That a leaflet be produced showing where the Car parks were in Chorley. The leaflet to be produced by an external company but co-designed with the Council with sponsored adverts in from local businesses. The leaflets to be distributed to local businesses, Market Traders and the One Stop Shop. <i>Cost: Officer time (Chorley Borough Council).</i></p> <p>g, That if an infomercial, or a new corporate video, was produced references should be made to Decriminalisation of Parking Enforcement. <i>Cost: Corporate cost.</i></p>

<p>Sub-Group 17 August 2005</p>	<p>There was a lack of concrete information on how Parking Attendants deal with customers face to face.</p>	<p>9. That the Parking Manager trial the use of mystery shoppers with Internal Audit. The Panel would monitor the results and regularity of mystery shoppers. A dispensation could be given to allow a vehicle to park in contravention on a car park allowing the mystery shopper to assess:</p> <ul style="list-style-type: none"> • Whether a vehicle parked in contravention was issued with a Penalty Charge Notice, • How the customer was dealt with, • The quality of information given by the Parking Attendant and • How the appeal was dealt with by Parkwise. <p><i>Cost: £5 levy per Penalty Charge Notice and officer time (Chorley Borough Council)</i></p>
<p>Sub-Group 7 December 2005</p>	<p>The basic uniform was implemented across the County and districts and the individual logos were then put on the uniform. There was a cycle of change for uniforms.</p>	<p>16. That the contractor (National Car Parks), in conjunction with Lancashire County Council be requested to review the Parking Attendant uniform <i>Cost: (The cost would be shared between Lancashire County Council and the Districts). This information is commercially sensitive.</i></p>
<p>Panel 9 November 2005 Panel 22 March 2006</p>	<p>Alternatives to pay and display car parks were considered. The alternatives suggested were pay on exit and pay on foot. Pay on Exit relied on staff manning exit barriers, verifying the amount of time the customer has been on the car park and charging accordingly. Time bands were often set at half hour intervals. It was expensive to install and operate, since it was labour intensive. Other major drawbacks as for "Pay on Foot." Pay on Foot was a very similar system as above, with barriers at the entrance and exits, but with centralised pay stations where the customer paid for their parking on the way back to their vehicle. Again, it was expensive to install, and running costs, whilst not as high as Pay on Exit, would still be higher than current, as the car park office would have to be manned for all the hours of operation. Drawbacks of both systems were that they rely on a secure layout on the car parks to prevent unauthorised egress bypassing the barrier. Therefore</p>	

	<p>the layout of the car park was important. Installation costs were high, as a barrier is required at the entrance and exit points, with associated wiring to the barriers and induction loop installation to prevent accidental activation of the barrier when a vehicle is on the loop. Suitable accommodation is required for the staff, either at the exit points (pay on exit) or a control room for pay on foot. Spaces would be lost on the car parks to accommodate this. The pay of foot system required pay stations to be located at convenient locations and presented a security risk. They would need some protection from the elements. A robust traffic survey would have to be carried out, but at peak times the consequences of vehicles queuing to gain access to the car park could cause severe disruption to the town's road network. The Panel were not aware of any surface car parks operating a pay on foot system. Recently, a pay on foot system was installed on a multi storey car park in Preston at a cost of approx. £70K, and the tariffs were increased shortly afterwards.</p>	
<p>Panel 22 March 2006</p>	<p>Residents Parking areas in general were to be reviewed in the near future. Car parks were free between 6pm and 8am.</p>	
<p>Panel 22 March 2006</p>	<p>There was no recognised permit for registered carers within Chorley and South Ribble Primary Care Trust areas.</p>	<p>15. That Lancashire County Council be requested to create a recognised permit for registered carers within Chorley and South Ribble Primary Care Trust area. <i>Cost: Officer time, production of permit. (Lancashire County Council).</i></p>
<p>Panel 5 October 2005 Sub Group 7 December 2005 Panel 6 April 2006</p>	<p>There were areas in Chorley that experienced enforcement problems at certain times and days. The number of Penalty Charge Notices issued in rural areas was monitored. There was a mobile patrol that enforced the rural areas, but this was not currently enough to resolve the problems. A trial was carried out using a scooter (3 – 15 April 2006).</p> <p>There would be implications in relation to health and</p>	<p>10. That the Director of Streetscene, Neighbourhoods and Environment write to all Chorley Borough Councillors and Parish Councillors requesting that any requests for parking enforcement be made to the Parking Manager. <i>Cost: Officer time and postage (Chorley Borough Council).</i></p> <p>11. That the Parking Manager organise spot checks by Parking Attendants in residents parking areas out of hours, especially in the summer months. <i>Cost: Officer time (Chorley Borough Council).</i></p> <p>12. To support the recent trial of a Parking Attendant using a scooter in</p>

	<p>safety and lone working arising from having additional Parking Attendants alone in rural areas. Risk assessments would have to be conducted. If a Parking Attendant was to be dropped off in the outer core the hand held equipment would have to be trialled in relation to the radio being able to reach base. Mopeds had proven effective in city centres. The visibility of a Parking Attendant itself would move people on who had parked in contravention.</p>	<p>the rural areas. <i>Cost: This information is commercially sensitive.</i></p>
<p>Panel 22 March 2006</p>	<p>There was no Chorley Borough Council induction pack for new Parking Attendant as they commenced their duties in Chorley.</p>	<p>13. That the Parking Manager, in conjunction with the Director of Human Resources, create a welcome pack for new Parking Attendants, including the Customer Charter and useful numbers including the Parkwise helpline, Borough Council Contact Centre and Police. <i>Cost: Officer time, in house printing (Chorley Borough Council).</i></p>
<p>Sub-Group 7 December 2005</p>	<p>There were plans to stop the Parking Attendants using notebooks and use electronic hand held devices more extensively. This helped if it was raining and meant that the devices could be viewed in 'real time'. Digital cameras were already used to take quality photographs to help with the appeal process.</p>	<p>17. To support the use of technology to enhance service provision, for example, the use of electronic hand held devices. <i>Cost: Ongoing costs. (The Contractor).</i></p>

6. CONCLUSION

General observations

After taking account of all the documentary and verbal evidence presented and the outcome of the visit to Sefton Borough Council the Customer Overview and Scrutiny Panel has identified a number of recommendations which, if implemented, the Members consider will enhance the service provided to the Public.

It has become clear, throughout the Inquiry, that Parking Enforcement is an emotive issue both locally and nationally. It is a complex topic, governed by statute with a lot of processes and background information to understand.

Lessons learned for Scrutiny

The site visit to Sefton Borough Council was helpful in many ways and proved how important site visits are when undertaking an Inquiry. The Citizens Panel would be asked to take part in any future surveys.

7. APPENDICES

Appendix A
Appendix B
Appendix C

Overview and Scrutiny Project Outline
Scrutiny Inquiry Information Checklist
Scrutiny Inquiry Witness Checklist



OVERVIEW AND SCRUTINY INQUIRY PROJECT OUTLINE

Review Topic:
Decriminalisation of Parking Enforcement

Investigation by:
Customer Overview and Scrutiny Panel

Type: Inquiry

Objectives:

1. To investigate the effectiveness of Decriminalisation of Parking Enforcement in Chorley,
2. To assess the impact the introduction of the Parkwise scheme has had on residents, visitors, motorists, traders and businesses.
3. To compare with Best Practice elsewhere.
4. To identify any future improvements for customer service.

Desired Outcomes:

1. To identify methods to show Decriminalisation of Parking Enforcement and Parkwise as reasonable and customer friendly to residents and visitors to the town.
2. To maximize operational efficiency of the Decriminalisation of Parking Enforcement service.

Terms of Reference:

1. To conduct an investigation into Decriminalisation of Parking Enforcement and Parkwise and to identify (if any) improvements to the service.
2. To assess the current service provision.
3. To report on the investigations findings and make recommendation initially to Overview and Scrutiny Committee consistent with the Inquiry's objectives and desired outcomes.

Key Issues:

1. Off Street Parking
2. On Street Parking
3. Customers experience and satisfaction.
4. Experience of Staff, e.g. security, training.
5. The publics understanding of the regulations
6. The publicity of the regulations and Decriminalisation of Parking Enforcement service.
7. How appeals are managed.
8. Best Practice in other Authorities.

Risks:

1. The Council must comply with 1991 Road Traffic Act and Lancashire County Council Procedure Manual in relation to DPE.
2. Finance and resource implications.
3. Having desired outcomes beyond the capacity to deliver.
4. Town centre viability/perception of Chorley Borough Council

Venue(s):

Town Hall, Chorley; agreed site visits

Timescale: 6 months

Start: July 2005

Finish: January 2005

Information Requirements and Sources:

Documents/evidence: (what/why?)

- Background information on Decriminalisation of Parking Enforcement and Parkwise
- Ticket statistics: On Street/Off Street, Appeals: successful/not successful,
- Tickets and Appeals by type of offence
- Training manuals for Parking Attendants
- Regulations and relevant contracts
- Comparisons with other areas for numbers of tickets, numbers of Penalty Charge Notices issued/cancelled and numbers of Parking Attendants.
- Comparisons with rural and urban settings
- Best Practice in other Authorities.

Witnesses: (who, why?)

- Head of Public Space Services
- Executive Member for Traffic and Transportation
- Chorley Borough Councillors, including Councillor Mrs I Smith
- Representative from contractor (National Car Parks)/ Parking Attendants
- Representative from Chorley Chamber of Trade, Disability Liaison Group, Markets Liaison Group
- Members of the Public/residents?

Consultation/Research: (what, why, who?)

- Letters to the local press
- Views of Town Centre Forum
- Questionnaire by Members of the Public, Councillors, Parish Councillors
- Parking Attendants

Site Visits: (where, why, when?)

- Town Centre
- A neighbouring authority or an authority outside of Lancashire: to be determined
- A Parking Attendant training session

Officer Support:		Likely Purpose	Budget	Requirements:
				£
Lead Officer:	Alan Capstick			
Democratic Services:	Ruth Hawes	Site visits		50
		Questionnaire		1,100
		Postage and administration		50
Corporate Policy Officer:	To be identified as required	Total		1,200

Target Body¹ for Findings/Recommendations

Overview and Scrutiny Committee

<i>SCRUTINY INQUIRY INFORMATION CHECKLIST</i>
--

Name of Inquiry: Decriminalisation of Parking Enforcement

Scrutiny Body: Customer Overview and Scrutiny Panel

Ref.	Information Required	Date	Venue
1	Background information on Decriminalisation of Parking Enforcement and Parkwise	9 Aug 05	Union Street
2	Ticket Statistics On Street/Off Street, Appeals Successful/Not Successful, Appeals By Offence	9 Aug 05	Union Street
3	Comparisons with other areas for numbers of tickets, numbers of Parking Attendants, number of Penalty Charge Notices issued and cancelled	9 Aug 05	Union Street
4	Articles regarding two reports on the public perception of Decriminalisation of Parking Enforcement (Childs report and report by the University of Birmingham)	7 Sept 05	Town Hall
5	Information relating to Disabled Badge holders	7 Sept 05	Town Hall
6	An example of a Penalty Charge Notice	7 Sept 05	Town Hall
7	Publicity information to raise awareness for drivers who park inconsiderately	7 Sept 05	Town Hall
8	Comparison with rural and urban areas within Chorley	5 Oct 05	Town Hall
9	Result of questionnaire in relation to Decriminalisation of Parking Enforcement undertaken by members of the public, Councillors and Parish Councils	9 Nov 05	Town Hall
10	Summary of letters to the local press	9 Nov 05	Town Hall
11	Best practice from other Authorities	9 Nov 05	Town Hall
12	Consideration of the recommendations of the Childs report	24 Nov 05	Town Hall

13	Consideration of Mid-Bedfordshire, Westminster and Sefton Parking Services Scrutiny Report	24 Nov 05	Town Hall
14	Consideration of the Parking Attendant Tours Log	7 Dec 05	Duxbury
15	Consideration of evidence submitted by the public	7 Dec 05	Duxbury
16	Training Manuals for the Parking Attendants	7 Dec 05	Duxbury
17	Additional Information leaflet for Blue Badge holders	22 March 06	Town Hall
18	Comments received with applications for residents parking permits	22 March 06	Town Hall
19	Comparison of car parking charges	22 March 06	Town Hall



SCRUTINY INQUIRY WITNESS CHECKLIST

Name of Inquiry: Decriminalisation of Parking Enforcement (DPE)

Scrutiny Body: Customer Overview and Scrutiny Panel

Ref.	Witness	Information Required	Date	Venue
1	Members of the Public	Feedback on experiences/suggestions for possible improvements.	Sept 05 Dec 05	By means of a questionnaire Consideration of letters/emails
2	Chorley Borough Councillors/ Parish Councils	Feedback on experiences/suggestions for possible improvements	Sept 05	By means of a questionnaire
3	Disability Liaison Group	Feedback on experiences/suggestions for possible improvements	21 Nov 05	Town Hall
4	Representative from the contractor (National Car Parks)	Identified questions	7 Dec 05	Duxbury
5	Parking Attendant Supervisor	Identified questions	7 Dec 05	Duxbury
6	Communications Officer	Identified questions	7 Dec 05	Duxbury
7	Accountant for Decriminalisation of Parking Enforcement	Identified questions	7 Dec 05	Duxbury
8	Town Centre Forum	Feedback on experiences/suggestions for possible improvements	7 Dec 05	Town Hall
9	Markets Liaison Group	Feedback on experiences/suggestions for possible improvements	21 Feb 06	Town Hall
10	Councillor I Smith	Feedback on experiences/suggestions for possible improvements	22 March 06	Town Hall
11	Deputy Director of Legal Services	Update on Legal Issues	22 March 06	Town Hall
12	Executive Member for Traffic and Transportation	Consideration of draft recommendations and feedback as Executive Member	4 April 06	Town Hall

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Environment and Community Overview and Scrutiny Panel

Thursday, 8 June 2006

Present: Councillor Alan Cullens, Peter Baker, Alan Cain, Michael Davies, Doreen Dickinson, Anthony Gee, Daniel Gee, Keith Iddon, Miss Margaret Iddon, Roy Lees and Edward Smith

06.ECOS.21 **WORKING TOGETHER TO IMPROVE MENTAL HEALTH IN LANCASHIRE - CONSULTATION ON MODERNISATION OF HOSPITAL SERVICES**

The Panel received a consultation document compiled by the Lancashire Joint Primary Care Trust requesting the authority to respond to their proposals by 14 July 2006.

Ms J Faux, Chief Executive of Chorley and South Ribble Primary Care Trust attended the meeting and gave a presentation consulting and advising Members of the mental health public consultation.

In summary the changes will affect people over the age of 16 years who live in Lancashire who come into contact with mental health services.

The Primary Care Trust wanted to develop services that help and support people in their own homes and communities. The Government supports the PCT's views.

In summary the PCT wanted mental health services to:

- support people in their recovery from the effects of their mental health problems.
- provide more mental health services to people in their homes and communities.
- provide more support to help people with their own personal development and help them to have access to the same opportunities enjoyed by all citizens.
- promote positive mental health and well-being in all communities.
- provide better support to carers.

There were currently 15 specialist adult and older mental health service hospital sites across Lancashire which will be directly affected by the proposed changes. They are of various size and generally the buildings are of poor quality and inadequate.

The new community mental health services will, in the near future, reduce the need for people to go into hospital. Because of this we would need fewer hospital beds. At the moment there are 707 beds and PCT think they will need about 450 in the future. However, the final number of beds will be worked out locally. It would cost less money to build new hospital sites, than it would to improve the current units.

Having new hospital sites would allow the PCT to make huge improvements and offer hotel-like quality rooms and facilities. Also the PCT could offer more specialist hospital services like a young person unit and services for people who are disabled.

The PCT want to develop local crisis and respite houses as alternatives to going into hospital. Any money saved from hospital changes will go into these types of new community mental health services.

The PCT are seeking your views on the following proposals to:

- provide more services to local communities to support people at home or as near to home as possible.

- fewer NHS beds.
- build three new state-of-the-art mental health hospital sites, one in each of the following areas:
 - Central and West Lancashire
 - East Lancashire
 - Fylde Coast
- The 15 existing mental health hospital units provided by Lancashire Care NHS trust will no longer be needed.

The proposals were not about saving money but investing and improving the mental health service in Lancashire.

The PCT had requested the Council's views on their proposals for change to mental health services in Lancashire and opinions on the following questions, by answering either yes, no or don't know.

1. Do you agree with the general principles for improving mental health services?
2. Do you agree with our proposals to convert or close the existing mental health units, create three new mental health in-patient sites and release funding to provide improved community services such as crisis support and respite services?
3. Do you agree that the main elements of a good mental health crisis service are provided by a range of professionals from different health and social care agencies?
4. Do you have any other ideas for improving and modernising mental health services which you think that we should consider?

Members welcomed the proposals for care in the community and to increase the standard and better service for mental health and raised several issues and welcomed the fact that there would be no impact on existing Primary Care Trust arrangements.

In general the Panel supported the proposals.

Chair

Report of	Meeting	Date
Chief Executive (Introduced by the Chair of the Overview and Scrutiny Committee – Cllr Edgerley)	Overview and Scrutiny Committee	27 June 2006
	Executive Cabinet	29 June 2006

OVERVIEW AND SCRUTINY WORK PROGRAMME 2006/07

PURPOSE OF REPORT

- To seek approval to the Overview and Scrutiny Work Programme for 2006/07, which identifies the proposed areas of work to be undertaken by the Overview and Scrutiny Committee and the two Panels during the current municipal year.

CORPORATE PRIORITIES

- The implementation of the Overview and Scrutiny Work Programme will assist the Council to achieve the Corporate Objective of being a performing organisation which is continually striving to improve.

RISK ISSUES

- The issue raised and recommendations made in this report involve risk considerations in the following categories:

Strategy	X	Information	
Reputation		Regulatory/Legal	
Financial		Operational	X
People		Other	

- It is essential that a corporate and strategic approach is adopted towards improvements in the operation of the Council's Overview and Scrutiny function. The Work Programme will be linked to items in the Corporate Strategy and provide a mechanism to measure the performance and delivery of key targets in the Strategy.

BACKGROUND

- In view of the issues raised in the Council's CPA assessment relating to the ineffective Overview and Scrutiny role, the Overview and Scrutiny Committee and the Executive Cabinet gave approval to a workshop being held to complete the self - evaluation framework for Overview and Scrutiny produced by the Centre for Public Scrutiny (CfPS).
- Members of the Council and the Senior Management Group attended a workshop session held on 20 October 2005 at the Woodlands Conference Centre, Chorley to complete the CfPS framework and, during the exercise Members and Officers were requested to demonstrate evidence of achievement, identify areas for improvement, and highlight potential barriers to improvement for inclusion in an Overview and Scrutiny Improvement Plan.



7. The Overview and Scrutiny Committee and the Executive Cabinet approved the content of the Improvement Plan in March 2006, which identifies 13 actions to improve the delivery of the Council's Overview and Scrutiny Function. An update on the progress made on the Improvement Plan will be submitted to the next meetings of the Overview and Scrutiny Committee and the Executive Cabinet.

OVERVIEW AND SCRUTINY WORK PROGRAMME 2006/07

8. One of the key actions in the Improvement Plan is the production of an annual Overview and Scrutiny work programme which should be linked to the outcomes, measures and targets in the Corporate Strategy. This will ensure that the scrutiny topics:
- relate to the Council's priorities
 - relate to the concerns of the members of the public
 - are not under review by the any other body such as the Audit Committee
 - are issues about which something can be done and which scrutiny can provided added value.
9. The Chairs of the Overview and Scrutiny Committee and the two Panels (Councillors Edgerley, A Cullens and G Russell) have met the Strategy Group Officers to consider the content of the Corporate Strategy and identify potential topics for inclusion in the Work Programme. The proposed topics are as follows:

Overview and Scrutiny Committee

- The Council's current performance against the key lines of enquiry to be assessed by the Audit Commission during the Comprehensive Performance Assessment and Direction of Travel.
- The effectiveness of the Community Safety Partnership in the delivery of reduced levels of crime within the Borough.

Corporate and Customer Overview and Scrutiny Panel

- Job Evaluation
- Contact Centre Efficiencies and Partnership with Lancashire County Council
- Gershon Efficiencies
- Staff Sickness Absences

Environment and Community Overview and Scrutiny Panel

- Neighbourhood Working
- Town Centre Strategy
- Inequalities in the Borough

10. A copy of the draft Overview and Scrutiny Programme is attached (Appendix 1) and the Committee is requested to determine the order of priority for the implementation of the scrutiny inquiries listed in paragraph 9 above. Thereafter, the Committee and appropriate Panel will be requested to complete the Scrutiny Inquiry Project Outline (see Appendix 2) for the first scrutiny inquiry selected.
11. The draft Overview and Scrutiny Programme also identifies the need for the Committee and Panels to undertake the following tasks in addition to the scrutiny inquiries:
- Hold the Executive Cabinet to account by the consideration of Directorate business plans and operational performance management data
 - Scrutiny of the Budget
 - Policy Development and Review
 - Monitoring of the implementation of approved recommendations in previous scrutiny inquiries

12. The timetable element within the Scrutiny Inquiry Project Outline to be completed for each scrutiny inquiry selected, will need to take into account the need for the issues set out above to be undertaken
13. It is essential that the scrutiny inquiries commenced in 2006/07 are timetabled for completion by the end of this Council year.

COMMENTS OF THE DIRECTOR OF HUMAN RESOURCES

14. There are no HR implications attached to this report. However, training for members of Overview and Scrutiny is vital to ensure that the process is robust and is meeting the needs of the authority.

COMMENTS OF THE DIRECTOR OF FINANCE

15. There are no financial implications associated with this report, other than the cost of training and undertaking the scrutiny, the costs of which should be contained within current budgetary provision.

RECOMMENDATION(S)

16. The Overview and Scrutiny Committee is recommended to:

- (1) Undertake the following scrutiny inquiries during 2006/07 in the order set out and complete the Scrutiny Inquiry Project Outline document (Appendix 2) for the first priority inquiry at its next meeting.

- The Council's current performance against the key lines of enquiry to be assessed by the Audit Commission during the Comprehensive Performance Assessment and Direction of Travel.
- The effectiveness of the Community Safety Partnership in the delivery of reduced levels of crime within the Borough.

- (2) Determine the order of priority for the implementation of the proposed scrutiny inquiries for the two Panels set out in paragraph 9 above and request the Panels to complete the Scrutiny Inquiry Project Outline document (Appendix 2) for the first priority inquiry at their next meeting.

- (3) Approve the Overview and Scrutiny Work Programme for 2006/07.

17. The Executive Cabinet is recommended to note the content of the Overview and Scrutiny Work Programme for 2006/07.

REASONS FOR RECOMMENDATION(S) (If the recommendations are accepted)

18. To ensure that the Overview and Scrutiny work programme is linked to the outcomes, measures and targets in the Corporate Strategy. This will ensure that the scrutiny topics relate to the Council's priorities and can provide added value to the delivery of services

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

19. None

DONNA HALL
CHIEF EXECUTIVE

Background Papers			
Document	Date	File	Place of Inspection
Overview and Scrutiny Improvement Plan			Democratic Services Town Hall, Chorley
Corporate Strategy			As above

Report Author	Ext	Date	Doc ID
Steve Pearce	5196	15 June 2006	ADMINREP/92823LM

OVERVIEW AND SCRUTINY WORK PROGRAMME – 2006/07

Function/topic	Assigned to	J	A	S	O	N	D	J	F	M	A	M	J
1. Holding the Executive to Account													
Annual Budget Consultation	OSC					3	3	3					
Provisional full year Performance Indicator	OSC									3			
Business Plan and Performance Indicator Updates	ECOSP			✓		✓				✓			
	CCOSP			✓		✓				✓			
	OSC			✓			✓			✓			
BVPP (Corporate Plan overall performance)	OSC			✓						✓			
Monitoring of Sickness Absence (6 monthly update)	OSC				✓								✓
2. Policy Development and Review	OSC			✓									
Overview and Scrutiny Improvement Plan 2006/07	OSC			✓			✓			✓			✓
Corporate Improvement Plan 2004-2007 Update (Corporate Strategy)	OSC							✓					
3. Scrutiny Inquiries													
Scrutiny topics to be identified in accordance with the programme list set out overleaf	OSC			✓	✓	✓	✓	✓	✓	✓			✓
	CCOSP			✓	✓	✓		✓		✓			✓
	ECOSP			✓	✓	✓		✓		✓			✓
Budget Scrutiny	OSC									✓			
	CCOSP									✓			
	ECOSP									✓			
LCC's arrangement for the Scrutiny of health function – Periodic Review (to be determined)	CCOSP												
4. Monitoring of Inquiries													
Housing Maintenance Appointments System	CCOSP			✓						✓			
Flooding, Flood Prevention and Contingency Plan/Proposals	ECOSP						✓						✓
Chorley Markets - Occupancy of Stalls & Associated Matters	CCOSP			✓						✓			
Juvenile Nuisance	ECOSP												✓
Grass Cutting	ECOSP						✓						✓
Provision of Youth Activities in Chorley	ECOSP									✓			
One-Stop Shop	CCOSP							3					
Accessibility of Cycling as a Leisure Pursuit	ECOSP												✓
Parkwise Scheme	CCOSP												
5. Monitoring of Budget Scrutiny Recommendations													
Environmental Services	ECOSP				3			3					
Revenues and Benefits	CCOSP				3			3					
Planning Services	ECOSP				3			3					
6. Other													
O & S Training Programme	OSC			3						✓			
Public Participation/Communication*													

OSC - Overview and Scrutiny Committee

ECOSP - Environment and Community Overview and Scrutiny Panel

CCOSP - Corporate and Customer Overview and Scrutiny Panel

*responsibility transferred to Special Cabinet Sub-Committee - June 2006

JUNE 2006

ADMINGEN/TOOLKIT/91252AJS

Overview and Scrutiny Topics/Issues to be Programmed

Ref	Topic/Issue Title	Date Included	Priority Score	Source
	<p><u>Full Scrutiny Inquiries</u></p> <p>Overview and Scrutiny Committee</p> <p>Council's performance against the key line of enquiry to be assessed by the Audit Commission during CPA and Direction of Travel.</p> <p>The effectiveness of the Community Safety Partnership in the delivery of reduced levels of crime in the Borough.</p> <p>Corporate and Customer Panel</p> <p>Job Evaluation Contact Centre: Efficiencies and Partnership with LCC Gershon Efficiencies Staff Sickness Absences</p> <p>Environment and Community</p> <p>Neighbourhood Working Town Centre Strategy Inequalities in the Borough</p>	<p>June 2006</p>	<p>All within the Corporate Strategy</p>	<p>Corporate Strategy</p>

OVERVIEW AND SCRUTINY INQUIRY PROJECT OUTLINE

Review Topic:	Investigation by:
	Type:

Objectives:	Desired Outcomes:
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Terms of Reference:

Key Issues:	Risks:
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Venue(s):	Timescale: Start: Finish:
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Information Requirements and Sources:

Documents/evidence: *(what/why?)*

Witnesses: *(who, why?)*

Consultation/Research: *(what, why, who?)*

Site Visits: *(where, why, when?)*

Officer Support:

Lead Officer:

Committee Administrator:

Corporate Policy Officer:

Likely Budget Requirements:

Purpose

£

Total

Target Body¹ for Findings/Recommendations

(Eg Executive Cabinet, Council, PCT)



SCRUTINY INVESTIGATION – PROJECT PLAN

TOPIC:

STAGE AND TASK	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
1. TOPIC SELECTED																
2. SCOPE INQUIRY <ul style="list-style-type: none"> ▪ complete project outline ▪ complete project plan 																
3. COLLECT EVIDENCE <ul style="list-style-type: none"> ▪ source information 																
4. CONSIDER EVIDENCE																
5. COMPLETION OF RECOMMENDATIONS AND PRODUCTION OF REPORT																
6. FEEDBACK & ACTION																
7. MONITOR																

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Report of	Meeting	Date
Executive Director – Corporate & Customer and the Director of Finance (Introduced by the Executive Member for Resources, Councillor G Morgan)	Executive Cabinet	29 June 2006

DRAFT PROVISION CAPITAL OUTTURN 2005/06 AND 2006/07 MONITORING

PURPOSE OF REPORT

- To report to members the provisional outturn figures for the Council's Capital budget for the financial year 2005/06.
- To update members of the progress of the 2006/07 Capital Programme and also to outline the progress made by the Capital Programme Board.
- To seek member approval and support for a number of recommendations from the Capital Programme Board.

CORPORATE PRIORITIES

- The schemes within the Capital Programme contribute to the achievement of all the Council's corporate priorities.

RISK ISSUES

- The issue raised and recommendations made in this report involve risk considerations in the following categories:

Strategy	✓	Information	
Reputation	✓	Regulatory/Legal	
Financial	✓	Operational	
People		Other	

- The Capital Programme sets out the Council's strategic investment plans and if these are not delivered it will not fully achieve its strategic objectives, running the risk of damaging the Council's reputation.
- The Capital Programme also carries a significant financial risk. This is in terms of ensuring value for money, maximising resources available, and managing the performance to ensure that the impact on the General Fund or HRA revenue budgets is affordable. There may be an adverse impact on revenue budgets if capital expenditure exceeds the approved total to a significant degree, or estimated capital receipts or external contributions are not achieved in full. Should unplanned borrowing be required to meet a resource shortfall, there would be a cost to revenue in subsequent years.

BACKGROUND

8. During the financial year the Executive Cabinet received regular monitoring reports forecasting the likely Capital Programme outturn for 2005/06. This final monitoring report for 2005/06 indicates an in year overspend of £489,114 (General Fund schemes £254,169; Housing Revenue Account schemes £234,945).
9. The figures outlined in the report are provisional and are subject to final checking and external audit. However it is not expected that these figures will change significantly, if at all. If subsequently any material differences arise these will be reported back to members.

Capital Outturn 2005/06

10. The original Capital Programme for 2005/06 allowed for expenditure of £7,854,000 including both the General Fund and Housing Revenue Account Category A and B schemes. Subsequently budget holders identified delays to the completion of some schemes and slippage to 2006/07 plus supplementary schemes were approved, leaving an approved capital programme of £10,541,950.
11. The provisional outturn of 11,031,064 is £489,114 more than the approved programme. Attached in Appendix 1 is a detailed analysis of the provisional outturn against the approved programme. This appendix also presents the proposed financing of the 2005/06 Capital Programme. Despite the overspending on General Fund schemes, it should be possible to finance that programme without use of borrowing in 2005/06. However, there will be a knock-on effect of the overspending, because capital receipts that could have been used in future years instead of borrowing will be used in 2005/06. The prudential borrowing of £269,389 indicated in Appendix 1 is in respect of Housing Revenue Account capital schemes. Though the balance in-hand at 31 March 2006 of capital receipts restricted to housing purposes exceeds the borrowing, these capital receipts are required in future years for budgeted purposes.
12. Whilst there were some minor under spends in completed schemes, there were also some overspends, some of which are within acceptable tolerances, others which were more significant, namely:

	£
Town Hall Disabled Access and Refurbishment	253,093
Capitalised Restructuring Costs	26,237
Traffic Calming/Estate Improvements	36,974
Disabled Facilities Grants	25,798
Housing Revenue Account (HRA)	234,945

Consultants have been appointed in order to review the issues surrounding the Town Hall project and also to investigate the possibility of recovering some of the costs from the contractor due to delays. The outturn figure takes account of the accrued recovery of some costs: should this not be achieved there would be a further financial impact.

The other major area of overspending is the Housing Revenue Account. There was a delay in implementing the Cotswold House CCTV installation, so expenditure of £34,730 on this scheme will need to slip to 2006/07. Excluding this project from the analysis, the overspending on all other HRA schemes was £269,675. It is proposed that this overspending is financed by borrowing to avoid the reduction in capital receipts restricted to housing purposes that are required to finance the Housing Improvement Programme in 2006/07 and subsequent years. In order to offset the impact of this borrowing, it is proposed that the 2006/07 HRA Capital Programme is reduced to use only the Major Repairs Allowance for the year. (This proposal is shown in Appendix 3.)

The Cabinet is required to approve the financing of the Capital Programme.

Capital Receipts Monitoring

- 13. The provisional outturn for usable capital receipts is presented in Appendix 2. The use of unrestricted capital receipts in the proposed financing of the programme has increased by £195,360 because of overspending. This means that the balance of usable receipts that would have been available in 2006/07 will be less than intended.

HOW ARE WE PERFORMING?

- 14. The Capital Programme Board has made good progress over the past year. Previously the Capital Programme has seen year-end under spends with many schemes slipping to following year and therefore not completed as intended. The introduction of the Capital Programme Board and the project management toolkit have lead to a more controlled and successful delivery of the programme this year. However members must recognise that there are only limited resources devoted to this, and there is still a lot of work to do.

(A) Key Performance Indicators

- 15. High level monitoring of the Capital Programme is carried out through four performance indicators, which have been described in previous Executive Cabinet reports. The table below lists these and shows targets and year-end results against the performance last reported to Executive Cabinet on 9 March 2006.

Performance Indicator	Target 2005/06	Performance	
		At March 06	Year End 05/06
	%	%	%
1. The % of the Capital Programme budget actually spent.	80	92	105
2. The % of capital schemes intended to be completed during the year actually completed.	80	67	82
3. The % of project using the toolkit.	50	29	34
4. The % of successful projects.	80	100	100

- 16. At the end of 2005/06 three of the four performance indicators have exceeded target.

In recent years the Capital Programme has struggled to deliver. This year the outturn shows a year end overspend in the Capital Programme of 5%, with 82% of schemes which we intended to complete within the financial year actually completed.

- 17. The percentage of projects using the toolkit is below target. Although disappointing it was an ambitious target, with project management only before used for eGovernment projects. Also our last report indicated that we were behind target and that it will take time to fully embed the project management methodology therefore the result was expected.
- 18. Take up for use of the toolkit in 2006/07 looks promising. A popular and effective training programme is now underway with over 30 staff attending since February and another 20 booked on over the coming months. Also the number of good quality business cases

being submitted to the Capital Programme Board is increasing. The target for 2006/07 is 70%, and the board are confident of meeting this.

The expected increase in use of the toolkit will inevitably also lead to improved results in all the other performance indicators.

In addition continual improvements are being made to the toolkit based of feedback from users, and benchmarking against methods used by other local authorities. This had lead to our toolkit becoming well respected within the North West.

19. While the percentage of successful projects is an important measure, which will increase in value during 2006/07, the year-end figure has little meaning this year due to the small number of schemes who have set and measured success criteria.

Capital Monitoring 2006/07

20. The latest Capital Programme forecast for 2006/07 shows a reduction in total budget to £12,160,320. The table below summarises the changes. Appendix 3 presents the 2006/07 programme in detail and Appendix 4 show the estimated capital receipts totals.

Executive Cabinet Date	Details	£
30/03/06	Approved Capital Programme	£12,351,330
	<u>Less</u>	
	Slippage to 2006/07	£127,110
	Other changes	(£318,120)
29/06/06	Revised Capital Programme	£12,160,320

21. The slippage of £127,110 from 2005/06 had been reported to Executive Cabinet on 9 March 2006 but had not so far been added to the 2006/07 programme.
22. Of the other changes, the most significant is the proposed reduction of Housing Revenue Account capital expenditure by £264,330, to match the Major Repairs Allowance for the year. The budgets for Computer Network Improvements and Capitalised Redundancy Costs are reduced by £3,400 and £26,240 respectively, because the expenditure was incurred in 2005/06 instead of 2006/07. It is recommended that the budget for S106 funded Transport Improvements is reduced by £24,150 because the S106 resources were required in 2005/06 instead.
23. The budget for Duxbury Park Golf Course Capital Investment moves from Category B to Category A because expenditure has now started.

PROGRAMME BOARD RECOMENDATIONS

24. Set out below are a summary of requests received at the last meeting of the Capital Programme Board on the 5 June 2006, and in each case the Board's recommendations.

New Schemes and Projects

25. A number of business cases for new schemes or projects have been submitted to the Board for consideration. These have been uploaded onto the Loop and can be found here, <http://theloop/section.asp?sectionType=list&catid=12334>, under ‘New Projects for Consideration’.

Project	Priorities	Outcome	Estimated Budget
Integration Software	Performance	6.2	£40,000
Union Street/Market S/St Thomas's Road Mini Roundabouts and Zebra Crossings	Prosperity, People, Place	1.3 4.1 5.4	£114,000
APP/Civica Housing Assessment Module	People, Place, Performance	2.1 5.2 6.3	£6,218

26. The Board recommends that each of the new projects listed in the table above be included as a category 'C' schemes and as such on the reserve list for future consideration when resources become available.

Project	Priority	Outcome	Financing
Euxton Villa Football Club	People & Place	2.2 3.1 5.1 5.3	CBC Match Pot Funding - £10,000 Football foundation grant - £231,075 Euxton Parish Council - £5,000 Private individual - £35,000 Harris Trust - £5,000 Foundation for sport and arts - £1,000 Euxton Villa Football Club - £68,425 Total Cost £355,500
Music Café Project	People & Place	2.2 3.1 5.4	CBC Match Pot Funding - £20,000
Gillibrand Street Site Assembly	Prosperity	1.2	£370,000 – to be funded through a back to back agreement with the developer
Affordable Housing Project	Place & People	2.3 3 5.1	£980,000 – to be funded through a back to back agreement with the developer
Website Refresh	Performance	6.4	£50,000 – to be funded from the eWorkforce reserve.
Migration to OS Master Map	Performance	6.3	£29,262 – to be funded from the Planning Delivery Grant
eDevelopment and Building Control Project	People, Prosperity & Place	1 2 3 4 5	£152,000 – to be funded from the Planning Delivery Grant
Pedestrian Improvements to Southport Road and St Thomas's Road Chorley	People & Place	3.1 4.2 5.4	£30,000 – to be funded from the traffic calming budget
Section 106 Funded – Various Highway Improvements linked	People & Place	3.1 5.4	£100,000 – to be funded from S106 money.

to Gillibrand Estate and Southlands High School			
Various Traffic Calming/Local Road Safety Schemes	People & Place	3.1 5.4	<u>CBC Traffic Calming Budget - £18,000</u> LCC Contribution - £50,000 Total Cost - £68,000
Litter/Dog Waste/On-street Recycling Bins	People	4	£42,940 – to be funded from a DEFRA Grant.

27. The Board recommends that the new projects shown in the table above, be included as a Category B scheme on the 2006/07 Capital Programme.

COMMENTS OF THE HEAD OF HUMAN RESOURCES

35. There are no comments from the Head of Human Resources.

RECOMMENDATION(S)

29. That the outturn be noted
30. That members approve the financing of the Capital Programme.
31. That members approve the reduction in the HRA budget for 2006/07 due to the overspending in 2005/06.
32. That members approve the Capital Programme for 2006/07 be reduced to £12,160,320, as presented in Appendix 3.
33. That the following recommendations of the Capital Programme Board be approved:

New Capital Schemes and Projects

- (e) That the following new schemes be placed on the reserve list (Category C) for future consideration when resources become available:
1. Integration Software
 2. Union Street/Market S/St Thomas's Road Mini Roundabouts and Zebra Crossings
 3. APP/Civica Housing Assessment Module
- (f) That the following new scheme be placed in Category B of the 2006/07 Capital Programme:
1. Euxton Villa Football Club
 2. Music Café Project
 3. Gillibrand Street Site Assembly
 4. Affordable Housing Project
 5. Website Refresh
 6. Migration to OS Master Map
 7. eDevelopment and Building Control Project
 8. Pedestrian Improvements to Southport Road and St Thomas's Road Chorley
 9. Section 106 Funded – Various Highway Improvements linked to Gillibrand Estate and Southlands High School
 10. Various Traffic Calming/Local Road Safety Schemes

11. Litter/Dog Waste/On-Street Recycling Bins

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

- 34. The financing of the 2005/06 Capital Programme as presented avoids the use of borrowing to finance General Fund schemes in part by maximising the use of external contributions such as S106 commuted sums. Borrowing has been restricted to financing the HRA schemes to avoid an adverse impact on the General Fund revenue budget.
- 35. The Capital Programme for 2006/07 needs to be updated to take account of slippage and other changes.
- 36. To bring forward new schemes which members may consider for inclusion in the future Capital Programme.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 37. Prudential borrowing to finance HRA schemes in 2005/06 could be avoided by using restricted capital receipts. This has been rejected because those receipts are required to finance the General Fund Housing Investment Programme from 2006/07 onwards.

PAUL MORRIS
EXECUTIVE DIRECTOR – CORPORATE & CUSTOMER

GARY HALL
DIRECTOR OF FINANCE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Rebecca Ostapski Michael Jackson	5779 5490	16 June 2006	Capital Outturn Report 200506

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Capital Programme - 2005/06**Scheme****CAPITAL SCHEME****Corporate Programmes - e-Government**

	2005/06 Current Budget £	Provisional Outturn 2005/06 £	Variance from Budget £	External Funding £	CBC Funding £
Revenues & Benefits eGovernment	113,080	113,080	0	113,080	0
Financial systems upgrades (PARIS income system)	22,700	22,734	34	22,734	0
Replacement core financial systems	46,200	46,233	33	0	46,233
Digitisation of Records	87,330	87,278	(52)	87,278	0
Computer Network Improvements (Business Continuity)	74,070	77,702	3,632	12,127	65,575
e-Democracy Software	26,000	27,417	1,417	27,417	0
PSS Computer Aided Design Systems	520	522	2	0	522
PSS Document Image Processing	24,000	20,052	(3,948)	20,052	0
PSS Fleet Management System	15,000	11,030	(3,970)	0	11,030
Intranet Redesign and Update	33,790	33,784	(6)	0	33,784
Annual leave & flexitime system	13,250	13,243	(7)	0	13,243
IT Support (incl. salary capitalisation)	75,820	75,590	(230)	75,590	0
Records management	600	590	(10)	590	0
Pay Modeller System re Job Evaluation	28,050	28,050	0	0	28,050
National Land & Property Gazetteer	1,590	1,590	0	1,590	0
Integration of CRM & Workflow with Back Office	50,000	29,163	(20,837)	29,163	0
Environmental Services Integration	30,000	6,180	(23,820)	6,180	0
Access to home/remote & mobile working facilities	30,000	44,254	14,254	44,254	0
Integration to Land & Property Gazetteer	22,500	13,045	(9,455)	13,045	0
Microsoft Upgrade	1,410	0	(1,410)	0	0
Planning Delivery Grant-funded capital scheme	4,630	4,630	0	4,630	0
GIS Server	0	4,438	4,438	4,438	0
Bengal Street Cyber Café	0	7,365	7,365	7,365	0
Total - e-Government	700,540	667,970	(32,570)	469,533	198,437

Capital Programme - 2005/06**Scheme****Corporate Programmes - Office Accommodation**

Bengal Street Improvements, CCTV and New Building
 Town Hall Disabled Access and Refurbishment
 Gillibrand Street Annexe Refurbishment 2005/06
 Union Street Offices - Refurbishment
 Union Street Offices Heating and Ventilation

Total Office Accommodation**Corporate Programmes - Strategic Measures**

Capitalised Restructuring Costs
 Project Management Support Capitalisation
 EGLR - contribution to Holy Cross AW Pitch
 EGLR - environmental mitigation works
 ODPM e-Voting 2004/05 - 2005/06

Total Strategic Measures**Leisure and Cultural Services**

Replace filter Brinscall swimming pool
 All Seasons Leisure Centre Refurbishment
 Astley Hall Refurbishment (Phase I slippage & II)
 Astley Hall Gas Supply
 YVP Replacement of Bridges
 Leisure Centres Capital Investment
 Leisure Centres DDA Works

Total Leisure and Cultural Services

2005/06 Current Budget £	Provisional Outturn 2005/06 £	Variance from Budget £	External Funding £	CBC Funding £
150,230	147,336	(2,894)	0	147,336
1,452,910	1,706,813	253,903	16,000	1,690,813
29,630	30,402	772	0	30,402
17,580	17,579	(1)	0	17,579
1,500	2,920	1,420	0	2,920
1,651,850	1,905,050	253,200	16,000	1,889,050
56,520	82,757	26,237	0	82,757
40,000	40,000	0	0	40,000
250,000	250,000	0	250,000	0
120,000	114,745	(5,255)	114,745	0
903,880	903,879	(1)	903,879	0
1,370,400	1,391,381	20,981	1,268,624	122,757
19,180	19,176	(4)	0	19,176
9,630	9,632	2	0	9,632
17,720	29,563	11,843	0	29,563
12,000	7,594	(4,406)	0	7,594
95,660	75,933	(19,727)	9,293	66,640
39,750	27,208	(12,542)	0	27,208
7,350	0	(7,350)	0	0
201,290	169,106	(32,184)	9,293	159,813

Capital Programme - 2005/06**Scheme*****Public Space Services***

Traffic Calming/Estate Improvements
 Replacement Borough Boundary Signs
 Extension to Chorley Cemetery (new burial area)
 Cemetery memorial safety
 Resurface Footpaths Chorley and Adlington Cemeteries
 Car parking measures following new Chorley Interchange
 Purchase and erection of bus shelters
 Tesco superstore cycle path

Total Public Space Services***Environmental Services***

New and Replacement Litter and Dog Waste bins
 DEFRA 2004/05
 Public Toilets Upgrade and Refurbishment Programme
 Recycling bins, boxes, lids and sacks 2005/06

Total Environmental Services

	2005/06 Current Budget £	Provisional Outturn 2005/06 £	Variance from Budget £	External Funding £	CBC Funding £
	55,360	92,334	36,974	36,974	55,360
	5,890	5,290	(600)	0	5,290
	78,540	83,920	5,380	0	83,920
	1,130	1,175	45	0	1,175
	2,620	2,181	(439)	0	2,181
	16,700	15,379	(1,321)	0	15,379
	10,000	9,672	(328)	0	9,672
	63,000	49,080	(13,920)	49,080	0
	233,240	259,031	25,791	86,054	172,977
	18,610	21,376	2,766	0	21,376
	116,420	116,419	(1)	110,710	5,709
	106,000	115,385	9,385	0	115,385
	153,330	153,332	2	18,253	135,079
	394,360	406,512	12,152	128,963	277,549

Capital Programme - 2005/06**Scheme****Housing Services (General Fund)**

Vacant Property Initiative
 Gillibrand Disabled Adaptations (S106 funded)
 Disabled Facilities Grants
 Home Repair Assistance & Energy Grants
 Handy Person Scheme
 Group Repair Schemes
 Slum Clearance

Total Housing Services (General Fund)**Corporate & Policy Services**

Adlington CCTV Cameras
 Coppull Spendmore Lane CCTV Cameras
 Town Centre CCTV/Control Room equipment

Total Corporate & Policy Services**Property Services**

Service Centre on Portland St Car Park
 Ackhurst Lodge Refurbishment

Total Property Services

2005/06 Current Budget £	Provisional Outturn 2005/06 £	Variance from Budget £	External Funding £	CBC Funding £
36,000	28,378	(7,622)	0	28,378
10,000	10,000	0	10,000	0
399,130	424,928	25,798	240,187	184,741
280,000	267,438	(12,562)	0	267,438
15,000	15,000	0	0	15,000
24,500	24,890	390	0	24,890
34,000	36,413	2,413	0	36,413
798,630	807,047	8,417	250,187	556,860
40,000	38,304	(1,696)	38,271	33
30,050	31,806	1,756	31,806	0
9,820	9,822	2	4,586	5,236
79,870	79,932	62	74,663	5,269
5,370	5,368	(2)	0	5,368
85,890	89,228	3,338	0	89,228
91,260	94,596	3,336	0	94,596

Capital Programme - 2005/06

Scheme	2005/06 Current Budget £	Provisional Outturn 2005/06 £	Variance from Budget £	External Funding £	CBC Funding £
<i>Development & Regeneration</i>					
Chapel Street Environmental Enhancement	296,450	305,469	9,019	105,807	199,662
Strategic Regional Site	2,281,300	2,294,872	13,572	193,430	2,101,442
Design Fees	103,550	103,550	0	0	103,550
Astley Park Heritage Lottery Project	176,210	148,103	(28,107)	117,879	30,224
Groundwork Projects	30,000	30,500	500	0	30,500
Total Development & Regeneration	2,887,510	2,882,494	(5,016)	417,116	2,465,378
TOTAL GENERAL FUND PROGRAMME	8,408,950	8,663,119	254,169	2,720,433	5,942,686
<i>Housing Services (Housing Revenue Account)</i>					
Achieving Decent Homes Standard	353,000	481,042	128,042	225,223	255,819
Replacement Windows & Doors	716,000	753,757	37,757	753,757	0
Community Safety	42,000	79,414	37,414	46,414	33,000
Estate Improvements & Regeneration	93,000	117,292	24,292	99,292	18,000
Adaptations for Disabled	194,000	254,577	60,577	47,964	206,613
Major Void Works	373,000	448,800	75,800	396,800	52,000
External Site Works	217,000	232,793	15,793	229,793	3,000
Capitalised Salaries	110,000	0	(110,000)	0	0
Cotswold House CCTV	35,000	270	(34,730)	0	270
TOTAL HOUSING REVENUE ACCOUNT PROGRAMME	2,133,000	2,367,945	234,945	1,799,243	568,702
TOTAL CAPITAL PROGRAMME 2005/06	10,541,950	11,031,064	489,114	4,519,676	6,511,388

Capital Programme - 2005/06

Scheme	2005/06 Current Budget £	Provisional Outturn 2005/06 £	Variance from Budget £	External Funding £	CBC Funding £
<i>Financing the Programme</i>					
Prudential Borrowing	0	269,389	269,389	0	269,389
Unrestricted Capital Receipts	2,961,990	3,157,350	195,360	0	3,157,350
Capital receipt earmarked for Strategic Regional Site	2,087,870	2,101,442	13,572	0	2,101,442
Housing Investment Programme Restricted Capital Receipts	735,690	706,173	(29,517)	0	706,173
Ext. Contributions - Developers	613,480	655,485	42,005	655,485	0
Ext. Contributions - Lottery Bodies	135,190	117,879	(17,311)	117,879	0
Ext. Contributions - Other Local Authorities	52,160	71,460	19,300	71,460	0
Ext. Contributions - Regional Development Agency etc	114,430	114,430	0	114,430	0
Ext. Contributions - Other	80,050	78,494	(1,556)	78,494	0
Government Grants - Local Government On Line	464,900	464,903	3	464,903	0
Government Grants - Planning Delivery Grant	4,630	4,630	0	4,630	0
Government Grants - e-Voting Schemes	903,880	903,879	(1)	903,879	0
Government Grants - DEFRA Recycling	128,960	128,963	3	128,963	0
Government Grants - Disabled Facilities Grants	206,480	208,727	2,247	208,727	0
Revenue Budget - Specific Revenue Reserves or Budgets	134,240	127,034	(7,206)	0	127,034
Revenue Budget - Housing Revenue Account	150,000	150,000	0	0	150,000
Major Repairs Allowance	1,768,000	1,770,826	2,826	1,770,826	0
TOTAL CAPITAL RESOURCES	10,541,950	11,031,064	489,114	4,519,676	6,511,388

Monitoring of Usable Capital Receipts 2005/06

	Unrestricted Receipts £	HIP Restricted Receipts £	Strategic Regional Site £	Total Usable Receipts £
Balance brought forward 1 April 2005	2,008,341	1,053,085	0	3,061,426
Receipts received to 31 March 2006	1,250,875	688,998	2,101,442	4,041,315
Total Usable Receipts available	3,259,216	1,742,083	2,101,442	7,102,741
Required for capital financing	(3,157,350)	(706,173)	(2,101,442)	(5,964,965)
Estimated balance 31 March 2006	101,866	1,035,910	0	1,137,776

Note:

The 'HIP Restricted Receipts' are available for capital expenditure in respect of the housing function of the authority only. They are a proportion of RTB sales available under the transitional arrangements for the pooling of housing capital receipts, which apply from 2004/05 to 2006/07. Such restricted receipts can be for non-housing purposes but can be carried forward for use in later years. The use of these restricted receipts has already been taken account of in the 2006/07 to 2008/09 capital programme.

