

Chorley Liaison

Wednesday, 20th July 2022, 6.30 pm

Council Chamber, Town Hall, Chorley and Youtube

Agenda

Apologies

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| <p>1 Welcome by the Chair</p> <p>2 Minutes of meeting Wednesday, 16 March 2022 of Chorley Liaison</p> <p>3 Streetscene Strategy 2022 - 2025</p> <p> The Director of Customer and Digital and the Streetscene Services Manager will deliver a short presentation and answer questions.</p> <p>4 LCC Better Working Together</p> <p> County Councillor Alan Cullens will be attendance to speak on this item.</p> <p>5 Item requested by Adlington Town Council</p> | <p>(Pages 5 - 8)</p> <p>(Pages 9 - 18)</p> |
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Background

Clarification of the youth outreach and engagement work/staff support from both LCC and the CCC Inspire teams. Adlington Town Council is aware that LCC youth workers are active in Coppull. Is this support available to other outer council areas, such as Adlington, and what will be offered by Inspire during the summer holidays 2022 in particular? Will transport be considered to meet/reduce the cost of getting young people into the Town Centre to attend the Youth facilities/activities? If yes, please explain, and will any transport that is provided offer various convenient pick up and drop off points in several locations to be effective.

Response from CBC Community Engagement Officer

The council funded, Inspire Youth Zone 'Detached Project', includes youth engagement at the different parks in Adlington, along with other areas of Chorley. This project involves a small team of youth engagement workers visiting parks and open spaces where young people are likely to gather. Once there, the team will engage the young people in activity and conversation in order to gain a better understanding of the behaviours and matters affecting the young people in each area and provide advice and signposting to opportunities relevant to them. Unfortunately, Inspire are experiencing significant challenges with recruitment, which has affected their ability to send the detached team out, focusing staffing resource on keeping their doors open.

There are no plans to offer transport to Inspire from Adlington at this time. The young people consulted in Adlington have told youth workers that as Inspire doesn't have a skate park, they would not be interested in attending there. A pilot scheme to encourage young people from non central locations of Chorley is planned and described in the Outreach Plan. If this proves successful in the locations identified, we will use the learning obtained to inform further work of this nature.

I have met with LCC's Children and Family Wellbeing Targeted Youth Service, who are also in the process of recruiting additional youth workers. Once these positions are trained and ready, by September, they will work with Inspire to rebuild relationships with young people in Adlington on Tuesday evenings for a long term project. Councillors will be informed of where and when this is to take place and ongoing outcomes & observations as the provision develops.

Free bus passes are available from Children and Family Wellbeing, for any young person aged 16-18 that is not in education or employment.

6 Item requested by Anderton Parish Council

Background

In order to try to improve the public transport provision across the borough is there anything that Chorley Council can do to try to bring about a real time electronic display of bus (and preferably train) information at Chorley Interchange. Compared with other town's transport interchanges within Lancashire this seems sadly lacking and detrimental to sustainable travel objectives.

7 **Item requested by Brindle Parish Council**

Background

Planning Officer Interpretation of Planning Regulations particularly with regard to Article Q.

8 **Questions from Members of the Liaison and the public**

In order to allow members of the Liaison and members of the public to raise issues of local concern, a period of 20 minutes has been set aside.

A member of the public may speak for no more than 3 minutes. Members of the public are not required to give notice of the issue they intend to raise, although it is expected in the case of service issues that the appropriate mechanisms for resolving the issue have been explored.

Where a question is raised which cannot be answered at the meeting, a record will be kept by officers supporting the meeting and it will be responded to via the appropriate mechanism.

9 **Items for Future Meetings**

A schedule setting out deadlines for items to be requested on the agenda for the Chorley Liaison and dates for future meetings is enclosed.

10 **Any urgent business previously agreed with the Chair**

(Pages 19 - 20)

Gary Hall
Chief Executive

Electronic agendas sent to Members of the Chorley Liaison Councillor Gordon France (Eastern Parishes) (Chair), Councillor Kim Snape (Chorley Rural East Division, Lancashire County Council) (Vice-Chair) and Councillors Alistair Bradley (Chorley Town), Hasina Khan (Chorley Town East), Debra Platt (Chorley Town North), Alan Platt (Western Parishes), Michelle Le Marinel (Northern Parishes) and Aaron Beaver (Chorley Town West).

