

EXECUTIVE CABINET

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

GENERAL REPORT OF MEETING HELD ON 22 OCTOBER 2015

Wymott Bowling Club – proposal

2. The Executive Member (Community Services) presented the report of the Director of Public Protection, Streetscene and Community. The report seeks approval for a proposal to purchase the site of the Wymott Bowling Club from Her Majesties Prison Service and to lease the site to the Bowling Club. The project supports the Council's preferred delivery model of local community assets being administered by community groups.
3. The Bowling Club has successfully applied to have the site listed as a community asset. The application has been approved on the basis it is a valuable community resource in that area, providing not only club facilities for members, but also a focal point for the local area. The facility is used by residents who simply come to watch the bowls and use the tea and coffee facilities and there is no similar provision in this area.
4. The Council will charge rent for the use of the site, but this is yet to be agreed. We granted approval to the use of £55,000.00 to support the Wymott Bowling Club, with the funds to be used to purchase the Wymott Bowling Club site and the remainder to be used as a grant to support improvement works.
5. We granted approval that Chorley Council enter into negotiation with HMP for the purchase of the Wymott Bowling Club site for a price of up to £50,000.00 and granted delegated authority to the Executive Member Community Services to agree to the purchase of the Bowling Club site on terms to be agreed and recommended by the Head of Governance and Property.
6. We granted approval to a lease to the Wymott Bowling Club of the site for a period of 25 years, at a rent to be agreed and delegated authority to the Head of Governance and Property to agree those terms and sign the lease.

Neighbourhood Preferred Projects - update

7. The Executive Member (Community Services) presented the report of the Director of Public Protection, Streetscene and Community. The report updates members on the delivery of the 24 neighbourhood preferred projects and the associated budget. Overall six projects are completed and a total spend of £24,500 has been approved. Of the 24 preferred projects there are four still to commence and 14 are making progress.
8. We granted approval to accept the report and to note the Executive Member for Community Services approval for budget spend as outlined in the report.

Review of Open Space Byelaws

9. The Executive Member (Public Protection) presented the report of the Director of Public Protection, Streetscene and Community. The report seeks approval to update the Council's open space byelaws following consultation. The byelaws relating to use of Council owned open spaces have not been reviewed since 2004.
10. In October 2014 Executive Cabinet granted approval to review the open space byelaws and to undertake consultation to seek views regarding any changes. 29 consultation responses have been received. The report sets out the areas proposed to be changed, updated or removed by respondents together with the Council's response.
11. We granted approval to incorporate the changes to the Council's open space byelaws, as detailed in the report, with an additional provision to include Segway and other such devices.

Business Rates Retention (also known as National Non-Domestic Rates NNDR) - proposed pooling arrangements for 2016/17

12. The Executive Member (Resources) presented the confidential report of the Chief Executive. The report presents the option to join a Lancashire Business Rates Retention (BRR) pooling arrangement for the 2016/17 financial year. The report also provides an indication of the potential benefits and risks to be considered.
13. We noted that the Council could withdraw from this agreement if it wished and noted that other Councils might not join the agreement. We granted approval to join the proposed Lancashire Business Rates Pool Agreement for the 2016/17 financial year; should a due diligence review evidence it has the potential to be financially beneficial to the Council.

Waste Collection Contract Update

14. The Executive Member (Streetscene Services) presented the confidential report of the Director of Public Protection, Streetscene and Community. We granted approval that the waste collection contract cease on 31 March 2019 as provided for in the existing contract and for the contract savings to Veolia to be repaid.
15. We granted approval for work to commence on determining how waste should be collected after March 2019; to include the findings of the County wide waste review, and how to ensure procurement of this service offered the Council best value for money.

GENERAL REPORT OF MEETING HELD ON 19 NOVEMBER 2015

Review of Scrap Metal Licensing Fees

16. The Executive Member (Public Protection) presented the report of the Director of Public Protection, Streetscene and Community. The report considers a proposal update to the fees and charges associated with Scrap Metal Dealer Act 2013.
17. The Scrap Metal Dealers Act 2013 came into force in October 2013 and provides an updated licensing scheme for scrap metal sites and collectors. In May 2015 the regulatory services team were subject to an internal audit in relation to the setting of licensing fees, this includes those relating to scrap metal dealers and collectors.
18. The fees have been reviewed and the processes checked to ensure that fees correspond to the costs incurred by the council in administering the application and issuing the licence. We granted approval that the new fees be implemented from 1 April 2016.