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Capital Programme - 2006/07

Scheme

CATEGORY A SCHEMES**People - Reduce Pockets of Inequality**

Leisure Centres DDA Works

People - Improved Access to Public ServicesLeisure Centres Capital Investment
Extension to Chorley Cemetery (new burial area)**Place - Develop Character & Feel Of Chorley**Achieving Decent Homes Standard (Council Dwellings)
Disabled Facilities Grants
Housing Renewal
Astley Park Improvements - Construction
Kerbside Recycling Schemes
Duxbury Park Golf Course capital investment

2006/07 Current Estimate £	Change of Category £	Slippage from 2005/06 £	Other Changes £	2006/07 Revised Estimate £	External Funding £	CBC Funding £
139,650				139,650		139,650
139,650	0	0	0	139,650	0	139,650
1,335,250 10,000		20,000		1,355,250 10,000		1,355,250 10,000
1,345,250	0	20,000	0	1,365,250	0	1,365,250
2,054,000 300,000 353,660 1,663,970 112,490 0			(264,330)	1,789,670 300,000 353,660 1,663,970 112,490 92,920	1,789,670 180,000 353,660 1,347,280	0 120,000 353,660 316,690 112,490 92,920
4,484,120	92,920	0	(264,330)	4,312,710	3,316,950	995,760

Capital Programme - 2006/07

Scheme

Performance - Ensure CBC is a Performing Organisation

Computer Network Improvements (Business Continuity)

TOTAL CATEGORY A SCHEMES**CATEGORY B SCHEMES****People - Getting People Involved in Their Communities**

Parks and Play Areas Refurbishment
 Chorley Play Facilities (S106 funded)
 Euxton Play Facilities (S106 funded)
 Contribution to Pitch Drainage Bishop Rawsthorne School

People - Improved Access to Public Services

External Funding Pot
 Adlington Rail Station Improvements (S106 funded)

2006/07 Current Estimate £	Change of Category £	Slippage from 2005/06 £	Other Changes £	2006/07 Revised Estimate £	External Funding £	CBC Funding £
3,400			(3,400)	0		0
3,400	0	0	(3,400)	0	0	0
5,972,420	92,920	20,000	(267,730)	5,817,610	3,316,950	2,500,660
43,470				43,470		43,470
30,000				30,000	30,000	0
51,880				51,880	51,880	0
19,950				19,950	19,950	0
145,300	0	0	0	145,300	101,830	43,470
50,000				50,000		50,000
7,500				7,500	7,500	0
57,500	0	0	0	57,500	7,500	50,000

Capital Programme - 2006/07

Scheme	2006/07 Current Estimate £	Change of Category £	Slippage from 2005/06 £	Other Changes £	2006/07 Revised Estimate £	External Funding £	CBC Funding £
<u>Prosperity - Put Chorley at Heart of Regional Economic Development</u>							
Transport Improvements (S106 funded)	175,530			(24,150)	151,380	151,380	0
Eaves Green Link Road (S106 funded)	4,300,000				4,300,000	4,300,000	0
	4,475,530	0	0	(24,150)	4,451,380	4,451,380	0
<u>Place - Develop Character & Feel Of Chorley</u>							
Invest in Success - Gillibrand Scheme	757,300				757,300		757,300
Duxbury Park Golf Course capital investment	92,920	(92,920)			0		0
YVP Extension Flood Alleviation	2,500				2,500		2,500
Regeneration Projects - Design Fees	103,220				103,220		103,220
Groundwork Projects	15,000				15,000		15,000
Elwood Initiative (grants for tree planting & management)	101,670				101,670		101,670
Chapel Street Environmental Enhancement	0		20,000		20,000		20,000
Traffic Calming	128,000				128,000		128,000
	1,200,610	(92,920)	20,000	0	1,127,690	0	1,127,690

Capital Programme - 2006/07**Scheme****Performance - Ensure CBC is a Performing Organisation**

IT Support (incl. salary capitalisation)
 e-Enabling HR systems - Training
 PSS Planting Schemes
 PSS Computerised Cemetery records
 Telephony
 e-Claims travel and subsistence
 Single business account
 Planning Delivery Grant-funded capital scheme
 Union Street Offices Heating and Ventilation
 Project Management Support Capitalisation
 Capitalised Restructuring Costs
 Planned Maintenance of Fixed Assets

2006/07 Current Estimate £	Change of Category £	Slippage from 2005/06 £	Other Changes £	2006/07 Revised Estimate £	External Funding £	CBC Funding £
30,000				30,000		30,000
30,000				30,000		30,000
3,500				3,500		3,500
0		13,670		13,670		13,670
42,100				42,100		42,100
6,000				6,000		6,000
0		13,500		13,500		13,500
123,370				123,370	123,370	0
25,000				25,000		25,000
40,000				40,000		40,000
0		59,940	(26,240)	33,700		33,700
200,000				200,000		200,000
499,970	0	87,110	(26,240)	560,840	123,370	437,470
6,378,910	(92,920)	107,110	(50,390)	6,342,710	4,684,080	1,658,630
12,351,330	0	127,110	(318,120)	12,160,320	8,001,030	4,159,290

TOTAL CATEGORY B SCHEMES**TOTAL CATEGORY A AND CATEGORY B SCHEMES**

Capital Programme - 2006/07

Scheme

Financing the Programme - Category A & B Schemes

	2006/07 Current Estimate £	Change of Category £	Slippage from 2005/06 £	Other Changes £	2006/07 Revised Estimate £	External Funding £	CBC Funding £
Prudential Borrowing	1,723,500			(49,910)	1,673,590		1,673,590
Unrestricted Capital Receipts	1,775,160		99,940	20,270	1,895,370		1,895,370
Housing Investment Programme Restricted Capital Receipts	587,990			(114,330)	473,660		473,660
Ext. Contributions - Developers	4,584,860			(24,150)	4,560,710	4,560,710	0
Ext. Contributions - Lottery Bodies	1,347,280				1,347,280	1,347,280	0
Government Grants - Planning Delivery Grant	123,370				123,370	123,370	0
Government Grants - Disabled Facilities Grants	180,000				180,000	180,000	0
Government Grants - Major Repairs Allowance	1,789,670				1,789,670	1,789,670	0
Revenue Budget - Specific Revenue Reserves or Budgets	89,500		27,170		116,670		116,670
Revenue Budget - Housing Revenue Account	150,000			(150,000)	0		0
TOTAL CAPITAL RESOURCES - A & B SCHEMES	12,351,330	0	127,110	(318,120)	12,160,320	8,001,030	4,159,290

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Monitoring of Usable Capital Receipts 2006/07

	Unrestricted Receipts £	HIP Restricted Receipts £	Total Usable Receipts £
Balance brought forward 1 April 2006	101,866	1,035,910	1,137,776
Estimated Usable Receipts in year	1,793,504	271,870	2,065,374
Total estimated Usable Receipts	1,895,370	1,307,780	3,203,150
Required for capital financing	(1,895,370)	(473,660)	(2,369,030)
Estimated balance 31 March 2007	0	834,120	834,120

Note:

The 'HIP Restricted Receipts' are available for capital expenditure in respect of the housing function of the authority only. They are a proportion of RTB sales available under the transitional arrangements for the pooling of housing capital receipts, which apply from 2004/05 to 2006/07. Such restricted receipts can be for non-housing purposes but can be carried forward for use in later years. The use of these restricted receipts has already been taken account of in the 2006/07 to 2008/09 capital programme.

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Report of	Meeting	Date
Director of Finance (Introduced by the Executive Member for Resources)	Executive Cabinet	29 th June 2006

PROVISIONAL REVENUE OUTTURN 2005/06

PURPOSE OF REPORT

- To report to Members the provisional outturn figures for the Council's budget for the financial year 2005/06. The report contains information on both the General Fund and Housing Revenue Account, including the building maintenance direct service.
- The accounts are now subject to final checking and scrutiny by the Council's external auditor. Should there be any significant changes to the outturn as a result of either of these processes I shall submit a further report to Executive Cabinet.

CORPORATE PRIORITIES

- The Revenue budgets are an expression of the Council's priorities in financial terms.

RISK ISSUES

- The issue raised and recommendations made in this report involve risk considerations in the following categories:

Strategy		Information	
Reputation		Regulatory/Legal	
Financial	4	Operational	
People		Other	

- The report is concerned with the process for managing the financial and operational risks associated with the running of the Council. Failure to deliver a balanced budget has consequences for the future financial stability of the authority.

BACKGROUND

- During the financial year the Executive Cabinet received monitoring reports with the financial forecast indicating a small in year overspend of £13k. This position was in line with the budget set at the beginning of the financial year, which also required the use of £250k of working balances/reserves.
- During the setting of the 2006/07 budget I identified that the specific reserve set aside for the cost of stock transfer was no longer required as the Council had managed to get the cost underwritten by the preferred Partner, Adactus. Consequently I recommended, and the Council agreed, that this money may be used to replenish the level of working balances as there remained some key risks in the budget, particularly around the cost of concessionary travel and benefits.

PROVISIONAL OUTTURN GENERAL FUND

8. The Council's budget for 2005/06 included real cash savings targets of £228k from vacancy management and £100k from efficiency and procurement. The overall target of saving £328k in year was achieved through a combination of efficiency savings, predominantly in the Pay to Procure process and vacancy management.
9. During the year I reported initially that unless action was taken to reduce spending, it was likely that the Council would overspend against its overall budget. I am pleased to report that, in line with original expectations, the Council's expenditure broadly matched that budgeted with a total underspend of £44k or -0.3% of the original budgeted cash figure.
10. Consequently working balances are at the level anticipated when the budget was set. The transfer back to working balances from the stock transfer reserves increased working balances to £1m, which is in line with the levels indicated and approved in the Council's Financial Strategy.
11. An analysis of the main variations over and above those previously reported in monitoring is shown in the table below:

Significant variations since last monitoring report

<u>Costs</u>	£'000
Employee	16
Insurance	16
Pension Act Payments	78
Use of bad debt provisions	(123)
Other minor overspends	40
 <u>Income</u>	
Increased fee and other income	(52)
	<u>(25)</u>

12. The main reason for the variations are as follows:
- For employee costs, the recharge into capital salaries for staff in the property unit was less than anticipated due to less work being done on the enhancement of the Council's leisure assets.
 - Pension Act payments are ongoing costs to the Council of early retirements, the increase over budget is mainly due to the number of retirements in the year as a one off charge is made in the year of retirement which is significantly greater than the ongoing costs.
 - The Council provides for bad debt write off in benefit overpayments that are recovered. The policy has been to have a high proportion of such debts covered by the provision. However collection rates are good and it is intended to reduce the provision over a period. Following a review at the year end it has been possible to write back more than was originally anticipated.
 - For income, additional fees have been generated predominantly from planning fees.

13. Below the net service line are a number of cash budgets of a more technical nature relating to the financing of capital expenditure, cashflow and the use of reserves and balances.

NET FINANCING COSTS

14. During the year I reported that up until the final quarter of the year it was expected that the costs of net financing would be greater than budgeted, due mainly to a negative cashflow position caused by the Council being more successful in spending its capital monies and the fact that capital receipt cash was less than anticipated, and the proportion charged to the HRA has decreased. Overall this resulted in net financing cost being £94k greater than anticipated with the last quarter of the year being particularly poor in cashflow terms.

RESERVES

15. Elsewhere on the Executive Cabinet Agenda is a report outlining the results of the recent tender exercise for the Council's Insurances. The report contained details regarding a specific reserve set up to finance the Council self-insuring itself. In the event I have recommended that the self insurance option is not appropriate and as such the reserve money can be written back to revenue totalling £147k.
16. As a consequence of the change in the Council's cash position and the related movements in reserve, the Council are in the position of having surplus funds available over and above that budget, by a sum of £161k. Set out below are my recommendations on how this money should be used:

SLIPPAGE

17. Each year the Council will commit itself to incurring expenditure that may not always be incurred in the accounting period. It is custom and practice to allow Directorates who can demonstrate that commitment has been made, to carry forward cash to pay for such items, should the overall financial position of the Council allow it. Accordingly I have received the following slippage requests which I support, some requests have been denied on the basis that the costs can be accommodated within the 2006/07 cash budgets.

Details	£'000
Transfer of budget and additional costs of completing the Property Services outsourcing exercise	28
Budget underspend on Contact Centre staffing needed for staffing in the Contact Centre	17
Budget underspend on ICT needed to complete telecommunications tendering exercises and purchase of required hardware	19
Underspend on Community Safety budget committed to Scarlet Street car park lighting scheme	9.4
Completion of Charter Mark application	4
	77.4

18. Should Members approve the slippage then a further £83.6k (£161k - £77k) would be available as yet unallocated. I suggest that this is used in the following ways:
19. There are a number of volatile expenditure areas within the Council's base budget that are traditionally difficult to budget for. It is common practice to create equalisation reserves for such items that is used to smooth the impact should an overspend arise. Within the Council's budget there are two particular areas that would benefit from the creation of such a reserve, namely the Council's recycling contract and the cost of financing the Councils cashflow.
20. The volatility from the recycling contract emanates from the fact that the greater the level of recycling the greater the cost. In 2005/06 additional payments were made to the contractor as recycling rates increased significantly.
21. Within this report reference is made to the additional trading costs incurred as a result of the cash position the Council finds itself in. This position can change year on year dependent upon a variety of facts including sales of assets and capital spending.
22. I therefore suggest the following equalisation accounts are created, that will allow some headroom in the 2006/07 budgets:

Details	£'000
Recycling contract bonus payments	43.6
Net financing costs	40.0
	83.6

23. The reserve will be replenished when funds allow or alternatively transferred back to general reserves should they not be needed.

GENERAL FUND RESERVE AND BALANCES

24. Set out below for Member information is a summary of the levels of reserve and balances available to the Council as at the end of the financial year 2005/06 before any slippage or use of underspend is approved. Reserves are set aside to either pay for future known expenditure or to guard against financial risk. The reserves are categorised accordingly to the approval mechanism.

Analysis of Reserve

Those requiring approval by Cabinet	
General reserves	1.161
Building Control reserve	0.050
Astley Hall Works of Art	0.011
	1.222
Those approved for spend by Officers	
Unit specific reserve	0.153
Job Evaluation	0.101
E-workforce reserve	0.113
Local Development Framework	0.183
Elections	0.034
	0.584
Those for approval by Member under Delegation	
Innovation Fund	0.112
TOTAL	1.918

25. Should the Slippage and other reserves be recommended for approval, be approved, they will also be shown in the list above.

HOUSING REVENUE ACCOUNT OUTTURN 2005/06

Original Estimate

26. The original estimate set was for HRA balances to be £618k at the end of 2005/06. During the year I reported that due to additional expenditure being predominantly as a result of stock transfer balances were expected to be £534k.

Outturn 2005-06

27. The draft HRA Outturn gives balances of £592 as at 31 March 2006, which is greater than anticipated.
28. The main variances from original estimate are:

Expenditure Items

29. Increased Supervision and Management costs include additional employee costs incurred due to capacity issues and disruption resulting from some staff being involved in stock transfer matters. Other additional costs came from an adjustment of recharges relating to additional work on HRA activities. The increases in expenditure have been offset by savings in other general running costs.
30. The Repairs and Maintenance overspend for the year is £141k, which is mainly due to a Trading Account deficit of £101k. Previous forecasts were for a Trading Account deficit of £55k due to the increase in cost of disposal of waste materials, and also to a loss of contribution from a reduction in the replacement window programme in the financial year. A significant part of the increased deficit can be attributed to an above average amount in loss of productive time. There are a number of reasons for this, including strike action, attendance at Stock Transfer events and other miscellaneous corporate activities. An approximation of the loss of income from this is £33k.
31. Other variations in the HRA include:
- A saving from a less than budgeted increase in bad debt provision
 - A small increase in HRA Negative Subsidy
 - Increase in Rent Rebate Subsidy Limitation/Transitional Arrangements
 - A reduction in capital financing costs

Income

32. A significant increase was achieved in rental, mainly from an increase in rental income resulting from a slowdown in the number of council house sales. There were 37 sales in the year as opposed to the amount of 130 that was used in the original budget. In addition extra grant was received for the costs of providing supported housing.

COMMENTS OF THE DIRECTOR OF HUMAN RESOURCES

33. There are no Human Resources implications associated with this report.

CONCLUSIONS

34. Overall the Council managed to deliver the General Fund budget it set itself at the beginning of the financial year. Initial forecasts of overspend were dealt with by the Council and as a result general working balances are at the level anticipated and within the range set in the Council's financial strategy.
35. For the Housing Revenue Account the additional income from rents as a result of reduced Council House sales offset the overspend on repairs. The repairs budget has continued to be difficult to manage as it is demand led, but given the impending vote on stock transfer it is vital that for 2006/07 costs are contained and I shall be working with the Director of Housing to ensure this happens.
36. I shall be providing a more detailed review of the Council's financial position and the final accounts for 2006/07. This will be submitted to the Accounts Committee and subsequently to the Executive for consideration.

RECOMMENDATION(S)

37. Members are asked to:

- Note the contents of the report
- Approve the slippage as outlined in paragraph 17 of the report
- Approve the creation of the specific equalisation reserves as outlined in paragraph 22 of the report

**REASONS FOR RECOMMENDATION(S)
(If the recommendations are accepted)**

38. To comply with appropriate reporting arrangements and ensure appropriate financial reserves are created.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

39. None.

GARY HALL
DIRECTOR OF FINANCE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Gary Hall	5480	13 June 2006	ADMINREP/REPORT

General Fund Revenue Budget Monitoring 2005/06

Outturn as at March 2006

	(1) Original Budget £	(2) Agreed Changes £	(3) Original Cash Budget £	(4) Contribution to Corporate Savings £	(5) Cash Budget at January £	(6) Variances forecast in January monitoring £	(7) Budget variations post January £	(8) Revised Budget £	(9) March Outturn £	(10) Variance £	(11) Variance %
Corporate and Policy Services	517,770	-	517,770	(20,070)	497,700	(13,700)	760	484,760	479,850	(4,910)	-0.99%
Customer, Democratic & Office Support Services	2,930,540	162,200	3,092,740	(77,160)	3,015,580	(26,580)	46,730	3,035,730	3,075,560	39,830	1.32%
Economic Regeneration	246,140	(11,200)	234,940	(23,970)	210,970	(5,970)	6,880	211,880	184,270	(27,610)	-13.09%
Environmental Services	3,090,290	-	3,090,290	(29,510)	3,060,780	10,220	8,340	3,079,340	3,064,220	(15,120)	-0.49%
Finance	1,144,550	54,300	1,198,850	(55,350)	1,143,500	3,500	(44,650)	1,102,350	1,073,690	(28,660)	-2.51%
Housing Services (GF)	270,090	7,500	277,590	-	277,590	(15,590)	25,680	287,680	272,170	(15,510)	-5.59%
Human Resources	621,720	90,120	711,840	(65,700)	646,140	22,510	(158,860)	509,790	502,380	(7,410)	-1.15%
Information & Communication											
Technology Svs	905,440	4,000	909,440	(4,500)	904,940	(35,940)	(14,620)	854,380	858,600	4,220	0.47%
Legal Services	100,580	-	100,580	-	100,580	102,420	5,050	208,050	211,900	3,850	3.83%
Leisure & Cultural Services	1,042,810	38,480	1,081,290	(42,430)	1,038,860	10,270	60,890	1,110,020	1,136,480	26,460	2.55%
Planning Services	467,950	-	467,950	(8,790)	459,160	(30,160)	(147,410)	281,590	257,980	(23,610)	-5.14%
Property Services	80,550	20,000	100,550	(20,510)	80,040	(27,150)	(80,380)	(27,490)	(4,570)	22,920	28.64%
Public Space Services	1,331,330	12,950	1,344,280	(9,000)	1,335,280	16,160	38,460	1,389,900	1,388,850	(1,050)	-0.08%
Trf to/(from) HRA							11,200	11,200		(11,200)	
Less											
Corporate Savings Targets											
Efficiency/Other Savings		(100,000)	(100,000)	281,990	181,990	(280,210)		(98,220)	-	98,220	53.97%
Management of Establishment		(228,050)	(228,050)	75,000	(153,050)	257,640		104,590	-	(104,590)	68.34%
Total Service Expenditure	12,749,760	50,300	12,800,060	-	12,800,060	(12,580)	(241,930)	12,545,550	12,501,380	(44,170)	-0.3%
Non Service Expenditure											
Contingency Fund	100,000	(83,000)	17,000		17,000			17,000	-	(17,000)	0.0%
Contingency - Corporate Savings	(328,050)	328,050	-		-			-	-	-	0.0%
Notional Capital Charges	1,168,630		1,168,630		1,168,630			1,168,630	-	(1,168,630)	-100.0%
Revenue Contribution to Capital	-		-		-			-	127,035	127,035	0.0%
Net Financing Transactions	70,350		70,350		70,350			70,350	214,303	143,953	204.6%
Parish Precepts	412,562		412,562		412,562			412,562	412,562	-	0.0%
Total Non Service Expenditure	1,423,492	245,050	1,668,542	-	1,668,542	-	-	1,668,542	753,900	(914,642)	-54.8%
Financed By											
Council Tax	(6,057,272)		(6,057,272)		(6,057,272)			(6,057,272)	(6,057,272)	-	0.0%
National Non-Domestic Rates	(2,945,840)		(2,945,840)		(2,945,840)			(2,945,840)	(2,945,840)	-	0.0%
Revenue Support Grant	(3,704,920)		(3,704,920)		(3,704,920)			(3,704,920)	(3,704,920)	-	0.0%
Business Growth Incentive Grant	-		-		-			-	(122,053)	(122,053)	
Collection Fund Surplus	(47,550)		(47,550)		(47,550)			(47,550)	(48,402)	(852)	-1.8%
Use of Earmarked Reserves	(1,167,670)	(295,350)	(1,463,020)		(1,463,020)	12,580	241,930	(1,208,510)	(288,038)	920,472	62.9%
Use of General Balances	(250,000)		(250,000)		(250,000)			(250,000)	(250,000)	-	0.0%
Total Financing	(14,173,252)	(295,350)	(14,468,602)	-	(14,468,602)	12,580	241,930	(14,214,092)	(13,416,525)	797,567	5.5%
Net Expenditure	-	-	-	-	-	-	-	-	(161,245)	(161,245)	-1.26%

General Balances Summary Position	Budget £	Outturn £
General Fund Balance at 1.4.05	1,000,000	1,000,000
Variations agreed utilising General Fund Balance	(250,000)	(250,000)
Housing Stock Transfer Reserve		250,000
Actual (Over)/Under Spend	-	161,245
Outturn General Fund Balance at 31.3.06	750,000	1,161,245

SERVICE LEVEL BUDGET MONITORING 2005/2006**HOUSING REVENUE ACCOUNT**

March

£'000 £'000

ORIGINAL SURPLUS (-) / DEFICIT (+) FOR YEAR**(174)****BALANCE AS AT 1.4.05****(443)****Add Adjustments for In year cash movements**

Slippage from 2004/2005

Virements for other Services

Transfer from contingency

Cabinet approved decisions

Delegated Authority decisions

ADJUSTED HRA BALANCES EXPECTED at 31.3.05**(617)****FORECAST****EXPENDITURE**

Repairs and maintenance	(includes 101k trading a/c deficit)	141	
Supervision & Management	General	48	
	Special	50	
Provision For Bad Debts			(42)
Negative HRA Subsidy		11	
Rent Rebate Subsidy Limitation		11	
Rents, Rates, Taxes and Other Charges		3	
Capital charges			(12)
Expenditure under(-) or over (+) current cash budget			210

INCOME

Dwelling Rents			(154)
Charges for Servs and Facilities (to budget)		10	
Supporting People Payments			(53)
Investment Income		8	
Other Income		4	
Income under (+)/ over (-) achieved			(185)

FORECAST BALANCES AS AT 31.3.06**(592)****Key Assumptions****Key Issues/Variables****Key Actions**

Report of	Meeting	Date
Director of Finance	Executive Cabinet	June 2006

REVENUE BUDGET MONITORING 2006/07 - REPORT 1 (END OF MAY 2006)

PURPOSE OF REPORT

1. This paper sets out the current financial position of the Council as compared against the budgets and efficiency savings targets it set itself for 2006/07 for the General Fund and the Housing Revenue Account.

CORPORATE PRIORITIES

2. This report does not directly relate to the corporate priorities.

RISK ISSUES

3. The issue raised and recommendations made in this report involve risk considerations in the following categories:

Strategy	✓	Information	
Reputation	✓	Regulatory/Legal	
Financial	✓	Operational	✓
People		Other	

4. Actions to manage the budget have the potential to impact on all of the above risk categories.

BACKGROUND

5. The Council's budget for 2006/07 included real cash savings targets of £278,000 from the management of the establishment and a further £60,000 of savings to come from efficiency and procurement related activities.

CURRENT FORECAST POSITION

6. The appendix 1 shows the summary forecast position for the Council based upon actual spending in the first two months of the financial year, adjusted for future spending based upon assumptions regarding vacancies and service delivery. No individual service unit figures are attached. These are available for inspection in the Members Room.
7. The unit cash budgets have been amended for proposed slippage from 2005/06 and for the allocation of 'Earmarked Reserves' for specific initiatives that have already received approval from the appropriate committee. The significant additions to the budget include:

- £19,000 for slippage relating to Consultancy Fees & Hardware in ICT Services
 - £9,400 slippage for Car Park Lighting
 - £21,000 slippage for Contact Centre
 - £28,000 for Property Services outsourcing
8. In the period to the end of May we have identified £188,000 of contributions to the corporate savings target of £278,000 for managing the establishment. The savings that have been identified are as a result of the Senior Management Review together with savings arising from staff vacancies within the Finance, ICT Services and Policy & Performance Departments. This is a positive start to the year, and this position will remain under constant review.
 9. Even at this early stage in the new financial year, savings towards the procurement and efficiency target of £60,000 have already been identified. To date, savings of £72,000 have been achieved from the renewal of the Council's Insurance Premiums and a further £7,000 of savings have been identified from Hospitality budgets following the decision to restrict the provision of food for meetings.
 10. Within the Legal Services department, the continued use of agency staff throughout 2006/07 will result in a current forecast deficit of £41,000.
 11. Target bonus payments relating to the refuse collection contract are directly linked to the tonnage of recyclate collected. At this early stage in the monitoring cycle it is too early to determine any trend but an increase in recycling is anticipated over the coming weeks during the World Cup tournament. This will result in a current forecast overspend of £10,000. Details of the LCC Cost Sharing Agreement for the refuse collection contract have now been finalised with the exact price and quantities used to calculate reimbursement now fixed. The result is a forecast reduction in budgeted income of £10,000.
 12. Following the decision to maintain Car Parking fees at their current levels, the increase factored into the base budget for inflation will not be implemented. This will result in a forecast income shortfall of £23,000 for 2006/07.
 13. Taking into account the points raised above, the current forecast position is that General Fund balances will be £82,000 lower than anticipated and further savings are needed to balance the budget. However it is still early in the financial year and there are some risks contained in the budget the effect of which will only be known later in the financial year, particularly the cost of concessionary travel and the cost of benefits, both of these budgets are demand led, volatile and could have a significant impact on the Council's bottom line. In addition for some key budgets it is still too early in the financial year to anticipate the forecast outturn i.e. net financing costs. Future monitoring statements will include reports on these matters.

USE OF RESERVES

14. For 2006/07 a sum of £112k was set aside in an Innovation Fund. The source of this fund was the Local Authority Business Growth Incentive Grant that is non recurrent. At budget time the Council agreed the use of this money for non-recurrent expenditure and that 25% of it be used for schemes to improve the public realm. To date a sum of £12k has been provisionally committed to providing Town Centre banners to promote the Council and improve the vitality of the Town Centre.

STOCK TRANSFER

15. The Council has previously provided budgets for the stock transfer exercise, the cost of which has now been underwritten by the Council's partner, Adactus. However these funds were provided for pre ballot costs. Following the vote it may be necessary to incur costs associated with the Post Ballot and as there is likely to be a time lapse between the result of the ballot and the next Cabinet, the Executive are being asked to approve in principal the budget for the next phase of Stock Transfer, subject to the result of the ballot.
16. The effect of approving the ballot is cost neutral in revenue terms for the Council in that the costs are netted off the receipt paid by Chorley Community Housing for the stock. However in the event of a positive vote the Council acts as banker to the new RSL and temporarily loans the new organisation cash for set up costs. The Council requires consent from both the executive and the DCLG for this. Set out below are indicative costs but once budgets are finalised I shall report back to Cabinet.

Council

	£
Lead Consultants	28,000
Legal Advisors	75,000
VAT Advisors	37,000
Conveyancing	50,000
Superannuation Valuation	10,000
IT Systems	20,000
Contingency	50,000
Staffing, say	30,000
TOTAL	300,000

New Landlord

	Post Ballot £
Lead Consultants	140,000
Legal Consultants	125,000
HR Consultants	60,000
Tenants' Advisors	25,000
Tenants Communication	35,000
Valuation Report	30,000
Business Plan Validation	20,000
Funding Consultants	30,000
Funder's Lawyers	60,000
Arrangement Fees	750,000
Land Registry Fees	40,000
IT Advisors	25,000
Training	40,000
NHF Affiliation Fee	25,000
VAT Advisors	40,000
Stock condition evaluation	30,000
Non recoverable VAT	258,000
Seconded Staff	75,000
Staffing costs	100,000
TOTAL	1,908,000

HOUSING REVENUE ACCOUNT**BACKGROUND**

17. The forecast for the HRA at the end of 2005/06 was for balances to be at £534k, however the actual outturn position resulted in a higher than expected contribution to balances taking them to £592k.
18. In terms of monitoring for 2006/07, there are no significant variations identified at this early stage in the year, apart from an additional cost for Job Evaluation.
19. Initially it was unclear whether housing staff would be included in the Job Evaluation exercise pending the possible Stock Transfer. It is now expected that the staff will be included and as such the costs of the exercise have increased and the HRA has now provided a contribution to these costs of £53,000.

SUMMARY

20. Excellent progress has been made towards the Corporate Savings Target of £278,000 for the year. Further savings will be made as the year progresses and more vacancies occur.
21. Contributions towards the Efficiency Savings Target of £60,000 have already been achieved.
22. There are a number of areas that will be monitored closely as the year progresses, these are:
 - Contribution to Corporate Savings and Efficiency Targets
 - Agency Staff costs
 - Increased refuse collection costs
 - Concessionary travel and benefit costs
23. No action is proposed at this stage in the year even though further savings are still required. If later in the year the situation requires it, then further steps may be necessary and I will advise Members should I feel action is appropriate.
24. Given the issues referred to above, it is recommended that no further expenditure is allocated against the remaining contingency fund without the express permission of the Leader of the Council until we can be sure that Corporate Savings targets have been met.

RECOMMENDATIONS

25. Executive Cabinet are asked to:
 - a) Note the contents of the report.
 - b) Agree to no additional expenditure financed from the contingency fund at this stage.
 - c) Agree the use of some of the Innovation Fund for use in the Town Centre.
 - d) Agree the provisional Post Ballot Budget for Stock Transfer, subject to there being a positive vote, and further clarification.
 - e) Give approval to apply for S25 consent, subject to there being a positive vote.

REASONS FOR RECOMMENDATIONS**(If the recommendations are accepted)**

26. To ensure the Council's budgetary targets are achieved.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

27. None

GARY HALL
DIRECTOR OF FINANCE

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Phil Eskdale-lord	5483	June 2006	ADMINREP/REPORT

APPENDIX 1

General Fund Revenue Budget Monitoring 2006/07

Forecast Outturn as at May 2007

	(1) Original Budget £	(2) Agreed Changes £	(3) Original Cash Budget £	(4) Contribution to Corp. Savings (Staffing) £	(4) Contribution to Corp. Savings (Other) £	(5) Current Cash Budget £	(6) Forecast Outturn £	(7) Variance £	(8) Variance %
Chief Executive's Office	966,090		966,090	(85,120)	(1,370)	879,600	887,000	7,400	0.84%
Customer, Democratic & Legal Services	2,105,500	21,000	2,126,500	(740)	(5,000)	2,120,760	2,162,000	41,240	1.94%
Development & Regeneration	890,980		890,980			890,980	890,980	-	0.00%
Finance	1,481,750	-	1,481,750	(22,030)	(110)	1,459,610	1,388,000	(71,610)	-4.91%
Human Resources	697,140	19,000	716,140	(19,000)	(250)	696,890	699,000	2,110	0.30%
Information & Communication Technology Services	939,560		939,560			939,560	940,000	440	0.05%
Leisure & Cultural Services	1,197,010		1,197,010	(9,590)	(370)	1,187,420	1,197,010	9,590	0.03%
Policy & Performance	534,680	28,000	562,680			562,680	525,090	(37,590)	-6.68%
Property Services	35,010		35,010			35,010	68,990	33,980	96.9%
Streetscene, Neighbourhoods & Environment	4,696,680	9,400	4,706,080	(51,480)	(220)	4,654,380	4,708,000	53,620	1.15%
Budgets Excluded from Finance Unit Monitoring:									
Benefit Payments	(381,050)		(381,050)			(381,050)	(381,050)	-	0.00%
Concessionary Fares	513,250		513,250			513,250	513,250	-	0.00%
Pensions Account	212,730		212,730			212,730	212,730	-	0.00%
Less									
Corporate Savings Targets		(60,000)	(60,000)		7,320	(52,680)	-	52,680	-100.00%
Efficiency/Other Savings		(278,050)	(278,050)	187,960		(90,090)	-	90,090	-100.00%
Management of Establishment									
Total Service Expenditure	13,889,330	(260,650)	13,628,680	-	-	13,628,680	13,810,910	182,230	1.3%
Non Service Expenditure									
Contingency Fund	100,000		100,000			100,000	-	(100,000)	0.0%
Contingency - Salary Related Savings	(278,050)	278,050	-			-	-	-	0.0%
Contingency - Procurement Savings	(35,000)	35,000	-			-	-	-	0.0%
Contingency - Gershon Savings	(25,000)	25,000	-			-	-	-	0.0%
Notional Capital Charges	1,168,670		1,168,670			1,168,670	1,168,670	-	0.0%
Revenue Contribution to Capital									
Net Financing Transactions	219,210		219,210			219,210	219,210	-	0.0%
Parish Precepts	535,399		535,399			535,399	535,399	-	0.0%
Total Non Service Expenditure	1,685,229	338,050	2,023,279	-	-	2,023,279	1,923,279	(100,000)	-4.9%
Financed By									
Council Tax	(6,495,201)		(6,495,201)			(6,495,201)	(6,495,201)	-	0.0%
Aggregate External Finance	(7,743,127)		(7,743,127)			(7,743,127)	(7,743,127)	-	0.0%
Collection Fund Surplus	(48,561)		(48,561)			(48,561)	(48,561)	-	0.0%
Use of Earmarked Reserves	(1,287,670)	(77,400)	(1,365,070)			(1,365,070)	(1,365,070)	-	0.0%
Use of General Balances									
Total Financing	(15,574,559)	(77,400)	(15,651,959)	-	-	(15,651,959)	(15,651,959)	-	0.0%
Net Expenditure	-	-	-	-	-	-	82,230	82,230	0.60%

General Balances Summary Position	Budget £	Forecast £
General Fund Balance at 1.4.05	750,000	1,000,000
Variations agreed utilising General Fund Balance	-	-
Forecast (Over)/Under Spend	-	(82,230)
Forecast General Fund Balance at 31.3.06	750,000	917,770

SERVICE LEVEL BUDGET MONITORING 2006/2007**HOUSING REVENUE ACCOUNT**

MAY 2006

£'000

ORIGINAL SURPLUS (-) / DEFICIT (+) FOR YEAR

(75)

BALANCE AS AT 1.4.06

(592)

Add Adjustments for In year cash movements

Slippage from 2004/2005

Virements for other Services

Transfer from contingency

Cabinet approved decisions

Delegated Authority decisions

ADJUSTED HRA BALANCES EXPECTED at 31.3.05

(667)

FORECAST**EXPENDITURE**

Job Evaluation Costs

53

Expenditure under(-) or over (+) current cash budget

53

INCOME

Rents/Charges

Income under (+)/ over (-) achieved

0

FORECAST BALANCES AS AT 31.3.06

(614)

Key Assumptions**Key Issues/Variables**

Repairs and Maint expenditure

Management and Maint Expenditure

Key Actions

Control of above

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Report of	Meeting	Date
Director of Finance (Introduced by the Executive Member for Resources, Councillor G Morgan)	Executive Cabinet	29 th June 2006

TENDER FOR THE RENEWAL OF COUNCIL INSURANCES

PURPOSE OF REPORT

- To inform the Executive Cabinet of the results of the recent tender exercise for the supply of insurance services.
- To note the appointment of Zurich Municipal completed under the delegated powers of the Leader of the Council.

CORPORATE PRIORITIES

- There are no direct links to the corporate priorities.

RISK ISSUES

- The issues raised and recommendations made in this report involve risk considerations in the following categories:

Strategy		Information	
Reputation		Regulatory/Legal	4
Financial	4	Operational	
People		Other	

- Insurance is fundamentally a means of controlling some types of financial risk. It is a form of risk transfer, whereby insurance companies agree to indemnify the Council against certain financial losses, in return for the payment of premiums.
- Due to a very narrow municipal insurance market, it has become inherently difficult to procure cost effective insurance. Although the Council is required to take out insurance in some areas, in others there is more discretion to consider alternative methods of risk financing, for example some form of self-insurance. The specific insurance proposals made in this report take account of the various risk-financing options available to the Council.

BACKGROUND

- The current long-term agreement with our main insurer, Zurich Municipal, ends on 31st March 2006. It was deemed appropriate, when tendering for the renewal of the Council's insurances to also consider the various self-insurance options available.
- The Executive Cabinet has previously received a report on self-insurance, explaining how such arrangements might operate within the Council and agreed to carry out a technical evaluation of the various self-insurance options.



9. The Council appointed specialist consultants, Marsh Ltd to oversee the tender exercise, conduct an evaluation of the self-insurance options and to make specific proposals on a policy by policy basis. The exercise included a review of all the base information on which the insurance quotations would be made, with the exception of Council buildings which was based on indexed valuations.
10. Although several self-insurance options were explored, Marsh have confirmed our own view that radical self-insurance solutions should not be considered at this stage on the basis that the increase in exposure to financial loss would not be offset by a sufficient reduction in insurance premiums. The thrust of their advice on self-insurance has been to ask the market to quote on the current basis and on the basis of the Council accepting significantly higher policy excesses/ deductibles in return for potentially significant premium reductions.
11. With the exception of two specialist insurance policies (employment practices & householders insurance) which were excluded from the tender exercise, tenders were sought for the full range of the Council's insurance needs on the basis of existing and other specified policy excesses. The tender exercise was conducted in full compliance with EU Procurement Rules and the Council's Contract Procedure Rules, following the negotiated procedure, allowing post-tender comparisons of the different bases of cover offered by insurers.
12. Our existing insurers Zurich Municipal, Risk Management Partners and St. Paul International each tendered for the full range of the Council's insurance requirements. A number of other companies tendered for individual policies, namely Allianz (Engineering), ACE (Personal Accident / Travel) and Chubb (Personal Accident / Travel).
13. The tenders were opened on 21st February 2006 and made available to Marsh who undertook a detailed evaluation of the quotations received. The tender submitted by St. Paul could not be accepted as they failed to submit their response within the required timescale. In any event St. Paul quoted significantly higher than the other insurers.

TENDER RESULTS

14. A Tender Evaluation Report and the section comparing the various premium quotations is shown at the Appendix. The respective insurers did offer some differences in cover, including some variations to the terms in the tender specification and these are also shown in the Appendix.
15. My recommendation was that all the Council's insurance covers be renewed with existing carriers, Zurich Municipal, for a five year period, in line with their Long Term Agreement offering.
16. The annual total saving on 2005/6 budgeted premium levels (inclusive of 5% insurance premium tax) is as follows:

	£	
Total actual premiums 2005/6	557,256	
Employment practices insurance	(10,526)	
Householders insurance	(14,984)	

Premiums subject to tender	531,746	
Tender received from ZM	433,863	
Net annual premium saving	25,868	Housing Revenue Account
	72,015	General Fund

17. Almost all the savings in premium emanate from the following 4 policies:

	2005/06	2006/07	Difference
	£	£	£
Material Damage	121,052	100,528	20,524
Public Liability	137,753	100,687	37,066
Employers Liability	95,823	75,632	20,191
Commercial Vehicles	70,560	54,306	16,254
	<u>425,188</u>	<u>331,153</u>	<u>94,035</u>

18. In Marsh's view, the significant reduction in premium is primarily due to favourable market conditions. The insurance market is quite volatile and fluctuates according to global events and confidence. The market is currently an optimistic or "soft" market, whereas when the insurance tender was last awarded 5 years ago the market was significantly "harder" and insurers found it difficult to arrange re-insurance which meant passing more of the risk back to the customer in the form of higher premiums. A secondary reason for the lower premiums is the organisational changes that are programmed during 2006/7, which will reduce levels of exposure across the Council.
19. In our opinion, before the Council considers accepting higher deductibles or transferring any of the risk to itself, it needs to analytically review its claims history and introduce more targeted risk management action in key areas. This advice is supported by the recent re-positioning of the insurance function under the control of the Council's Audit & Risk Manager, in order to develop more effective management of insurable risks.
20. Several other factors have also influenced the re-appointment of ZM on the current basis. Marsh have indicated that the insurance market is currently "soft" and premiums are relatively low. A "hardening" of the market and consequential rises in premiums is anticipated in the near future. The quality of service provided by ZM under their current contract has also been high and there are operational and administrative advantages of continuing with the same provider.
21. The potential transfer of the housing stock and other possible organisational changes over the next financial year will mean that the Council's insurance requirements are also likely to change significantly. Therefore the contract will be awarded on the basis that there will be a full re-evaluation of the Council's insurance needs in 12 months time. This will entail a further review of base information including property re-valuations.
22. Although Marsh Ltd. were initially appointed as a one-off exercise to assist with the tender exercise and the self-insurance options appraisal, they have demonstrated that there are tangible benefits of developing an ongoing relationship with an independent insurance broker / adviser. The intention therefore is to appoint Marsh on a more formal, ongoing basis and agree a Service Level Agreement (SLA) with them, funded from some of the savings in insurance premiums.
23. In addition to the provision of general, ongoing insurance advice, Marsh will specifically be asked to provide:
- An automated claims management system, enabling analysis and reporting of claims data, to support the Council's efficiency agenda;
 - Support and guidance on the management of insurable risks;
 - An annual review of the Council's insurance needs and renegotiation of the premium in the long-term agreement, including base information.
24. **Due to the timing of the renewal, the appointment was made under delegated powers by Cllr Wilson on 29th March 2006. As per the Council's contract procedure rules this approval is being reported to Executive Cabinet.**

25. As my recommendation is that the Council at this stage does not pursue the self insurance option, this releases a sum of money set aside to finance the self insurance route. Therefore a sum of £147k can be released back to the revenue. This has been taken into account during the year end closedown and is included in the Council revenue outturn report for 2005/06.

