

MEMBERS INTERESTS 2012

A Member with a disclosable pecuniary interest in any matter considered at a meeting must disclose the interest to the meeting at which they are present, except where it has been entered on the Register.

A Member with a non pecuniary or pecuniary interest in any business of the Council must disclose the existence and nature of that interest at commencement of consideration or when the interest becomes apparent.

Where sensitive information relating to an interest is not registered in the register, you must indicate that you have an interest, but need not disclose the sensitive information.

Please tick relevant boxes

Notes

	General		
1.	I have a disclosable pecuniary interest.	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 below</i>
2.	I have a non-pecuniary interest.	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a pecuniary interest because it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest or it relates to the determining of any approval consent, licence, permission or registration in relation to me or a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest	<input type="checkbox"/> <input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i> <i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>
4.	I have a disclosable pecuniary interest (Dispensation 16/7/12) or a pecuniary interest but it relates to the functions of my Council in respect of: (i) Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease. (ii) school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends. (iii) Statutory sick pay where I am in receipt or entitled to receipt of such pay. (iv) An allowance, payment or indemnity given to Members (v) Any ceremonial honour given to Members (vi) Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i> <i>You may speak and vote</i>
5.	A Standards Committee dispensation applies (relevant lines in the budget – Dispensation 20/2/13 – 19/2/17)	<input type="checkbox"/>	<i>See the terms of the dispensation</i>
6.	I have a pecuniary interest in the business but I can attend to make representations, answer questions or give evidence as the public are also allowed to attend the meeting for the same purpose	<input type="checkbox"/>	<i>You may speak but must leave the room once you have finished and cannot vote</i>

'disclosable pecuniary interest' (DPI) means an interest of a description specified below which is your interest, your spouse's or civil partner's or the interest of somebody who you are living with as a husband or wife, or as if you were civil partners and you are aware that that other person has the interest.

Interest

Prescribed description

Employment, office, trade, profession or vocation

Any employment, office, trade, profession or vocation carried on for profit or gain.

Sponsorship

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.

	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means a member of a relevant authority;

"member" includes a co-opted member; "relevant authority" means the authority of which M is a member;

"relevant period" means the period of 12 months ending with the day on which M gives notice to the Monitoring Officer of a DPI;

"relevant person" means M or M's spouse or civil partner, a person with whom M is living as husband or wife or a person with whom M is living as if they were civil partners;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

'non pecuniary interest' means interests falling within the following descriptions:

- 10.1(1)(i) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) Any body (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- (iii) Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- 10.2(2) A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a connected person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

'a connected person' means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 10.1(1)(i) or (ii).

'body exercising functions of a public nature' means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

NB Section 21(13) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

CABINET

HELD: 12 JANUARY 2016

Start: 7.30pm

Finish: 7.50pm

PRESENT:

Councillor: I Moran (Leader of the Council, in the Chair)

Councillors:

Portfolio

T Aldridge	Older People
Y Gagen	Deputy Leader of the Council & Leisure
J Hodson	Planning
J Patterson	Housing and Landlord Services
K Wilkie	Street Scene
K Wright	Health and Community Safety
C Wynn	Finance

In attendance: Pendleton
Councillor

Officers:
Managing Director (Transformation) (Ms K Webber)
Managing Director (People & Places) (Mrs G Rowe)
Assistant Director Community Services (Mr D Tilleray)
Assistant Director Housing & Regeneration (Mr B Livermore)
Assistant Director Planning (Mr J Harrison)
Borough Treasurer (Mr M Taylor)
Transformation Manager (Mr S Walsh)
Principal Member Services Officer (Mrs S Griffiths)

70. APOLOGIES

There were no apologies for absence

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

There were no items of special urgency.

72. DECLARATIONS OF INTEREST

The following interests were declared:

1. Councillor Patterson declared a disclosable pecuniary interest in items 5(a) 'Sale of High Value Council Houses' and 5(j) 'Housing Account – Revenue and Capital Programme' but she was entitled to speak and vote by virtue of an exemption as nothing in the report related particularly to her respective tenancy or lease. *

2. Councillor Aldridge declared an interest in relation to agenda item 5(h) 'General Revenue Account Budget 2016/17' and item 5(i) 'Medium Term GRA Capital Programme', as a Member of Lancashire County Council, as did Councillors Gagen as an employee of Lancashire County Council.*
3. Councillors Moran declared a non-pecuniary interest in item 5(c) 'Community Infrastructure Levy (CIL) Funding Programme 2016/17' and a pecuniary interest in item 5(h) 'General Revenue Budget 2016-17' and item 5(i) 'Medium Term GRA Capital Programme' in relation to Parish Council matters, in view of his membership of a Parish Council.*
4. Councillor Aldridge declared a disclosable pecuniary interest in relation to item 5(j) 'Housing Account – Revenue and Capital Programme' as a Tenant of a Council garage, but he was entitled to speak and vote by virtue of an exemption as nothing in the report related particularly to his respective tenancy or lease.*
5. Councillors Aldridge and Wright declared non-pecuniary interests in relation to 5(a) 'Sale of High Value Council Houses' and item 5(j) 'Housing Account – Revenue and Capital Programme' as they have a connected person who is a tenant of rented Council accommodation. Insofar as that interest becomes a pecuniary interest (as it would affect the financial position of their relative and a member of the public with knowledge of the relevant facts would reasonably regard this as so significant that it is likely to prejudice their judgement of the public interest) they declared that interest but considered that they were entitled to speak and vote by virtue of an exemption as nothing in these reports related particularly to their relevant tenancy or lease.*
6. Councillor Wynn declared an interest in relation to item 5(h) 'General Revenue Budget 2016-17' in relation to the reference to Policy Options, as he is employed by Essential Fleet Services Ltd to maintain Council vehicles and works at the Robert Hodge Centre and indicated he would not participate in any detailed discussions which affected his employer or employment.*

* By virtue of a dispensation granted by the Standards Committee all Councillors who have disclosable pecuniary or pecuniary interests in relation to relevant lines in the budget may participate and vote in the budget debates but not engage in detailed discussions about matters which affect those interests.

73. MINUTES

RESOLVED That the minutes of the Cabinet meeting held on 10 November 2015 be approved as a correct record and signed by the Leader.

74. MATTERS REQUIRING DECISIONS

Consideration was given to the report relating to the following matters requiring decisions as contained on pages 1397 – 1700 and 1719 – 1761 of the Book of Reports.

75. SALE OF HIGH VALUE COUNCIL HOUSES

Councillor Patterson introduced the report of the Borough Solicitor which advised Members of the comments that had been made by the Executive Overview and Scrutiny Committee at its meeting on 28 November 2015 in respect of the above-mentioned report, which had been referred to it by Cabinet at its meeting on 10 November 2015.

She went on to introduce the report of the Assistant Director Housing & Regeneration which provided an update on Government proposals to force Councils to sell "high value" Council houses upon them becoming empty and sought authority to progress with sales prior to the legislation being introduced. The Assistant Director Housing & Regeneration's response to the comments of the Executive Overview and Scrutiny Committee were also included within the report.

Minute no. 35 of the meeting of the Landlord Services Committee (Cabinet Working Group) on 7 January 2016 was circulated at the meeting.

A Motion from Councillor Patterson was circulated at the meeting.

In reaching the decision below, Cabinet considered the minute of the Landlord Services Committee (Cabinet Working Group), the motion from Councillor Patterson and the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That this item be deferred and a report be submitted to a future meeting of Cabinet following receipt of the detail of the levy within the Housing and Planning Bill. The report to include a range of options including the sale of property, other assets and raising necessary funds via other methods from within the Housing Revenue Account.
 - B. That the call-in procedure is not appropriate for this item as the report had been considered by the Executive Overview and Scrutiny Committee at its meeting on 28 November 2015.

76. FUNDING OF VOLUNTARY & OTHER ORGANISATIONS WORKING GROUP

This item had been withdrawn from the agenda by the Transformation Manager.

77. COMMUNITY INFRASTRUCTURE LEVY FUNDING PROGRAMME 2016/2017

Councillor Hodson introduced the report of the Assistant Director Planning which provided feedback on the consultation on the options for the CIL Funding Programme 2016/17 and proposed a final CIL Funding Programme for 2016/17 based on the CIL monies anticipated to have been collected by the Council by 31 March 2016.

In reaching the decision below, Cabinet considered the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the consultation feedback report and updated Infrastructure Delivery Schedule (IDS) provided at Appendices A and B be noted.
- B. That the allocation of CIL monies be approved for the delivery in 2016/17 of the following projects:
- New Allotments in Skelmersdale (£20,000)
 - Improvements to Public Open Space and associated car parking at Station Approach, Ormskirk (£15,000)
 - Haskayne Cutting Nature Reserve (£8,000)

78. SKELMERSDALE & UP HOLLAND (RE)CYCLE TO WORK SCHEME

Councillor Hodson introduced the report of the Assistant Director Planning which provided an update on the performance of the (re) Cycle to Work Scheme, and sought approval to increase the grant offered and to provide the scheme providers with a springboard grant to improve stock availability.

In reaching the decision below, Cabinet considered the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the report be noted.
- B. That the funding provided to the nominated supplier to cover the cost of each cycle together with associated safety equipment (helmet and lights) be increased in value from £50 to £100, and that a repayable springboard grant of £800 be provided to the nominated supplier to improve stock availability.
- C. That delegated authority be granted to the Assistant Director Planning to negotiate terms and enter into an agreement with the nominated supplier and, in consultation with the Portfolio Holder, to make any necessary further changes in the future to the value of the cycle grants.
- D. That delegated authority be granted to the Assistant Director Planning, in consultation with the Portfolio Holder, to decide whether to continue with the scheme should uptake remain low.

79. STATEMENT OF COMMUNITY INVOLVEMENT

Councillor Hodson introduced the report of the Assistant Director Planning which sought approval for consultation on the draft West Lancashire Statement of Community Involvement 2016.

In reaching the decision below, Cabinet considered the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the draft West Lancashire Statement of Community Involvement 2016 attached at Appendix A be approved for public consultation, subject to any amendments made by the Assistant Director Planning in consultation with the Portfolio Holder, following consideration of the Statement of Community Involvement by Planning Committee, as per resolution B. below.
 - B. That the Assistant Director Planning be authorised, in consultation with the Portfolio Holder, to make any necessary amendments to the Statement of Community Involvement in the light of agreed comments from Planning Committee, before the document is published for consultation.

80. QUARTERLY PERFORMANCE INDICATORS (Q2 2015-16)

Councillor Moran introduced the report of the Transformation Manager which presented performance monitoring data for the quarter ended 30 September 2015.

In reaching the decision below, Cabinet considered the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the Council's performance against the indicator set for the quarter ended 30 September 2015 be noted.
 - B. That the call-in procedure is not appropriate for this item as the report is being submitted to the next meeting of the Corporate & Environmental Overview & Scrutiny Committee on 18 February 2016.

81. REVISED EQUALITY OBJECTIVES 2015/18

Councillor Moran introduced the report of the Transformation Manager which sought approval of the new Equality Objectives 2015-18 which included plans for the future monitoring of these objectives.

In reaching the decision below, Cabinet considered the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- That the revised Equality Objectives for 2015-2018, as realigned to the Council Plan 2015-18, at Appendix 3 be approved.

82. GENERAL REVENUE ACCOUNT BUDGET 2016-17

Councillor Wynn introduced the report of the Borough Treasurer which provided a summary of the current General Revenue Account budget position.

The Appendix to the report was circulated by prior e-mail and at the meeting.

In reaching the decision below, Cabinet considered the details set out in the report before it and the Appendix circulated and accepted the reasons contained therein.

- RESOLVED
- A. That the financial position for 2016-17 and later years be noted.
 - B. That the Portfolio Holder for Finance be given delegated authority to submit firm proposals to Council on 24 February 2016 to enable the budget to be set.
 - C. That call-in is not appropriate for this item as it is to be submitted to the next meeting of the Executive Overview and Scrutiny Committee on 28 January 2016.

83. MEDIUM TERM GRA CAPITAL PROGRAMME

Councillor Wynn introduced the report of the Borough Treasurer which set out details on the GRA medium term capital programme position for the next 3 years.

In reaching the decision below, Cabinet considered the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the medium term financial position be noted.
 - B. That the Portfolio Holder for Finance be given delegated authority to submit firm proposals to Council on 24 February 2016 to enable the capital programme to be set.
 - C. That call-in is not appropriate for this item as it is to be submitted to the Executive Overview and Scrutiny Committee on 28 January 2016.

84. HOUSING ACCOUNT – REVENUE AND CAPITAL PROGRAMME

Councillor Patterson introduced the joint report of the Assistant Director Housing & Regeneration and Borough Treasurer which provided a summary of the budget position for the Housing Account for the next financial year.

Minute no. 37 of the meeting of the Landlord Services Committee held on 7 January 2016 was circulated at the meeting.

Appendix B to the report was circulated by prior e-mail and at the meeting.

In reaching the decision below, Cabinet considered the minute of the Landlord Services Committee (Cabinet Working Group), the details set out in the report before it and Appendix B to the report and accepted the reasons contained therein.

- RESOLVED
- A. That the financial position for 2016-17 be noted.
 - B. That the use of the delegated authority of the Assistant Director Housing & Regeneration in relation to rent and service charge changes be noted.
 - C. That this report be used for consultation purposes prior to the Council considering this matter in February 2016.
 - D. That the Housing Portfolio Holder be given delegated authority to submit firm proposals to Council on 24 February 2016 to enable the budget to be set.
 - E. That call-in is not appropriate for this item as it is to be submitted to the next meeting of the Executive Overview and Scrutiny Committee on 28 January 2016.

85. RICHMOND PARK

Councillor Gagen introduced the joint report of the Assistant Director Community Services and Assistant Director Housing & Regeneration which considered a request from Burscough Richmond Football Club for revised arrangements for the club's use of changing rooms and a football pitch at Richmond Park, Burscough.

In reaching the decision below, Cabinet considered the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the Assistant Director Community Services be authorised to enter into a new 25 year lease with Burscough Richmond Football Club in relation to the changing pavilion at Richmond Park, Burscough (shown edged red on the plan at Appendix 1 to the report).
 - B. That the existing licence with the club on the football pitch at Richmond Park be extended to run concurrently with the new lease.
 - C. That a community use agreement for the changing pavilion and pitch area be developed as part of the lease/licence process.

- D. That to give effect to the arrangements at A. B. & C. above, the Assistant Director Community Services be authorised to conclude the termination of the existing lease and negotiate the terms of, and complete, the grant of a new lease and community use agreement with Burscough Richmond Football Club, subject to any necessary statutory consultations being undertaken and consents being obtained. This authorisation to include the advertising of the disposal of the public open space to enable the licence to proceed.

86. COUNCIL TENANTS' FINANCIAL INCLUSION STRATEGY (HOUSING & REGENERATION)

Councillor Patterson introduced the report of the Assistant Director Housing & Regeneration which sought approval of the Council Tenants' Financial Inclusion Strategy.

Minute no. 36 of the Landlord Services Committee (Cabinet Working Group) was circulated at the meeting.

In reaching the decision below, Cabinet considered the minute of the Landlord Services Committee (Cabinet Working Group) and the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the Council Tenants' Financial Inclusion Strategy at Appendix 1 be approved.
 - B. That the results of the consultation exercise and the revisions to the draft Council Tenants' Financial Inclusion Strategy be noted.

87. LAND TRANSFERS IN HESKETH BANK

Councillor Moran introduced the joint report of the Assistant Director Community Services and Assistant Director Housing & Regeneration which gave consideration to a request from Hesketh with Beconsall Parish Council for the transfer of 3 areas of open space Borough Council land and a potential fourth area, should this be adopted by the Council in due course, to their ownership together with the transfer of any commuted sums negotiated from developers for the management of these sites.

The report also gave consideration to the sub-contracting of maintenance works on a further piece of land to the Parish Council.

Revised recommendations were circulated at the meeting by the Assistant Director Community Services.

In reaching the decision below, Cabinet considered the revised recommendations and the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the transfer of land at Ashbrook Close, Beconsall Gardens (when negotiations with the developer are completed) and Glen Park Drive in Hesketh Bank be approved as shown on the plans attached (Appendix 1) to Hesketh-with-Beconsall Parish Council subject to any necessary statutory consultations being undertaken and considered.
 - B. That negotiations be completed with the developers for the commuted sums of £35,000 for Ashbrook Close and £3,500 for Beconsall Gardens and these sums be transferred to the Parish Council subject to completion of the land transfers.
 - C. That negotiations continue with Morris Homes as developer of the Poppyfields site regarding the adoption of the open space and play area, and upon conclusion to the Council's satisfaction, the transfer of the facilities and commuted sum to the Parish Council be completed subject to any necessary statutory consultations being undertaken and considered.
 - D. That the request from the Parish Council for them to be sub-contracted to maintain land at Sydney Avenue be refused.

88. EXCLUSION OF PRESS AND PUBLIC

RESOLVED That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 & 5 of Part 1 of Schedule 12A of that 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.

89. MATTERS REQUIRING DECISIONS

Consideration was given to the report relating to the following matters requiring decisions as contained on pages 1701 – 1718 of the Book of Reports.

90. STRATEGIC ASSET PURCHASES FUND

Councillor Moran introduced the report of the Assistant Director Housing & Regeneration which sought authority to establish a Strategic Asset Purchasing Committee to purchase land and property for the Council if considered prudent to do so and the timeframe precludes the normal process.

In reaching the decision below, Cabinet considered the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the report be noted.
 - B. That the establishment of a Strategic Asset Purchasing Committee be agreed and supported.

91. SKELMERSDALE LAND AUCTION AND DELIVERING PUBLIC REALM IN THE TOWN CENTRE

Councillor Moran introduced the report of the Assistant Director Housing & Regeneration which gave consideration to the best approach in order to ensure the receipt of maximum return from the land auction sites at Whalleys, Skelmersdale and to develop proposals for the funding of public realm infrastructure for Skelmersdale Town Centre.

In reaching the decision below, Cabinet considered the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That delegated authority be given to the Assistant Director Housing & Regeneration to enter into formal discussions about the purchase of the remaining land auction sites at Whalleys, Skelmersdale, from the HCA at the base values identified in the draft Memorandum of Understanding (MOU).
 - B. That delegated authority be given to the Assistant Director Housing & Regeneration, in consultation with the Borough Treasurer, Leader and Finance Portfolio Holder to determine whether there is a positive business case to purchase up to three of the remaining land auction sites, at Whalleys, Skelmersdale, (as shown at Appendix 1 to the report) prior to the 31st March 2018 deadline, and, if so, to proceed to purchase taking all necessary steps to do so.
 - C. That a future report be brought back to Cabinet and/or Council, as appropriate, to give consideration to how any Whalleys sites purchased by this Council will be brought forward for development and on any additional resources required to deliver this development.
 - D. That temporary borrowing be used, if necessary, to fund the delivery of public realm in Skelmersdale Town Centre alongside the St Modwen Scheme, should sufficient funds from the Land Auction not be in place at the relevant point in time.
 - E. That call-in is not appropriate for this item as the Council wish to be in a position to proceed urgently with development opportunities outlined in the report and the matter has been considered at a meeting of Council.

92. LEADER'S CLOSING REMARKS

The Leader announced that it was the last meeting to be attended by Gill Rowe, Managing Director (People & Places) and expressed his thanks for her long service to the Council.

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LEADER

CABINET

HELD: 2 FEBRUARY 2016

Start: 4.30pm

Finish: 4.35pm

PRESENT:

Councillors: I Moran (Leader of the Council, in the Chair)

Councillors:

Portfolio

T Aldridge

Older People

Y Gagen

Deputy Leader of the Council & Leisure

J Hodson

Planning

J Patterson

Housing and Landlord Services

C Wynn

Finance

Officers:

Acting Chief Executive (Ms K Webber)

Interim Borough Solicitor (Mr T Broderick)

Interim Borough Transformation Manager (Mr S Walsh)

Service Accountant (Mrs K Samosa)

Principal Member Services Officer (Mrs S Griffiths)

In attendance:

Councillors

Owens, D Westley

93. APOLOGIES

Apologies for absence were submitted on behalf of Councillors Wilkie and Wright.

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

The Leader advised that, in accordance with Rule 16 Access to Information Procedure Rules, he had obtained the agreement of the Chairman of the Executive Overview & Scrutiny Committee to consider a joint report from the Interim Borough Solicitor and the Interim Director Housing and Regeneration in relation to "Request for Funds – Opposition To Extension of Whitemoss Landfill Site, Skelmersdale" as this item could not reasonably be deferred due to a request for funding that had just been received to enable representation at an imminent Court hearing on 16 February 2016.

This item was considered at minute no. 98.

95. DECLARATIONS OF INTEREST

There were no declarations of interest.

96. MATTERS REQUIRING DECISIONS

Consideration was given to the report relating to the following matters requiring decisions as contained on pages 1765 – 1797 of the Book of Reports.

97. FUNDING OF VOLUNTARY & OTHER ORGANISATIONS WORKING GROUP

Councillor Gagen introduced the report of the Interim Borough Transformation Manager which advised on the recommendations of the Funding of Voluntary and Other Organisations Cabinet Working Group in relation to the applications received from the voluntary organisations for one year revenue funding from 1 April 2016.

In reaching the decision below, Cabinet considered the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the recommendations arising from the scoring of the applications received from voluntary organisations for one year revenue funding from April 2016 onwards by the Funding of Voluntary and Other Organisations Cabinet Working Group at its meeting on 14 January 2016 be endorsed as detailed in the minutes of the meeting attached at Appendix 4.
 - B. That the call-in procedure is not appropriate for this item as the recommendations of the Working Group form part of the considerations when the Council's budget is finalised on 24 February 2016.

98. REQUEST FOR FUNDS - OPPOSITION TO EXTENSION OF WHITEMOSS LANDFILL SITE, SKELMERSDALE

The Leader introduced the joint report of the Interim Borough Solicitor & Interim Director of Housing & Regeneration which considered a request for a contribution of £4,000 towards the cost of funding a challenge to the Secretary of State's decision to allow planning permission to extend the Whitemoss Landfill Site, Skelmersdale.

A motion from the Leader was circulated at the meeting.

In reaching the decision below, Cabinet considered the motion from the Leader and the details set out in the report before it and accepted the reasons contained therein.

- RESOLVED
- A. That the Interim Director Housing & Regeneration be authorised to make a contribution of £4,000 from the Major Projects Reserve towards the funding for a challenge to the Secretary of State's decision to allow planning permission to extend the Whitemoss Landfill Site, Skelmersdale.
 - B. That the call-in procedure is not appropriate for this item as the request for funding has just been received to enable representation at an imminent Court hearing on 16 February 2016.

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LEADER



AGENDA ITEM: 5(a)

CABINET: 15 March 2016

Report of: Director of Housing and Inclusion

Relevant Portfolio Holder: Councillor J. Patterson

Contact for further information: Ms L. McGarry (Extn. 5233)
(E-mail: leigh.mcgarry@westlancs.gov.uk)

SUBJECT: SHELTERED ACCOMMODATION REVIEW

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To advise members of Lancashire County Council's (LCC) planned consultation exercise with sheltered housing tenants which, is programmed to commence in late February 2016. This is in light of the announcement that LCC will potentially withdraw all Supporting People (SP) funding for older peoples housing related support from April 2017.
- 1.2 To seek authority to determine the future use of vacant sheltered accommodation that was previously occupied by residential wardens.
- 1.3 To seek authority to determine the future use of Communal Lounges for Category 1 Sheltered Accommodation
- 1.4 To advise members that I will further consult with sheltered housing tenants in light of LCC's decision regarding future SP funding.

2.0 RECOMMENDATIONS TO CABINET

- 2.1 That the Director of Housing and Inclusion be given delegated authority, in consultation with the relevant Portfolio Holder, to proceed with an option appraisal on a scheme by scheme basis of vacant resident warden accommodation to determine future use, and where appropriate, redeveloped or sold on the open market.

- 2.2 That in light of the proposal by LCC to withdraw all SP funding for older people's housing related support, the Director of Housing and Inclusion be given delegated authority, in consultation with the relevant Portfolio Holder, to proceed with an option appraisal on a scheme by scheme basis of Category 1 Communal Lounges to determine future use, and where appropriate, redevelop or sell on the open market, subject to obtaining all necessary consents and approvals.
- 2.3 That the Council undertake a consultation exercise with sheltered housing tenants in light of the outcome of LCC's consultation exercise to inform and agree the Council's future older persons housing related support service offer.
-

3.0 BACKGROUND

3.1 Supporting People Funding

- 3.1.1 Supporting People funding for older person's housing related support in sheltered accommodation was reduced by LCC in April 2015. The Council have subsequently made a number of changes to service delivery to mitigate the impact of the reduced Supporting People funding. A revised two year contract was issued which is due to expire in April 2017.
- 3.1.2 Due to LCC budget pressures, a number of proposals have been identified to bridge the budget gap. One of the proposals is to completely withdraw SP funding for older person's housing related support from April 2017.
- 3.1.3 LCC have undertaken consultation with service providers in the County to understand the potential impact of the proposal and West Lancashire Borough Council have responded accordingly. It is understood that LCC also intend to consult with stakeholders and individually with service users over a three month period commencing late February 2016. Service users will be sent a detailed questionnaire which they will be asked to respond to. WLBC staff will be briefed to assist anyone who requires support to do this. LCC will also provide support through the SP team.

3.2 Sheltered Housing Assets

- 3.2.1 Following implementation of recommendations from an Organisational Reengineering Project of the Sheltered Housing Service, staff roles changed and the role of the resident warden ceased. This resulted in existing staff transferring to alternative posts on a non-residential basis.
- 3.2.2 The properties the resident wardens vacated are primarily located within Category 2 sheltered schemes, however some are located adjacent to or above sheltered communal lounges. As these units were family sized accommodation, they do not readily lend themselves to tenancies aimed at single people or couples requiring sheltered accommodation.
- 3.2.3 The communal lounge facilities associated with some Category 1 sheltered accommodation are under-utilised. Many of these facilities now also require

investment and modernising. It would not be financially prudent to commit to this investment without first completing an option appraisal of each facility.

4.0 CURRENT POSITION

4.1 Supporting People Funding

4.1.1 It is expected that the results of the 3 month LCC consultation will be available in summer of 2016. The results of this consultation will be used to develop possible options for the future service offer for sheltered housing tenants in West Lancashire.

4.1.2 These options will be financially modelled to ensure that they are financially viable and a further consultation exercise will be undertaken by West Lancashire to advise sheltered housing tenants of the future service offer from April 2017. Sheltered housing staff will set up a series of meetings to be held at various sheltered schemes across the Borough to meet tenants and discuss face to face the future service proposals. Information will also be placed on the Councils website. Feedback will be captured from these events to understand tenant's service requirements.

4.1.3 An additional issue that adds complexity is that rent for supported housing such as sheltered housing, have been exempted from the general rent reduction of 1% which applies to the remainder of the stock for one year. This will generate additional revenue which will assist with service delivery.

4.1.4 The report going to Council in February 2016, will also review whether an additional rent increase of up to 10% should be applied to new tenants from April 2016 which will assist with the provision of support services.

4.1.5 Government have indicated that they will be reviewing supported housing charges over the next 12 months and will be making some decisions regarding how costs are applied to rents and service charges as many providers were concerned that the changes proposed to supported housing may be detrimental to residents.

4.2 Sheltered Housing Assets

4.2.1 The Housing and Inclusion Asset Management Team will undertake a technical evaluation and option appraisal of the vacant resident warden accommodation including a review of location, demand and suitability. On completion of this work I will be in a position to make decisions, in consultation with the Portfolio Holder, which properties may be brought back into residential use and that would not compromise the sheltered accommodation scheme.

4.2.2 A capital growth bid has been submitted to Council, as part of the budget setting process. In the event that Council approve this bid the capital expenditure will be used to redevelop the communal lounge at Pennington Avenue, Ormskirk into a residential flat. The intention would be, on completion of the option appraisal and subsequent work, to sell the redeveloped property on the open market. If

this scheme is successful, the proceeds from the sale would be utilised to facilitate a programme of work following the outcomes of the other sheltered option appraisals.

5.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 5.1 The potential withdrawal of Supporting People funding would require the Council to reconfigure its service offer to sheltered housing tenants. This does have the potential to adversely affect the health and wellbeing of older residents. The Council's consultation exercise will help determine how best the Council manages this and minimises impact for service users.
- 5.2 Implementing a programme of option appraisals for the vacant and under-utilised sheltered housing assets will help determine the best approach to support a cohesive community within these areas.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 The option appraisal will establish the most appropriate use for the vacant sheltered housing assets.
- 6.2 If approved, the capital growth bid for 2016/17 will provide the capital expenditure which can be used to redevelop the communal lounge at Pennington Avenue, Ormskirk into a residential accommodation which would be sold on the open market. Proceeds from the sale could then be used to facilitate a programme of work following completion of further option appraisals.

7.0 RISK ASSESSMENT

- 7.1 The potential withdrawal of SP funding from LCC will present a risk to the income for the Housing Revenue Account. The recommendations in this report seek to minimise this risk and subsequent impact for service users.
- 7.2 A risk assessment has been conducted and is being managed by the service area.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is a direct impact on members of the public, employees, elected members and / or stakeholders. Therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as an Appendix to this report, the results of

which have been taken into account in the Recommendations contained within this report

Appendices

Appendix 1 - Equality Impact Assessment
Appendix 2 – Minute of the Landlord Services Committee (Cabinet Working Group) held on 9 March 2016 – to follow

Equality Impact Assessment Form



Directorate: Housing and Inclusion	
Completed by: Leigh McGarry	Date: December 2015
Subject Title: Sheltered Accommodation Review	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	No
Is a service being designed, redesigned or cutback:	Yes
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	Yes
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	No
Details of the matter under consideration:	Older persons housing related support in sheltered housing accommodation.
<p><i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i></p>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	<i>*delete as appropriate</i>
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	Yes/No*
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	
3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Sheltered housing tenants and applicants for sheltered housing accommodation.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	Older people and older people with disabilities are the service user group.

Which of the protected characteristics are most relevant to the work being carried out?	
Age	Yes
Gender	No
Disability	Yes
Race and Culture	No
Sexual Orientation	No
Religion or Belief	No
Gender Reassignment	No
Marriage and Civil Partnership	No
Pregnancy and Maternity	No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Older people in sheltered accommodation are currently using the service as this is part of the service offer.
What will the impact of the work being carried out be on usage/the stakeholders?	The consultation work should not impact on service usage but will assist in redesigning the service.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	Service user feedback is generally good and the service is valued by users. Any proposals to change the service could ultimately impact on service users views.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	There has already been consultation linked to earlier LCC funding reductions. Further consultation events will be held with service users, staff and stakeholders to establish the impact of implementing any changes proposed for service from 2017
If any further data/consultation is needed and is to be gathered, please specify:	LCC will be consulting service users between March- May 2016, results should be known by July/August 2016. WLBC will also consult service users following receipt of the results of the LCC consultation.
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	No final decisions have yet been taken.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	No final decisions have yet been taken so the impact cannot be calculated.
What actions do you plan to take to address any	Not applicable.

other issues above?	
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	This assessment will be reviewed on receipt of the results of the LCC consultation.



AGENDA ITEM: 5(b)

CABINET: 15 March 2016

**EXECUTIVE OVERVIEW &
SCRUTINY COMMITTEE:
31 March 2016**

Report of: Director of Housing and Inclusion

Relevant Portfolio Holder: Councillor J. Patterson

Contact for further information: Mrs T. Berry (Extn. 5227)

(E-mail: tracy.berry@westlancs.gov.uk)

SUBJECT: TENANT INVOLVEMENT STRATEGY 2016-2018

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To seek approval for the new Tenant Involvement Strategy 2016-2018 and associated Action Plan shown at Appendix A.

2.0 RECOMMENDATIONS TO CABINET

2.1 That the Strategy and associated Action Plan be approved.

2.2 That the Director of Housing and Inclusion, in consultation with the Portfolio Holder, be authorised to amend the Strategy and Action Plan having considered agreed comments of the Executive Overview and Scrutiny Committee.

2.3 That Call In is not appropriate for this item as the report is being submitted to the next meeting of the Executive Overview and Scrutiny Committee on 31 March 2016.

