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52 Derby Street  
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L39 2DF

9 March 2015

**TO: COUNCILLORS WESTLEY, GREENALL, FORSHAW, GRIFFITHS,  
MRS HOULGRAVE, SUDWORTH, WHITTINGTON**

Dear Councillor,

A meeting of the **CABINET** will be held in the **CABINET & COMMITTEE ROOM, 52 DERBY STREET, ORMSKIRK, L39 2DF** on **TUESDAY 17 MARCH 2015** at **7:30PM** at which your attendance is requested.

Yours faithfully,

Gill Rowe  
Managing Director (People and Places)

**A G E N D A**  
**(Open to the Public)**

**1. APOLOGIES**

**2. SPECIAL URGENCY (RULE 16 ACCESS TO INFORMATION PROCEDURE RULES)/URGENT BUSINESS**

If, by virtue of the date by which a decision must be taken, it has not been possible to follow Rule 15 (i.e. a matter which is likely to be the subject of a key decision has not been included on the Key Decision Forward Plan) then the decision may still be taken if:

(a) it is impracticable to defer;

(b) the Managing Director (People and Places) has informed the Chairman of the Executive Overview and Scrutiny Committee in writing, by notice;

(c) the Managing Director (People and Places) has made copies of that notice available to the public; and

(d) at least five clear days have elapsed since (b) and (c),

then the decision can only be taken if the Leader obtains the agreement of the Chairman of the Executive Overview and Scrutiny Committee that the taking of the decision cannot be reasonably deferred.

### **3. DECLARATIONS OF INTEREST**

If a member requires advice on Declarations of Interest, he/she is advised to contact the Borough Solicitor in advance of the meeting. (For the assistance of members a checklist for use in considering their position on any particular item is included at the end of this agenda sheet.)

**Page(s) 3007 to 3008**

### **4. MINUTES**

To receive as a correct record the minutes of the meeting held on 13 January 2015 **Page(s) 3009 to 3016**

### **5. MATTERS REQUIRING DECISIONS**

#### **(a) Organisational Re-Engineering - Legal and Democracy**

(Relevant Portfolio Holders: Councillors D Westley and D Whittington)

**Page(s) 3017 to 3166**

#### **(b) Affordable Housing Supplementary Planning Document**

(Relevant Portfolio Holder: Councillor M Forshaw) **Page(s) 3167 to 3220**

#### **(c) Development in the Green Belt Supplementary Planning Document**

(Relevant Portfolio Holder: Councillor M Forshaw) **Page(s) 3221 to 3254**

#### **(d) Sefton Local Plan - Publication Stage**

(Relevant Portfolio Holder: Councillor M Forshaw) **Page(s) 3255 to 3286**

#### **(e) Article 4(2) Directions - Fulwood and Douglas Avenue Conservation Area, Tarleton and Junction Lane Conservation Area, Burscough**

(Relevant Portfolio Holder: Councillor M Forshaw) **Page(s) 3287 to 3308**

#### **(f) Skelmersdale & Up Holland (re) Cycle to Work Scheme**

(Relevant Portfolio Holder: Councillor M Forshaw) **Page(s) 3309 to 3318**

#### **(g) Use of Section 106 monies in Up Holland, Hesketh Bank and Downholland**

(Relevant Portfolio Holder: Councillor D Sudworth) **Page(s) 3319 to 3326**

#### **(h) Quarterly Performance Indicators Q3 2014-2015**

(Relevant Portfolio Holder: Councillor D Whittington) **Page(s) 3327 to 3348**

#### **(i) Corporate Performance Management 2015-2016**

(Relevant Portfolio Holder: Councillor D Whittington) **Page(s) 3349 to 3356**

#### **(j) Business Plan 2015/18**

(Relevant Portfolio Holder: Councillor D Whittington) **Page(s) 3357 to 3384**

#### **(k) Revenue Budget Monitoring**

(Relevant Portfolio Holder: Councillor D Whittington) **Page(s) 3385 to 3390**

- (l) **HRA and Capital Investment Programme Monitoring 2014/2015 Report to follow**  
(Relevant Portfolio Holder: Councillor Mrs J Houlgrave)
- (m) **Capital Programme Monitoring**  
(Relevant Portfolio Holder: Councillor D Whittington) **Page(s) 3391 to 3402**
- (n) **Review of Anti-Money Laundering Policy**  
(Relevant Portfolio Holder: Councillor D Whittington) **Page(s) 3403 to 3428**
- (o) **Chapel Gallery access improvements/ grant funding**  
(Relevant Portfolio Holder: Councillor D Sudworth) **Page(s) 3429 to 3448**
- (p) **Roll of Honour, War Memorial, Coronation Park**  
(Relevant Portfolio Holders: Councillors M Forshaw & D Sudworth) **Page(s) 3449 to 3462**
- (q) **West Lancashire Economic Development Strategy 2015-2015**  
(Relevant Portfolio Holder Councillor D Westley) **Page(s) 3463 to 3486**

## **6. EXCLUSION OF PRESS AND PUBLIC**

It is recommended that members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 (financial/business affairs), Part 1 of Schedule 12A to the Act and as, in all the circumstances of the case the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

(Note - No representations have been received about why the meeting should be open to the public during consideration of the following items of business)

### **P A R T 2**

(Not open to the Public)

## **7. MATTERS REQUIRING DECISIONS**

- (a) **Site of the former Hope High School, Tanhouse, Skelmersdale**  
(Relevant Portfolio Holder: Councillor D Westley) **Page(s) 3487 to 3492**
- (b) **Disposal of land at Hartland, Birch Green, Skelmersdale**  
(Relevant Portfolio Holders: Councillors Mrs J Houlgrave and D Sudworth)  
**Page(s) 3493 to End**

**We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.**

**FIRE EVACUATION PROCEDURE: Please see attached sheet.**

**MOBILE PHONES: These should be switched off or to 'silent' at all meetings.**

*For further information, please contact:-*

*Susan Griffiths on 01695 585097*

*or email [susan.griffiths@westlancs.gov.uk](mailto:susan.griffiths@westlancs.gov.uk)*

**FIRE EVACUATION PROCEDURE FOR:  
COUNCIL MEETINGS WHERE OFFICERS ARE PRESENT  
(52 DERBY STREET, ORMSKIRK)**

**PERSON IN CHARGE:** Most Senior Officer Present  
**ZONE WARDEN:** Member Services Officer / Lawyer  
**DOOR WARDEN(S)** Usher / Caretaker

**IF YOU DISCOVER A FIRE**

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

**ON HEARING THE FIRE ALARM**

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **Do NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

**NOTES:**

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

The only persons not required to report to the Assembly Point are the Door Wardens.

**CHECKLIST FOR PERSON IN CHARGE**

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the zone warden and door wardens are aware of their roles and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate / practicable).

**IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED**

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to **HOME CARE LINK** in order to ensure that a back-up call is made to the **FIRE BRIGADE**.
4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.

5. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, **i.e.** that the rooms in use have been cleared of all persons.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the Fire and Rescue Service on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE SERVICE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

**NOTE:**

The Fire Alarm system will automatically call the Fire Brigade. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

### **CHECKLIST FOR ZONE WARDEN**

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

It is desirable that the **ZONE WARDEN** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

### **INSTRUCTIONS FOR DOOR WARDENS**

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.