COMMENTS OF THE DIRECTOR OF HUMAN RESOURCES

26. Not applicable to this report

RECOMMENDATIONS

27. To note the appointment of Zurich Municipal as the Council's Insurers.

REASONS FOR RECOMMENDATION

28. To provide the most appropriate risk financing solution to the Council.

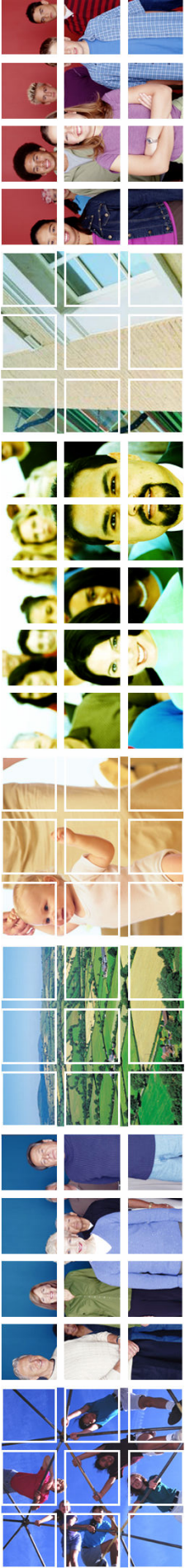
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

29. The alternative risk financing options available have been explored in the body of the report.

GARY HALL
DIRECTOR OF FINANCE

Background Papers			
Document	Date	File	Place of Inspection
Accounts & Audit Regulations 2003	2003	FINANCE UNIT	Gillibrand St Offices
Code of Practice for Internal Audit in Local Government in the United Kingdom 2003			

Report Author	Ext	Date	Doc ID
Garry Barclay	5468	13/03/2006	EC-Report



Premium Comparison

Class	Zurich	RMP	Allianz	ACE	Chubb
Material Damage	84,577.23	93,000.00			
Work In Progress	1,873.21	1 8,773.00			
Business Interruption					
Gross Revenue	1,228.02	Inc in above			
Additional Expenditure	4,275.00	Inc in above			
Additional Expenditure	3,549.65	Inc in above			
Money	1,796.75	Inc in above			
All Risks	13,422.23	Inc in above			
Computer	5,271.00	Inc in above			
Property Owners	6,722.19	Inc in above			
Fidelity Guarantee	2,105.56	3,000.00			
Personal Accident	4,107.63	4,468.00		3,500.00	2,867.22
Travel	100.00	Inc in above		Inc in above	Inc in above
Terrorism	8,341.02	7,390.00			
	137,366.49	116,631.00 (M&D)			

Public / Products Liability	95,653.24	187,000.00		
Employers Liability	71,851.05	Inc in above		
Officials Indemnity	3,167.95	Inc in above		
Professional Negligence	4,452.00	Inc in above		
Libel & Slander	1,000.00	Inc in above		
Land Charges	4,199.76	Inc in above		
	180,324.00	187,000.00		
Motor Vehicles	51,591.00	56,028.00		
Leased Vehicles	32,400.00	27,900.00		
Claims Handling	0.00	11,247.50		
	83,991.00	95,473.00 (M&D)		
Engineering Insurance	2,002.00	2,246.00	11,247.50	
Engineering Inspection	7,782.25	10,757.00	Inc in above	
Contractors Plant	705.00	750.00	N/A	
	10,489.25	13,753.00	11,247.50	
Total	£412,170.74	£412,857.00		

Detailed Cover Comparison

Category	Zurich Municipal	RMP
General Consultancy Days Adjustments	No details of consultancy days	2 Loss Control Days (liability classes)
Package	Annual adjustment on Liability / Travel / Engineering Quotations are provided on a package	Premiums are Minimum and Deposit adjustable upwards on declaration Quotations provided on a package basis
Long Term Agreement	5 years	3 years with a 2 year option
Premium Payment	Payment to be made within 30 days 1% per month late interest charge	Property – 60 day premium payment warranty
IPT/VAT	Quotations are net of IPT/VAT at prevailing rates 2006 estimated liability - IPT £20,219.42 - VAT £1,361.89 Not included	Quotations are net of IPT/VAT at prevailing rates 2006 estimated liability - IPT £20,065.60 - VAT £3,903.12 Quotation provided
Terrorism (Material Damage/Business Interruption)		
Inflation Provision	Automatic index linking	Automatic index linking



MARSH

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 Marsh Ltd is authorised and regulated by The Financial Services Authority
 Marsh Ltd conducts its general insurance activities on terms that are set out in the document
 "Our Business Principles and Practices". This may be viewed on our website
<http://www.marsh.co.uk/aboutMarsh/principles.html>

Report of	Meeting	Date
Director of Finance (Introduced by the Executive Member for Resources Greg Morgan)	Executive Cabinet	29/06/06

EXTERNAL FUNDING STRATEGY, 2006 AND BEYOND

PURPOSE OF REPORT

- To introduce the draft External Funding Strategy for 2006 and beyond.
- To seek members' endorsement for wider consultation.

CORPORATE PRIORITIES

- The delivery of the strategy links to a number of Corporate Priorities.
 - Reduce pockets of inequality.
 - Get people involved in their local community.
 - Develop the character and feel of Chorley as a good place to live.
 - Ensure that Chorley Borough Council is a performing organisation.

RISK ISSUES

- The issue raised and recommendations made in this report involve risk considerations in the following categories:

Strategy		Information	
Reputation	✓	Regulatory/Legal	
Financial	✓	Operational	
People		Other	

Financial

Chorley Borough Council has a new corporate strategy. Key projects are being identified to assist in the delivery of the 5 strategic objectives. However, Chorley Borough Council does not have sufficient resources to fulfil all of its aspirations. The external funding strategy provides a framework for attracting additional funding into the borough. This is designed to mitigate the risk of failing to deliver corporate objectives as a result of limited resources.

Reputation

Chorley Borough Council is expected to act as an excellent community leader, delivering community aspirations through the efficient use of resources. The funding strategy recommends that Chorley Borough Council should enhance this role by taking responsibility for brokering relationships between external partners to develop projects and associated applications for funding.

BACKGROUND

5. Chorley Borough Council first appointed a funding officer in October 2002. It was an experiment in attracting funds to an area without Single Regeneration Budget, Neighbourhood Renewal or European Assisted Area status.

Much has been achieved. Between October 2002 and March 2005, the funding officer recorded £746,820 of grant offers to the borough (excluding the Heritage Lottery Fund Grant for Astley Park). The sources of funding ranged from small trusts to major lottery distributors, from UK government sources to European Structural Funds. They were accessed by a mixture of public, private and voluntary sector organisations.

Council officers have predominantly worked on small scale funding applications with community groups. This has resulted in a sizeable income for the borough and facilitated the delivery of numerous 'grass roots' activities. These 'quick wins' have built the council's confidence that it is possible to attract additional funds to a relatively affluent and predominantly rural area. The 'small scale and reactionary' approach to funding has now served its purpose, and it is time to adopt a more strategic framework for funding activity.

THE FUNDING STRATEGY 2006 & BEYOND – A FRESH APPROACH

6. The change in approach has been influenced by four key issues:

Maximising Limited Capacity

The current volume of requests for advice and support means that the funding officer is no longer able to assist each project individually. Therefore the following recommendations are made:

- External Funding officer works on a small portfolio of high impact partnership projects
- Unit officers will lead on bids where projects fall wholly within their department
- Units will be asked to work with partners on small scale bids (typically under £20,000), or make referrals to CVS
- The LSP will be asked to lead on project/bid development where appropriate
- A grant database will be available on line enabling partners to undertake their own funding research, rather than relying on the Council's External Funding Officer

The impact of grant income can be maximised by dove-tailing externally funded projects into corporate objectives. A risk analysis on over 80 funding sources was undertaken in spring 2006. Only funds with the potential to support corporate objectives and which also carried a medium/high likelihood of success were short listed for inclusion in the Funding Strategy. The funding officer's portfolio of bids for development should be selected from this list.

Partnership Working

7. Partnership working is now a requirement of many funding bodies, so much so, that the quality of partnership work can now determine the success or failure of a funding application. The Funding Strategy recommends that the Council take advantage of the new partnership opportunities which arise from the LSP restructure, the adoption of Local Area Agreements and the establishment of a Public Service Board. As a community leader, the council should proactively broker relationships with partners, and initiate project/bid development activity.

Changes in Funding Regimes

8. The funding landscape is in constant flux. Local authority areas which anticipate and prepare for changes in funding regimes are at a significant advantage when it comes to bidding for funding. During 2006, both the National Lottery and the EU structural funds will undergo major changes. The strategy recommends a number of actions designed to prepare Chorley Borough Council and its partners to take advantage of any positive opportunities that these changes may bring e.g. Increased public sector access to Lottery funds, changes to the European Assisted Area Map or more generous state aid rules.

Meeting the Challenges of CPA

9. Chorley has travelled a significant distance in recording and monitoring its external funding activity. The CPIFA External Funding Survey (2005) showed that only 62% of local authorities have an external funding strategy. The majority of these belong to unitary authorities and do not contain any measures of performance. However, it is becoming increasingly important to record data on external funding activities. CPA now makes specific reference to external funding and partnerships

The Strategy recommends developing a set of protocols governing the submission of grant applications and claims. This serves two purposes:

1. To ensure that the Council complies with Section 151 of the Local Government Act (ensuring that the Director of Finance can undertake 'proper administration of the Council's financial affairs').
2. To ensure that the Council has a comprehensive database containing information funding activity within the Borough to support the CPA process.

This will, in turn support Chorley in two CPA Key Lines of Enquiry (5.4 and 8.2).

5.4 'does the Council ensure that it is making its resources work in the best way to deliver value for money?'

Councils are expected to demonstrate sound financial management and the flexible use of resources (including grant income) in line with council priorities – achieving value for money.

8.2 – Is the Council securing the necessary resources for investment?

Councils are expected to demonstrate that they can access external funds to drive future improvement in priority areas and that there are clearly identified exit strategies in place.

CONSULTATION WITH PARTNER ORGANISATIONS

10. The success of this strategy lies in securing the support of partner organisations. It is, therefore, important to seek the views of external bodies on issues such as:
- Is the approach of 'less, but more targeted' funding applications the right one for Chorley?
 - Are the proposed mechanisms for providing funding advice and support appropriate to your organisation?
 - Is your organisation able to contribute to, or lead a partnership bid for any of the funds listed in the strategy?

11. It is proposed that the funding strategy be shared with partners via the Local Strategic Partnership Board, which encompasses public, private and voluntary sector organisations.

In addition, more in depth discussion will be held with Chorley and South Ribble Council for Voluntary Service, as the strategy envisages CVS increasing the amount of advice it gives to groups seeking small grants.

SUMMARY

12. The Funding Strategy for 2006 and beyond signals a new approach to funding. There will be fewer, but more targeted applications for funding and projects are likely to be developed in partnership with two or more organisations. Local organisations will also be given the tools to undertake their own grant research without the intensive support of the council's funding officer, increasing her capacity to work on strategic issues.

COMMENTS OF THE DIRECTOR OF HUMAN RESOURCES

13. There are no direct Human Resources implications related to this report. However, due to the extent of the programme, capacity issues should be taken into consideration when comparing the size of the agenda to the resources available to deliver the strategy.

RECOMMENDATION

14. To review the funding strategy and to endorse wider consultation with partner organisations.

**REASONS FOR RECOMMENDATION
(If the recommendations are accepted)**

15. The Council wishes to adopt a strategic and outward looking approach to securing external funding for the borough. The strategy will be shared with partner organisations to assess the level of support for such an approach.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

16. None

GARY HALL
DIRECTOR OF FINANCE

Background Papers			
Document	Date	File	Place of Inspection
External Funding Strategy 2003	***	***	Finance Unit, Gillibrand Street

Report Author	Ext	Date	Doc ID
Sara Jane Cooper	5337	8 June 2006	LEGREP/92749LK

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Chorley

Borough Council



External Funding Strategy 2006 and Beyond

May 2006



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INTRODUCTION

Chorley Borough Council appointed its first funding officer in October 2002. It was an experiment in attracting funds to an area without Single Regeneration Budget, Neighbourhood Renewal or European Assisted Area status.

Much has been achieved. Between October 2002 and March 2005 grant offers to the borough recorded by the external funding officer totalled £746,820. The sources of funding ranged from small trusts to major lottery distributors, from UK government sources to European structural funds.

Factors contributing to this success include:

- Units exchanging knowledge, expertise and project ideas in a corporate funding group
- Research into funding opportunities which do not rely on applicants falling within the 10% most deprived of English wards
- Cultivation of relationships with funders e.g. Football Foundation, ERDF Action Plan Partnership, Government Office's European Objective 3 Unit, Lottery Distributors
- Development of a large number small scale projects

Much of the work to date has been small scale and reactionary. Quick wins were secured in order to build the council's confidence that it is possible to attract additional funds to a relatively affluent and predominantly rural area. Following this initial success, it is now time to take a more strategic approach to funding. The Council must continue to seek funding outside of the regular and familiar channels, whilst working in partnership with other agencies to achieve the targets laid out in the new corporate strategy.

PRIORITIES FOR 2006 AND BEYOND

Three distinct areas of work have been identified with the aim of ensuring that **Chorley Borough Council is a performing Organisation¹ able to deliver community aspirations through the efficient use of resources...²**

Strategy

- Identification of a portfolio of key projects in need of additional funds
- Development and maintenance of strong working relationships with external partners
- Anticipation of, and preparation for changes in funding regimes - contextualising national initiatives at a local level

Operations

- Implementation of protocols for bid development, submission and claims, allowing the council to demonstrate to CPA inspectors that is:
 - making its resources work in the best way to deliver value for money
 - securing the necessary resources for investment

¹ Strategic objective 6, Corporate Strategy Overview 2006/07 to 2008/09

² Outcome 6.1, Corporate Strategy Overview 2006/07 to 2008/09

Capacity Building

- Empower service units and partner organisations to identify funding opportunities and submit small scale bids without the intensive support of a funding officer

ADOPTING A NEW APPROACH**Maximising limited capacity**

Annex 1 provides details of 21 funding streams which have undergone a risk analysis to ensure that:

- bids have a medium to high probability of success
- projects will not lead the council away from its corporate objectives
- The links between vital partners already exist to some degree

However, the number of potential bids still outstrips the funding officer's capacity.

Recommended approach

- External Funding officer works on a small portfolio of high impact partnership projects attracting funds outside the mainstream
- Unit officers will lead on bids where projects fall wholly within their department
- Units will be asked to work with partners on small scale bids (typically under £20,000), or make referrals to CVS
- The LSP should lead on bid development where appropriate
- The impact of grant investment is to be maximised by targeting using geographical areas and/or themes

Partnership working

New opportunities for partnership working are evolving as a result of the restructure of the Local Strategic Partnership, the establishment of a Local Public Service Board and the adoption of Local Area Agreements. These developments may see the role of the funding officer move further into the realm of 'special projects and partnerships'.

Recommend approach

- The External Funding Officer should support the Director of Policy and Performance in brokering relationships with partners, and developing projects with shared objective

Anticipating changes in funding regimes**European Structural Funds**

The current European Structural Fund programme (2000-2006) is drawing to a close. The new EU budget has been set. The North West is to receive 50% less EU funds for 2007-13 (circa £1.2b)³.

³ amount proposed by NWRA during consultations with DTI

However, the shape of the structural funds (2007-13) and the method of distribution is still to be decided. A number of mechanisms are being discussed, including distribution of funds via Local Area Agreements (LAAs). Therefore close links between funding and policy officers is important.

Recommended approach

The External funding officer should work as part of the Lancashire European Network to:

- Influence the content of the National Strategic Reference Framework (NSRF), encouraging allocation on the 'theme' basis rather geography
- Secure 'assisted area status' for as many wards as possible, releasing companies from state aid rules

If this is achieved, Chorley may have more success in accessing EU funds than ever before, despite the overall drop in EU income for the region.

National Lottery

The Big Lottery Fund (BLF) was created in 2005. It is now the single biggest Lottery Distributor; responsible for distributing 50% of the good cause money (estimated to be £600m per year until 2009).

BLF is rolling out its new programmes throughout 2006. Public bodies will now have more access to lottery funds than ever before. This is major policy change, and is advantageous to Chorley Borough. However, public bodies are expected to develop and deliver strong projects in partnership with other public organisations and the third sector.

Recommended approach

As a community leader, Chorley Borough Council should gather intelligence and disseminate it to partners, then initiate project development ahead of the change which is to come.

Meeting the challenges of CPA

Chorley has already travelled a significant distance in recording and monitoring its external funding activity. However, it is becoming increasingly important to record data on external funding activities. CPA now makes specific reference to external funding and partnerships.

These local performance indicators will support Chorley in the following CPA Key Lines of Enquiry 5.4 and 8.2.

5.4 'does the council ensure that it is making its resources work in the best way to deliver value for money?'

Councils are expected to demonstrate sound financial management, and the flexible use of resources (including grant income) in line with council priorities – achieving value for money.

8.2 – *Is the council securing the necessary resources for investment?*

Councils are expected to demonstrate that they can access external funds to drive future improvement in priority areas, and that there are clearly identified exit strategies in place.

Recommended approach

Protocols should be implemented to ensure that adequate governance arrangements are in place for externally funded work

A corporate funding database is to be used to provide evidence for CPA inspectors that the return on investments has been maximised

SUMMARY

The strategic, operational and capacity building approach to funding work is designed to **ensure that Chorley Borough Council is a performing Organisation** able to deliver **community aspirations through the efficient use of resources...** :

This builds on the excellent work, which has already received acknowledgement from the audit commission in latest 'Direction of Travel' Statement:

“The Council continues to improve as an organisation and has developed a confident, outward facing approach.

It is securing strong and fruitful partnership arrangements. Good collaboration is delivering important regeneration projects.

The Council is beginning to play a greater role in the economic and social development of the sub region. Chorley is emerging as a strong partner in county wide initiatives such as the Lancashire Shared Contact Centre and takes opportunities to facilitate constructive working arrangements across local authority boundaries”

[Audit Commission – January 2006]

ANNEX 1 - KEY EXTERNAL FUNDING SOURCES – 2006 AND BEYOND

STRATEGIC OBJECTIVE - PROSPERITY				
1. PUT CHORLEY AT THE HEART OF REGIONAL ECONOMIC DEVELOPMENT IN THE CENTRAL LANCASHIRE SUB-REGION				
Fund Amount & Deadline	Funder's Key Theme	Suggested Lead Applicant, supported by	Possible Projects	Key targets supported
European Social Fund (Learning and Skills Council) £198,000 Decision expected May 06	Improving skills and employability	District councils	Training for people wishing to enter public sector employment	1.4 Reduction in earnings gap
European Social Fund (Global Grants) Up to £6,000 Rolling deadline	Improving skills/employability. Development of social enterprise	Individuals/community groups Chorley BC	Any community project involving skills development	1.4 Reduction in earnings gap
DEFRA – Rural Enterprise Scheme 50% grant, up to £500,000 Deadline to be announced May 06	Sustainable, diversified and enterprising rural economy	Rural businesses/ community groups Chorley BC	Establishment of Brinscall Baths as a community enterprise	5.1 % increase in people satisfied with the borough as a place to live
STRATEGIC OBJECTIVE - PEOPLE				
2. REDUCE POCKETS OF INEQUALITY				
Fund Amount & Deadline	Funder's Key Theme	Lead Applicant, supported by	Possible Project	Key targets supported
Big Lottery Fund 'Community Learning' To be launched in June 06	Family approach to learning – Improving numeracy, language and literacy skills	Local college Local Strategic Partnership	New approaches to	2.2 Improved life chances for children and young people
Big Lottery Fund 'Reaching Communities' £10,000 to £500,000 Rolling deadline	Reaching those most in need. More life chances, stronger communities, improved rural/urban environments, healthy lifestyles	Chorley BC Voluntary sector and LSP	Any predominantly revenue project that provides a solution to a locally identified need/problem	2.1 Achieving targets set for neighbourhoods in worst 20%
Big Lottery Fund 'Children's Play' £211,000 March 07	Responding to locally identified play needs	Chorley BC Chorley Play Partnership	Portfolio of projects (capital and revenue) to support a local play strategy	2.2 See above 5.1 % of people satisfied with the borough as a place to live
Department of Health 'Access and Systems' grant £12,011,951 Secured for 2006/07	Lancs CC secured funding to build up community based social care services	Local Strategic Partnership	Investigate potential to link with Lancs CC. Could funding be used to support 'Staying put' or Trinity Day Centre	2.3 Improved quality of life for older people
Big Lottery Fund 'Wellbeing' Scheme to launch in May 2006	Increasing levels of physical activity, healthy eating/lifestyles, new approaches to mental health	Local Strategic Partnership Primary Care Trust	Activities and education around tobacco/alcohol control and obesity	2.4 Targets around CHD and Cancers
STRATEGIC OBJECTIVE - PEOPLE				
3. GET PEOPLE INVOLVED IN THEIR COMMUNITIES				
Fund Amount & Deadline	Funder's Key Theme	Lead Applicant, supported by	Possible Project	Key targets supported
Big Lottery Fund 'Young People's Fund' £250 - £150,000 Rolling programme. Fast track for applications under £5,000	'Every Child Matters' themes of 'healthy, safe, enjoyment/achieve, positive contribution and economic wellbeing	Young people Local Strategic Partnership	Any capital or revenue projects initiated by young people	2.2 Improved life chances for children and young people 3.1 % of people who feel that their communities are places where people get on well together % of people who have worked in a voluntary capacity
Home Office 'Future Builders' Grant/loans > £50,000 Rolling deadline from May 06	Investment enabling voluntary sector organisations and community enterprises to deliver public services	Voluntary sector Local Strategic Partnership	Trinity Day Centre, other projects may cover Cohesions, Crime, Education, learning, and children/young people	3.1 See above
Big Lottery Fund - BASIS £10,000 - £500,000 June 2006	Improving the infrastructure of organisations whose main purpose is to support the work of voluntary and community organisations	Chorley & South Ribble CVS Local Strategic Partnership	Sub-regional infrastructure development for community sector	3.1 See above
Small lottery schemes, charitable trusts, landfill tax credit schemes	There are 100s of trusts and grant making bodies. Details can be found on the council's grant database	Community groups Chorley BC	Chorley BC to keep community groups up to date with funding opportunities	3.1 See above

ANNEX 1 - KEY EXTERNAL FUNDING SOURCES – 2006 AND BEYOND

STRATEGIC OBJECTIVE - PEOPLE				
4. IMPROVED ACCESS TO PUBLIC SERVICES				
Fund Amount & Deadline	Funder's Key Theme	Lead Applicant, supported by	Possible Project	Key targets supported
ODPM 'Invest to Save Budget 2006/07 round not yet launched	New focus – third sector's role in building fairer communities in delivery of public services	Local Strategic Partnership Voluntary/community sector and PSB	Elements of: SOA ,Child/Youth Matters, older people or health action plan	41 % of residents surveyed finding it easy to access key local services
Department of Transport 'Kick Start' £802,000 secured for 2006/07	Improvement to public transport – routes, accessibility, usage	Lancs CC Stage Coach	Chorley Connect – a nine route network in partnership with stage coach serving Chorley Settlements	4.2 % of residents who think that over the past 3 years public transport has improved
STRATEGIC OBJECTIVE - PLACE				
5. DEVELOP THE CHARACTER AND FEEL OF CHORLEY AS A GOOD PLACE TO LIVE				
Fund Amount & Deadline	Funder's Key Theme	Lead Applicant, supported by	Possible Project	Key targets supported
Big Lottery Fund 'Community Buildings' To be launched in June 06	Capital Investment in buildings which will provide a community facility	CBC and Local Strategic Partnership	Brinscall Baths, Chorley Community Centre, Trinity Church	5.1 % increase in people satisfied with the borough as a place to live 5.3 % increase in people reporting that the urban environment has improved
North West Development Agency Programmes E.g. Remade	Sustainable economic development and regeneration. Key priorities: Business, People and Jobs, Skills & Education, Infrastructure and Quality of Life.	Chorley Borough Council (Economic Regeneration)	Schemes lists in Economic Development Strategy	5.1 See above 5.3 See above
STRATEGIC OBJECTIVE - PERFORMANCE				
6. ENSURE CHORLEY BOROUGH COUNCIL IS A PERFORMING ORGANISATION				
Fund Amount & Deadline	Funder's Key Theme	Lead Applicant, supported by	Possible Project	Key targets supported
No suitable national sources were identified. However, local opportunities may exist, e.g. ENWIN. It will be the responsibility of directorates to identify and apply for these.				

Chorley

Borough Council



**QUARTERLY
PERFORMANCE INDICATORS
2005/06
EXECUTIVE CABINET MONITORING REPORT**

As at Year End March 2006



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INTRODUCTION

This monitoring report sets out performance against the Council's Key and Best Value Performance Indicators for the year ending 31 March 06.

Quarterly Business Plan monitoring statements have also been produced by Units separately, and have been sent to the Overview and Scrutiny Committee and panels.

The PI's fall into three main types:

1. CORPORATE KPI's – Performance indicators which are used to monitor the Corporate Plan. These may be BVPI's or locally defined indicators.
2. BEST VALUE KPI's – National indicators collected in accordance with definitions issued by the Office of the Deputy Prime Minister. These are prefixed by BV in the monitoring tables that follow.
3. LOCAL KPI's – Locally defined performance indicators which are used to monitor performance. Indicators prefixed with CBC monitor corporate performance and are not attributable to one particular Unit. Indicators measuring Unit performance have a two character prefix denoting the service unit to which they relate.

CD CuDOSS
 CP Corporate and Policy Services
 LC Leisure and Cultural Services
 ER Economic Regeneration
 EN Environmental Services
 FN Finance
 HS Housing Services
 HR Human Resources
 IT Information Technology
 LG Legal Services
 PL Planning Services
 PR Property Services
 PS Public Space Services
 CBC Corporate

INTERPRETATION

Performance Symbols

Symbols are used in the monitoring tables to provide a quick guide to how the Council is performing against a particular indicator:



=

Performance is hitting or better than the target set for 2005/06.



=


Performance is within tolerance.








=

Performance is significantly worse than planned and (where it can be compared with last year) is worse than last year.

The performance symbols denote year end performance against the target.

Some indicators are new so have no targets. To avoid the  symbol, the target has been estimated from the actual performance. This position will be reviewed to establish better targets for 06/07 monitoring, as appropriate.

Symbols are also used to show whether performance is improving between reporting periods or not. 2004/05 performance is compared with 2005/06 performance:

	=	Performance is improving between reporting periods, a lower figure is better
	=	Performance is improving between reporting periods, a higher figure is better
	=	Performance is getting worse between reporting periods, a lower figure is better.
	=	Performance is getting worse between reporting periods, a higher figure is better.
	=	Performance is the same as last period

Comparative Data

Where available, the quartile data is shown for BVPI's. Not all BVPI's have quartile data. All England Best and Worst quartiles for March 2005 are the latest available.

PI's prefixed CBC or with Unit initials do not have any quartile information, as quartile information is only available for national indicators. If none of the indicators on a page have quartile data, the quartile columns have been removed.

Preferred Direction of Travel

The preferred direction of travel for some measures is unclear.

Section	Indicator	Preferred Direction of Travel
Capacity	CBC005 % Budget spent at year end (forecast)	Target is best
Greener	BV106 % New homes built on brownfield sites	Bigger is better
	BV 63 Average SAP rating of LA dwellings	Bigger is better
Corporate Health	BV014 Early retirements	Smaller is better
	BV015 Ill Health retirements	Smaller is better

SUMMARY AND KEY MESSAGES

Summary

This report gives the end of the 05/06 year position for Corporate Key Performance Indicators (KPI's) and Best Value Performance Indicators (BVPI's).

As it is reporting last year's information, the Corporate KPI's relate to the Customer, Capacity, and Cleaner, Greener Safer priorities.

Some indicators have been reported twice as they are BVPI's and KPI's. This is indicated on the relevant tables.

Corporate Priorities

Looking at the priorities together, we have

18 green stars – ie performance is at or better than target

19 blue circles – ie performance is within agreed tolerances (in most cases +/- 10%) or if it can be compared to last year, it's better than last year

7 red triangles - ie performance is worse than the lowest tolerance or if it can be compared to last year, it's worse than last year.

For these red triangle indicators, there are action plans showing why performance is worse than expected and detailing the action to be taken to ensure it doesn't continue.

The KPI figures are shown in the tables on pages 6 –10.

Best Value Performance Indicators

The tables on pages 11 to 18 show the BVPI information.

The BVPI quartile information is for the year ending March 05. It is the latest available data and hasn't been included in previous monitoring reports. This is the information we use to compare Chorley's position with the national picture. The upper quartile is frequently used as a target for indicators that haven't already achieved that level of performance.

Within the BVPI set, there are a lot of new indicators. These will all show progress against target as a blue circle or on track as the target is the same as the actual. They are not yet comparable over time as there is no data for previous years.

38% of Chorley's BVPI's are in the upper quartile, just over 48% are mid range and just under 14% are in the lower quartile.

Just over 37% are performing at or better than target and almost 12% are worse than planned ie red triangles.

Looking in the BVPIs, there are

32 green stars – ie performance is at or better than target

44 blue circles – ie performance is within agreed tolerances (in most cases +/- 10%) or if it can be compared to last year, it's better than last year

10 red triangles - ie performance is worse than the lowest tolerance or if it can be compared to last year, it's worse than last year.

Again there are action plans for the indicators that are worse than planned.

Almost half of the BVPI's can be compared to last year and of these, 50% are improving, 15 % have remained the same and 31% have worsened.

Key Messages

Overall the message is positive with 88% of BVPI's and KPI's outperforming or remaining within an agreed tolerance of their target. For those that haven't achieved target, an improvement action plan is included and there are a number of areas of particular concern.

Impact on CPA

The following are of concern since they are relevant to the proposed CPA Performance Information set which will be used to analyse service performance.

- BV 3 satisfaction with the Council overall
- BV 89 satisfaction with litter and refuse
- BV184b % change in non-decent homes
- BV183b length of stay in hostel accommodation and
- BV179 % standard searches carried out within 10 days

BV3 and BV89

The CPA set includes 38 indicators, of which 10 relate to customer satisfaction. Whilst BV 3 is not included in the set as it is not service specific, if it is taken to be an approximation of satisfaction with specific service areas, it could be that we fail to achieve target on 10 of the 38 indicators. However, in the previous best value survey in 2003, satisfaction with individual services did outperform general satisfaction.

Three of the satisfaction indicators relate to waste services. Similarly to the point above, if BV89 is viewed as an approximation of all three, the outcome of the survey may fall short of the targets set.

The best value survey is a tri-annual survey and is due to be carried out before the end of this year, although the Council voluntarily completes the survey annually. The Council is aware of the potential consequences of poor satisfaction scores and has drawn up a substantial combative action plan, the outline of which is given in the latter part of this report.

It is also pertinent to consider that these latest survey results are based on a local survey carried out during 2005. There is no national data with which to compare to identify whether Chorley is any better or worse than other councils, to identify national trends or to put the results in context.

BV184b

Performance of this indicator is based on a stock condition survey. The results of the latest survey indicate more non-decent homes than the previous survey anticipated and consequently the target has not been met. Meeting future targets for this service area, is reliant on LSVT of the housing stock. Should the LSVT not go ahead, the Council faces a £3m shortfall in meeting the Decent Homes Standard by the government's target of 2010.

BV183b

The length of stay in hostel accommodation is usually considered alongside the length of stay in bed and breakfast accommodation. It is an aim of the government to minimise both. Chorley has been very successful in minimising the use of bed and breakfast accommodation but is aware that

there is a need to reduce the reliance on hostel accommodation. A three year draft action plan has been prepared to address homeless issues. Actions for the first year are included in the latter part of this report.

BV179

This indicator is deleted from the BVPI set for 2006/07 however it is included in the CPA set so it is important that the Council continues to focus on improvements in this area.

Performance suffered in the early part of the year, but early actions were put in place to ensure performance improved as the year progressed.

An area of possible tension regarding this indicator is that part of the work is carried out in the development control Section of Development and Regeneration. This section's work is also measured by four other indicators within the CPA set. Managers will need to ensure work within the section is balanced to give each type of work equal emphasis.

Performance against Corporate Priorities.

Within the KPI information, there two areas to be highlighted – removal of racist/offensive graffiti and removal of abandoned vehicles. Both are highly visible parts of streetscene and should problems in these areas increase there may be an adverse effect on public satisfaction.


The main focus of corrective action is to tighten arrangements with the contractor carrying out the work to ensure timescales are met. Progress is monitored monthly allowing timely intervention should the planned actions prove insufficient.

Details of all BVPI and Corporate KPI's are on the tables that follow.

PERFORMANCE DATA TABLES

- Customer – See page 9**
- Corporate Health BVPIs – See page 16**
- Capacity – See page 10**
- Environment BVPIs – See page 17**
- Greener – See page 11**
- Housing BVPIs – See page 18**
- Cleaner – See page 12**
- Housing and Council Tax Benefits BVPIs – See page 19**
- Safer – See page 13**
- Leisure and Culture BVPIs – See page 20**
- Community Safety BVPIs – See page 14**
- Planning and Land Charges BVPIs – See page 21**
- Conservation BVPIs – See page 15**

The KPI's which follow were agreed at SMG for the year April 05 – March 06.

Some indicators are new this year, so have no targets. To avoid the  the target has been estimated from the actual performance for the period. This position will be reviewed to establish better targets for 2006/07 reporting, as appropriate.

CBC Customer Monthly						
	Perf 05/06	Perf vs Target	Perf 05 vs 06	End of Year Target	All Eng Best Q 04/05	All Eng Worst Q 04/05
CD001 Satisfaction - Contact Centre	99.50	★	New Indicator	90.00	N/A	N/A
BV008 % Invoices paid within 30 days	84.42	●	✔	96.00	95.97	88.65
BV156 % LA public buildings – disabled access	83.00	●	✔	88.00	64.83	21.01
CD008 % Customers dealt with at first point of contact	97.69	★	New Indicator	80.00	N/A	N/A

CBC Customer - Annual						
	Perf 05/06	Perf vs Target	Perf 05 vs 06	Target 05/06	All Eng Best Q 04/05	All Eng Worst Q 04/05
BV003 % Satisfaction - council overall	53.00	▲	✖	72.00	60.00	49.00
BV004 % Satisfaction -complaint handling	35.00	●	✔	36.00	36.00	29.00
BV089 % Satisfaction - Litter and Refuse	55.60	▲	✖	72.00	66.00	54.00
BV090a Satisfaction - Refuse	92.00	●	■	92.00	89.00	81.00
BV090b Satisfaction - Recycling	79.20	●	✔	80.00	75.00	63.00
BV119e.02 Satisfaction Park/Open Spc	81.70	●	✔	77.00	77.00	66.00
CBC014 % satisfied with neighbourhood	84.00	●	New Indicator	84.00	N/A	N/A
CBC016 % satisfcn boro as place to live	84.00	●	New Indicator	84.00	N/A	N/A

Note: BV8 and BV156 are also reported under Corporate Health
 BV89 is also reported under CBC Cleaner

CBC Capacity - Monthly						
	Perf 05/06	Perf vs Target	Perf 05 vs 06	End of Year Target	All Eng Best Q 04/05	All Eng Worst Q 04/05
BV009 % Council Tax collected	98.51			98.60	98.30	96.36
BV012 Days / shifts lost to sickness	10.10			8.90	8.40	11.10
HR001 % Staff with Completed Performance Reviews	92.00			80.00	N/A	N/A
IT017 % capital prog projs using meth	32.35		New Indicator	50.00	N/A	N/A
	Post 05/06	Perf vs Target	Perf 05 vs 06 (Feb)	End of Year Target		
CBC005 % Budget Spent -year end forecast	?			100.00		

CBC Capacity -Annual				
	Perf 05/06	Perf vs Target	Perf 05 vs 06	Year End Target
CBC004 % of Staff who enjoy working for Chorley Borough Council	75.70			70.00
CBC017 % annual capital budget committed	?			100.00
CBC018 % monetary savings Gershon	?			100.00

Note: BV9 and BV12 are also reported under Corporate Health
 CBC005, CBC017, CBC018 Figures unavailable at time of reporting but should be available at the meeting.

CBC Greener			
Perf 05/06	Perf vs Target	Perf 05 vs 06	End of Year Target
CBC008.05 % waste recycled/composted	39.41	★	New Indicator 35.00

CBC Greener - Annual						
	Perf 05/06	Perf vs Target	Perf 05 vs 06	Year End Target	All Eng Best Q 04/05	All Eng Worst Q 04/05
PL005 Av density new hsg on devpts	34.70	★	New Indicator	30.00	N/A	N/A
BV180a(i) Energy consumpn (electric)/m2	97.30	▲	✖	75.00	83.00	N/A
BV180a(ii) Energy consumpn (fossil)/m2	31.60	★	✔	50.00	68.00	N/A
BV063 Average SAP rating of LA dwellings	71.00	★	✔	70.00	68.00	60.00

Note: BV63 is also reported under Housing

CBC Cleaner - Monthly				
	Perf 05/06	Perf vs Target	Perf 05 vs 06	End of Year Target
CBC011 CALC % graffiti removed 28WD	98.48			90.00
CBC012.05 Racist/offensive graffiti 2WD	81.88			100.00
EN001.05 % Fly tipping removed 2 WD	89.00		New Definition	75.00

CBC Cleaner - Annual						
	Perf 05/06	Perf vs Target	Perf 05 vs 06	Year End Target	All Eng Best Q 04/05	All Eng Worst Q 04/05
BV089 % Satisfaction - Litter and Refuse	55.60			72.00	66.00	54.00
BV199a.05 Street Dirtiness	5.00			12.00	11.00	24.00

Note: BV89 is also reported under CBC Customer
 BV199a is also reported under Environment

CBC Safer - Monthly						
	Perf 05/06	Perf vs Target	Perf 05 vs 06	End of Year Target	All Eng Best Q 04/05	All Eng Worst Q 04/05
BV126a Domestic Burglaries/1000 h'holds	7.25	★	↘	8.45	27.60	56.93
BV127a.05 Violent Crime / 1,000 pop.	16.24	●	↘	16.25	N/A	N/A
BV128a Vehicle Crimes per 1000 pop	7.99	★	↘	9.45	93.24	60.14
LC010: % Partich Target Young People	54.00	★	New Indicator	30.00	N/A	N/A

CBC Safer - Annual			
	Perf 05/06	Perf vs Target	Year End Target
CP008a % Feeling safe during the day	75.40	●	75.40
CP008b % Feeling safe during the evening	31.00	●	31.00
CBC015 % 'fairly safe' or 'very safe'	82.00	●	82.00
		New Indicator	

Note: BV126A, BV 127a and BV128a are also reported under Community Safety

Community Safety - Monthly						
	Perf 05/06	Perf vs Target	Perf 04/05 vs 05/06	End of Year Target	All Eng Best Q 04/05	All Eng Worst Q 04/05
BV126a Domestic Burglaries/1000 h'holds	7.25	★	↓	8.45	27.60	56.93
BV128a Vehicle Crimes per 1000 pop	7.99	★	↓	9.45	93.24	60.14
BV174 Racial incidents per 1000 pop	6.79	★	↓	45.00	N/A	N/A
BV175 Racial incidents - further action	100.00	★	█	100.00	100.00	57.14

New Community Safety Indicators 05/06			
	Perf 05/06	Perf vs Target	End of Year Target
BV127a.05 Violent Crime / 1,000 pop.	16.24	●	16.25
BV127b.05 Robberies / 1,000 pop.	0.23	●	0.23
BV225.05 Actions against Domestic Violence	45.00	●	45.00
BV226a.05 Adv. & Guid.: Expenditure	138278.00	★	138278.00
BV226b.05 Adv. & Guid.: CLS Quality Mark	100.00	●	100.00
BV226c.05 Adv. & Guid.: Direct Provision	7245.54	●	7245.54

Note: BV126a, BV127a and BV128a are also reported under CBC Safer

BVPI's - Conservation. New Indicators				
	Perf 05/06	Perf vs Target	End of Year Target	
BV219a.05 Conservation areas - number	9.00	★	9.00	
BV219b.05 Cons. Areas - Char. Appr.	0.00	●	0.00	
BV219c.05 Cons. Areas - Mngmt Plans	0.00	●	0.00	

Corporate Health						
	Perf 05/06	Perf vs Target	Perf 04/05 vs 05/06	Year End Target	All Eng Best Q 04/05	All Eng Worst Q 04/05
BV002a.02 Equality Standard Level	1.00	●	■	1.00	N/A	N/A
BV002b The duty to promote race equality	89.00	●	✓	100.00	72.00	42.00
BV008 % Invoices paid within 30 days	84.42	●	✓	96.00	95.97	88.65
BV009 % Council Tax collected	98.51	●	✓	98.60	98.30	96.36
BV010 % NNDR collected	98.88	★	✓	98.60	99.14	98.00
BV011a.02 Women in top 5% earners	32.00	★	✓	23.00	40.23	19.63
BV011b.02 Black/ethnic in top 5%	0.00	●	■	0.50	3.48	0.00
BV011c.05 Top 5%: with a disability	8.00	★	New Indicator	6.00	N/A	N/A
BV012 Days / shifts lost to sickness	10.10	▲	✗	8.90	8.40	11.10
BV014 % Early retirements	1.06	●	✓	0.17	0.16	0.84
BV015 % Ill health retirements	0.21	●	✓	0.17	0.12	0.44
BV016a % Disabled employees	3.12	▲	✗	3.55	3.73	1.49
BV016b % Eco. active disabled in area	15.09	●	N/A	15.09	N/A	N/A
BV017a % Ethnic minorities employees	1.53	★	✓	1.45	4.60	0.90
BV017b % Eco. active ethnic in area	1.95	●	N/A	1.95	N/A	N/A
BV156 % LA public buildings - disabled	83.00	●	✓	88.00	64.83	21.01
BV157 % e-government	100.00	★	✓	100.00	87.50	66.59

Note: BV8 and BV156 are also reported under CBC Customer
 BV9 and BV12 are also reported under CBC Capacity

Waste & Cleanliness						
	Perf 05/06	Perf vs Target	Perf 04/05 vs 05/06	End of Year Target	All Eng Best Q 04/05	All Eng Worst Q 04/05
BV082ai.05 % H'hold Waste Recycled	18.70	★	New Indicator	15.00	N/A	N/A
BV082aii.05 Tonnes H'hold Waste Recycled	7228.00	●	New Indicator	7560.00	N/A	N/A
BV082bi.05 % H'hold Waste Compost	21.62	★	New Indicator	20.00	9.80	1.53
BV082bii.05 Tonnes H'hold Waste Compost	7884.00	●	New Indicator	7884.00	N/A	N/A
BV084a.05 Household Waste Collection	393.00	★	↘	415.00	N/A	N/A
BV084b.05 H'hold Waste % change	-10.00	●	New Indicator	-10.00	N/A	N/A
BV086 Cost of waste collection / house	45.12	▲	↗	42.85	35.31	48.13
BV091a.05 % res's kerbside recyclables	96.00	●	New Indicator	95.00	N/A	N/A
BV091b.05 % res's 2+ k'side recyclables	96.00	●	New Indicator	95.00	N/A	N/A
BV199a.05 Street Dirtiness	5.00	★	↘	12.00	11.00	24.00
BV199b.05 Env. Cleanliness - Graffiti	1.00	●	New Indicator	1.00	N/A	N/A
BV199c.05 Env. Cleanliness - Fly-Posting	0.00	●	New Indicator	0.00	N/A	N/A
BV199d.05 Env. Cleanliness - Fly-Tipping	?	?!	New Indicator	?	N/A	N/A

Environment and Environmental Health						
	Perf 05/06	Perf vs Target	Perf 04/05 vs 05/06	Year End Target	All Eng Best Q 04/05	All Eng Worst Q 04/05
BV166a Checklist - EH	100.00	★	█	100.00	97.00	79.10
BV216a.05 Identifying contaminated land	688.00	★	N/A	688.00	N/A	N/A
BV216b.05 Info. on contaminated land	1.00	●	New Indicator	1.00	N/A	N/A
BV217.05 Pollution control improvements	100.00	●	New Indicator	100.00	N/A	N/A
BV218a.05 Abandoned vehicles-investigate	100.00	★	New Indicator	85.00	N/A	N/A
BV218b.05 Abandoned vehicles-removal	71.00	▲	New Indicator	85.00	N/A	N/A

Note: BV199a is also reported under CBC Cleaner

BV199d.05 Environmental Cleanliness – Flytipping

This is a new indicator, introduced for 2005/06. The ODPM definition states that performance is measured on baseline data gathered from the previous year. As this is a new indicator, a performance grade will not be available until after April 2007. In the interim, a spreadsheet is being developed to allow Local Authorities to monitor their own performance, which is to be made available through the DEFRA and Flycapture websites, but is as yet unavailable. The return for the Audit Commission for this indicator will be calculated and sent to authorities by DEFRA.

Housing						
	Perf 05/06	Perf vs Target	Perf 04/05 vs 05/06	End of Year Target	All Eng Best Q 04/05	All Eng Worst Q 04/05
BV063 Average SAP rating of LA dwellings	71.00	★	↗	70.00	68.00	60.00
BV064.02 Priv sec dwellings returned to occupation	13.00	▲	↗	17.00	56.25	4.00
BV066a.05 % Rent Collected / Rent Owed	98.59	●	New Indicator	98.90	N/A	N/A
BV066b.05 % Tenants > 7wks Gross Arrears	1.99	●	New Indicator	1.99	N/A	N/A
BV066c.05 % Possession Notices Served	57.34	●	New Indicator	57.34	N/A	N/A
BV066d.05 % Tenants Evicted for Arrears	0.45	●	New Indicator	0.45	N/A	N/A
BV164.02 CRE CoP / GPS	100.00	●	↔	100.00	N/A	N/A
BV184a P'pn LA homes which were non-dece	5.69	★	↘	6.00	20.75	48.00
BV184b % Change non-decent LA homes	-194.70	▲	↘	50.00	23.80	3.50
BV212.05 Average Time to Re-let	50.28	●	New Indicator	50.28	N/A	N/A
Homelessness						
	Perf 05/06	Perf vs Target	Perf 04/05 vs 05/06	End of Year Target	All Eng Best Q 04/05	All Eng Worst Q 04/05
BV183a Length of stay in B&B accom'h	0.00	●	↔	0.00	1.00	5.00
BV183b Length of stay in hostel accom'h	13.51	▲	↘	5.00	0.00	18.00
BV202 People sleeping rough	4.00	★	↘	6.00	N/A	N/A
BV213.05 HAS: Preventing Homelessness	4.00	●	New Indicator	4.00	N/A	N/A
BV214.05 Repeat homelessness	1.05	●	New Indicator	1.05	N/A	N/A

Note: BV63 is also reported under CBC Greener

Housing & Council Tax Benefits						
	Perf 05/06	Perf vs Target	Perf 04/05 vs 05/06	End of Year Target	All Eng Best Q 04/05	All Eng Worst Q 04/05
BV076a Number of claimants visited	198.20			200.00	282.16	67.53
BV076b Number of fraud investigators	0.30		n/a	0.30	0.44	0.23
BV076c Number of fraud investigations	63.94			40.00	53.40	25.14
BV076d Number prosecutions & sanctions	65.74			36.00	21.25	6.00
BV078a Ave time new claims (Cal days)	27.00			28.50	29.38	50.00
BV078b Ave time for changes (Cal days)	9.00			14.00	7.40	15.33
BV079a % Benefit calculations correct	98.50			98.00	99.00	96.40
BV079bi.05 % HB Recovered: Overpayment	62.00		New Indicator	62.00	N/A	N/A
BV079bii.05 % HB Recovered: Outstanding	22.60		New Indicator	22.60	N/A	N/A
BV079biii.05 % HB O'Pay: Written Off	1.57		New Indicator	1.57	N/A	N/A

Culture - Visits to Astley Hall							
	Perf 05/06	Perf vs Target	Perf 04/05 vs 05/06	End of Year Target	All Eng Best Q 04/05	All Eng Worst Q 03/04	
BV170a Visits to / usage of museums	247.10	★	✘	169.10	876.75	116.00	
BV170b Visits to museums in person	159.30	★	✘	149.00	514.25	77.50	
BV170c Pupils visiting museums & galleries	1272.00	▲	✘	2100.00	7031.00	539.00	

Planning						
	Perf 05/06	Perf vs Target	Perf 04/05 vs 05/06	End of Year Target	All Eng Best Q 04/05	All Eng Worst Q 04/05
BV106 % New homes built on 'brownfield'	46.07			50.00	94.00	57.14
BV109a.02 % Planning apps - major	73.00			60.00	68.90	46.88
BV109b.02 % Planning apps - minor	66.00			65.00	75.40	61.12
BV109c.02 % Planning apps - other	85.00			80.00	88.00	80.00
BV200a.05 Plan making - development plan	100.00		New Indicator	100.00	N/A	N/A
BV200b.05 Plan making - milestones	100.00		New Indicator	100.00	N/A	N/A
BV200c.05 Plan making - monitor report	100.00		New Indicator	100.00	N/A	N/A
BV204 % Planning appeals allowed	40.70			40.00	N/A	N/A
BV205 Quality of Service checklist	72.00			66.00	88.90	72.20
Land Charges						
	Perf 05/06	Perf vs Target	Perf 04/05 vs 05/06	End of Year Target	All Eng Best Q 04/05	All Eng Worst Q 04/05
BV179 % standard searches in 10 days	97.93			100.00	100.00	96.96

ACTION PLANS FOR PERFORMANCE THAT IS NOT ON TRACK

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**CHORLEY B.C. PERFORMANCE MANAGEMENT
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FINANCIAL YEAR 2005 / 2006

Indicator Number: BV 3

Indicator Short Name: Satisfaction with the Council overall

2004/05		2005/06		End of Year Target
Performance	Target	Performance	Target	
58	72	53	72	72

Please explain the reasons why progress has not reached expectations:

It is never easy to predict the outcome of surveys and consequently it is difficult to set targets. The survey in 2005/06 was our own annual satisfaction survey rather than the BVPI survey which we conduct every three years. Consequently there is no national data against which to compare and put our results in context. There are a number of possible reasons for the lower than expected results. Locally the new refuse/recyclate collection arrangements (a service which everyone uses) had some teething problems and nationally there was an extensive campaign against 'high' council tax. Individual service results were more pleasing.

Please detail corrective action to be undertaken:

No corrective action in year as the survey is an annual exercise.

Action planned in next financial year:

A more realistic target has been set within the Corporate Strategy – a 2% increase by 2009.

Plans are well underway to kick off a communications offensive in July with the sole aim of changing residents perceptions about the Council, raising awareness about what we actually provide and making sure everyone knows what great value for money that represents by breaking down the Council Tax and tying the small Chorley element to the most important community success stories that matter most.