3.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE

3.1 That Executive Overview and Scrutiny Members note the Strategy and associated Action Plan.

3.2 That any agreed comments be considered by the Director of Housing and Inclusion, in consultation with the Portfolio Holder, to decide whether it is appropriate to amend the Strategy and/or Action Plan.

4.0 BACKGROUND

- 4.1 The current Tenant Involvement Strategy was agreed in September 2011.
- 4.2 The purpose of the Strategy is to evidence the Councils commitment to Tenant Involvement and Engagement as part of the Housing Regulators requirement.

5.0 CURRENT POSITION

- 5.1 A number of changes have taken place since the adoption of the current strategy, including changes to the tenant scrutiny arrangements, and these needed to be reflected in a new Tenant Involvement Strategy.
- 5.2 These changes have included a change in the way Social Housing is regulated. This function is now managed by the Home and Communities Agency by means of the Social Housing Regulatory Framework.
- 5.3 The new Framework was introduced in 2012 but has since been updated in 2015.
- 5.4 The new Tenant Involvement Strategy 2016-2018 supports the requirements of the Tenant Involvement and Empowerment Standard within the regulatory framework.

6.0 CONSULTATION

- 6.1 A number of Tenants have been involved in consulting and developing the new strategy through workshops and surveys.
- 6.2 Housing staff have also had an opportunity to comment on the new strategy.
- 6.3 The Tenants Scrutiny Group has endorsed the strategy and will have a role in monitoring its implementation as part of the co-regulatory compliance framework.

7.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 7.1 Delivery of this strategy will help with improving tenant relations and will support the principles of the community strategy.

8.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 8.1 There are no additional financial or resource implications arising from this report. Delivery of the strategy will be managed within existing resources.

9.0 RISK ASSESSMENT

- 9.1 This item does not require a formal risk assessment and no changes have been made to risk registers as services will be delivered as specified by tenants expectations.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is a direct impact on members of the public, employees, elected members and / or stakeholders. Therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as an Appendix to this report, the results of which have been taken into account in the Recommendations contained within this report

Appendices

Appendix A – Tenant Involvement Strategy 2016-2018

Appendix B - Equality Impact Assessment

Appendix C – Minute of the Landlord Services Committee (Cabinet Working Group) held on 9 March 2016 – to follow

Tenant Involvement Strategy 2016-2018

Forward

By Councillor Jenny Patterson, Portfolio Holder for Housing and Landlord Services

It gives me great pleasure to introduce West Lancashire Borough Council's Tenant Involvement Strategy. This has been written taking into account tenants views and aspirations and is about how we want tenants to take an active part in the services provided.

This new strategy replaces our previous one to reflect the changes that are happening in housing services nationally. The Strategy demonstrates the Council's continuing commitment to tenant involvement and empowerment and how we want to work with our tenants to make the service the best we can and offer value for money.

I hope you find this useful and that it will encourage more tenants to get involved and help to make a difference.

Introduction

This Strategy sets out our commitment to involve tenants and leaseholders in shaping and improving landlord services. It is a guide to how we will deliver the expectations of our tenants, leaseholders, staff, elected members and the regulator, and will be reviewed on a regular by tenants, officers, leaseholders and Elected Members working together.

The Council needs to evidence to the regulator our serious intent in involving tenants in this process and this strategy supports this.

Throughout this document we refer to tenant involvement but this term includes leaseholders where they receive services as part of their service charge.

Tenant Involvement is about meaningful contact with our tenants who are able to give us their views about the services they receive and their experience of being a tenant or leaseholder.

Through a range of opportunities, tenants are involved in shaping our decisions, delivering our vision and provide valued feedback about services and improvement of those services.

The Homes and Communities Agency (HCA) regulates social housing and provides regulatory standards that all housing providers must meet. Regulation requires "Co-Regulation" to take place. This means staff, elected members and tenants working together to provide scrutiny and challenge services to make improvements.

We understand there are challenging financial times ahead which will impact our tenants, we believe it is therefore critical we work in partnership together. This is a time of continuing change in the social housing sector and early engagement with tenants will be vital.

What has happened since the last strategy?

Following our last Strategy, produced in 2011 we have made a number of improvements and changes to Tenant Involvement.

We have commissioned an independent review of the involvement structure working in partnership with Helena Housing and our tenants. The review recommended a number of changes to the scrutiny structure and these have now been put in place.

Some of the achievements from the last strategy include:

- Over the past 3 years, our tenant scrutiny model has changed to reflect the changes in Government and regulation. Tenants in February 2014 agreed new scrutiny arrangements which will see greater involvement of tenants monitoring and challenging the services.
- Our Tenant Inspectors programme continues to grow with tenants carrying out empty homes inspections on a regular basis.
- Tenants agreed to review the purpose of the Tenants and Residents Forum following a reduction in attendance and carry out a value for money exercise on this activity.
- A number of training sessions have taken place to increase the skills and knowledge for our involved tenants.
- Briefing sessions have also taken place on topics such as Welfare Reform – changes to housing benefit, which has helped to keep tenants informed about what is happening.
- Changes have also taken place with our Tenants and Residents Associations and the way these are monitored and funded. This arrangement is to try to make sure the groups are reflecting the needs of the communities they work in and that the funding they receive from the service area is delivering value for money for tenants.

Tenants have also successfully applied for the Environmental Improvement fund which has seen improvements in communities such as:

- Green spaces protected
- Provision of flower and raised beds
- Increased car parking spaces

Through use of the tenant scrutiny arrangements we have seen a number of improvements made to the service over the past 4 years such as:

- Changes to the caretaking services
- Improvements to garage sites and the way they are advertised and let
- Improvements to how tenants can give feedback on housing services

The TSG have also commented on various consultations carried out by the service area and have been involved in reviewing the Housing Revenue Account business plan and discussing rent charges.

More information about these changes can be provided by contacting the Tenant Involvement Team

What is the future for Tenant Involvement?

Over the last few years the housing services nationally has developed at a very fast pace due to changes in regulation and Government policies. Further changes are going to happen and we will have to be flexible in order to meet these changes and demands. This is where tenant involvement will be even more important as we make sure changes suit the needs and requirements tenants have.

Through co-regulation and tenant scrutiny we will continue to improve the services we deliver and ensure we meet the regulatory requirements of the HCA.

We want to be confident that our involvement service is meeting the needs of our tenants and that our involvement service offer compares well to other housing providers in terms of outcomes and value for money.

We want to improve the way in which we communicate with our tenants to ensure they are kept well informed about what is happening in housing and are aware of the involvement opportunities available.

We want to measure and monitor the views tenants have on the services they receive and increase levels of satisfaction by acting on the feedback we receive.

We will continue to regularly review the ways in which we can encourage and support our tenants to get involved at a level that suits them.

Working closer with Elected members, we will keep them involved and informed in the process to enable us to support their role in seeking tenant views.

The Vision for Housing and Inclusion

“To be a top performing landlord within an economically vibrant West Lancashire”

This strategy seeks to involve and engage with more tenants in the delivery of our services to help to achieve our vision.

The Vision for Tenant Involvement

“To offer a range of opportunities for tenant involvement, so everyone who wants to be involved can do so at a level that meets their needs and wishes and achieves positive outcomes which deliver value for money.”

Aims/Objectives of this Strategy

The aim of this strategy is to provide direction and focus for our landlord services in order to meet the requirements of the regulator. It will also inform our tenants of how they can get involved and our plans for future involvement.

The HCA has set out detailed standards that the Council must. Tenant Involvement and Empowerment is part of the consumer standards. For a brief summary of the standards see Appendix A. We will meet these requirements by:

- **Providing a Governance Structure**

The Landlord Service Committee (LSC) is made up of elected members and tenants working together to discuss housing issues. It reviews recommendations made by the Tenants Scrutiny Group (TSG) and gives comments and advice to Cabinet.

The TSG is made up of tenants only. The group carries out scrutiny of housing services as well as monitoring performance, services and conducts reviews of specific service areas.

These arrangements meet the basic requirements of co-regulation.

- **Improving opportunities for tenants to engage, get involved and get information**

Through the various methods available, tenants can get involved at a level that suits them. This varies from tenant scrutiny roles such as tenant inspectors, to giving opinions on services through the “Your Voice” consultation group.

We are always looking to improve opportunities for tenants to get involved by introducing new methods for involvement and create opportunities for tenants to engage and give us their views and feedback on the services they receive. We also want to improve how tenants are kept informed about what is happening in the service by reviewing how we communicate and are looking at other ways to get information out to tenants such as social media and mobile applications.

We will provide information and training opportunities on a number of housing related topics, to enable our tenants to get more effectively involved and make informed decisions about our services.

We will make sure our involvement is outcome led to ensure tenants views are used to shape services and publicise what has changed within the service as a result of tenant involvement.

- **Working with local communities**

At a time where cut backs are being made within housing services due to Government policies, we will work with our Tenants and Resident’s Associations to review the effectiveness within in community, the outcomes and value for money.

We will work with and promote the use of the community run community centres to help to support them.

We will work closer and improve our communication with Elected Members and Parish Councils to ensure the views of communities and local groups are heard and represented.

We will carry out training and support our tenants to enable them to get involved and work with partnership agencies to identify other training and employment opportunities. We offer a number of training and support opportunities for our tenants to help build their capacity and assist them to get involved. We will continue to work with other partnership agencies and signpost our tenant to other suitable training and employment opportunities.

Tenant Involvement in this Strategy

Tenants have helped to develop this Strategy through consultation. This has helped us understand what tenants want and this information has been used to shape this document and how the service will be delivered.

The Tenants Scrutiny Group has also reviewed and agreed the content of this strategy.

Outcomes for Tenant Involvement

By delivering this strategy we are hoping to achieve the following outcomes:

- Measure levels of tenant satisfaction with housing services
- Improve communication with tenants through use of profiling data and development of a range of communication channels which meet their needs
- Use tenants views to help shape how services are delivered
- Show how tenant representatives through the TSG, have scrutinised services to ensure they provide value for money, meet the satisfaction of our wider tenant base and monitor complaints
- Create partnerships between tenants, staff and elected members by working together on the LSC
- Help tenants feel they are listened to, valued and empowered through training and support
- Recognise the valuable role tenants' play and the vital contribution they make towards helping to try to improve services and achieve value for money

We will have clear outcomes for all involvement activities. This will allow us to clearly see the value of involving tenants and record the differences that tenants have made.

Service Standards

In addition to the Councils corporate service standards, the service standards for Tenant Involvement are:

- Offer a variety of ways for tenants to be involved, at a level and time commitments to suit their needs
- Consult with tenants about proposed changes to the service/policy/strategy and gather feedback about the services tenants receive
- Support tenants to be involved in monitoring and scrutinising performance
- Consider tenants views and give reasons if we are not able to carry out tenants wishes
- Ensure tenants are not out of pocket when they take part in involvement activities by using the tenant involvement expenses framework
- Provide opportunities to help tenants develop their skills, knowledge and confidence
- Promote the difference involvement makes through various communication channels
- Ensure involvement and engagement activities offer value for money
- Provide information in any other language or format to support tenant involvement.

Measuring the Impact

Tenant involvement activity will be recorded and evaluated to ensure we are engaging with our tenants in the most effective ways. To make sure involvement is outcome led we will carry out impact assessments which will review the:

- Type of involvement activity
- Cost of activity
- Value for Money
- Outputs and Outcomes

The impact assessments will be reviewed by tenants.

Our Commitment to equality and diversity

We believe that equality means treating people fairly. Diversity means valuing people's differences. We aim to ensure we:

- Identify and try to reduce barriers that stop our tenants getting involved or accessing services.
- Encourage community equality
- Better tailor services to meet the needs of our tenants and leaseholders

We are committed to identifying and supporting the diverse make up of our tenants and leaseholders to get involved and improve services and their communities and will work to the Councils Equality Statement – Appendix B

Conclusion

This strategy has been developed with tenants and is designed to improve services through improved tenant involvement and engagement. The action plan in Appendix C shows what we need to do over the next 2 years to deliver this strategy and improve how we engage with our tenants.

Through Government policies and emerging legislation and financial impacts, housing continues to change and we must be reactive to this. Therefore this is a living document which tenants will continue to review and monitor and amend the action plan in line with any changes which develop over time. An annual assessment will be included as part of the Annual Report requirement.

Appendix A – Homes and Community Agency Tenant Involvement and Empowerment Standard

Required Outcomes

1.1 Customer service, choice and complaints

West Lancashire Borough Council shall:

(a) provide choices, information and communication that is appropriate to the diverse needs of their tenants in the delivery of all standards

(b) have an approach to complaints that is clear, simple and accessible that ensures that complaints are resolved promptly, politely and fairly.

1.2 Involvement and empowerment

West Lancashire Borough Council shall ensure that tenants are given a wide range of opportunities to influence and be involved in:

(a) the formulation of their landlord's housing related policies and strategic priorities

(b) the making of decisions about how housing related services are delivered, including the setting of service standards

(c) the scrutiny of their landlord's performance and the making of recommendations to their landlord about how performance might be improved

(d) the management of their homes, where applicable

(e) the management of repair and maintenance services, such as commissioning and undertaking a range of repair tasks, as agreed with landlords, and the sharing in savings made, and

(f) agreeing local offers for service delivery.

1.3 Understanding and responding to the diverse needs of tenants

West Lancashire Borough Council shall

(a) treat all tenants with fairness and respect

(b) demonstrate that they understand the different needs of their tenants, including in relation to the equality strands and tenants with additional support needs.

We will produce a compliance statement to show how we are meeting all of the 4 Homes and Communities Agencies consumer standards

Appendix B – WLBC Equality Statement

We recognise that people who provide and use our services come from diverse backgrounds and have different experiences and needs. We value this diversity and the ways in which it contributes to the richness of life and character of our community.

We will develop, commission and deliver services in a way that will help to overcome discrimination and disadvantage. We want every resident and visitor to West Lancashire to be treated fairly and with dignity regardless of age, gender, disability, race, belief and sexual orientation and with respect to their marriage and civil partnership, pregnancy and maternity or gender reassignment status. We will use our position and influence to promote equality in all aspects of community life.

Everyone who works or has a role at West Lancashire Borough Council will:

- Promote and maintain an atmosphere in which people of all backgrounds feel welcome, valued and respected
- Understand that equality is not about treating everyone the same but about recognising and addressing the specific needs, experience and background of individuals
- Treat each person as an individual and find out what their needs are rather than making assumptions
- Be prepared to take a flexible approach, ensuring all service users can access our services
- Be aware of the behaviours and barriers that can form discrimination and understand the negative impact these can have on service users, visitors and staff
- Speak out and report if they witness, become aware of, or are a victim of any form of discrimination, bullying, unfair treatment or harassment
- Not victimise, or attempt to victimise, anyone who has made complaints on discrimination or provided information on discrimination
- Be aware of and take account of the Council's policies

We will regularly monitor and report on the progress we make in addressing discrimination and disadvantage in our borough and this progress will be evaluated regularly by our senior managers and elected members.

Appendix C - Action Plan 2016-2018

Provide a Governance Structure

What we are going to do	How we will do it	Why we're doing it	Showing its success / Targets	Who is doing it?	When it will be done by
Recruit additional enthusiastic, new tenants in our governance arrangements. They will provide challenge and scrutiny.	Recruit for new members on the LSC Recruit for new members on the TSG by advertising the role to tenants.	To ensure tenant places are filled on LSC and tenants views are considered Compliance with regulatory requirements and demonstration of a commitment to supporting a co-regulatory operating environment.	All places filled by tenants on the LSC All places filled on the TSG Tenants trained and ready to take future vacancies through shadowing opportunities.	Tracy Berry Lisa Conroy	Spring 16
Support the TSG to carry out service reviews and scrutinise the services delivered to tenants.	Create development plans with each member of the group to ensure they have the knowledge and skills to be able to scrutinise services on behalf of all tenants. Carry out annual planning and review event for the TSG.	Compliance with regulatory requirements and demonstration of a commitment to supporting a co-regulatory operating environment. Increased accountability to tenants who are more able to challenge service delivery.	Number of recommendations being made and implemented Carry out 2 scrutiny reviews per year	Lisa Conroy	Spring 16 Annually

Set up a monitoring reporting system to implement recommendations made by the TSG.	Arrange for the actions to be set up on Covalent which the TSG can monitor	Compliance with regulatory requirements and demonstration of a commitment to supporting a co-regulatory operating environment. Ensure agreed recommendations are implemented and delivered.	Number of agreed recommendations actioned within set timescales.	Lisa Conroy	Spring 16
What we are going to do	How we will do it	Why we're doing it	Showing its success / Targets	Who is doing it?	When it will be done by
Review the role of tenant inspectors	Benchmark against other providers the role their inspectors carry out	To increase the numbers of inspectors and widen the role they do . With an increased role the inspectors can carry out mystery shopping and service checks on behalf of the TSG.	Development of the tenant inspector role tenants who carry out the role. Increase number of tenant inspectors by 50% (current number involved is 4)	Lisa Conroy Francesca Blundell	Spring 16
Increase opportunities for tenants to give feedback on services	Carry out targeting surveys to tenants who have accessed services	To measure and monitor levels of satisfaction	Information will be regularly reported on feedback findings and actions being taken.	Tracy Berry Lisa Conroy	On-going
Increase engagement and communication with Elected Members to ensure a there is an	Send regular updates to members about the work completed by the team.	Compliance with regulatory requirements and demonstration of a commitment to supporting a co-regulatory operating environment.	Members have a greater understanding about the work the team do and how landlord services are	Tracy Berry	Autumn 16

understanding about the regulatory requirements for tenant involvement		To improve communication between the involvement team, elected members and the tenants they represent.	regulated.		
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Improving opportunities for tenants to engage get involved and get information

What we are going to do	How we will do it	Why we're doing it	Showing its success / Targets	Who is doing it?	When it will be done by
Increase the numbers of tenants signed up to "Your Voice".	Regular marketing campaigns via the website, social media and press releases as well as direct targeting	To ensure there is a sufficient number of tenants giving their views on the service	Decisions and improvements being made based on tenants feedback Increase number of Your Voice members by 25% (current number involved is 160)	Francesca Blundell	On going
Carry out regular door knocking exercises to engage with tenants and seek their views	Based on profiling information, satisfaction levels and complaints	To ensure we are speaking to our tenants about services and gathering their views and profiling data gaps.	Using the information gathered to improve services Results of this will be part of measuring satisfaction levels with housing services	Tracy Berry Francesca Blundell Emma Routledge	On going
Use technology to create new options for	Review software currently used for	Allows tenants to fill in surveys and communicate with us easier.	Number of tenants using the on line/email /text	Lisa Conroy	Spring 17

consultation	consultation		consultation option		
Exploring different channels of communications with our tenants	Review how we can engage with tenants using a mobile application.	To make it easier and more convenient for tenants to receive information and give feedback	Increased satisfaction levels in communication indicators.	Tracy Berry	Spring 17
What we are going to do	How we will do it	Why we're doing it	Showing its success / Targets	Who is doing it?	When it will be done by
Develop robust internal and external involvement communications plans.	<p>Use tenant profiling to review the way in which we are communicating with our tenants.</p> <p>Use profiling and insight information to communicate with tenants in their preferred method</p> <p>Review the information on the Housing & Inclusion sections of the Councils web pages to ensure they are user friendly and informative</p>	<p>Make more tenants aware of involvement opportunities, either directly or via informed staff.</p> <p>Work with staff and elected members to make them aware of the involvement methods and help them to identify tenants who could become involved.</p> <p>Help other teams within the department when communicating with tenants.</p>	Increased numbers of tenants actively involved through formal or informal arrangements	<p>Tracy Berry</p> <p>Lisa Conroy</p> <p>Francesca Blundell</p>	Summer 17

	and are an effective communication tool.				
Continue to develop new and innovative involvement and communications techniques to make involvement activities more inclusive and successful	Continue to benchmark services against other providers Investigate other methods of involvement and communication such as Twitter and Facebook.	To keep generating interest in involvement and engagement methods which suit the business and tenants needs.	Involvement activities that tenants are interested in taking part in resulting in increased take-up and achievement of involvement objectives	Tracy Berry Lisa Conroy	Summer 17

Supporting local communities

What we are going to do	How we will do it	Why we're doing it	Showing its success / Targets	Who is doing it?	When it will be done by
Encourage development of local community groups to carry out projects within their neighbourhoods and identify external funding to enable/support activities to take place.	Identify suitable tenants/groups through other tenant engagement activities who could support activities such as Big Tidy Up Develop a support package for tenants who want to set up "single	Increase the number of involved tenants whilst making improvements local people want within their neighbourhoods To support regulatory requirements on the involvement and neighbourhood standards To offer activities for the community which offer value for money by	Carry out 2 community events each year	Tracy Berry Francesca Blundell Emma Routledge	On going

	<p>action groups” to deal with single issues or improvements</p> <p>Research and apply for relevant funding</p>	gaining external or match funding			
Carry out a review of the Tenants and Residents Associations (TRAs)	<p>Report on the compliance of the TRAs to the LSC</p> <p>Benchmark against other organisations</p> <p>Gain community feedback</p>	To review the effectiveness within the community, outcomes and value for money	<p>An outcome which suits the needs of tenants and offers value for money.</p> <p>Have measurable outcomes that have helped improve the community that they are working in</p>	<p>Tracy Berry</p> <p>Emma Routledge</p>	Summer 16
Carry out a review of the Tenants and Residents Forum	Report to the LSC following discussions with Forum officers.	To review the effectiveness, outcomes and value for money of the meetings	An outcome which suits the needs of tenants and offers value for money.	<p>Tracy Berry</p> <p>Lisa Conroy</p>	Summer 16

Equality Impact Assessment Form



Directorate: Housing and Inclusion	
Completed by: Tracy Berry	Date: 15.02.16
Subject Title: Tenant Involvement Strategy 2016-18	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	Yes
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	No
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes
Details of the matter under consideration:	Tenant Involvement Strategy 2016-2018
<p><i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i></p>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	<i>*delete as appropriate</i>
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	
3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	WLBC housing tenants
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	There is no particular group who uses the service most. The strategy applies to all WLBC housing tenants.

Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	The strategy applies to all WLBC housing tenants.
What will the impact of the work being carried out be on usage/the stakeholders?	Improve satisfaction levels and increase levels of tenant engagement
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	This will be monitored as the strategy is implemented as a way to improve satisfaction with landlord services
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	Tenant profiling data
If any further data/consultation is needed and is to be gathered, please specify:	On-going profiling data and satisfaction levels via surveys
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	None
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	There should be no negative actions as this should improve levels of engagement.
What actions do you plan to take to address any other issues above?	No actions
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	Annually by Tenants and Landlord Services Committee



AGENDA ITEM: 5(c)

CABINET: 15 MARCH 2016

Report of: Director of Development & Regeneration and
Director of Leisure and Wellbeing

Relevant Portfolio Holder: Councillor J Hodson
Councillor Y Gagen

Contact for further information: Mr I Bond (extn. 5167)
(Email ian.bond@westlancs.gov.uk)

SUBJECT: ROLL OF HONOUR – ORMSKIRK WAR MEMORIAL

Wards affected: Knowsley ward

1.0 PURPOSE OF THE REPORT

1.1 To confirm to Members the names on the Ormskirk Comrades Rolls of Honour for both World Wars before they added to the approved stone plaques at Ormskirk War Memorial in Coronation Park.

2.0 RECOMMENDATIONS TO CABINET

2.1 That the names contained on the Ormskirk Comrades Rolls of Honour (attached to this report as Appendix A and B) be approved for use on the Ormskirk War Memorial plaques.

2.2 That the Director of Development and Regeneration and the Director of Leisure and Wellbeing be authorised, in consultation with the Portfolio Holders, to make the necessary arrangements to implement the works to add the approved Rolls on Honour onto the War Memorial Plaques.

3.0 BACKGROUND

3.1 War memorials are important public monuments and are highly visible and emotive reminders of past wars and the sacrifices made by the men and women of the local area. They form a key part of our social history and are by their very

nature, constant reminders to families and the wider communities of people lost during wars.

- 3.2 In 2011 Members approved the re-location and enhancement of the Ormskirk Comrades Club War Memorial to a new site within Coronation Park (Cabinet 17th January 2011 – War Memorial, Coronation Park, Ormskirk).
- 3.3 A subsequent planning permission was granted for the siting of the war memorial, including the construction of 2 no. 1.8m high memorial walls and the hard paving area around the memorial in May 2012 (application 2012/0379/WL3 refers).
- 3.4 Phase I of this re-location involved the re-location of the stone memorial, provision of new base plinth, and new reception area. These works were completed in October 2012.
- 3.5 Phase II of the proposed works is to involve the erection of the new stone walls to be engraved with the names of the fallen servicemen taken from the Ormskirk Comrades Roll of Honour. All of these works are funded by the Trustees of the former Comrades Club.
- 3.6 Members agreed in March 2015 that the existing Roll of Honour, recovered from the Comrades Club, should be used for the names to be carved on the new memorial plaques at the memorial (Cabinet 17th March 2015 - Roll of Honour). This would also include adding the names of the servicemen who lost their lives in World War 2.

4.0 CURRENT POSITION - PROPOSALS

- 4.1 On the whole the names of the fallen servicemen, who fought in the World Wars, are remembered on our existing public memorials including those held in Churches and in private buildings. They were people known by their families and by local people and communities in which, they lived. I recognise that introducing or changing names on war memorials is a very sensitive matter and one which needs careful consideration.
- 4.2 Under the War Memorials (Local Authorities' Powers) Act 1923, local authorities have the power, though not a duty, to correct errors in a war memorial's inscription and to add new names to make a war memorial serve for wars or conflicts subsequent to that for which it was erected.
- 4.3 Both the surviving Rolls of Honour for Ormskirk Comrades are transcribed versions, presumably from earlier ones held within the Comrades Club. The names form an important part of the Ormskirk Comrades war memorial and I acknowledge that they should form the foundation for the names to be included on the new stone plaques within Coronation Park. We understand that it is very important for communities to properly remember the fallen service men and women who gave their lives, and in doing so, we want to make sure that the existing Rolls of Honour associated with the war memorial are correct. To simply transcribe the current Roll of Honour, given the potential for mistakes, would not have been appropriate.

- 4.4 Officers have embarked on a rigorous research exercise on the names included on the current Rolls of Honour since last Autumn. This on-going work has been undertaken with the help of local historians and was collaborated by evidence obtained from various sources including the Commonwealth War Greaves Commission (CWGC). This research identified a large number of errors on both printed rolls of honour including simple spelling mistakes, missing and wrong initials, through to more significant errors in surnames and potential duplication of names recorded on the roll.
- 4.5 To assist in the collaboration of this research we carried out public consultation with the wider community to allow families of the servicemen, residents and local history group's time to scrutinise and comment upon the two Rolls of Honour. The six week consultation on the Roll of Honour began in December 2015. Any comments were made directly via email or letter to the Heritage and Environment Manager and could be done by filling in an on-line form. Undertaking a consultation exercise, in such matters, reflects the recommendations of the War Memorials Trust (WMT).
- 4.6 In total I received eleven responses to the consultation exercise, which included information on seven men on the two Rolls of Honour. This has resulted in three changes being made to the existing names on the roll and has confirmed the name of another two servicemen.
- 4.7 The research on the two Rolls of Honour has resulted in a large number of collaborated errors being rectified. In total 139 changes have been made to the 1914-1918 roll including the addition of 52 new initials, the correction of the spelling to first names and surnames of servicemen and the deletion of four duplicated entries. The WW2 Roll of Honour has had 23 changes made to rectify errors to the names.
- 4.8 The concluded research is included in the two Rolls of Honour for the 1914-18 and 1939-45 wars, attached to this report (Appendices A and B).
- 4.9 The agreed names on both the Roll of Honours will be added to the stone plaques in alphabetic surname order.

5.0 SUSTAINABILITY IMPLICATIONS / COMMUNITY STRATEGY

- 5.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder. The report has no significant links with the Sustainable Community Strategy.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 There are no financial or resource implications arising from this report as the costs, plus project management costs, are to be met by the Trustees of the former Comrades Club.

7.0 RISK ASSESSMENT

- 7.1 Establishing agreement on the names to be added on to the war memorial is very important. The project has involved engaging with the wider community to help collaborate the names and confirm errors on the rolls of honour before we erect the stone plaques later in the 2016.
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Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is a direct impact on members of the public. Therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as Appendix C to this report, the results of which have been taken into account in the Recommendations contained within this report.