Electronic agendas sent to Chorley Liaison reserves (Councillors) for information.

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

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**MINUTES OF CHORLEY LIAISON****MEETING DATE** Wednesday, 16 March 2022

MEMBERS PRESENT: Councillor Gordon France (Chair), Councillor Kim Snape (Chorley Rural East Division, Lancashire County Council) (Vice-Chair),
Lancashire County Councillors: Julia Berry and Aidy Riggott,
Chorley Borough Councillors: Alistair Bradley, Debra Platt, Alan Platt and Aaron Beaver
Town and Parish Councillors: Ian Horsfield, Karen Wait, Katrina Reed, Terry Dickenson, Colin Evans, Arnold Almond, Tim Blackburn and Craig Ainsworth

OFFICERS: Jennifer Mullin (Director of Communities), Coral Astbury (Democratic and Member Services Officer), Zoe Whiteside (Service Lead – Spatial Planning) and Sally Green (Climate Change Programme Officer)

APOLOGIES: Chorley Borough Councillors: Sam Chapman Town and Parish Councillors: Katie Hardman (Anglezarke) and Alan Whittaker (Heskin)

22.18 Welcome by the Chair

The Chair welcomed everyone to the meeting.

22.19 Minutes of meeting Wednesday, 19 January 2022 of Chorley Liaison

The Chair provided an update on actions from the last meeting and advised that a letter had been written to County Councillor Jayne Rear regarding Southlands High School, no response had yet been received.

A response had been received from County Councillor Edwards in relation to the costs of hanging baskets on lamp posts. The Chair explained that it was a generic letter and did not answer the questions which the Parishes had asked, an additional letter would be written requesting relevant answers.

The minutes were agreed as a correct record.

22.20 Climate Change Presentation

Sally Green (Climate Change Programme Officer) delivered a short presentation which provided an update on the public consultation of the climate change strategy.



In response to a question, the Climate Change Programme Officer confirmed that joint responses would be welcomed.

The Chair thanked Sally for her attendance and presentation.

22.21 Dial-a-Ride Presentation

Tracy Keating, on behalf of Dial-A-Ride, attended the meeting and gave a short presentation. Tracy explained the background of Dial-a-Ride and explained that they aimed to provide transport to those who did not have their own transport and could not access public transport.

Tracy explained that they had started a community car service where volunteers would take people to services, such as medical appointments that dial-a-ride could not do. Currently they only had two volunteers with a third volunteer pending the results of a DBS check.

Councillor Berry asked members if they could give dial-a-ride some publicity and requested that Parish Councils discuss how they could connect.

It was acknowledged by members that without the dial-a-ride service some vulnerable individuals would be isolated and unable to get out of their home.

The Chair thanked Tracy for her attendance and presentation.

22.22 Questions from Members of the Liaison and the public

Terry Dickenson (Wheelton) asked if the group could write a letter to the Boundary Commission outlining their concerns on the proposed parliamentary review.

A discussion was held and it was agreed that Chorley Liaison was not the correct forum for submitting a response to the Boundary Commission as there would always be a difference in opinion from those who were proposed to be taken out of the constituency and those who are proposed to come back in.

The Leader of the Council, Councillor Bradley advised Terry that he could re-draft the proposed boundary and submit it to the Boundary Commission as an alternative proposal.

Councillor Bradley explained that a motion had already been put forward by the Council requesting the commission respect cultural links to the town and borough. At the second round of consultation the Council would further reinforce it's position.

22.23 Items for Future Meetings

This was noted.

22.24 Any urgent business previously agreed with the Chair

There was no any other business.



Chair

Date

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Better Working Between Lancashire County Council and Parish and Town Councils

Parish & Town Council Charter 2022-2024

Communication • Consultation • Contacts

Foreword

Parish and Town Councils are an important part of local government and have a vital role in acting on behalf of the communities they represent. Lancashire County Council is committed to working with Parish and Town Councils across the County to connect with local communities, understand their needs and respond to their priorities. In turn, the local councils recognise the strategic role of Lancashire County Council and the equitable distribution of services.

This revised Charter has been developed in partnership with representatives of Parish and Town Councils in Lancashire and sets out how we will work together. I very much welcome this revised Charter and look forward to continuing to work closely with our local Councils over the coming period.