Empty Residential Properties - Policy

19. The Executive Member (Public Protection) presented the report of the Director of Public Protection, Streetscene and Community. The report updates members on the Councils approach to dealing with problem of long term empty residential properties and seeks approval for a policy to address the issue.
20. Empty residential properties are increasingly an issue of concern, both in terms of local impact on neighbourhoods, and the wider issue of housing supply. For a number of years the Council have monitored the level of long term empty residential properties and there is currently a corporate performance target of 195 properties.
21. In the past 12 months the Council has directed resource to address the empty residential properties that may or may not be classed as long term empty, but cause particular nuisance or concern to local residents. This concern may arise due to the appearance of the property, the state of the buildings and grounds or the perceived blight that the presence of the property.
22. Using an informal approach over 25 empty residential properties of concern have been either placed on the open market, been reoccupied or works have been undertaken to reduce the detrimental impact they had on the surrounding area.
23. There are a number of formal measures available to the Council that can be used to further encourage property owners to bring them back into residential use. In addition, there are specific measures through the application of a Council Tax premium that can be applied to unoccupied residential properties that could incentivise property owners to get the property occupied through the owner occupier or rental market.

24. The policy outlines these measures and the circumstances in which they may be used. The application of the Council Tax premium measure will be the subject of a consultation process and a further report will be brought before Members. We granted approval to the Empty Residential Property Policy.

Executive's response to the Overview and Scrutiny Task Group inquiry into Public Transport issues in Chorley

25. The Executive Member (Resources) presented the report of the Chief Executive. An Overview and Scrutiny task group looked at public transport issues across Chorley and their final report was presented to Executive Cabinet in August 2015.
26. The report contains our response to the 15 recommendations within the report. We granted approval that the recommendations be agreed

Vacant Property and Shop Front Grants - Programme Evaluation

27. The Executive Member (Resources) presented the report of the Chief Executive. The report provides an evaluation of the vacant property and shop front grants programme and makes recommendations on developments for the future.
28. The Vacant Property Grant (Shop Floor/Business Rate Subsidy) and Shop Front Grant programme has been in place since June 2012. Due to demand for support from other areas of the town, including local service centres, there have been a number of expansions to the eligible areas.
29. The report sets out the funding which has been committed since May 2012 and that the total number of applications received is 101. This equates to 45 town centre shop front grants, 40 vacant property grants/business rate subsidies and 16 local service centre/other areas vacant property and shop front grants.
30. 35 new business start ups and 28 existing businesses have been supported through the programme. 117.5 jobs have been created via the programme, with the cost per job to the Council being approximately £3,000, which demonstrates excellent value for money within the remit of publicly funded grant programmes.
31. There are currently 25 pipeline grant enquiries, including seven from within the established local service centres and six from the wider Chorley area. Publicity surrounding the programme in rural areas is being undertaken.
32. We granted approval that the take-up and successful delivery of the programme be noted and for a further £75k for the current financial year using the surplus generated from Market Walk. We also supported the continuation of the programme into 2016/2017 and proposal to consider a financial allocation of £100k as part of the 2016/2017 budget setting process.