Appendices

Appendix A – 1914-1918 Roll of Honour

Appendix B – 1939-1945 Roll of Honour

Appendix C – Equality Impact Assessment

Appendix – A

Ormskirk Comrades – Roll of Honour 1914-1918					
Name on printed roll	Name - updated	Check 1	Check 2	Evidence	Recommendation
Samuel Ashcroft	Samuel Ashcroft	Died 24.02.1917 aged 25	Son of Mr Ashcroft, 1 Green Lane Avenue, Ormskirk	Recorded on St Annes RC Church and St Michaels	No change
John Arkright	John Arkwright	Ok? Spelling Arkwright confirmed by information. Consider adding initial J.No further evidence re second name	John Arkwright on Aughton Civic. Died aged 32 – Parents lived in Ormskirk	John Arkwright on St Anne's John J. Arkwright on PO Also on Aughton Civic	Accept
Thomas Alty	Thomas Alty	Parents lived in Westhead, Ormskirk?	2 men of same name both enlisted in Ormskirk	Thomas Alty on Burscough and Lathom Civic memorial. Thomas Alty also on Dalton Church.	No change
James Ashcroft	James Ashcroft	Ok.	10935 Royal Field artillery 04/03/1918	Possibly from 33 Mill Street. Buried St Pauls Church Skelmersdale	No change
Isaac Allman	Isaac Allman	Ok.	Born in Australia. Lived precot Road, Ormskirk	On Aughton Civic and Port Sunlight Memorial.	No change
George Abram	George T. S. Abram	Add initials T and S Thomas Simmer	Died 12 Feb 1919 Born Pinfold lane, Scarisbrick	Buried Scarisbrick St Marks Church. Recorded on Church memorial as G. Abram	Accept
Edmund Aughton	Edmund Aughton	Ok.	H.M.S, Invincible Died 31.05.1916 aged 21	On Portsmouth Naval Memorial, lived in Birkdale On St Mark's church Scarisbrick memorial and Ainsdale Civic memorial	No change
John Ackers	John W. Ackers	William. Add initial W	Son of John and Alice	On St Mark's Scarisbrick	Accept

		Died 22/02/1917 aged 19	Ackers – lived Gorsuch Farm, Scarisbrick,	memorial and St Helens Civic Roll. Recorded as John William on memorial in graveyard at St Mary's Scarisbrick	
Robert Aston	Robert Ashton	*Aston – spelling mistake Born in Burscough	K 16724 Robert Ashton	KIA 06.08.1914. HMS Amphion. Robert Ashton on Burscough and Lathom Civic and St Johns Church Burscough	Accept
James Arnold	James Arnold	Ok.	Born and lived in Burscough.	KIA 17 Nov 1916 On Burscough and Lathom Civic and St Johns Church	No change
William Ashton	William Ashton	Ok. Enlisted Southport	Born and lived Moss Lane, Burscough Bridge	KIA 20.04.1917. On Burscough & Lathom memorial and St Johns the Baptist Church	No change
James H Allen	John F. Allen	First name change Change initial - Frederick	John Frederick Allen born Manchester lived 4 New lane, Burscough	Died 12 March 1919 aged 32. John F Allen recorded on Burscough and Lathom Civic and St Johns the Baptist	Accept
Henry Ashcroft	Henry Ashcroft	Ok. Died 31.07.1917 Kings Liverpool Regiment	Lived Maypole Lane, Lathom	On Burscough & Lathom Civic and Newburgh Civic and St John's the Baptist Church	No change
John H Aspinwall	John P. Aspinall	Check name – spelling Likely to be J.P. Aspinall Died 18.09.1917	John Pardoe Aspinall born Burscough 1893. Parents lived Crabtree Lane, Burscough	On Burscough & Lathom and in St John Baptist, Burscough	Accept
William Ashcroft	William Ashcroft	Ok. Kings Liverpool regiment. Died 29.04.1918 aged 34	Parents lived Stanley St., Burscough Bridge	On Burscough & Lathom and St John's the Baptist	No change
William Astonplace	Walter A. Place	Check name – spelling Walter Ashton Place - Manchester regiment	Walter Ashton Place. recorded on St John the Baptist church	Born Southport. Enlisted Ormskirk Recorded as Walter. A Place	Accept

		died 20.04.1918 aged 19		on Burscough & Lathom Civic	
William Ashcroft	William Ashcroft	Ok private in Kings Liverpool regiment.died 21.09.1917 aged 26	Parents lived 14 Mart Lane; Burscough	On Burscough & Lathom Civic memorial	No change
George Andrews	George Andrews	Captain, research by others suggests this is actually Capt Sidney Mottram Andrews AOC Died 8.10.1918	Alternative research suggests that this person should be Capt Charles Andrews who aged 48 died in 21.07.1918. Stationed at Burscough Ordnance Depot	George Andrews on St John The Baptist Memorial East Window and Burscough and Lathom Civic memorial. Is this a case of a repeated error?	No change
James Aspinwall	James Aspinwall	Check name – spelling James Aspinall? On LBMHS site	CWGC sites identifies a James Aspinall as living on Mart Lane Burscough Died 21.03.1918 aged 23	On St John the Baptist, Burscough and Burscough and Lathom Civic as James Aspinwall spelling not Aspinall. Case of repeated error? Not conclusive	No change
George Ashcroft	George Ashcroft	Ok. Died 31.07.1917 aged 21. Lieutenant - Loyal North Lancashire Regiment.	Parents lived Gore House, Maghull	On Maghull Civic memorial	No change
Richard Armstrong	Richard Armstrong	Ok. Rank – Corporal. Died 16.06.1915 aged 32	Lived Green Lane Maghull	On Sefton Civic; Maghull Civic; St Helen C of E, Sefton and St Andrews School, Maghull	No change
William H Baldwin	William H. Baldwin	Second name Henry Died 28 August 1916	William Henry Baldwin of Mart Lane, Burscough	On Burscough & Lathom Civic memorial and St Johns the Baptist church	No change
Abel Baldwin	Abel Baldwin	Ok died 24.11.1917	1 st of 2 men of the same name.	Both on Burscough & Lathom Civic and St John's Church memorials	No change
Thomas Boyes	Thomas Boyes	Ok. Died 14.10.1918 aged 19	Parents lived on New Lane, Burscough	On Burscough & Lathom and St John's Church memorials	No change

Thomas Baldwin	Thomas Baldwin	Ok. Born Burscough 1888 Died 18.10.1918	1st of 3 men of same name.	On Burscough & Lathom	No change
James Banks	James Banks	Ok. Infantry machine Gun Corps. Died 28.09.1918 aged 23.	Parents lived on Southport Rd, Scarisbrick	On St Mary's Church Scarisbrick	No change
Richard Banks	Richard E. Banks	Second name Edward Add initial E CWGC site – Kings Liverpool Regiment – died on 30.04.1918 aged 34	Richard Edward Banks. Parents lived Jacks Mere Lane, Scarisbrick	On St Mary's Church memorial, Scarisbrick	Accept
Abel Baldwin	Abel Baldwin	Ok. Kings Liverpool Regiment. Died 23.10.1918 aged 21	2 nd of 2 men of the same name. Born and lived in Burscough	On Burscough & Lathom Civic & St John the Baptist, Burscough memorials	No change
Isaac Brade	Isaac Brade	Ok. Loyal north Lancashire Regiment. Died 11.04.1917	Parents lived on Musker Lane, Scarisbrick	On St Mary's Church Scarisbrick	No change
Henry Ball	Henry Ball	ok	Born Scarisbrick Enlisted in Southport	KIA 01/10/1917 Recorded on St Mary's Church Scarisbrick	No change
Austin Boyle	Austin Boyle	Ok. Kings Liverpool regiment. Died 24.07.1917 aged 22	Lived on Elm Place, Ormskirk	On Aughton Civic and Holy Trinity Church, Bickerstaffe	No change
Clifford Bates	Clifford W. Bales	Second name William (confirmed by CWGC) Kings Liverpool Regiment died 01.07.1916 aged 21	Likely to be spelling mistake – surname Bales not Bates. Parents lived at Rockville, Alty's Lane, Ormskirk	On Aughton Civic and Holy Trinity Church, Bickerstaffe	Accept
William Birchall	William Birchall	Ok. died 28.07.1917	Born and enlisted in Rainford	St Helens Civic and on Holy Trinity Bickerstaffe	No change
Robert Birchall	Robert Birchall	Ok. Died 28.08.1918 aged 31	Born in Aughton. Parents lived in Bickerstaffe	On Holy Trinity Bickerstaffe	No change

Thomas Baldwin	Thomas Baldwin	Ok Died 08.10.1918 aged 29. DCM confirmed	2 of 3 men of the same name .Parents lived in Musker Lane, Burscough	On Burscough & Lathom Civic and St John the Baptist T. Baldwin DCM also recorded in St Marks Church Scarisbrick	No change
John Brownbill	John Brownbill	Ok. Machine Gun Corps. Died aged 32 on 19.09.1918.	Identified as Bickerstaffe post man	On Ormskirk Post Office memorial. John Brownbill on Holy Trinity memorial Bickerstaffe	No change
Benjamin Billen	Benjamin Billen	Ok. Kings Liverpool regiment. Died 12.08.1916.	Parents lived at Liverpool Rd, Aughton. Enlisted Ormskirk	Aughton Civic memorial	No change
George Bradley	George Bradley	Ok. Died 25.09.1915 aged 23. Enlisted Ormskirk	Parents lived Middlewood Rd, Aughton	Aughton Civic memorial	No change
Thomas Baldwin	Thomas Baldwin	Possible repetition of name? Fact that entry has DCM medal after it suggests it is the same man as above.	3rd entry of 3 men with same name.	Recorded on St Marks CoE Church Scarisbrick as T. Baldwin DCM.	Delete
Richard Ball	Richard Ball	Ok. Died 10.07.1916. Born Liverpool	Lived Green Lane Ormskirk	On Aughton Street Boys School memorial	No change
Walter Banks	Walter Banks	Ok. Born Ormskirk – lived in Liverpool. Died 02.11.1917 aged 31	Mother lived at Scarth Hill, Ormskirk	On Aughton Street Boys School Memorial	No change
James Balshaw	William J. Balshaw	James second name William recorded as his first name on CWGC site.	William James Balshaw died 06.11.1917 aged 38. Parents lived at 74 Chapel St Ormskirk	On Aughton Street Boys School memorial. Lived Chapel Street, Ormskirk in 1911	Accept
Thomas Birchall	Thomas Birchall	Ok. Lance Corporal died on 19.07.1916	Lived 15 Dyers Lane, Ormskirk	On Vulcan Factory Memorial. And Aughton St Boys School Memorial	No change
Henry Burrows	Henry Burrows	Ok. Died on 09.05.1916	Born Ormskirk. Parents	On Aughton Street Boys	No change

		aged 21. Lance Corporal	lived at 25 Aughton Street, Ormskirk	School memorial	
Tom Brighthouse	Thomas Brighthouse	Ok. Identified as Thomas Brighthouse on CWGC. Died 30.09.1918 aged 24.	Sister Ada Baldwin, 32 Southport Rd.	Royal Navy. HMS Seagull. On Plymouth Naval Memorial,	Accept
Wilfred Ball	Wilfrid Ball	Spelling on grave headstone at SSPP is Wilfrid not Wilfred Search identified Wilfrid Ball. Parents John and Ellen Ball	Born in Parbold, Lived at 13, Scarisbrick St., Ormskirk. Died 15/09/1918	Identified as Wilfred on Aughton St Boys School memorial. Gravestone in Ormskirk Church confirms Wilrid.first name.	Accept
Thomas Ball	Thomas H. Ball	Add initial H for Henry. Thomas Henry Ball died aged 23 on 28.08.1918	Parents lived at 27 Derby St Ormskirk	On Aughton Street Boys School Memorial	Accept
John Brown	John Brown	No information.	Bickerstaffe		No change
Stanley Birch	Stanley Birch	Ok. Kings Liverpool Regiment. Died 05.10.1918	Lived on Tower Hill. Enlisted in Liverpool	Photo available via great niece	No change
Bruno Bradley	Bruno V. Bradley	Add initial V for Victor	Bruno Victor Bradley on Aughton Civic Born Aughton – Lived in Lydiate. Herman Joseph Bradley his brother also died.	Bruno Victor on St Annes RC St Annes RC, Our ladys RC Lydiate, St Francis Xaviers RC School Everton and Liverpool Stock exchange	Accept
James Brady	James Brady	Ok. Tank Corps, died 27.10.1917 aged 30	Son of Annie Dolan – 18 Hants Lane, Ormskirk.	On St Annes RC memorial	No change
James Barton	James S. Barton	Ok. Kings Liverpool Regiment. Died 27.03.1918. add initial S Stock	Born and lived in Aughton.	On Post Office memorial as James Stock Barton. James Barton on Aughton Civic and St Annes RC Church memorials	Accept
Edward Berry	Edward Berry	Ok. Died 19.06.1918	Parents lived in	On St Annes RC memorial	No change

		aged 25.	Ormskirk		
Herman Bradley	Herman J. Bradley	Joseph Add initial J	From Lydiate Brother Bruno Victor Bradley	Aughton Civic Memorial Recorded as Herman J. Bradley on St Annes RC And Our Ladys RC Church Lydiate	Accept
John Ball	John Ball	Ok. Kings Liverpool Regiment.	Died 26.09.1916 Born Maghull	Maghull Civic & Maghull St Andrews	No change
John Boyer	John Boyer	Ok. Kings Liverpool Regiment	Died 31.07.1917 Born Skelmersdale. 1911 census – living in Skelmersdale aged 18 with parents	On Maghull Civic memorial	No change
H. S. Bray	Herbert S. Bray	Herbert Samuel Bray Confirmed first name. Kings Liverpool Regiment – died 02.07.1916 aged 31.	Parents lived in Walton, Liverpool Lived in Maghull. Enlisted Knowsley	Recorded on Maghull Civic as H. S. Bray and St Athanasius C of E Church, Kirkdale	Accept
William Cofman	William Coleman	Likely spelling mistake William Coleman died on 24.03.1918 aged 19.	Born Aughton Enlisted Ormskirk. Parents lived in Liverpool.	Recorded on St Annes RC as William Coleman	Accept
James Craven	James Craven	Ok. Died 03.05.1917. Lancashire Fusiliers	Enlisted Ormskirk	On Aughton Street Boys School	No change
John Cash	John J. Cash	Add initial J for James Died 02.05.1915 Kings Liverpool Regiment	Born Ormskirk. Enlisted Ormskirk	John James Cash on Ancestry.Co	Accept
James Chadwick	James Chadwick	Aged 23 in 1911 census Living with brother	Born Rufford 1888	No military connection found.	No change
Samuel Clare	Samuel J. Clare	Add initial J for John Died 22.09.1914 aged 34 Stoker 1 st Class	Born in Bickerstaffe. 1901 census family living at 14 Station Road, Ormskirk	HMS Hogue - On Chatham Naval Memorial	Accept

Percy Corns	Percy Cornes	Likely spelling mistake of surname. Percy second name. Died 27.09.1917 aged 20	Henry Percy Griffiths Cornes, lived at 55 Southport Rd., Ormskirk. Record of Will ties name to date of death	Father, Henry Cornes, Captain, H.M. Army Ordnance Corps.	Accept
John Carr	John Carr	John Carr on CWGC site Kings Liverpool Regiment – Died 15.06.1917 aged 20	Parents lived in Crossens, Southport	John Cory Carr on Aughton Street Boys School memorial J. Carr on Southport Civic Not conclusive.	No change
William Cufshaw	William Culshaw	Likely spelling mistake Culshaw rather than Cufshaw. Manchester Regiment .	Born Burscough. Enlisted Manchester	Living in Rainhil?! Died 24.08.1916	Accept
John Critchley	John Critchley	Ok. Died 11.07.1916 aged 21.	2 nd Lieutenant.	On Aughton St Boys School	No change
Percy Crompton	Percy Crompton	Ok. Kings Liverpool Regiment. Died 26.09.1916	Father Landlord of Roper's Arms, Wigan Rd., Ormskirk	On Aughton St Boys School	No change
James Culshaw	James Culshaw	Ok. Died 29.09.1918 aged 34	Loyal North Lancashire Regiment. Parents lived in Mawdesley	On Aughton St. Boys School	No change
Eric H. Charles	Eric H. Charles	No information found			No change
Percy Critchley	Percy Critchley	Ok. Kings Liverpool Regiment. Died 26.03.1918 aged 23	Parents lived on Bold Lane, Aughton	On Aughton Civic memorial	No change
Herbert Crompton	Herbert Crompton	Ok. Kings Liverpool Regiment. Died 15.03.1917 aged 25	Born Halsall Lane, Aughton	On Aughton St Boys School On Aughton Civic	No change
James Cheetham	James Cheetham	Ok. Kings Liverpool Regiment. Died 28.03.1918 aged 20	Parents lived on Southport Rd, Haskayne. Living in Ormskirk when enlisted	On Halsall Civic and St Thomas CofE Church Lydiate	No change

			in Southport		
John Coxhead	John V. Coxhead	Add initial V Vincent	Parents lived on Rainford Rd, Bickerstaffe	On Holy Trinity, Bickerstaffe	Accept
Joseph Culshaw	Joseph Culshaw	Ok. Kings Liverpool Regiment. Died 30.09.1917 aged 20	Parents from Scarisbrick	St Mark's C of E Scarisbrick	No change
George Charles	George Charles	Ok. Kings Liverpool Regiment. Died on 21.12.1917 aged 28	Parents lived at Round Lodge, Southport Rd, Scarisbrick	Buried Halsall Church On Halsall Civic memorial and St Cuthberts and St Marys Church Scarisbrick	No change
Henry Chadwick	Henry Chadwick	Ok. Died 03.05.1917 aged 28	Lived 39 Orrell Lane, Burscough	On Burscough & Lathom and St Johns the Baptist	No change
John Camice	John Counce	No record of a 'Camice' on CWGC. Likely to be John Counce. No Camice on Merseyside roll of honour	John Counce lived Fish Lane, Burscough Died 12.05.1917 aged 23	John Counce on Burscough & Lathom and St John's the Baptist John Counce also on Aughton Institute	Accept
S. J Collins	Leonard. J. Collins	Leonard James *incorrect initial Change S to L and add first name	Parents lived 69, Orrell Lane, Burscough. Died 16.08.1917 aged 26	On Burscough & Lathom Civic and St John's the Baptist	Accept
Henry Culshaw	Henry Culshaw	Ok. Kings Liverpool Regiment. Died 31.07.1917 aged 20.	Parents lived at 207, Liverpool Rd., Burscough	On Burscough & Lathom and St John the Baptist Church	No change
William Chadwick	William Chadwick	Ok. Cheshire regiment – died 26.07.1918	Military Medal (MM)	On St John the Baptist On Burscough & Lathom civic memorials	No change
Charles Capp	Charles F. Capp	Add initial F for Frederick. Died 05.10.1918 aged 22.	Parents lived at Blythe Cottage, Lathom	On Burscough & Lathom Civic and St John the Baptist Church	Accept
Neville Clark	Neville A. Clark	Add initial A for Arthur. Died 28.11.1917 aged 30	Lived in Maghull Lieutenant in Coldstream Guards	On Maghull Civic as Neville A. Clark and St Andrews School Maghull	Accept

Albert Cobham	Albert J. Cobham	James - add initial J. Corporal in Kings Liverpool Regiment. Died 22.04.1918 aged 21	Parents lived in Maghull. Born Lydiate	Albert J. Cobham on Maghull Civic memorial	Accept
Albert Cuddy	Albert G. Cuddy	2 nd name - George Add initial G. Died 19.12.1917 aged 22.	Parents lived at Roanoke, Maghull	On Sefton Civic; Maghull Civic; St Helen C of E Sefton; Mersey Docks and Harbour Board; St Andrews School, Maghull	Accept
Henry Dutton	Henry Dutton	Ok. Died 08.05.1915 or 27.02.1917	2 men with same name - 1st born Burscough – Red Cat Lane, 2 nd man born - Lathom.	1 man recorded on Burscough & Lathom Civic and St Johns the Baptist	No change
James Draper	James Draper	Ok. Died 10.04.1918 aged 20. L/Corporal	Parents lived at Slack House Farm, Bickerstaffe,	On Holy Trinity Bickerstaffe	No change
Joseph Dagnall	Joseph Dagnall	Ok. Kings Liverpool Regiment. Died 14.04.1918	Born Rainford. Lived on Rainford Road Bickerstaffe	On Holy Trinity Bickerstaffe. Bushey Lane Council School, Rainford	No change
James Derbyshire	James T. Derbyshire	Add second name Thomas -add initial T	Born in Ormskirk	Died 31.07.1917	Accept
Harry Darn	Harry Dann	Likely spelling mistake - Dann not Darn .	Henry Dann lived in Ormskirk.	Private died on 04.09.1918 On Aughton St Boys School Memorial	Accept
William Dulian	William Dutton	Possible spelling mistake? Could be William Dutton? No Dulian found.	Born Skelmersdale lived in Lathom	17 th Bn KLR died 31.07.1917 William H Dutton on St Annes RC. William Dutton on Burscough & Lathom?	Accept
William Domain	William Domain	Could be spelling mistake?	William Domain lived in Kirkdale, Liverpool No clear evidence to confirm change or not	No connection to Ormskirk found for either Dorain or Dorman spellings.	No change
John Dolan	John Dolan	Ok died 27.09.1918	DCM medal	On St Annes RC memorial	No change
Percy Derbyshire	Percy Derbyshire	Ok. SS Delamere died	Mother lived at 1	On Burscough Civic and St	No change

		30 th April 1917 aged 15.	Square Lane, Burscough	John's the Baptist	
Earnest Dickinson	Albert E. Dickinson	*Albert Earnest. Born 1898	Lived Old Mill Lane, Formby	No further evidence	Accept
William Egan	William J. Egan	James add J as initial Died 26.09.1916 aged 19	Mother lived at 19, Green Lane, Ormskirk	Recorded on St Annes RC memorial	Accept
Joseph Draper	Joseph Draper	Ok. Died 01.03.1917 aged 30	Parents lived at 23 Dyers Lane, Ormskirk	On Aughton St Boys School	No change
James Daton	James Dutton	Possible spelling mistake Dutton? No James Daton on record Dalton or Dutton?	James Dutton born in ormskirk and lived Higher End, Bickerstaffe	Corporal James. Dutton on Bickerstaffe Church memorial	Accept
Joseph Edge	Joseph Edge	Ok. Died 22.09.1917 aged 25. Kings Liverpool Regiment	Mother lived at 1 Bridge St Ormskirk	No memorial found.	No change
Donald Evans	Donald Evans	Ok. Kings Liverpool Regiment died 11.05.1916 aged 23	Parents lived at 45, St Helens Rd., Ormskirk	On Aughton St Boys School	No change
Eric Evans	Eric B. Evans	Add initial B for Ben Died 11.11.1917 aged 22	Parents lived at Glenburn, Brook Lane, Ormskirk	On Aughton St Boys School	Accept
Peter Eccleston	Peter Eccleston	Ok. Died 21.09.1917 aged 21	Parents lived at Ben Lane, Bickerstaffe.	E. Eccleston recorded on Holy Trinity memorial in Bickerstaffe	No change
William Fletcher	William Fletcher	Ok. Died 03.02.1917	Born Lathom and lived in Ormskirk Brother of Thomas	On Burscough and Lathom Civic and St John the Baptist	No change
Thomas Fletcher	Thomas Fletcher	Ok. Died 01.11.1918 aged 31	Parents lived in Lathom. Lived at The Cottage, Glover's Bridge, Lathom	On Burscough and Lathom Civic and St John the Baptist church	No change
Robert F Fairclough	Robert J. Fairclough	Change initial from F to J for Justice. Rank of Captain died	Elderslie, Old Colwyn, Colwyn Bay. Native of Aughton	Robert J Fairclough recorded on. St Michael's Church Robert Fairclough on	Accept

		30.05.1915 aged 41		Aughton Civic memorial	
Thomas Foster	Thomas Foster	Ok. Kings Liverpool Regiment. Died 15.10.1916 aged 19.	Parents lived on Halsall Lane, Aughton	Aughton Civic On Aughton St Boys School	No change
Phillip Fox	Phillip A. Fox	Add initial A for Arthur Died 08.06.1917	Born Bury but lived in Ormskirk	Phillip Arthur Fox on Aughton Civic and Maghull Civic	Accept
Albert Fairhurst	Albert Fairhurst	Ok. Died 26.09.1916 aged 26	Mother lived at 22 Halsall Lane, Ormskirk	On Aughton Street Boys School	No change
Ernest Farnham	Ernest Farnham	Ok. Kings Liverpool Regiment. Died 04.08.1917 aged 32.	Lived Thomas;s Buildings, Burscough St., Ormskirk	On Aughton St Boys School	No change
William Fisher	William Fisher	Ok. Born 1887 Skelmersdale	Lived 65 Sherratt St, Skelmersdale	Not recorded on Skelmersdale memorial	No change
Clement Ford	Clement W. Ford	Add initial W for William. Died 31.07.1917	No further information		Accept
Robert Foster	Robert Foster	Ok. Died 09.08.1917	Born Bickerstaffe. Lived 26, Derby St West, Ormskirk		No change
William Fyldes	William H. Fyles	Spelling mistake No Fyldes known locally Died 03.05.1917 aged 24	Bickerstaffe memorial William Harold Fyles Parents lived in Skelmersdale.	On Aughton St Boys school Holy Trinity Bickerstaffe – W. H. Fyles. Also recorded on Skelmersdale Civic and St Pauls Church Skelmersdale	Accept
Thomas Finch	Thomas Finch	Ok. Lancashire Fusiliers. Died 11.02.1918 aged 26.	Parents lived at The Waterworks, Halsall Lane, Aughton	St Annes RC and Aughton Civic memorials	No change
John Forshaw	John Forshaw	Ok. 28.09.1915 aged 26	2 men with the same name. One from Scarisbrick and the other from Burscough	St Annes RC memorial J. Forshaw recorded on St Mary's Church Scarisbrick	No change
William Fore	William Gore	Likely spelling mistake Gore not Fore W. Gore died 23.01.1916 aged 37.	William Gore born in Aughton, lived in Lydiate	No one with Fore surname found William Gore on St Annes RC	Accept

Patrick Gorman	Patrick Gorman	Ok. Enlisted in Southport. Died 04.03.1915	Born and lived in Ormskirk	Died at home in Southport of his wounds. Recorded on St Annes RC memorial	No change
Patrick Gibbin	Patrick Gibbons	Likely spelling mistake*Gibbin. Cpl P. Gibbons on Bickerstaffe Holy Trinity Church	Born Ormskirk, lived Bickerstaffe	Recorded as Patrick Gibbons on St Annes RC. Died 20/09/1917	Accept
Peter Griffin	Peter Griffin	Ok. Kings Liverpool Regiment. Died on 22.09.1917	Lived Green Lane Avenue, Ormskirk	Recorded on St Annes RC	No change
Robert Gregory	Robert C. Gregory	Add initial C for Campbell Sergeant in Kings Liverpool Regiment. Possible duplication – see below	Born and lived in Ormskirk. Died 22.09.1917	Recorded on St Annes RC as Robert C. Gregory and R. Gregory on Bickerstaffe Holy Trinity Church	Accept
Edward Gaffney	Edward Gaffney	Ok. Died 30.11.1917	Born Ormskirk	On St Annes RC memorial	No change
John Gaffney	John Gaffney	Ok. Died 25.09.1916	Born Ball's Yard, Aughton St, Ormskirk		No change
Martin Grady	Martin Grady	Ok. Died 12.04.1918 aged 26	Parents lived 12, Derbyshires Yard, Aughton Street Ormskirk	Recorded on St Annes RC memorial	No change
William Grady	William Grady	Ok.		On St Annes RC memorial	No change
Francis Gorman	Francis B. Gorman	Ok. Add initial B. Kings Liverpool Regiment. Died on 11.12.1918	Father lived at 4 Court, Aughton St, Ormskirk	Francis B. Gorman on St Annes RC memorial	Accept
William Griffiths	William Griffiths	2 William Griffiths recorded on Aughton Street Boys School	No information to contrary	W. H. Griffiths on Aughton St Boys School	No change
James Galland	James G. Galland	Add initial G for Goulbourne. Kings Liverpool Regiment	Died 19.09.1916 aged 27. Parents lived on Mill Gardens, Ormskirk	On Aughton St Boys School	Accept
William Gileon	William Gibbons	Possible error – no further information. No	Willaim Gibbons born Ormskirk – lived	William Gibbons on St Helens Civic memorial	Accept

		one will Gileon surname	Blackburn. Died 20.07.1918		
Robert Gregory	Robert. Gregory	Possible duplication. Robert C. Gregory above. Could be the same man?	Lived 19 Mill Street, Ormskirk No evidence to contrary	On Aughton St Boys School	No change
Sydney Guest	Sydney Guest	Ok. Died 11.04.1918		On Aughton St Boys School	No change
William Granfham	William Grantham	Likely spelling mistake in surname.	Born Aughton. In service in Thirsk - Yorkshire		Accept
Gerard Green	Gerald Green	Spelling mistake in first name Gerald not Gerard. Confirmed by memorial plaque	Parents lived in Holmleigh, Southport Road, Ormskirk,	On Aughton Street, Boys School memorial	Accept
William G. Griffiths	William G. Griffiths	Second name George Kings Liverpool Regiment died 28.08.1918 aged 34	D.C.M., M.M. and Bar. Mother lived at 9 Knowlsey Road, Ormskirk	On Aughton St Boys School	No change
William Greaves	William Greaves	1911 census – identifies William born 1898 in Walton, Liverpool?	Cannot confirm person	No further information	No change
Arthur Greenwood	Arthur Greenwood	Ok. Canadian Infantry – died 03.06.1917 aged 31.	Mother lived in Bolton. Lived in Aughton	Lived in Saskatchewan before the war. On Aughton Civic memorial	No change
Vincent Gregory	Henry V. Gregory	*Vincent middle name Henry V on Aughton memorial.	Parents lived at 'Caldecott' Aughton. Kings Liverpool Regiment. Died 15.03.1917 aged 21.	On Aughton Civic; Southport Civic and Liverpool Cotton Association	Accept
George H Georgeson	George F. Georgeson	Change initial Frederick F not H G. F. Georgeson died 01.09.1918 aged 19.	Parents lived in Burscough	George F recorded on Burscough & Lathom civic and St John's the Baptist	Accept
James Gore	James Gore	Ok. Died 30.04.1917	Born Ormskirk. Enlisted in Darwen.	Recorded on Burscough and Lathom Civic and St John the	No change

				Baptist Church	
Rich C Gibbins	Richard C. Gibbons	Possible spelling mistake. Confirmed by other rolls. L/Corporal - died 04.09.1916	Born Burscough and lived in Ormskirk. Richard Collins Gibbons	On Southport Civic as R. C. Gibbons. Richard C. Gibbons recorded on Halsall Civic and Halsall St Cuthberts.	Accept
Issac Horrocks	Isaac Horrocks	Ok. Died 12.10.1916	Alias Mann,	Recorded on Burscough & Lathom and St John the Baptist	No change
Henry Halsall	Henry E. Halsall	Add initial E for Edward. Died 16.09.1916	Born Burscough. On Burscough & Lathom	On St Johns the Baptist	Accept
Rob Harrison	Job Harrison	Job not Rob. Error on first name. Died 28.04.1917 aged 20	Job Harrison of 22 Stanley St Burscough Bridge	Recorded at Job Harrison on Burscough and Lathom Civic and St John's the Baptist	Accept
John Hesketh	John Hesketh	2 men on same name confirmed	On Aughton Civic J. Hesketh on Holy Trinity Bickerstaffe	Son of Mary Alice Scott (formerly Hesketh), of Sandfield Cottages, Long Lane, Aughton Park, Ormskirk, and the late Edmund Hesketh.	No change
George Hunter	George Hunter	Ok. Died 03.08.1917 aged 33.	Born Burscough Bridge. Lived 30 Mill Street, Ormskirk	Brother to John Hunter. On Burscough & Lathom and St John's the Baptist Church	No change
William Howard	William Howard	Ok. Died 23.03.1918. Kings Liverpool Regiment.	Born Southport. Lived Burscough.	On Burscough and Lathom and St John's the Baptist Church	No change
John Hunter	John Hunter	Ok. Died 15.5.1918 aged 36.	Husband of Cecelia Hunter, lived Mill Lane, Lathom	Brother of George Hunter. On Burscough and Lathom and St Johns Church	No change
Thomas Howard	Thomas Howard	Ok. Died 11.04.1918 aged 19.	Parents lived at 83, Railway Cottages Burscough Bridge	On St John the Baptist Church, Burscough and Burscough Civic	No change
Walter Hewitt	Walter Hewitt	Ok. Border Regiment. Died 10.04.1918 aged 19	Mother lived at Crabtree Bridge, Burscough	St John the Baptist and Burscough & Lathom Civic	No change
John Houghton	John Houghton	Ok.	Lived Clayton St	On Bickerstaffe Holy Trinity	No change

			Skelmersdale	memorial	
Edgar Hadfield	Edgar Hadfield	Ok.	Born Cardiff in 1892, Lived St Helens Rd, Ormskirk	On Aughton Civic and Liverpool Cotton Association	No change
John Hesketh	John Hesketh	2 men of the same name. Died 01.12.1917 aged 31.	On Burscough & Lathom civic memorial	On St John's the Baptist church	No change
Joseph Harden	Joseph Harden	No information. Could be Joseph Harding? Private died 05.11.1918 aged 27.	Parents lived on Long lane, Aughton.	Joseph Harding on Aughton Civic memorial. Not conclusive?	No change
Maxwell Hesketh	Maximilian Hesketh	Change of first name confirmed by service record. Died 01.12.1917	Born in Aughton Lived Booth's Lane, Aughton	On Aughton Civic memorial	Accept
Thomas Hesketh	Thomas J. Hesketh	*Add initial J for James. Grenadier Guards. Died 12.10.1917 aged 27	Parents lived in Aughton. Wife - Mary Esther Hesketh lived in Ormskirk.	On Aughton Civic (2 x Thomas Hesketh)	Accept
James Highett	James Hignett	Likely spelling mistake *Highett (spelling) 01.07.1916 aged 45	Lived Church Rd.; Aughton. CWGC site - James Hignett born in Ormskirk	Occupation Chauffeur born Ormskirk 1871. James Hignett on Aughton Civic memorial	Accept
Bertram Holmes	Bertram L. Holme	Add initial L - Lester Spelling mistake Holme not Holmes. Died 25.4.1916 aged 27	Bertram Lester Holme. Born Aughton, Lived Angelsey	On Aughton Civic; Liverpool Collegiate Church, Everton and Liverpool Masonic Hall,	Accept
James Howard	James Howard	Ok. Died 05.09.1916	Born Ormskirk, lived Mill Street, Ormskirk	9 th KLR On Aughton Civic	No change
Douglas Heald	Douglas Heald	Ok. Rifle Brigade. Died 06.10.1917 aged 25.	Lived Abbotsfield, Derby Street, Ormskirk. Son of Dr Heald.		No change
Edward Hale	Edward Hale	Ok. Died 30.10.1915.	B. Ormskirk. Son of George Hale of Derby Street, Ormskirk	On Aughton St Boys School	No change