The plans include:

- Installing banners on the lampposts the length of Market Street from the Town Hall to QS Fashions. These will create interest and vibrancy in the Town Centre while advertising the Council as a whole – through highlighting the services most important to our residents. Where possible they will include a 'call to action' – for example 'In 2005 more than 400,000 young people were involved in our leisure activities and juvenile crime reduced by 12%. Why don't you Get Up and Go'
- Kicking off a mass marketing campaign again focusing on the services we provide and specifically those most important to residents and most likely to help change their perceptions of what we do for their money. The campaign will look at billboard and bus advertising, direct marketing, PR and other external communications channels.
- Branding will come to the fore for the Council in the next few months as we hone our image and make sure every thing we do in the community is instantly recognisable. Residents will be forced to link services back to the authority and in turn their Council Tax (which they'll be aware is a small percentage of the total amount!) This will include vehicles, signage and uniforms.
- Increasing the number of civic newspapers – to six a year. A key issue will be distributed in August just prior to the BVPI survey and focus on re-iterating how we're improving and focusing on the things that matter most.
- Introducing neighbourhood newsletters in the area forum pilot areas, focusing on the issues raised at inaugural area forum meetings and what we have done to tackle the issues in the community.

**CHORLEY B.C. PERFORMANCE MANAGEMENT
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- Recreating the perfect website – this will be done in FULL consultation with groups across the borough in July and August when we will be asking residents what they want from the Council online and ensuring it is reflecting in the final design/creation. Although the end result will not be until the end of the year – the consultation enables us an opportunity to raise our profile and establish the council as an organisation that listens and cares about what residents think – then acts. We'll be feeding back how their views have been taken into account as soon as possible.
- Increasing media relations – including flooding local media with good news stories in the run up to the BVPI survey about the services they are dissatisfied with and what we're doing to put issues right.
- Working smarter – making sure the good work being carried out doesn't go unrecognised by residents. This will include developing 'calling cards' for work in the community, ensuring staff are instantly recognisable and producing A boards for installation at worksites.

Please give an objective assessment as to whether the end target will be met:

The more realistic target should be achieved.

Action Plan Owner: Tim Rignall/Shelley Wright
Unit: Policy and Performance
Contact Number: 01257 515140

Date: 30/5/06

**CHORLEY B.C. PERFORMANCE MANAGEMENT
ACTION PLAN**

FINANCIAL YEAR 2005 / 2006

Indicator Number: BV 89

Indicator Short Name: Satisfaction with litter and refuse

2004/05		2005/06		End of Year Target
Performance	Target	Performance	Target	
62	72	55.6	72	72

Please explain the reasons why progress has not reached expectations:

Survey undertaken in June 05 during implementation of alternate week collections and period of service change

Please detail corrective action to be undertaken:

Extensive and continued service improvements since implementation of new collection service e.g.

- Operational changes to waste collection procedures
- Improved crew supervision on collection rounds

NB latest doorstep survey in March 06 indicates 90% satisfaction rate

Action planned in next financial year:

- Closer monitoring of the contract to ensure any areas of non-compliance are dealt with
- Roll out of new improved waste collection containers

Please give an objective assessment as to whether the end target will be met:

Not applicable

Action Plan Owner: John Lechmere
Unit: Streetscene, Neighbourhoods and Environment
Contact Number: 01257 515720

Date: 19 May 06

**CHORLEY B.C. PERFORMANCE MANAGEMENT
ACTION PLAN**

FINANCIAL YEAR 2005 / 2006

Indicator Number: BV012

Indicator Short Name: Sickness Absence – whole organisation

Q1		Q2		Q3		Q4		End of Year Target
Performance	Target	Performance	Target	Performance	Target	Performance	Target	
2.40	2.22	5.06	4.45	7.60	6.67	10.10	8.90	8.90

Please explain the reasons why progress has not reached expectations:

There have been a significant number of long term sickness cases the majority being cancer or mental health issues. The target set for 2005/6 was challenging and changes in the organisation with regard to restructuring and job insecurity has led to an increase in stress related absence.
The overall target has not been achieved although the majority of units performed well. Although the blue collar areas continue to be the areas with the highest absence there has been a YOY improvement in these areas.

Please detail corrective action to be undertaken:

- A new policy has been developed which has more challenging targets for both long and short-term absence. In 2005/06, 61% of days lost related to short-term absence and 39% to long-term absence.
- Monthly meetings have been held with Directors whose areas are not achieving the required target. Action plans for those units have been agreed and the appropriate action has been taken. These meetings ceased during the recent re-structuring and will resume from July 2006.
- The implementation of the new Absence Policy has resulted in a significant increase in the number of warnings issued to staff members with absenteeism problems. Members of staff continue to receive support and care through Welfare Meetings

Action planned in next financial year:

- Training for managers in the new Absence Policy will commence from August 2006.
- A more pro-active approach will be taken to health and the management of health through health promotion actions throughout the year.
- A 100% attendance event will be held to recognise those employees who have maintained this level of attendance throughout the year.
- A new team incentive challenge will take place to recognise teams who raise and maintain their attendance levels.
- It is envisaged that the introduction of the new flexi system will enable the authority to reduce its current levels of absence through the removal of core time. This will be piloted and monitored for 6 months from June 2006.

Please give an objective assessment as to whether the end target will be met:

N/A as reporting year end.

Action Plan Owner: Senior HR Advisor (Relations)
Unit: HR
Contact Number: 01257 515175

Date: 19/05/06

**CHORLEY B.C. PERFORMANCE MANAGEMENT
ACTION PLAN**

FINANCIAL YEAR 2005 / 2006

Indicator Number: IT017

Indicator Short Name: % capital projects using the project management methodology

Q1		Q2		Q3		Q4		End of Year Target
Performance	Target	Performance	Target	Performance	Target	Performance	Target	
7	50	13.04	50	23.53	50	32.35	50	50

Please explain the reasons why progress has not reached expectations:

- The target was defined without the benefit of any baseline information
- Required appreciable preparatory work both in terms of documentation and providing staff with the support required to use it. A good deal of work was also done on governance and the effective monitoring of the project portfolio.
- The Council undertakes a significant number of projects and therefore the work required to improve in percentage terms was substantial from a low starting point.

Please detail corrective action to be undertaken:

- The Project Management Methodology has been, and will continue to be, reviewed to improve clarity and usability. Version 5.3 of the toolkit was released in March 2006.
- Monthly drop-in sessions have been arranged to support staff in the use of the methodology and discuss issues. Dates can be found on theloop, <http://theloop/section.asp?catid=12177&docid=14949>.
- The Capital Programme board has been established and is scheduled to meet 7 times during the financial year with a view to monitoring progress in this area. Meeting dates can be found on theloop, <http://theloop/section.asp?catid=12334&docid=12690>.
- In 2005/06 the Project Support Officer (PSO) met with all project managers to promote the use of the tool and raise awareness of the targets. This work is ongoing. The PSO will arrange to see project managers as and when they are identified.
- A popular and effective training programme is underway with an expectation that over 50 officers will have undertaken training by July. The next course is on the 21st June. Courses were held once a month but due to demand, two courses a month have now had to be arranged. The courses are arranged a couple of months in advance, and will continue for as long as there is demand. The most recent dates are updated on the loop, <http://theloop/section.asp?catid=12177&docid=14949>.

Action planned in next financial year:

It is important that the work begun this year continues and establishes the methodology. Importantly, it is no longer possible for a new project to gain approval or funding without the necessary project documentation in place. This fact, coupled with the drive to bring older projects on board, means we expect to sustain progress towards the target.

Please give an objective assessment as to whether the end target will be met:

The year end target will not be met for the reasons given above.

Action Plan Owner: Tim Murphy
Unit: IT Services
Contact Number: 5455

Date: 16 May 2006

**CHORLEY B.C. PERFORMANCE MANAGEMENT
ACTION PLAN**

FINANCIAL YEAR 2005 / 2006

Indicator Number: 180a

Indicator Short Name: Energy Consumption - electricity

Q1		Q2		Q3		Q4		End of Year Target
Performance	Target	Performance	Target	Performance	Target	Performance	Target	
N/A		N/A		N/A		97.3	75	75

Please explain the reasons why progress has not reached expectations:

Although our figures remain below the national average for energy consumption our combined electric and gas figures rose by 7.9% last year with a proportionately larger rise in electric from 91% of the national benchmark to 97%. The biggest user by far is the All Seasons leisure centre which tends to skew our figures & further information is being obtained from CLS to establish trends.

Of the remaining Council buildings the community centres' consumption has increased significantly. I am investigating the underlying reasons in conjunction with the Director of leisure & Cultural Services.

Please detail corrective action to be undertaken:

Investigation of underlying reasons for the data collected to inform the development of an energy management plan for the Council's buildings.

Action planned in next financial year:

The specification for the property services outsourcing requires the partner service provider to draft, agree and implement an energy management plan for the Council's operational buildings with a more sophisticated analysis of data and corrective measures.

Please give an objective assessment as to whether the end target will be met:

The energy management plan will be in place by mid 2007 with the aim of meeting or re-setting targets for energy consumption by March 31 2008.

Action Plan Owner: Roger Handscombe
Directorate: Property Services
Contact Number: 5311

Date: 22 May 2006

**CHORLEY B.C. PERFORMANCE MANAGEMENT
ACTION PLAN**

FINANCIAL YEAR 2005 / 2006

Indicator Number: CBC12

Indicator Short Name: Racist graffiti removed within 2 working days

Q1		Q2		Q3		Q4		End of Year
Performance	Target	Performance	Target	Performance	Target	Performance	Target	Target
95.33 (1 job from 11 outside target)	100	97.14 (all 11 jobs inside target)	100	78.21 (4 jobs from 7 outside target)	100	81.88 (2 jobs from 11 outside target)	100	100

Please explain the reasons why progress has not reached expectations:

The performance figure is cumulative, year to date figure. One missed target is reflected for all subsequent months.

There were 40 jobs throughout the year and performance in Q3 particularly, dipped due to lapse in contractor response.

Please detail corrective action to be undertaken:

Improve contractor response through contract negotiation.

If removal within two days continues to be a problem, as an interim measure, the graffiti could be sprayed out.

Action planned in next financial year:

Currently there is no formal contract. A formal contract will be developed that will require the removal of racist or offensive graffiti within 24 hours of report.

Please give an objective assessment as to whether the end target will be met:

Not applicable

Action Plan Owner: John Lechmere
Unit: SNED
Contact Number: x5720

Date: 19/5/06

**CHORLEY B.C. PERFORMANCE MANAGEMENT
ACTION PLAN**

FINANCIAL YEAR 2005 / 2006

Indicator Number: BV016a

Indicator Short Name: % Disabled Employees

Q1		Q2		Q3		Q4		End of Year
Performance	Target	Performance	Target	Performance	Target	Performance	Target	Target
3.44	3.55	3.48	3.55	3.88	3.55	3.12	3.55	3.55

Please explain the reasons why progress has not reached expectations:

There is no national BVPI target for the authority to follow and the differences in the definition of BV016a and BV16b has still not been resolved nationally. As the authority has in place all mitigating actions to ensure it attracts members of the disabled community it will be impossible to improve on the current performance figure unless the authority takes the decision to actively discriminate in favour of disabled candidates.

Please detail corrective action to be undertaken:

- The authority's recruitment and selection processes continue to be fair and consistent. All applicants have the option of having recruitment materials including the application form in large print, etc.
- Advertisements are placed in various media and all display the two-tick symbol.
- All applicants are asked whether they have any requirements to attend interview and all applicants who meet the definition of the DDA are guaranteed an interview if they meet the essential criteria for the role.
- In 2005/06, the Authority advertised 74 jobs, there were 40 applicants who indicated that they had a disability, of these 9 were shortlisted and 2 were employed.

Action planned in next financial year:

- HR will actively promote working for the council through advertising, publications and attending relevant events.
- The authority will continue to make reasonable adjusts for staff.
- HR will continue to monitor the number of disabled employees within the authority and continue to undertake the actions as above.

Please give an objective assessment as to whether the end target will be met:

N/A as reporting year end.

Action Plan Owner: Paula Harris
Unit: HR
Contact Number: 01257 515178

Date: 19/05/06

**CHORLEY B.C. PERFORMANCE MANAGEMENT
ACTION PLAN**

FINANCIAL YEAR 2005 / 2006

Indicator Number: BV86

Indicator Short Name: Cost of Waste Collection

Q1		Q2		Q3		Q4		End of Year Target
Performance	Target	Performance	Target	Performance	Target	Performance	Target	
£46 (Estimate)	£42.85	£46 (Estimate)	£42.85	£46 (Estimate)	£42.85	£45.12	£42.85	£42.85

Please explain the reasons why progress has not reached expectations:

The cost reflects the implementation costs of the Enhanced Recycling Service (£120,000) and the revenue costs of capital grant funded schemes.

The costs of introducing the recycling scheme were a one-off and will not be in the costs for future years.

Please detail corrective action to be undertaken:

Calculation of 06/07 target in accordance with Audit Commission guidance.

Continued implementation of cost controls:

- Monthly budget monitoring meetings with Finance to enable better budget forecasting
- More robust implementation of default provisions in the contract
- Reduced reliance on a third party contractor for rectifying missed collections

Action planned in next financial year:

As above

Please give an objective assessment as to whether the end target will be met:

Not applicable

Action Plan Owner: John Lechmere
Unit: SNED
Contact Number: x5720

Date: 19/5/06

**CHORLEY B.C. PERFORMANCE MANAGEMENT
ACTION PLAN**

FINANCIAL YEAR 2005 / 2006

Indicator Number: BV218b

Indicator Short Name: Abandoned vehicles removed within 24 hours

Q1		Q2		Q3		Q4		End of Year
Performance	Target	Performance	Target	Performance	Target	Performance	Target	Target
80	85	63	85	70	85	71	85	85

Please explain the reasons why progress has not reached expectations:

This was a realistic target, but deficiencies in administration of vehicle removals through a third party contractor have led to a shortfall in performance

Please detail corrective action to be undertaken:

The following have already been introduced:

- Strengthen administrative procedures to ensure contractors are ordered to remove vehicles within 24 hours of notice expiry
- Introduction of quality checks on data entry to ensure removal details are recorded correctly

Action planned in next financial year:

- Introduce a new system of data entry using a small number of designated officers. This will improve the consistency of data recording and allow users to becoming more familiar with the system and procedures.

Please give an objective assessment as to whether the end target will be met:

Not applicable

Action Plan Owner: John Lechmere
Unit: SNED
Contact Number: x5720

Date: 19/5/06

**CHORLEY B.C. PERFORMANCE MANAGEMENT
ACTION PLAN**

FINANCIAL YEAR 2005 / 2006

Indicator Number: BV064

Indicator Short Name: Number of private sector dwellings returned to occupation

2004/05		2005/06		End of Year Target
Performance	Target	Performance	Target	
7	17	13	17	17

Please explain the reasons why progress has not reached expectations:

Improved performance (in comparison with 2004/05 actual) due to financial initiative offered to Landlords in 2005/06.

Please detail corrective action to be undertaken:

Targets to be reviewed by new management unit

Action planned in next financial year:

- The targets have been revised. The new targets are believed to be challenging yet achievable given the current private sector housing market in Chorley.
- Known empty properties will be visited to assess their condition and if still empty the owners will be contacted to ascertain their future plans for the property.

Please give an objective assessment as to whether the end target will be met:

N/A as reporting year end.

Action Plan Owner: Dave Bradley
Unit: SNED
Contact Number: x5728

Date: 19/05/06

**CHORLEY B.C. PERFORMANCE MANAGEMENT
ACTION PLAN**

FINANCIAL YEAR 2005 / 2006

Indicator Number: BV184a

Indicator Short Name: **Percentage change in Decent Homes Failures**

Q1		Q2		Q3		Q4		End of Year Target
Performance	Target	Performance	Target	Performance	Target	Performance	Target	
						-194.7%	50%	50%

Please explain the reasons why progress has not reached expectations:

The target of 50% for year-end 05/06 was based on the information contained in a stock condition survey carried out in 02/03 by Michael Dyson Associates. During 2005/6 Savills carried out, a new stock condition survey, and this reported 501 properties failing decent homes (17%). The out-turn figure, for BVPI 184a of -194.7% has arisen because of the variance in the two surveys.

Please detail corrective action to be undertaken:

Based on the new stock condition survey the Council does not have the funding available to meet the cost of properties falling non-decent between now and Government's target for meeting decent homes by 2010.

The cost of meeting decent homes, based on the new survey, is estimated to be £12m between now and 2010. Capital funding through the Major Repairs Allowance is £9m a shortfall of £3m.

The ability to deliver Decent Homes is entirely reliant on the success of the proposed transfer to Chorley Community Housing.

For this financial year funds will target those properties requiring least costly repairs to achieve the target.

Action planned in next financial year:

The Large Scale Voluntary Transfer (LSVT) of the Council's housing stock will release the necessary funding in future years not only to meet Decent Homes but meet the enhanced 'Chorley Homes Standard'

Please give an objective assessment as to whether the end target will be met:

If all work identified and funded in this year's programme is carried out then the end target will be met.

Action Plan Owner: Mike Wingeatt
Unit: Housing Services
Contact Number: 515954

Date: 12 May 2006

**CHORLEY B.C. PERFORMANCE MANAGEMENT
ACTION PLAN**

FINANCIAL YEAR 2005 / 2006

Indicator Number: BVPI 183b

Indicator Short Name: Length of stay in temporary accommodation (hostel)

Q1		Q2		Q3		Q4		End of Year Target
Performance	Target	Performanc	Target	Performanc	Target	Performanc	Target	
8.51		12.09		13.13		13.51		12

Please explain the reasons why progress has not reached expectations:

The difficulty in obtaining suitable permanent move on accommodation within the Borough's rented stock has resulted in the length of stay in hostel accommodation's increase.

Please detail corrective action to be undertaken:

- Review of RSL Nominations Agreement to be undertaken by the Strategic Housing Team
- Implement use of alternative temporary accommodation (non Hostel) provision with partner organisations – HALS Scheme
- Seek to work with partners to increase in affordable homes for rent within the Borough
- Further actions to be planned through the Prevention of Homelessness Strategy to be reviewed by the Strategic Housing Team

Action planned in next financial year:

- Through Cotswold House Keywork Support Service seek to advocate for homeless clients in order to seek suitable appropriate permanent accommodation more quickly and prevent occurrences of future homelessness
- Develop Private Landlord accreditation scheme. Increase the numbers of private landlords that house homeless applicants through smartmove
- Increase accommodation provision for Women fleeing domestic violence
- Expand Central Lancashire floating Support Scheme in Chorley
- Please see attached Draft Prevention of Homelessness action Plan (year 1)

Please give an objective assessment as to whether the end target will be met:

The increase of additional non hostel provision, permanent move on accommodation and the prevention of homelessness and Keywork Support services should see a reduction in the length of stay in hostel accommodation and continuing good performance in the reduction of numbers of homeless applications

Action Plan Owner: Strategic Housing Manager
Unit: Development and Regeneration Directorate
Contact Number: 01257 515285

Date: 28th April 2006

**CHORLEY B.C. PERFORMANCE MANAGEMENT
ACTION PLAN**

FINANCIAL YEAR 2005 / 2006

Indicator Number: BV 76a

Indicator Short Name: Number of claimants visited

Q1		Q2		Q3		Q4		End of Year Target
Performance	Target	Performance	Target	Performance	Target	Performance	Target	
205	200	174.4	200	189	200	198.2	200	200

Please explain the reasons why progress has not reached expectations:

We selected more than enough visits to satisfy our Verification Framework Target but we fell short of completing 13 of these visits to make the BVPI target. The VF target required 1340 intervention visits to be commenced whereas the BV76a required 1400 and only counts the number of 'effective' visits. That is, visits that have been completed which have resulted in benefit entitlement being confirmed/amended or referred to fraud. If claimants do not respond to our initial attempts to visit it can take up to 2 months to complete the visit as 'effective'.

Explanatory note

Verification Framework or 'VF' is a Department for Work and Pensions' initiative that the Council signed up to in 1999. It consists of 3 components; new claims, visits and reviews. The purpose of VF is to provide a secure gateway into the benefit scheme by specifying what proofs are acceptable to support new claims. It also specifies the number of claims that should be subject to a review (50% of caseload). 20% of the caseload must be reviewed by carrying out a home visit with the remaining 30% being reviewed by another method (review form, fraud investigation, office interview)

Please detail corrective action to be undertaken:

- Closer monitoring to be carried out to ensure that visits are being recorded as effective. This will be carried out at monthly intervals.
- Colleagues on the Quality Control team will also provide assistance to the visiting officer with the administration required to complete the process. That is, deal with the assessment of changes in circumstances brought to light by the visit to ensure that visits are 'completed' quickly. This in turn will give more time to the visiting officers to carry out verification visits.
- Two members of the Quality and Control team have also undergone Health and Safety training in order to carry out home visits. This will provide an extra resource to cover for periods when the Verification visiting officers are on annual or sick leave..

Action planned in next financial year:

- Closer monitoring of the number of visits completed on a monthly basis. This will ensure that visits completed are correctly recorded as effective. Visiting targets can also be adjusted to ensure the target is met at the end of the year.
- Review the procedure of verification visits to speed up process of recording visits as 'effective' (ongoing)
- Where capacity allows, utilise assessment staff who are trained to carry out home visits, as an extra resource to call on when needed

**CHORLEY B.C. PERFORMANCE MANAGEMENT
ACTION PLAN**

Please give an objective assessment as to whether the end target will be met:

As we have only narrowly missed out on the target previously and that fact that BVPI and VF require the same information for the coming year, the changes put in place should mean that the target will be met

Action Plan Owner: Margaret Stansfeild
Unit: Finance
Contact Number: 01257 515424
Date: 15th May 2006

**CHORLEY B.C. PERFORMANCE MANAGEMENT
ACTION PLAN**

FINANCIAL YEAR 2005 / 2006

Indicator Number: BV170c

Indicator Short Name: Number of pupils visiting museums and galleries

Q1		Q2		Q3		Q4		End of Year Target
Performance	Target	Performance	Target	Performance	Target	Performance	Target	
435	450	582	620	1032	1575	1272	2100	2100

Please explain the reasons why progress has not reached expectations:

The capital works at the Hall restricted the use of the classroom at the beginning of the year. Rather than reduce the target at this point we reprofiled the target performance. One of the two Visitor Services Officers left and the post was held vacant to contribute towards the corporate savings target. The second Visitor Service Officer was on long term sick during the last three months of the year; this reduced our capacity to correct the performance.

Please detail corrective action to be undertaken:

See below

Action planned in next financial year:

- An educational resource has been prepared with St Michael's CE High School to enhance the offer to schools. This is going to be launched to all secondary schools in Chorley in October 2006 .
- Discussions are ongoing with a number of providers to develop a partnership to deliver a new schools programme, given our limited capacity. A plan is currently being devised by the Curator and specific Chorley schools are being targeted. A programme of research involving a freelance education consultant visiting schools to discover why Chorley Schools do not currently use the Hall is proposed for September/October 2006 for the initial questioning. By February 2007 we will have a plan in place to work with Chorley primary schools
- We are also planning to link more activities in the park to the Hall, which will have a positive impact on the performance target. This will involve parties using the park visiting the Hall for short sessions and will be combined with the development of the park regeneration project. This plan is currently being developed and will be actioned from September 2006.
- Special Christmas sessions for local primary schools which were very successful in 2005 are being organised for Christmas 2006, this will see an increase in school visits during this period.

Please give an objective assessment as to whether the end target will be met:

N/A – at year end

Action Plan Owner: Louise McCall, Curator, Astley Hall
Unit: Leisure and Cultural Services
Contact Number: 01257 515929

Date: 19 May 2006

**CHORLEY B.C. PERFORMANCE MANAGEMENT
ACTION PLAN**

FINANCIAL YEAR 2005 / 2006

Indicator Number: BV 179

Indicator Short Name: % Standard searches completed within 10 days

Q1		Q2		Q3		Q4		End of Year Target
Performance	Target	Performance	Target	Performance	Target	Performance	Target	
93.09	100	96.65	100	97.62	100	97.93	100	100

Please explain the reasons why progress has not reached expectations:

Standard searches involve both Legal Services and Development and Regeneration. At the start of the year, there were delays within Development and Regeneration and only 93.09% were completed within 10 days. The issue was addressed and performance has increased in each subsequent quarter.

Please detail corrective action to be undertaken:

The issues arising were addressed through improved communication between the units and improved work planning in Development and Regeneration.

Action planned in next financial year:

Whilst this is no longer a BVPI for 06/07, it is one of the indicators within the CPA performance information set for use in the analysis of service performance information. The Land Charges function will still continue and liaison will continue with the relevant departments to ensure performance is maintained.

Potential options to improve access to the software have been identified. Officers from Development and Regeneration and IT are working to identify the best option and how best to implement it.

Please give an objective assessment as to whether the end target will be met:

Performance is cumulative. Once the target has been missed, the year- end target cannot be achieved.

Action Plan Owner: Claire Hallwood
Unit: Legal Services
Contact Number:

Date: 23 May 2006

**CHORLEY B.C. PERFORMANCE MANAGEMENT
ACTION PLAN****COMMENTS ON SPECIFIC INDICATORS****Missing Data****Environment BVPIs****BV199d.05 Environmental Cleanliness – Flytipping**

This is a new indicator, introduced for 2005/06. The ODPM definition states that performance is measured on baseline data gathered from the previous year. As this is a new indicator, a performance grade will not be available until after April 2007. In the interim, a spreadsheet is being developed to allow Local Authorities to monitor their own performance, which is to be made available through the DEFRA and Flycapture websites, but is as yet unavailable. The return for the Audit Commission for this indicator will be calculated and sent to authorities by DEFRA.

Further Information

For further information, please contact:

Jenny Rowlands Ext 5248, Lindsay Parr Ext 5341, Sarah Dobson Ext 5325.

Report of	Meeting	Date
Director of Development and Regeneration (Introduced by Councillor Peter Malpas, Executive Member for Economic Development and Regeneration)	Executive Cabinet	29 June 2006

STATEMENT OF COMMUNITY INVOLVEMENT: INSPECTOR'S REPORT AND ADOPTION

PURPOSE OF REPORT

- To advise Members on the Inspector's Report and to seek endorsement to adopt the Statement.

CORPORATE PRIORITIES

- To engage with all sections of the community will assist in serving our customers better. The new approach to plan making requires greater community involvement

RISK ISSUES

- The issue raised and recommendations made in this report involve risk considerations in the following categories:

Strategy	3	Information	3
Reputation	3	Regulatory/Legal	3
Financial	3	Operational	
People		Other	

- The new approach to plan making offers numerous opportunities to improve in the above areas. The risks identified relate to the possibility of the preparatory process failing to deliver these opportunities in an appropriate manner.

BACKGROUND

- The Planning and Compulsory Purchase Act 2004 requires that the local planning authority must produce a Statement of Community Involvement, as part of the Local Development Framework. The Statement of Community Involvement is a document, which sets out the various ways and means of ensuring the engagement and involvement of organisations and the local community in the preparation of the Local Development Framework. The Statement also provides guidance to members of the public, organisations, agents and developers about community involvement in the determination of Planning Applications.

6. The prime purpose of consultation is to improve the planning of development by involving a wide range of interested parties and individuals in decision making through both creating a “dialogue” and relevant information sharing.
7. The Council prepared a draft document in June 2004. Following two different six-week statutory consultation periods in June 2004 and March 2005, the Council submitted the Statement of Community Involvement to the Secretary of State for independent examination along with a Statement of Compliance in September 2005. The Council also formally invited further representations on the Submitted Statement for a statutory 6-week period between 14 September and 26 October 2005.

THE INSPECTOR’S REPORT

8. The Inspector’s report received in May 2006 is binding on the Council and the Inspector’s recommendations will be incorporated into the adopted Statement, which is due for publication in July 2006. The Inspector considered 23 representations and the examination was based on the 9 tests of soundness set out in Appendix A (Para 4.5, Page 8). The Inspector requested some additional information from the Council and subject to the implementation of the recommendations found the Statement of Community Involvement (September 2005) to be sound.
9. The main changes are shown below. The whole document is attached at Appendix A with additions shown in bold and underlined, and deletions shown as strike throughs.
 - Include access to Braille (Inside front cover) and details to access this service at paragraph 5.16 (Page 24)
 - Insert after paragraph 4.14 new Diagram 2 showing The Development Plan Document Process (Page 10)
 - Insert after paragraph 4.15 new Diagram 3 showing The Supplementary Planning Document Process (Page 11)
 - Insert into Table 1 the requirement for an additional stage of consultation on alternate sites if the DPD is concerned with site suggestions - allocations of land. (Pages 13-19)
 - Amend paragraph 9.1, Statutory Consultation in respect of a planning applications to indicate that statutory consultees can make any written observations within 21 days of receiving all the information they need to provide an informed response. Also Insert that bodies such as English Nature will be allowed a longer period of time to comment on applications where this is prescribed by legislation. (Page 27)
 - Insert at paragraph 9.4, Individual Consultations that the results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council. (Page 28)
 - Insert at Paragraph 11.3 the venues where feedback reports will be made available (Page 30)
 - Insert new paragraph 12.4 to indicate The Annual Monitoring Report will reflect on and evaluate the community involvement process. (Page 31)
 - Additional Consultees added to the Consultation Database, and replacement of the Strategic Rail Authority for Network Rail, Appendix A (Page 35) and
 - Editorial changes where the text has become redundant.

COMMENTS OF THE DIRECTOR OF FINANCE

10. The sum of £40,000 has been allowed in the Council’s 2006/07 Continuation Budget for the production of the Local Development Framework. The resource requirements identified in the Statement of Community Involvement will need to be met from this sum.

COMMENTS OF THE HEAD OF HUMAN RESOURCES

11. There are no Human Resources implications to this report.

RECOMMENDATIONS

12 That Members note the report and adopt the Statement of Community Involvement.

REASONS FOR DECISION

13 The Planning and Compulsory Purchase Act 2004 requires that the local planning authority must produce a Statement of Community Involvement, as part of the Local Development Framework. The Inspector's Report on this Statement is binding upon the Council.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

14. None as subject to statutory regulations as how prepared.

JANE E MEEK

DIRECTOR OF DEVELOPMENT AND REGENERATION

Background Papers			
Document	Date	File	Place of Inspection
Local Development Frameworks Planning Policy Statement 12 and Planning Policy Statement Companion Guide	18.02.04	FLP14	Gillibrand Street
Pre-Submission Statement of Community Involvement	11.01.05	FLP14	Gillibrand Street
Statement of Community Involvement	30.06.05	FLP14	Gillibrand Street

Report Author	Ext	Date	Doc ID
Alison Marland	5281	30 May 2006	N

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APPENDIX A

The Nine Tests of Soundness

- 1 The local planning authority has complied with the minimum requirements for consultation as set out in the regulations;
- 2 The local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- 3 The statement identifies in general terms which local community groups and other bodies will be consulted;
- 4 The statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- 5 The methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- 6 The resources are available to manage community involvement effectively;
- 7 The statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- 8 The authority has mechanisms for reviewing the Statement of Community Involvement; and
- 9 The statement clearly describes the planning authority's policy for consultation on planning applications.

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Chorley Borough
Local Development
Framework

APPENDIX B

STATEMENT OF COMMUNITY INVOLVEMENT

~~SUBMISSION TO SECRETARY OF STATE~~

Adopted July 2006

~~SEPTEMBER 2005~~

This information can be made available to you in larger print, **braille** or on audio tape, or translated into your own language. Please telephone 01257 515281 to access this service.

આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા

માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

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

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کیجئے:

OUR PLEDGE TO INVOLVE

The Borough Council is committed to Equality and Diversity.

We will:

- Give as much prior notice of involvement opportunities and advance publication of our proposals as possible.
- Seek to involve everyone who has a comment to make on the documents we produce and those affected by planning applications.
- Go out to easily accessible popular venues in local communities across the Borough to explain our proposals and offer advice.
- Encourage participation in drafting proposals through the use of forum and other meetings, focus groups and workshops.
- Aim to engage with all relevant agencies and representative groups so they can be involved, including those that are hard to reach.
- Work in partnership with other organisations.
- Give people equal opportunity to contribute.
- Widely publicise our intentions by way of letters, emails, posters, leaflets, our website, notices in local newspapers and through press and other media releases.
- Produce easy to read and attractive publications and offer these in different languages and formats.
- Make our publications available at libraries and sub-post offices in settlements without a library.
- Carefully listen to and read what is put to us.
- Accurately record and make publicly available the comments that are made.
- Faithfully report all comments received to those making decisions within the Council.
- Take account of all comments made and learn from the experience.
- Publicise what decisions are taken and inform respondents.

Councillor Peter Malpas

Executive Member for Economic Development and Regeneration

This Statement has been subject to a full Equality Impact Assessment. A separate report on this is available.

CONSULTATION ON THIS STATEMENT

~~This Statement has been submitted to the Secretary of State and is on public deposit from **Wednesday, 14 September 2005** for a six-week period — a duration which is set by statutory legislation. Any person or organisation that has an interest in matters relating to the development of the Borough can make representations on this document.~~

~~Comments made at the submission stage will be forwarded to the Secretary of State for examination by an independent inspector. As such if you feel comments made at the pre-submission SCI have not been taken in to account, then you must again comment to this effect during consultation on the submitted version.~~

~~**Please complete the specific representation form and return it to arrive no later than 5pm, Wednesday 26 October 2005:**~~

~~**By post** — Planning Policy Section
— Chorley Borough Council
— Council Offices
— Gillibrand Street
— Chorley
— Lanes
— PR7 2EL~~

~~**By fax** — 01257 515211~~

~~**By On-Line** — An electronic version of this form can be found on the Council's web site at www.chorley.gov.uk/planning. Please type in your response and follow the instructions and your comments will be forwarded to the Planning Policy Section. Alternatively, the form can be printed off and returned via any of the above means.~~

~~-~~

Statement of Community Involvement –~~Submission to Secretary of State~~

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BACKGROUND

1. INTRODUCTION

1.1 This document sets out the Borough Council's proposals for the involvement of the local community in the:

- Preparation of the new Local Development Framework - the new name for a Local Plan. This will comprise a series of Local Development Documents, which will set out policies and proposals relating to the development and use of land in the Borough (these documents will replace the current Local Plan). (See Section 4).

And

- In the determination of Planning Applications. (See Section 6-10).

1.2 The aim of the Statement of Community Involvement is to ensure that all sections of the community, from individual members of the public through to representative organisations, have the opportunity to participate in the preparation of planning proposals for the Borough's towns, villages and countryside.

2. PURPOSE AND BENEFITS OF CONSULTATION

2.1 The prime purpose of consultation is to improve the planning of development by involving a wide range of interested parties and individuals in decision making through both creating a "dialogue" and relevant information sharing.

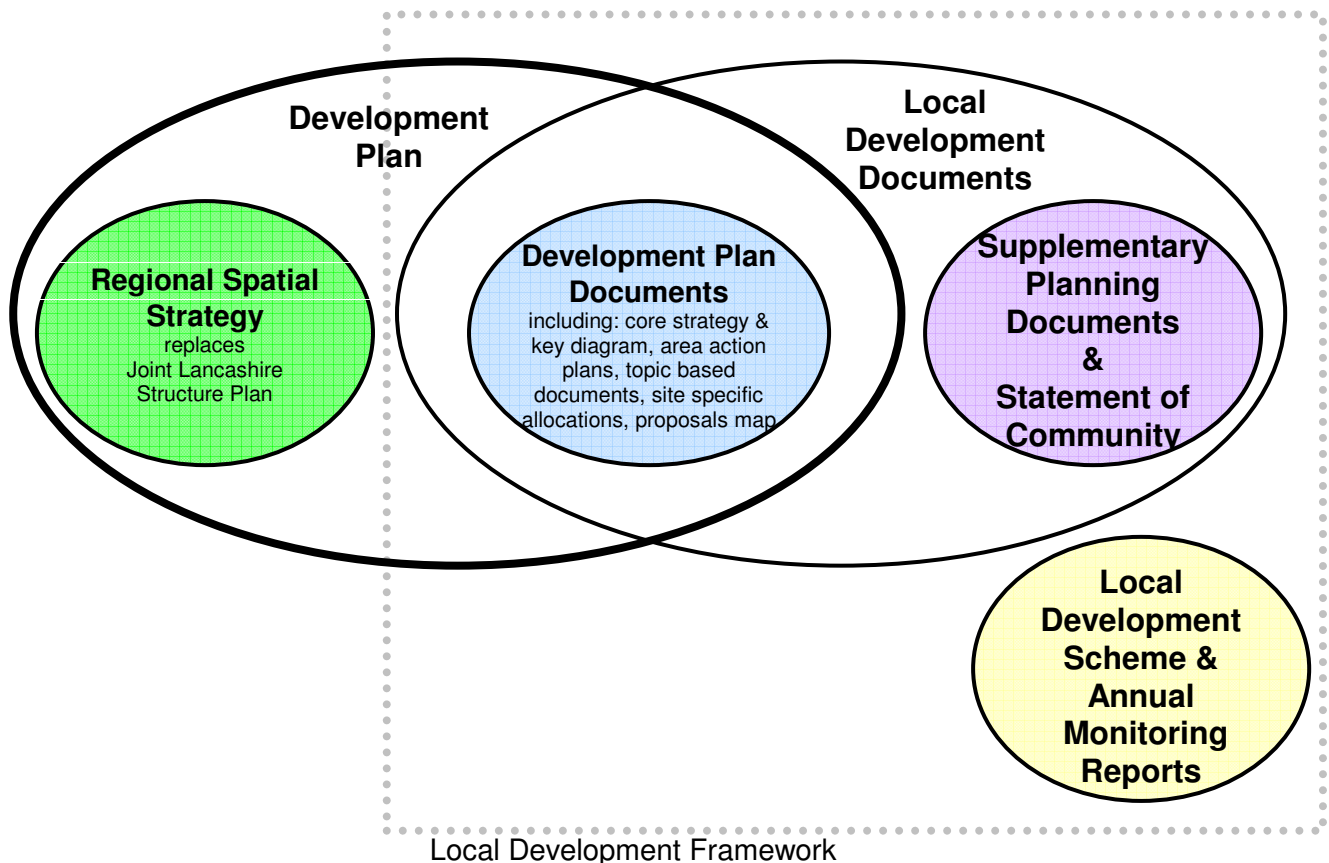
2.2 The benefits of involving a wider range of people and organisations in decision-making can result in:

- A greater public ownership and ability to influence the decision making process
- An enhanced sense of contributing to the community
- More attention to public priorities
- Obtaining value for money
- A better understanding of the way services and the Borough Council work
- Broader sharing of responsibilities
- More contribution to problem solving
- Greater potential for effective and efficient use of resources

3. NATIONAL POLICY

3.1 The relevant provisions of the Planning and Compulsory Purchase Act, ~~came into force in~~ September 2004. ~~The Act~~ takes forward proposals for reform of the planning system. The Act provides for the preparation of Local Development Documents (LDD's) that constitute part of the Local Development Framework (LDF). The Local Development Framework will consist of a 'portfolio' of Local Development Documents that will comprise the spatial plan for the Borough, replacing the current Local Plan Review. Local Development Documents include Development Plan Documents that are part of the statutory development plan and non-statutory Supplementary Planning Documents. The Development Plan also consists of the Joint Lancashire Structure Plan. Eventually this will be replaced with a Regional Spatial Strategy, for which the North West Regional Assembly will be responsible for preparing. Appendix 1 contains a Glossary of Planning Terms. Diagram 1 shows the Local Development Framework Structure.

Diagram 1 – Local Development Framework Structure



- 3.2 The Act requires that each Council as a local planning authority must produce a Statement of Community Involvement, as part of the Local Development Framework. All Local Development Documents must show conformity with the Statement of Community Involvement.
- 3.3 **Planning Policy Statements.** These will replace Planning Policy Guidance Notes and they are intended to be a more succinct explanation of national planning policy. Planning Policy Statement (PPS) 12: Local Development Frameworks (October 2004) identifies that the Statement of Community Involvement should set out the local planning authority’s policy for involving the community in the preparation and revision of Local Development Documents and in deciding planning applications. Community involvement throughout the process of preparing Local Development Documents is essential to achieve local ownership and legitimacy for the policies that will shape the future distribution of land uses and development in an area.
- 3.4 Information should be included on how the principles of community involvement apply to different types of Local Development Document e.g. Core Strategy, Area Action Plans or Site Allocation Development Plan Documents and to Supplementary Planning Documents.
- 3.5 The Government’s principles for community involvement are that it should be:
- appropriate to the level of planning;
 - concentrated at the beginning of the process i.e. front loading of involvement;
 - involve methods of involvement relevant to the communities concerned;
 - a continuous process, not a one-off event;
 - transparent and accessible; and
 - planned for involvement.

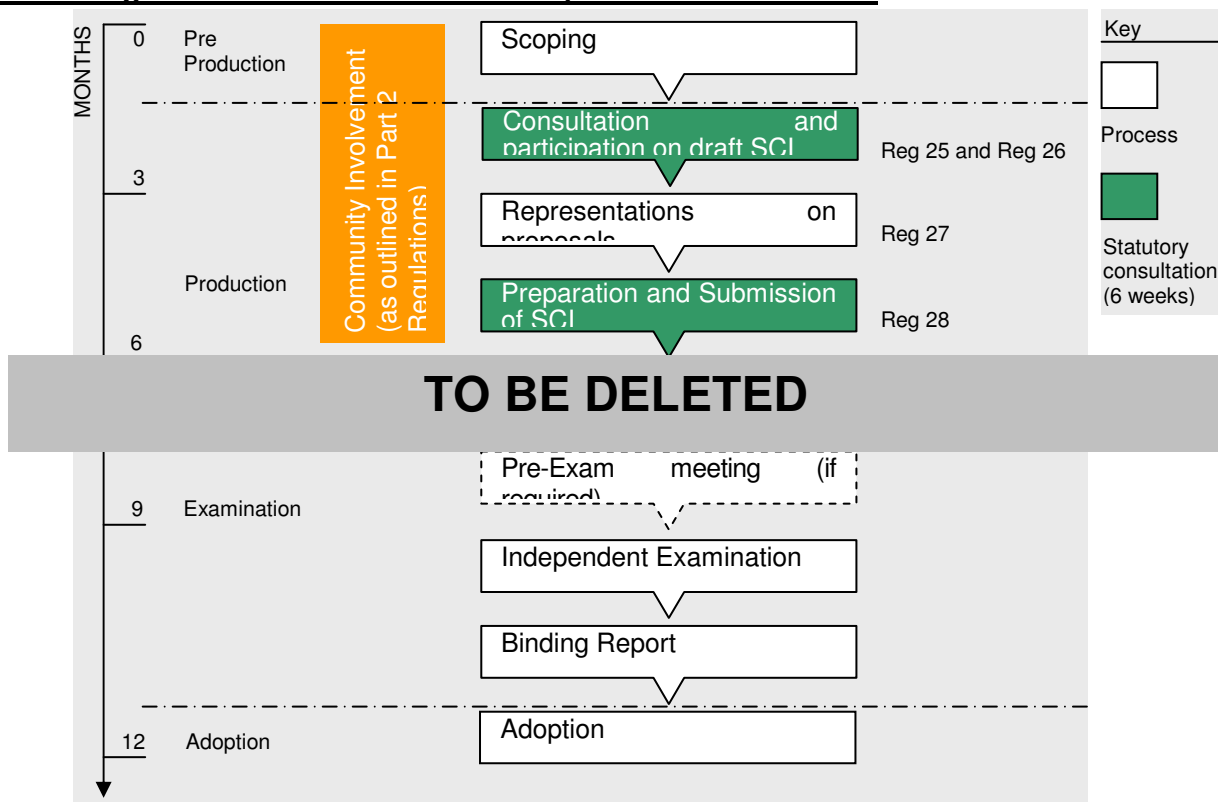
- 3.6 Creating Local Development Frameworks: A Companion Guide to PPS12 (November 2004) provides advice on managing the community involvement and preparing the Statement of Community Involvement. The spatial nature of Local Development Frameworks and the focus on implementation means that it will be important to achieve widespread ownership and community buy-in. Authorities will need to be proactive when involving stakeholders and the community, setting out their approach in the Statement of Community Involvement. It indicates the Statement of Community Involvement will be subject to independent examination but will not be part of the development plan. (See Section 4)
- 3.7 The Guide also covers community involvement in planning applications. It provides an opportunity for an authority to set out minimum standards, the statutory requirements for publicising such applications as well as the ground rules for community participation. All documents have to be prepared, and planning applications considered, in accordance with the adopted Statement of Community Involvement. The Council will submit a Statement of Compliance with each submitted Development Plan Document.

PREPARING PLANNING DOCUMENTS

4. KEY ELEMENTS AND PROGRESS OF THE LOCAL DEVELOPMENT FRAMEWORK

- 4.1 The new planning system for plan preparation requires the involvement of local people from the earliest stage onwards which is known as “front loading”.
- 4.2 **The Statement of Community Involvement.** This is a Local Development Document but it is not subject to sustainability appraisal. ~~Diagram 2 below shows the Statement of Community Involvement Process. Prior to the Planning and Compulsory Purchase Act coming into force Chorley Borough Council published a first draft of this Statement of Community Involvement and put it out for a limited period of consultation between 29 June 2004 and 16 July 2004. Participants were specifically asked how they would like to be involved in planning proposals for the Borough. A broad range of people and organisations were consulted and 34 responses were received.~~

Delete Diagram 2 Statement of Community Involvement Process



- 4.3 In February 2005 the Council sent a draft Statement for pre-submission consultation to neighbouring authorities, parish councils, Lancashire County Council, the Highways Agency, and the North West Regional Assembly. ~~in accordance with Regulation 25 of the Town and Country Planning (Local Development) (England) Regulations 2004.~~ The draft Statement was placed on public deposit for a six-week period from 7 March to 18 April 2005 in accordance with Regulation 26. ~~A total of 38 responses were received.~~
- 4.4 ~~Further representations were sought when the document was submitted to the Secretary of State for independent examination in~~ **September 2005 and the Council invited further representations between 14 September and 26 October 2005.** ~~accordance with Regulation 28.~~ The **Inspector's report produced by the Inspector received in May 2006 is** ~~will be binding upon the Council who will adopt and publish the document.~~
- 4.5 The Tests of Soundness – ~~The soundness of the Statement of Community Involvement is effectively defined by paragraph 3.10 of the Planning Policy Statement 12 (PPS12): Local Development Frameworks (September 2004) which sets out nine tests of soundness. The function of an independent examination is primarily to assess the submitted document against these nine tests. The presumption will be that the Statement of Community Involvement is sound unless it is shown to be otherwise as a result of evidence considered at the examination. A hearing will only be necessary where one or more of those making representations want to be heard.~~

The Inspector assessed the Statement of Community Involvement and found it met the 9 tests of soundness:

~~In assessing whether the Statement of Community Involvement is sound the Inspector will determine whether the:~~

- 1 **The** local planning authority has complied with the minimum requirements for consultation as set out in the regulations;
 - 2 **The** local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
 - 3 **The** statement identifies in general terms which local community groups and other bodies will be consulted;
 - 4 **The** statement identifies how the community and other bodies can be involved in a timely and accessible manner;
 - 5 **The** methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
 - 6 **The** resources are available to manage community involvement effectively;
 - 7 **The** statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
 - 8 **The** authority has mechanisms for reviewing the Statement of Community Involvement; and
 - 9 **The** statement clearly describes the planning authority's policy for consultation on planning applications.
- 4.6 The other key elements of the Local Development Framework (LDF) are identified below and the Glossary of Terms in Appendix 1 provides further clarification. The existing adopted Chorley Borough Local Plan Review will retain its development plan status (i.e. be saved) for at least three years from the date of commencement of the Planning and Compulsory Purchase Act (September 2004).
- 4.7 **Local Development Documents.** The Chorley Local Development Framework will comprise a series of Local Development Documents (LDDs) eventually covering all planning topics except minerals and waste matters. For these there will be a separate Framework, prepared by Lancashire County Council. Some Local Development Documents (DPDs) will have the status of Development Plan Documents and will be

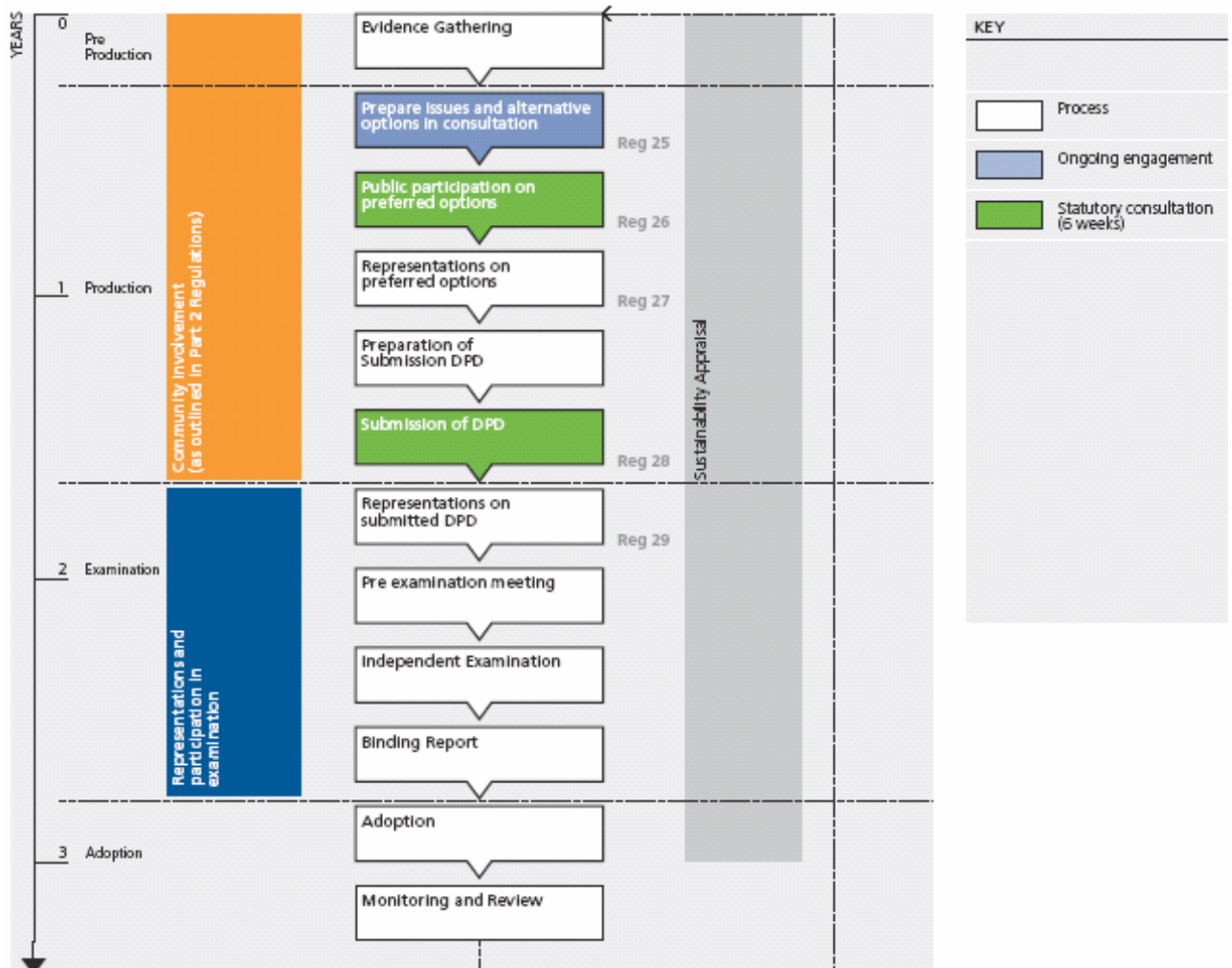
subject to an independent examination (and subsequent mandatory acceptance of the Inspector's Report), whilst others will have the status of Supplementary Planning Documents (SPDs).