County Councillor Peter Buckley

Cabinet member for community and cultural services

February 2022

Introduction

We aim for Lancashire to be the best place to live, work, visit and prosper.

We want Lancashire to be the county people choose to create a home, raise their children, develop a career and grow old in. We are committed to developing and celebrating our diverse communities, heritage and landscape to create a strong sense of place that we can all be proud of.

This is reflected in our Corporate Priorities of Delivering better services; Protecting our environment; Supporting economic growth; and Caring for the vulnerable. It is further underpinned by our values of being Supportive, Innovative, Respectful and Collaborative.

Working across the three levels of local government in Lancashire

In Lancashire there are three levels of local government, namely the County Council, 12 District Councils and 212 Parished areas (represented by over 180 Parish Councils, 19 Town Councils and 1 Neighbourhood Council). Only half of Lancashire's residents are currently represented by a Parish or Town Council, with the remainder living in an Unparished area.

Generally, the County Council is responsible for the more strategic functions and services such as education and social care whereas the Districts Councils provide services such as household waste collection, environmental health and housing. Whilst some functions are shared between County and District, the County Council has the strategic role of achieving equitable, efficient and cost-effective distribution of services.

The Local Government Association has provided a useful overview of the different responsibilities between County and District Councils, and Unitary Councils such as our neighbours in Blackpool and Blackburn with Darwen. This report can be accessed [here](#). The Government have also produced a guide to help understand how councils work, which can be viewed [here](#).

Parish and Town Councils in Lancashire are very diverse in their geographical locations, size, budget, aspirations and socio-demographic factors. In their role as democratically accountable bodies, Parish and Town Councils offer a means of directly shaping the important decisions which affect their locality. They offer a means of decentralising the provision of certain services and of revitalising local communities. Parish and Town Councils offer local knowledge and intelligence, links to community groups and other grass-roots organisations.

The map at Appendix A illustrates the complex structure of local government in Lancashire showing Parished and Unparished areas within each of the 12 Districts.

About this Charter

This Charter sets out the relationship between Lancashire County Council and Parish and Town Councils in Lancashire. We aim to work effectively together for the benefit of local people, whilst recognising our respective responsibilities as autonomous democratically elected, statutory bodies.

The Charter is the result of experience and local consultation about establishing better ways of working and to confirm existing good practice. The document is not a service level agreement, nor does it specify key performance indicators or list target response times as these will vary from service to service and the severity of the issue raised. It is intended as a high-level framework for better working between Lancashire County Council and the Parish and Town Councils across Lancashire.

The relationship between individual Districts and the Parish and Town Councils that are located within their geographical boundary do not form part of this Charter, nor does the relationship between the County Council and each of the 12 District Councils. That is the subject of separate District liaison meetings and Lancashire Leaders' meetings which are outside the scope of this document.

How we will work better together:

1. Improving communication

Effective communication is the basis for any successful working relationship.

Lancashire County Council will:

- Nominate a County Councillor to serve as Parish and Town Council Champion, and an appointed County Council Cabinet Member. These elected members will lead on ways to sustain and improve effective partnership working and will have officer support from members of the Partnerships Development Team.
- Maintain an up-to-date list of Parish & Town Council Clerk contact details (contact name, email, phone & postal address).
- Provide clear details for Parish and Town Councils on how to report specific issues and service requests. (eg. [Report It](#) for highways issues).
- Respond to service requests and queries promptly in line with agreed corporate customer service standards, providing acknowledgement and regular updates as required. (eg. [response times for pothole repairs](#)).
- Encourage and support County Councillors to work closely with their local Parish / Town Council(s) and to be a link between the County Council and local council.
- Operate a dedicated email address (parishcouncils@lancashire.gov.uk) which will be monitored by officers, for queries about general matters that Parish and Town Councils may wish to raise, such as co-ordinating responses to Neighbourhood Plan consultations.

- Share relevant information directly with Parish and Town councils in a timely way by email on appropriate issues (eg. [Public Rights of Way](#)).
- Produce and issue two newsletters per year for Parish and Town Councils under the guidance of the Parish and Town Council Champion.
- Provide up to date communications on corporate and community matters via the Lancashire County Council Parish and Town Council website pages and via social media channels.
- Host an annual conference which will address themes determined collaboratively with Parish and Town Council representatives and Lancashire County Council. This will be attended by the Cabinet member and Parish and Town Council Champion and senior officers, who will offer the opportunity for direct discussions with representatives from local councils.
- Offer signposting to grant funding opportunities and other relevant service offers e.g. utility companies. This includes supporting access to the communities grant portal which can be accessed at [Lancashire County Council 4 Community](#).
- Make best use of the information technology available to promote quick and efficient communication.
- Hold all contact details in compliance with all relevant legislation and corporate policies (e.g. Information Governance policy, GDPR and Data Protection) as set out in the [LCC corporate privacy notice](#).