Charles Highnett	Charles Hignett	Highnett (spelling mistake). Hignett not Highnett. Charles Hignett died 22.11.1917 aged 22.	From Narrow Moss, Scarisbrick, grew up in Green Lane, Ormskirk	Hignett spelling confirmed on Aughton Street Boys School Memorial	Accept
William Highnett	William Hignett	Highnett (spelling mistake). Died 22.01.1916 aged 27.	Brother of above - Charles Hignett	Hignett spelling on Aughton Street Boys School memorial	Accept
John Hogarth	John Hogarth	Ok. Died 16.08.1916. Kings Own Royal Lancaster Regiment	Born and enlisted in Ormskirk.	On Aughton Street Boys School Memorial	No change
John Holcroft	John Holcroft	Ok. Died 21.04.1916	Born Ormskirk and lived in Blackpool. Enlisted Preston.	On Aughton St Boys School Memorial	No change
John P Haynes	John L. P. Haynes	Add first initial L for Lorenzo. Loyal North Lancashire Regiment. Died 11.03.1918	John Lorenzo Patrick Haynes	Lived at Parish Church Vicarage	Accept
Douglas Hewitt	Douglas S. Hewitt	Add S for initial. Second name Selwood	Douglas Selwood Hewitt Born Bombay, India. Orphaned and raised by Uncle and Aunt at The Elms, Derby Street, emigrated to New Zealand before WW1.	Enlisted New Zealand, NZEF. On New Zealand Roll of Honour.	Accept
William Humphreys	Walter P. Humphries	Incorrect spelling of surname coloborated. Change in first name and addition of initial P for Percy. Died 09.08.1917	Born Worcestershire. Under Gardener at Dark Lane Ormskirk. Born in Ormskirk. Lived in Formby	On Aughton street Boys School Memorial as Humphries	Accept
James G Holdcroft	James C. Holcroft	Change initial from G to C for Cross. Surname Holcroft. Died	James Cross Holcroft Born Ormskirk and lived in Aughton	James C. Holcroft on St Annes RC church James Cross Holcroft on	Accept

		26.10.1918		Aughton Civic memorial	
John Huyton	John Huyton	John William Huyton lived in Lathom and enlisted in Ormskirk. Died 25.09.1915	J. R. Huyton on Aughton Street Boys School memorial	John W. Huyton on Burscough and Lathom Civic memorial. Not conclusive. Leave unchanged as John.	No change
James Henes	James Heyes	Possible spelling error Heyes not Henes. James Heyes south Lancashire Regiment died 26.06.1917 aged 31.	Parents lived at Higher End, Bickerstaffe. Lance Corporal	J. Heyes on Bickerstaffe Holy Trinity Church memorial	Accept
Walter Hafsall	Walter Halsall	Spelling of Halsall	Born and lived in Halsall. Mother lived Milton St, Southport.	Walter Halsall recorded on Halsall Civic and St Cuthberts church	Accept
Edward Huyton	Edward Huyton	Ok. Died on 15.03.1917 aged 37.	Parents lived on Bescar Lane Scarisbrick.	On Southport Civic and recorded on St Mary's CofE Church Scarisbrick	No change
Suke Huyton	Charles L. Highton	Spelling of Highton Change first name to Charles. Luke 2 nd name - add initial L. Died 26.05.1917	Born Southport, lived Brooklyn, Kew Gardens, Southport. Dental Student.	C. L. Highton on Southport Civic. Also on Southbank Road Methodist Church, Southport. Charles L. Highton on Liverpool University Memorial. L Highton recorded on St Mary's Scarisbrick	Accept
John Halewood	John Halewood	Ok. Kings Liverpool Regiment died 12.08.1916	Born Ormskirk and lived in Scarisbrick. Enlisted in Ormskirk	On Southport Civic and St Mary's C of E Scarisbrick	No change
Charles W Haskayne	Charles W. Haskayne	Ok. Died 17.02.1917 aged 36. Enlisted Seaforth – Kings Liverpool Regiment	Charles William Haskayne, Born in Maghull. Brothers Albert & William also died	On Maghull Civic and St Andrews School Roll.	No change
William S. Homm	William G. Hamm	Likely Spelling mistake Hamm not Homm. Initial G not S. No	William George Hamm M.C. Born Liverpool. Died 02.05.1917 aged	Lieut William G Hamm recorded on Maghull Civic; Maghull St Andrews School	Accept

		Homm on records.	20	and Merchant Taylors School Crosby	
Walter Hennesy	Walter Hennesy	Possible spelling error. No Hennesy found Possibly Walter Henretty but not conclusive	Walter Henretty - Born Maghull. Died 30.17.1917	Walter Henretty On Maghull Civic and St Andrews School memorial	No change
James Iddon	James Iddon	Ok. Kings Liverpool Regiment died 16.07.1917 aged 23.	Parents lived in Burscough	On Burscough & Lathom and St John's the Baptist	No change
H B Iddon	Hugh B. Iddon	*First name added Add initial B for Bridge Died 26.04.1918	Born Berkshire lived in Ormskirk	Hugh B. Iddon recorded on Burscough & Lathom Hugh Bridge Iddon on St John the Baptist Church	Accept
John Jenkinson	Thomas. Jenkinson	*first name change Kings Liverpool Regiment died 16.09.1916 aged 22	Thomas Jenkinson Of Carr Moss Lane, Halsall,	On Halsall Civic and St Cuthbert's C of E Halsall	Accept
James Johnson	James D. Johnson	Add initial D – Daniel Kings Liverpool Regiment. Died 30.05.1915 aged 19.	MM Medal. Mother lived Moss Road, Skelmersdale.	James D. Johnson on St Annes RC memorial	Accept
Earnest Jones	Ernest Jones	Spelling of first name – change Earnest to Ernest Died 15.10.1918.		On St Annes RC memorial	Accept
Joseph Jones	Joseph Jones	Ok. Died 10.02.1918	Born and lived in Ormskirk	On Aughton St Boys school	No change
Sydney Jones	Sydney H. Jones	Addition of initial H for Howard. Kings Liverpool Regiment – died on 15.05.1915 aged 19.	Sydney Howard Jones of 31 Church Street Ormskirk	On Aughton St Boys recorded as Sydney Jones	Accept
William Jones	William Jones			On Aughton St Boys School	No change
Ralph Jefferson	Ralph J. Jefferson	James second name	Ralph James Jefferson	On Southport Civic; Aughton	Accept

		Add initial J. South Lancashire Regiment – died 25.02.1917 aged 22.	of Church Lane Aughton.	Civic and Bootle Civic, also on Christ Church C of E Bootle and Christ Church C of E School Bootle	
John J Knowles	John J. Knowles	Ok. Died 30.11.1918	Lived at 30 Station Rd, Ormskirk	St Peter & St Paul's Churchyard, Ormskirk Also on Halsall Civic memorial	No change
Hugh Kermide	Hugh Kennedy	Unknown name No kermide found on CWGC or locally Hugh Kennedy - Kings Liverpool regiment died 12.10.1916	H Kennedy Born Ormskirk, lived Gore House, Lydiate	On Halsall Civic, Aughton Civic, Merchant Taylors School Crosby; Aughton Institute; St Cuthbert's C of E, Halsall and Liverpool Stock Exchange.	Accept
James Kirby	James Kirby	Ok. Corporal in Kings Liverpool regiment. Died 28.10.1917 aged 23	Parents lived at 21 Derby Street,	On Aughton Street boys school. J. Kirby on Bickerstaffe Holy Trinity memorial	No change
John Kenny	John Kenny	Ok. Kings Liverpool Regiment. Died 22.03.1918 aged 20	Parents lived at 47, Aughton St Ormskirk	On St Annes RC memorial	No change
Robert Lea	Robert Lea	Ok. Kings Liverpool Regiment. Died 14.06.1917	Born in Burscough. Lived Lathom	On Aughton Street boys On Burscough and Lathom Civic and St John's Church	No change
Roger Lea	Roger Lea	Ok. Kings Liverpool Regiment. Died 12.09.1917 aged 23	Parents lived on Mill Lane, Lathom	On the Burscough & Lathom memorial. and St John the Baptist church.	No change
Harry Lea	Harry Lea	Ok. Royal field artillery Died 10.08.1917 aged 28.	Of Moss Lane, Lathom.		No change
John Lamb	John Lamb	Ok. Kings Liverpool Regiment. Died 04.09.1917	Born Burscough and enlisted Ormskirk	On Burscough & Lathom and St John the Baptist Church	No change
Robert Langton	Robert Langton	Ok. Border Regiment. Died 01.10.1917	Born and lived in Lathom	On Burscough & Lathom and St John the Baptist	No change

James Lamb	James Lamb	Ok. Kings Liverpool Regiment. Died 03.10.1918	Born Lathom	On Burscough & Lathom and St John the Baptist	No change
Joseph Lydiate	Joseph R. Lydiate	Richard second name Add initial R. Kings Liverpool Regiment. Died 09.04.1918 aged 19	Joseph Richard Lydiate of Clieves Hill, Aughton	J. Lydiate recorded on St Mark's Church Scarisbrick	Accept
Miles Livesey	Miles Livesey	Spelling of surname *Livesley not Livesey Died 29.10.1918 aged 32	Born Birkdale, lived Bescar Lane, Scarisbrick	Died in Oxford. M. Livesey recorded on St Mark's Church, Scarisbrick however spelling Livesley in graveyard	No change
Chris Langton	Christopher Longton	Spelling of surname No Chris Langton found Robert and Henry Langton on Burscough	Of North Moor Lane, Halsall. Kings Liverpool Regiment died 12.08.1916 aged 21.	On Halsall Civic, Southport Civic, and St Cuthbert's C if E Halsall	Accept
Stephen Lundham	Stephen Lunham	*Spelling of surname Kings Liverpool Regiment. Died 14.03.1917 aged 21	Of Moss Delph Lane, Aughton	Spelling Stephen Lunham on Aughton Civic memorial	Accept
Alfred Lea	Alfred Lea	Ok. Kings Liverpool Regiment. Died 18.08.1916	Born in Ormskirk	On Aughton Street Boys memorial	No change
John Linford	John Linford	Ok. Kings Liverpool Regiment. Died 28.04.1917	Born in Ormskirk		No change
James Lyon	James Lyon	2 man not found. Likely to be a duplication with James. Edward Lyon - see below			Delete
Richard Lea	Richard Lea	Ok. Kings Liverpool Regiment. Died 17.09.1918	Born and lived in Ormskirk		No change
Ronald Lawson	Ronald Lawson	Ok. Died 15.05.1918	Born in Ormskirk	Gunner in Royal Garrison artillery	No change

James Lyon	James E. Lyon	Add initial E – for Edward	James Edward Lyon recorded on Aughton Civic	Aughton Civic memorial	Accept
James Laveile	James Lavelle	Spelling of surname Lavelle and not Laveile	Parents lived in Ormskirk. Died 21.05.1916 aged 36	On St Annes church memorial - Lavelle spelling confirmed	Accept
John Maloney	John Maloney	Ok.		On St Annes RC memorial	No change
Peter Melia	Peter Melia	Ok.		On St Annes RC memorial	No change
William Martland	William Martland	Ok. Border Regiment. Died 17.04.1918 aged 20.	From Scarth Hill. Brother James also Fell.	On Burscough & Lathom Civic and St John's the Baptist Church	No change
Harold Moorcroft	Harold Moorcroft	Ok.		On Aughton St Boys	No change
James Marinson	James Makinson	Possible spelling mistake. Makinson not Marinson. Kings Liverpool Regiment. Died 22.03.1918 aged 25	Parents lived in Granville Park No Marinson surname found	On Aughton St Boys James Makinson on Aughton Civic memorial	Accept
Reginald J Maffinson	Reginald D. Mallinson	Mis –spelling of surname on roll. Second name changed – Dyson R.D. Mallinson died on 12.06.1918	Reginald Dyson Mallinson, lived at Inglewood, Aughton, Buried Christ Church Aughton	On Aughton St Boys School and Aughton Civic; also on st James C of E School Birkdale and Liverpool Cotton association	Accept
John Martland	John J. Martland	Add initial J – for James Manchester Regiment – died 15.04.1917 aged 21.	Parents lived at Stand House, Aughton	John James Martland on Aughton Civic	Accept
Charles Mithell	Charles Y. Mitchell	Mis spelling of surname Mitchell not Mithell Add initial Y for Young. Died 31.08.1918	Charles Young Mitchell gamekeeper to Lord Derby previously Gamekeeper to the King at Sandringham	C.Y. Mitchell on Bickerstaffe Holy Trinity Memorial. Rank of Serjeant	Accept
George R Marshall	George R. Marshall	Ok. Kings Liverpool Regiment.	George Robert Marshall born Halsall	Recorded on Halsall Civic and St Cuthberts Church	No change

James Marshall	James E. Marshall	Ok Add initial E for Edward?	3 possible in the area James Edward Marshall recorded on memorial in St Mark's graveyard	James Marshall recorded on Halsall Civic and St Cuthberts Church J. E Marshall recorded on St Mark's Scarisbrick.	Accept
Thomas Marden	Thomas Marsden	Mis-spelling. Kings Liverpool Regiment. Died 04.08.1917 aged 23	Thomas Marsden from Smithy Lane, Scarisbrick	On Southport civic and recorded as T Marsden on St Mark's C of E Scarisbrick	Accept
Walter Mayor	Walter Mayor	Ok. Coldstream Guards. Died 22.08.1918.	Lived at The Shooting Box, Martin Mere	On St John's C of E Crossens and St Mark's Church Scarisbrick	No change
Thomas Massam	Thomas Massam	Ok. Died 18.09.1918	Born at Black Moss Farm, Scarisbrick	On St Mark's C of E Scarisbrick	No change
Frank M Soed	Fred McLeod	Likely to be mis-spelling of surname. Kings Liverpool Regiment. Died 29.06.1917 aged 19	Parents lived at 132 Liverpool Road, Burscough	Fred Mcleod on Burscough & Lathom Civic and St John's the Baptist Church memorials	Accept
James Martland	James Martland	Ok. Kings Liverpool Regiment. Died 31.08.1918 aged 19.	Brother William also fell. Father lived on Stanley street, Burscough	On Burscough & Lathom Civic and St John's the Baptist	No change
William Meadow	William Meadows	Missing S from surname Kings Liverpool Regiment. Died 02.09.1918 aged 31.	Parents lived in Lathom	Spelt as Meadows on Burscough & Lathom civic and St John the Baptist	Accept
James Mason	James Mason	Ok. Kings Liverpool Regiment. Died on 09.08.1916 aged 19.	Parents lived in Maghull.	Recorded on Maghull Civic Memorial	No change
Harry Newland	Harry Newlands	Add s to surname (Newlands) Kings Liverpool Regiment. Died 19.05.1915	Lived in Burscough	Harry Newlands recorded on Burscough & Lathom civic and St Johns the Baptist memorials	Accept

George Nixon	George Nixon	Ok. Kings Liverpool Regiment. Died 25.9.1916	Born Southport, lived in Aughton	On Aughton Civic memorial	No change
Henry Norris	Henry F. Norris	Add initial F for Fitzroy. Kings Liverpool Regiment. Died 26.08.1915 aged 30	Lived in Blackpool	On Aughton Civic and Aughton St Boys School memorials	Accept
Louis Neri	Louis Neri	Ok. Loyal North Lancashire Regiment – died 23.10.1918 aged 19.	Lived Roslyn house, Grimshaw Lane, Ormskirk	On Aughton St Boys School	No change
George Norris	George E. Norris	Add initial E for Ernest Lancashire Fusiliers – died 04.11.1918 aged 22	George Ernest Norris born Lydiate. 1911 census family living in Lydiate	George E Norris recorded on Maghull Civic and St Thomas C of E Church, Lydiate	Accept
Richard Owen	Richard A. Owen	Add initial A for Arthur Died 22.11.1917	Born in Ormskirk	On Aughton St Boys School	Accept
David Oswald	David Oswald	Ok. L/Corporal in Kings Liverpool Regiment. Died 09.08.1916	Born in Dunbarton, Scotland. Lived in Halsall.	On Southport Civic; Halsall Civic; and St Cuthbert's C of E Halsall	No change
James Ollerton	James Ollerton	Ok. Cheshire Regiment – died 14.09.1917 aged 41.	Lived at 57 Square Lane, Lathom,	On Burscough & Lathom and St John's the Baptist	No change
Andrew Ollerton	Andrew Ollerton	Ok. Manchester Regiment. Died 08.03.1916 aged 37	Lived in Burscough Brother of James above	On Burscough & Lathom St John's the Baptist	No change
Joseph Pope	Joseph Pope	Ok. Died 19.06.1917	Born in Aughton	St Annes RC Church and on Aughton Civic memorials	No change
George Powall	George Pownall	Mis -spelling of surname Pownall not Powall	Born Bickerstaffe Died 09.08.1917	G. Pownall on Holy Trinity Bickersaffe memorial	Accept
William Pye	William Pye	Ok. Loyal North Lancashire Regiment. Died 09.03.1917 aged 21.	Parents lived at Websters House, Simonswood	On Holy Trinity Bickerstaffe memorial	No change

William Peet	William Peet	Ok. Kings Liverpool Regiment. Died 18.02.1919	Parents lived at 2 White Moss Road, Bickerstaffe	On Holy Trinity Bickerstaffe memorial	No change
John Pilkington	John E. Pilkington	Likely to be J. E. Pilkington (service number 35133 died 16.12.1917)	Press cutting identifies him as John Edward Pilkington from Scarisbrick	J Pilkington recorded on St Mark's Church Scarisbrick	Accept
Charles Prescott	Charles S. Prescott	Add initial s for Stanley. Died 02.09.1917 aged 20.	139 Hart St Southport	Buried Halsall. On Southport Civic as C. S. Prescott, St Luke;s Southport and St Mark's Scarisbrick	Accept
Joseph Prescott	Joseph J. Prescott	Add initial J. Kings Liverpool Regiment. Died on 11 December 1918 aged 21.	Brother of Charles Stanley Prescott above	Buried at Halsall, also on Southport Civic; St Luke's Southport and Scarsbrick St Mark's	Accept
Thomas Precott	Thomas Prescott	Likely mis-spelling of common surname	Born Lydiate. Lived in Burscough	On Burscough & Lathom and St Johns the Baptist Church Thomas Abram Prescott on Aughton Civic. T. Prescott recorded on Holy Trinity Bickerstaffe	Accept
Henry Peddar	Henry Peddar	Ok. Peddar or Pedder? Peddar spelling on roll and Burscough roll.	Born Burscough and lived in Lathom	Henry Peddar recorded on Burscough & Lathom and St John's Church	No change
Thomas Pardoe	Thomas Pardoe	Ok. Manchester Regiment died 29.03.1918 aged 24	Parents lived at 23 Junction Lane, Lathom	On Burscough & Lathom and St John's the Baptist Church memorials	No change
Stan G Pearson	Stanley G. Pearson	*Change first name from Stan to Stanley. Died 18.10.1918	Enlisted Ormskirk Manchester Regiment.	Stanley Pearson on Aughton St Boys School	Accept
John Parr	John Parr	No information on the person.	J. Parr 332873 Kings Liverpool Regiment died 31.07.1917?	John Parr on Aughton Civic memorial	No change
George Peet	George Peet	Ok. Died 13.04.1916 aged 31.	Lived at 12 Stanley St Ormskirk	Merchant seaman on S.S. "Chic"	No change

Fred Pratt	Frederick H. Pratt	*Change first name and add initial H for Henry Kings Liverpool Regiment. Died 13.2.1917	Frederick Henry Pratt b. Hoxton, Middlesex, lived Ormskirk	Enlisted in Ormskirk	Accept
James C. Farr	James C. Parr	Mis spelling Parr not Farr spelling. Add initial C for Culshaw	James Culshaw Parr	James C. Parr on Aughton St Boys School. James Culshaw Parr on Aughton Civic memorial	Accept
Ellis Freece	Ellen Preece	*Mis spelling of name (First name Ellen and surname Preece	Only female D 23 July 1918 Munitions Worker	Amatol Factory, Netherton, Sefton Killed in Explosion. On Aughton Civic Memorial	Accept
Edward S Phillips	Edward L. Phillips	Second name Lea (replace S with L) Kings Liverpool Regiment. Died 12.10.1916	Born in Liverpool. Lived Ormskirk	Edward Lea Phillips on Aughton Civic memorial	Accept
Herbert Phillips	Herbert D. Phillips	Add initial D – for Dutton		Herbert Dutton Phillips on Aughton Civic memorial	Accept
Mortimer Pine	Mortimer Pim	Likely mis-spelling of surname*Pim not Pine Mortimer Pine not found	Parents lived at Northfield, Aughton Born in Maghull	Mortimer Pim recorded on Maghull Civic memorial J. A. Pine on Southport memorial	Accept
Frank Prescott	Frank Prescott	Ok. Kings Liverpool Regiment. Died 25.07.1916 aged 25	Parents lived on Melling Lane Maghull.	On Maghull Civic and St Andrews School Maghull and Elder Dempster roll of honour	No change
Earnest Prescott	Herbert Prescott	No information on this man. Mistake in first name - Herbert Prescott?	Herbert was Frank Prescott's brother. Herbert died 01.07.1916 aged 27	Herbert recorded on Maghull Civic and St Andrews School maghull memorials	Accept
Oliver Prescott	Oliver Prescott	Ok. South Lancashire Regiment. Died 02.02.1917 aged 23.	Parents lived in Maghull	On St Andrews Maghull and Maghull Civic memorials	No change
Albert Q Roberts	Albert G. Roberts	Initial G for George not	Albert George Roberts.	Recorded on Aughton Civic	Accept

		Q Died 19.09.1917	Lived and enlisted in Ormskirk	Memorial	
John Roberts	John Roberts	Ok. Died 01.11.1914 aged 17.		Southport Civic Memorial	No change
John Rawsthorne	John Rawsthorne	Possible duplication – J. Rawsthorne likely to be James Rawsthorne. See below	No John Rawsthorne found – J. H Rawsthorne identified below	J. Rawsthorne recorded on Bickertaffe Holy Trinity memorial is likely to be James Rawsthorne	Delete
Thomas Rawsthorne	Thomas Rawsthorne	Ok. Kings Liverpool Regiment. Died 09.05.1915	Brother of John – lived at Elm Place, Bickerstaffe	T. Rawsthorne on Bickerstaffe Holy Trinity memorial	No change
William Rogers	William J. Rogers	Possible mis spelling of surname and add initial J for James. Died 23.3.1918	William James. Rodgers spelling on web site. Born and enlisted in Ormskirk	On Aughton Street Boys School as W. J. Rogers No conclusive re surname	Accept
Charles Rothwell	Charles Rothwell	Ok. Kings Liverpool Regiment. Died 24.07.1917 aged 21.	Parents lived at 118 Burscough Street, Ormskirk	On Aughton Street Boys memorial	No change
Robert Rothwell	Robert Rothwell	Ok. Kings Liverpool Regiment. Died 22.06.1919 aged 21	Parents lived at 3 Stanley Street, Ormskirk	John Rothwell recorded on Aughton Street Boys School memorial	No change
Henry Rockcliffe	Henry Rockcliffe	Ok. Served a stoker. Died 03.12.1918.	Born Ring O bells Lathom 11 Feb 1894	Recorded on St John the Baptist Church	No change
Richard Robinson	Richard Robinson	Ok.Kings Liverpool Regiment. Died 07.11.1918	Born in Burscough	Recorded on Burscough & Lathom and St John the Baptist memorials	No change
James Rimmer	James Rimmer	Ok. Died 12.10.1917 aged 32.	Parents lived at Midge Hall Farm, Martin Mere. Lived Scarisbrick.	New Zealand Expeditionary Force. Recorded on St Marks Church, Scarisbrick	No change
John Rimmer	John Rimmer	Ok. Died 12.10.1918.	Born Maghull. Enlisted in Ormskirk	On Maghull Civic, Maghull St Andrews and Maghull St Andrews churchyard John Rimmer recorded on St Mark's Church, Scarisbrick	No change

Harry Rawlinson	Harry Rawlinson	Ok. Died 12.09.1917	Lived in Haskayne	112798 152 nd Siege Bty, RGA. Recorded on Halsall Civic memorial.	No change
John K Rawsthorn	John H. Rawsthorne	Henry confirmed as 2nd name via CWGC. Change initial to H. Kings Liverpool Regiment. Died 22.09.1917 aged 22.	John Henry. Lived in Ormskirk.	Lance Cpl J. Rawsthorne on Bickerstaffe Holy Trinity	Accept
James Rawsthorne	James Rawsthorne	Ok. Kings Liverpool Regiment. Died 27.04.1916	Born Ormskirk and lived in Bickerstaffe	J. Rawsthorne on Holy Trinity Church Bickerstaffe memorial	No change
John Rose	John Rose	Ok. Died 25.09.1918 aged 24. Kings Liverpool Regiment.	Born Kirby and lived in Bickerstaffe.	Momorial in Holy Trinity Bickerstaffe Churchyard	No change
Andrew Rigby	Andrew Rigby	Change first name – identified on Ancestry as Edward Andrew Rigby? No conclusive evidence. Died 30.10.1918.	Lived Hall Lane Scarisbrick	Recorded as being A. Rigby on St Mark's Church Scarisbrick	No change
Thomas H Rennolds	Thomas F. Reynolds	Spelling of surname Reynolds not Rennolds Francis 2 nd name – change initial from H to F	Born and lived in Maghull. Kings Liverpool Regiment. Died 26.09.1918	Thomas F Reynolds recorded on Maghull Civic memorial	Accept
Peter Sharrock	Peter Sharrock	Ok. Died 26.08.1918 aged 26. Kings Own Scottish Borderers	Parents lived at The Red Lion Hotel, Scarisbrick	HALSALL Civic; St Cuthberts C of E; St Thomas C of E Melling, St Thomas C of E Lydiate	No change
Joseph Sergeant	Joseph Serjeant	Spelling of surname checked as Sergeant. Confirmed spelling by family as Serjeant. Died aged 24 on 30.03.1918.	Son of Henry and Elizabeth Serjeant North Moor Lane, Halsall Born 1894	Spelling- Sergeant on Halsall Civic, Halsall. St Cuthbert's C of E memorial	Accept

John Scarisbrick	John Scarisbrick	Ok. Lancashire Fusiliers. Died 03.05.1917 aged 30	Born and lived in Scarisbrick (Heatons Bridge)	Recorded on St Mark's Church, Scarisbrick	No change
Even Sharrock	Evan Sharrock	*Mis spelling of first name Evan not Even – spelling confirmed by CWGC. Scots guard – died 17.09.1917 aged 23.	Moorfield Lane, Scarisbrick	Recorded on St Mark's Church, Scarisbrick	Accept
Thomas Sharrock	Thomas Sharrock	Ok. Kings Liverpool Regiment. Died 25 September 1915 aged 19	Parents lived on West View, Ormskirk	On Aughton Street Boys memorial	No change
Richard Stazicker	Richard Stazicker	Ok.Kings Liverpool Regiment. Died 12.07.1917.	Born Burscough. Enlisted Ormskirk	On Burscough & Lathom Civic and St John's the Baptist	No change
Thomas Sherman	Thomas Sherman	Ok. Died 06.03.1917 aged 27	Born Lancaster. Lived Scarisbrick	Recorded on St Marks Church, Scarisbrick	No change
Henry R Seddon	Harry R. Seddon	2 nd name Radcliffe Harry not Henry?	Born Burscough Died 13.11.1917	Harry R. Seddon recorded on Burscough & Lathom and on St John's the Baptist	Accept
John R Smith	John R. Smith	John Robert Smith lived in Lathom. Kings Liverpool Regiment. Died 31.07.1917	2 John R Smiths Radcliffe – lived in Burscough and died 16.12.1917.	Both on Burscough John Radcliffe Smith on St John the Baptist	No change
Albert Stilwell	Albert E. Stillwell	Mis spelling of surname Stillwell not Stilwell. Add initial E for Edmond. Died 10.03.1918 aged 19.	Albert Edmond Stillwell of 59, Burscough Town, Ormskirk	Spelling - Stillwell on Burscough & Lathom and St John the Baptist	Accept
I H Stringfellow	James H. Stringfellow	*Wrong first names – James Herbert Stringfellow. Died 22 July 1918 aged 18.	Parents lived on School lane, Burscough Bridge.	J. H. recorded on Burscough & Lathom Civic and recorded as James Herbert Stringfellow at St John the	Accept

				Baptist Church memorial	
G G Stringman	Thomas T. Stringman	Possible wrong first names? Lancashire Fusiliers. Died 30.09.1918.	Thomas Tunstall Stringman M.M. Born in Burscough	Recorded as Thomas T on Burscough & Lathom Civic Thomas Tunstall on St John's the Baptist Church memorial	Accept
Will Stopforth	William Stopforth	*William vs Will Died 21.03.1918	Born Lathom. Enlisted Ormskirk.	William recorded on Burscough & Lathom Civic and on St John the Baptist Church memorial	Accept
Albert Sampson	Albert Sampson	Ok. Kings Liverpool Regiment. Died on 26.09.1915 aged 18	Parents lived on Wigan Road, Ormskirk	On Aughton Street Boys memorial	No change
Arthur Seddon	Arthur Seddon	Ok. Kings Own Royal Lancaster Regiment. Died 15.02.1915	Mother from Ormskirk. Enlisted Manchester		No change
Henry Stariforth	Henry J. Staniforth	Spelling of surname Add initial J for James. Kings Liverpool Regiment died 05.08.1917 aged 31.	Henry James Staniforth of Clieves Hill Aughton	On Aughton Civic memorial	Accept
Albert Spencer	Albert H. Spencer	Add initial H for Henry. L/Cpl in Lancashire Fusiliers. Died 04.12.1917	Albert Henry born in Ormskirk, enlisted Liverpool		Accept
George Stackhouse	George Stackhouse	No information. Not on CWGC or other web site databases		No evidence	No change
H I Stariforth	Henry J. Staniforth	?? Henry J. Staniforth Duplication see above entry			Delete
Arthur R Smith	Arthur S. Smith	Change in initial S not R	Kings Liverpool regiment. Died 03.04.1917	On Southport Civic memorial. Buried at St Johns church graveyard Crossens as A. Smith	Accept
Walter Q Smith	Walter Grey-Smith	Spelling - likely Walter	Of Peartree Cottage.	Walter Grey Smith on	Accept

		Grey Smith. Change second name. Kings Liverpool Regiment – died 06.03.1917 aged 24.	Liverpool Road, Aughton	Aughton Civic memorial	
Peter C Sciont	Peter T. Saint	Mis-spelling of surname Peter T Saint. No one called Sciont. Died 04.11.1918 aged 20	Peter Thomas Saint born Bickerstaffe and living at Clieves Hills, Aughton. Enlisted Ormskirk. CWGC – Thomas Saint	Peter Thomas Saint on Aughton Civic memorial	Accept
George Sheppard	George Sheppard	No information		George Sheppard on Aughton Institute memorial George Edward Sheppard on Aughton Civic memorial	No change
Walter Sumner	Walter Sumner	Ok. Royal Field Artillery – died 09.09.1918 aged 33.	Parents lived in Ormskirk. Wife lived in Suffolk	On Aughton Street Boys school memorial	No change
John Salmon	John Salmon	Ok. Kings Liverpool Regiment – died 02.03.1916 aged 19	Father lived at 29 Mill Street, Ormskirk	On St Annes RC memorial	No change
John Seahill	John B. Scahill	Likely spelling of surname? Add initial B for Benedict. Kings Liverpool Regiment. Died 11.10.1916 aged 21.	Parents lived on Aughton Street, Ormskirk	John Scahill spelling confirmed on St Annes RC church memorial	Accept
Joseph Spencer	Joseph Spencer	Ok. Sergeant in Machine Gun Corps. Died 09.06.1917.	Born in Aughton	St Annes RC memorial and Aughton Civic memorial	No change
Ralph Seddon	Ralph V. Seddon	Ok. Add initial V for Vincent. L/Cpl in Loyal North Lancashire Regiment.	Died 21.09.1917	Recorded as Ralph V Seddon on St Annes RC memorial. On St Helens Civic memorial	No change
William Sephton	William Sephton	Ok. Kings Liverpool	Born Aughton	On Aughton Civic memorial	No change