- 4.8 **Development Plan Documents.** These will not be restricted to matters that may be implemented through the planning system, but will also include the spatial aspects of other strategies such as the Community Strategy. Two examples of Development Plan Documents are the Core Strategy and Area Action Plans.
- 4.9 **Core Strategy.** A fundamental aim of the reforms to the planning system is to slim down the number and content of policies. Local planning authorities will therefore be required to produce shorter, more focused, core policies under the Local Development Framework system which set out the broad spatial strategy for the Borough.
- 4.10 **Area Action Plans.** Local planning authorities may also bring forward Area Action Plans for small parts of the Borough where there are proposals for major change or conservation.
- 4.11 **Supplementary Planning Documents.** These will contain guidance, which elaborates on and helps to implement the policies contained within Development Plan Documents
- 4.12 **Sustainability Appraisal.** Documents produced, as part of the Local Development Framework will be subjected to a combined strategic environmental assessment and sustainability appraisal. These will test how the proposals may impact on environmental, social and economic considerations. The results will be set out in a report and this will be subject to community involvement.
- 4.13 **Local Development Scheme.** To programme the Local Development Framework process local planning authorities are required to produce a Local Development Scheme setting out a timetable for producing Local Development Documents. The Local Development Scheme ~~was submitted and approved by the Secretary of State in March 2005.~~ **has been approved and covers the period March 2006-March 2009.**

4.14 All Development Plan Documents need to go through the following stages of preparation and consultation:

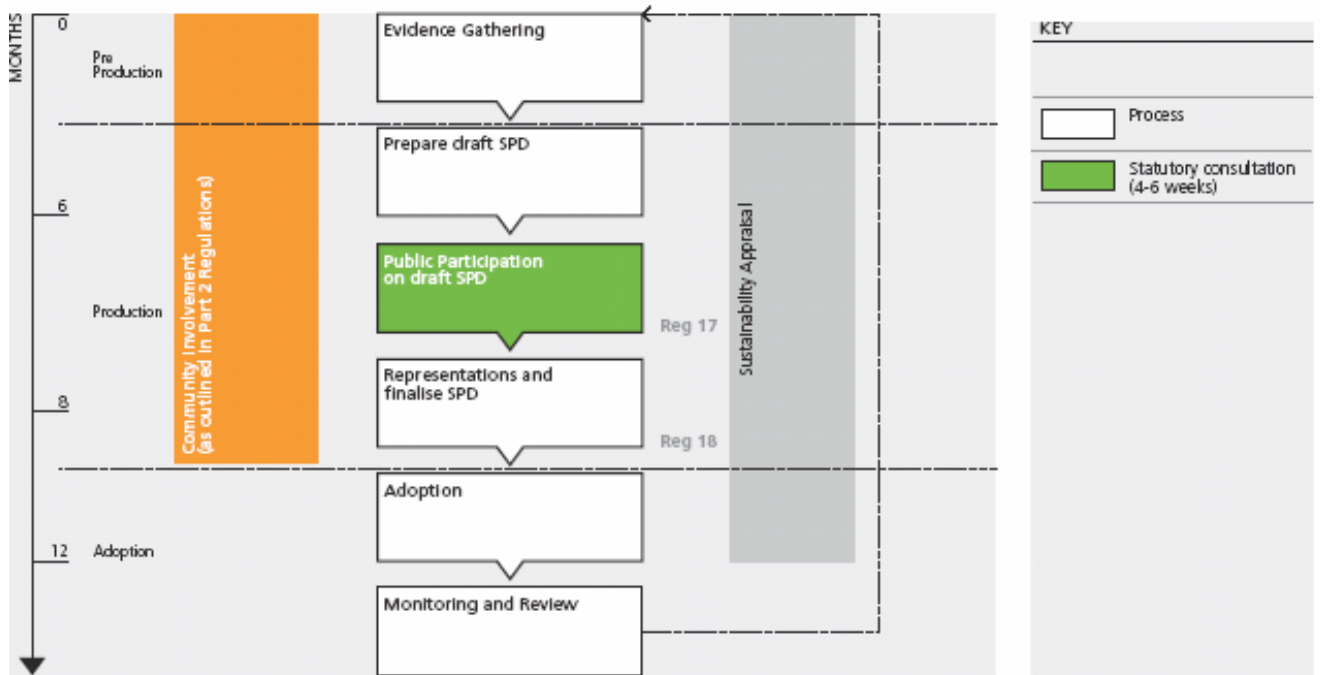
- Evidence Gathering
- Identification of Issues and alternative Options for solving them
- Pre-submission community involvement and consultation on Issues and Options and opportunity to make representations
- Preparation of Preferred Options and opportunity to make representations
- Submission to Secretary of State and opportunity to make representations
- Independent Examination
- Inspector’s Report
- Adoption

Diagram 2 The Development Plan Document Process



- 4.15 Consultation on Supplementary Planning Documents is a formal requirement before they can be adopted but they do not go through the submission, independent examination and inspector’s report stages.

Diagram 3 The Supplementary Planning Document Process



5. **THE RANGE OF ROLES THAT CAN BE PLAYED BY DIFFERENT GROUPS**

- 5.1 As stated the aim of this Statement of Community Involvement is to ensure that all sections of the community have an opportunity to participate in the preparation of planning proposals for the Borough's towns, villages and countryside.
- 5.2 Table 1 starting on the next page identifies when the community will be consulted and how this is intended to be done for the different stages of preparing the Local Development Documents. All documents will be placed on the Council's website as well as being available in paper form.

Opportunities for Community Involvement in the Different Types and Stages of the Local Development Framework

		Table 1		
	Statement of Community Involvement including:	Core Strategy / Key Diagram Including:	Other Development Plan Documents (DPDs) including	Supplementary Planning Documents (SPD) Including
	<ul style="list-style-type: none"> Statement of Conformity 	<ul style="list-style-type: none"> Sustainability Appraisal Report Statement of Conformity 	<ul style="list-style-type: none"> Area Action Plans: (e.g. Town Centre) Topic based documents: (e.g. Sustainable Resources). Site Specific Allocations Proposals Map <p>To include:</p> <ul style="list-style-type: none"> Sustainability Appraisal Reports. Statement of Conformity 	<ul style="list-style-type: none"> Sustainable Resources SPD; Planning Contributions SPD; <p>To include:</p> <ul style="list-style-type: none"> Sustainability Appraisal Reports Statement of Conformity
Groups to be Consulted	How Consulted?	How Consulted?	How Consulted?	How Consulted?
Borough Councillors	4 Meetings & Council approval	4 Meetings & Council approval	4 Meetings & Council approval	4 Meetings and Council approval
Council Units	<p>4 Evidence Gathering/ Meetings and formulation of LDDs.</p> <p>Notification of pre –submission consultation stage and Submission to Secretary of State</p> <p>Opportunity to make representations at pre-submission consultation stage and during Submission to Secretary of State stage.</p> <p>Independent Examination</p> <p>Notification of adopted Local Development Document;</p>	<p>4 Evidence Gathering/ Meetings and formulation of Core Strategy.</p> <p>Notification of Core Strategy for consultation (Issues and Options Report); consultation period for Preferred Options and Submission to Secretary of State, and independent examination</p> <p>Opportunity to make representations at Preferred Options stage and Submission to Secretary of State stage.</p> <p>Notification of adopted DPDs.</p>	<p>4 Evidence Gathering/ Meetings and formulation of DPDs</p> <p>A six week consultation period on alternative sites if the DPD is concerned with site suggestions - allocations of land</p> <p>Notification of consultation periods for DPDs (Issues and Options Report); consultation period for Preferred Options and Submission to Secretary of State, and independent examination.</p> <p>Opportunity to make representations at Preferred Options stage and Submission to Secretary of State stage.</p> <p>Notification of adopted DPDs</p>	<p>4 Evidence Gathering Meetings & formulation of SPD.</p> <p>Notification of consultation period for SPDs.</p> <p>Opportunity to make representations</p> <p>Finalise SPD and Notification of adoption</p>

Table 1					
	Statement of Community Involvement including: • Statement of Conformity	Core Strategy / Key Diagram Including: • Sustainability Appraisal Report • Statement of Conformity	Other Development Plan Documents (DPDs) including • Area Action Plans: (e.g. Town Centre) • Topic based documents: (e.g. Sustainable Resources). • Site Specific Allocations • Proposals Map To include: • Sustainability Appraisal Reports. • Statement of Conformity	Supplementary Planning Documents (SPD) Including • Sustainable Resources SPD; • Planning Contributions SPD; To include: • Sustainability Appraisal Reports • Statement of Conformity	
Groups to be Consulted	<u>How Consulted?</u>	<u>How Consulted?</u>	<u>How Consulted?</u>	<u>How Consulted?</u>	
Chorley Partnership (Over 80 local organisations who aim to work together to improve the Borough and the delivery of services)	4 Evidence Gathering/ Meetings. Notification of pre –submission consultation stage and Submission to Secretary of State Opportunity to make representations at pre-submission consultation stage and during Submission to Secretary of State stage. Independent Examination Notification of adopted Local Development Document.	4 Evidence Gathering/ Meetings Notification of Core Strategy for consultation (Issues and Options Report); consultation period for Preferred Options and Submission to Secretary of State, and independent examination Opportunity to make representations at Preferred Options stage and Submission to Secretary of State stage. Notification of adopted DPDs	4 Evidence Gathering/Meetings. A six week consultation period on alternative sites if the DPD is concerned with site suggestions - allocations of land Notification of consultation periods for DPDs (Issues and Options Report); consultation period for Preferred Options and Submission to Secretary of State, and independent examination. Opportunity to make representations at Preferred Options stage and Submission to Secretary of State stage Notification of adopted DPDs	4 Evidence Gathering Notification of consultation periods for SPDs Opportunity to make representations Finalise SPD and Notification of adoption	

Table 1				
	Statement of Community Involvement including:	Core Strategy / Key Diagram Including:	Other Development Plan Documents (DPDs) including	Supplementary Planning Documents (SPD) Including
Groups to be Consulted	How Consulted?	How Consulted?	How Consulted?	How Consulted?
Government Office for the North West, Statutory bodies and groups	<p>4 Evidence Gathering/ Meetings.</p> <p>Notification of pre –submission consultation stage and Submission to Secretary of State</p> <p>Opportunity to make representations at pre-submission consultation stage and during Submission to Secretary of State stage.</p> <p>Independent Examination</p> <p>Notification of adopted Local Development Document.</p>	<p>4 Evidence Gathering/ Meetings</p> <p>Notification of Core Strategy for consultation (Issues and Options Report); consultation period for Preferred Options and Submission to Secretary of State, and independent examination</p> <p>Opportunity to make representations at Preferred Options stage and Submission to Secretary of State stage.</p> <p>Notification of adopted DPDs</p>	<p>4 Evidence Gathering/ Meetings.</p> <p>A six week consultation period on alternative sites if the DPD is concerned with site suggestions - allocations of land</p> <p>Notification of consultation periods for DPDs (Issues and Options Report); consultation period for Preferred Options and Submission to Secretary of State, and independent examination.</p> <p>Opportunity to make representations at Preferred Options stage and Submission to Secretary of State stage</p> <p>Notification of adopted DPDs</p>	<p>4 Notification of consultation periods for SPDs</p> <p>Opportunity to make representations</p> <p>Finalise SPD and Notification of adoption</p>

Table 1				
	Statement of Community Involvement including: • Statement of Conformity	Core Strategy / Key Diagram Including: • Sustainability Appraisal Report • Statement of Conformity	Other Development Plan Documents (DPDs) including • Area Action Plans: (e.g. Town Centre) • Topic based documents: (e.g. Sustainable Resources). • Site Specific Allocations • Proposals Map To include: • Sustainability Appraisal Reports. • Statement of Conformity	Supplementary Planning Documents (SPD) Including • Sustainable Resources SPD; • Planning Contributions SPD; To include: • Sustainability Appraisal Reports • Statement of Conformity
Groups to be Consulted	<u>How Consulted?</u>	<u>How Consulted?</u>	<u>How Consulted?</u>	<u>How Consulted?</u>
General Public, Local Organisations and Hard to Reach Groups	<p>4 Evidence Gathering/ Focus Groups/ Workshops, Touring Exhibition.</p> <p>Notification of pre –submission consultation stage and Submission to Secretary of State</p> <p>Opportunity to make representations at pre-submission consultation stage and during Submission to Secretary of State stage.</p> <p>Independent Examination</p> <p>Notification of adopted Local Development Document.</p>	<p>4 Evidence Gathering/ Focus Groups/Workshops, Touring Exhibition/.</p> <p>Notification of Core Strategy for consultation (Issues and Options Report);</p> <p>consultation period for Preferred Options and Submission to Secretary of State, and independent examination</p> <p>Opportunities to make representations at Preferred Options stage and Submission to Secretary of State stage.</p> <p>Notification of adopted DPDs</p>	<p>4 Evidence Gathering, Focus Groups/Workshops, Planning for Real, Touring Exhibition</p> <p><u>A six week consultation period on alternative sites if the DPD is concerned with site suggestions - allocations of land</u></p> <p>Notification of consultation periods for DPDs (Issues and Options Report);</p> <p>consultation period for Preferred Options and Submission to Secretary of State, and independent examination.</p> <p>Opportunity to make representations at Preferred Options stage and Submission to Secretary of State stage</p> <p>Notification of adopted Proposals Map which also identifies any saved policies</p>	<p>4 Evidence Gathering Notification of consultation periods for SPDs</p> <p>Opportunity to make representations</p> <p>Finalise SPD and Notification of adoption</p>

Table 1				
	Statement of Community Involvement including: • Statement of Conformity	Core Strategy / Key Diagram Including: • Sustainability Appraisal Report • Statement of Conformity	Other Development Plan Documents (DPDs) including • Area Action Plans: (e.g. Town Centre) • Topic based documents: (e.g. Sustainable Resources). • Site Specific Allocations • Proposals Map To include: • Sustainability Appraisal Reports. • Statement of Conformity	Supplementary Planning Documents (SPD) Including • Sustainable Resources SPD; • Planning Contributions SPD; To include: • Sustainability Appraisal Reports • Statement of Conformity
Groups to be Consulted	<u>How Consulted?</u>	<u>How Consulted?</u>	<u>How Consulted?</u>	<u>How Consulted?</u>
Businesses	<p>4 Evidence Gathering/ Focus Groups/Workshops, Touring Exhibition/. Informal meetings and Informal Representations</p> <p>Notification of pre –submission consultation stage and Submission to Secretary of State</p> <p>Opportunity to make representations at pre-submission consultation stage and during Submission to Secretary of State stage.</p> <p>Independent Examination Notification of adopted Local Development Document.</p>	<p>4 Evidence Gathering/ Focus Groups/Workshops, Touring Exhibition/ Informal meetings and Informal Representations.</p> <p>Notification of Core Strategy for consultation (Issues and Options Report);</p> <p>consultation period for Preferred Options and Submission to Secretary of State, and independent examination</p> <p>Opportunity to make representations at Preferred Options stage and Submission to Secretary of State stage.</p> <p>Notification of adopted DPDs</p>	<p>4 Evidence Gathering/ Focus Groups/Workshops Touring Exhibition/ Informal meetings and Informal Representations</p> <p>A six week consultation period on alternative sites if the DPD is concerned with site suggestions - allocations of land</p> <p>Notification of consultation periods for DPDs (Issues and Options Report); consultation period for Preferred Options and Submission to Secretary of State, and independent examination.</p> <p>Opportunity to make representations at Preferred Options stage and Submission to Secretary of State stage</p> <p>Notification of adopted DPDs</p>	<p>4 Evidence Gathering / Informal meetings and Informal Representations</p> <p>Notification of consultation periods for SPDs</p> <p>Opportunity to make representations</p> <p>Finalise SPD and Notification of adoption</p>

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Groups to be Consulted	How Consulted?	How Consulted?	How Consulted?	How Consulted?
Developers/ Agents and Landowners	<p>4 Evidence Gathering/ Focus Groups/Workshops, Touring Exhibition/ Informal meetings and Informal Representations.</p> <p>Notification of pre –submission consultation and Submission to Secretary of State</p> <p>Opportunity to make representations at pre-submission consultation stage and during Submission to Secretary of State stage.</p> <p>Independent Examination</p> <p>Notification of adopted Local Development Document.</p>	<p>4 Evidence Gathering/ Focus Groups/Workshops, Touring Exhibition/ Informal meetings and Informal Representations.</p> <p>Notification of Core Strategy for consultation (Issues and Options Report);</p> <p>consultation period for Preferred Options and Submission to Secretary of State, and independent examination</p> <p>Opportunity to make representations at Preferred Options stage and Submission to Secretary of State stage.</p> <p>Notification of adopted <u>DPDs</u></p>	<p>4 Evidence Gathering/ Focus Groups/Workshops, Touring Exhibition/ Informal meetings and Informal Representations</p> <p>Opportunity to formulate planning policy in relation to Action Area Plans</p> <p>A six week consultation period on alternative sites if the DPD is concerned with site suggestions - allocations of land</p> <p>Notification of consultation periods for DPDs (Issues and Options Report); consultation period for Preferred Options and Submission to Secretary of State, and independent examination.</p> <p>Opportunity to make representations at Preferred Options stage and Submission</p>	<p>4 Evidence Gathering/ Informal meetings and Informal Representations</p> <p>Notification of consultation periods for SPDs</p> <p>Opportunity to make representations</p> <p>Finalise SPD and Notification of adoption</p>

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Groups to be Consulted	<u>How Consulted?</u>	<u>How Consulted?</u>	<u>How Consulted?</u>	<u>How Consulted?</u>
			to Secretary of State stage Notification of adopted DPDs	
Other Interested Parties	4 Evidence Gathering/ Focus Groups/Workshops, Touring Exhibition/ Informal meetings and Informal Representations. Notification of pre –submission consultation stage and Submission to Secretary of State Opportunity to make representations at pre-submission consultation stage and during Submission to Secretary of State stage. Independent Examination. Notification of adopted Local Development Document;	4 Evidence Gathering/ Focus Groups/Workshops, Touring Exhibition/ Informal meetings and Informal Representations. Notification of Core Strategy for consultation (Issues and Options Report); consultation period for Preferred Options and Submission to Secretary of State, and independent examination. Opportunity to make representations at Preferred Options stage and Submission to Secretary of State stage. Notification of adopted DPDs	4 Evidence Gathering/ Focus Groups/Workshops, Touring Exhibition/ Informal meetings and Informal Representations. A six week consultation period on alternative sites if the DPD is concerned with site suggestions - allocations of land Notification of consultation periods for DPDs (Issues and Options Report); consultation period for Preferred Options and Submission to Secretary of State, and independent examination. Opportunity to make representations at Preferred Options stage and Submission to Secretary of State stage. Notification of adopted DPDs	4 Evidence Gathering/ Informal meetings and Informal Representations Notification of consultation periods for SPDs Opportunity to make representations Finalise SPD and Notification of adoption

Table 1				
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Groups to be Consulted	<u>How Consulted?</u>	<u>How Consulted?</u>	<u>How Consulted?</u>	<u>How Consulted?</u>
The Media	4 Press Releases and Publicity Invitations. Notification of pre –submission consultation stage and Submission to Secretary of State and Independent Examination. Notification of adopted Local Development Document.	4 Notification of Core Strategy for consultation (Issues and Options Report); consultation period for Preferred Options and Submission to Secretary of State, and independent examination Notification of adopted DPDs	4 Notification of consultation periods for DPDs (Issues and Options Report); consultation period for Preferred Options and Submission to Secretary of State, and independent examination. Notification of adopted DPDs	4 Notification of consultation periods for SPDs

- 5.4 The text below explains the different types of involvement and how each consultation/consultee group will be consulted as referred to in Table 1. Appendix 2 identifies a broad list of Consultees who will be consulted during the different stages of the Local Development Framework.

Elected Members (Borough Councillors)

- 5.5 A cross-party Member Working Group will meet regularly to guide preparation of the Local Development Framework and Review of the Community Plan (to be known as the Community Strategy). The latter will involve joint work with the Chorley Partnership and will set a broad vision for the Borough, which the Local Development Framework will implement through spatial planning policies. The Member Working Group will consider issues and proposed solutions after taking account of the comments made by the local community. This group is politically balanced and has no decision-making powers. It reports direct to the Council's Executive Cabinet and meetings of all Councillors – The Full Council. The Member Working Group will meet as and when the different stages of plan preparation are reached. The meetings are held in private.
- 5.6 The Council's Executive Cabinet and the Full Council will make the necessary decisions and these meetings of Councillors are held in public.

Council Units

- 5.7 There will be joint working by all relevant Council departments (Units) drawing on the experience of extensive contacts the staff (Officers) have with the community.
- 5.8 Planning Policy Officers responsible for preparing the Local Development Framework have already held detailed discussions with development control colleagues (who deal with planning applications) on the effectiveness of existing planning policies. Regular consultations will be undertaken with development control staff throughout the process.

Parish Councils

- 5.9 The Borough Council will consult directly with local Parish Councils and assist them to become fully involved. Some Parishes are preparing Parish Plans and this will provide further information, which can be fed into and taken account of in the Local Development Framework.

Local People

- 5.10 The public will be able to receive and disseminate information, participate in the development of policies, proposals or options for an area, respond to consultation and receive feedback from the Council when reporting back on formal representations. Participation will be through the following methods of community involvement and communication:
- **The Chorley Borough News** (the Borough's community newspaper) will ensure that the whole community is informed of the key elements of the consultation stages of the process.
 - **The Council's website** (www.chorley.gov.uk/planning) and **e-mail**. The Council will publish proposals on its website and will invite suggestions. Representations can be submitted online via the website. All adopted Local Development Documents will also be published on the website. Members of the Planning Policy Team can be contacted via e-mail at planning.policy@chorley.gov.uk. It is acknowledged that not all local residents have access to Information Technology, especially the elderly, and therefore we will continue to produce paper versions of all documents. We will also have them available for viewing at Chorley Town Hall, the Borough Council Offices at Union Street and Gillibrand Street, all libraries in the Borough and at post offices in villages without a library. The Planning Policy Team can be contacted on (01257) 515280/1/2; 515295 and 515741

- **Focus Groups** made up of local people to allow interactive discussion on planning issues and possible ways forward.
- **Touring an Exhibition of issues, options and proposals** around local libraries, village halls, leisure centres and other public places where Planning Officers will be able to discuss the proposals at specified times. People will be free to submit comments at the exhibitions or use one of the other methods available.
- **Workshops at Exhibition Venues** will allow people to interact through group working to come up with proposals for their area within set planning restrictions e.g. national and regional planning guidance.
- **The Citizen’s Panel.** This is made up of approximately 1,500 Chorley Borough residents, selected at random and is therefore a cross section of the community who are asked to comment at intervals on Council initiatives. The membership of the Panel is changed every few years. They will be consulted about planning issues and proposals for the Borough.
- **Planning for Real.** This approach can be particularly suitable at the local neighbourhood level such as when Area Action Plans are proposed. Under the guidance of a facilitator it allows a local community to have “hands on” exercises in trying out possible on-the-ground planning and environmental solutions.
- **Planning Aid.** The Council has signed up to the Planning Aid concordat. This means it will support and promote the use of Planning Aid for use by local people. This is a free independent advice service on all aspects of planning. The aim of the services is to enable people to understand the planning system and how best they can make their views known. To contact Planning Aid North West: www.planningaid.rtpi.org.uk and telephone (0870) 850 9804.
- **Individual Contact.** Members of the public and any organisations can make formal objections or supporting representations at the Local Development Framework stages. The Council will consider representations. Anyone who makes a comment will be included on our electronic database and will automatically be kept informed at all subsequent stages of the process. Unresolved objections to Development Plan Documents will be considered by an independent Inspector.

Media

5.11 The Council will draw attention to what is going on by issuing and publishing:

- **Media releases** (for local newspapers and broadcasters)
- **Internet website** (www.chorley.gov.uk/planning)
- **Public notices**
- **Leaflets**
- **Posters.**

Local Organisations

5.12 The Council propose to:

- **Consult.** The Council has an extensive list of consultees made up of representatives from the private, public and community/voluntary sector that will be consulted. (See table below and Appendix 2)

• Businesses	• Councillors
• Developers/Agents	• Parish Councillors
• Statutory Bodies and Groups	• Central, Regional and Local Government
• Voluntary Sectors	• Government Related Agencies and Partnerships
• The Media	• Other Interested Parties

The Council will respond to requests from community groups and organisations by undertaking presentations or discussion forums as appropriate. In doing so, the Council hopes to be able to exploit significant areas of expertise and local knowledge.

- **Involve Forums** made up of representatives of local organisations.
- **Work with the Chorley Partnership.**
The Government clearly identifies Local Development Documents as one of the key mechanisms for delivering Community Strategy (Plan) objectives. ~~Many of the elements of the Community Plan~~ **The Community Strategy 2005-2025** for the Borough of Chorley 2002-2005 (October 2002) and its Review (which will be adopted in June 2005) will have **has** spatial aspects that can be addressed through the land use planning system.

The Chorley Partnership is a group of many organisations. One of its tasks is preparing the Community Strategy and driving it forward, as well as monitoring and reporting on progress. Each of the Partnership's five thematic groups (Sustainable Environment, Local Community, Health and Well Being, Life Long Learning and Thriving Economy) meet regularly to provide points of access with a range of key stakeholders. In addition to being involved in the Community Strategy the thematic groups will be involved in each stage of the Local Development Document preparation. The key stakeholders are representatives from the private/public and community/voluntary sectors.

Engage Hard to Reach Groups

5.13 The Council will seek to involve all sections of the community including:

- **Young People**
- **Ethnic Minorities**
- **Older people**
- **Mobility Impaired Groups**
- **Visually Impaired and Hearing Impaired People**
- **Travellers/Gypsies**
- **Other Minority Groups**

The Council will have regard to the requirements of the Race Relations (Amendment) Act 2000 to promote racial equality and the Disability Discrimination Act 1995.

5.14 The Council will respond to requests from community groups and organisations by undertaking presentations or discussion forums as appropriate. In doing so, the Council hopes to explore significant areas of expertise and local knowledge.

5.15 To engage these groups the Council will take the following action during the consultation exercise:

- Maintain contact with all schools and colleges and work with any school or college that is keen to get involved with the process
- Make effective use of the Chorley District Youth Council
- Ensure a cross-section of the community is consulted through the Citizens Panel
- Consult the Chorley and South Ribble Disability Forum
- Consult the Ethnic Minority Consultative Committee
- Identify any other similar group and inform them of the Plan process by attending their meetings
- Make proposals available for inspection in a wide variety of locations and different formats.

5.16 The Council will provide documents when requested in:

- **Large Type**
- **Braille**
- **Audio** and
- **Translations.**

Please telephone (01257) 515281 to access this service

DEVELOPMENT CONTROL

6 Involvement in Planning Applications

How Can A Developer Involve the Community in A Proposed Development?

- 6.1 The Borough Council received ~~about 1500~~ **over 1100** planning applications in ~~2004~~ **2005**. Any person or organisation (including a government department or other public authority or body) may support or object to a planning application proposal. The Council is committed to involving the community in deciding planning applications. It is important that applicants and their agents play their part in fulfilling this commitment during the preparation of their proposals. The planning system is 'plan-led' with planning applications determined in accordance with the Development Plan unless material consideration indicate otherwise.
- 6.2 Although community involvement is not a mandatory requirement when submitting a planning application, the Council, backed by national guidance, believes that genuine engagement with the surrounding community before the submission of a formal application can be beneficial for all those involved. Officers in the Planning Services Unit encourage developers to have pre-application discussions with them. Officers can advise on whether proposals would benefit from community involvement and if so how it might be carried out through consultation and preparing a Record of Community Involvement (See Sections 7 and 8).
- 6.3 Section 9, sets out the Council's role in involving the community when a planning application is received for determination.
- 6.4 A developer should start to consider community involvement as early as possible in the design of a scheme. Time should be set aside to allow for adequate community involvement in the overall programme of the development scheme.

What are the Benefits to the Developer of Community Involvement?

- 6.5 A genuine exercise can:
- Provide an opportunity to explain proposals before minds are made up on the basis of possibly inaccurate information;
 - Save time in obtaining a decision on a planning application;
 - Produce more certainty about the outcome;
 - Create a more sustainable and acceptable development;
 - Avoid appeals and call-in procedures.

Type of Developments that would Benefit from Community Involvement.

- 6.6 A developer should regard community involvement as an opportunity to explain and refine proposals rather than as a constraint on proposals. Local people are generally interested to learn about proposals they feel may affect them. People also realise there can be advantages to new development as well as disadvantages, e.g. more jobs, more facilities, improved environment. Consequently a range of proposals would benefit from community involvement. The following types of planning applications should be subject to community involvement:
- Large scale industrial and commercial development;
 - Large scale residential development;
 - Major new educational or institutional buildings;
 - Major infrastructure projects such as roads, pipelines or overhead power lines.
 - Smaller development on sensitive sites;
 - Changes of use of buildings or land for purposes which are likely to be controversial;
 - Developments where opportunities for community benefits may be available (e.g. the upgrading of a facility used by the community);
 - Mineral extraction proposals; *
 - Waste processing schemes. *

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

Community Involvement in Planning Applications should also apply:

- where there are issues of scale and controversy, or are contrary to and/or are out of line with the Local Development Framework policy;
- where the application is broadly in accordance with the Local Development Framework but raises controversial issues or detail i.e. those that will require a Transport Assessment.

6.7 Small-scale proposals such as house extensions or advertisements will not require community involvement. However, applicants are encouraged to discuss their proposals with the occupiers of neighbouring property who will be affected and to take account of their concerns where possible. This can reduce the need for changes after the application has been submitted to the Council, increase the prospect of planning permission being granted and speed up the time taken for proposals to be dealt with.

7 **WHAT ARE THE BEST WAYS OF INFORMING THE COMMUNITY ABOUT PLANNING PROPOSALS?**

7.1 Developers are encouraged to incorporate community involvement into their development programme to allow for enough time to be devoted to involve the community in a particular scheme. Enlightened developers should regard community involvement as an opportunity to explain and refine their proposals rather than a constraint on their intention. The Council will support ways to encourage consultation. At the pre-consultation stage the Council will accept as an option a pre-application consultation plan to be drawn up by the applicant with the Council based on an initial appraisal of the proposal. This could identify who is to be consulted, via what methods and a timescale which both the applicant and Council could work to. This would assist in the preparation of the Record of Community Involvement (See Section 8).

7.2 Councillors for the relevant Borough Ward, where the proposal is to be sited, should be informed by applicants of proposals no later than the local community and preferably in advance. Larger development proposals may affect more than one Ward.

7.3 The options are:

- Arrange a meeting with relevant Ward Councillors;
- Circulate a letter and statement in the locality explaining proposals with plans or a diagram;
- Circulate a specially prepared leaflet;
- Arrange an exhibition and invite local people;
- Arrange a press release/advertisement in local newspapers;
- Arrange a public meeting;
- Arrange a meeting with particular groups in the community.

7.4 A developer should remember to:

- Have pre-application discussions with planning officers;
- Give adequate advance publicity to exhibitions, meetings or events;
- Keep a record of addresses written to and the information supplied;
- Keep a record of press advertisements, press releases and notices;
- Keep a record of all persons attending exhibitions and (if possible) meetings;
- Retain all comment slips filled in by people attending exhibitions or meetings.

8 RECORD OF COMMUNITY INVOLVEMENT

8.1 A developer is encouraged to provide a Record of Community Involvement to the Borough Council when submitting an application setting out those steps taken to engage the local community. The Record should indicate:

- The types of community involvement sought;
- Summary of responses received from the community;
- Minutes of public meetings
- Main points of objection;
- Other matters raised;
- Developer comments on the responses received;
- Amendments made to the proposed development as a result of community response.

8.2 A developer is encouraged to also consider what effects the proposals have on the surrounding area. This should include:

• access arrangements	• effect on trees
• car parking	• nature conservation
• traffic generation	• protected species
• public right of way affected	• Listed buildings
• noise and disturbance	• Conservation Area
• use in unsocial hours	• scale of development
• odours	• height/mass of development
• disruption during construction	• attraction of crowds
• drainage problems	• pollution potential
• ground conditions	• effect on watercourse
• employment potential	• other significant effects
• underground/overhead utility infrastructure	• crime prevention

9 HOW DOES THE COUNCIL INVOLVE THE COMMUNITY WHEN A PLANNING APPLICATION IS RECEIVED?

9.1 **Statutory Consultation.** The Council has a list of bodies that may need to be consulted on a planning application. Not all bodies are consulted on each application. Who is consulted will vary with the type of proposal and location. Statutory consultees (those organisations which the Council have to contact) ~~have 21 days in which to respond.~~ **can make any written observations within 21 days of receiving all the information they need to provide an informed response. Bodies such as English Nature will be allowed a longer period of time to comment on applications where this is prescribed by legislation.**

9.2 **Wider Community.** The Planning Services Unit sends a weekly list of applications to a local newspaper - the Chorley Guardian. Some applications are publicised in this newspaper but this is at the editor’s discretion. Copies of the weekly list are also sent to Councillors. Interest groups who have requested the weekly list receive these free of charge. All Parish Councils receive two copies of the weekly list. The weekly list is available for viewing on the Council’s website www.chorley.gov.uk/planning

9.3 The Council also place public notices in the Chorley Guardian referring to development proposals that are: a departure from the local development plan; a major application; development affecting a right of way; a planning application with an Environmental Statement; or a planning application affecting a listed building. Listed Building applications and Conservation Area consent applications are also advertised in the press.

In addition a site notice is displayed.

- 9.4 **Individual Consultation.** This is in line with the Council's Code of Practice. Occupiers of neighbouring premises most likely to be affected by a proposal are notified individually by letter that an application has been received. They are invited to inspect the application and make any written observations within 21 days. **The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.**
- 9.5 **Extent of Neighbour Notification.** As a general rule the adjoining occupiers to a proposal are notified. In practice, this means properties bordering an application site will receive individual notification of that application. Clearly, within a rural area there may be no neighbouring properties, so it is left to the case officer's judgement how far the neighbour notification should apply, but site notices are also used where appropriate. The Council will also display a site notice if it is unclear who owns the application site. In respect of large applications which may have an impact over a wide area – such a major road proposal – many residents will be consulted.
- 9.6 In respect of a Listed Building/Conservation Area application, in addition to a site notice and press notice, individual neighbour letters will be sent.

Involvement of the Community during the Processing of a Planning Application

- 9.7 Negotiation is a very important and a crucial part of the process of determining a planning application. The aim is steering development towards a more acceptable form and therefore acting in a positive manner. This dialogue between planning officers and developers/professional advisors is something that the Government and this Council actively encourages.
- 9.8 Certain proposals will generate much public interest and may result in many letters of objection. Where amendments are made that make changes to the description of the proposal the case planning officer will re-consult the Parish Council, statutory consultees and any neighbours. Bearing in the mind the Government's expectation that applications should be decided in as short a time as possible a reduced response time to re-notification may be set (normally between 10-14 days). Significant amendments negotiated on Listed Building applications, or applications within Conservation Areas are re-advertised. No re-advertisement would normally take place on minor amendments. Essentially re-notification is at the discretion of the case officer within the above framework.

Involvement of the Community After a Decision is Taken on a Planning Application.

- 9.9 **Wider Community:** A letter is sent to any Parish Council who wrote in, to advise them of the decision on the planning application (whether or not it was determined by officers under delegated powers or at a Committee of Councillors). Any local interest groups who made comments at the planning application stage are also advised by letter of the decision. All planning decisions are published on the Council's website.
- 9.10 **Individual Notification:** All neighbours who wrote in are advised in writing of the decision on the planning application.
- 9.11 If an appeal is lodged against refusal of permission the Council will notify in writing all those involved in the original application and advise them of the process to be followed and the arrangements for sending in of any representations.

- 9.12 The Council's Website link – Public Access for Planning – provides details of current planning applications. You can follow the progress of an application, make a comment, search a weekly list of applications and decisions, view historic applications and view property details including maps.

ENSURING IMPLEMENTATION

10 RESOURCES AND MANAGEMENT

- 10.1 A realistic approach to community involvement must reflect the resources available to the Council for involving the community in development plan proposals. The availability of resources will have a bearing on the scale and methods of consultation the Council carries out. Consideration will therefore be given to staff capacity, timescale, budgets and accommodation.
- 10.2 The Council recognises the risks to delivery of the documents in the timescales set out in the Local Development Scheme due to the size of the staff resource. However it is committed to achieving the targets it has set itself and believes they are realistic.
- 10.3 Preparation of the Local Development Documents will be undertaken primarily by the 7 existing planning policy staff. However should the need arise there are sufficient financial resources available to cover the costs of external assistance in the form of studies. In addition staff members are working closely with colleagues and partners to adopt a positive approach to involving external groups and individuals. Existing networks linked to other plans and strategies such as the Community Strategy are well utilised. A number of officers have also been trained in and utilised public engagement and participation skills (known as "facilitation skills"), including the design and management of stakeholder consultation events.
- 10.4 The Council has a budget to support the requirements identified in the Local Development Scheme including resources to hire premises to hold exhibitions, workshops, focus groups and meetings; publicity including statutory notices; and costs associated with statutory procedures prior to adoption e.g. public examination costs, independent Inspector's fees and legal costs. The Council has a choice in range and size of public and private venues that it can hire for community consultation events.
- 10.5 The Council has used its Planning Delivery Grant to increase investment in the planning service in terms of additional staff. The Development Control Section has recently been expanded to have the capacity required to deal with an increased level of planning applications. It is considered that the requirement for consultation on planning applications will be met by the 10 existing development control staff and financial resources available.

11 FEEDBACK

- 11.1 Feedback is a vital part of any consultation process. It enables people to see how their view has been taken into account and what has happened as a result. Participants need to know that they have been listened to, and that consultation has made an effective contribution, if they are to have confidence in the process and a willingness to take part in future initiatives.
- 11.2 Acknowledgements will be sent to all those submitting formal representations, giving details of subsequent stages and dates of preparation where known. The Council will aim to respond to any general queries raised in relation to the document preparation process.
- 11.3 Following each period of consultation on any Local Development Document, the Council will prepare a "Responses Report" which will set out the comments received, the Council's consideration of the comments and whether any change is required as a result of the comment. It is envisaged that the response will be reported to Executive Cabinet. The Report will be published on the Council's website **and will also be made available for viewing at Chorley Town Hall, the Borough Council Offices at Union Street and Gillibrand Street, all libraries in the Borough and at post offices in villages without a**

library. Those who have submitted a formal representation will be notified of the Council's response to their particular comments."

12 EVALUATING THE CONSULTATION PROCESS

12.1 The consultation process for the preparation of Local Development Documents will be subject to ongoing monitoring and evaluating that will consider:

- what was done to engage stakeholders in terms of consultation processes and resources;
- what was achieved;
- what has happened as a result of consultation.

12.2 The Council's staff and members, those participating in face-to-face stakeholder events and a sample of those responding to consultation through other means will be invited to provide feedback and make any suggestions for improvement.

12.3 This information will help to inform and review future participating processes in respect of the Local Development Framework, including a review of the Statement of Community Involvement, and consultation on planning applications.

12.4 The Annual Monitoring Report, prepared by the Council to monitor progress in preparing the Local Development Framework, will reflect on and evaluate the community involvement process.

GLOSSARY OF PLANNING TERMS**Appendix 1**

Note: This glossary is not in alphabetical order.

Local Development Framework	A non-statutory term for the various inter-related Local Development Documents, which will comprise the Framework. The new system is designed to allow authorities to decide which combination of documents best suits their circumstances. The ability to produce various documents rather than one plan should make it easier to keep policies and proposals up to date.
Regional Spatial Strategy	Sets out the region's policies in relation to the development and use of land and forms part of the Development Plan for the Borough. The North West Regional Assembly, as the region's regional planning body, is responsible for preparing the Regional Spatial Strategy
Spatial Planning Approach	Local Development Frameworks will be spatial rather than purely land use plans. Traditionally, the land use planning system has focused upon the regulation and control of the use of land. The aim is to go beyond this, to take account of the strategies and plans of other agencies not traditionally involved in the land use planning system but who also have an impact on how sites and buildings are used.
Local Development Scheme	A public statement identifying which documents will be produced, in what order and when over a three year rolling programme. It will also identify whether existing Local Plan policies will be merged together, replaced or deleted, over time.
Statement of Community Involvement	A Statement, which explains to local communities and organisations how they can be involved in the preparation and revision of Local Development Documents, and consideration of planning applications. It also identifies the steps the authority will take to help enable this involvement. The Statement of Community Involvement is not a Development Plan Document.
Development Plan Documents	They are the key documents within a Local Development Framework as they have development plan status. As such they will be subject to extensive community involvement, sustainability appraisal and independent examination. Development Plan Documents include: <ul style="list-style-type: none"> • A core strategy; • Site specific allocations; • Area action plans (where needed); • Other development plan documents; • A proposals map

Local Development Documents	<p>There are two types:</p> <ul style="list-style-type: none">• Development Plan Documents• Supplementary Planning Documents
Supplementary Planning Documents	<p>They are documents, which expand upon policy or provide further implementation details to policies in the Development Plan Documents. They do not have development plan status and are not subject to independent examination. They will be subject to rigorous procedures of community involvement and sustainability appraisal. They can include design guides, site development briefs, or topic-based documents. They cannot be used to allocate land or contain policies that should be subject to independent examination.</p>
Core Strategy	<p>Sets out the key elements of the planning framework for the area. It should comprise a spatial vision and strategic objectives for the area; a spatial strategy; core policies and a monitoring and implementation framework. It should include clear objectives for achieving delivery. It must be kept up to date and all other Development Plan Documents must be in conformity with it.</p>
Site Specific Allocations	<p>The allocation of land for specific uses (including mixed uses) must be set out in a Development Plan Document. It will allow an authority to update allocations in light of changes to other Local Development Documents or implementation on the ground. Site allocations should not form part of the Core Strategy.</p>
Area Action Plans	<p>Prepared to provide the planning framework for areas where significant change or conservation is needed. A key feature will be the focus on implementation. They should:</p> <ul style="list-style-type: none">• Deliver planned growth areas;• Stimulate regeneration;• Protect areas particularly sensitive to change;• Resolve conflicting objectives in areas subject to development pressures; or• Focus the delivery of area based regeneration initiatives.
Adopted Proposals Map	<p>A map, at a registered scale, that illustrates all the policies contained in the Development Plan Documents that are specific to areas on the ground. The adopted Proposals Map has the status of a separate Development Plan Document, which must be revised as each new Development Plan Document is adopted.</p>
Front-Loading	<p>This is more active involvement of community, organisations and commercial interests earlier in the plan preparation process than has traditionally occurred. The aim is to seek consensus on essential issues. It also offers people and organisations a greater opportunity to influence plan content by sharing their knowledge and views with planners.</p>

Sustainability Appraisal

This is a tool for appraising the social, environmental and economic effects of plan strategies and policies from the outset of the preparation process. This ensures that decisions are made that accord with sustainable development objectives. It incorporates the requirements of the Strategic Environmental Assessment Directive.

Strategic Environmental Assessment

This is the process of evaluating the environmental impacts of proposed policies, plans and programmes as required by European Directive 2001/42/EC. It is incorporated into the Sustainability Appraisal.

Saved Policies or Plans

Existing adopted development plans are automatically saved for three years from the date of the commencement of the Act (28 September 2004). Any policies in old style development plans adopted after this date will become saved policies for three years from their adoption or approval. During this three-year period local planning authorities should aim to bring forward Local Development Documents to replace saved policies in accordance with the Local Development Scheme. However some policies may be saved for longer than three years to allow relevant Development Plan Documents to be completed and adopted.

BROAD LIST OF CONSULTEES

Any person or organisation that wishes to be notified when Local Development Framework documents are under consideration may request to be placed on a database of consultees by contacting the Planning Policy Section. The following types of organisations are held on this database:

Elected Representatives

Member for Parliament
County Councillors

District Councillors
Parish Councils

Government and Related Agencies and Partnerships

Adjoining Parish Councils

Department for Environment, Food and Rural Affairs

Department of Work and Pensions

Department for Culture, Media and Sport

North West Regional Assembly
Government Office for the North West
Northwest Regional Development Agency
Lancashire County Council (various departments)
Adjoining District/Metropolitan Councils
Police and other emergency services
Environment Agency
Countryside Agency
Health Providers/Primary Care Trust
Higher Education Institutions
Highway Agency
HM Inspector of Health and Safety (Explosives)

The Home Office

Department of Constitutional Affairs

Office of Government Commerce”

English Partnerships
English Nature
English Heritage
Health Authority
Sport England
Schools and Colleges
Department of Employment
HM Prison Service
~~Strategic Rail Authority~~ **Network Rail**
British Waterways
Ministry of Defence
Department of Trade and Industry

Communities/Residents

Residents Associations, local and adjacent areas
Residents Associations, general area

Voluntary Sector

Social housing providers
Community transport providers
CVS
Wildlife trusts and societies
Civic Society
Disability Groups
Faith bodies
Elderly person’s groups
Pre school providers

Racial Equality Council
Transport 2000
Sport organisations/groups
Environmental organisations/groups
Mental health groups
Ethnic organisations
Womens’ groups
Youth Groups

Other Consultees

Water Company
Electricity, gas and telecom providers
National Grid Company
Campaign for the Protection of Rural England
Coal Authority
Bus companies
Friends of the Earth
National and local businesses/companies
The House Builders Federation
Local/area papers and radio etc
The Gypsy Council
Landowners and major land users, including farmers

Commission for Racial Equality
Rail companies
National Playing Fields Association
Chambers of Commerce
National and local house builders
Planning consultants
Professional associations
Members of the Citizens Panel
Estate Agents and developers
Church Commissioners
Travellers Association

Report of	Meeting	Date
Director of Development and Regeneration (Introduced by Councillor Peter Malpas the Executive Member for Economic Development and Regeneration)	Local Development Framework and Community Strategy Working Group	19 th June 2006
	Development Control Committee	20 th June 2006
	Executive Cabinet	29 th June 2006

HOUSEHOLDER DESIGN GUIDANCE SUPPLEMENTARY PLANNING DOCUMENT (SPD)

PURPOSE OF REPORT

- To update Members on the progress of the above document and to seek endorsement for the instigation of a formal consultation process in relation to the document which will form part of the Local Development Framework.