Parish & Town Councils will:

- Provide up-to-date contact details (contact name, corporate email, phone & postal address) and appropriate GDPR authorisation for the principal contact (usually the Clerk).
- Encourage Clerks to have access to a computer and dedicated email account.
- Assist and encourage Parish Councillors to have access to and use of electronic communication.
- Make best use of the available information technology to deliver communication with Lancashire County Council.
- Disseminate information and updates sent to the main contact to Parish and Town Councillors and across the local community as appropriate.
- Use a variety of appropriate methods to communicate and consult with their communities.
- Act as a conduit between the local community and Lancashire County Council enabling issues to be raised and responded to quickly.
- Report specific local issues to the relevant department(s) at Lancashire County Council in a timely manner using the contact details list in Appendix B.
- Use the dedicated email address (parishcouncils@lancashire.gov.uk) for queries about general matters that Parish and Town Councils may wish to raise.

- Keep their local County Councillor(s) informed about key parish/town issues and decisions and invite them to meetings.
- Provide their local County Councillor(s) with agendas and minutes of meetings (if requested).
- Use and locally promote the County Council's Customer Service Centre and website to resolve 'day-to-day' issues.

2. Consulting with others

It is essential that Lancashire County Council and Parish and Town Councils work together when making decisions to shape services and policies that affect our communities.

Lancashire County Council will:

- Engage with Parish and Town Councils on all issues that are likely to affect their area.
- Consult with Parish and Town Councils on issues and services that impact their residents and allowing sufficient time for an effective response.
- Work with the Lancashire Association of Local Councils (www.lalc.org.uk) and the Society of Local Council Clerks (www.slcc.co.uk) as representative organisations.
- Provide feedback to Parish and Town Councils on the outcomes of consultation in which they have been invited to participate.
- Whenever possible give at least six weeks to respond to formal consultations or set deadlines that consider parish meeting cycles.
- Make sure our service managers know of the need to consult Parish and Town Councils.

Parish & Town Councils will:

- Take responsibility for engaging with their local community on matters relevant to their area, involving as many people in the local community wherever possible in consultation responses.
- Wherever possible respond within consultation deadlines set by Lancashire County Council unless otherwise agreed.
- Recognise that the County Council frequently has limitations and constraints when working on consultations, most notably timescales that cannot be influenced.
- Consult the County Council and other Parish and Town Councils about decisions which affect those councils.
- Work with local District Councillor(s) and Councils where appropriate.
- Provide local knowledge of issues/concerns of the communities they serve.
- Recognise the strategic role of Lancashire County Council in tackling issues that look beyond individual Parish and Town Council boundaries.

3. Providing access to services

Parish and Town Councils are close to their communities and are best placed to understand their needs. Many are able to provide and operate some services and this can be developed through closer working. This will vary between Parish and Town Councils depending on capability, size, budget and demography but could include services such as public rights of way maintenance and Parish lengthsman services.

Lancashire County Council will:

- Recognise the key role of Parish and Town Councils in representing local communities and understanding and responding to local needs.
- Work with Lancashire Association of Local Councils to develop a toolkit and training for newly elected Parish and Town Councillors.
- Where appropriate, work with Parish and Town Councils on options for delegating services to individual local councils.
- Develop closer working relationships with District Councils at both an Officer and Councillor level and via the Lancashire Leaders' meetings.
- Work with Parish and Town Councils to support the health and wellbeing of their communities through health promotion, information sharing and environmental improvement schemes.