		Regiment. Died 04/05/1916 aged 33.			
Sydney Sewell	Sydney Sewell	Ok. Kings Liverpool Regiment. Died 08.08.1916	Born in Maghull 1911 census – living in Maghull	On Maghull Civic and Litherland Civic memorials	No change
Harold Turner	Harold Turner	Ok. Died 20.09.1917 aged 19	Parents lived at No 8, Court 1, Wigan Road, Ormskirk		No change
James Tasker	James Tasker	Ok. Machine Gun Corps – died 10.05.1915 aged 21.	Parents lived on Wigan Road, Ormskirk	On Aughton St boys school memorial	No change
Herbert Taylor	Herbert Taylor	Ok.	Lived Southport Road, Ormskirk	On Southport Civic memorial	No change
Jack Thompson	Jack Thompson	Ok. Died 28.04.1917. L/Cpl in Northumberland Fusiliers.	Born Southport. Enlisted Leeds.	On Aughton St Boys school memorial	No change
Robert Twist	Robert Twist	Ok. Kings Liverpool Regiment. Died 21.06.1918 aged 32. (Scarisbrick man) Or Royal Garrison Artillery – died 28.06.1917 aged 24 (Lathom man).	2 possible men? One from Lathom the other one from Scarisbrick.	On Burscough & Lathom and St John's the Baptist church memorials. Also R. Twist recorded on St Mark's Church, Scarisbrick and R.H. Twist on Southport Civic	No change
Thomas Tyrer	Thomas Tyrer	Ok. Kings own Royal Lancaster Regiment. Died 25.05.1918 aged 32.	Of Orrells Lane, Burscough	On Burscough & Lathom and St John's the Baptist memorials	No change
James Wickers	James Vickers	*Likely mis-spelling of surname Vickers not Wickers. No Wickers found	Born Lathom. Kings Liverpool Regiment - Died 20.08.1917	Recorded as James Vickers on Burscough & Lathom and St John's the Baptist memorial	Accept
Osmand Winrow	Osmund Winrow	*mis spelling of first name Osmund not Osmand. Kings	Osmund Winrow on St Anne's RC Church. Born Preston, enlisted	On Crosby & Blundellsands Civic, St Annes RC Church and at Peter & Paul R.C.	Accept

		Liverpool Regiment. Died 18.08.1916	Southport.	Church, Crosby.	
John B Walsh	John B. Walsh	Possible duplication – 2 men with same name.	Not conclusive.	J. B Walsh recorded on St Annes RC Church	No change
John Walsh	John Walsh	Ok. L/Cpl in Kings Liverpool Regiment. Died 04.11.1917 aged 20	Born Bickerstaffe. Lived Elm Place, Worked for Farr's Carriage Builders of Chapel Street Ormskirk	J. Walsh on Holy Trinity Church Bickerstaffe.	No change
John Woods	John Woods	Ok. Died 20.09.1917 aged 19	Born Bickerstaffe	On Holy Trinity Church Bickerstaffe	No change
Fred Wright	Frederick R. Wright	Change first name and add initial R for Richard Cheshire regiment – died 04.08.1918 aged 26.	Parents lived Morris Lane, Halsall. Enlisted Ormskirk	Recorded on St Cuthbert's as Fred and on Halsall Civic as Frederick Wright	Accept
Richard Wright	Richard Wright	Ok. Kings Liverpool Regiment. Died 07.11.1917	Of Scarisbrick. Enlisted Ormskirk	On St Mark's C of E Scarisbrick as R. Wright	No change
R W Wallbanks	Robert W. Wallbanks	Add first and second names. Initial W for Wilfred. Died 23.March 1919 age 22.	Parents lived at Hoscar Cross, Lathom	Recorded as Robert W. on Burscough & Lathom Civic and St John the Baptist Church memorials	Accept
William G Weston	William E. Weston	Initial E not G. No William G on records. Royal field Artillery – died 29.02.1916 aged 52.	William Edward Weston lived 62 Chapel Street, Ormskirk	William had served in the Punjab, India 1897-98, he was 52 when killed. Buried Burscough Bridge, St John the Baptist. Also on Burscough & Lathom	Accept
Norman Wells	Norman L. Wells	Ok Recorded as Norman L. Wells on Burscough Civic. Add initial L for Lancaster	Lived Richmond House, Burscough	On Bootle Civic; Burscough & Lathom Civic and New Brighton C of E church	Accept
Thomas Whelan	Thomas Whelan	Ok. Kings Liverpool	Lived Burscough	On Burscough and Lathom	No change

		Regiment. Died 08 08.1916 aged 18		On St John's the Baptist Church memorials	
William Watkinson	William Watkinson	Ok. Died 19.06.1916	Born Ormskirk	On Burscough & Lathom Civic On St John's the Baptist Church memorials	No change
Louis Weeks	Louis Weeks	Ok. Born 1881.	Born Somerset. Lived Square Lane Lathom. Gardener at Lathom House	On Burscough & Lathom Civic and St John's the Baptist church memorials	No change
Norman S Watts	Norman L. Watts	Second name Luther Change initial from L not S. Kings Liverpool Regiment. Died 25.09.1916 aged 29	Lived in Aughton	On Southport civic, Aughton Civic and Merchant Taylor's School Crosby memorials	Accept
Thomas W Watts	Thomas W. Watts	Second name William. Kings Liverpool Regiment. Died 25.09.1915 aged 25.	Parents lived in Aughton. Two records very similar – possible duplication?	Thomas William Watts on Aughton Civic memorial 2 different men recorded on Aughton Civic.	No change
Noel Walker	Noel F. Walker	Add F initial for Finlay	Died 22.05.1915. Born Liverpool. Enlisted Prescot.	Recorded as Noel F. Walker on Aughton Street Boys School memorial	Accept
Leo Waterhouse	Leonard Waterhouse	*Change first name from Leo to Leonard. Manchester Regiment. Died 02.10.1918.	Born Ormskirk. Father lived at 25 Derby Street, Ormskirk	On Aughton St Boys School memorial	Accept
Harry Watson	Harry Watson	Ok.			No change
John Watts	John Watts	Ok. No other information	2 separate men? Possible duplication with John R. V. Watts below	John. Watts on Aughton Street Boys School memorial likely to be John R. V. Watts below	No change
Joseph Williams	Joseph Williams	Ok. Kings Liverpool Regiment. Died 28.06.1916	Lived and enlisted in Ormskirk	On Aughton Street Boys school memorial	No change
Robert Winrow	Robert Winrow	Ok. Royal Welsh Fusiliers. Died	Enlisted in Ormskirk.	On Aughton Street Boys school memorial	No change

		04.05.1917			
Bertie Woods	Bertie Woods	Ok.	Worked for Lever Brothers		No change
Harold Wright	Harold J.Wright	Add initial J for Joseph	Born Ormskirk, killed on RMS Lusitania on 07.05.1915 aged 14	On Waterloo with Seafort Civic memorial	Accept
Robert Wright	Robert J. Wright	Add initial J for Joseph Died 08.01.1918 aged 19.	7 Church Alley. Church St Ormskirk	Buried Ormskirk Parish Church R. Wright is recorded on St Mary's Scarisbrick?	Accept
William Wright	William Wright	Ok.	Born - Ormskirk	On Aughton St Boys School memorial	No change
John R Watts	John R. V. Watts	Add further initial V. Reginald Virgo. Died 08.05.1916 aged 32. Merchant seaman – S.S. Cymric	Born in Ormskirk. Mother lived at 48 Burscough St. Ormskirk	John Watts recorded on Aughton St Boys School memorial likely to be this man as refers to H.M.S. Cymric	Accept
Thomas Winrow	Thomas Winrow	Ok. Kings Liverpool Regiment. Died 26.09.1916	Born Ormskirk and lived in Aughton	On Aughton Civic memorial	No change
James Whalley	James Whalley	Ok. L/Cpl in Kings Liverpool Regiment. Died 04.09.1916	Enlisted in Southport. Born and lived in Aughton	On Aughton Civic memorial	No change
George Warlow	George B. Warlow	Add initial B for Brighthouse. Manchester Regiment. Died 16.12.1915	Born Aughton. Enlisted Liverpool.	On Aughton Civic memorial	Accept
Robert Waterhouse	Robert Waterhouse	Ok. Kings Liverpool Regiment. Died 03.05.1918	Born Aughton and lived in Ormskirk. Enlisted in Southport	On Aughton Civic memorial	No change
Rich F Woodward	Richard J. Woodward	Change first name to Richard and change initial J for James. Kings Liverpool Regiment. Died	Richard James born in Maghull and enlisted in Liverpool	Buried in Heswall St Peter. Richard J recorded on Maghull Civic and Maghull St Andrews memorials	Accept

		27.10.1918			
Henry Woodward	Henry Woodward	Ok.	No more information	Recorded on Maghull Civic memorial	No change
Walter Woodward	Walter Woodward	Ok. Kings Liverpool Regiment. Died 29.04.1918		Recorded on Maghull Civic memorial	No change
Joseph Woolfenden	Joseph B. Woolfenden	Add initial B for Brooks L/Serj in East Yorkshire Regiment. Died 29.09.1918	Joseph Brooks Woolfenden	Joseeph B Woolfenden recorded on Maghull Civic memorial	Accept
James White	James White	Ok. L/cpl in Kings Liverpool Regiment. Died 21.10.1915.	Born in Liverpool and lived in Maghull.	On Maghull Civic memorial and St Thomas CofE Lydiate	No change
Thomas Grice	Thomas Grice	No information found	To local connection found		No change

Appendix – B

Ormskirk Comrades - Roll of Honour 1939 - 1945							
Surname on RoH	First name	Others	1 st check	2 nd check	Evidence/ Confirmation	Updated name	Recommendation
Arden	Walter		Arden or Ardern spelling? No Arden on CWGC site. Likely spelling mistake	Walter Ardern RAF died 17/06/1940 Sergeant SN - 581488	W. Ardern on SS Peters & Pauls Church W. Arden on Grammar School	Walter Ardern	Accept
Bailey	George		Ok. Parents lived in Ormskirk.	RAFVR Died 20.02.1944 aged 21	SS Peters & Pauls Church (SSPP's)	George Bailey	No change
Berry	Kenneth	P	Ok. S.S. St Elwyn	Merchant Navy died 28.11.1940 aged 30.	On SSPP's Wife lived in Southport.	Kenneth P. Berry	No change
Brady	John		Spelling issue John Bradey on SSPP's No record with Bradey spelling	John Brady Royal Navy – HMS President III Died 28/12/1942 Born Ormskirk	SSPP's as J. Bradey spelling CWGC Brady spelling. Family confirmed Brady spelling.	John Brady	No change
Broadhey	Earnest		Mis-spelling of Bradley?	No Broadhey found on CWGC. Earnest Bradley SN - 3861103 died aged 30 – 02.02.1944	Earnest Bradley on SSPP's No further connection found.	Earnest Bradley	Accept

Beech	Henry		Henry Birch? Not Beech	Henry Birch recorded on Merseyside RoH	SSPP's Henry Birch and William Birch recorded Brother of William – seems likely	Henry Birch	Accept
Birch	William		Ok. SSPP's Grave-yard – died aged 38, husband of Mary Birch 33 Mill Street, Ormskirk	Merseyside RoH.	On SSPP's roll	William Birch	No change
Brookes	Alfred		Wilfred on SSPP's	RAFVR died 02/06/1942 aged 28	On SSPP's roll Parents and wife lived in Ormskirk	Wilfred Brookes	Accept
Burrows	George		Ok, Cpl in East Lancs Regiment. Died aged 27 24.02.1944	2 nd name Edward	SSPP's roll Parents lived in Ormskirk	George E. Burrows	Accept
Counce	John	W	Victor not Vincent Change W to V	Royal artillery. Died aged 27 on 15.01.1942	John Victor on CWGC. Parents and wife lived in Ormskirk	John V. Counce	Accept
Clayton	William	R	Ok.	W. R. Clayton on Grammar School RoH	On SSPP's and Grammar School	William R. Clayton	No change
Dean	Gordon		John Gordon Kennedy Dean Son of Captain Dean MC. Lived in Ormskirk	Sergeant in RAFVR died 16.4.1943 aged 20	J.G.K Dean on Grammar School Gordon Dean on SSPP's	John G. K. Dean	Accept

Dearden	Alfred	S	Possible Spelling mistake and 2 men mixed up? No Alfred Dearden recorded.	Geoffrey Knowles Pilot Officer in RAFVR – died 17.02.1943 aged 21. Parents from Skelmersdale	G. K. Dearden on Grammar School A. S. Draper on Grammar School. Alfred Draper on SSPP's G. K. Dearden on Skelmersdale memorial	Geoffrey K. Dearden	Accept
Draper	Alfred	S	Sergeant in RAFVR died 30.05.1942. Initial S for Segar	A. S. Draper on Grammar School Site	Alfred Draper on SSPP's and Aughton St Michaels Churchyard	Alfred S. Draper	Accept
Eastham	Henry	W	Ok. Cpl in RAFVR	Change W to V for Vincent	Vincent Eastham on SSPP's	Henry V Eastham	Accept
Felton	Robert		Ok. Sergeant in Loyal North Lancashire Reg	Died aged 27 on 27.08.1944	Parents and wife lived in Ormskirk	Robert Felton	No change
Firch	Leslie		Spelling mistake Leslie Finch on SSPP's	RAFVR died aged 23 on 31.12.1943	Parents from Ormskirk	Leslie Finch	Accept
Freeman	Henry		Henry or Harry? Inconclusive. No evidence on either name via war records.	No evidence to confirm – defer to Church RoH	Harry on SSPP's? H. L. Freeman on Grammar School	Harry Freeman	Accept
Gibson	Alexander		Ok. Not on SSPP's	L/Cpl in south Staffs Regiment died 08.07.1944 aged 19.	Parents lived in Ormskirk	Alexander Gibson	No change
Gill	Frank		Francis Gill	No other	Francis Gill on	Francis Gill	Accept

			RAFVR 12/03/1945. Died aged 21	information. Not on SSPP's	CWGC. Parents lived in Ormskirk		
Gregory	Richard			No information found		Richard Gregory	No change
Grice	Alan		Ok. RASC 26/04/194, aged 23	Parents lived in Ormskirk	On SSPP's RoH	Alan Grice	No change
Hignell	Alfred	J	No information on war records.. Could be William James Hignett	Lancs Fusilier 13/05/1944 aged 27	Born and lived in Ormskirk. Wife lived in Ormskirk	William J. Hignett	Accept
Houghton	Thomas	S	Ok. No records found	Cannot confirm second name	Thomas Houghton on SSPP's RoH	Thomas Houghton	Accept
Lea	James	G	Wrong first names? Richard Edward Lea lived in Ormskirk	R. E Lea died 19.07.1941 aged 18 Richard Edward Lea on CWGC	Edward Lea on SSPP's RoH Sgt Richard Edward Lea in SSPP's churchyard	Richard E. Lea	Accept
Marsh	William		Add E for Ernest as initial	Pilot in RAFVR died 06/02/1944 aged 27	On SSPP's roll Parents from Ormskirk	William E. Marsh	Accept
Nightingale	James		Ok. SN 3865919	Loyal North Lancs Regiment. Died 30.04.1943 aged 20	On SSPP's roll Parents and Wife lived in Ormskirk	James Nightingale	No change
Ormesher	Donald		Joseph Donald Ormesher	SN 1070646	D. Ormesher on Grammar School	Joseph D. Ormesher	Accept

			Warrant Officer in RAFVR 11/05/1945		Joseph Donald Ormesher SSPP's Churchyard		
Pye	Alfred		Wilfred John Alfred Pye RAFVA – died aged 20 in 27/12/1942	SN1066295 Parents from Ormskirk	Wilfred Pye on SSPP's	Wilfred J. A. Pye	Accept
Riley	Peter		No information found.		On SSPP's RoH	Peter Riley	No change
Roughton	John		Possible spelling mistake John Houghton or John Roughley?	J Roughley on Grammar School RoH. Sgt in RAFVA 18.06.1943 aged 21. Lived in Lathom and listed on Skelmersdale memorial and St James Church	John Houghton Sergeant in RAFVA died 21/11/1944 aged 19. SN. 2205576 Parents lived in Ormskirk	John Houghton	Accept
Riding	Eric	B	Ok. RNVR on HMS Neptune	Initial B for Beresford. Died aged 27 on 19.12.1941	Eric on SSPP's E. B. Riding on Grammar School RoH	Eric B. Riding	No change
Rodgers	Samuel	A	Ok. RAFVR died 21.05.1944 aged 23	2 nd name Alvin. Parents lived in Ormskirk	On SSPP's	Samuel A. Rodgers	No change
Rowlands	James		Ok. RAFVR died 23.12.1940	Only one man recorded on CWGC.	On SSPP's RoH	James Rowlands	No change

Sharply	John		No one on record with that name. Possibly John Eason Sharpley?	John Eason Sharpley served in RAFVR SN 2204552	No further info. Not conclusive	John Sharply	No change
Stait	Thomas		Ok. Only one man with this name. Died 10.07.1943 aged 23.	Lived in Kirkdale SN 3603338	On SSPP's RoH	Thomas Stait	No change
Seddon	Cyril		Ok. Sergeant in RAFVR. Died on 29.12.1943 aged 22.	Mother lived in Ormskirk	On SSPP's	Cyril Seddon	No change
Taylor	Kenneth		Richard K. Taylor on record. Died 24.01.1944 aged 33.	Parents lived in Ormskirk. He lived in Liverpool.	Kenneth Taylor on SSPP's R. K. Taylor on Grammar School	Kenneth Taylor	No change
Turnock	Geoffrey	B	Add initial B for Berkeley. Royal Artillery. Died 06.10.1942 aged 30.	CWGC G. B. Turnock. Lived in Ormskirk	On SSPP's and Southport Duke Street Cemetery	Geoffrey B. Turnock	Accept
Twist	Robert		Ok. Add initial E for Edward. Died 02.08.1944 aged 25	Cpl in Lancashire Fusiliers. Lived in Ormskirk	SSPP's - Robert R. E. Twist on Grammar School	Robert E. Twist	Accept
Wilding	William		Ok. Died 12.03.1944 aged 26.	Step-Mother lived in Ormskirk	On SSPP's	William Wilding	No change
Woosnan	Frank		Change name	RAF – died on	SSPP's -	Frank Woosnam	Accept

			to Woosnam to reflect CWGC record No men recorded with Woosnan spelling	05.10.1943 aged 24. Lived Roby?	Woosnam not Woosnan spelling		
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Equality Impact Assessment Form



Directorate: Development and Regeneration		Service: Heritage and Environment	
Completed by: Ian Bond		Date: 25/01/2016	
Subject Title:			
ROLL OF HONOUR – ORMSKIRK WAR MEMORIAL			
1. DESCRIPTION			
Is a policy or strategy being produced or revised:	No	<i>*delete as appropriate</i>	
Is a service being designed, redesigned or cutback:	No		
Is a commissioning plan or contract specification being developed:	No		
Is a budget being set or funding allocated:	No		
Is a programme or project being planned:	No		
Are recommendations being presented to senior managers and/or Councillors:	Yes		
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes		
Details of the matter under consideration:	To confirm the WW1 and WW2 rolls of honour to be included on the stone plaques at Ormskirk War Memorial.		
<p><i>If you answered Yes to any of the above go straight to Section 3</i></p> <p><i>If you answered No to all the above please complete Section 2</i></p>			
2. RELEVANCE			
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No*	<i>*delete as appropriate</i>	
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>			
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>			
3. EVIDENCE COLLECTION			
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Residents of Ormskirk and West Lancashire. Users of Coronation Park.		
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any	N/A		

particular group affected more than others)?	
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	<i>*delete as appropriate</i> Yes Yes Yes Yes Yes Yes Yes Yes Yes
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	The stone plaques were approved as part of a scheme to re-locate the Ormskirk Comrades War Memorial, which was granted planning permission in May 2012 (2012/0379/WL3 refers). The relocation of the memorial (Phase 1) was completed in October 2012. The agreed Phase 2 works involve the erection of 2 stone walls to be engraved with the names of the fallen servicemen taken from the original roll of honour from the Comrades Club.
What will the impact of the work being carried out be on usage/the stakeholders?	No impact. The proposed works seek to confirm the names of the servicemen to be used.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	The proposal to erect the 2 stone plaques has been through a public consultation exercise as part of the planning application.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	The final list of names, to be confirmed on the roll of honour, has been informed by a public consultation/engagement exercise.
If any further data/consultation is needed and is to be gathered, please specify:	None.
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	The provision, on the war memorial site, of the carved stone plaques will be a fitting way of honouring the fallen servicemen on the Comrades Roll of Honour. This will provide a public place, within Coronation Park, to

	<p>commemorate the lives lost during WW1 and WW2.</p> <p>The work will have a positive impact.</p> <p>The site is assessable and will not disadvantage any stakeholder groups.</p>
6. CONSIDERING THE IMPACT	
<p>If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).</p>	<p>We have sought to ensure the list of names on the two rolls of honour are correct. However although we have sought to research all the names it is impossible to rule out the possibility of errors.</p>
<p>What actions do you plan to take to address any other issues above?</p>	<p>If future errors are brought forward, and collaborated by evidence, we will seek to mitigate any negative impact and amend the roll of honour transcribed on the plaques.</p>
7. MONITORING AND REVIEWING	
<p>When will this assessment be reviewed and who will review it?</p>	<p>N/A</p>



AGENDA ITEM: 5(d)

CABINET: 15 March 2016

Report of: Director of Leisure and Wellbeing

Relevant Portfolio Holder: Councillor Kevin Wright

Contact for further information: Mr A Hill (Extn. 5243)

(E-mail: a.hill@westlancs.gov.uk)

SUBJECT: CCTV CERTIFICATION SCHEME

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To seek approval for the Council to apply for Full Certification within the Surveillance Camera Commissioner's CCTV certification scheme.

2.0 RECOMMENDATION

2.1 That the Director of Leisure and Wellbeing be authorised to apply for Full Certification within the Surveillance Camera Commissioner's CCTV certification scheme.

3.0 BACKGROUND

3.1 The Protection of Freedoms Act 2012 introduced the regulation of public space surveillance (CCTV) cameras in England and Wales. As a result the Surveillance Camera Code of Practice was issued by the Secretary of State under Section 30 of the Act to ensure that the use of cameras in public places is regulated and they are only used in pursuit of a specified purpose. The Code aims to balance the need for cameras in public places with individual's right to privacy. The Code applies to the use of surveillance camera systems that operate in public places in England and Wales, regardless of whether or not there is any live viewing, or recording of images or information or associated data. The West Lancashire Borough Council scheme is operated in relation to the prevention of disorder or crime and the reduction of the fear of crime. Additionally, it may be used in relation to public safety.

- 3.2 The Code states that a relevant authority (which includes a Borough Council), must have regard to the guidance in the Code when exercising any of its functions to which the Code relates. This includes the consideration of future deployment or continued deployment of surveillance camera systems to observe public places, the operation or use of any such surveillance camera systems, or the use or processing of images or other information obtained through the system.
- 3.3 As part of the Commissioner's role to raise standards, he has produced a self-assessment tool which enables organisations to find out how well they comply with the Surveillance Camera Code of Practice. Following on from that is the newly developed certification process that will enable organisations to be audited against the Code by a third party with the view to receiving a certification mark and a certificate issued by the Surveillance Camera Commissioner. This process will help to raise standards in the industry and enable organisations to demonstrate their compliance with the Code.
- 3.4 Any organisation that successfully achieves certification will be awarded a certificate of compliance from the Surveillance Camera Commissioner and will be able to make use of the Commissioner's certification mark on their website and other communications to indicate they comply with the Code. This will go a long way to reassure members of the public and other organisations that the organisation is complying with the Code and use surveillance camera systems and information gathered from them in the appropriate manner. In addition a list of organisations achieving certification will be published on the Commissioner's website. This Certification will therefore add further to the public confidence in our systems credibility and benefit for the West Lancashire community.
- 3.5 Compliance with the Certification scheme is not yet compulsory, but it is likely to become so or at least expected, as the Surveillance Camera Commissioner tries to improve standards.

4.0 ISSUES

- 4.1 There are two ways of applying for certification. One of these involves a desk top exercise and should result in a certification that lasts 12 months, following which full certification must be applied for, effectively giving 12 months to complete any necessary works.
- 4.2 The second method is to apply for full certification straight away, which may still result in an action plan for any minor non-compliance(s), but should result in a 5 year certification, as long as the standards are met.
- 4.3 Prior to January 2016, the self-assessment tool was completed for the Council's system and shows a good level of compliance with the relevant Code of Practice. As such, this second method is more appropriate for the Council.
- 4.4 If Members are minded to support the recommendation, officers will be required to formally apply to one of the accredited certification bodies, provide the relevant paperwork and assist with an on-site audit. This should result in the

Council being fully certificated for the next 5 years. The only requirement in this time is for officers to process an annual review.

- 4.5 The only other implication would arise if either the initial audit or the subsequent annual reviews identified that one or more cameras were not necessary. This would result in some work and possible expenditure to remove cameras (which could be used as spares). Removal of columns and associated electrical work, would be even more expensive, but would not necessarily be needed as long as the camera itself had been removed. If this issue arose it would be reported to Members accordingly.

5.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 5.1 Effective surveillance using compliant overt CCTV systems is likely to reduce crime and/or the fear that is derived from criminal behaviours.
- 5.2 CCTV has a direct link to the Community Strategy in relation to improving safety.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 Whilst there is an application fee for the initial certification and an annual fee for the review, the amounts involved are relatively small (approximately £700 to apply and approximately £400 annually), and they can be met from existing resources.

7.0 RISK ASSESSMENT

- 7.1 The Council must comply with or have regard to various pieces of legislation or guidance relevant to CCTV. Compliance with the Certification scheme is not compulsory, but would assist in demonstrating to residents that the scheme is used appropriately.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is a direct impact on members of the public, employees, elected members and / or stakeholders. Therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as an Appendix 2 to this report, the results of which have been taken into account in the Recommendations contained within this report.

Appendices

1. Equality Impact Assessment

APPENDIX 1

Equality Impact Assessment Form



Directorate: Leisure and Wellbeing	
Completed by: Andrew Hill	Date: 15th January 2016
Subject Title: CCTV Certification	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	No
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	No
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes
Details of the matter under consideration:	Authority to apply for full certification, under the Surveillance Camera Commissioner's scheme.
<p><i>If you answered Yes to any of the above go straight to Section 3</i></p> <p><i>If you answered No to all the above please complete Section 2</i></p>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No* <i>*delete as appropriate</i>
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	
3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	CCTV Monitoring staff, Council staff and Councillors
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	CCTV Monitoring staff
Which of the protected characteristics are most relevant to the work being carried out?	

Age	No
Gender	No
Disability	No
Race and Culture	No
Sexual Orientation	No
Religion or Belief	No
Gender Reassignment	No
Marriage and Civil Partnership	No
Pregnancy and Maternity	No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	CCTV Monitoring staff, Lancashire Constabulary
What will the impact of the work being carried out be on usage/the stakeholders?	No impact
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	CCTV is generally supported
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	Internal discussion
If any further data/consultation is needed and is to be gathered, please specify:	n/a
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	Some of the monitoring staff have a disability, but the certification will not negatively impact them.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	n/a
What actions do you plan to take to address any other issues above?	n/a
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	Andrew Hill January 2021



AGENDA ITEM: 5(e)

**CORPORATE & ENVIRONMENTAL
OVERVIEW & SCRUTINY COMMITTEE:
18 FEBRUARY 2016**

CABINET: 15 MARCH 2016

Report of: Borough Transformation Manager & Deputy Director of Housing and Inclusion

Relevant Portfolio Holder: Councillor I Moran

**Contact for further information: Ms A Grimes (Extn. 5409)
(E-mail: alison.grimes@westlancs.gov.uk)**

SUBJECT: QUARTERLY PERFORMANCE INDICATORS (Q3 2015/16)

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To present performance monitoring data for the quarter ended 31 December 2015.

2.0 RECOMMENDATIONS TO CORPORATE & ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE

2.1 That the Council's performance against the indicator set for the quarter ended 31 December 2015 be noted.

3.0 RECOMMENDATIONS TO CABINET

3.1 That the Council's performance against the indicator set for the quarter ended 31 December 2015 be noted.

3.2 That the call-in procedure is not appropriate for this item as the report was submitted to the meeting of the Corporate & Environmental Overview & Scrutiny Committee on 18 February 2016.

4.0 CURRENT POSITION

4.1 Members are referred to Appendix A of this report detailing the quarterly performance data.

4.2 34 data items are reported quarterly, two of these are data only. Of the 32 PIs with targets reported:

- 21 indicators met or exceeded target
- 2 indicators narrowly missed target; 7 were 5% or more off target
- 2 indicators have data unavailable at the time of the report (*NI 191: Residual household waste; NI192: Percentage of household waste sent for reuse, recycling and composting*)

As a general comparison, Q3 performance in 2014/15 gave 17 (from 32) indicators on or above target (to enable a comparison this figure does not include 14/15 outturn information for WL08a, WL18, or WL24 as in 15/16 these indicators either do not have targets or are no longer monitored quarterly).

4.3 Improvement plans prepared by service managers are already in place for those indicators where performance falls short of the target by 5% or more for this quarter, if such plans are able to influence outturn and will be relevant for future monitoring purposes.

4.4 These plans provide the narrative behind the outturn and are provided in Appendices B1-B4. Where performance is below target for consecutive quarters, plans are revised only as required, as it is reasonable to assume that some remedial actions will take time to make an impact.

4.5 For those PIs that have flagged up as 'amber' (indicated as a triangle), an assessment has been made at head of service level based on the reasons for the underperformance and balancing the benefits of implementing an improvement plan versus resource implications. This is indicated in the table.

4.6 The performance indicator data appended to this report details the council's quarterly performance against key performance indicators. The performance information aims to help demonstrate performance against the corporate priorities as well as providing some service-specific information. The full suite of indicators for 2015/16 was agreed by Cabinet in March 2015. Annual outturn for the full suite is reported to Council within the Annual Report.