CORPORATE PRIORITIES

- The production and implementation of the guidance within this document will have a direct link to the Strategic Objective that seeks to 'Develop the character and feel of Chorley as a good place to live'.

RISK ISSUES

- The issues raised and recommendations made in this report involve risk considerations in the following categories:

Strategy	X	Information	
Reputation	X	Regulatory/Legal	X
Financial	X	Operational	X
People		Other	

- The production of this Supplementary Planning Document (SPD) will contribute to Long Term Outcome 5.3 of the Corporate Strategy Overview 2006/07-2008/09, which seeks an improved local environment.
- Members may be aware that the Council is committed to the production of a number of Supplementary Planning Documents at specific times within the Local Development Scheme. Document production targets have been set out, which the Council is required to meet to avoid a risk that the Council will be penalised in the assessment of the next Planning Delivery Grant settlement. Linked to this is the potential loss of reputation if these agreed targets are missed.
- The document will extend the guidance and advice available to Council Officers and the public, assisting in the interpretation and consistent delivery of design objectives, as held within Local Plan Policies DC8A, DC8B & HS9.

BACKGROUND

7. Members will be aware, following the 2004 Planning and Compulsory Purchase Act, that the former Development Plan system has been replaced. No longer are drafts of all the policies published in one Local Plan and consulted upon in their totality at Consultation and Deposit Draft stages, with subsequent changes to wording made in response to representations.

Under the new system the LDF comprises a suite of documents prepared over a period of time and the stages through which each document must pass are:

- Issues and Options
- Preferred Options
- Submission

8. Early on within the LDF process, it had been noted by Officers that the existing House Extension Design Guidelines (HEDG), adopted in 1998 was becoming somewhat out of date. More seriously, it was failing to further the Council's aspiration to achieve high standards of design throughout the Borough and aspiration supported by a shift in Government policy.
9. The purpose of the new guidance is to assist anyone wishing to extend a residential dwelling, in either urban or rural areas, and to promote a higher standard of design. It will be used as a guide to how the policies in the Development Plan will be applied to householder developments. It is also expected that the document will assist in the interpretation and ensure consistent delivery of design objectives as held within Local Plan Policies DC8A, DC8B & HS9, including replacement dwellings and garden extensions in the countryside. The published version of the draft guidance will be fully illustrated to help understanding.
10. The principle changes can be summarised as:
- a) Much more specific guidance regarding the need to ensure that design solutions understand and respect their context and achieve cohesion with their surroundings.
 - b) Detailed guidance regarding the mass, scale and detailing of extensions including some new guidelines to help achieve a satisfactory proportional relationship.
 - c) Expanded information regarding the need to ensure that extensions do not cause detriment to the amenity of neighbours.
 - d) New guidance specifically relating to the extension of buildings situated on corner plots.
 - e) Expansion of guidance relating to extensions in rural areas.
 - f) Specific guidance relating to conservatories, balconies and terraces.
 - g) Specific guidance relating to renewable energy sources and their impact upon domestic buildings.
 - h) Greater guidance about outbuildings, boundary treatments and the treatment of space.
11. The document has been the subject of some informal consultation, during its drafting. The document continues to be circulated within the Council for comments and where possible those comments will be incorporated prior to formal consultation taking place. It is not envisaged that any fundamental changes will be necessary.
12. It is emphasised that the images shown within the draft document attached are for illustrative purposes only, in order to provide a better understanding of the text. These will be altered and improved during and after the consultation process.

COMMENTS OF THE DIRECTOR OF HUMAN RESOURCES

4. There are no HR implications associated with this report.

COMMENTS OF THE DIRECTOR OF FINANCE

5. There are no financial implications associated with this report.

RECOMMENDATION

6. That the Executive Cabinet approves the draft document for consultation and community involvement purposes subject to ratification by Full Council with any minor textural and illustrative amendments being delegated to the Director of Development and Regeneration.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. The only other option considered was to do nothing (retain guidelines in existing House Extensions Design Guide SPG). Testing of this option was carried out in April 2006 to identify how it performed against social, economic and environmental objectives in the Sustainability Appraisal Framework. Following this it was concluded that the most sustainable option for this document was its revision, and thus the Draft SPD prepared.

JANE E MEEK
DIRECTOR OF DEVELOPMENT AND REGENERATION

Background Papers			
Document	Date	File	Place of Inspection
Existing House Extension Design Guide	1998	***	Union Street Gillibrand Street

Report Author	Ext	Date	Doc ID
Andrew Tegg	5327	5 th June 2006	

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CHORLEY BOROUGH COUNCIL

DEVELOPMENT AND REGENERATION

**DRAFT HOUSEHOLDER DESIGN GUIDANCE
SUPPLEMENTARY PLANNING DOCUMENT**

JUNE 2006

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This document is provided prior to being desktop published and all content except the text is for illustrative purposes only. The illustrations are used only as examples of the types of drawings and diagrams that will be used in the final version. These illustrative diagrams have been obtained from a number of sources and the copyright of the originals is acknowledged.

1 Introduction

- 1.1 The Council recognises that people wish to improve their properties to provide accommodation that meets their changing needs, provided there is no adverse impact on the living conditions of neighbours or the environment.
- 1.2 Badly designed extensions can spoil a building, equally they can also have an adverse effect upon the streetscape in which they are situated, and this imposes upon the wider community and affects our enjoyment of the environment. It is also worth noting that a well-designed extension is more likely to add value to your house than a poorly conceived example.
- 1.3 The purpose of this guide is to assist all those who wish to extend a residential dwelling, in both urban and rural areas, and to promote a higher standard of design. It will be used as a guide to how the policies in the Development Plan will be applied to householder developments. The information held within the guide can be used to firm up ideas that you may already have with regards to extending your property, and will hopefully avoid the disappointment of submitting a planning application, which ultimately cannot be approved. This guide does not seek to impose rigid conditions, or stifle creative and innovative architecture. The focus is instead aimed at encouraging good design and hopefully identifying features and ideas that can be used to achieve high standards.
- 1.4 The importance of good design is recognised at a national level within government guidance. General principles are set out within Planning Policy Statement 1: *'Delivering Sustainable Development'* which states that 'good design should contribute positively to making places better for people'.
- 1.5 It must be emphasised that this guide relates to planning issues only. There are other matters that may require consideration including Building Regulations, Party Wall Legislation, and Rights of Way legislation etc. All of these should be considered when designing your extension. Guidance on Building Regulation issues should be sought from the Council's Building Control Section; other matters should be discussed with a suitably qualified professional, such as a Solicitor or Surveyor.
- 1.6 The objectives of this guidance document are:
 1. To assist in the interpretation and ensure consistent delivery of design objectives as held within Local Plan Policies DC8A, DC8B & HS9;
 2. To encourage high quality design which minimises its impact upon sensitive areas and protects the residential amenity of neighbouring properties;
 3. To maintain local distinctiveness and enhance local character in order to protect the varied qualities of the built environment of Chorley Borough;
 4. To encourage sustainable building practices, which minimise waste and promote the use of sustainable energy resources.
- 1.7 The document supersedes the advice found in the House Extension Design Guide adopted in June 1998. It will be applied to all applications submitted after its adoption. If other properties have had historic extensions that conflict with this guidance it will not set a precedent for future decisions.

Sustainability Appraisal

- 1.8 From 11 November to 16 December 2005 a Sustainability Appraisal Scoping Report for the Household Extension Design Guide SPD was sent out for consultation to the four statutory bodies nominated for this purpose (English Nature, English Heritage, Environment Agency and Countryside Agency) and other bodies considered

appropriate. The Scoping Report sets out a framework to test options and includes sustainability objectives. The options were:

1. Do nothing (retain guidelines in the existing House Extensions Design Guide SPG)
2. Produce a new SPD that will reinforce policies by:
 - Containing more transparent guidelines;
 - Providing greater certainty to applicants regarding the Council's design requirements and aspirations;
 - Covering a wider range of issues than the existing SPG including replacement dwellings in the countryside and curtilage extensions.

- 1.9 Testing of the options was carried out in April 2006 to identify how each performed against social, economic and environmental objectives in the Sustainability Appraisal framework. The most sustainable option for this document was then selected, which was option 2, and the draft SPD prepared. The draft SPD was then tested further in the Sustainability Appraisal process in order to predict and evaluate its effects.

Planning Policies

- 1.10 The Council determines planning applications after assessing the application against policies in the Development Plan, which are set at a local and regional level. There are three documents which comprise the Development Plan:

- (1) Regional Planning Guidance for the North West March 2003 (RSS13);
- (2) The Joint Lancashire Structure Plan 2005; and,
- (3) Chorley Borough Local Plan Review 2003.

- 1.11 Detailed policies are contained in the Local Plan, which expand upon Policy DP3 of RSS13 on "Quality in New Development". These detailed policies (see Appendix 1) relate to the design of house extensions, and include:

- GN5** *Building Design and Retaining Existing Landscape Features and Natural Habitats*
- DC8A** *Replacement Dwellings and Extensions in the Green Belt*
- DC8B** *Replacement Dwellings and Extensions in Safeguarded Land and Area of Other Open Countryside*
- HT2** *Alterations and Extensions to Listed Buildings*
- HT7** *New Development in Conservation Areas*
- HS9** *Residential Extensions in Settlements Excluded from the Green Belt*
- TR4** *Highways Development Control Criteria*

- 1.12 It is worth bearing in mind however, that there may be other relevant policies, such as those related to Listed Buildings. This guidance does not override other considerations that may constrain the size of any extension.

2 Starting Principles

Does it need Planning Permission?

- 2.1 The first step when you have decided that you want to extend your property is to establish whether or not you require planning permission. The planning system controls all new development. This includes all construction, engineering and other works. Permission can be required for a range of activities from digging a ditch, constructing a raised patio or decked area, pruning a tree, erecting a conservatory or extension, or constructing a nuclear power station.
- 2.2 Many houses (but not flats) benefit from what are called 'Permitted Development Rights'. This means that some small alterations and extensions may not require planning permission. There is a leaflet produced by central government entitled '*Planning – A Guide for Householders*' which will provide further guidance in relation to this. This is available free from the Council or can be downloaded from the website www.communities.gov.uk.
- 2.3 The regulations relating to permitted development are complex. It is advised that if you are in any doubt as to whether your property benefits from such rights you contact the Council for further advice. A form that can be completed and submitted to the Council to enquire as to whether planning permission is required. This is available from either the Council Offices on Union Street or on the planning pages of the Councils website.

Other Consents and Regulations

- 2.4 You should also be aware that there are a range of consents may be required in order for works to be undertaken. These can include, for example:
- **Building Regulations** - This relates to the technical aspects relating to the construction of the extension/alteration and is entirely separate from the planning system. Advice should be sought from the Building Control Section on 01257 515245.
 - **Land Owner** – You may need consent from previous or adjoining land-owners depending on the nature of the works. Planning permission or any other consent does not override rights accrued by ownership or other controls.
 - **Party Wall Act** – This controls works that are close to, or on, the boundary of your property, or affect an existing boundary or party wall. A leaflet is available from the Council and advice can be obtained from an appropriate person, as it is not a matter that is controlled by the Council.

Processing your Application

- 2.5 The Council have prepared a Guidance Document on the validation of applications which outlines the level of detail is required for differing types of application. This document together with the necessary application forms is available from the Council Offices, or can be downloaded from the website.
- 2.6 Once the application is received the Council will undertake various consultation, including nearby residents who may be affected by the proposal. For this reason it is always advised that you make your neighbours aware of your proposals, and discuss it with them prior to submitting your proposal.

Issues Considered on a Planning Application

- 2.7 When considering applications for extensions and alterations there are many considerations that will be taken into account by the Council. These include, for example:
- The design of the extension;
 - Its impact on the amenity of adjoining properties;
 - Its relationship with adjoining properties;
 - Dominance and overshadowing of adjoining properties;
 - Impact on the streetscene and character of the area;
 - Impact on protected species such as bat and newts;
 - Access, parking and vehicle turning arrangements;
 - Impact on trees and other landscape features such as ponds and hedgerows;
 - Impact on archaeology or other heritage assets.
- 2.8 Other matters, that are not land use planning matters, will not be taken into account. These include, for example:
- The effect on the value of the adjoining property;
 - Whether or not the works can be physically undertaken;
 - Whether or not third party consents are required.

Site Appraisal and Survey – Establishing your Context

- 2.9 Chorley contains a variety of building types and styles; it is therefore almost impossible to impose any hard and fast rules relating to design matters. However, the key to the success of any extension is to ensure that it takes careful note of its surroundings, and the building to which it is to be attached.
- 2.10 The extension should take a lead from its surroundings, and incorporate these principles within its overall design, and taking the character into account. It should also reflect the original appearance of your property, its scale, massing and detailing. A carefully analyse of these factors should be undertaken as it will provide a good idea of the type of extension which could be acceptable.
- 2.11 The following matters should be covered as a minimum when establishing the character of your site, this is intended as a guide with many of these factors being considered in greater detail later on in this document:
- The existing building, including its siting within the plot;
 - Materials and detailing within the building, e.g. eave height, roof shape and pitch, pattern of windows and doors;
 - Site boundaries – location and treatments;
 - Ground levels – what is the topography of the site?
 - Any landscaping / vegetation features, e.g. trees and hedges;
 - Location of services, e.g. drains, sewers overhead or underground services;
 - Existing accesses and footpaths within the site.
- 2.12 Once you have a better understanding of your property you should undertake an analysis of its surroundings is undertaken, to establish the wider context of your site. Matters to consider include:
- Siting and arrangement of surrounding streetscape – this should identify building lines and the scale and mass of surrounding buildings;
 - Local design features and detailing;

- Topography – The surrounding landform can impact upon the degree to which your proposal is visible in its wider context;
- Roads and footways – areas from which your extension may be particularly visible;
- Any planning permissions granted on surrounding buildings.

2.13 It is worthwhile bearing in mind that not every building can be extended in a manner that would be acceptable in planning terms. There is no right to extend your property and it is inevitable that there are occasions where a given property cannot accommodate the needs of the existing occupant.

2.14 It is also important to note that simply because similar extensions have been completed in the past on a nearby properties does not mean that this should be repeated. In the past, extensions have been granted that might now contradict the guidance in this document. In those circumstances the later advice in this document will take precedent.

Key Points

- ***Designs must be based upon a detailed analysis of both the original building and the surrounding streetscape.***
- ***Designers should learn from the mistakes made on surrounding buildings.***

3 General Advice

Siting Principles

3.1 Extensions and new developments should make a positive contribution to the streetscape in which they are sited. They should respect identified building lines and the spatial arrangements of the buildings, along with the spaces between them. The following general rules should be taken into account:

- Front extensions are unlikely to be acceptable, unless there is a pattern of such features within the surrounding streetscape;
- Side extensions should not be sited in such a way that fills the space between your property and its neighbour (the terracing effect);
- Corner plots are very prominent and are often difficult to extend;
- The siting of extensions should avoid excessive levels of overlooking and shadowing of neighbouring property;
- Extensions should not result in an excessive loss of off-street parking or private amenity space;
- Extensions should not lead to a loss of significant landscape features.

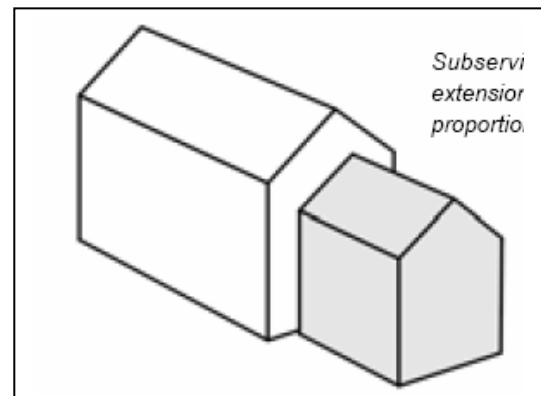
3.2 All of the above matters will be considered in greater detail within this document. It is important however, that the issues of siting your extension are fully addressed prior to detailed design work being undertaken.

Key Points

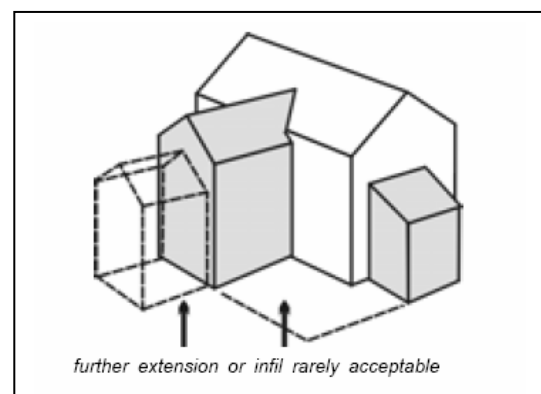
- ***Siting decisions must be based on the contextual and site analysis undertaken.***
- ***Proposals should respond to identified context and reinforce local character.***
- ***Proposals should respect spatial arrangements and building lines to integrate into the street.***
- ***Special consideration must be given to neighbour effects when siting extensions.***

Form and Mass

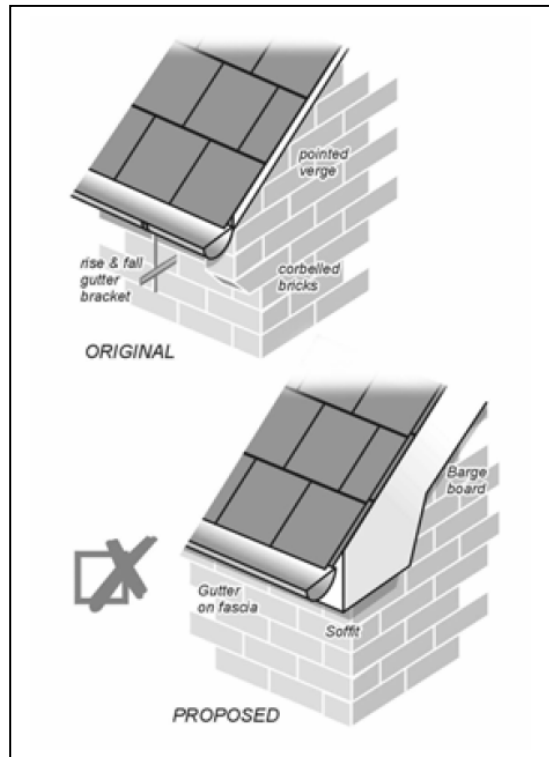
3.3 Once you have identified a suitable site for your extension, the next issue is to consider its form and mass. The form of your building is one of the most significant features when attempting to achieve a satisfactory standard of design. It is imperative that the chosen form reflects the local character and distinctiveness, as identified through your initial site analysis.



3.4 The extension should be well proportioned and sit comfortably with the original building, be sympathetic to its scale and not overbearing. Incremental extensions over time are rarely acceptable, as they extend properties without cohesion or a perceived architectural style. Large extensions, which dominate the original building, should be avoided.

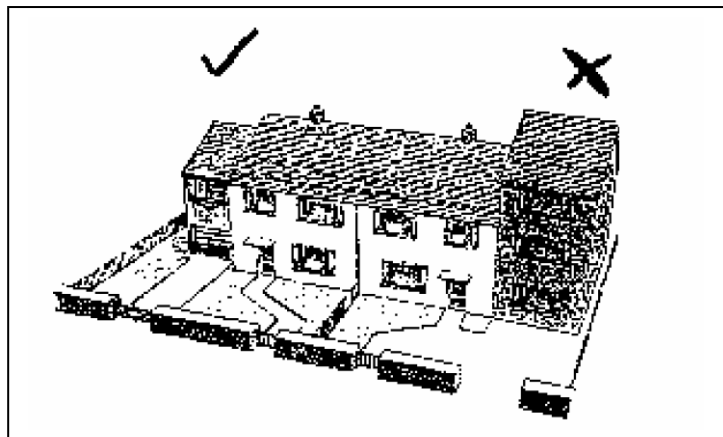


3.5 Roof shape is also a critical issue when deciding upon the form of extension, the style and scale of roof should always seek to complement that of the original building. Flat roofs are very rarely acceptable; equally hipped roofs should only be used on extensions where the original building or surrounding buildings are fitted with hips. Finally the pitch of the proposed roof should match that of the original building.



3.6 There are a number of general rules that should help the development of the design, when deciding upon the form and mass of your extension:

- Extensions should have similar proportions to the original building, although on a smaller scale;
- Generally the eaves wall should be longer than the gable wall, this improves the proportion of the extension;
- Roof pitches utilised on the extension should match those found on the original building;
- Ridges and eaves should be lowered to achieve a subservient relationship, allowing an easy understanding of what is original and what is extension;
- The walls of the extension should be set back at front and rear, to emphasise the subservience of the extension and to break up flat elevations.



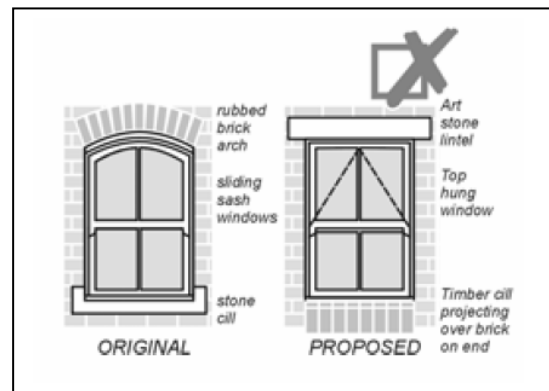
Key Points

- **Form and mass should take into account the scale of the original building along with its surroundings.**
- **Extension should share proportional characteristics with the original building and never dominate it.**
- **Extensions should be subservient to the original building.**
- **Roof scale and design should complement that fitted to the original building.**

Detailing your Extension

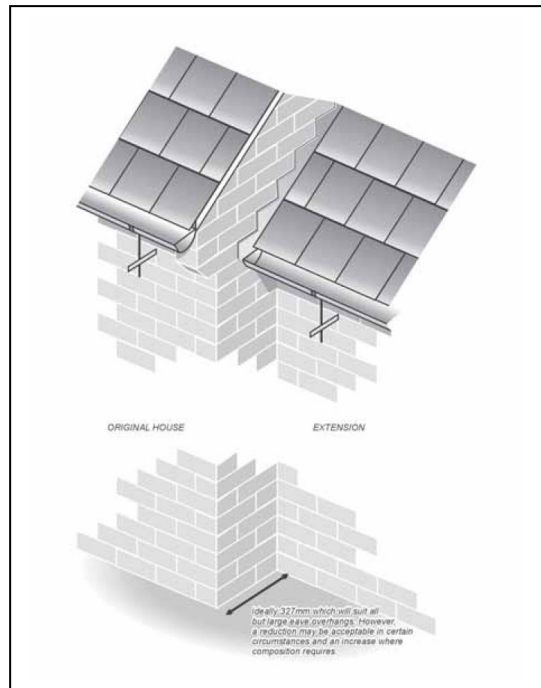
3.7 However well you design your extension in terms of the siting, scale and massing, the good work can be destroyed if care is not taken to ensure that the detail of the design is well considered and applied.

3.8 As a general rule, a direct lead should be taken from the original building with regards



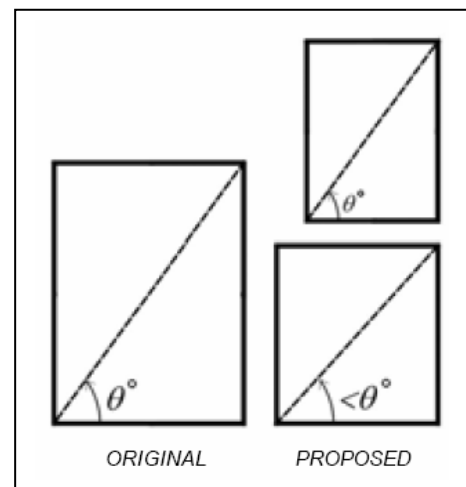
to the detailing, as this will achieve a degree of cohesion between the original building and extension. However, there may be cases, where a sensitive designer can assess the local character and reinterpret local form and detail in a creative contemporary style, to add to the character and interest of the area. There are a number of differing detail elements that should be considered:

- 3.9 Materials - They should match those used within the original building, in order to achieve a degree of cohesion between original and extension.
- 3.10 Detailing Methods – They should reflect those employed within the construction of the original building, and where appropriate these methods should be integrated into the extension. These can include:



- The coursing of the walling material, especially in the case of brickwork;
- The manner in which slates are laid, e.g. in diminishing or regular courses;
- The eaves construction and detailing;
- The cornering technique employed, e.g. quoins;
- The treatment of windows and doors, including cills, lintels, and jamb design.

- 3.11 Fenestration - The external appearance of the extension should be well proportioned, with balanced fenestration, which reflects the style and arrangement employed on the original building. It is vitally important that the extent and arrangement of the fenestration on the extension is sympathetic to that of the original building, this can be considered as the ratio between solid wall and window. Excessive windows, to, seeking to maximise natural light, will not sit comfortably with its neighbours and thus is highly unlikely to be acceptable. The proportional style of the windows should be identified and included within the design of the extension. This proportion can be simply established by completing a scale drawing of the original opening, and then establishing the angle of a diagonal across the window. This angle can then be used to ensure proportionality remains when designing windows of differing sizes.



- 3.12 Chimneys - As well as their purpose to vent fireplaces or gas fires, chimneystacks and pots can add character to extensions and add character to the roofscape. Where stacks exist on the original building, the inclusion of new stacks to a similar design can assist in achieving a degree of cohesion between original and extension.

Key Points

- **Extensions should normally be constructed of materials that match and complement the original building.**
- **Detailing should respect local styles and features to maintain local distinctiveness.**

- ***Fenestration should be carefully applied taking into account the arrangement and proportion of that on the original building.***
- ***Notwithstanding the above, in certain cases, with great care and sensitivity, contemporary design and reinterpreting local character can sometimes be used to complement the original building.***

Neighbour Effects

- 3.13 It is regularly the case that the building of an extension will impact on its neighbours. Therefore it is a very important that you consider the impact that any extension will have upon your neighbours amenity or living conditions. Whilst your main concern is always likely to be the internal arrangement of the extension, its external scale and appearance will be the main concern of your neighbours.
- 3.14 The simple rule to initially consider when designing an extension is to view it from your neighbours' perspective and ask ***'Would I object if my neighbour proposed a similar extension?'***
- 3.15 They key questions to ask are:
- Does it have an overbearing impact?
 - Will it cause overshadowing of the neighbours property?
 - Will it reduce neighbours privacy below acceptable levels?

Dominance and Overbearing

- 3.16 Problems of dominance come to the fore when the sheer mass and proximity of the proposed extension give an oppressive character, and cause severe detriment to the amenity of occupiers of the neighbouring property's.
- 3.17 Where a proposal is overbearing depends upon a number of factors, including the topography of the site, the height of the walls and roof of the extension and the proximity of the extension to the boundary. It is also worth noting that even single storey extensions can have an overbearing impact upon their neighbours, if they extend excessively along boundary lines.

Shadowing

- 3.18 This occurs when an extension is of such a size and sited in such a location that it causes extensive overshadowing of the neighbouring property and amenity space. The extent of shadowing is often difficult to determine, as it will depend upon the size of the extension, the variance in levels across the site and the orientation of the extension.
- 3.19 Full details of the means to assess the shadowing impact of extensions are held within the Building Research Establishment document 'Site Layout Planning for Daylight' by P. J. Littlefair. However when initially designing your extension there are a few points to consider:
- The sun rises in the east and sets in the west.
 - The sun reaches its maximum height at noon, and will be due south at this point.
 - The sun is higher in summer than winter.

Overlooking

- 3.20 Unacceptable overlooking occurs when there is an inadequate distance between windows of your extension and windows or private amenity space of your neighbour's property. An extension should not cause significant overlooking of neighbouring

properties. The guiding principle is that extensions should be suitably located, with windows orientated, to prevent direct overlooking of habitable rooms or areas of private amenity space on nearby properties. This overlooking can be accentuated if there are differences in ground level. The following simple rules should guide the development of your proposal:

- Windows to habitable rooms at ground floor level should not allow unrestricted views into neighbouring windows or garden areas.
- In general a minimum of 21 metres should be distance for privacy between parallel windows of habitable rooms.
- Windows to habitable rooms at first floor level, which overlook a neighbour's garden, should be a minimum of 10 metres from the boundary they face.

3.21 The distances between windows to bathrooms, which would normally have obscured glazing, and kitchens are less sensitive to overlooking and thus distances can often be less.

3.22 Overlooking can be overcome in a number of ways; at ground floor level the use of screening can often overcome the problems encountered. Equally there is often scope to site windows to provide oblique views of neighbours windows, this can remove the danger of direct overlooking.

Key Points

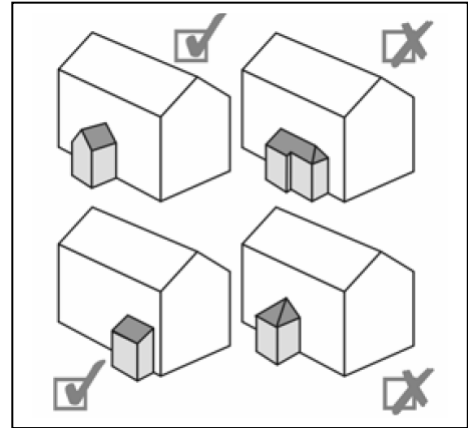
- ***Endeavour to be a good neighbour, always consider 'Would I object if my neighbour proposed a similar extension?'***
- ***Extensions must avoid causing unacceptable levels of overbearing to neighbouring properties.***
- ***Extensions must avoid causing unacceptable levels of overshadowing of neighbouring property.***
- ***Windows to habitable rooms at ground floor level should not allow unrestricted views into neighbouring windows or garden areas.***
- ***In general a minimum of 21 metres should be distance for privacy between parallel windows of habitable rooms.***
- ***Windows to habitable rooms at first floor level, which overlook a neighbour's garden, should be a minimum of 10 metres from the boundary they face.***

4 Specific Advice

- 4.1 The following sections provide specific advice to certain types of extension and should be read in the context of the relevant policies in the Development Plan, and the advice in the preceding general section. Each proposal will relate to several of the following sections and should take account of the advice in each one.

5 Front Extensions

- 5.1 Extensions that project forward of the original building have a significant effect on both the building itself and also the wider streetscape of the area involved. Front extensions often upset distinct building lines, and appear prominent within the streetscape, causing an upset of balance and form. Therefore in general terms, they are rarely acceptable.



- 5.2 Front extensions may be acceptable however, in cases where there is not distinct building line or rhythm of architecture within the locality of the original building. Such examples may be streets that have a wide variety of architectural styles. It is advised that you seek informal advice at an early stage from the Council, should you feel that your building might be suitable for such an extension.
- 5.3 The most common form of front extension proposed is a porch. They can significantly alter the principal elevation of the building as they alter its focal point, i.e. the buildings entrance. These are only likely to be acceptable where their inclusion does not cause detriment to both the building itself, but also the surrounding street. The form and scale of the proposed porch should respect the proportion of the original building, and should complement rather than compete with existing features such as bay windows.
- 5.4 Porches are unlikely to be acceptable on terraced houses; as such buildings depend upon conformity, rhythm and universal design to provide much of their architectural integrity. In such cases an unsuitable porch can cause severe detriment to the whole terrace.

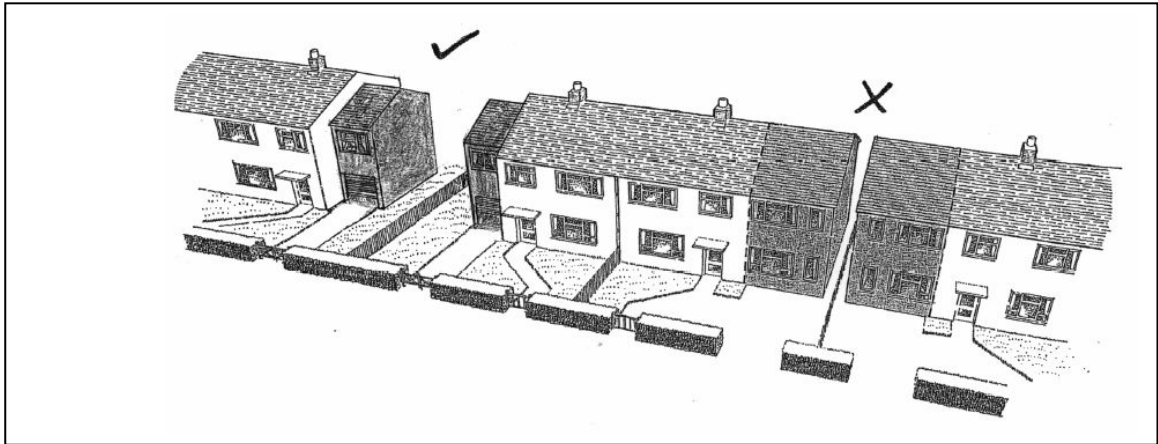
Key Points

- **Front extensions are rarely acceptable in suburban areas, where they would upset distinctive building line and character.**
- **In cases where porches may be acceptable, they should be subservient to the original building and complement rather than compete with existing features.**
- **Porches are rarely acceptable on terraced properties, unless they are identified as an original feature of the building.**

6 Side Extensions

- 6.1 Often the side elevation of properties does provide an opportunity for extension. In such cases the success of a design proposal, will generally depend upon its relationship with the style and form of the building and surrounding streetscape. As any form of side extension is likely to be viewed in association to the original building, it is important that the design is relates to the whole building, whether it is detached, semi-detached or terraced.

- 6.2 Extension should generally be subservient in design to the parent property. Elevations fronting or visible from the surrounding area should be set back by approximately 1 metre and the ridge height should be lower than the main range. There should be a distance of at least 12 metres between the windows of habitable rooms and any two storey blank gable to maintain the amenity of the adjoining property.



Semi-Detached and Terraced Houses

- 6.3 Such extensions must be subservient to the subject building in order to maintain the overall integrity of the streetscape but also not to adversely upset the balance between the subject building and its twin. Subservience can be achieved in many ways, as outlined elsewhere in this document, including stepping the front elevation and lowering eaves and ridge.

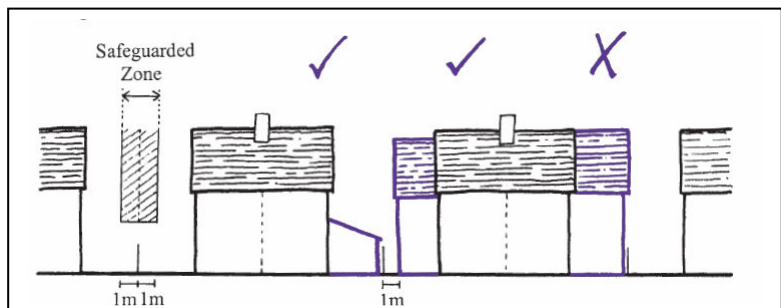
Detached Houses

- 6.4 There is a greater degree of flexibility when extending such properties, especially where there is less of an apparent streetscape pattern. Subservience remains important, as it allows the viewer to appreciate the original building and extension, and ensures that the extension does not dwarf the original building.

Gaps Between Buildings – The Terracing Effect

- 6.5 The gaps between buildings contribute an enormous amount of the aesthetic quality that gives the streetscape its character. Care must therefore be taken, to ensure that this character is not eroded, by the loss of the relationship between buildings and spaces.

- 6.6 Should these spaces be in filled with side extensions, detriment can be caused to the streetscape, as it can appear cramped. This effect, known as the ‘terracing effect’, gives the impression when viewed, of a constant building with no breaks, leading to one building blending into its neighbours.



- 6.7 In order to overcome this, two storey extensions should leave a gap of at least 1m between the extension and the boundary with the adjacent property.

Key Points

- **Side extensions should not lead to an unacceptable loss of space between the original building and its neighbour.**
- **Side extensions should not lead to a loss of off-street parking provision.**
- **Side extensions should be subservient to the original building.**
- **In order to avoid terracing, two storey extensions should leave a reasonable gap of at least 1m between the extension and your boundary with the adjacent property.**

7 Rear Extensions

7.1 Rear extensions whilst often not viewable from the public highway, can have a very significant impact upon the amenity of neighbours. Equally such extensions impact upon the space about buildings, which is an important consideration in relation to streetscape and amenity.

7.2 Whilst there are variations in terms of what is acceptable between single and two storey extensions, the Council uses the '45-degree rule'. This seeks to:

- Maintain a satisfactory relationship between the existing buildings and proposed extensions.
- Avoid overbearing impacts on adjacent properties and amenity areas.
- Prevent excessive loss of daylight or overshadowing of habitable rooms and amenity spaces of adjacent properties.

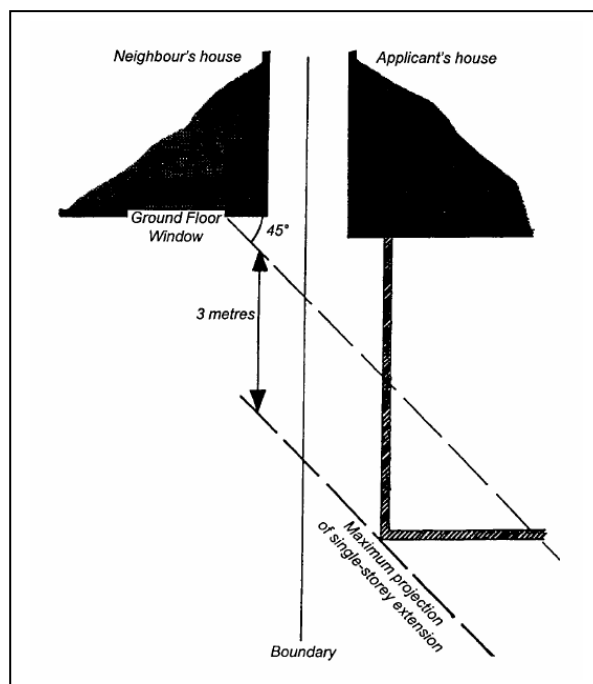
In relation to neighbouring conservatories the angle will be drawn from the edge of the pane of glass closes to the back of the original house. Where there is a significant change in levels a stricter standard will be applied

Single Storey Extensions

7.3 The Council use the 45 degrees + 3 metre rule to assess proposals. This means that extensions should not project more than 3 metres beyond a 45-degree line drawn from the near edge of any ground floor rear-facing window to a habitable room in a neighbouring house.

Two Storey Extensions

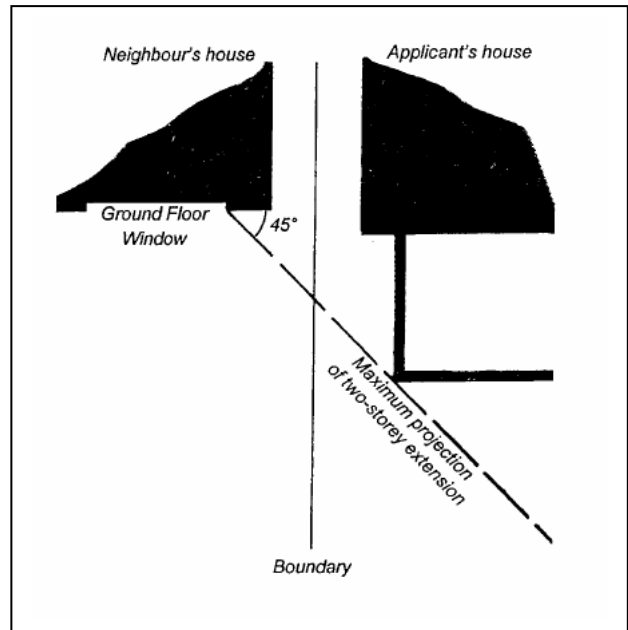
7.4 Two storey extensions are much more problematical, and due to the close relationship between many properties are often not acceptable in suburban situations. It is often impossible to accommodate the necessary scale of a two-storey extension in such locations without causing unacceptable detriment to neighbouring properties through the mass and scale of the extension.



7.5 Two storey projections should not cross a 45-degree line drawn from the near edge of any ground floor rear-facing window to a habitable room in a neighbouring house.

7.6 Two-storey or first floor extensions should not project more than 3 metres beyond a 45-degree line drawn from the near edge of any first floor rear-facing window to a habitable room in a neighbouring house.

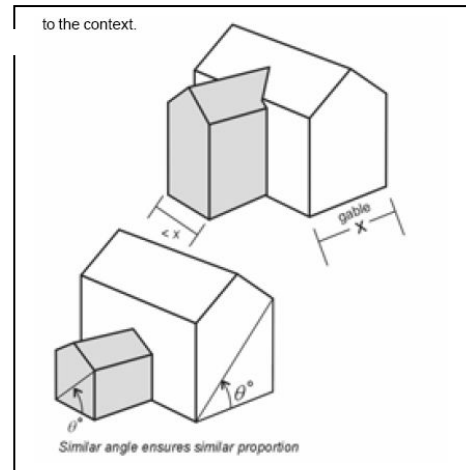
7.7 A further matter to bear in mind when designing such an extension is the distance between the gable end of your extension and the rear of any properties that back onto your property. There should be a distance of at least 12 metres between the windows of habitable rooms of any adjoining property and any two storey blank gable. There should also be a distance of 21 metres between any facing first floor windows, which should also be at least 10 metres from the boundary, for any window serving a habitable room.



7.8 Due to the more substantial scale of two-storey rear extensions, greater care must be taken with its design and detailing to ensure that a satisfactory relationship is achieved between the original building and the extension. As there are many different styles of rear extension, it is important that the design complements the original building, the key issue normally being the roof arrangement and design.

Gabled Extensions Perpendicular to House

7.9 In order to achieve subservient design the gable width of any extension should be less than the gable width of the house. However a proportional relationship should be achieved by ensuring that the diagonal angle across the gable from the foot of wall on one side to eaves on the other is similar. The roof pitch should match that of the original building.

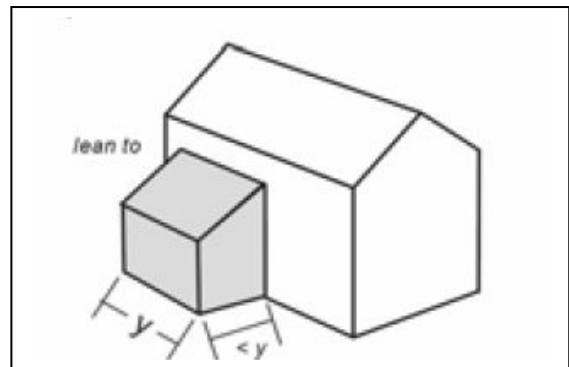


Lean-to Extensions

7.10 In order to achieve a satisfactory proportion, such features should always have a greater eaves length than depth.

Hipped Roof

7.11 Hipped roofs should only be incorporated into extensions where the original building is fitted with a hipped roof, the only exception being in cases where there is a strong local design character of hipped roofs in the vicinity of your site.



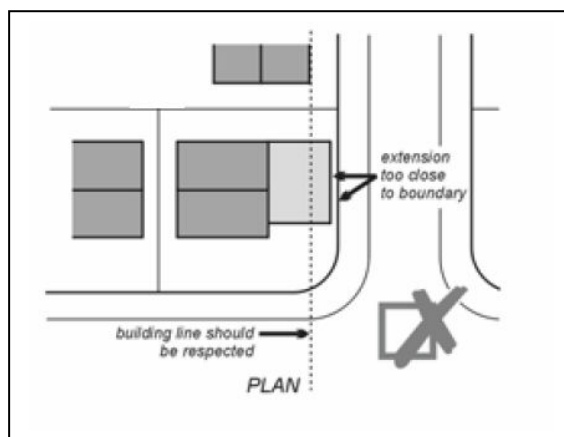
Key Points

- **Single storey extensions should not project more than 3 metres beyond a 45-degree line drawn from the near edge of any ground floor rear-facing window to a habitable room in a neighbouring house.**
- **Two storey extensions should not cross a 45-degree line drawn from the near edge of any ground floor rear-facing window to a habitable room in a neighbouring house.**
- **Two-storey or first floor extensions should not project more than 3 metres beyond a 45-degree line drawn from the near edge of any first floor rear-facing window to a habitable room in a neighbouring house.**
- **There should be a distance of at least 12 metres between the windows of habitable rooms and any blank elevations of the extension, in order to maintain the amenity of the adjoining property.**

8 Extensions on Corner Plots

8.1 Whilst extensions on corner plots should adhere to the guidance outlined elsewhere in this document, there are a number of further matters that require consideration.

8.2 Corner plots are especially difficult as it is normally the case that such extensions will need to achieve a degree of streetscape cohesion with two differing urban forms.



Key Points

- **Corner extensions are visible from a number of locations, it will therefore be especially important that a high standard of design and detailing is implemented.**
- **There may be distinct building lines for both streets; any extension will need to adhere to all building lines to avoid becoming an incongruous feature within the streetscape.**

9 House Extensions in Rural Areas

9.1 Chorley Borough includes large areas of attractive countryside and special care will be taken by the Local Planning Authority when considering applications for the need to protect their open and rural character. The overall aim is to prevent substantial additional buildings in open countryside where development is not normally allowed. This includes areas shown in the Local Plan as Green Belt, Safeguarded Land and Open Countryside. There may be circumstances in which an extension to an existing dwelling, or the replacement of the dwelling, is acceptable providing the new dwelling is not materially larger than the original.

9.2 Over-large and poorly designed extensions and outbuildings can diminish the openness and attractiveness of these rural areas. Within the Green Belt Policy DC8A states that permission will be granted for the rebuilding and extension of dwellings should not detract from the openness of the Green Belt to a greater extent than the original dwelling. Three further criteria apply to all rural dwellings in that they should not detract from landscape character, in the case of replacement dwellings be materially larger than the building it replaces, and that extensions should not result in a significant increase in the volume of the original dwelling.

9.3 Proposals for replacement dwellings will be dealt with on a similar basis as the policy for extensions. In order to retain control over the future development of the site both

policies advise that permitted development rights may be removed in certain circumstances.

The 'Original Dwelling'

- 9.4 The policy refers to the concept of the '*original dwelling*'. The original dwelling is that as existing on 1 July 1948 or, if constructed more recent, as originally built. Where planning permission has previously been granted for a replacement dwelling, the term original dwelling will refer to that which has been replaced not the new building. If a dwelling has been replaced with a larger property, this may mean that any further extensions are inappropriate. Likewise, where planning permission has been granted and remains extant, or extensions to the property have been built, these will be taken into account when assessing the appropriateness of further extensions.

House Extensions

- 9.5 House extension will include any extension of the dwelling, including basements, roof conversions, and conservatories. Basements and roof conversions often need planning permission and their impact will be assessed not only on the physical impact of the built form, but also on the intensification of the use of the site. Conservatories, although of lighter construction than most conventional buildings, are a common means of providing additional habitable rooms and will be treated under the same policies as other forms of house extension. Extensions should not be disproportionate to the original house. As set out in the policies in the Development Plan the main way of assessing the appropriateness of extensions will be by comparing the volume of the resultant dwelling to that of the original dwelling. **Extensions, including any other built or approved extensions, should not exceed more than 50% of the volume of the original house.**
- 9.6 This figure is a maximum and will not be applicable in all circumstances. For example, only very minor alterations and extensions will normally be allowed to converted former agricultural buildings, so as to protect their special character. Equally, on existing very large dwellings a 50% extension could have a significant impact.
- 9.7 Whilst every application will be taken on their individual merits, the following points should be borne in mind:
- Irrespective of the 50%, extensions should not normally exceed 375m³;
 - They should be closely related to the scale and form of the main property and should not create unduly long elevations;
 - They should not normally exceed the height of the existing dwelling.

Outbuildings

- 9.8 Any proposed outbuildings (e.g. detached garages, stables, summerhouses etc.) will receive careful consideration. Outbuildings should appear subordinate and commensurate in scale and function to the original house. Outbuildings should normally be sited close to the house; otherwise they may intrude into the open rural character of the area to which garden areas can make an important contribution. **The size of any outbuilding must be commensurate with the replaced or extended property.** It is unlikely that planning permission will be forthcoming for more the equivalent of a double garage, a small shed, and a small greenhouse on a single dwelling.
- 9.9 It has been the case in the past that garages have been developed embodying 'storage' space above which has later been converted to habitable rooms. This form of covert extension would not be acceptable. **Any space above ground floor should be limited solely to storage use. Such space should not be capable of later conversion to residential use.**

Garden Extensions

- 9.10 Extensions to garden areas and curtilages are inappropriate development in rural areas. They change the character and appearance of the land and encourage the erection of ancillary structures and domestic paraphernalia that significantly intrudes upon the character and appearance of the area.
- 9.11 Any extension to a dwelling or outbuilding that relies upon an extension of the curtilage will not normally be acceptable. Where permission has historically been given for a curtilage extension, and permitted development rights removed, permission not be granted for any further structures on the land.