Parish & Town Councils will:

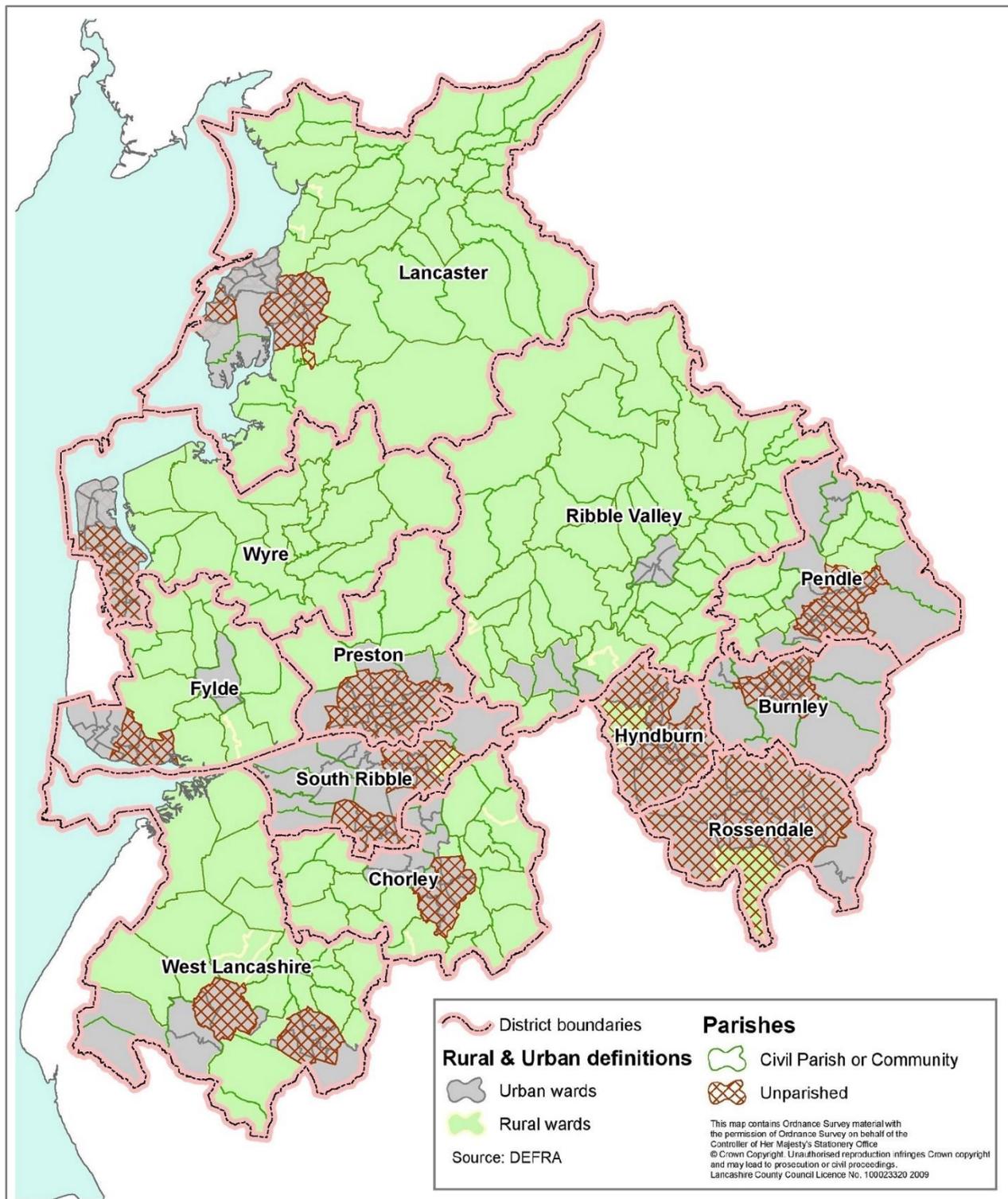
- Work with Lancashire County Council on options for delivering delegated services where appropriate.
- Identify training opportunities and needs regarding County Council services.
- Support grant funded projects to deliver improved services to their communities.
- Encourage cross-Parish Council working and collaboration possibly via local area committees.
- Promote and encourage their communities to support public health messages and environmental improvement initiatives.

4. Implementation, monitoring and review

Implementation of the Charter will be regularly monitored, and updates provided at the annual Parish and Town Council Conference. The Charter will be reviewed in 2024.