5.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

5.1 The information set out in this report aims to help the Council improve service performance and is consistent with the Sustainable Community Strategy aim of providing good quality services that are easily accessible to all.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

6.1 There are no direct financial or resource implications arising from this report.

7.0 RISK ASSESSMENT

- 7.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers as a result of this report. Monitoring and managing performance information data helps the authority to ensure it is achieving its corporate priorities and key objectives and reduces the risk of not doing so.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

Appendix A – Quarterly Performance Indicators for Q3 October-December 2015/16

Appendix B – Current Improvement Plans

- B1: WL108: Average answered waiting time for callers to the contact centre (seconds)
- B2: WL121 Working Days Lost Due to Sickness Absence
- B3: NI 195b Improved street and environmental cleanliness - levels of detritus
- B4: WL01: No. residual bins missed per 100,000 collections

Appendix C – Minute of Corporate and Environmental Overview and Scrutiny Committee 18 February 2016 (Cabinet only)

APPENDIX A: QUARTERLY PERFORMANCE INDICATORS

Icon key					
PI Status		Performance against same quarter previous year			
	OK (within 0.01%) or exceeded	21		Improved	16
	Warning (within 5%)	2		Worse	12
	Alert (by 5% or more)	7		No change	3
	Data only	2	/	Comparison not available	0
	Awaiting data	3		Awaiting data	3
N/A	Data not collected for quarter	0			
Total number of indicators		34			

Shared Services ¹

PI Code & Short Name	Q3 2013/14	Q4 2013/14	Q1 2014/15	Q2 2014/15	Q3 2014/15	Q4 2014/15	Q1 2015/16	Q2 2015/16	Q3 2015/16	Current Target	Comments	Q3 15/16 vs Q3 14/15	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
ICT1 Severe Business Disruption (Priority 1)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	99.0%			
ICT2 Minor Business Disruption (P3)	100.0%	100.0%	100.0%	100.0%	99.0%	99.0%	99.0%	99.0%	98%	97.0%			
ICT3 Major Business Disruption (P2)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100%	89%	97.0%	Outturn reflects 7 incidents to December date, 1 of which has missed target. No plan attached since actions planned to improve performance are discussed and managed through contractual monthly Quality of Service meetings.		
ICT4 Minor Disruption (P4)	99.0%	99.0%	99.0%	99.0%	99.0%	99.0%	99.0%	99.0%	98%	97.0%			
B1 Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	8.31	7.44	6.79	7.66	8.23	6.62	8.89	8.07	8.00	12.00			
B2 Overpayment Recovery of Housing Benefit overpayments (payments received)	£123,567	£170,909	£34,524	£82,895	£130,906	£203,868	£67,408	£149,382	£207,159	£123,697			

PI Code & Short Name	Q3 2013/14	Q4 2013/14	Q1 2014/15	Q2 2014/15	Q3 2014/15	Q4 2014/15	Q1 2015/16	Q2 2015/16	Q3 2015/16	Current Target	Comments	Q3 15/16 vs Q3 14/15	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
R1 % of Council Tax collected	82.85%	95.32%	28.95%	56.11%	83.60%	96.03%	29.64%	56.69%	84.37%	83.4%		↑	✓
R2 % council tax previous years arrears collected	16.94%	20.94%	3.38%	12.36%	27.34%	33.56%	8.97%	25.31%	32.64%	20.7%		↑	✓
R3 % of Non-domestic Rates Collected	84.58%	95.53%	30.75%	58.26%	83.29%	96.40%	28.09%	54.83%	80.41%	82.00%	No plan attached since actions planned to improve performance are discussed and managed through contractual monthly Quality of Service meetings.	↓	⚠
R4 % Sundry Debtors % of revenue collected against debt raised	71.07%	90.05%	62.59%	79.34%	86.49%	90.73%	72%	83.67%	88.84%	76.25%		↑	✓

Housing & Regeneration

PI Code & Short Name	Q3 2013/14	Q4 2013/14	Q1 2014/15	Q2 2014/15	Q3 2014/15	Q4 2014/15	Q1 2015/16	Q2 2015/16	Q3 2015/16	Current Target	Comments	Q3 15/16 vs Q3 14/15	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
HS1 % Housing repairs completed in timescale	96.46%	96.68%	96.36%	95.86%	96.58%	97.36%	97.04%	96.11%	97.02%	97.00%		↑	✓
HS13 % LA properties with CP12 outstanding	0.01%	0.1%	0.1%	0.04%	0.06%	0.1%	0.05%	0.01%	0.08%	0%	Reported performance is an average from months in the period. Outturn equates to around 4 properties. Target based on legal requirement for all eligible properties to have certificate. No plan has been prepared but we continue to focus on rigorous procedures to ensure compliance.	↓	⛔
TS1 Rent Collected as a % of rent owed (excluding arrears b/f) ²	98.25	98.47	99.2	98.04	98.18	98.65	102.3	100.12	99.74	97.00		↑	✓
TS24a GN Average time taken to re-let local authority housing (days) - GENERAL NEEDS	58.10	65.74	30.25	18.19	22.77	29.42	26.63	25.93	26.97	28.00		↓	✓



PI Code & Short Name	Q3 2013/14	Q4 2013/14	Q1 2014/15	Q2 2014/15	Q3 2014/15	Q4 2014/15	Q1 2015/16	Q2 2015/16	Q3 2015/16	Current Target	Comments	Q3 15/16 vs Q3 14/15	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
TS24b SP Average time taken to re-let local authority housing (days) - SUPPORTED NEEDS	98.01	62.31	79.20	41.39	65.66	92.24	60.33	63.09	24.89	50.00			

Community Services













PI Code & Short Name	Q3 2013/14	Q4 2013/14	Q1 2014/15	Q2 2014/15	Q3 2014/15	Q4 2014/15	Q1 2015/16	Q2 2015/16	Q3 2015/16	Current Target	Comments	Q3 15/16 vs Q3 14/15	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
WL08a Number of Crime Incidents	1,449	1,329	1,312	1,277	1,277	1,105	1,120	1,169	1,271				
WL_18 Use of leisure and cultural facilities (swims and visits) ³	243,378	326,547	310,875	315,366	254,704	322,129	314,915	303,157	(15.99%)		Awaiting external data for golf and swim/leisure. Figure relates to sports development, Chapel Gallery, parks/countryside events.		







Transformation

PI Code & Short Name	Q3 2013/14	Q4 2013/14	Q1 2014/15	Q2 2014/15	Q3 2014/15	Q4 2014/15	Q1 2015/16	Q2 2015/16	Q3 2015/16	Current Target	Comments	Q3 15/16 vs Q3 14/15	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
BV8 % invoices paid on time	97.75%	96.24%	96.53%	98.44%	98.73%	99.27%	99.06%	98.65%	99.28%	98.24%			
WL19b(ii) % Direct Dial calls answered within 10 seconds ⁴	80.49	81.82	82.01	81.50	82.13	82.28	81.30	80.80	82.30	82.21	56,708 calls offered. 90.4% were answered in 20 seconds.		
WL90 % of Contact Centre calls answered	92.6%	91.3%	93.1%	93.6%	91.1%	91.6%	90.6%	93.8%	92.4%	91.0%			
WL108 Average answered waiting time for callers to the contact centre (seconds)	25.00	34.00	20.00	24.00	44.00	31.00	43.00	23.00	37.00	30.00	Improvement Plan attached at Appendix B1.		







PI Code & Short Name	Q3 2013/14	Q4 2013/14	Q1 2014/15	Q2 2014/15	Q3 2014/15	Q4 2014/15	Q1 2015/16	Q2 2015/16	Q3 2015/16	Current Target	Comments	Q3 15/16 vs Q3 14/15	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
WL121 Working Days Lost Due to Sickness Absence ⁴	2.88	1.87	1.71	1.93	2.32	2.76	2.61	2.73	2.36	2.02	Improvement Plan attached at Appendix B2.		

Street Scene

PI Code & Short Name	Q3 2013/14	Q4 2013/14	Q1 2014/15	Q2 2014/15	Q3 2014/15	Q4 2014/15	Q1 2015/16	Q2 2015/16	Q3 2015/16	Current Target	Comments	Q3 15/16 vs Q3 14/15	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
NI 191 Residual household waste per household (Kg) ⁵	140.5	134.38	133.82	125.47	129.69	117.6	122.66	124.96		123.75	Awaiting external confirmation of data.		
NI 192 Percentage of household waste sent for reuse, recycling and composting ⁵	39.93%	37.10%	50.88%	49.70%	41.66%	41.08%	51.08%	51.37%		50.00%	Awaiting external confirmation of data.		
NI 195a Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Litter	1.67%	.16%	N/A	1.17%	1.00%	.33%	N/A	1.17%	1.17%	1.61%	Survey carried out three times each year. No data for Q1.		
NI 195b Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Detritus	2.70%	2.47%	N/A	2.75%	2.50%	8.89%	N/A	3.41%	5.97%	5.00%	Survey carried out three times each year. No data for Q1. Improvement Plan attached at Appendix B3.		
NI 195c Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Graffiti	.00%	.17%	N/A	.33%	2.17%	1.00%	N/A	.00%	0.17%	1.00%	Survey carried out three times each year. No data for Q1.		
NI 195d Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Fly-posting	0.00%	0.00%	N/A	0.00%	0.00%	0.00%	N/A	0.00%	0.00%	0.00%	Survey carried out three times each year. No data for Q1.		

PI Code & Short Name	Q3 2013/14	Q4 2013/14	Q1 2014/15	Q2 2014/15	Q3 2014/15	Q4 2014/15	Q1 2015/16	Q2 2015/16	Q3 2015/16	Current Target	Comments	Q3 15/16 vs Q3 14/15	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
WL01 No. residual bins missed per 100,000 collections	65.40	134.20	90.52	87.07	85.20	74.23	81.12	93.34	87.42	80.00	Improvement Plan attached at Appendix B4		
WL06 Average time taken to remove fly tips (days)	1.08	1.12	1.12	1.06	1.08	1.09	1.07	1.05	1.06	1.09			
WL122 % Vehicle Operator Licence Inspections Carried Out within 6 Weeks	N/A	N/A	100%	100%	100%	100%	100%	100%	100%	100%			

Planning

PI Code & Short Name	Q3 2013/14	Q4 2013/14	Q1 2014/15	Q2 2014/15	Q3 2014/15	Q4 2014/15	Q1 2015/16	Q2 2015/16	Q3 2015/16	Current Target	Comments	Q3 15/16 vs Q3 14/15	Quarter Performance
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
NI 157a Processing of planning applications: Major applications ⁶	54.55%	85.71%	100%	76.92%	44.44%	62.50%	100%	100%	100%	65.00%			
NI 157b Processing of planning applications: Minor applications	82.43%	72.15%	74.67%	70.00%	70.59%	80.88%	72.22%	66.15%	67.14%	75.00%	Outturn is above the government target of 65%. Improvement Plan from Q2 is still relevant.		
NI 157c Processing of planning applications: Other applications	92.99%	84.35%	79.83%	76.10%	84.51%	88.71%	85.03%	83.33%	81.82%	85.00%	Improvement Plan from Q2 is still relevant.		

Notes:

¹ Managed through LCC/BTLS contract. Contractual targets are annual. Quarter targets are provided as a gauge for performance only. Improvement plans are not provided since actions planned to improve performance are discussed and managed through contractual monthly Quality of Service meetings. ICT data and RBS data reflect progress to year end.

² TS1: For 2014/15, this replaced BV66a with a simplified calculation. A direct comparison with 2013/14 outturn is therefore not possible, but data is provided for reference/information.

³ WL18: from Q1 2014/15, Community Resource Centre (CRC) data is no longer included. Data from 2013/14 has been restated without CRC to allow comparison with previous performance.

⁴ WL19bii / WL121: Data does not include BTLS seconded staff.

⁵ NI191-192: Data is provided to WLBC with a time lag due to time involved to confirm final figures.

⁶ NI157a: For 2014/15, following updated guidance from DCLG, the 13 weeks period is not counted in those cases where a time extension is agreed with the applicant. A direct comparison with previous year quarter outturn is therefore not possible, but data is provided for reference/information.

'NI' and 'BV' coding retained for consistency/comparison although national reporting no longer applies.

Following the annual review of PIs, the following changes to QPIs were approved by Cabinet for 2015/16:

TS1 Rent Collected – target changed to 97% from 99.83%; WL90 % of Contact Centre calls answered – target changed to 91% from 90.6%; WL108 Average answered waiting time for callers – target changed to 30 from 26.25s; NI 191 Residual household waste per household – target changed to 495 from 493.91kg; NI 192 Percentage of household waste sent for reuse, recycling and composting – target changed to 50% from 47.58%; NI 195b Improved street and environmental cleanliness (levels of detritus) – target changed to 5% from 7.33%; NI 195c Improved street and environmental cleanliness (levels of graffiti) – target changed to 1.00% from 1.11%; WL01 missed bins – target changed to 80 from 70; WL08a Number of Crime Incidents & WL_18 Use of leisure and cultural facilities – reported as data only; WL24 Building Regs within 5 weeks – annual outturn only.

PERFORMANCE IMPROVEMENT PLAN	
Indicator	WL108 Average waiting time for callers to the Contact Centre (seconds)
Reasons for not meeting target	
<p>It should be noted that the target was missed by 7 seconds. During the period, there have been some long term staff absences. Agency staff have been recruited to provide cover, although it does take some time to adequately train temporary staff on the services we deliver.</p>	
Brief Description of Proposed Remedial Action	
<ul style="list-style-type: none"> • Continued training of agency staff. • Reshaping workloads to maximise resources within the team. • Continued close monitoring of call handling times together with any future sickness within the team. 	
Resource Implications	
Priority	
High	
Future Targets	
The target will be increased in line with the outturn position for 2016/17.	
Action Plan	
Tasks to be undertaken	Task Completion Date
See above comments.	Ongoing.

PERFORMANCE IMPROVEMENT PLAN	
Indicator	WL121 Working Days Lost Due to Sickness Absence
Reasons for not meeting target	
<p>The Council's target for 2015/16 is to achieve (not more than) 8.08 working days lost per employee, measured on a rolling 12-month basis. This equates to a quarterly target of 2.02 days per full time equivalent (FTE). The quarterly outturn for the period Q2 showed an outcome of 2.73 days per FTE. This compares to the Q3 period, which shows an encouragingly improved outturn figure of 2.36.</p> <p>All cases continue to be closely monitored and are intensely managed by Service managers, assisted by the HR team. However, there remain a number of long term absence cases, which by their nature, have been complex and difficult to resolve quickly. The HR team and Managers continue to work closely with staff and trade unions to facilitate speedy solutions, such as exits from the organisation where appropriate.</p>	
Brief Description of Proposed Remedial Action	
<ul style="list-style-type: none"> • Heads of Service will continue to closely monitor sickness levels within their respective service areas and take urgent action as necessary in line with the Sickness Absence Policy • The Council will continue to focus on providing detailed management information to assist managers in identifying all short-term cases of sickness absence, which have exceeded the agreed 'trigger' levels, together with all on-going long-term cases of sickness absence. The HR team will continue to meet with individual Heads of Service, where appropriate, to provide advice and support to ensure managers have the continued skills and confidence to address absence issues appropriately. • The Council will continue to work closely with the Occupational Health provider (OH Assist) • A high level review of the Council's approach to Absence management will be conducted in order improve the position • Training has been commissioned for assisting staff with stress related issues (for both officers affected by these conditions and for managers who need to manage these issues in the workplace). • The HR team has reviewed and enhanced the phased return process, which will help to facilitate earlier returns to work and promote a shared ownership of the responsibility for good attendance between managers and staff. • Managers will endeavour to engage with the Government's 'Fit for Work Scheme' to encourage planned returns to work at an earlier stage. • The Council has recently launched a web page in collaboration with Occupational Health, which provided additional advice and guidance to managers on the various typical illnesses or conditions, to assist in their management of the resultant absences. • The HR team has designed a handy leaflet which further publicises the requirements of the management of sickness absence policy. • The Health and Safety team are developing an eLearning tool for managers on health and safety in the workplace, which will offer advice to prevent illness, accidents and resultant absence. 	
Resource Implications	
Timely interventions by Managers and practical support from the HR Team, together with OH Assist will continue to be needed by managers, to help maximise attendance levels.	
Priority	
High	
Future Targets	
Continue with existing target.	
Action Plan: Tasks to be undertaken	Completion Date
See proposed remedial action (above)	Ongoing

PERFORMANCE IMPROVEMENT PLAN	
Indicator	NI 195b Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Detritus
Reasons for not meeting target The second tranche (quarter 3) saw an increase of 0.97% above the target figure. During the assessment it was noted that detritus was prominent in some rural Wards.	
Brief Description of Proposed Remedial Action The affected areas have been identified and have been scheduled to be cleaned. These areas will be re-inspected and monitored to ensure appropriate standards are resumed.	
Resource Implications None	
Priority Low	
Future Targets Continue with existing target, for the short to medium term.	
Action Plan	
Tasks to be undertaken	Completion Date
Seasonal monitoring programme	February 2016

PERFORMANCE IMPROVEMENT PLAN	
Indicator	WL01: missed bins per 100,000 collections
Reasons for not meeting target	
Human error during the collection process has accounted for the target not being achieved this quarter. There has been an improvement on the number of missed bins from the previous quarter.	
Brief Description of Proposed Remedial Action	
The current performance is 7 missed collections per 100,000 properties above the yearly target of 80 missed collections per 100,000 properties. There has been an improvement from the previous quarter with a reduction of 18 missed collections. This continued progress will enable the target to be achieved.	
The introduction of the in-cab communication system will assist all collection team members that are unfamiliar with a collection round. The system will provide the driver with the opportunity to refer to a collection round and therefore reduce the likelihood of missed collections.	
Resource Implications	
Purchase of in-cab communications - the funding of the system has been identified and approved.	
Priority	
Medium	
Future Targets	
A revision of what constitutes a missed collection should be considered, possibly limiting the reporting period to 24 hours after the day of collection.	
Action Plan	
Tasks to be undertaken	Completion Date
Weekly performance monitoring	March 2016

Agenda item 5(e)

Quarterly Performance Indicators Q3 – 2015 – 16

MINUTE OF CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE MEETING HELD ON 18 FEBRUARY 2016

53. QUARTERLY PERFORMANCE INDICATORS Q3 - 2015-16

Consideration was given to the report of the Interim Borough Transformation Manager, as contained on pages 245 to 258 of the Book of Reports, which detailed performance monitoring data for the quarter ended 31 December 2015. The report was scheduled for consideration by Cabinet at its meeting on 15 March 2016.

It was reported that the estimated data, as set down at Appendix A, in relation to Q3 for Performance Indicator WL18 had now been provided as confirmed below:

WL18 (Use of leisure and cultural facilities (swims and visits) – outturn 215,442.

In discussion Members raised questions and comments in respect of the following:

- WL108 (average waiting time for callers to the Contact Centre – seconds) – balance of target against no. of calls taken; ‘call-waiting’ systems – use of advances in technology; proposed improvements to telephone system.

The Performance Officer attended the meeting and provided clarification on issues raised.

RESOLVED: A That the Council’s performance against the indicator set for the quarter ended 31 December 2015, to include the revised figure of outturn of 215,442 for PI - WL18, be noted.



AGENDA ITEM: 5(f)

**CABINET: 15 MARCH 2016
EXECUTIVE OVERVIEW & SCRUTINY
COMMITTEE: 31 MARCH 2016
COUNCIL: 13 APRIL 2016**

Report of: Chief Executive

Relevant Portfolio Holder: Councillor I Moran

**Contact for further information: Ms K Webber (Extn. 5005)
(E-mail: Kim.Webber@westlancs.gov.uk;
Alison.Grimes@westlancs.gov.uk)**

SUBJECT: COUNCIL PLAN 2016-18

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To seek approval for the "Council Plan 2016-18" (Appendix A).

2.0 RECOMMENDATIONS TO CABINET

2.1 That the "Council Plan 2016-18" attached as Appendix A to this report be approved and referred to Council for adoption.

2.2 That authority is given to the Chief Executive in consultation with the Leader to make any final amendments to the document, prior to publication.

2.3 That call-in is not appropriate for this item, as the report is being submitted to the next meeting of the Executive Overview and Scrutiny Committee on 31 March 2016.

3.0 RECOMMENDATION TO EXECUTIVE OVERVIEW AND SCRUTINY

3.1 That the "Council Plan 2016-18" attached at Appendix A to the report be considered and that agreed comments be referred to Council on 13 April 2016 for consideration.

4.0 RECOMMENDATIONS TO COUNCIL

4.1 That the "Council Plan 2016-18" attached at Appendix A to the report be adopted.

5.0 BACKGROUND AND CURRENT POSITION

- 5.1 In October 2015, an outline Council Plan setting out the Council's vision, values and priorities, together with key projects for 2015/16 was agreed. The Plan enabled the Council to communicate its direction with the public and stakeholders, including staff, and supports transparency and accountability. Having a clear statement of corporate priorities also assists effective planning within Services, informs the development of staff work programmes and annual development appraisals, and is recognised good practice.
- 5.2 The draft 2016-18 Plan attached at Appendix A refreshes and expands the 2015-18 Council Plan to provide context to the Council's strategy together with key measures for the identified actions.
- 5.3 Progress against the Council Plan will be monitored with six-month reports provided through "Members Updates" against a detailed delivery plan, and a full Annual Report to Council. The Plan will be updated annually.

6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 6.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder. The report has various links to the Sustainable Community Strategy through the wide range of actions contained within it. The vision, values, priorities and key projects set out in Appendix A should contribute to the sustainability of services and the borough as a whole.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 7.1 The Council Plan 2016-18 appended to this report will ensure the Council is able to continue to pursue its objectives, within the resources available. An agreed Council Plan for 2016-2018 will assist in shaping budget decisions and enable clear priorities to be set for services.

8.0 RISK ASSESSMENT

- 8.1 The difficult financial position facing Councils, together with changing legislative requirements and the regional agenda, means that having a clear statement of Council priorities is particularly important. By having a clear statement of priorities, attention and resources can be effectively focussed on achieving the Council's core objectives.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is a direct impact on members of the public, employees, elected members and / or stakeholders. Therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as an Appendix to this report, the results of which have been taken into account in the Recommendations contained within this report.

Appendices

Appendix A: "Council Plan 2016-18" (version dated 24 February 2016)

Appendix B: Equality Impact Assessment

Appendix C: Minute of Cabinet 15 March 2016 (Executive Overview and Scrutiny Committee) – to follow

Appendix D: Minute of Executive Overview and Scrutiny Committee 31 March 2016 (Council) – to follow



DRAFT

**Council Plan
2016-18**

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**

Version: 24 February 2016

Introduction

Leader of the Council's Comment

We are ambitious for West Lancashire. Our vision for the borough establishes a clear set of priorities and key projects for making a positive impact. Our priorities have breadth, considering economic, environmental and social factors. They are also realistic given that they recognise the essential expertise and input from both public and private sector partners for their successful delivery. Positive outcomes will be achieved most efficiently by working in partnership towards shared objectives in a leading or supporting role.

In providing a focus for the authority we are able to effectively target resources. This is becoming ever more critical given the unprecedented changes to local government finance. Phasing out of grants and increasing reliance on local funding sources has put financial pressures on council services as never before. To maintain and improve performance in some priority areas, a range of new ways of working and options for income must come from our innovative and commercially-minded approach to services. We need sufficient scope to enable us to structure operations and provide sustainable essential services that meet modern demands whilst limiting service reductions.

Alongside this, we have significant challenges ahead such as lobbying hard for the Environment Agency to continue to meet its obligations around Alt Crossens and managing the changes to Housing Revenue Account, but we also see great opportunities for the borough, since we are well-placed to take advantage of the exciting developments of the Northern Powerhouse and Liverpool Superport. By working in particular with other Lancashire councils, and also with neighbouring authorities in the Liverpool and Manchester City Regions, we will deliver economic growth for the borough and ensure that we continue to perform well against comparator areas.

West Lancashire has much to celebrate and we are optimistic and ambitious for the future. We will continue to listen to communities and stakeholders' views and maximise the opportunities for people to engage with us for example by extending our use of social media and digital technology. Our priorities are relevant to the whole of the borough and we aim to get results and make a difference for all – our businesses, our places and our people.



Councillor Ian Moran
Leader of West Lancashire Borough Council

Chief Executive's View

The Council underwent significant political and organisational change in 2015/16, with a new Cabinet in place from May 2015. The Council Plan 2015-18, establishing a new set of priorities for the Council, was agreed in October 2015. Also in October, Council agreed the voluntary redundancy of the Managing Director (People and Places), to achieve savings and to enable a new management structure to be put in place to deliver the new priorities.

A new senior management structure was agreed by Council in February 2016, replacing the Joint Managing Director approach with a Chief Executive model. The officer team has been restructured into four new directorates of:

- Leisure and Wellbeing Services
- Housing and Inclusion Services (incorporating Transformation Services)
- Development and Regeneration Services
- Street Scene Services.

These directorates are supported by standalone Legal & Democratic, and Finance & Human Resources Services.

We have made good progress during 2015/16 on our priority projects and will continue to build on this throughout 2016-18. The new senior management structure will provide the impetus to drive forward the Council's top priorities: Ambitious for our Economy, our Environment and for Health and Wellbeing. It will continue to underpin delivery of existing strategies including the Economic Development Strategy, Ormskirk Town Centre Strategy, Local Plan, Skelmersdale Vision and Housing Business Plan, whilst supporting the delivery of our new Digital by Preference initiative, Health and Wellbeing Strategy and Street Scene Strategy.

Balancing the budget remains a chief consideration. The government have indicated that it will no longer provide revenue support grant by 2020, and that Councils will need to raise all their income locally. Our Policy Options approach will therefore be critical going forward and we will continue to invite the public to consider and comment on the implications. Members then have the opportunity to take the public's views into consideration when making what will be increasingly difficult decisions.

We will continue to look outside the authority for opportunities to work with others, on service delivery and strategically we will ensure that West Lancashire is fully represented in the emerging Lancashire Combined Authority developments, whilst continuing to play an active role as an Associate member in the Liverpool City Region Combined Authority.

As Chief Executive, my focus will be on providing strategic and corporate senior management leadership to staff within the Council, working with the Directors and staff, Councillors and partners to deliver the Council's vision and objectives.

A joined up 'One Council' culture will continue to be central to this, as will the involvement and development of staff – our key resource. I look forward to working with Members, staff and partners to deliver this plan.



Kim Webber
Chief Executive

Financial Position & Strategy

*[**Text from the Borough Treasurer to follow after Local Government Finance Settlement is published/analysed.**]*

Organisational Overview

West Lancashire is served by a Borough Council, County Council, 20 Parish Councils and one Parish Meeting. As a Borough Council, working in partnership with these organisations as well as the police, fire service, NHS, businesses, colleges, university and other stakeholders is vital for delivering lasting improvements for the benefit of the borough.

The Borough Council provides services for around 112,000 people or 48,500 households (including around 6,100 council homes) as well as businesses and organisations. Services are delivered by around 470 full time equivalent staff (not including employees managed through our secondment agreement with Lancashire County Council/BT Lancashire Services).

The organisation's success depends on our staff. We are committed to ensuring that staffing levels are appropriate for delivering services, and that the workforce is equipped to meet our commitments to the community and wider stakeholders, whilst fulfilling their own potential. The Human Resources Strategy and Workforce Plan agreed in July 2015 demonstrates the Council's commitment to aligning its workforce planning with corporate and financial planning cycles for greatest efficiency.

Council policy is determined by Councillors, with advice from officers. The Cabinet is the Executive Councillor body for the Council. The Cabinet and senior management structures and responsibilities are provided overleaf.

MEMBERS OF THE CABINET WITH PORTFOLIOS



Leader of the Council
Councillor Ian Moran

Chairman of the Cabinet; community leadership; partnership working including One West Lancs; major policy issues not specified within other portfolios; matters of urgency; liaison for management issues. Liaison for: LGA; DCN; other Lancashire & neighbouring authorities; Parish Councils; town twinning; Lancashire & Liverpool LEPs; Marketing Lancashire. Economic Regeneration: town centre developments; external funding & inward investment; borough marketing; business grants & training advice; corporate & commercial property portfolio; asset management; valuation advice; rating appeals. Legal & democratic services: corporate procurement; Freedom of Information. Transformation: service design; customer relations; consultation & community engagement; press/media; Human Resources; equalities; corporate planning & performance; ICT and revenues & benefits services, including LCC/BTLS contract.



Deputy Leader and Portfolio Holder for Leisure
Councillor Yvonne Gagen

Properties held and the services delivered for sports development, swimming pools, sports centres, arts development, the Chapel Gallery, playgrounds and community centres. Leisure Trust & Serco contracts. Countryside service; golf course, formal parks, open spaces, rights of way, environmental improvements. Outdoor recreation; facilities and services in partnership to develop local communities. Children's services; Voluntary sector grants.



Portfolio Holder for Planning
Councillor John Hodson

Planning policy; Local Development Framework; development control, building control & enforcement; conservation of built & natural environment; arboricultural & landscape services. Council-owned unadopted footways, highways & grit bins; liaison with utility companies/Highway Authority for highway works & transport issues; off-street public car parking & enforcement; Ormskirk market & bus station; land drainage & coastal engineering; 'green' & sustainability issues.



Portfolio Holder for Housing and Landlord Services
Councillor Jennifer Patterson

Public sector housing; repairs & maintenance; housing allocations; tenancy management; former tenant arrears; sheltered housing; tenant empowerment/participation. Housing strategy; housing advice service; Supporting People Initiative. Links with social services, health providers and regulatory bodies. Housing finance including self-financing business plan.



Portfolio Holder for Health and Community Safety
Councillor Kevin Wright

Commercial Safety: health promotion, health & safety and food safety. Public Protection and Licensing: licensing for taxis, public entertainment/alcohol, charities etc; pest control and animal welfare. Environmental Protection: environmental monitoring & sampling; public health; pollution control; nuisance complaints; foul drainage & private sewers; flytipping; dog control; unsanitary premises; disposal of the dead; emergency planning/business continuity. Private Sector Housing: renovation & disabled facilities grants; home energy efficiency; Home Care Link; homelessness; unfit homes. Community safety. Social cohesion.



Portfolio Holder for Older People
Councillor Terry Aldridge

Older People's Champion encouraging and supporting active, independent and healthy lives. Raising the profile of and needs of older people; involving older people in the development of relevant council policies and service design; promoting positive images of older people as citizens; liaison with older peoples' networks and organisations.



Portfolio Holder for Street Scene
Councillor Kevin Wilkie

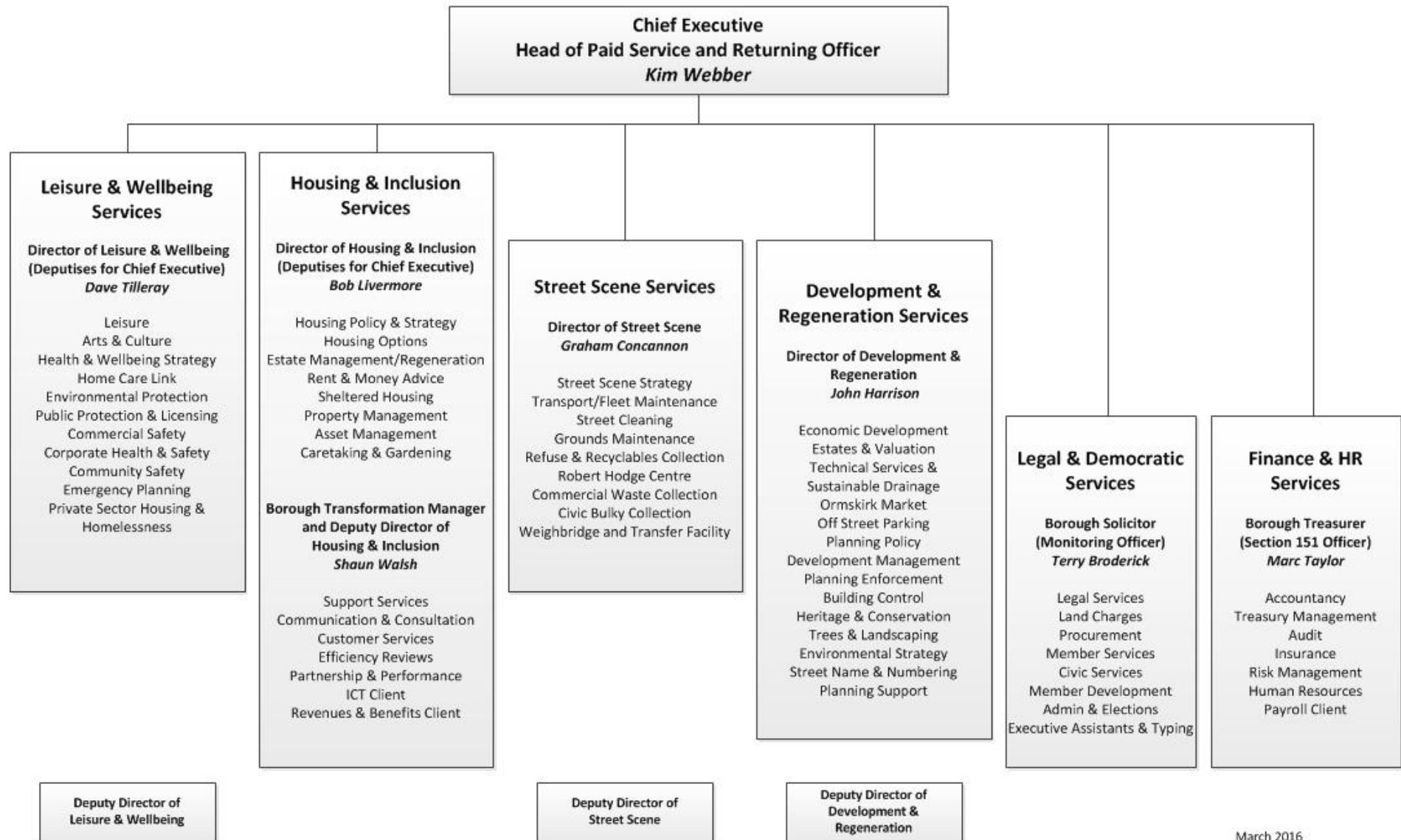
Transport: fleet/ garage/depot facilities; street cleansing; grounds maintenance; stores. Waste disposal & recycling duties as a waste collection authority; waste management, including through partnership; domestic & trade refuse; green waste & recyclables collection; farm round.



Portfolio Holder for Finance
Councillor Chris Wynn

Accounting services; capital and revenue estimates and budgeting; performance against budget; annual statement of accounts; treasury management; internal audit; risk management & insurance; data quality; value for money.

SENIOR OFFICER MANAGEMENT STRUCTURE



March 2016

Summary plan and projects 2016/17

Vision: To be a Council which is ambitious for West Lancashire

Values:

- Enterprising – being innovative and creative, delivering lasting improvements;
- Inclusive – working in partnership to benefit West Lancashire, and being open and involving in the way decisions are made
- Equality – promoting equality and reducing inequality
- One Council – adopting a co-ordinated approach
- Caring – valuing and developing employees

Priorities & Key Projects:

Ambitious for our Economy

Retain and grow jobs, increase skills levels and encourage business and wealth.

