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52 Derby Street
Ormskirk
West Lancashire
L39 2DF

7 September 2015

**TO: COUNCILLORS MORAN, GAGEN, ALDRIDGE, J HODSON,
PATTERSON, WILKIE, WRIGHT, WYNN**

Dear Councillor,

A meeting of the **CABINET** will be held in the **CABINET & COMMITTEE ROOM, 52 DERBY STREET, ORMSKIRK, L39 2DF** on **TUESDAY 15 SEPTEMBER 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) 273 to 274

4. MINUTES

To receive as a correct record the minutes of Cabinet held on 15 September 2015 **Page(s) 275 to 282**

5. MATTERS REQUIRING DECISIONS

(a) Adoption of Development in the Green Belt Supplementary Planning Document

(Relevant Portfolio Holder: Councillor J Hodson) **Page(s) 283 to 364**

(b) Community Infrastructure Levy - Protocol for levying surcharges

(Relevant Portfolio Holder: Councillor J Hodson) **Page(s) 365 to 388**

(c) Community Infrastructure Levy (CIL) Funding Programme 2016/17

(Relevant Portfolio Holder: Councillor J Hodson) **Page(s) 389 to 414**

(d) Commemoration of former Ormskirk resident William Heaton VC who received a Victoria Cross during the Boer War

(Relevant Portfolio Holder: Councillor J Hodson) **Page(s) 415 to 422**

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

(Relevant Portfolio Holder: Councillor J Hodson) **Page(s) 423 to 442**

(f) Environmental Improvement Budget

(Relevant Portfolio Holder: Councillor J Patterson) **Page(s) 443 to 446**

(g) National Budget - Implications for Tenants & Housing Revenue Account (HRA)

(Relevant Portfolio Holder: Councillor J Patterson) **Page(s) 447 to 452**

(h) Beechtrees Revival Scheme

(Relevant Portfolio Holder: Councillor J Patterson) **Page(s) 453 to 480**

(i) Bath/Shower Replacement Policy

(Relevant Portfolio Holder: Councillor J Patterson) **Page(s) 481 to 484**

(j) Option Appraisal - Evenwood Court

(Relevant Portfolio Holder: Councillor J Patterson) **Page(s) 485 to 506**

(k) Ormskirk Town Centre Strategy 2015

- (Relevant Portfolio Holder: Councillor I Moran) **Page(s) 507 to 572**
- (l) **Strategic Asset Management Project (SAMP)**
(Relevant Portfolio Holder: Councillor I Moran) **Page(s) 573 to 592**
- (m) **Capital Programme Outturn 2014-15**
(Relevant Portfolio Holder: Councillor C Wynn) **Page(s) 593 to 606**
- (n) **Capital Programme Monitoring 2015-16**
(Relevant Portfolio Holder: Councillor C Wynn) **Page(s) 607 to 612**
- (o) **Quarterly Performance Indicators (Q1 2015/16)**
(Relevant Portfolio Holder: Councillor I Moran) **Page(s) 613 to 626**
- (p) **Draft Council Tenants Financial Inclusion Strategy**
(Relevant Portfolio Holder: Councillor J Patterson) **Page(s) 627 to 656**
- (q) **Digital Inclusion Strategy 2015-2018**
(Relevant Portfolio Holder: Councillor J Patterson) **Page(s) 657 to 682**
- (r) **Digital by Preference - A New Approach**
(Relevant Portfolio Holders: Councillors I Moran & C Wynn) **Page(s) 683 to 694**
- (s) **Use of Section 106 monies in Burscough and Ormskirk**
(Relevant Portfolio Holders: Councillors Y Gagen & J Hodson) **Page(s) 695 to 700**
- (t) **Operational Assets - Managed Fishing Lakes**
(Relevant Portfolio Holders: Councillors Y Gagen & I Moran) **Page(s) 701 to 706**
- (u) **Allotment Leases**
(Relevant Portfolio Holders: Councillors Y Gagen & I Moran) **Page(s) 707 to 714**
- (v) **Investment in Solar Photovoltaics (PV) on Council housing stock**
(Relevant Portfolio Holders: Councillors J Patterson, I Moran & C Wynn) **Page(s) 715 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@westlancls.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**.