Chorley Council Performance Monitoring - Second Quarter 2015/2016

33. The Executive Member (Resources) presented the report of the Chief Executive. The report sets out performance against the Corporate Strategy, and key service delivery measures for the second quarter of 2015/16. In addition, this quarter the report also provides a summary of the results of the 2015 Residents Survey and the Indices of Multiple Deprivation (IOMD) 2015.
34. Performance of the Corporate Strategy is assessed against the delivery of key projects and corporate performance measures in the 2014/15 – 2016/17 Corporate Strategy. A basket of key service delivery measures are also reported on each quarter.
35. Overall performance of 2014/15 key projects is good, with 89% of the projects on track or complete. Two projects have been rated amber; 'develop and agree plans for delivery of the Friday Street Health Centre', and 'deliver improvements to Market Street'. These ratings are due to issues relating to funding and scope, but in each case actions to address these issues have been identified and are being progressed.
36. Overall performance on the Corporate Strategy indicators and key service delivery measures is excellent. 95% of the Corporate Strategy indicators and 90% of the key service measures are performing above target or within the 5% tolerance.
37. The Corporate Strategy measure performing below target is a resident's survey indicator; the percentage of people who regularly participate in volunteering. An action plan has been developed, and is included within the report, to outline what action will be taken to improve performance.
38. The key service delivery measure performing below target is the average working days per employee per year lost through sickness absence. Again, an action plan is included within the report which outlines what actions are being taken to improve performance.
39. Overall performance of the indicators in the resident's survey 2015 is excellent with 89% of the indicators performing above target or within the 5% tolerance. Similarly the Indices of Multiple Deprivation results are also positive and show Chorley to be less deprived with only eight areas now in the bottom 20%, compared with 10 in 2010. We granted approval that the report be noted.

Approval for the procurement approach including the award procedure, evaluation methodology and criteria to purchase fifteen 3.5 tonne tipper vans, one refuse collection vehicle, one skip wagon and three ride on mowers

40. The Executive Member (Resources) presented the report of the Director of Public Protection, Streetscene and Community. The report sought approval for the procurement approach, including the award procedure, evaluation methodology and criteria.

41. A number of the Vans are currently on short-term lease and by procuring these together with the vehicles owned, the Council is likely to achieve savings. This will also standardise the Council's vehicle fleet simplifying administration and maintenance arrangements.
42. The four 'Beavertail' / Tipper vehicles above 3.5 tonne are subject to additional inspection and maintenance costs as they fall under the Council's Vehicle Operator Licence. In order to make savings, the Streetscene team have been trialling the use of 3.5 tonne tipper vans with / without a trailer to value if they could operate the service without impacting on delivery.
43. The benefits to this change in working methods are a reduction in initial purchase price and also offer ongoing savings in terms of fuel, maintenance and no requirement for regular inspections. Therefore, these four vehicles will be replaced by 3.5 Tonne Tipper Vans.
44. The report sets out the reasons for the Ride On Mowers, RCV and Skip Wagon procurement. It is anticipated that the procurement for the purchase of the above vehicles will commence in late 2015 with orders being placed during early 2016.
45. We granted approval to the procurement approach for the Vans via a further competition through the Chest, and the procurement approach for the RCV and Skip Wagon via two further competition exercises under separate lots of a Specialist Vehicle Framework via further competition through the Chest.
46. We granted approval to the procurement approach for the Mowers via a further competition through the Chest and to the evaluation criteria for the Vans, RCV, Skip Wagon and Mowers

Astley 2020 update

47. The Executive Member (Community Services) presented the report of the Director of Public Protection, Streetscene and Community. The report updates members on progress towards implementing the Astley 2020 action plan.
48. In February 2014, we approved a five year development plan for Astley Hall and Park – Astley 2020. The Astley 2020 development plan details actions covering five key areas:
 1. Astley Hall and Park conservation.
 2. Improving the visitor offer and experience.
 3. Business development to support a sustainable business model.
 4. Heritage partnership development.
 5. World War I commemoration.
49. Significant progress has been made and the latest action plan is detailed in the report. Projects delivered over the last 18 months include a new exhibition space in Astley Farmhouse, a fountain on the lodge and the lighting of Memorial Arch. In addition, a sensory garden including new footpath linking into woodland, destination play area and essential work to the wall in the Great

Hall at Astley Hall, including completion of conservation plan and technical drawings for Astley Hall.

50. Projects currently in progress include developing a green stage in the Walled Garden, events car parking, footpath lighting and a new glasshouse in the Walled Garden. There are a number of further areas for development that require additional funding which are set out in the report.
51. We granted approval that the update on progress towards implementing the Astley 2020 action plan is noted and that the remaining Astley 2020 budget be allocated as detailed in the report.
52. We granted support for a growth bid for £350K to be put forward to fund further investment in footpath lighting and events infrastructure as part of the 2016/2017 budget setting process.