- Skelmersdale Vision
- Land Auction
- Economic Development Strategy & Delivery
- Ormskirk Town Centre Strategy & Delivery
- Partnership working for infrastructure delivery identified in West Lancashire Highways and Transport Masterplan
- Combined Authority for Lancashire
- Engagement with Liverpool City Region
- Promoting the Borough as a place to be

Ambitious for our Environment

Enhance the built and physical environment, and its cleanliness.

- CCTV Scheme
- Estates Revival
- Community Safety Partnership Initiatives
- Housing Programme – Environmental Improvement
- Street Scene Priority Projects
- Street Scene Strategy Development

Ambitious for Health and Wellbeing

Improve the health and wellbeing of local communities

- Housing Capital Programme
- Sheltered Housing – Support for Older People
- Leisure Strategy & Delivery
- West Lancashire Health & Wellbeing Strategy Development
- Digital Inclusion Strategy & Delivery
- Tenants' Financial Inclusion Strategy & Delivery

West Lancashire – Ambitious for All - our businesses, our places, our people

Delivering the Plan

Working to agreed priorities provides a clear strategic direction for the organisation and allows resources to be targeted in the most effective and efficient way. Our plan allows us to co-ordinate financial and staffing requirements and helps us develop and monitor our activities. An annual refresh of the plan maintains its currency. Our key projects during 2016/17 will contribute towards achieving our priorities. Progress on the projects including the key measures and targets will be monitored and reported on during the year.

Priority: Ambitious for our Economy

Working with businesses and partners to provide land, premises, and finance for businesses, to match training opportunities to "skills needs", and improve transport. Measures and projects for 2016/17 include:

- Influencing overall employment rate and working age people on out of work benefits.

Skelmersdale Vision

Securing regeneration in the form of new commercial, leisure and residential development alongside existing property and environmental enhancements across a large area of land within and surrounding Skelmersdale town centre. The project is being implemented in partnership with the Homes and Communities Agency, LCC and St Modwen. The scheme will bring forward an enhanced Skelmersdale town centre with improved night-time economy and attractive public realm.

- Progress scheme proposals following the outcome of judicial review.

Land Auction

The land disposal elements of a proposed national Community Land Auction model involving the Homes & Communities Agency (HCA) and the Council brings development sites forward for sale. The scheme helps meet the objectives of the Local Plan and provide capital income for the Council.

- Market and sell sites at Whalleys (Skelmersdale) in conjunction with the HCA
- Use capital receipt from sale to invest in the Skelmersdale area
- Provide a supply of ready to build housing sites.

Economic Development Strategy & Delivery

A number of significant economic regeneration activities from the Council and partners will address employment opportunities, availability of housing, environmental improvements, raising skills and training levels, provide support for indigenous businesses and attract new investment. The strategy aim is to build a prosperous Borough with skilled and trained local residents to ensure that West Lancashire continues to be a great place to live, work, study and invest.

- Investigate the potential for a Skelmersdale Leadership Board
- Improve the knowledge and skills gap by developing initiatives in partnership with the Skills, Training and Employment Partnership
- Sign up at least 30 businesses to the new Let's talk Employment and Skills Charter.

Ormskirk Town Centre Strategy & Delivery

A progressive set of initiatives will ensure the long term economic and social viability of Ormskirk's town centre and improve its attractiveness as a visitor destination.

- Conduct market research to inform Ormskirk's brand
- Investigate and improve the appeal of the market
- Establish comprehensive car parking review.

Partnership Working for Infrastructure Delivery Identified in West Lancashire Highways and Transport Masterplan

Influence and assist the progress of the infrastructure delivery identified in West Lancashire Highways and Transport Masterplan through partnership working. This will support the delivery of improvements to transport infrastructure including around rail links and roads.

- Work with LCC to complete Skelmersdale Rail Station Location Options Appraisal
- Support LCC in relation to the work on Ormskirk Town Centre Movement Strategy.

Combined Authority for Lancashire and Engagement with Liverpool City Region Combined Authority

The Council is continuing to maintain engagement with the established Liverpool City Region Combined Authority and involvement in the development of the Combined Authority for Lancashire. This will assist West Lancashire's profile and ambitions within the wider regional agenda.

- Decision on membership of Lancashire Combined Authority following consultation (subject to other councils' decisions)
- Play an active role as an Associate Member of Liverpool City Region Combined Authority
- Progress a joint strategic Housing and Employment Land Study with Liverpool City Region authorities.

Promoting the Borough as a Place to Be

Promote the positive picture of the borough's assets and capabilities so that West Lancashire is recognised as an improving place with aspirations. This will enhance West Lancashire's reputation as a place to live, a location to develop a business, a place to visit, a place to work and a place to study.

- Develop a brand / image for Skelmersdale
- Market rural visitor attractions and events as part of the West Lancashire offer
- Contribute to the development of a Lancashire brand.

Priority: Ambitious for our Environment

This means working with communities and partners to protect and improve our environment, keep our streets clean and tidy and combat crime and the fear of crime. Measures and projects for 2016/17 include:

- Helping residents to feel that West Lancashire is a safe and secure place to live
- Influencing the reduction in total crime incidents recorded
- Encouraging residents to feel safe in their local area during the day and after dark
- Maintaining performance for bin and fly tip collections and missed bins
- Working for residents satisfaction with household collections for domestic waste and recyclables and cleanliness of streets
- Influencing satisfaction with the local area as a place to live.

CCTV Scheme

The Council currently operates over 80 public open space cameras across the borough. Monitoring takes place 24/7 and plays a vital role in helping prevent disorder or crime, reduce the fear of crime, improve community confidence and maintain public safety.

- Bring 3 cameras into operation (Castlehey and Tanfields (Skelmersdale) and the Burscough Street area of Ormskirk)

Estates Revival

Revitalising and enhancing council estates and improving homes to provide a model for how other estates can be transformed and to maintain a modernised and sustainable housing stock.

- Complete build of 42 new properties (Firbeck)
- Regenerate Firbeck street scene
- Progress Beechtrees scheme (as appropriate following budget decision).

Community Safety Partnership Initiatives

In partnership, deliver initiatives that help ensure that West Lancashire remains a safe borough to live, work and visit.

- Continue to Chair the West Lancashire Community Safety Partnership
- Contribute to the annual BrightSparx and Freshers Week initiatives
- Collaborate on five Community Engagement events.

Housing Programme – Environmental Improvement

Engage with and involve tenants in various works to improve the built and natural environment.

- Advance tenant-led environmental improvement projects
- Progress schemes funded from the dedicated Environmental Improvement budget (as appropriate following budget decision).

Street Scene Priority Projects and Strategy

Improve the service to enable more responsive and sustainable operations that can enhance the appearance of the borough.

- Exploit real-time vehicle in-cab communication data to improve service
- Explore further mutual aid support packages for public realm work
- Develop a Street Scene Strategy for the Borough.

Priority: Health and Wellbeing

This means working with the West Lancashire Health and Wellbeing Partnership and other partners to provide opportunities including for leisure and culture which contribute to healthier communities. We will work to deliver housing that meets the needs of local people including affordable housing, and aim to be a top performing landlord. Measures and projects for 2016/17 include:

- Monitoring numbers of affordable housing and net homes provided
- Achieving rent collection levels of 97%
- Reducing non-decent council homes to 0.3%
- Achieving 97% of repairs within timescale
- Monitoring time taken to re-let homes (28 days general needs and 65 days supported needs)
- Encouraging the use of leisure & cultural facilities
- Promoting resident satisfaction with parks/open spaces and sport/leisure.

Housing Capital Programme

The Capital investment programme funds works on a variety of schemes to improve existing council homes and target investment in new housing stock.

- Continue to invest in improvements to our council housing stock as prioritised through resident involvement
- Seek direction from the Tenant Scrutiny and Landlord Services Committee to achieve the right balance between improvements to homes and services.

Sheltered Housing

Maintain the authority's sheltered housing service in light of significant grant and budget reductions and help reflect the needs and preferences of older people in Council business.

- Implement options report following review of Sheltered Services
- Encourage and support active, independent and healthy lives of older people.

Leisure Strategy Development and Delivery

Following a strategic review of the cultural and leisure service, the revised Leisure Strategy's key aims and actions provide direction for the service and will result in a quality and sustainable service offer. Cultural and other leisure activities are also supported through other schemes, for example the Ormskirk Town Centre Strategy.

- Implement the Leisure Strategy.

West Lancashire Health and Wellbeing Strategy Development

Implementing a strategy will allow us to align and target our resources to most effectively support the delivery of improvements in health and/or reduce health inequalities in the borough.

- Establish resources that enable the development and delivery of a West Lancashire Health & Wellbeing Strategy.
- Maintain the health promotion services in partnership with the public, private and voluntary sector to promote and improve health
- Encourage participation in Health Improvement Activities.

Digital Inclusion Strategy Delivery

The digital inclusion strategy is a key strand of our work to encourage use of digital technology and includes involvement with the wider *GO ON Lancashire* campaign. The strategy aims to increase online uptake and use within the borough including for Council services. Digital technology is considered in all our service developments and highlighted in other strategies, for example the Economic Development Strategy.

- Roll out Digital Inclusion action plan
- Define needs and attitudes of residents around their digital aspirations
- Embed Digital by Preference approach in service delivery
- Encourage use and access for digital council services.

Tenants' Financial Inclusion Strategy Delivery

The strategy provides a framework of services to assist the financially excluded access appropriate financial products and services. Financially excluded residents and tenants affected by welfare reforms are supported in retaining their home and quality of life and make the most of their money.

- Implement the strategy to enable assistance for residents and tenants affected by welfare reforms to adapt to the changes
- Encourage tenants to pay by direct debit.

Monitoring Progress

The plan projects are resourced and managed through budget and service action planning. They are monitored directly by the relevant service areas and through budget reports, service action plans, the corporate risk register, individual project reports to committees as required and working groups as appropriate. In addition, progress on the projects are reported to Members half-yearly and as an annual report. A set of performance indicators spanning various service areas are also reported quarterly to Members to help the authority understand how well it is performing.

Our priorities and resulting projects are informed by working closely with partners and through various consultation and stakeholder engagement activities. We recognise that people who provide and use our services come from diverse backgrounds and have different experiences and needs. We develop, commission and deliver services in a way that will help overcome discrimination and disadvantage.

As well as specific consultation for particular proposed projects, we have a continuous tenant involvement programme for housing developments and an annual citizen and stakeholder survey. The annual survey is used to gather views about Council spending, better understand the usage and opinions of Council services, gauge community safety perceptions, and receive views on the Council as a whole. Public opinion was directly sought to inform and finalise significant projects including: CCTV; Ormskirk Town Centre Strategy; Economic Development Strategy; Leisure Strategy and the Financial Inclusion Strategy. We also undertake a Meeting the Budget Challenge consultation to inform our approach to service reviews and balancing the budget.

West Lancashire Borough Council Plan 2016-18

If you require any further information, or copies of this document in an alternative format, please contact:

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Lancashire, L39 2DF

transformation@westlancs.gov.uk

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Equality Impact Assessment Form



Directorate: Housing & Inclusion	Service: Partnership & Performance
Completed by: Alison Grimes	Date: 21 January 2016
Subject Title: Council Plan 2016-18	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	Yes
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	Yes
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes
<p>Details of the matter under consideration: The assessment is for the outline of the Council Plan 2016-18. The Plan reflects the Council's vision, values and priorities.</p> <p>The Council Plan is the overarching strategy for the Council and sets the vision and priorities for the Council, summarising the main actions/projects to achieve this. The Plan sets clear priorities to be used during service planning and when shaping future budget decisions. The plan includes items (actions) which may themselves involve service design, redesign or cutback, or contract specification development, or require budget considerations.</p> <p><i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i></p>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	Delivery of the vision and priorities is through a variety of actions and outcomes and outputs will therefore impact on a variety of customers, service users, communities, Councillors and employees depending on the action.
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	

3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Given the wide range of actions included in the Plan, there is unlikely to be a disproportionate effect on any single group with protected characteristics, or on any stakeholder group. The plan directly or indirectly impacts on all Council services and therefore all those who use Council services or engage with the Council. Any actions that may impact upon equality groups should be subject to an individual EIA by the relevant service.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	As above. The current wide-range of actions included in the plan across many service areas means that there is unlikely to be 'most relevant' protected characteristics affected. This may change with content in the lifetime of the plan.
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	No No No No No No No No No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	The plan applies borough-wide and beyond. Given the wide range of actions included, the work detailed in the plan will therefore likely impact on a variety of stakeholders in different ways.
What will the impact of the work being carried out be on usage/the stakeholders?	By having a clear statement of priorities through the Plan, attention and resources can be effectively focussed on achieving the Council's core objectives. The overall impact should be positive since the priorities of the plan aim for a positive impact on the borough. Negative impact will be mitigated through individual EIAs by the relevant service.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	Council priorities are informed by the Citizen/Stakeholder Survey which gathers views on a range of issues including the Council's budget. The survey results assist the Council in making plans to deliver services and make efficiency improvements. The most recent survey was conducted in March 2015. Results from the Citizen/Stakeholder Survey

Appendix B

	provide information about satisfaction with certain Council services and these can be broken down into protected characteristics (other than beliefs, culture, marriage/ partnership, pregnancy/ maternity). The reason for levels of satisfaction is not explored.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	As above. Individual projects that may impact upon equality groups should be the subject of EIAs themselves by the relevant service with involvement/consultation as appropriate.
If any further data/consultation is needed and is to be gathered, please specify:	As above.
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	Outlining the Council's priorities should provide reassurance that resources are being carefully managed. There is unlikely to be a disproportionate effect on any single group with protected characteristics, or on any stakeholder group. The plan can be provided in alternative formats on request. Impacts of changes resulting from individual actions will be dealt with by the relevant service.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	Any initiatives within the plan that may impact upon equality groups should be subject to an individual EIA by the relevant service.
What actions do you plan to take to address any other issues above?	No actions.
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	The assessment will be reviewed as part of the Council Plan refresh process for 2017/18. This will include review by the senior management team.



AGENDA ITEM: 5(g)

CABINET: 15 March 2016

**EXECUTIVE OVERVIEW &
SCRUTINY COMMITTEE:
31 March 2016**

Report of: Borough Transformation Manager & Deputy Director of Housing and Inclusion

Relevant Portfolio Holder: Councillor I Moran

**Contact for further information: Ms A Grimes (Extn. 5409)
(E-mail: alison.grimes@westlancs.gov.uk)**

SUBJECT: CORPORATE PERFORMANCE MANAGEMENT 2016/17

Borough wide interest

1.0 PURPOSE OF THE REPORT

1.1 To seek approval for the Suite of Performance Indicators (Appendix A) to be adopted as the Council's Corporate PI Suite 2016/17.

2.0 RECOMMENDATIONS TO CABINET

2.1 That the Suite of Performance Indicators 2016/17 (Appendix A) and targets identified be approved and adopted as the Council's Corporate PI Suite 2016/17.

2.2 That the Borough Transformation Manager & Deputy Director of Housing and Inclusion in consultation with the relevant Portfolio Holder, agree the targets for the Revenues & Benefits and ICT Services.

2.3 That the Borough Transformation Manager and Deputy Director of Housing and Inclusion in consultation with the Leader of the Council as Portfolio Holder, be authorised to finalise and amend the suite having regard to agreed comments from Executive Overview and Scrutiny Committee made on 31 March 2016, and to make any amendments to the suite in year in response to any issues that may arise, for example government policy or collection mechanisms.

2.4 That call-in is not appropriate for this item as it is being considered at the next meeting of Executive Overview & Scrutiny Committee on 31 March 2016.

3.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE

- 3.1 That the Committee consider the Suite of Performance Indicators 2016/17 (Appendix A) and agree comments as appropriate.
-

4.0 BACKGROUND

- 4.1 The corporate suite of performance indicators is reported to provide information about service areas and help demonstrate performance against the priorities agreed by Members through the Council Plan. The suite assists the authority to understand how well it is performing and provides information as to whether the organisation is on track to achieve the priorities.

- 4.2 As part of the development of the Council Plan 2016-18, a review of the 2015/16 suite of performance indicators was undertaken. The review resulted in proposed:

- revision to some targets and outturn periods
- removal of:
 - CIT04 Local authority tenants' satisfaction with landlord services
 - NI 195c + d Improved street and environmental cleanliness - levels of Graffiti (c) and Flyposting (d)
 - B3 Benefit Fraud Sanctions & Prosecutions

further details on the above proposals are indicated in the Appendix.

- 4.3 It is recommended that targets for performance in 2016/17 are set to be challenging but realistic. In most cases this means that targets are maintained as for 2015/16, but where circumstances suggest that PIs/targets need to vary then an explanation for the proposed change is provided in the table.

- 4.4 As in previous years, PI targets are reviewed and agreed with Heads of Service and Portfolio Holders prior to submission to committee. Targets for the Revenue & Benefits and ICT Services are determined via the Shared Services contractual process with input from the Borough Transformation Manager & Deputy Director of Housing and Inclusion in consultation with the Portfolio Holder before being reported to Cabinet.

- 4.5 There are therefore 50 proposed performance indicators/data items within the suite for 2016/17. Of these, 32 are the 'key performance indicators' which will be reported to Members on a quarterly basis as indicated in the Appendix. Performance improvement plans will be provided where actions can be expected to make a difference to future outturn or provide further detail on any underperformance. The remainder of the PIs will be reported annually. The full suite outturn will be reported with the Annual Council Plan Report.

5.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 5.1 The information set out in this report aims to help the Council to improve service performance and is consistent with the Sustainable Community Strategy aim of providing good quality services that are easily accessible to all.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

6.1 There are no significant financial or resource implications arising from the recommendations within this report. Several of the indicators/data items report against use of resources, helping to monitor and manage these appropriately within the authority.

7.0 RISK ASSESSMENT

7.1 Monitoring and managing performance information data together with the monitoring of progress against the Council Plan helps the authority to ensure it is achieving its priorities and reduces the risk of not doing so.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

The decision does not have a direct impact on members of the public, employees, elected members and/or stakeholders. Therefore no equality impact assessment is required.

Appendices

Appendix A – Proposed 2016/17 Corporate Performance Indicator Suite

Appendix B – Minute of Cabinet 15 March 2016 (Executive Overview and Scrutiny Committee) – to follow

Proposed 2016/17 Corporate Performance Indicator Suite

APPENDIX A

Reporting frequency	PI Code & Short Name	2012/13	2013/14	2014/15	Annual Target 2015/16	Proposed Annual Target 2016/17	Note	Changes from 15/16	Priority/Purpose
		Value	Value	Value					
Annual	CIT01 % feel West Lancs is safe & secure to live	79%	79%	78%	Data only	Data only			Environment
Annual	CIT02 % satisfied with cleanliness of streets	63.00%	64.00%	69.00%	Data only	Data only			Environment
Annual	CIT03 % satisfied with how WLBC runs things	67.00%	68.00%	67.00%	Data only	Data only			Corporate Support
Biennial	CIT04/STAR1 Local authority tenants' satisfaction with landlord services	87%	Not carried out	86%	Not carried out	Propose removal	Proposal to remove as a budget saving item for 2016/17. Survey costs in excess of £9K to conduct. We will look to explore and further develop transactional feedback to inform and shape service delivery.	Y - proposed deletion	Health & Wellbeing
Annual	CIT05 % satisfied with local area as a place to live	83%	81%	82%	Data only	Data only			Health & Wellbeing
Annual	CIT06 % satisfied with sports/leisure facilities	39.00%	40.00%	42.00%	Data only	Data only			Health & Wellbeing
Annual	CIT07 % satisfied with parks and open spaces	58.00%	59.00%	58.00%	Data only	Data only			Health & Wellbeing
Annual	CIT08 % residents agreeing that WLBC provides value for money	42%	43%	43%	Data only	Data only			Corporate Support
Annual	CIT12 % of people satisfied with household collections for domestic waste	81%	87%	82%	Data only	Data only			Environment
Annual	CIT13 % of people satisfied with household collections for recyclable materials	77%	81%	82%	Data only	Data only			Environment
Annual	CIT14 % of residents who feel the Council keeps them well informed about its services and benefits	58%	57%	57%	Data only	Data only			Corporate Support
Annual / QPI	B1 Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	11.27	7.44	6.62	12	tbc	TBC via contract process *		Health & Wellbeing
Annual / QPI	B2 Overpayment Recovery of Housing Benefit overpayments (payments received)	£170,882	£170,909	£203,868	£170,000.00	tbc	TBC via contract process *		Health & Wellbeing
Suspended	B3 Benefit Fraud Sanctions & Prosecutions	47	42	45	Data only	Propose removal	TBC via contract process. * To review fully once position in relation to on-going fraud activity following SFIS transfer is clearer. Propose removal from Suite until processes for monitoring and reporting are re-established.	Y - proposed deletion	Health & Wellbeing
Annual	B4 Benefits Local authority Error Overpayments - Lower threshold	£166,979.00	£86,437.00	£86,090.00	£143,705.00	tbc	TBC via contract process *		Health & Wellbeing
Annual / QPI	BV8 % invoices paid on time	97.22%	97.05%	98.22%	98.24%	98.75%	Target changed to reflect improved performance *	Y- target	Corporate Support

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Reporting frequency	PI Code & Short Name	2012/13	2013/14	2014/15	Annual Target 2015/16	Proposed Annual Target 2016/17	Note	Changes from 15/16	Priority/Purpose
		Value	Value	Value					
Annual / QPI	R1 % of Council Tax collected	-	95.32%	96.03%	97.10%	tbc	TBC via contract process * 2012/13 included credit on account so not comparable.		Economy
Annual / QPI	R2 % council tax previous years arrears collected	18.32%	20.94%	33.56%	24.50%	tbc	TBC via contract process *		Economy
Annual / QPI	R3 % of Non-domestic Rates Collected	-	95.53%	96.40%	97.20%	tbc	TBC via contract process * 2012/13 included credit on account so not comparable.		Economy
Annual / QPI	R4 % Sundry Debtors % of revenue collected against debt raised	-	90.05%	90.73%	89.10%	tbc	TBC via contract process * 2012/13 reported as cash figure so not comparable.		Economy
Annual / QPI	HS1 % Housing repairs completed in timescale	97.34%	96.73%	96.56%	97.00%	97.00%	Target endorsed by tenants		Health & Wellbeing
Annual / QPI	HS13 % LA properties with CP12 outstanding	0.11%	0.10%	0.10%	0%	0%	Target based on legal requirement for all eligible properties to have a certificate.		Health & Wellbeing
Annual	HS14 % non-decent council homes	0.96%	0.58%	0.39%	0.35%	0.30%		Y - target	Health & Wellbeing
Annual / QPI	ICT1 Severe Business Disruption (Priority 1)	100.00%	100.00%	100.00%	99.00%	tbc	TBC via contract process *		Corporate Support
Annual / QPI	ICT2 Minor Business Disruption (P3)	99.00%	100.00%	99.00%	97.00%	tbc	TBC via contract process *		Corporate Support
Annual / QPI	ICT3 Major Business Disruption (P2)	100.00%	100.00%	100.00%	97.00%	tbc	TBC via contract process *		Corporate Support
Annual / QPI	ICT4 Minor Disruption (P4)	99.00%	99.00%	99.00%	97.00%	tbc	TBC via contract process *		Corporate Support
Annual	ICT5 Advice & Guidance (P5)	99.00%	100.00%	100.00%	97.00%	tbc	TBC via contract process *		Corporate Support
Annual	NI 152 Working age people on out of work benefits	14.20%	13.60%	12.60%	Data only	Data only	A useful indicator to understand the % of working people out of work on benefits, however outturn is beyond control of the Council, therefore data only. Information comes from DWP administrative data.		Economy
Annual	NI 154 Net additional homes provided	136	370	369	Data only	Data only			Economy
Annual	NI 155 Number of affordable homes delivered (gross)	168	54	16	Data only	Data only			Economy
Annual / QPI	NI 157a Processing of planning applications: Major applications	-	-	76.09%	65.00%	65.00%	From 2014/15, cases where a time extension is agreed with applicant are not counted so previous years outturn cannot be used for comparison.		Economy
Annual / QPI	NI 157b Processing of planning applications: Minor applications	78.28%	81.67%	73.88%	75.00%	75.00%			Economy
Annual / QPI	NI 157c Processing of planning applications: Other applications	91.10%	90.83%	81.99%	85.00%	85.00%			Economy
Annual	NI 159 Supply of ready to develop housing sites	108.00%	112.00%	120.50%	Data only	Data only			Economy

Reporting frequency	PI Code & Short Name	2012/13	2013/14	2014/15	Annual Target 2015/16	Proposed Annual Target 2016/17	Note	Changes from 15/16	Priority/Purpose
		Value	Value	Value					
Annual / QPI	NI 191 Residual household waste per household (Kg)	490.26	527.19	502.59	495	500.00	Since 2012/13 there has been an increase in the amount of waste presented and street litter collected. Similar increases have also been experienced by other Lancashire districts. The current target figure of 495kg per household has not been achieved since 2012/13.	Y - target	Environment
Annual / QPI	NI 192 Percentage of household waste sent for reuse, recycling and composting	47.75%	43.07%	46.29%	50.00%	50%			Environment
Annual / QPI	NI 195a Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Litter	Not calculated	0.87%	0.83%	1.61%	1.61%			Environment
Annual / QPI	NI 195b Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Detritus	Not calculated	4.04%	4.77%	5.00%	5.00%			Environment
Annual / QPI	NI 195c Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Graffiti	Not calculated	0.17%	1.17%	1.00%	Propose removal	Criteria for assessment includes private property where there is no control of removal whilst counting towards a negative grade. Due to this lack of control, the indicator is not used operationally.	Y - proposed deletion	Environment
Annual / QPI	NI 195d Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Fly-posting	Not calculated	0.00%	0.00%	0.00%	Propose removal	As above.	Y - proposed deletion	Environment
Annual / QPI	TS1 Rent Collected as a % of rent owed (excluding arrears b/f)	Previous calculation not comparable	Previous calculation not comparable	98.65	97.00%	97.00%	Universal Credit (UC) went live in the Borough in September 2014 and affected limited groups. UC pathfinder organisations reported an average 84% collection rate. The impact of UC still needs to be factored into a new target for 2016/17 to take account of further roll out of this benefit. We have implemented a number of measures aimed at maintaining a our higher collection rate and hope to maintain our collection position. Discretionary Housing Payments which has supported the shortfall in Housing Benefit for those tenants affected by the social sector size criteria may reduce, we need to take account of this at mid year as it would affect performance.		Health & Wellbeing

- 1949 -

Reporting frequency	PI Code & Short Name	2012/13	2013/14	2014/15	Annual Target 2015/16	Proposed Annual Target 2016/17	Note	Changes from 15/16	Priority/Purpose
		Value	Value	Value					
Annual / QPI	TS24a GN Average time taken to re-let local authority housing (days) - General Needs	23.36	56.74	25.16	28	28	Proposed target takes into account pockets of low demand. Additionally, Government reforms specifically in relation to Housing Benefit Entitlement for under 25's and Local Housing Allowance benefit rates for housing benefit claimants will impact on demand.		Health & Wellbeing
Annual / QPI	TS24b SP Average time taken to re-let local authority housing (days) - Supported Needs	77.9	63.75	69.62	50	65	Change to take account of low demand for sheltered housing. Withdrawal of Supporting People grant will have a negative impact on demand.	Y - target	Health & Wellbeing
Annual / QPI	WL_18 Use of leisure and cultural facilities (swims and visits)	1,101,904	1,176,766	1,203,074	Data only	Data only			Health & Wellbeing
Annual / QPI	WL01 No. residual bins missed per 100,000 collections	65.94	81.98	84.26	80	80			Environment
Annual / QPI	WL06 Average time taken to remove fly tips (days)	1.11	1.08	1.09	1.09	1.09			Environment
Annual / QPI	WL08a Number of Crime Incidents	5,440	5,462	4,971	Data only	Data only			Environment
Annual / QPI	WL108 Average answered waiting time for callers to the contact centre (seconds)	36.5	30.75	29.75	30	50	Since this PI was introduced the call centre service has developed to provide far greater call resolution at first point of contact which increases call duration. The target has been amended to reflect this increased demand on operator time.	Y - target	Corporate Support
Annual / QPI	WL121 Working Days Lost Due to Sickness Absence	9.14	10.11	8.74	8.08	8.08	No change to annual target. Quarterly data will be reported as progression to year end target, to match management reports, rather than 'within quarter'.	Y - cumulative outturn	Corporate Support
Annual / QPI	WL122 % Vehicle Operator Licence Inspections Carried Out within 6 Weeks	~	~	100%	100%	100%			Corporate Support
Annual / QPI	WL19b(ii) % Direct Dial calls answered within 10 seconds	78.91	80.51	81.88	82.21	82.21			Corporate Support
Annual	WL24 % Building regulations applications determined within 5 weeks	75.98%	73.26%	61.64%	50.00%	50.00%			Economy
Annual / QPI	WL90 % of Contact Centre calls answered	87.20%	90.90%	92.40%	91.00%	91.00%			Corporate Support

Notes:

*Managed through BT Lancashire Services contract. Contractual targets are annual and set via SLA. Quarter targets reported in performance reports are provided only as a gauge.

~ not collected and/or reported at this time or previous calculations not comparable

Reporting of PIs is dependent on collection mechanisms remaining in place. Satisfaction CIT_ indicators are collected via the Citizen & Stakeholder Survey, with the exception of CIT04, which is collected via a survey of tenants and residents.



AGENDA ITEM: **5(h)**

CABINET: 15 March 2016

Report of: Director Housing and Inclusion

Relevant Portfolio Holder: Councillor J. Patterson

Contact for further information: Mr P. Morrison (Extn. 5237)

(E-mail: peter.morrison@westlancs.gov.uk)

SUBJECT: TENANT SCRUTINY REVIEW – CUSTOMER FEEDBACK

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To inform members of the outcomes of a tenant led review of customer feedback within landlord services and resultant actions.

2.0 RECOMMENDATIONS

- 2.1 That the Tenant Scrutiny Group (TSG) be thanked for conducting the service review into customer feedback.
- 2.2 That the contents of the service review and the subsequent comments/actions undertaken by way of delegated authority be noted.

3.0 TENANT SCRUTINY & THE REGULATORY FRAMEWORK

- 3.1 From 1 April 2012 under the Localism Act 2011, responsibility for social housing regulation passed from the Tenant Services Authority to the Homes and Community Agency and a new framework was introduced.
- 3.2 The regulatory framework was updated in April 2015 as is made up of three main categories;
- **Regulatory requirements** – what registered providers of Social Housing need to comply with, including a set of standards

- **Codes of practice** – designed to assist registered providers in understanding how compliance with the standards might be achieved
- **Regulatory guidance** – further explanatory information on the regulatory requirements and includes how the regulator will carry out its role of regulating the requirements

3.3 The Tenant Involvement and Empowerment Standard deals with how registered providers should ensure that tenants are given a wide range of opportunities to influence and be involved in;

- a) the formulation of their landlord's housing related policies and strategic priorities
- b) the making of decisions about how housing related services are delivered, including the setting of service standards
- c) the scrutiny of their landlord's performance and the making of recommendations to their landlord about how performance might be improved
- d) the management of their homes, where applicable
- e) the management of repair and maintenance services, such as commissioning and undertaking a range of repair tasks, as agreed with landlords, and the sharing in savings made, and
- f) agreeing local offers for service delivery.

3.4 In order to meet the requirements of the regulatory framework, in 2011 the Council established a number of tenant led thematic groups. The Service Review Service Improvement Group was responsible for the scrutiny of landlord services provided by the Council however, following a review of tenant involvement the TSG, took on this function and replaced all thematic groups in 2014.

3.5 All tenants involved in the reviews are volunteers and give up their own time to help the Council make improvements to services.

3.6 Previously tenants have reviewed the following landlord service functions which, have resulted in positive feedback and recommendations being made for further improvements;

- Caretaking service
- Garages and garage sites
- Energy efficiency

4.0 CURRENT POSITION

4.1 The latest review undertaken by tenants was in the area of Customer Feedback. This review looked at how tenants of landlord services are able to provide feedback, including compliments and complaints.