Appendix A

Parished and Unparished areas and Urban & Rural definitions



Appendix B

How to contact LCC**Contact Us webpage:**

<https://www.lancashire.gov.uk/council/get-involved/contact/>

Parish and Town Council webpage:

<https://www.lancashire.gov.uk/parish-and-town-councils/>

Highways matters:

Report IT webpage: <https://www.lancashire.gov.uk/roads-parking-and-travel/report-it/>

Team mailbox: highwaysdistrictlead@lancashire.gov.uk

Send a compliment or comment or make a complaint to the Council:

<https://www.lancashire.gov.uk/council/get-involved/compliments-comments-complaints/>

List of County Councillors:

<https://council.lancashire.gov.uk/mgMemberIndex.aspx>

Parish and Town Council general enquiries email:

parishcouncils@lancashire.gov.uk

Useful LCC Phone Numbers**General Enquiries (Mon-Fri, 8am-5pm):**

Email enquiries@lancashire.gov.uk

Telephone 0300 123 6701 Fax 01772 536 199

Lancashire County Council, PO Box 78 County Hall, Fishergate, Preston, PR1 8XJ

Out of hours emergency contact details:

Social care 0300 123 6722

Highways 101 (For LCC highways and police non-emergency calls)

Libraries:

Library service automated renewal line 0300 123 6704

Libraries 0300 123 6703

Schools:

School admissions and appeals 0300 123 6707

School transport 0300 123 6738

Highways, NoWcard and Blue Badges:

Highways 0300 123 6780

NoWcard 0300 123 6737

Blue Badges 0300 123 6736

Waste and Recycling:

Waste helpline 0300 123 6781

Births, deaths and marriages:

Registrars and certification service 0300 123 6705

Social care:

Social care 0300 123 6720 (8am-8pm)

Safeguarding adults 0300 123 6721

SEND information and advice 0300 123 6706

SMS text 07860 031294

Partner Organisations Emergency Phone Numbers**Gas leaks and major electricity hazards (e.g. overhead cables, pylons)**

Gas: National Grid UK & Cadent 0800 111 999

Electricity: National Grid UK 0800 40 40 90

Personal gas & electricity issues (e.g. interruption of supply):

Contact your own supplier/s (British Gas, Electricity North West etc)

Powercut reporting 105

Water (e.g. bursts/leaks, flooding involving sewers, loss of supply):

United Utilities plc 0345 672 3723

Yorkshire Water plc 0345 124 2424

Environment Agency (e.g. pollution, flooding involving rivers/sea):

Working hours (Mon-Fri, 8am-6pm) 03708 506506

Out of hours 101 for police support & EA attendance

District Council Contact Details

Burnley Borough Council	01282 425011	www.burnley.gov.uk
Chorley Borough Council	01257 515151	www.chorley.gov.uk
Fylde Borough Council	01253 658658	www.fylde.gov.uk
Hyndburn Borough Council	01254 388111	www.hyndburnbc.gov.uk
Lancaster City Council	01524 582000	www.lancaster.gov.uk
Pendle Borough Council	01282 661661	www.pendle.gov.uk
Preston City Council	01772 906900	www.preston.gov.uk
Ribble Valley Borough Council	01200 425111	www.ribblevalley.gov.uk
Rossendale Borough Council	01706 217777	www.rossendale.gov.uk
South Ribble Borough Council	01772 625625	www.southribble.gov.uk
West Lancs Borough Council	01695 577177	www.westlancs.gov.uk
Wyre Borough Council	01253 891000	www.wyre.gov.uk



Delivering FUN activities, youth worker support and engaging with young people. Youth work in YOUR community.

<p>ASTLEY VILLAGE DUKE ST BUCKSHAW BUTTERMERE EUXTON CLAYTON BROOK</p>	<p>ECCLESTON REC HARPERS LANE COPPULL TOWN CENTRE DEVONSHIRE REC ADLINGTON PLUS MUCH MORE...</p>
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ALTERNATING MONDAYS, WEDNESDAYS, FRIDAYS & SATURDAYS.

Stay tuned to our social media for more specific dates/times.



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Chorley Liaison agenda management timetable

Date of meeting	Deadline for items to be requested by Members	Agenda Publication Deadline
Wednesday 19 October 2022	Friday 7 October 2022	Tuesday 11 October 2022
Wednesday 18 January 2023	Friday 6 January 2023	Tuesday 10 January 2023

Please email democratic.services@chorley.gov.uk if you would like to request an item on the agenda.

Future agenda items

Community energy funding

Revival/survival strategy for Chorley town centre post Covid

Time Credits

Our Health Our Care

Northern Rail

High School Places

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