Financial Delivery of the play, open space and playing pitch strategy

53. The Executive Member (Community Services) presented the report of the Director of Public Protection, Streetscene and Community. The Play, Open Space and Playing Pitch Strategy and Action Plan was consulted on and gained approval in September 2014. The five year plan runs from 2014 – 2019.
54. The plans take into account all open spaces, play areas and playing pitches in the Borough and is not just focused on Council owned land. Priority is given to parish council, private and Council sites, as identified on a need basis, generally working to improve the lowest scoring sites first.
55. The first year is almost complete and the Council are now working to deliver year two. Year one projects, such as Astley Park Play Area, Carr Brook Trim Trail, Jubilee Rec Play Area, Stansted Road Play Area, Allotments in Coppull and mini football pitch in Adlington have been delivered using money from S106 allocations, revenue and capital funds.
56. Year two and subsequent years will be funded in a similar way with the option of also bidding for external funding to make existing money stretch further. All of the sites identified in the action plan are those which scored low for quality or value, or those which are located in areas of high usage and subsequently need investment to improve and modernise facilities and infrastructure. The Council will also support other sites, not in the action plan, if there is an evidence of need and part funding was in place.
57. It is proposed to allocate the existing receipts of S106 to deliver years two to five projects where possible. This is because S106 money is time limited and has to be spent within five years of receipt or returned. The money has to be spent on Play Areas, Allotments, Open Space and Playing Pitches as dictated by the S106 agreement, some on specific sites and areas and some on borough wide sites. Much of the money in receipt has to be spent by 2019. It is proposed to spend the S106 money on the site closest to the development

from which the money has been obtained, therefore directly benefiting the local community.

58. We granted approval to allocate the existing S106 money in receipt to schemes as outlined in the report. We granted approval to subsequently not open up the play and recreation fund to bids, but instead allocate the S106 money to specific projects within the strategy.
59. We also granted approval to review and update the action plan schemes in the executive summary scheduled for 2017/18 and 2018/2019 and supported a request for additional funding for Coronation Recreation Ground and Tatton Recreation Ground to make improvements as evidenced by green flag judges feedback and public consultation, as part of the 2016/2017 budget setting process.

Improving the quality of recycling collected from households

60. The Executive Member (Streetscene Services) presented the report of the Director of Public Protection, Streetscene and Community. The report highlights issues with quality of the recycling materials collected from households across the Borough.
61. Chorley residents are asked to separate their recycling. Lancashire County Council carried out random sampling on the co-mingled dry recycling (blue bin) that Veolia deliver direct to Farington Waste Technology Park and concerns raised about the quality of the material.
62. Contamination levels of between 5 to 39% were recorded, the target is less than 5%. The main materials contaminating the loads were paper and cardboard and non-target plastic e.g. yoghurt pots, black plastic trays, plastic toys and film. If the quality of the material does not improve it could mean loads being rejected and lead to additional costs being incurred by the Council. An action plan which includes working with Veolia and a trial of collecting paper and cardboard together is proposed.
63. A number of actions have also been identified in conjunction with the Council's communications team. These messages will be positive to reinforce correct practise, including a Right Stuff, Right Bin week using social media, stickers for new or replacement bins detailing what materials go in that bin and changes to the annual waste collection calendar. These actions will take place over the next six months. We granted approval to the proposed actions to improve the quality of recycling materials.

Council Tax Support Scheme and Local Discounts 2016/17

64. The Executive Member (Resources) presented the confidential report of the Director of Customer and Advice Services. The report summarises some forthcoming changes to Housing Benefit and the welfare system. The report outlines options for Chorley's Council Tax Support scheme (CTS) and

considers a change to the Local Discount and Exemption scheme for Council Tax.

65. We granted approval that the CTS scheme remain unchanged for 2016/17 and for consultation in 2016 to align the Council's CTS scheme with changes to Housing Benefit legislation effective April 2017. We granted approval for consultation with interested parties on an increase to the Council Tax Empty Homes premium to 50% effective April 2016.