10 Conservatories

- 10.1 Conservatories are a popular means to extend properties. As they constitute an extension, the design should take into account the guidance within this document to ensure a satisfactory relationship with the original building.
- 10.2 Many buildings may not be capable of extension with a conservatory. It is often the case that small simple dwellings are of insufficient scale and detail to accommodate a conservatory, without causing severe detriment to the architectural quality of the building.
- 10.3 Should the principle be acceptable, the design should relate to the original building. For instance a highly detailed conservatory, with fussy period detailing such as finials, is unlikely to be suitable for a simple rural building with limited detailing. Many modern 'off the shelf' conservatory designs are not suitable for traditional buildings and are unlikely to be acceptable.
- 10.4 Where dwarf walls are to be incorporated into the design they should be of a material and finish compatible with the original building.
- 10.5 Conservatories sited adjacent to a boundary with a neighbour should have a solid side, or be obscure glazed, or be screened by a fence or wall. The elevation facing the neighbour should not contain any opening windows.

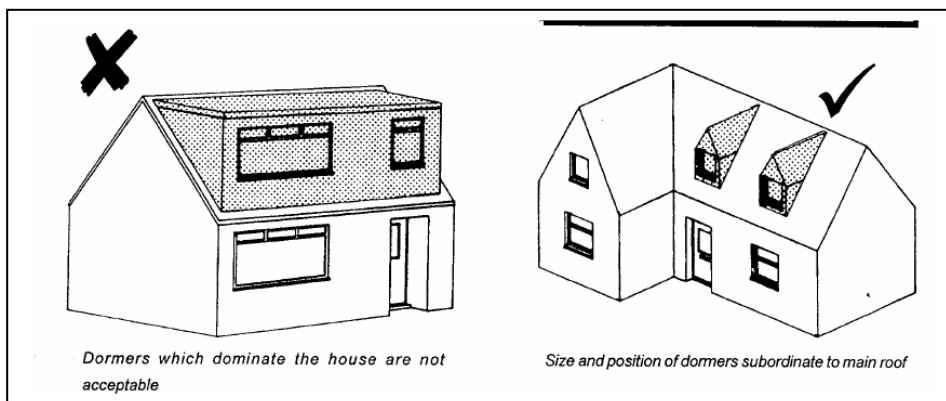
Key Points

- ***Many properties cannot accommodate a conservatory extension due to their size or design.***
- ***Design and detailing of any conservatory should relate to that of the original building.***
- ***Conservatories adjacent to a boundary with a neighbour should have a solid side, be obscure glazed, or be screened by a fence or wall. This elevation should not contain any opening windows.***

11 Dormers, Rooflights and Roof ExtensionsDormers

- 11.1 Throughout the Borough, there are many examples of badly designed and executed dormer windows; these cause detriment to the character of the buildings to which they are attached, due to their prominent position.
- 11.2 Dormers are unlikely to be acceptable on the front elevations of properties, due to their prominence, unless such features are typical of the local area in which the property is situated. Where they are acceptable on the front elevation they should cumulatively fill

less than 1/3rd of the width of the roof slope on which they are sited. Rear dormer windows should cumulatively fill less than 2/3rds of the width of the roof. In either respect a dormer window should be set at least 1 metre from the flank wall of the house, or the boundary line with the adjoining property.



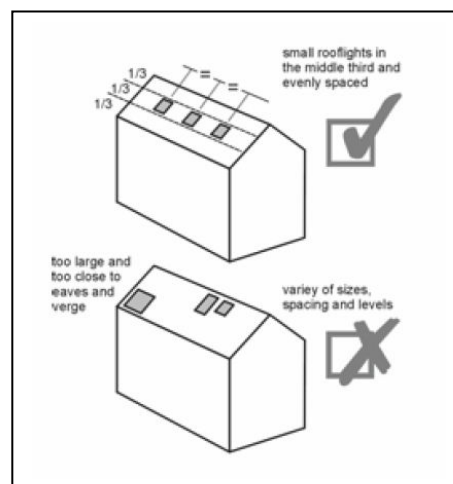
11.3 Dormer windows will not be acceptable if they are built off the house walls or project above the ridge of the roof, they should be designed with care, to be subordinate to the roof structure. Flat roof dormers do not sit comfortably with pitched roofs and are unlikely to be acceptable, particularly on front elevations.

11.4 Where dormers are considered acceptable, they should be designed to complement the original building in terms of style, detailing and materials. The roof should normally match that of the original roof. The size of the cheeks of dormer windows, i.e. the part between the window and the side edge, should be kept to a minimum and should be of vertically hanging slate or lead. The dormer window should also be limited in height, normally to that of the height of the window.

Rooflights

11.5 Rooflights often represent an easy opportunity to obtain natural light into loft conversions or your roof space. They should wherever possible be restricted to the rear or least visible elevations of the original building.

11.6 Rooflights should not be used excessively, to avoid an unacceptable level of clutter on the roof of the original building. If more than one is proposed on any roof plane, they should be the same size and symmetrically sited.



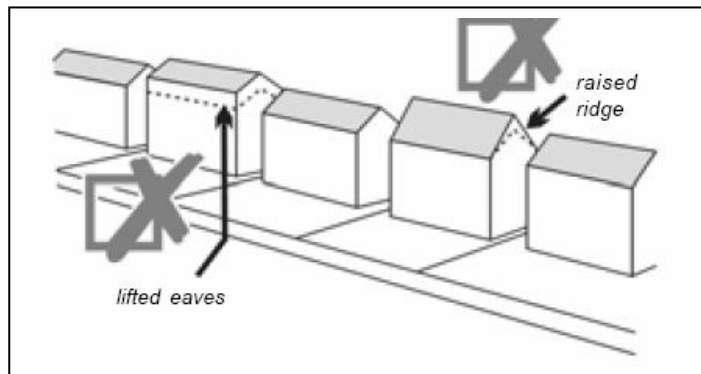
11.7 Rooflights should also not be sited opposite each other on both roof slopes. This is in order to prevent light penetrating the roof, giving a 'hole in the roof' appearance.

11.8 Flush fitting 'conservation style' rooflights should be used wherever possible, and are the only type likely to be acceptable on listed buildings and in conservation areas.

Roof Extensions

11.9 Increasing the height of a dwelling by amending the roof pitch of eaves height, will significantly affect the character and proportion of the building. This will impact upon the building itself, along with its surrounding streetscape.

11.10 Such extensions are unlikely to be acceptable in suburban areas, where roof pitches and heights are the same, as they will cause detriment to the streetscape altering its rhythm and form.



Key Points

- ***Dormers are unlikely to be acceptable on the front elevations of properties.***
- ***Dormers should appear subordinate to the roof, complementing its design and form.***
- ***Rooflights should where possible be limited to rear or least visible elevations.***
- ***Excessive numbers of rooflights are not acceptable. Where more than one is proposed they should be of the same size and sited symmetrically.***

12 Solar Panels and Wind Turbines

12.1 Chorley Borough Council is committed to the promotion of sustainable energy sources being incorporated into domestic dwellings. Many of the technologies are applicable at a micro scale for integration into new and refurbished buildings or 'retro-fitted' to existing structures.

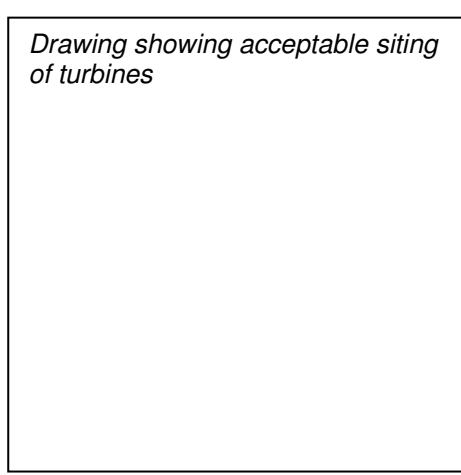
Solar Panels

12.2 Planning permission is not always required when installing solar panels to existing buildings, particularly where roof-mounted panels do not exceed the ridge height or are fitted flush with the external plane of any roof slope. This, however, may not apply within Conservation Areas and upon Listed Buildings where planning permission and/or listed building consent may be required.

12.3 Where solar panels are proposed their fitting should, wherever possible, follow the same principles as rooflights with their being sited on least visible slopes, equally spaced upon the roof away from the eaves or verges, and ideally should be flush fitting.

12.4 However as their efficiency is dependent on siting and orientation, rear slope siting may not prove effective and thus consideration may be given to their siting on more visible slopes. Wherever they are proposed they should be fitted flat against the roof to ensure the minimum impact upon the roofs profile.

12.5 Highly visible solar panels are unlikely to be acceptable in sensitive areas such as Conservation Areas or on Listed Buildings.



Wind Turbines

12.6 Building mounted and small freestanding turbines have a strong contemporary design that will often contrast with traditional buildings and streetscapes. Where they are to be incorporated into traditional forms and layouts care will be needed to ensure that their siting does not cause detriment to the historic form. Design solutions should be sought that minimise the views of the turbine and avoid

wherever possible their siting in prominent locations. The location should also be selected so as to avoid impacting unduly on neighbouring properties.

- 12.7 Building-mounted turbines should, so far as practicable, be sited so as to minimise their effect on the external appearance of the building and streetscape, for example upon non-public frontages and below the highest part of the roof or chimney. This may mean that they have to be sited in location that is not as effective as other, more prominent locations. A balance should be sought between the visual impact of the proposal and its performance.

Drawing showing unacceptable siting of turbines

- 12.8 In terms of all forms of sustainable energy device, it is advised that you contact the planning department at an early stage to discuss design and siting issues.

Key Points

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

13 Balconies & Terraces

- 13.1 The installation of balconies and terraces is always problematic, and in many cases unacceptable. In most suburban areas they will lead to an unacceptable level of overlooking of neighbouring properties, exacerbating many of the overlooking issues outlined elsewhere in this document.
- 13.2 One solution that can be considered is to incorporate some form of privacy screen to overcome the overlooking of the neighbouring property. Should this idea be considered, it is imperative that you consider the impact any screen will have on your neighbour's property in terms of overbearing and enclosure. Privacy screens can also significantly increase the visual impact of a proposal, particularly in terms of design, bulk and mass, and they should be used only in appropriate circumstances. Ideally they should be designed into the fabric of the extension rather than appear as an afterthought addition.

Key points

- ***Balconies or terraces, which lead to an unacceptable level of overlooking, will not be acceptable.***

14 Garages and Outbuildings

- 14.1 It is important to consider and understand that garages and other outbuildings, whether or not they require planning permission, can have similar impacts on the amenity of neighbours as other extensions. Equally as with extensions, such features should respect the scale, character and materials of the original property.
- 14.2 It will rarely be acceptable to site such buildings in front of the original property, as such developments would dominate the streetscape, and fail to respect any established building lines. Ideally garages at the side of the original building should be set back from

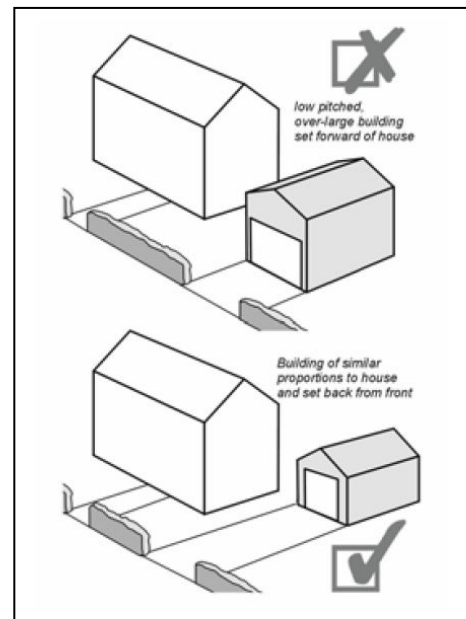
the main building line, with ample space for car parking and turning in front of the garage.

- 14.3 Outbuildings should be constructed in a style that reflects the original building, taking a design lead from its materials, detailing and proportion. Garage doors should be the width of a single car to minimise their visual impact upon their surroundings.

- 14.4 Care must always be taken to ensure that any outbuildings do not lead to an unacceptable level of overshadowing of neighbouring properties.

Key Points

- ***Proposals should respect the design, materials and form of the original building and surrounding streetscape.***
- ***The siting of such buildings should respect established building lines.***
- ***A minimum 6 metres length parking space should be provided between any garage and the highway.***



15 Access and Parking

- 15.1 The design of extensions must not involve the loss of existing off-street parking provision, unless it can be illustrated that such provision can be provided elsewhere within the curtilage, without causing detriment to the overall streetscape, an unacceptable loss of amenity space, or causing a danger to highway safety.
- 15.2 Parking should generally be provided at a ratio of 1 space for a single bed dwelling, 2 spaces for a two or three bed dwelling, and 3 spaces for a larger property. This will include garages. Car parking spaces are 2.5m by 5.5m. Parking spaces in front of a garage should be 2.5m by 6m. Relaxation of the parking standards may be accepted in highly accessible locations.
- 15.3 On main through roads, such as classified roads or roads with a speed limit greater than 30mph, turning should be provided within the site as part of proposals. Proposals that result in the loss of existing manoeuvring facilities are unlikely to be acceptable. Where gates are proposed, they should be set so as to allow a vehicle to pull off the carriageway to await their opening. This allows for both people accessing the premises and for visitors and delivery vehicles to park. In this respect gates should be set at least 5 metres from the back edge of the footpath and open into the site. Appropriate visibility will also need to be provided, the standards for which will vary depending on the site.
- 15.4 Further detailed or technical advice can be obtained from the County Council who are the Highways Authority for the area.

16 Works to Front Curtilage Areas

- 16.1 The treatment of frontage boundaries contributes a great deal to the character of buildings and the wider streetscape. Therefore applications to remove or substantially alter such features are unlikely to be acceptable due to the detriment that is caused to the streetscape.

- 16.2 Associated with this, a popular solution to ever-increasing car parking problems is to surface front curtilage areas. Once again this alters the setting of the building and streetscape, often causing detriment and is unlikely to be acceptable.

Key points

- ***Proposals to remove front curtilage boundary treatments and surface curtilage areas for parking are unlikely to be acceptable.***

17 Boundary Treatments

- 17.1 Boundary treatments, whether traditional or modern, contribute a great deal to the streetscape. They define areas of private space and often make a positive contribution to the setting of the building. Poorly designed boundary treatments can undermine the quality of the buildings, and the wider character of the area.
- 17.2 The removal of such features alters the hierarchy of spaces, making it difficult to identify where public space ends and private space starts, this gives the streetscape a very confused and awkward rhythm.
- 17.3 Where new boundary treatments are proposed, care must be taken to ensure that the materials and detailing utilised takes a lead from its surroundings. Care should also be taken to ensure that proposed walls and fences do not cause detriment to neighbours, avoiding excessive overbearing arrangements. Such treatments can make it almost impossible for your property to engage with the streetscape.
- 17.4 Where estates are open plan, or have a distinctive sylvan character, walls and fences at the front of the property are unlikely to be acceptable. The character of the estate is derived from its open or landscaped environment and physical built barriers will significantly detract from that character. Likewise, such development, which would obstruct visibility on adjacent highways, or would otherwise cause highways danger, will also be unacceptable.
- 17.5 In rural areas, walls and fences in prominent locations are most unlikely to be acceptable. Typical treatments that are more likely to be acceptable in these areas are agricultural style post and rail or post and wire fencing reinforced with appropriate hedge planting (native species).

Key Points

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

18 Listed Buildings and Conservation Areas

- 18.1 Chorley Borough contains a substantial number of buildings of historical and architectural significance; these are designated as Listed Buildings. Equally there are a number of areas of the Borough, which hold historical significance. These have been designated as Conservation Areas, and are listed below:
- St George's Street, Chorley
 - St Lawrence's, Chorley
 - Abbey Village
 - Bretherton
 - Brindle

- Croston, as amended in November 2001
- Rivington
- White Coppice
- Withnell Fold

- 18.2 Tighter planning controls apply to both Listed Buildings and Conservation Areas to protect their historic character and significance. Whilst it may be possible to alter and extend your property, such proposals often require a greater understanding and assessment of the buildings significance. Any proposals should also be submitted with a justification statement, which demonstrates that your proposal takes into account this significance and avoids causing detriment.
- 18.3 Whilst many of the guidelines within this document will be relevant in such cases it is strongly recommended that you contact the Council for advice prior to undertaking detailed design works on such buildings.

Key points

- ***Extensions should be designed to specifically preserve or enhance the special character of Conservation Areas.***
- ***Extensions to listed buildings should respect the character and scale of the original building and be designed to complement that character.***
- ***Proposals for extensions should be discussed with the Council prior to any detailed design works being undertaken.***

19 Conclusions and Checklist for Avoiding Common Mistakes

- 19.1 As emphasised throughout this guide, the key to designing any extension is appreciate the character and format of both the building but also the surrounding streetscape. Through this assessment a clearer picture can be established of what form of extension will sit comfortably in its context.
- 19.2 Sadly whilst most applications are successful, some are refused, often because mistakes have been made during the design process. In particular care should be taken to avoid the following:
- Limited contextual analysis so that the proposal does not respect the building or its wider streetscape.
 - Use of a standard design used elsewhere that fails to respect the character of the area.
 - Lack of a clear design rationale and concept that takes blends the building into its context.
 - Lack of commitment to a quality outcome and consequent failure to respect architectural principles or traditions.
 - Competent contextual analysis, but no evidence that this has informed the design solution put forward.
 - A lack of clarity in the plans submitted making it very difficult to understand exactly what is being proposed.
 - Cases where external design becomes a secondary issue behind internal layout.
 - A proposal that is poorly designed with little interest in its surroundings, compromising the streetscape and neighbours amenity.

Appendices will include:

- 1 Planning Policies
- 2 Definitions/Glossary
- 3 An application checklist

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Report of	Meeting	Date
Director of Development and Regeneration (Introduced by Executive Member for Economic Regeneration and Regeneration)	Executive Cabinet	29 June 2006

CENTRAL LANCASHIRE CITY – LOCAL DEVELOPMENT FRAMEWORK CORE STRATEGY – JOINT ISSUES AND OPTIONS PAPER

PURPOSE OF REPORT

- To present the joint Issues and Options Paper and to approve it for consultation purposes.

CORPORATE PRIORITIES

- This matter particularly relates to the Strategic Objectives to put Chorley at the heart of regional economic development in the Central Lancashire Sub-Region and develop the character and feel of Chorley as a good place to live.

RISK ISSUES

- The issue raised and recommendations made in this report involve risk considerations in the following categories:

Strategy	✓	Information	✓
Reputation	✓	Regulatory/Legal	✓
Financial		Operational	✓
People		Other	

- Although there are numerous advantages in working jointly there are risks if the process is not properly managed and not done in a transparent way.

BACKGROUND

- Of all the Local Development Framework (LDF) documents the Core Strategy is of prime importance. It sets the overall strategic planning approach by interpreting the Regional Spatial Strategy at the local level. All other Development Plan Documents that make up the LDF have to conform with the Core Strategy.
- The issues and options stage is the first in the preparation of an LDF Development Plan Document. For Core Strategy preparation it is proposed to do this stage jointly with the three Councils working together. This is because many of the issues appear to be common across the combined area and there is the potential to solve these jointly in ways that offer greater benefits than would be achieved by trying to pursue them separately. Joint working also offers economies of scale, will enable consultees common to the three districts to respond once instead of to three separate documents and it enables a consistent approach to involvement to be followed.
- The proposal at this stage is to merely carry out the issues and options stage as a combined exercise. It does not commit the authorities to continue to work up a joint Core Strategy at subsequent stages. However starting in this way will enable a joint Core Strategy to be produced and finally adopted but each stage will need separate approval of each Council's



Cabinet (and Full Council). The Government is supportive of joint working in this way. Each Council will be free to prepare all other Development Plan Documents separately but there may well be other opportunities to work jointly if that is subsequently agreed.

8. Joint work on a Core Strategy does raise a number of potential problems. Chorley have already done consultation (in September/October 2004) on potential LDF issues and options as the culmination of several months work involved in reviewing the Community Strategy. So this would partially be a repeat of that work which may confuse local people and organisations in this Borough. Also combined work may be seen by some as the three authorities seeking to prepare the way to become one unitary Council in the future. Joint LDF working does not depend on or presume such a change. These potential problems could distract attention from the planning merits of combined working so they will need to be faced head-on to clearly explain the authorities' intentions.
9. Councils have a lot of discretion on how to consult and involve organisations and individuals at the issues and options stage. There are no set time periods or prescribed techniques although the methods of consultation used should conform to the minimum set out in each authority's Statement of Community Involvement. There is not even a requirement to produce an issues and options paper although this is generally what is done to offer some ideas and encourage participation and responses.
10. The Government puts great store in extensive community involvement at the early stages of Development Plan Document preparation. The issues and options stage should not be seen as comprising a single consultation event but be made up of various involvement activities forming a continuous process. The intention is to try to reveal all the relevant issues and potential options for solving them before a preferred set of options are selected for the next stage of consultation. Some options will complement one another, others will be in opposition. The most important aspect is not to rule out or foreclose any way forward at this stage. Respondents need to feel encouraged to offer their own ideas without being inhibited by what appears in the report.
11. The intention is to start the community involvement in September this year. At later stages of Development Plan Preparation the consultation periods are prescribed as being six weeks long. There is no such regulation at the issues and options stage so a longer period could be adopted. For the three authorities there are no particularly pressing time constraints although in Chorley other LDF documents will be out for six weeks consultation in September. Also the Regional Spatial Strategy Examination in Public starts at the very end of October so Officer time commitments to prepare for and attend that event need to be taken into account. Officers propose that they be left discretion as to what engagement methods are used and how long this first phase of community involvement takes place and what types of on going dialogue is pursued. The next, formal stage, of involvement (into preferred options) is not due until to take place until September 2007.

ISSUES AND OPTIONS

12. The text of the proposed Issues and Options Paper is attached for Members consideration. It is proposed that the published version will be presented in colour with photographs to encourage interest. It will also need some maps as well as other graphics to show key statistics and trends. Successful involvement also depends on evidence being made available to support the substance of the issues. Additional factual information may need to be added to the paper or a separate technical annex produced. The paper identifies possible issues and options for solving them under eight themes. This is just one way of grouping the issues. For future stages it may prove appropriate to present topics in a different way. However the themes suggested are:
 - Locating new development;
 - Meeting housing needs;

- Fulfilling economic growth;
 - Improving accessibility;
 - Protecting the environment;
 - Improving the quality of life;
 - Sustaining rural areas;
 - Thriving centres.
13. Initial consultation has been carried out as to whether these themes are likely to cover all the relevant spatial planning issues in the three authorities' areas. Contact has been made with the Government Office for the North West, North West Regional Assembly, North West Development Agency, Lancashire County Council and the three Local Strategic Partnerships covering Chorley, Preston and South Ribble. Some comments have been received and attempts made to reflect the views in the worked up paper.
14. The Government is keen to see Local Development Frameworks well related to Community Strategies which is why each local one (plus Ambition Lancashire) are referred to near the start of the paper. Full recognition of other relevant strategies is also set out. A proposed vision is suggested although again this is presented as a draft for consultation.
15. Under each theme a summary of the local characteristics is set out leading to an objective for the end date (2021) of the Core Strategy, as a lead-in to presenting a number of issues. The options under each issue can be combined in some instances or be discrete but respondents are each time asked to consider whether anything is missing and suggest their own solutions.
16. Sustainability Appraisal (SA), aimed at reducing adverse social, environmental and economic impacts and maximising benefits, is a key part of Local Development Framework production. For the Core Strategy issues and options paper initial SA scoping work has been done and indications of the potential impacts of the options will be included in a separate accompanying report and/or as part of the published paper so as to guide respondents.

COMMENTS OF THE DIRECTOR OF HUMAN RESOURCES

17. There are no immediate Human Resources implications of this report although in future there could be a sharing of staff resources with potential savings.

COMMENTS OF THE DIRECTOR OF FINANCE

18. The existing Local Development Framework budget can meet most of the costs arising from joint working including the joint commissioning of appropriate studies. If further funding is needed it could be made available through the Planning Delivery Grant.

CONCLUSION

19. The Issues and Options Paper has been considered by a joint meeting of the three authorities Local Development Framework member working groups and aims to identify the key strategic spatial planning issues affecting Central Lancashire City. It tries to do this in a thought provoking way to encourage participants to respond to these as well as offering their own options for solving problems. It represents the start of a process that will enable a joint Core Strategy to be produced and therefore allow a comprehensive and co-ordinated approach to spatial planning across the three authorities.

RECOMMENDATION(S)

20. That the text of the Issues and Options Paper be approved (subject to Full Council ratification) as a consultation document subject to any major changes proposed by either Preston or South Ribble Councils being approved by an Executive Member Decision and minor revisions of a factual or technical nature being delegated to the Director of Development and Regeneration.

REASONS FOR RECOMMENDATION(S)

21. To ensure the paper is fully supported by all three Councils and is properly presented for consultation purposes.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

22. The only alternative would be to work separately on producing an individual Core Strategy for Chorley but this would limit the scope to solve issues and miss the economies of scale associated with combined working.

JANE E MEEK
DIRECTOR OF DEVELOPMENT AND REGENERATION

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Julian Jackson	5280	12 June 2006	PLAREP/92779AJS

CENTRAL LANCASHIRE CITY CORE STRATEGY ISSUES AND OPTIONS PAPER FINAL DRAFT - JUNE 2006

INTRODUCTION

The aim of the paper is to stimulate the debate about the key planning issues in the three local authority areas of Preston, Chorley and South Ribble and the options for dealing with them. It marks the start of the process of planning positively for the future of the area.

The three authorities have decided to work together in preparing this document because the three individual areas are in fact very closely related and have much in common.

All three authorities are committed to engaging with the public, businesses and with public and voluntary sector organisations across the whole area right at start of the process so your views can be heard and you can help shape the future.

BACKGROUND

Local Development Framework

Recent reforms to the planning system seek to make plan preparation faster, more responsive to change and place greater emphasis on community involvement. All three authorities are required to produce a Local Development Framework (known as a LDF). This will be made up of individual documents known as Local Development Documents (LDDs). An early LDD to be produced will be the Core Strategy and this will set the framework for the production of subsequent LDDs.

The LDFs will replace the local plans for Preston, Chorley and South Ribble and guide development up to 2021. Whilst this paper relates to the Core Strategy, each authority has set out its timescales for producing other LDDs in its Local Development Scheme (LDS).

Core Strategy

In the case of all three authorities, the Core Strategy is the first main non-topic specific document of each LDF to be produced. It will set out the vision, objectives and spatial strategy for the whole area which draws upon the Community Strategies and Corporate Plans for each authority and other strategies which have implications for the development and use of land.

The three authorities have agreed to work together in producing a Core Strategy as the individual areas are strongly inter-connected in terms of:

- The local housing market
- The local economy
- The role of Preston City Centre.

It therefore makes sense to plan positively at the strategic level for the whole area rather than three areas in isolation.

The Core Strategy is likely to contain policies which will cover key strategic matters relevant to the following Themes:

- Locating new development
- Meeting housing needs
- Fulfilling economic growth
- Improving accessibility
- Protecting the environment
- Improving the quality of life
- Sustaining rural areas
- Thriving centres

These themes have been the subject of initial consultation with the Government Office for the North West, North West Regional Assembly, North West Development Agency, Lancashire County Council and the Local Strategic Partnerships in Chorley, Preston and South Ribble. However depending on the responses received to the paper during the wider consultation stages, it may prove appropriate to present future policies in a different way to this.

The Core Strategy will be accompanied by a key diagram which illustrates the policies. It will also contain a monitoring and implementation framework.

NEXT STAGES

The publication of this paper marks the start of wide ranging community involvement. The creation of the Core Strategy will go through a number of stages of preparation after this initial stage of identifying issues and possible options for solving them. The intention is that at each stage the content of the Strategy becomes more established until it is finalised at the adoption stage.

Preferred Options – preferred ways forward without ruling out alternatives -
September 2007

Submission of preferred strategy to Government April 2008

Examination including possible public inquiry October 2008

Adoption of finalised strategy July 2009

CONTEXT

The LDF is being prepared by each authority in consultation with its partners and the residents and businesses of the area. The LDFs cannot be prepared in isolation and must take account of the following:

National and Regional Planning Policy

Planning Policy Guidance notes (PPGs) and Planning Policy Statements

(PPSs): These set out government priorities across a wide range of planning issues.

Northern Way Growth Strategy:

The Northern Way is a government strategy for the three regions of the North of England drawn up in an attempt to address the significant difference in economic performance between the north and London and the south east. It has a two pronged

approach; one, traditional, with a focus on dealing with areas of need/deprivation, the other a recognition that to deliver the transformation required, areas of natural economic growth should be fully utilised to fuel growth throughout the northern regions. This second part of the approach has been focussed on making maximum use of the opportunities that exist in the city regions of the north. In the north-west, Central Lancashire, along with Manchester and Liverpool, is identified as a result of its strong economic performance particularly in recent times.

Regional Spatial Strategy (RSS):

The Regional Spatial Strategy for North West England is currently being reviewed. The new draft RSS was submitted to the Government in January 2006 and was the subject of consultation between March and June. It will be examined in October/November this year before being approved and issued in its final form in the autumn of 2007 when it will replace County Structure Plans. The RSS is part of the development plan covering the three districts. The Core Strategy for Preston, Chorley and South Ribble – the Central Lancashire City - has to be in general conformity with it. The RSS needs to be aligned with the Northern Way Growth Strategy which identifies Central Lancashire as one of the City Regions to generate growth in the North of England. The RSS includes a regional transport strategy and takes account of the Regional Housing Strategy.

Regional Economic Strategy:

The Northwest Development Agency's (NWDA) revised Northwest Regional Economic Strategy (RES) is a 20 year rolling strategy to shape the future economic direction of the Northwest region. The region has a £98 billion economy, and contains 6.8 million people and 230,000 firms. The strategy is geared towards reducing the region's £13 billion output gap (compared with the average for England) and creating and maintaining the conditions for sustainable growth and private sector investment.

The objective of the RES is to address three major drivers for growth to achieve the strategy's vision and to close the output gap with the average for England. The drivers are to:

- Improve productivity and grow the market (which accounts for £10 billion of the output gap).
- Grow the size and capability of the workforce (£3 billion of the output gap is due to fewer people working).
- Create and maintain the conditions for sustainable growth.

These are supported by a range of Transformational Actions, comprising a prioritised list of major projects.

The RES is being taken forward more locally through a Lancashire Economic Strategy and Sub-Regional Action Plan 2006 / 07(LEP)

Sub-regional and Local Policies and Strategies**Central Lancashire City Sub Regional Strategy:**

The Central Lancashire City Region (CLCR) as defined in the Northern Way covers all of Lancashire except for Lancaster and West Lancashire Districts. The RSS will include a sub regional strategy for the CLCR. Chorley, Preston and South Ribble comprise the city 'core' of Central Lancashire, and the three councils are concerned that these proposals to date do not adequately embrace the opportunity for economic growth in the Central Lancashire City Region. They have therefore commissioned a Central Lancashire City Sub Regional Study which will be put forward to the regional planning body as evidence of the special role that the city of Central Lancashire has now and will have in the future in implementing the growth agenda set out in Northern Way. Consequently there is some uncertainty as to the eventual form and content of that part of the RSS relating to the core of Central Lancashire. The final content of the sub regional policies will of course be of vital importance to the Core Strategy and the extent of development in the three districts.

Central Lancashire City Vision:

A new Vision for the City has been developed by the three Councils based on independent evidence about the area's growth potential. This will ~~form the~~ be a key influence for the Core Strategy.

This Vision includes:

- The development, such as proposed in the Tithebarn Regeneration Area of Preston City Centre into a more vibrant place to shop, live and work. New development will enable it to function as an alternative to Manchester and Liverpool for shopping and leisure. Chorley and Leyland town centres will develop to provide a complementary range of services.
- New jobs in Preston City Centre, at major new developments throughout Central Lancashire City, and associated with the potential of the University of Central Lancashire. Many of these jobs will be in new and growing sectors of the economy.
- Investment in public transport services, including park and ride, and improvements to the road system to relieve congestion and improve access to the City and town centres.
- New housing to support the regeneration of Central Lancashire City, to provide a mix of house types to meet everyone's needs.
- Making better use of the River Ribble, Riversway Docklands, and the Lancaster Canal, with the possibility of new schemes in the longer term Identified in the "Riverworks" study.¹
- Investment in major heritage and cultural assets, including parks and museums.
- Helping the more deprived areas, including investment to improve peoples' skills so that they can take advantage of the new jobs.

¹ Riverworks is a series of studies looking at ways of enhancing the natural water-based assets of the City. Work is ongoing to identify projects that can realistically be accomplished.

Joint Lancashire Structure Plan 2001-2016:

Adopted in March 2005, the structure plan will remain part of the development plan for the area until it is replaced by the RSS.

Lancashire Local Transport Plan 2006-2010:

Prepared by the County Council, in association with District Councils, this Plan's proposals cover the whole of Lancashire and include specific local programmes in Chorley, Preston and South Ribble. The Plan has 7 key objectives:

- reduce road casualties
- improve access to jobs and services
- improve air quality
- improve the condition of transport infrastructure
- reduce delays on journeys
- increase journeys by bus and rail
- increase active travel.

Potential Major Schemes in Central Lancashire City are:

- A59 Penwortham Bypass
- Preston Access Improvements

Other initiatives specific to the City are:

South Ribble

- Leyland Town Centre Regeneration
- Tardy Gate Air Quality Management Area Action Plan
- Bamber Bridge Public Transport Initiatives
- Accessibility Improvements to Employment Areas and Hospitals
- School Travel plan Package

Chorley

- Eaves Green Link Road
- Chorley Connect – Kickstart Bus Project
- Buckshaw Railway Station and Park & Ride
- Chorley Pedestrian Priority, Access and Parking
- Accessibility Study of Chorley Borough

Preston

- Preston North Park & Ride Schemes
- CiVITAS Sustainable Transport Project
- Preston Guild Wheel Cycle Route and Cycle Hub
- Preston Air Quality Junction Improvements
- Preston Bus Station

Lancashire Minerals and Waste Development Framework:

The preparation of planning policy relating to mineral extraction and waste disposal is the responsibility of the County Council who are currently preparing a Mineral and Waste LDF to replace the current Minerals and Waste Local Plan.

Lancashire West Sub-Regional Housing Strategy Framework:

The Sub Regional Housing Strategy Framework was completed in July 2005. It provides an overview of the housing market in the following local authority areas:

- Blackpool
- Chorley
- Fylde
- Lancaster
- Preston
- South Ribble
- West Lancashire
- Wyre

The strategy framework identifies a range of key housing issues and challenges facing the area including:

- Inter-relationships between economic growth and diversification, specifically looking as higher value housing to attract and retain professionals and managers, and affordable housing to accommodate lower paid employees and key workers.
- Scale and distribution of new housing.
- Social housing.
- Stock condition, specifically in the public and private rented sectors and mobile homes.
- Demand issues, specifically looking at the impacts of an ageing population, household growth, reduction in household size, BME communities, and student housing.
- Affordability.
- Homelessness.

Community Strategies:

Each of the three authorities has its own Community Strategy produced by the respective local strategic partnership. The County Council has also produced its own Community Strategy; “Ambition Lancashire”. The LDF is a key component in delivering the spatial aspects of the community strategies. Working with a wide range of stakeholders, the community strategies draw on a wide range of other strategies (such as housing, neighbourhood renewal, and open space strategies) to develop a vision and priorities for the areas.

Ambition Lancashire:

This sets out the strategic vision for the future for Lancashire for the next 20 years. It has been prepared by the Lancashire Partnership and the vision has the following themes for the County to achieve:

- Economic prosperity through business growth and workforce skills.
- First class travel accessibility and modern communication links.
- Dynamic rural economy that is financially, socially and environmentally sustainable.
- Where people choose to live, work and enjoy life.
- Everyone enjoys learning and gains success.
- Care, growth and development of children and young people is a top priority.
- People are enabled to make good choices about their lifestyle and life expectancy is not related to income or social class.
- Diversity is celebrated; tolerance and pride is embedded.
- Strong sense of community responsibility and involvement.
- Choice of good quality housing in successful, secure and sustainable communities.
- Cultures that are rich, diverse and belong to all.
- Cherished landscapes and urban areas playing their part to protect the global environment.

The visions and priorities from the three district Community Strategies are:

Preston

Preston’s community strategy (2003-12) has a “Big Vision” which is: “To make Preston the Third City of the North West by 2012”. Supporting this there are seven visions around the themes of culture, the environment, health and wellbeing, housing, learning, prosperity, and community safety. Its three top priorities are:

- the regeneration of the City Centre;
- the reduction of crime; and
- supporting and working with young people.

There is an Action Plan which sets out how the Strategy will be implemented by the organisations in strategic partnership.

Chorley

Chorley Borough’s Community Strategy vision is :

By 2025 Chorley will be recognised as the most sought after place to live and work in the North West, offering an excellent quality of life to all its residents, and will be at the heart of regional developments whilst retaining its character.

The Priorities for the Future are:

- Put Chorley at the heart of regional economic developments in the Central Lancashire sub-region
- Reducing 'Pockets Of Inequality'
- Getting people involved in their communities
- Improving access to and take-up of public services
- To develop the character and feel of Chorley as a good place to live

The first priority is being taken forward in Chorley's Economic Regeneration Strategy and an accompanying Chorley Town Centre Strategy.

South Ribble

The South Ribble's Community Strategy vision is:

South Ribble – a great place to live, work, visit and play.

- A place to be proud to belong to and which goes from strength to strength
- A place with a strong identity, making a major contribution to the wider sub-region.
- A place with diverse, dynamic communities, which work together for a better future.

South Ribble – a place which has/is:

- Safer communities
- Healthy communities with decent affordable housing and ample cultural and leisure opportunities for all
- A clean, green and sustainable environment.
- Sustainable integrated transport for all.
- A thriving and prosperous borough with education, learning and employment opportunities for all.
- Supporting people with differing needs.

VISION

The Vision for the Core Strategy is influenced by the strategies mentioned in the previous section. A suggested Vision is:

The Central Lancashire City - comprising Preston, Chorley and South Ribble - will be recognised as Lancashire's economic driver where opportunities will be maximised. It will be a centre of learning, have a varied cultural and historic landscape and be known for its sustainable communities, innovative and creative businesses, retail and leisure opportunities, and fine parks and open spaces. The City will have a range of high quality and affordable housing to meet the needs of both existing residents and the new residents required to fulfil the City's economic growth potential.

Question: Is the Vision the correct one for the LDF?

Question: Are there any omissions from the Vision?

Question: Does this Vision accurately portray the aspirations of the Community Strategies?

Key spatial planning issues facing Chorley, Preston and South Ribble are presented on the following pages under 8 themes. Some issues are relevant to more than one theme. Each theme is introduced with some background information leading to an objective to be achieved by 2021. Each objective aims to contribute to realising the Vision. Issues – phrased as questions – are then set out with possible answers – suggested options for solving them. Some of the options can be combined; others are alternatives. Some initial sustainability appraisal work has been done to assess the likely social, economic and environmental impacts of the options. A summary of these impacts is set out to help respondents decide what options to support.

It must be emphasised that this paper has been done as a way of encouraging involvement. There may well be other issues not referred to here that should also be considered and other options for solving these issues than those that appear in this paper. At this stage nothing has been ruled out or in. Representations on all matters to do with strategic, spatial planning are sought. To help you decide what representations to make you are asked to take account of the following questions.

Question – Are there other topics not included in any theme which ought to be considered?

Question – Is there a better way of presenting issues rather than in themes?

Question – Are there other issues which have not been included in the paper that are of sufficient strategic importance to merit inclusion in the future Core Strategy?

Question – Of the issues in the paper what options for solving them would you prefer?

THEME 1. LOCATING NEW DEVELOPMENT.

Background

- 1.1 There is an extensive central urban belt in the plan area from Adlington, Chorley and the developing Buckshaw Village in the south, Leyland and Bamber Bridge in the centre through to the city of Preston in the north. To the east, west and north are rural areas with villages and hamlets of various sizes. Most of the open countryside between these urban and rural settlements has long been designated as Green Belt.

Settlement Policy

- 1.2 The draft Regional Spatial Strategy identifies Preston as one of around 30 Regional Centres/Cities/Towns in the North West where most new development will be concentrated. What is not clear however is the role the Regional Strategy intends for places immediately adjoining Preston such as Penwortham and Walton-le- Dale and connecting settlements as far south as Clayton Brook and Whittle-le-Woods as there is no policy reference to them. Adlington, Chorley and Leyland are designated as Key Service Centres where development in 'rural areas' should be concentrated. These are in fact urban centres in their own right and there are other such settlements in the plan area that similarly act as key service centres. The draft Regional Spatial Strategy also recognises that some villages act as local service centres and proposes that these be designated in Local Development Frameworks.

Green Belt

- 1.3 The Regional Spatial Strategy expects that the general extent of the Region's Green Belt will be maintained but that it may be necessary for substantial changes to its boundaries in Lancashire, and other parts of the North West, after 2011. Before then the Strategy acknowledges there may be a need to pursue localised small scale Green Belt boundary changes through Local Development Frameworks. The Green Belt in the Central Lancashire City is long established and has served the area well. However, in order to meet the development needs of the City in the most sustainable way, the review of Green Belt boundaries should be considered as an option.

Previously Developed and Greenfield Land

- 1.4 A key development principle of the Regional Spatial Strategy is making better use of land, buildings and infrastructure. The first priority is the use and re-use of existing buildings within settlements; secondly the use of previously developed land within built-up areas; and thirdly the development of other land that is well located in relation to houses, jobs, other services and infrastructure in settlements.

- 1.5 This last option could include greenfield sites on the edges of urban areas, such as on land that has been safeguarded for possible development in the longer term. The Regional Spatial Strategy does not anticipate new settlements or major urban extensions but neither are they ruled out. The identified broad locations for regionally significant economic development are referred to later in this Issues and Options document, in the Fulfilling Economic Growth Theme.
- 1.6 The Regional Spatial Strategy, in line with national planning guidance, expects most retail, leisure, office and other service development to be located within city and town centres. This is picked up in the Thriving Centres Theme (Theme 8) of this Issues and Options paper.

Objective by 2021

To have a sustainable network of urban and rural settlements, which meets development and service demands yet minimises the need to travel, particularly by car, and the use of greenfield land.

Issue 1A – How can urban development requirements best be satisfied?

- a) Concentrate most if not all development within Preston (including a definition of where this extends to) and the Key Service Centres of Leyland, Chorley and Adlington.
- b) Identify other Key Service Centres and promote significant development here; or
- c) Encourage further development at Buckshaw Village; or
- d) Identify new urban extensions and new settlements; or
- e) A combination of the above; or
- f) Other locations?

A brief summary of the Sustainability Appraisal work could be included after each issue

Issue 1B – How can rural development needs best be met?

- a) Designate larger villages as Local Service Centres and only allow development in and adjoining these settlements; or
- b) Allow development to meet local needs in each rural settlement not covered by Green Belt; or
- c) Allow single plot infilling in villages and hamlets covered by Green Belt; or
- d) A combination of the above; or
- e) In some other way?

Issue 1C – When greenfield land is required for development what is the most appropriate type of site to develop?

- a) Unused greenfield sites within built-up areas; or
- b) Accessible non-Green Belt sites (such as safeguarded land) on the edge of settlements; or
- c) Land removed from the Green Belt; or
- d) A combination of the above; or
- e) Somewhere else?

THEME 2: MEETING HOUSING NEEDS

Background

- 2.1 A central theme of delivering sustainable communities is to ensure that everyone is able to access and afford decent housing suitable for their needs. In such a situation, the housing market could be described as “balanced”. Whilst a balanced housing market depends on a wide range of economic factors, the planning system has a key role in contributing to this overall aim.

Overall Housing Requirements

- 2.2 The Central Lancashire City area has been a popular area to live over recent decades. Rates of new housing development have been high (over 7,300 dwellings in the last 5 years - *could insert a graph to illustrate the info*) with a corresponding growth in population (*another graph*). The population of the area is forecast to increase by 18 thousand from 2006 up to 2021. More significantly for housing requirements, the number of households is expected to increase by 21 thousand over the same period. Average household size is expected to further decline but in some black and minority ethnic communities larger extended families will still be the norm.
- 2.3 Recent house building rates have exceeded requirements set out in the current Lancashire Structure Plan which were derived from RPG13. The RPG restricted housing growth in Lancashire to encourage regeneration in the major metropolitan areas of Liverpool and Manchester and other regeneration priority areas in the region.
- 2.4 By contrast, the Northern Way and the emerging replacement Regional Spatial Strategy (to which the LDFs must conform) recognise the role of the Central Lancashire City region in delivering economic growth. An essential aspect of delivering this is providing an adequate supply of housing to meet the needs of both existing residents and new residents who are key in delivering economic growth. To enable this the submission RSS indicates significantly higher housing targets for the Central Lancashire City than those in the current structure plan which have been exceeded.
- 2.5 A key challenge for the Core Strategy is that it delivers the right type of housing to meet these needs whilst managing the supply of housing land to ensure that strategic targets are met, in accordance with national and regional planning policies.. Consideration will need to be given to what extent sites for housing can be identified and ‘allocated’ for development and what reliance can be placed on other ‘windfall’ sites coming forward. The rate at which sites are developed will also need to be taken into account as the phasing of land release may be necessary.

Affordable Housing and Special Needs Housing

2.6 A particular issue in the Central Lancashire City area is the continuing and increasing demand for affordable housing. Average house prices across the area are above the County average. Further, prices for terraced properties, traditional the realm of first time buyers, are considerably above Lancashire as a whole. It is also recognised that the housing needs of everyone will not be met through owner occupation and housing of other tenures must be provided to meet those needs. This is particularly difficult as government derived funding for rented and shared ownership accommodation is limited so the scope to cross-subsidise affordable housing from market housing schemes may need to be extended.

2.7 In addition to affordable housing requirements there are also special housing needs that require different solutions, private developers can profitably meet some of these. With an aging population there will be more elderly people requiring care of one form or another. Traditionally this has been provided in sheltered housing and elderly persons homes with varying degrees of nursing care. Now a new hybrid type of housing – ‘extra care’ is being proposed to meet some of this need. Account also needs to be paid to the needs of gypsies and other travellers.

2.8 The joint Housing Needs Study was completed in 2004 and subsequent detailed surveys of specific areas further quantify the demand for affordable housing. Since then the situation appears to be worsening and requires further research including on the issue of extra care housing. Whilst it is recognised that the Local Development Framework cannot meet all identified housing need, it has a key role to play in the delivery of new affordable housing. A key challenge is therefore to ensure that the Local Development Framework delivers the maximum amount of new affordable housing.

Decent and Adaptable Homes

2.9 Although the area is typified by generally good quality housing stock, there are pockets of unfitness that require concentrated action. The government is promoting a standard by which all homes can be assessed as to whether they are ‘Decent’ or not. Progress on this is being made but there are particularly acute and extensive problems in some privately rented housing where grant aid may be insufficient or inappropriate. The worst properties are considered ‘Unfit’, the proportion of the housing stock in this category varies across the area, but there are particularly high levels in Preston, where 6.7% of private sector stock is unfit. Another initiative is to increase the proportion of accommodation that is suitable, without major adaptation to ‘lifetime’ living, so enabling people as they become more elderly and infirm to stay longer in their homes.

Brownfield Targets

2.10 In order to make the most efficient use of land, the government has set a target that 60% of new homes should be built on “brownfield” or Previously Developed Land (PDL). The consultation draft of the RSS indicates a target of 80% for the City area but the three authorities consider this a little ambitious so have suggested a 75% target. The achievement of a brownfield target is seldom the sole consideration in determining applications for development. In seeking to deliver sustainable communities and economic growth, other factors could include; whether the site is in a sustainable location; whether there is an impact on overall housing land supply; and whether the development would result in the loss of a viable employment use.

Objective by 2021

To provide a managed level of new housing in line with RSS targets which facilitates economic growth, meets PDL targets and contributes towards a balanced housing market in Central Lancashire City where everyone is able to access decent housing suitable for their needs.

Issue 2A: How can the release of land be best managed to achieve overall housing targets?

- a) Allow development on allocated sites only (*i.e. no windfall sites*); or
- b) Consider applications for development of windfall sites in the light of current supply and relative merits over allocated sites; or
- c) Establish clear criteria for the release of windfall sites
- d) Seek to phase the timing of the release of sites; or
- e) A combination of the above; or
- f) By some other means?