GENERAL REPORT OF MEETING HELD ON 10 DECEMBER 2015

Chorley Prevention of Homelessness Strategy and Review 2016-2019

66. The Executive Member (Customer and Advice Services) presented the report of the Director of Customer and Advice Services. The report sets out the legal responsibility placed on the Council to carry out a review of homelessness in the borough and to publish a strategy. The report provides an overview of the draft strategy and seeks approval for the consultation with partners and customers.
67. The review reflects a strong performance over the period of the previous strategy. Since 2012, homelessness presentations have reduced, homelessness preventions have increased and temporary accommodation use overall is on a downward trend, as well as the elimination of 'bed and breakfast use.
68. The strategy seeks to sustain the high level of performance highlighted in the review, despite the challenges faced via continued welfare reform, the possible reduction in new social housing, and further significant spending cuts to Local Authorities at all levels affecting related services.
69. With regard to the review, and expected future challenges, the following priorities are devised for the strategy along with appropriate measures to achieve them:
- Priority 1: Working with all partners to ensure the offer of support, advice and assistance in Chorley best meets the needs of people who are homeless or threatened with homelessness;
 - Priority 2: Ensure that housing supply best meets housing need;
 - Priority 3: Enhance the depth and range of Housing Options services to meet current and future challenges;
 - Priority 4: Employment, training and education related to homelessness.
70. We support the work the Council is doing with partners and the work undertaken with residents of Costwold House to assist them in future tenancies. We granted approval that the draft Chorley Prevention of Homelessness Strategy and Review 2016-2019 is approved for consultation purposes and that any minor changes to the Strategy following consultation be approved via an Executive Member Decision prior to publication.

Software and Postal Contracts

71. The Executive Member (Resources) presented the confidential report of the Director of Customer and Advice Services. The report seeks approval to award software and postal contracts based on principles aimed at ensuring best value for money for the council. The report also seeks authorisation to the Executive Member (Resources) to approve individual contract awards under delegated powers.
72. We granted approval that the principles for awarding contracts, outlined in the report, be agreed subject to compliance where necessary with European Procurement legislation and that the Executive Member (Resources) be authorised to approve individual contract awards based on these principles.

Shared Assurance Services

73. The Executive Member (Resources) presented the confidential report of the Chief Executive. The report seeks approval for proposed staffing changes in Shared Assurance Services, which have already been considered by the Shared Services Joint Committee in October, and are now recommended for approval by both host authorities. South Ribble Council have already approved the recommendation.
74. We granted approval for the staffing changes proposed within the report, subject to completion of relevant staff and trades union consultations.

Acquisition of Land, former Apex House, Stump Lane, Chorley

75. The Executive Member (Resources) presented the confidential report of the Chief Executive. The report seeks approval to the acquisition of the freehold title to the above property on the terms provisionally agreed.
76. We granted approval that the terms provisionally agreed be approved and authority granted to for the Head of Governance and Property Services to complete the acquisition of the freehold title of the former site of Apex House off Stump Lane, Chorley.

Re-tendering of Handyperson and Minor Adaptation contracts

77. The Executive Member (Customer and Advice Services) presented the confidential report of the Director of Customer and Advice Services. The report sets out the proposed arrangements to tender the Handyperson and Minor Adaptations services.
78. Both services are provided as part of the Collaboration Agreement between the Council and Lancashire County Council (LCC) for the delivery of Integrated Home Improvement Services (IHIS) in Chorley.
79. We granted approval for the Council to tender the Handyperson and the Minor Adaptations service as two separate entities, with each contract to commence

on 1 April 2016 for an initial two years, with an option to extend for a further two years to 31 March 2020. We also granted approval for the contracts to be awarded by the Executive Member for Customer and Advice Services by means of an Executive Member Decision.

Integrated Home Improvement Services (IHIS) - Performance Update

80. The Executive Member (Customer and Advice Services) presented the confidential report of the Director of Customer and Advice Services. The report updates us on the performance of the IHIS service to date.
81. We granted approval to note the contents of the report.

Recommendation

82. That the report be noted.

COUNCILLOR ALISTAIR BRADLEY
Executive Leader

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