Issue 2B: How can the Local Development Framework best deliver an appropriate range of housing to facilitate economic growth?

- a) Set general targets for the types of dwellings to be provided across the area which would be taken into account in dealing with all applications; or
- b) Set targets for the types of dwellings to be provided on individual allocated sites; or
- c) For different areas, identify the range of dwelling types which would be acceptable; or
- d) Allow dwelling types which would reflect and complement those of the locality; or
- e) Allow the development industry to determine the types of dwellings to be provided; or
- f) A combination of the above; or
- g) In some other way?

Issue 2C: How can affordable and special housing needs best be met?

- a) Require an element of affordable housing on all new developments of 15 or more dwellings; or
- b) Develop specific targets for individual sites based on evidence of need, site suitability and economic viability; or
- c) Require all housing developments to make a contribution, either on site or in lieu, to meeting affordable housing needs; or
- d) Identifying sites particularly suitable for meeting special housing needs; or
- e) A combination of the above; or
- f) By some other approach?

Issue 2D: How can PDL targets best be met?

- a) In managing supply, always give prime consideration to PDL; or
- b) In addition to allocated sites, only allow further development on unidentified (windfall) sites which are PDL; or
- c) Only all further release of unidentified (windfall) sites which are PDL where the site is in a sustainable location and would not result in the loss of a viable employment use; or
- d) In some other way?

Issue 2E: How can the state of repair and adaptability of housing be tackled through the Local Development Framework??

- a) Pursue an Action Area approach targeting housing improvements in those areas of greatest need; or
- b) Encourage smaller housing improvement schemes elsewhere; or
- c) Promote clearance of substandard housing; or
- d) Require developers of market housing schemes to cross-subsidise nearby housing improvements; or
- e) Encourage re-use and conversion of housing, particularly vacant stock, to provide needed accommodation; or
- f) Require new residential developments to provide a proportion of 'lifetime' homes; or
- g) A combination of these; or
- h) Through other means?

THEME 3 – FULFILLING ECONOMIC GROWTH

Background

- 3.1. It is acknowledged in both the Northern Way Growth Strategy and the Regional Economic Strategy (RES) that the Central Lancashire City economy has performed well. Its rate of economic growth is well above the regional average and close to the national average, whilst the growth in the number of jobs exceeds the national and regional rates. This rate of growth is projected to continue. The area's industrial mix of advanced manufacturing and engineering, biomedical and environmental technologies, and creative industries is growth-oriented so these trends are expected to continue and have the potential expand further given the right opportunities and stimulation.
- 3.2. In line with the Northern Way and the RES, the emerging RSS seeks to build on the region's economic strengths, particularly the opportunities that exist in the city regions. To this end, RSS includes a sub-regional strategy for the Central Lancashire Sub-Region (Policy CLCR1 – Central Lancashire City Region Priorities). It recognises that Central Lancashire provides a significant economic focus for the wider sub-region. It states that economic performance is to be raised through a range of plans and strategies including:
 - the development and implementation of the “*Central Lancashire City Vision*”
 - the provision of regional investment sites and knowledge nuclei sites
 - the development of sub-regional employment opportunities.

Employment Land Requirements

- 3.3. From this, it can be seen that the principal means by which the LDFs can promote economic growth is to ensure that there is enough land available for new businesses, and to meet the expansion needs of existing firms.
- 3.4. Central Lancashire has two defined Regional Investment Sites (RIS's): these are at the former Royal Ordnance Factory at Euxton and at Cuerden Regional Business Park. They are identified in the Lancashire Structure Plan and current Local Plans. Central Preston is identified as a location for a “knowledge nuclei site” to develop knowledge-based sectors requiring specific links to the University of Central Lancashire. It will be the role of the Preston Site Allocations DPD to identify a knowledge nuclei site.
- 3.5. In addition to the RIS's, there needs to be a range of sub-regional and local employment sites in Central Lancashire City. These portfolios of land should be balanced in terms of market attractiveness and sustainability. Account must be taken of the types of employment development to be promoted given the changing nature of the economy – the trend is towards less manufacturing industry and more office/light industry. It is likely that additional development sites will be required up

to 2021, although draft RSS does not specify a detailed figure for each district. Instead, sub-regional figures are given (i.e. for Lancashire) and it is suggested that the distribution of new development must be agreed by Local Authorities, in accordance with local labour market areas. Chorley, South Ribble and Preston together comprise a local labour market area, with the majority (84%) of travel to work journeys contained within it. It makes sense, therefore, for the Central Lancashire authorities to consider their employment land needs collectively. The Core Strategy must set out the broad approach as to where new employment development should be located taking account of access for deliveries as well as the journeys to work for employees. The detailed definition of these sites will be the job of each Council's Site Allocations DPD.

- 3.6. Town centres are the focus of much economic activity, particularly in the office, retail and leisure sectors. This is considered in Theme 8 – Thriving Centres. Issues relating to the development of the rural economy are considered in Theme 7 – Sustaining Rural Areas.

Regeneration

- 3.7. There are areas within each of the main urban areas which experience high levels of deprivation (including high unemployment, low levels of economic activity, and low levels of educational achievement – see also Theme 6 – Improving the Quality of Life). It will be important to harness Central Lancashire City's potential for economic growth in a sustainable way which meets the needs of all communities. This means that access to jobs is a crucial consideration when making decisions about the location of employment land.
- 3.8. Central Lancashire City's urban areas have a legacy of older industrial areas and buildings. These are often situated adjacent to town centres, in the deprived inner areas described above. Whilst these areas still provide accommodation for many businesses, and opportunities for new enterprises the changing nature of industry and employment means that many buildings are no longer suitable for employment uses. Evidence can be seen of a trend away from employment use in these areas to other uses, particularly housing. The future of these older industrial areas needs careful consideration given the need for employment in the more deprived communities, and the requirement to provide more housing on previously developed sites (see Theme 2 Meeting Housing Needs).

Tourism and Culture/Leisure

- 3.9. Tourism in the Central Lancashire context includes day visitors and also "business tourism" associated with conferences and business meetings. Central Lancashire City is home to a range of high quality heritage and tourism assets, including museums and art galleries, theatres, conference venues, and historic parks. Facilities for leisure in all its guises are an important part of the attractiveness of an area both built sports facilities and outdoor play provision. Much more could be made of

these assets particularly if linked to general public realm improvements in Preston City Centre, and the town centres of Leyland and Chorley.

Objective by 2021

To maximise Central Lancashire City's potential for economic growth in a manner which adheres to the principles of sustainable development and which brings benefits to all communities.

Issue 3A) Where should new employment-related development be located?

- a) In areas most attractive to the market i.e. adjacent motorway junctions; or
 - b) Within the main urban areas (Chorley, Leyland and Preston), on previously-developed land; or
 - c) Distributed more evenly between the urban areas and the smaller towns and key service centres; or
 - d) Adjacent to any new housing allocations; or
 - e) A combination of the above; or
 - f) Somewhere else?
- Depending on the above
- g) Should specific types of employment use (manufacturing, for example) be steered towards certain locations?
 - h) Should some existing employment sites be de-allocated?
 - i) Should the emphasis be on providing for new and growing businesses?

Issue 3B) To what extent should existing employment areas be protected?

- a) Should they be protected in their entirety, with all proposals for change of use or redevelopment to non-employment uses resisted; or
- b) Should change of use or redevelopment to non-industrial uses be allowed in line with market pressures; or
- c) Should each area be assessed with a view to its suitability for modern industrial and business uses; or
- d) Should there be no protection.

Issue 3C) How can the Local Development Framework help to ensure that jobs are created in the areas of greatest need?

- a) By allowing or encouraging the expansion of successful businesses in these areas; or
- b) Through helping to improve access to jobs in other areas; or
- c) A combination of the above; or
- d) By some other means?

Issue 3D) How can the plan help to promote economic development through tourism and leisure/culture?

- a) By encouraging improved facilities for visitors, such as hotels: or
- b) Through encouraging the expansion of existing successful visitor attractions; or
- c) By promoting appropriate tourism-related development in the countryside; or
- d) Through improved sports and play provision; or
- e) A combination of the above; or
- f) In some other way?

THEME 4 – IMPROVING ACCESSIBILITY

Background

- 4.1 Accessibility in spatial terms is about physical access to jobs, services and other facilities either through travelling or by locating ‘customers’ and ‘suppliers’ close to one another so as to reduce the need to travel. This Theme concentrates on the issues affecting the more urbanised parts of the area. Transport issues are also covered in Theme 7 – Sustaining Rural Areas where accessibility is equally important. The three authorities plus the County Council have major role to play in fully exposing accessibility issues facing all communities and taking forward solutions combining initiatives in the Local Transport Plan with LDF work.
- 4.2 To grow, businesses need to be able to access markets and customers need to be able to access business and services. Employers need access to competent and qualified staff, and employees need to be able to get to work quickly and easily. Vibrant, successful city and town centres need easy access from broad catchment areas to remain competitive.
- 4.3 Currently, Preston city centre and the major employment areas attract many employees who commute from within the city area or in from other areas. A large number of residents commute out from the city, largely to access jobs in Greater Manchester and Merseyside. Whilst public transport is used, many of these journeys are by car. Accessibility within the city and out to other places is beginning to be constrained by insufficient public transport services and congestion on roads, river crossings, and motorways.

Reducing the need to travel

- 4.4 Working patterns are changing. Many people commute long distances to jobs, whilst others are able to adopt more flexible working practices such as home working. The location of many jobs is fixed by the building and infrastructure requirements of the employer.
- 4.5 Depending on their circumstances, people have greater or lesser choice over where they access health and educational services, and leisure facilities. The choices made may involve travelling some distance.
- 4.6 The role and form of city and town centres is changing and specialising. Large supermarkets and retail parks are located and designed for ease of access by car, whilst accessibility to traditional city and town centres is often constrained. Internet shopping and banking is reducing the need for businesses to have a “High Street” presence.

- 4.7 Currently, most jobs, services and facilities are accessible from all parts of the city by car but this is being constrained by increased congestion, lack of parking, and tougher parking controls. Accessibility by public transport is less convenient, especially away from main routes and at certain times of the day.

Promoting more sustainable means of travel and reducing dependency on cars

- 4.8 The City generally has a very high proportion of car ownership and car use. Public transport systems are in place but often do not meet the needs of the travelling public. New roads and motorways built over the last 40 years are reaching capacity, especially at peak times. In some parts of the city, it is difficult to move from A to B without being delayed by having to travel through congested or constrained area.
- 4.9 Over recent years, new development has largely been located on previously developed land within existing urban areas. This allows for new road infrastructure and public transport facilities to be planned, and for quality footpaths and cycle routes to be built and extended.
- 4.10 Currently, it is quite easy to travel around the city by car and the main public transport routes, which makes all jobs, services and facilities readily accessible. Travel by walking and cycling is easy within local areas, and cycling longer distances may become more viable as more, safer routes are implemented. Growing car ownership and use, and further travel demand generated through population increases and new development in locations such as the city and town centres is likely to make travel more difficult as congestion will increase.

Achieving transport improvements

- 4.11 Many parts of the city's road network suffer from peak time traffic congestion. There are major pinch points on the entrances to Preston city centre, especially from the motorway network and at the crossing points over the River Ribble. The national motorway network that serves the wider City and allows access to other towns and cities (the M6, M61, M65 and M55) regularly becomes congested. However, these motorways and the railways running through the area are an integral part of national networks and also provide direct access to air and sea ports for international passenger travel and freight. Local congestion often occurs around city and town centres, schools, and hospitals.
- 4.12 Currently, transport improvements aimed at cutting congestion by reducing car use include park and ride facilities, parking controls, and bus routes. Public transport reduces some congestion impacts but the general preference for car use is likely to cause increased congestion in the future.

Objective by 2001

To have a level of accessibility to and within the Central Lancashire City that promotes economic growth; brings jobs, services and facilities within easy reach; enables ease of travel through reduced congestion.

Issue 4A - What can be done to reduce the need to travel?

- a) Locate all new development in easily accessible areas; or
- b) Ensure that all new developments are mixed and balanced to include new or relate to existing services and facilities such as schools, health facilities, shops and parks; or
- c) Provide people with the choice to access a range of jobs in their locality; or
- d) Ensure the availability of high quality new business premises for companies that could employ more local people and reduce the need to commute to other towns and cities; or
- e) A combination of the above; or
- f) Pursue other ways?

Issue 4B - What can be done to encourage more sustainable means of travel?

- a) Encourage the provision of new public transport services; or
- b) Seek a range of public transport services that more effectively meets the needs of potential users (e.g. by introducing new routes and extended operating hours); or
- c) Develop more park and ride facilities; or
- d) Create more and better cycle paths and facilities; or
- e) Create new railway stations and bus facilities within new developments; or
- f) Locate new jobs, services, and facilities within walking distance of main city and town centres; or
- g) Increase traffic management and parking controls in city and town centres; or
- h) Reduce the availability of parking spaces; or
- i) Require travel generating employers and services to prepare and adhere to a Travel Plan (e.g. to promote car sharing); or
- j) Introduce road congestion charging or tolls ; or
- k) A combination of the above; or
- l) Through other means?

Issue 4C - What are the priorities for transport infrastructure improvements?

- a) Create new dedicated bus routes linking the main residential, business and shopping centres; or

- b) Create an orbital bus / interchange route around the urban area; or
- c) Create new railway stations and better routes and services; or
- d) Electrify the the Blackpool to Manchester Railway; or
- e) Promote rapid transport/light rail solutions; or
- f) Provide an integrated network of cycling and walking routes; or
- g) Provide new road crossings over the River Ribble; or
- h) Complete the motorway network round the city (e.g. a new junction on the M6 to serve Chorley and a link from the M65 to the M55); or
- i) Create more direct links to Manchester and Blackpool airports; or
- j) A combination of the above; or
- k) Pursue other improvements?

THEME 5 – PROTECTING THE ENVIRONMENT

Background

- 5.1. So as to create a place where people choose to live and work, the Local Development Framework must seek to protect and enhance Central Lancashire City's most valued environments, both natural and man-made. For a long time planning authorities have sought to safeguard the countryside from unnecessary development so as to keep it open and unspoilt. An additional benefit of this is that the most important landscapes and habitats are protected from urban development. However they can still be harmed by farming practices and other rural pursuits. In these days of global food sourcing there is less reliance on local agricultural produce and less protection of good agricultural land, this trend may prove short sighted. The role of the Green Belt is explained in Theme1 – Locating New Development. Within rural and urban areas, the most important historic buildings, environments and open spaces must continue to be protected because of the contribution they make to the quality of life.
- 5.2. There is increasing concern about climate change and its impact on our environment. There are a number of ways in which the planning system can limit the impact of climate change, and also to tackle its causes. These include encouraging the development of sources of renewable energy, and seeking to reduce the risk of flooding.
- 5.3. New development often has some negative impacts. Where the benefits of the development out weigh the harm caused the aim should be to minimise these through well sited and well designed proposals. In addition environmental losses can be made good through requiring developers to do or pay for environmental improvement works nearby. The most important features of the environment are protected by law, although in many cases the upkeep and enhancement of these sites and structures could be better. Features of only local importance are not protected in the same way so their future often relies on the approach to these taken by local councils.

The Natural Environment

- 5.4. National planning policy advocates a top down approach to the protection of wildlife habitats. The Core Strategy will need to respect and seek to protect the key environmental designations i.e. those which have national or international significance. These include the Ribble Estuary (which is a "Ramsar" site as well as a National Nature Reserve), and six Sites of Special Scientific Interest (SSSI's) important for their ecological or land form significance. In addition, sites of local or sub-regional importance have been identified – these are known as Biological and

Geological Heritage Sites. Many of these are within the urban areas. Policies in the LDF ought to implement the Lancashire-wide Biodiversity Action Plan as this aims to improve the variety of natural species. Open spaces, watercourses and woodlands within urban areas are also a valuable asset in terms of recreation and nature conservation and contribute greatly to the quality of life.

5.5 Central Lancashire contains areas of distinctive and attractive countryside, including part of the Forest of Bowland Area of Outstanding Natural Beauty (AONB), to the north of Preston and the West Pennine Moors to the east of Chorley. There are other areas of landscape value identified in landscape character assessment work carried out by Lancashire County Council (Supplementary Planning Guidance on Landscape and Heritage). There are a number of initiatives (e.g. REMADE) currently in operation to improve degraded landscapes through tree planting and other works.

5.6 Pollution of the environment needs to be minimised if it cannot be avoided. This particularly applies to maintaining, if not improving, both air and water quality. Carbon emissions into the atmosphere are covered under Renewable Energy below. In toxic emissions from traffic and industrial processes clearly require close control through both planning and environmental legislation. Similarly toxic outflows and runoff from developments into the ground, water courses and ultimately the sea are to be prevented wherever possible.

The Built Environment

5.7. Central Lancashire City retains areas of significant historic and architectural interest, some stemming from its industrial past. The historic environment makes a valuable contribution to the area's economic and social well being, and can provide a focus for regeneration initiatives. Collectively, the area boasts over 1300 Listed Buildings, 26 Conservation Areas, and a number of registered parks and gardens of historic interest. There are also a variety of archaeological sites ranging from 17 Scheduled Ancient Monuments to sites of more local importance.

5.8. The Core Strategy can set out guiding principles on design quality to ensure that all new development improves townscapes and contributes towards an accessible, safe and attractive environment. This particularly needs to take account of the efficient use of land taken up by new buildings in terms of the density of development. These guiding principles could be expanded upon in development control policies and supplementary planning documents.

Renewable Energy

5.9. To combat our reliance on fossil fuels, the Government is urging local authorities to promote and encourage the development of renewable energy resources, including wind, water and solar power. Whilst wind

turbines are a common site in the upland areas of the north –west England, there is now an increasing emphasis on “micro-generation” and the promotion of energy efficiency. Micro-generation is where new development is built incorporating features to generate a proportion of the building’s energy requirements from renewable sources (existing buildings can be adapted to achieve this too). The Core Strategy can set out general guidance for this, whilst detailed policy guidance would appear in other LDF documents. Chorley Borough Council had made considerable progress on this, and is bringing forward policy documents and guidance on sustainable resources ahead of the Core Strategy.

Flood Risk

- 5.10. Climate change brings with it an increased risk of flooding. The Central Lancashire City authorities have commissioned research to identify those areas most at risk from flooding in the future. The Core Strategy will identify these broad areas, whilst the results of the study will feed into decisions about site allocations. The ideas generated by the Riverworks study may help to manage the River Ribble through the urban area.

Objective by 2021

To protect and enhance Central Lancashire City’s environmental assets, to make them the focus of urban and rural regeneration, and to promote the efficient use of resources.

Issue 5A – What protection and enhancement should be given to sites of local biodiversity and geological importance?

- a) Protect all sites of local biodiversity or geological importance from development; or
- b) Allow some development provided that the developer compensates for any losses; or
- c) Some other approach?

Issue 5B – How can landscape character be best protected and enhanced?

- a) Protect landscapes based on their amenity and recreational value and national designations; or
- b) Protect landscapes which have high agricultural value; or
- c) Both of the above; or
- d) By a different approach?

Issue 5C – How can the design quality of new buildings be improved and the efficient use of land achieved?

- a) Identify and define a local built-environment character in villages and neighbourhoods and require this to be respected in all new development; or
- b) Allow a more flexible approach to development based on general best practice, and promoting high quality, modern design; or
- c) By requiring developments to be built at as high a density as can be achieved without compromising good design; or
- d) Through some combination of the above; or
- e) In other ways?

Issue 5D – What is the most appropriate way of conserving and enhancing the historic environment?

- a) Designate additional Conservation Areas; or
- b) Concentrate resources on improving existing Conservation Areas;
- c) Both of the above; and/or
- d) Give more protection to buildings listed for their local importance; or
- e) Pursue other approaches?

Issue 5E – How can an increase in sourcing renewable energy be feasibly achieved?

- a) Encourage large scale renewable energy schemes only; or
- b) Encourage small-scale renewable energy schemes only, provided they are in harmony with surroundings; or
- c) Both of the above; and/or
- d) Set targets for renewable energy capture in all new development of at least a minimum threshold size ; or
- e) Promote other ways?

Issue 5F – What are the most appropriate ways of avoiding flooding of developments?

- a) Avoid any new development in areas vulnerable to flooding; or
- b) Assess flood risk as one of a number of factors in a sustainability appraisal and allow development in low risk areas; or
- c) Promote major schemes such as Riverworks to manage river flooding to such an extent that otherwise unsuitable land could be made available for development; of
- d) A combination of the above; or
- e) By other ways?

THEME 6. IMPROVING THE QUALITY OF LIFE

Background

6.1 The quality of life people have depends on many things. Living in a decent and affordable home, a good environment, being in employment, ability to travel and to otherwise access services all contribute to quality of life. These are all dealt with elsewhere in this document. This Theme concentrates on other aspects of quality of life such as incidents and perceptions of crime, as well as deprivation in terms of educational attainment, vocational skills and health.

Crime

6.2 A widespread concern in local communities is crime. Actual levels of recorded crime are generally falling but a perceived fear of crime remains a worry for many people. Much is being done by various agencies to tackle crime and give re-assurance to local people. The design and layout of buildings can reduce the opportunities for criminal activity and it being undetected. The causes of crime are varied but providing scope to engage in constructive behaviour – such as play, sport and other community activities – can help reduce crime levels. Government and local authority funding for such facilities and services is limited but there is scope for new housing developments in particular, to help pay for provision and cover future operating costs.

Deprivation

6.3 Pockets of deprivation occur in several places across the plan area. The combined occurrence of low educational attainment, the lack of work-related skills and poor health in some neighbourhoods across the North West is recognised in the draft Regional Spatial Strategy. This combination of deprivation is present in some places in the Central Lancashire City area. It is a situation likely to get worse as people live longer and have more health care needs and/or find they have to work longer through insufficient pension provision. Numerous agencies working together can help tackle these problems but spatial planning can help by enabling new and improved service facilities to be located and made accessible to the local communities that need them.

Objective by 2021

That the levels of crime are very low and the fear of being a victim of crime is similarly reduced from present day levels. Also that access to a wide range of community and service facilities has assisted in removing pockets of deprivation.

Issue 6A – What spatial planning proposals can best contribute to reducing levels of crime and provide opportunities for constructive community activity?

- a) Pursue improvements in the design and layout of buildings to make it harder for criminal activity to occur undetected; or
- b) Seek developer funding for a range of community facilities and related initiatives; or
- c) Ensure existing community facilities that are still needed are not lost to other uses and are improved where necessary; or
- d) A combination of these; or
- e) Some other approach?

Issue 6B – How can spatial planning most appropriately help reduce pockets of deprivation?

- a) Identify and reserve sites for new educational, training and health facilities; or
- b) Allow the redevelopment of existing facilities that are no longer required to help enable the rationalisation and relocation of facilities to where they are most needed; or
- c) Seek developer funding for educational, training and health facilities; or
- d) Pursue transport improvements that allow better access to facilities; or
- e) A combination of the above; or
- f) An other initiative?

THEME 7. SUSTAINING RURAL AREAS

Background

7.1 Agriculture remains the main economic activity in rural areas but it is experiencing continual change in terms of economic regulation and market globalisation. None of the rural parts of the plan area are far from urban populations. This represents a threat and an opportunity to rural communities and the countryside.

7.2 The draft Regional Spatial Strategy recognises the inter-related pressures on rural areas such as the need to diversify economies, protect the countryside, provide affordable housing and access to local employment and other services. The Lancashire Rural Action Plan also aims to tackle these issues.

Rural Economy

7.3 Traditional agriculture is being partially replaced by horticulture aimed at providing plants for domestic gardens and uses associated with horse riding. The demand for recreation and tourism from urban dwellers provides much needed expenditure in rural areas but catering for that demand in a ways that do not spoil the attractiveness of the countryside raises significant challenges.

Affordable Housing and Local Services

7.4 Many people living in rural areas do not work there and so commute to often high paid jobs elsewhere. This causes transport related problems and can raise house prices to levels beyond the economic means of rural based workers. Similarly affluent mobile incomers are less dependent on local services so use of these can fall leading to closures. A way of minimising this is to restrict what service buildings can alternatively be used for and to target this protection on local service centres as referred to in Theme 1 – Locating New Development.

Objective by 2021

To have thriving and sustainable rural areas that are not spoilt by urban demands, and villages that are economically viable communities where local needs are met.

Issue 7A – How should the economy in rural areas be developed?

- a) Farmers should be encouraged to diversify to enable other rural based industries to be established; or
- b) Rural recreational and tourism pursuits should be promoted provided they do not spoil the appearance of the countryside nor have other negative impacts; or
- c) Small scale employment uses unconnected with rural activities should be encouraged in local service centre villages; or
- d) A combination of the above; or
- e) In some other way?

Issue 7B – How can villages continue to meet the day to day needs of local communities?

- a) Protect existing shops and community buildings from uses that would not provide services local people need; or
- b) Allow the dual use of buildings or sites that help provide or retain local services; or
- c) Allow appropriate scale market housing and commercial developments in local service centres provided they financially support local services; or
- d) Link outlying small villages and hamlets with bus services to local service centres; or
- e) A combination of the above; or
- f) By other means?

Issue 7C – In what way can rural affordable housing needs best be met?

- a) Through only allowing schemes in or adjoining villages where all the units are affordable as an exception to Green Belt and other policies; or
- b) Reserving sites at rural settlements only for affordable housing; or
- c) Allow appropriate scale market housing in local service centre villages only where these cross-subsidise a substantial proportion of affordable units; or
- d) A combination of the above; or
- e) In an other way?

THEME 8: THRIVING CENTRES

Background

- 8.1 City, town, district and local neighbourhood centres are crucial to the social, economic and environmental well-being of the Central Lancashire City. They are the life blood of the local economy. The role and function of the centres must meet the needs of our community, help to reduce social exclusion and create economic opportunities for everybody. They also provide a sense of place and involvement which can help to foster local identity.
- 8.2 Government policy is to ensure the continuing vitality and viability of town centres through focusing development in the centres in order to strengthen and, where appropriate, regenerate them. The government requires local councils to actively promote growth and manage change in town centres and to identify a hierarchy of centres each performing their appropriate function within the area.
- 8.3 The Central Lancashire City area has wide-range of different sized centres each of which performs its own important function.
- 8.4 Preston city centre is the largest of the three main centres in the plan area and, in terms of non-food shopping, is ranked first in the whole of Lancashire. It is also the centre of commercial and administrative activity within the county and is the seat of Lancashire County Council. It is the principal office location within the county. Despite this there is clear evidence that, in the face of competing attractions, Preston city centre requires further investment, such as that for the Tithebarn Regeneration Area, to ensure that its overall health is enhanced and sustained into the future.
- 8.5 Chorley town centre provides the greatest concentration of shops, services and entertainment facilities in the southern part of the Central Lancashire City area. It is trading relatively well, but could be improved and its evening economy tends to be dominated by young people visiting pubs and bars. Chorley town centre is well-known for its markets, which include the open and covered markets. However, both have recently experienced a downturn in stall occupancy rates. Vacant shop units can also give the town centre a run-down appearance.
- 8.6 Leyland is located between Preston and Chorley and is the main town centre serving the South Ribble area. Recently there has been considerable development in the food retail sector and the town has a market. However, the town is overshadowed particularly in comparison goods terms by Preston to the north and to lesser extent, Chorley to the south. A retail study undertaken in 2004 concluded that the town centre was weak and fragmented with a poor environment and public realm.

The northern part of the town centre is the focus of a pilot regeneration area and the Council is about to commission a masterplan to provide a framework for improvement and investment in the town centre. District centres at Bamber Bridge, Penwortham and Tardy Gate are also pilot regeneration areas and have significant potential to improve quality of life, built environment and economic prosperity.

- 8.7 Government policy is opposed to new 'out of town' shopping developments and, as such, there is no consideration of this issue in this section.

Establishing a Hierarchy of Centres

- 8.8 Different types of centres perform different functions. Provided this is properly recognised in policies which control the types and sizes of new development each centre can better meet the needs of customers in complementary rather than competing ways. The new draft RSS does not fully reflect the need to have a policy hierarchy for different centres. Only Preston city centre is specifically named with the area.

Trading Performance of Centres

- 8.9 The government has identified key indicators for measuring centre trading performance such as the number of different retailers, the proportion of vacant street level property, pedestrian flows, the perception of safety, the state of the environment and customers' views.
- 8.10 Where there is evidence that there are centres in decline with, for example an increasing number of vacant shop units, it may be necessary to assess the scope for consolidating and strengthening those centres. This can be done by seeking to focus on a wider range of services, promoting diversification and improvements to the environment. Better use of existing land and buildings may be achieved by promoting and developing a specialist or new role and encouraging specific types of use in some centres.

Evening and Night-time Economy

- 8.13 Government guidance states that local planning authorities should prepare planning policies to help manage the evening and night-time economy of city and town centres. These policies should encourage a range of complementary evening and night-time uses which appeal to a wide range of age and social groups, ensuring that provision is made where appropriate for a variety of leisure and cultural activities.

- 8.14 If there is going to be support for a night-time economy, consideration needs to be given to the scale of developments and their likely impact, including the cumulative impact on the character and function of town centres, anti-social behaviour, crime and the amenity of nearby residents

Objective by 2021

To have a thriving city, town, district and local neighbourhood centres providing a full range of services and, collectively, the Central Lancashire City area will provide a viable alternative sub-regional shopping and leisure destination to Manchester and Liverpool.

Issue 8A – What policy hierarchy for centres is needed?

- a) Leave Preston as the only named centre where most retail, office and leisure development should go; or
- b) Identify a full range of city, town, district and local neighbourhood centres or
- c) Use some other approach?

Issue 8B – How should the number of vacant shops in our centres be reduced?

- a) Resist the loss of shops or other services to other uses; or
- b) Allow the loss of shops and services where it can be shown that there is no longer a demand for the unit; or
- c) Relax restrictions on the amount of non-retail uses allowed in some areas; or
- d) Allow more community uses; or
- e) Allow more office uses; or
- f) Allow residential uses; or
- g) A combination of the above
- h) Let market forces to determine the mix of uses in our centres; or
- i) Through some other approach?

Issue 8C – How can the City and Town Centres become attractive to a wider cross-section of people?

- a) Try to restrict further development of pubs and clubs in the city and town centres to discourage more alcohol-related uses; or
- b) Assess the potential for other non alcohol related leisure uses and identify city and town centre sites for such uses; or
- c) Improvements in lighting; or
- d) Increased partnerships with the police; or
- e) Designation of 'alcohol free zones' and specific 'drinking areas'; or
- f) A combination of the above; or
- g) By other means?

Issue 8d - How can the Core Strategy support the regeneration of town and district centres?

- a) identify sites for appropriate new town centre development; or
- b) restrict the amount of non retail uses in main shopping areas; or
- c) implement improvements to the physical environment; or
- d) encourage town centre living; or
- e) resist out of centre developments; or
- f) a combination of the above; or
- g) some other measure(s)?

CONCLUSION

Include how to comment, response form, what happens next.

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Report of	Meeting	Date
Director of Streetscene, Neighbourhoods and Environment. (Introduced by the Executive Members for Resources and Streetscene, Neighbourhoods & Environment)	Executive Cabinet	29 June 2006

BUCHANAN STREET CHORLEY ENVIRONMENTAL IMPROVEMENT SCHEME

PURPOSE OF REPORT

- To make recommendations for the acquisition, disposal and management of land in the vicinity of Buchanan St. Chorley to promote a scheme of local environmental improvement.

CORPORATE PRIORITIES

- A project to develop the character and feel of Chorley as a good place to live and the reduction of a pocket of inequality from the poor management and unacceptable use of poorly managed land.

RISK ISSUES

- The issue raised and recommendations made in this report involve risk considerations in the following categories:

Strategy		Information	
Reputation	✓	Regulatory/Legal	✓
Financial	✓	Operational	
People		Other	

- This report makes recommendations for the acquisition of land, if necessary by using compulsory purchase powers. If exercised and contested then there is the risk of the costs of a local hearing or public enquiry. I assess this risk as low.

Land acquired may have inherent risks from pre-existing activities such as contamination which might become the responsibility of the Council. With a negotiated acquisition this can be modified by warranty or insurance. This is not possible in this instance but, on the basis of information from some site investigation, I assess this risk as also low.

No reasonable claim to title has been found by diligent enquiry, however, there is a risk that our proposal may flush out an owner, which might result in a higher valuation. I assess this risk as low on the basis of existing information and the hazard also as low on the basis of the views of the Head of Property Services.

BACKGROUND

5. Members will be aware that the use of certain parcels of land in the vicinity of Buchanan Street Chorley has given rise to anti-social behaviour over a period of years.

To some extent these problems have been modified by obtaining four anti-social behaviour orders in December 2005, which have a currency of 4 years unless discharged earlier. In the absence of any other continuing action this is unlikely to ensure a permanent solution.

This report makes recommendations for improving the management by land assembly and the carrying out of an environmental improvement scheme after consultation with local residents.

6. The various parcels of land are shown on the attached plan at Appendix 1.
The ownership background of these parcels has been researched and, as far as known is:

Parcel A

Is subject to the remaining term of a 999 year lease from 12 June 1921 now held by Chorley Borough Council, in possession.

Parcel B

Is subject to the remaining term of a 999 year lease from 1 November 1921 now held by Chorley Borough Council. This land has been let on annual licences as allotments and as such is protected from development by the Councils planning policies.

Parcel C

Is subject to the remaining term of a 999 year lease from 1 November 1921 now held by Chorley Borough Council, in possession.

Parcel D

Is subject to the remaining term of a 999 year lease from 1 May 1895 now held by Chorley Borough Council, in possession.

Parcel E

There is no registered title to this land and local enquiries have revealed no claims or ownership other than the part which has been incorporated into the garden of no. 20 Worthy Street which is presumed to have transferred by adverse possession.

Parcel F

Apart from a sliver of land adjacent to No. 21 Buchanan Street there is no registered title to this land. Local enquiries and enquiries from adjacent freeholders has revealed no valid claim.

7. The acquisition of Parcels E and F would result in a larger parcel of land all within the control of the Council allowing a proper management plan to be delivered. This would particularly affect the use of Parcels E and F, which are predominantly misused and give rise to anti-social activity and behaviour.

IMPROVEMENT PROPOSALS

8. Acquisition by the Council would allow us to:

Carry out an environmental improvement scheme
Improve and maintain the amenity of the area

To take control of the land and take steps as landlords to reduce repeated occurrences of anti-social behaviour

9. As there is no information on the current ownership of the land we may have to compulsorily purchase Parcels E and F prior to any works being carried out.
The most appropriate power under which to compulsorily purchase the land is section 226 (1) (a) of the Town and Country Planning Act 1990.
This section authorises a local authority to acquire land "suitable for and required in order to secure the carrying out of development, re-development or improvement".
The intention in this particular case is to secure the improvement of the land.
The total area of the improvement proposal is 1852m². The area we need to acquire is 536m².
10. Four different schemes for the treatment have been prepared. This report seeks approval to consult with local residents on these schemes.
Drawings of these schemes are available to view at the Civic Offices and will be available for Members at Executive Cabinet.
The crime prevention officer has been consulted and he supports the intention of the scheme, and in particular supports a scheme which makes provision for off-street car parking.
11. The schemes differ only in detail and all have the potential to provide improved amenities to the residents of Buchanan Street, Blackburn Street and Worthy Street.
Each scheme envisages the transfer of land in Parcel A to the residents of 21-33 Buchanan Street for garden extensions, the continuation of the allotment licences in Parcel B and the granting of rights of vehicular access only to residents for parking or to access their garages over Parcels C, E and F.
12. Clearly since this scheme is designed to improve the management of this land and reduce anti-social behaviour it will be necessary to incorporate residual legal controls over the acquired and transferred land which would give the Council ongoing powers to control activity on the land and subsequent assignments.
13. The Director of Regeneration and Development has provided the specification and drawings for the scheme. The incorporation of land in Parcel A into rear gardens will be a change of use and will require Planning Permission which will be sought at the conclusion of the consultation exercise.
14. It is intended that Parcels C, F and E remain in the Councils ownership and therefore will require ongoing maintenance. Action has been taken in the designs to reduce this obligation to a minimum.
Parcel D is shown here for reference purposes only and will not be affected by these present proposals although, in terms of prevention of misuse will require management.
15. The Head of Property Services advises that, in view of the third party rights over Parcels E and F their value is nominal only though there may be costs associated with compulsory acquisition. Provision would need to be made also for the total cost of the works [£8000-£11000 depending on the selected scheme] and the cost of a public enquiry should there be any objections.
16. The Director of Streetscene, Neighbourhoods and Environment assisted by the Councils Funding Officer will seek grant assistance towards the cost of the proposed works but will prepare a bid to the Capital Programme Board to fund the improvement and associated works.

Negotiations with residents will include realisation of some value of the transferred land or a contribution to the cost of fencing to private areas.

The allotments in Parcel B will require amended access, which will be considered as part of the consultation.

As part of the previous problem here has arisen due to previous environmental improvement schemes not being maintained and which have not addressed the issue of personal defensible space the present proposals are designed to be essentially low maintenance and give much more defensible space to residents. Clearly there is a trade off here for residents in that they will lose an amenity from the rear access to their houses in Buchanan St.

The intention is also to secure the agreement of the local residents to undertake minor litter clearance and gardening type maintenance of the residual public areas.

There will however be some minor maintenance obligation on the Council as owner of the public areas and this is estimated at £200 per year.

COMMENTS OF THE DIRECTOR OF HUMAN RESOURCES

17. There are no apparent Human Resources implications to this report.

COMMENTS OF THE DIRECTOR OF FINANCE

18. At this point it is difficult to indicate the likely net cost to the Council of the recommendations. The enhancement works are estimated to cost £8,000 to £11,000, depending on the scheme preferred following consultation with residents. The preferred option should be submitted to the Capital Programme Board for consideration, and the prospect of obtaining external funding towards the scheme should be explored. Should objections to the scheme trigger the need for a public enquiry, the budget implications should be considered.

RECOMMENDATION(S)

19. It is recommended that:

- 19.1 the Council acquire the land marked F and E on the attached plan either by negotiation or compulsorily under s226(1)(a) of the Town and Country Planning Act 1990 for the purposes of undertaking the improvement scheme detailed in this report on terms to be approved by the Executive Leader.
- 19.2 The Council declares surplus to its requirements parcel A for disposal to adjacent residents on terms to be approved by the Executive Member for Resources.
- 19.3 Parcels A, C, E and F be developed and managed in accordance with proposals prepared by the Director of Development and Regeneration and following consultation with local residents.

REASONS FOR RECOMMENDATION(S) (If the recommendations are accepted)

20. To enable the Council to manage and dispose of land to improve the environment of the area and build a sense of neighbourhood pride resulting in reduced incidence of anti-social behaviour.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

21. The proposals contain 4 alternative improvement plans.
The alternative of taking no action has not been considered since it produces no realistic prospect of improved management.

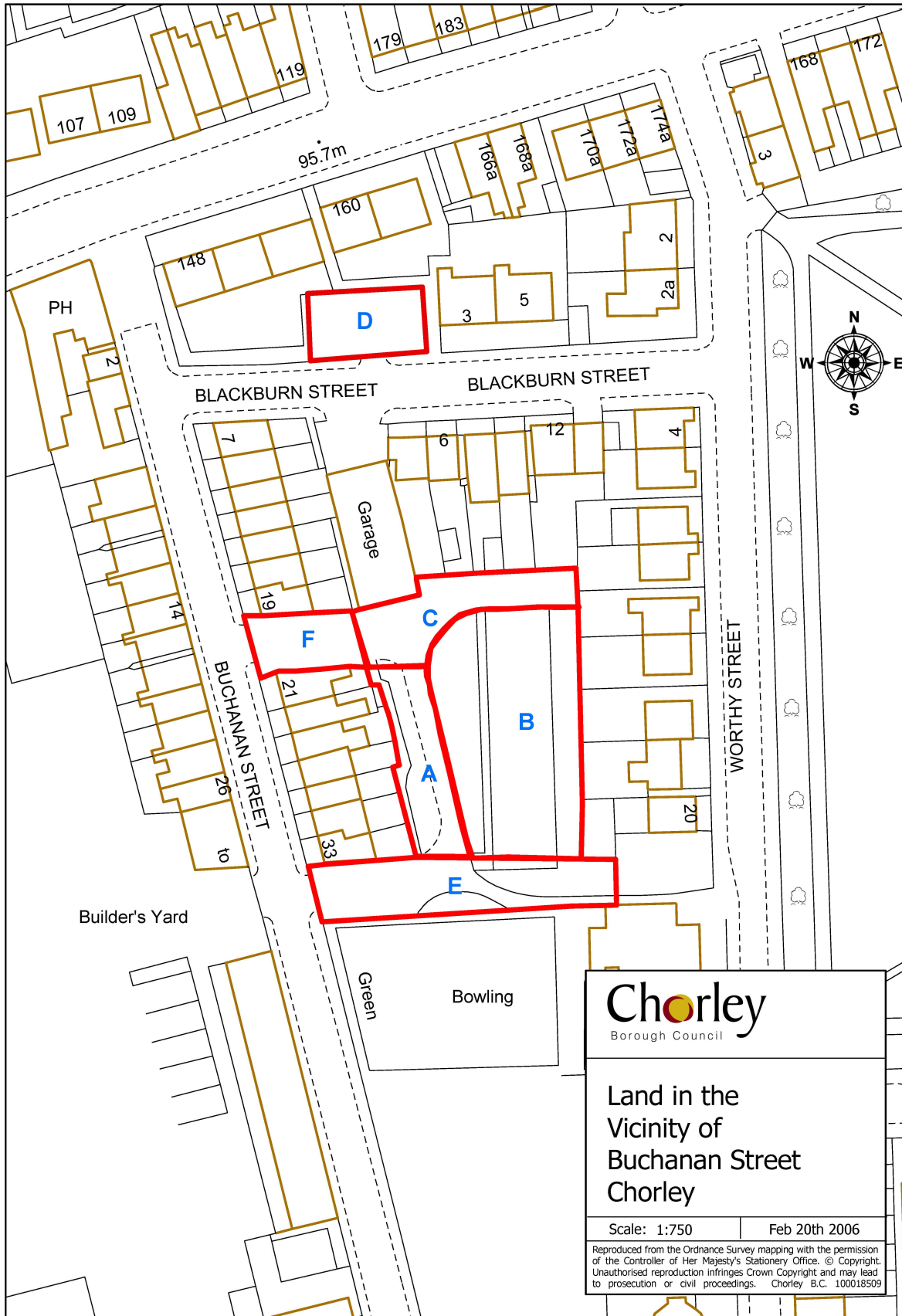
JOHN LECHMERE

Director of Streetscene, Neighbourhoods and Environment.

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
John Lechmere	5720	21 April 2006	ADMINREP/REPORT

APPENDIX 1



Report of	Meeting	Date
Director of Streetscene, Neighbourhoods and Environment (Introduced by the Executive Member for Streetscene, Neighbourhoods and Environment)	Executive Cabinet	29/06/06

TERMINATION OF LANCASHIRE HIGHWAYS PARTNERSHIP: FINANCIAL AND LEGAL IMPLICATIONS

PURPOSE OF REPORT

- The purpose of the report is to advise Members of progress on completing arrangements for the transfer of the LHP and putting in place arrangements for the continuation of services subsequent to the termination.

CORPORATE PRIORITIES

- The report relates primarily to issues of management of the authority in respect of services under the corporate priority of place - to develop the character and feel of Chorley as a good place to live.

RISK ISSUES

- The issue raised and recommendations made in this report involve risk considerations in the following categories:

Strategy		Information	
Reputation		Regulatory/Legal	4
Financial	4	Operational	4
People		Other	

- The report is provided to complete the analysis of the changes to the Council's budgets arising from the termination of the Lancashire Highways Partnership and to identify any changes to the service provision and administration that arise, necessarily, from the termination of the Partnership.

BACKGROUND

- Members received the report of the Head of Public Space Services on the termination of the Partnership on the 29 September 2005. This report set out the broad implications of the County Council's decision and the need for a residual agreement. On the 3 November 2005 Members received the report of the Director of Finance on the financial implications arising from the termination of the Partnership. The analysis contained in the report formed the basis of the budget for the current financial year. On the 25 May 2006 Members received the report of the Director of Streetscene, Neighbourhoods and Environment on restructuring within the new directorate and the resulting savings. These



reports, together, have dealt with all of the financial implications of the termination of the Highways Partnership except as set out below. Given that the financial implications identified in this report are, effectively, cost neutral there are therefore no significant implications for the current year's budget.

LAND CHARGES

6. The only outstanding financial implication relates to the cost of the disclosure of highways information for Land Charges Searches. Standard highway questions are presently answered by Chorley Borough Council staff. However these staff will shortly transfer to the County Council's Area Office. It is necessary, therefore, either to provide additional resources to research and disclose this information in-house from County Council's systems or to request the County Council to provide the information direct and to pay their charges.
7. The Deputy Director of Legal Services is in negotiation with Lancashire County Council for them to provide the service, as they do for some other district councils at present. It is likely that the total charge from Lancashire County Council would be of the order of £15,000 in a full financial year. However it is usual to identify highway authority charges as part of the search fee and pass the charge on to the customer. The net financial effect on Chorley Borough Council is therefore nil, except for the minor costs of passing the information to the County Council (instead of an internal department) and receiving the response.

RESIDUAL AGREEMENT

8. Negotiations have taken place since November 2005 on the likely content of a residual agreement. Detailed discussions between the County Council and certain districts have led to minor variations in the residual agreement packages being offered to district councils. For example, at present, Chorley Borough Council would wish to continue to provide a highway tree maintenance service to the County Council. In Chorley's case, the County Council is offering a residual agreement which covers the following:
 - Highway verge and roundabout maintenance, grass cutting, tree maintenance and weed control - budget allocation plus 7½% administration.
 - Sponsorship of verge and roundabout maintenance - continue existing arrangement.
 - Residents parking schemes - CBC to promote within an agreed framework.
 - Parkwise agreement - not affected.
 - Public rights of way - not part of existing.
 - Highway and traffic schemes - permission to be given in individual cases.
 - Cycling and pedestrianisation schemes - permission to be given in individual cases.
 - District Council owned apparatus - authority to be provided for work on these.
 - Traffic Management Act - all district councils required to comply.
 - Licences for activities in the highway - minor variation to existing arrangements.
 - Floral and other decorations in the highway - authority to be given.
 - Sweeping of leaves etc on highway - allocation to be provided in line with existing.
 - Communications - County Council to provide funding for administrative costs.
 - Training - County Council to establish joint training initiatives as appropriate.
 - Emergency mutual aid - County Council to review and liaise with district councils.
9. The first draft of the agreement itself was only received on the 2 June 2006. It is clear that the agreement will need significant amendment before it is acceptable to district councils. At the meeting of the District Council Leaders and Chief Executives on the 5 June 2006 it was agreed that it would be appropriate for Chorley Borough Council to take a lead in seeking to revise the first draft of the agreement insofar as it applies to the majority of authorities. This work is in hand and progress will be reported at the meeting.

COMMENTS OF THE DIRECTOR OF HUMAN RESOURCES

10. Human Resources issues in relation to the termination of the Lancashire Highways Partnership have been dealt with in previous reports and the necessary arrangements are all in hand. This report does not raise further issues.

COMMENTS OF THE DIRECTOR OF FINANCE

11. The financial aspects of the transfer have been dealt with in the report to Executive Cabinet on the 25 May 2006. In that report the main financial message was that the savings identified at least met the budgeted saving required to fill the funding gap left by the transfer. In relation to the costs of providing a land charges service, which was precluded from the report, I am satisfied that the solution outlined will be cost neutral.

RECOMMENDATION(S)

12. It is recommended that the Executive Cabinet:
- i) Authorise the Deputy Director of Legal Services to increase Land Charges Search fees to reflect any increase in charges from the Highway Authority, in consultation with the Executive Member for Customer, Democratic and Legal Services.
 - ii) Authorise the Director of Streetscene, Neighbourhoods and Environment to conclude negotiations on the residual agreement with Lancashire County Council, in consultation with the Executive Member for Streetscene, Neighbourhoods and Environments.

**REASONS FOR RECOMMENDATION(S)
(If the recommendations are accepted)**

13. The authorities sought complete a lengthy series of negotiations in which a range of options have been considered and they represent the most appropriate or only course of action available.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

14. The option of establishing an in-house capability to deal with highway search questions opens a number of areas of risk in terms both of cost and liability. It has been concluded that it would be inappropriate to pursue the establishment of an in-house capability.

JOHN LECHMERE
DIRECTOR OF STREETSCENE, NEIGHBOURHOODS AND ENVIRONMENT

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Keith Allen	5250	9 June 2006	PSSREP/92766LM

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