4.2 The findings report, prepared by the TSG, can be found at appendix 1 and includes the methodology used for the review and eight suggested recommendations for implementation.

4.3 Table 1 below sets out the eight abridged recommendations from the TSG findings report together with my comments / actions taken under delegated authority:

No.	Description	Comments / Actions
1.	Improve feedback system for repairs by seeking feedback closer to the completion of the work.	Modern technology allows for this and this suggestion is welcomed and will be implemented.
2.	Tailor surveys according to tenants preferred method of communication including a slimlined, consistent approach	This will require some resource to set up but once established will help attract feedback
3.	Eliminate confusion for tenants by removing reference to Council from major works contractors' feedback systems and introduce Council feedback as a check	Points 3 & 4 are to some extent Interlinked and improved surveys will allow feedback to be used both by the Council and its contractors
4.	Develop a common system so that the experience for tenants is common whoever the contractor	
5.	Include repairs to communal areas in the feedback system	Accepted
6.	Remove statement from feedback surveys which indicate that a "no response" will be treated as positive feedback	Accepted
7.	Reporting of positive feedback to be encouraged by staff and circulated so successes can be celebrated	Guidelines have been issued to staff and are now available on the internet
8.	Consider quarterly draws to improve feedback rates	A pilot will be undertaken in 2016/17 to quantify the benefit of this approach

Table 1 – Abridged recommendations from TSG findings report with comments / actions from Director of Housing and Inclusion

- 4.4 In addition to the issues set out above, which relate specifically to housing services, tenants also raised concerns about the corporate complaints procedure. Tenants suggested that a shorter two stage process for formal complaints should be adopted. It should be noted that during the review by the TSG, the Council also conducted an internal audit review of the corporate complaints procedure. The audit review recommended streamlining the process by reducing the number of stages from three to two. As a result, the Council adopted a two stage process for formal complaints in July 2015.
- 4.5 In addition, tenants highlighted issues with the online system for registering complaints and that this was not "user friendly". They also noted that individual pages of the online form are not saved when they are completed and that any delay in completing the form beyond the current time-out limit can lead to the user having to start again from the beginning.
- 4.6 A copy of the report has been shared with the Borough Transformation Manager and Deputy Director of Housing and Inclusion who has agreed to investigate these issues and take action where appropriate. The online complaint form is being revised and the 20-minute time limit, which applies to all online forms, will be reviewed with BTLS.

5.0 CONCLUSIONS

- 5.1 Co-regulation of landlord services is key to the provision of good value for money services. Tenants leading reviews of service, provides a customer centric view which should be used to inform and improve service delivery.
- 5.2 Customer feedback should be encourage and made easy, so the Council understands how tenants receive services and learns from this. The tenant led review makes a number of recommendations for improvements.

6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 6.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder. The report has no significant links with the Sustainable Community Strategy.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 7.1 There are some financial / resource implications arising from this report in respect of changing how feedback is captured, however this will be met using existing resources and any efficiencies as a result of the changes.

8.0 RISK ASSESSMENT

- 8.1 This item is for information only and makes no formal recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is a direct impact on members of the public, employees, elected members and / or stakeholders. Therefore an Equality Impact Assessment is required A formal equality impact assessment is attached as an Appendix to this report, the results of which have been taken into account in the Recommendations contained within this report

Appendices

Appendix 1 - Tenant Scrutiny Group – Review of Feedback in the Housing Services

Appendix 2 - Equality Impact Assessment

Appendix 3 – Minute of the Landlord Services Committee (Cabinet Working Group) held on 9 March 2016 – to follow



Tenant Scrutiny Group

Review of Feedback in the Housing Services

Introduction

Purpose

We chose to review the current feedback mechanisms that the Council and Housing Services currently have in place for tenants. The scrutiny review is extremely important to help identify how tenants feel about the current feedback processes and to recognise areas for development and improvement.

Background

At the beginning of the review the complaints procedure was made up of four stages. Housing services captured a total of 53 complaints and 20 compliments during 2014/15. Compared to other social housing providers this figure is low.

We agreed that feedback throughout housing services had a low response rate and the complaints and compliments process was longer than necessary.

Aims

The main aims of the review: -

- To conduct a review that take into account the opinion of tenants and how they feel towards feedback
- Identify an improved way of working

Methodology

To ensure that we achieved our aims, we agreed we would undertake the following: -

- Research other social housing providers to gain a wider knowledge of the feedback processes they have in place
- Carry out staff interviews with the different heads of the departments to help identify knowledge and understanding of the process
- Conduct a tenant survey to understanding how tenants felt about the current feedback processes and ask how they think we should improve

Complaints and Compliments - Research

We recognise that the current procedure is corporate and applies to all departments across the Council and is not within the control of housing services. This meant that whilst we have some observations we accept that housing services cannot have a separate procedure.

During the review the Council undertook an internal review of the complaints process which resulted in a reduced number of stages the tenant must go through before they can contact the housing ombudsman. The process is clear but perhaps longer than some others we looked at.

We were impressed by the complaints process adopted by [Cheshire West and Chester Borough Council](#) which seemed clear and slightly shorter than the one currently in use within the Council. It presented a picture of a more user friendly online system but without testing the system we cannot be totally sure. However, we would urge the Council to consider a shorter two stage process for all formal complaints which we believe would improve the complainants experience by being more rapid.

We did notice that the online system for registering complaints was not user friendly. We discovered from trying to use the system that individual pages are not saved when they are completed and that any delay in completing the form led to the system timing out which took the user back to the start. This is a frustrating experience which could discourage people from using the on-line system as well as creating a bad impression of the Council. From experience in other sectors multi page web forms which save at the end of the each page do exist and we would recommend that the Council review this part of the process to improve the experience of users.

Staff Interviews

From our discussions with staff we feel there was a nervous attitude toward customer feedback and a sense that compliments were almost as difficult to deal with as complaints.

Compliments given by tenants on feedback forms used for repairs are not recorded as such and other service managers admitted they only advise the staff member involved in the compliment. We would recommend that the Department records all compliments, however they are given, and share them with staff and members on a monthly or weekly basis. Otherwise the forms are really complaints forms and not feedback forms and can present a negative image which may not be fair. The comment was made that staff are "embarrassed" by compliments and are unsure what to do with them.

Surveys

The most regular contact between tenants and housing services is in the area of repairs and maintenance so this is where the majority of feedback arises but our survey covered all areas and the recommendations apply across the service.

Please see Appendix A for Survey results.

Recommendations

The best way for housing services to quality check its services is to work with the people who are receiving the service. We have detailed below a list of recommendations we put forward to the

Landlord Services Committee to consider for approval.

Recommendation 1

Housing services currently issues feedback surveys for repairs to tenants when the order is placed. Long gaps between receiving the feedback survey and the repair being undertaken could result in a lower response rate.

We would recommend that housing services devise a system which seeks feedback much closer to the date on which the repair is undertaken. It may be necessary to experiment with different timescales related to the priority of repairs as we did not believe there was one best timescale.

Recommendation 2

Housing Services only issues feedback surveys on paper despite profile knowledge about tenants preferred method of communication. There is no one solution to improving the response rate but using tenants preferred method of communication should help.

We would recommend that an approach is adopted which seeks feedback from tenants according to their preference so that paper, text or email is used as appropriate. Whilst this may seem at odds with the views of the tenants Appendix A we would point out that the people who returned the forms were happy to deal with paper as they took part in a paper survey but this may not represent all tenants. We feel it would also be beneficial if housing services adopted a slim lined approach to surveys with a similar format so tenants became more familiar with completing surveys.

Recommendation 3

In the case of major works Contractors will issue their own feedback forms and systems as well as appoint a Tenant Liaison Officers. Whilst this is welcomed, it is clear that the relationship between this process and tenants leads to some confusion as the paperwork will carry not only the contractor's logo but also that of the Council. Tenants often believe that a complaint using this system is a complaint to the Council when in fact it is not.

We would recommend that the results of the contractors feedback systems should be reported to housing services and that the contractors feedback system makes no reference to Council either directly or indirectly by using the Council logo. The Council would need to provide a formal feedback system of its own as a check on the contractor's reports.

Recommendation 4

The Councils contractors all use their own feedback system which is not the same. We would recommend that the Council looks to impose a common system as part of the contract so that the experience of tenants is common whoever the contractor.

Recommendation 5

Repairs to communal areas are not subject to the feedback system. We would recommend that the tenant who reports a fault/problem in a communal area is approached for feedback on the work done to deal with the issue.

Recommendation 6

Where feedback forms are sent out by Property Services they consist of the statement that no reply will be treated as a sign of satisfaction with the work. Whilst this was originally discussed with active involved tenants we would recommend this statement is removed and encouraging wording is put in

its place to show people their views are important to develop the service. This will also reflect a true satisfaction level.

Recommendation 7

All sections should be encouraged to report all positive comments and these should be circulated and success celebrated.

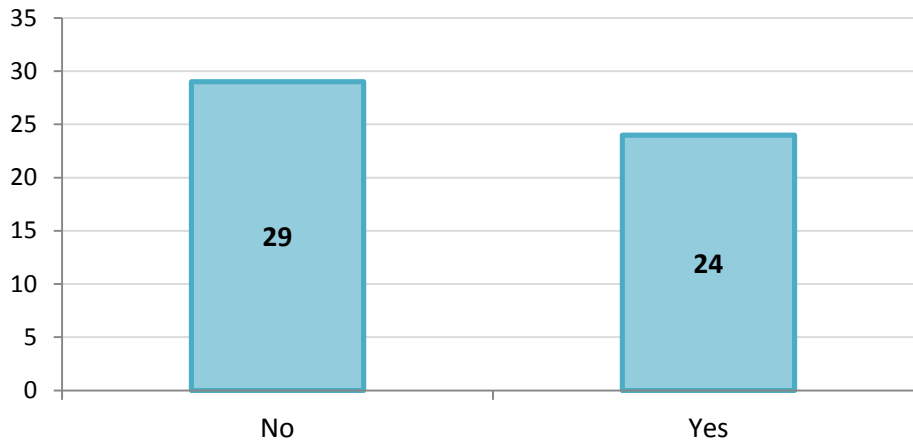
Recommendation 8

To improve the rate of feedback the Council could consider offering entrance to some sort of quarterly draw offering a prize to tenants who return forms.

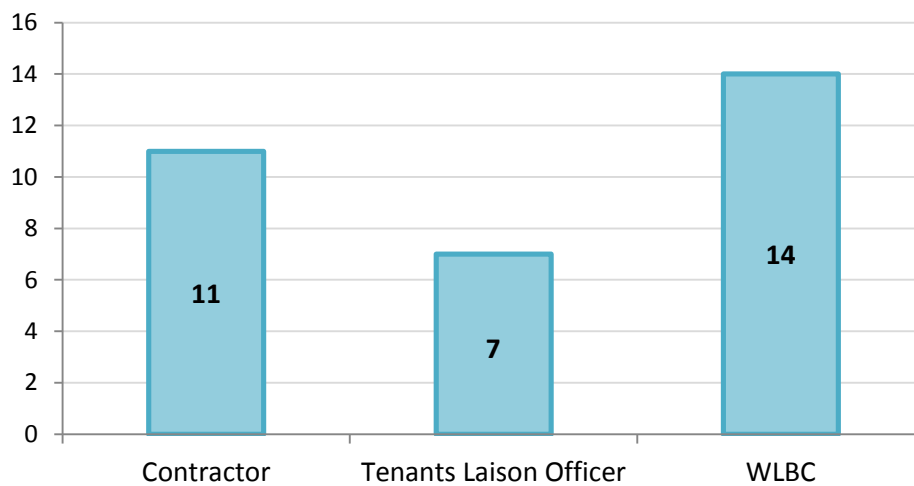
Property Services Survey Results

A total of 55 responses were received.

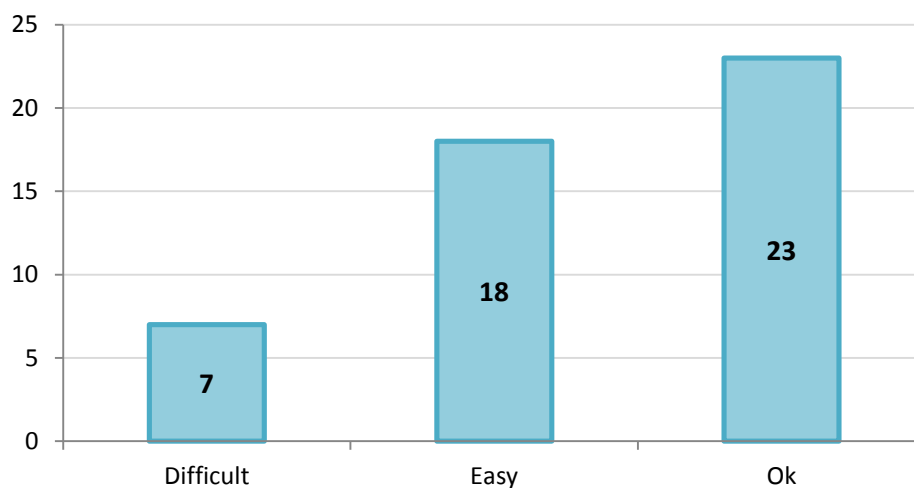
During your kitchen/bathroom replacement did you need to complain?



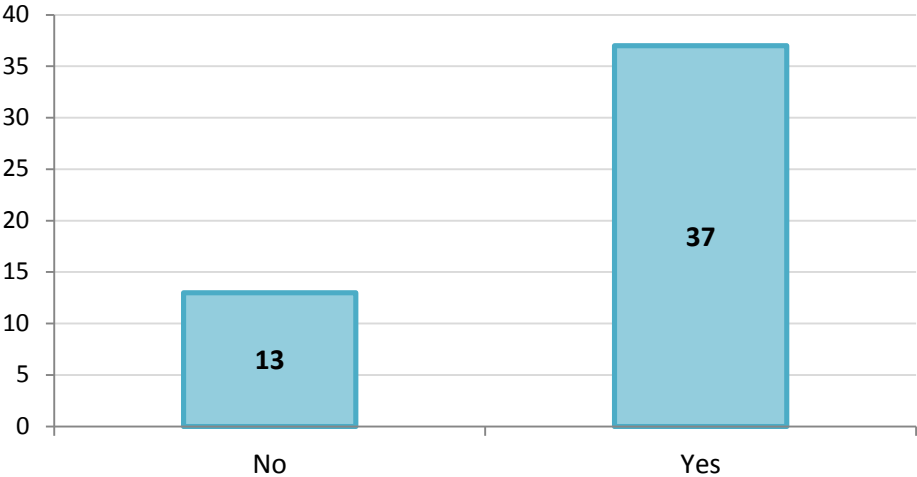
Who dealt with your complaint?



How easy did you find the process?

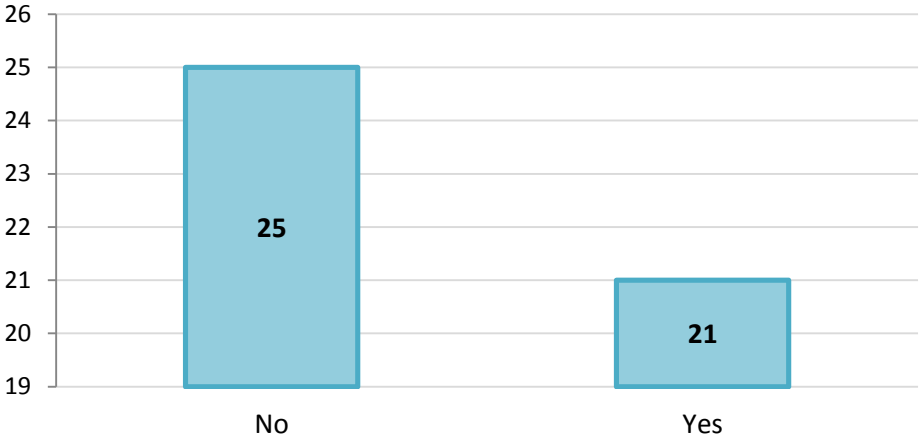


Did you complete the feedback survey?

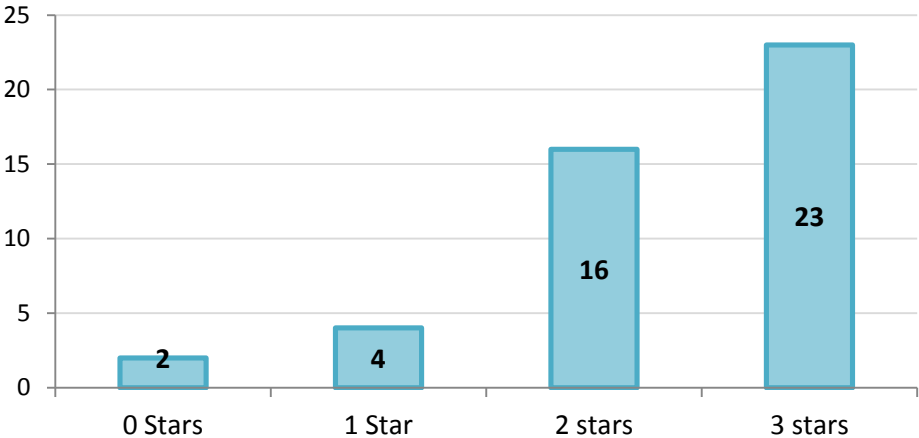


- 7 people claim they did not receive a feedback form
- 5 people claim the work took an excessive amount of time to complete

If feedback surveys were introduced in another format would you be more likely to complete them?



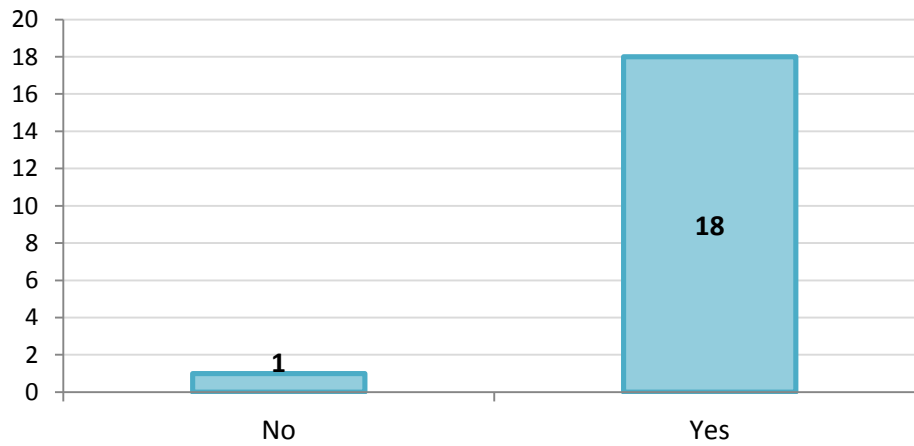
How many stars would you rate the level of communication you received?



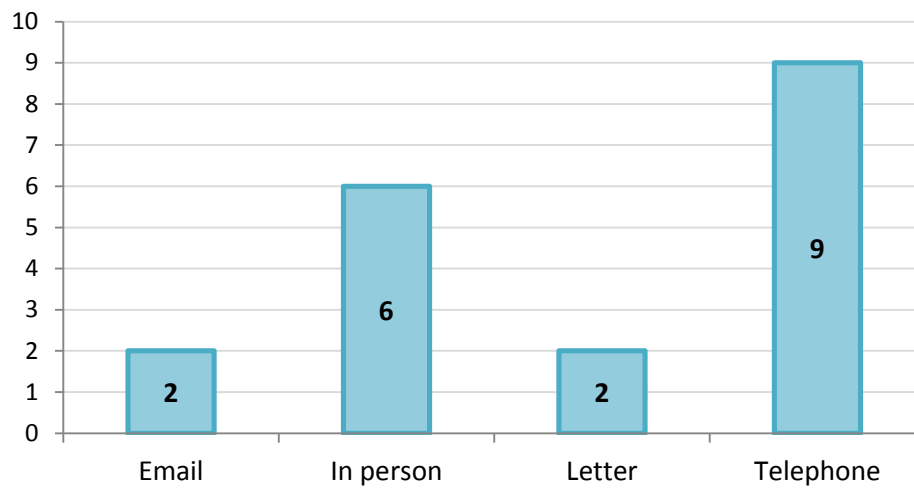
Survey to Random Tenants

A total of 20 responses were received.

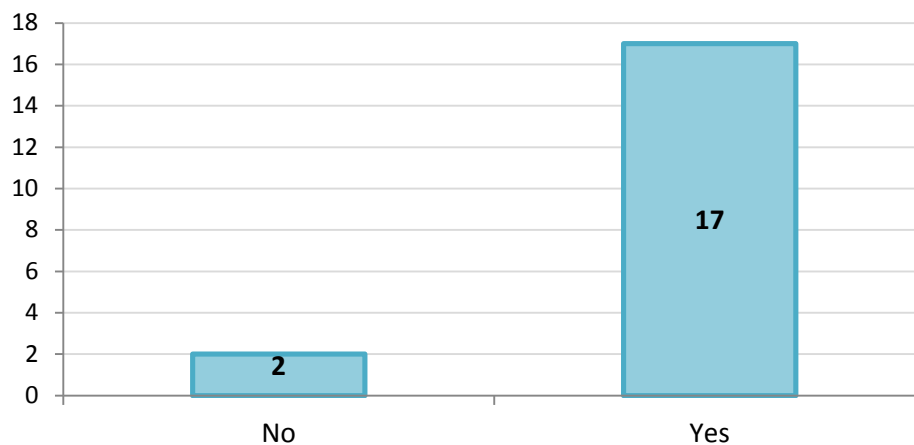
If you received a dissatisfaction service would you be likely to complain?



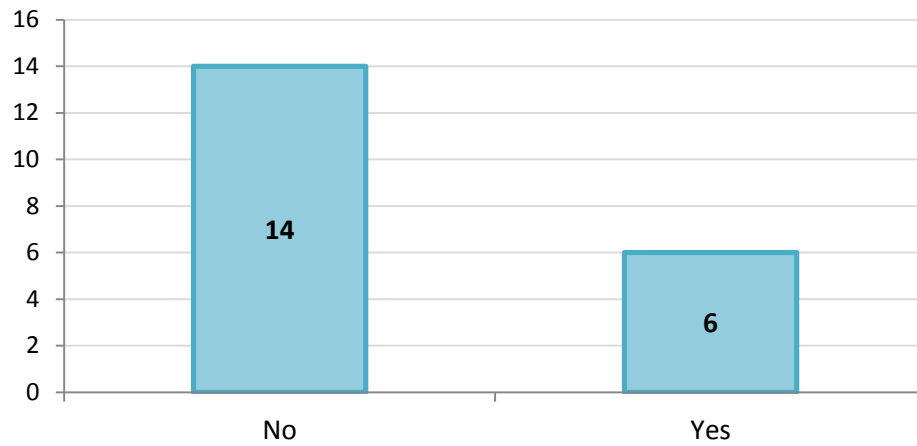
If so, what method would you use?



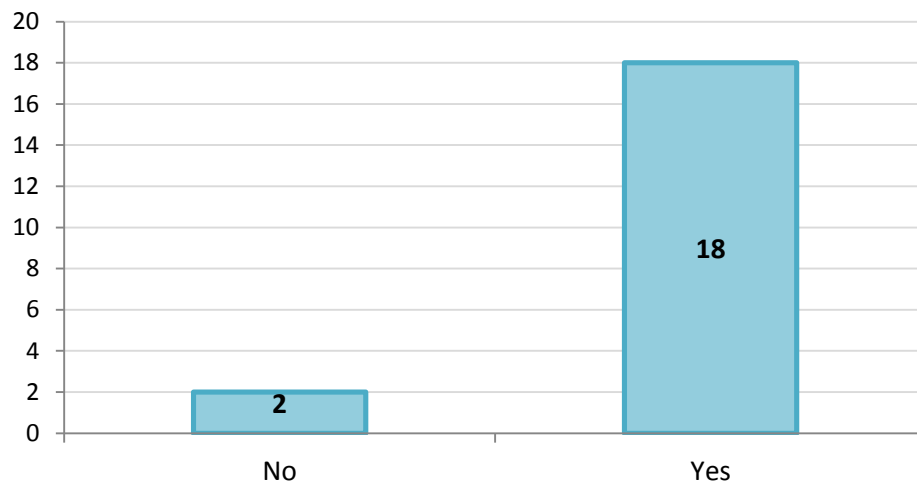
If you received a feedback survey would you be likely to complete it?



If feedback surveys were introduced in another format would you be more likely to complete them?



Do you feel Housing Services listen?



When asked how you think Housing Services could improve these were the main comments:

- Improve the website – make it easier to navigate around
- Happy with Housing Services as a whole
- Provide more information to tenants on what you are planning to do

The question also highlighted that tenants don't see housing as a separate service provided by the council. The answers also mentioned the call centre and street services.

Complaints Survey

A complaints feedback survey was sent to everyone who had complained in the last 12 months and only 1 person responded to this. This has an extremely low response rate but we are assured that the current survey that is sent to tenants after their complaint is completed also has a low response rate.

Equality Impact Assessment Form



Directorate: Housing & Inclusion

Completed by: Peter Morrison

Date: Feb 2016

Subject Title: Customer Feedback – Tenant Scrutiny Review

1. DESCRIPTION

Is a policy or strategy being produced or revised:

No

Is a service being designed, redesigned or cutback:

Yes

Is a commissioning plan or contract specification being developed:

No

Is a budget being set or funding allocated:

No

Is a programme or project being planned:

No

Are recommendations being presented to senior managers and/or Councillors:

Yes

Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (**Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations**):

Yes

Details of the matter under consideration:

Implementation of recommendations following a review by tenants of customer feedback

*If you answered **Yes** to any of the above **go straight to Section 3***

*If you answered **No** to all the above **please complete Section 2***

2. RELEVANCE

Does the work being carried out impact on service users, staff or Councillors (stakeholders):

Yes

If **Yes**, provide details of how this impacts on service users, staff or Councillors (stakeholders):

Better feedback from customers which should help inform service delivery for landlord services

*If you answered **Yes** go to **Section 3***

If you answered **No** to both Sections 1 and 2 provide details of why there is no impact on these three groups:

You do not need to complete the rest of this form.

3. EVIDENCE COLLECTION

Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Tenants, staff & contractors
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	Changes to feedback mechanisms can affect all tenants who access landlord services
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	Yes Yes Yes No No No No No No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Tenants who have received a service from the Council acting as a landlord could be asked to provide feedback
What will the impact of the work being carried out be on usage/the stakeholders?	It is envisaged that the new processes will make it easier for service users to provide feedback
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	More robust views are expected by tailoring communication methods with different service users
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	N/A
If any further data/consultation is needed and is to be gathered, please specify:	N/A
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	It is not anticipated that there will be a disproportionate impact on any group

6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	N/A
What actions do you plan to take to address any other issues above?	N/A <i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	As feedback is returned data will be analysed to see if there is any disproportionate impact on people with particular protected characteristics



AGENDA ITEM: 5(i)

CABINET: 15 March 2016

Report of: Director Development and Regeneration

Relevant Portfolio Holder: Councillor I Moran

Contact for further information: Mr D. Carr (Extn. 5122)

(E-mail: dominic.carr@westlancs.gov.uk)

SUBJECT: STRATEGIC ASSET MANAGEMENT PLAN (SAMP)

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To update Members on the progress of the Strategic Asset Management Plan and to seek authority to dispose of assets.

2.0 RECOMMENDATIONS

2.1 That the contents of the report, including the work undertaken by officers to date, and the progress on the assets previously identified for disposal be noted.

2.2 That the Director Development and Regeneration be authorised to take any actions necessary to secure disposal of category 1 sites as recommended in Appendix A in relation to sites in the Up Holland Ward.

2.3 That the postponement the agreed Ward Delivery Plan be agreed and that available resources concentrate on bringing sites previously agreed for disposal to the market for the time being.

3.0 BACKGROUND

3.1 The Strategic Asset Management Plan commenced in September 2010 and to date asset reviews have been completed for the following wards;

Burscough West	Ashurst
Knowsley	Parbold

Wrightington	Digmoor
Birch Green	Scarisbrick
North Meols	Aughton & Downholland
New burgh	Derby
Skelmersdale North	Scott
Rufford	Aughton Park
Tanhouse	Moorside
UpHolland	

3.2 Some of the assets have development potential and, where appropriate, planning applications have been submitted to secure their enhanced value. At the 16th September 2014 Cabinet meeting, authority was given to adopt a new ward mapping delivery plan and in accordance with this the appraisal of assets within Burscough East began in July 2014. Also at this meeting authority was given to adopt a new Member consultation process which means that Ward Councillors are consulted on a face to face basis prior to and following their Ward being appraised. The Portfolio Holder is also consulted in the same manner following the completed appraisal of assets within a ward.

4.0 CURRENT POSITION

4.1 When the last SAMP Cabinet report was presented to Members there were two full time Officers working on the ward mapping exercise and seeking planning permissions for SAMP sites, as well as working to deliver a number of other projects which have become a priority for the Economic Regeneration Team. One member of staff has now left the Authority and as such, there is only one full time Officer working on the SAMP process alongside other work. Despite this loss of resource and competing work priorities, momentum has been maintained but this will not be able to be sustained in the longer term. The Council's vision is to be ambitious for our economy and the focus of staff is changing to reflect emerging priorities.

4.2 As per the approved Ward Delivery Plan, the Up Holland Ward was appraised during the months of August 2015 to October 2015. This Ward has a large number of Council owned assets, requiring the assessment of 70 sites. Officers met with Ward Councillors prior to and upon completion of all site appraisals. The Ward Councillors raised no objections to the recommendations being put forward as outlined in Appendix A. In total 2 sites have been identified which have potential for disposal, and these are identified on the plans attached as Appendix B having potential for disposal only to the landowners of the adjacent industrial units. The category 2 sites, of which there are 2, require further investigatory work in terms of development with adjacent sites.

4.3 Since the September 2015 Cabinet meeting, work has been continuing on sites previously approved for disposal. This can be summarised as:

- Sales have been completed for Hillock Lane in Scarisbrick, Hoole Lane in Banks and Melbreck in Skelmersdale.
- Sales have also been agreed on Sephton Drive in Ormskirk, Garnett Place, Skelmersdale and Trevor Road in Burscough.

- Planning permission has been granted, subject to the signing of a S106 agreement, for outline residential development on the former Westec House site. Work is on-going to agree the S106 requirements.
- In addition a number of pre-application enquiries have been submitted to Planning for consideration in relation to potential residential developments.

5.0 PROPOSALS

- 5.1 As highlighted in 4.1 in consultation with the Portfolio Holder, the focus and energy of the team is changing to deliver the strategies recently approved by Council. With this in mind, I am proposing to defer work on the Ward Delivery Plan however, I am confident that I can still bring sites previously agreed for disposal to the market and deliver the effective sale of any 'windfall' sites that attract interest. This will also allow more officer time to be spent on delivering the priorities and actions set out within the Economic Development Strategy and Ormskirk Town Centre Strategy.
- 5.2 Where sites have been identified for disposal and agreed by Cabinet, Officers will continue to progress sites through the pre-application and planning application stages.

6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 6.1 The outcomes of the Strategic Asset Management Plan and the nature of any scheme that comes out of this Plan will ultimately ensure a number of key objectives of the Community Strategy are met, including providing affordable housing, young and older people, the economy and jobs and better environment, plus cross cutting themes such as reducing deprivation in our communities.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 7.1 Securing the enhanced valuation of assets to be disposed will continue to require resources e.g. pre-application submissions, planning application fees, surveys and the professional drawing of plans when required etc. It has been reported previously to Cabinet that as a long term measure there will be a need to pump prime the project by the retention of a small percentage of future capital receipts or a budget being made available from revenue resources. At present there is sufficient funding available in the SAMP budget to bring forward anticipated development sites. However, if additional funding is required a further report will be taken back to Cabinet.

8.0 RISK ASSESSMENT

- 8.1 As previously reported, the Plan has demonstrated that many of the assets held by the Council have the potential for development or for utilising the land in a different way. If this potential is realised, their value will be significantly

enhanced either financially or as a benefit to the community. In some cases there will be opportunities to generate capital receipts from their disposal and in other instances benefit to the local community is achieved through the creation of new or improved functional usage of land, such as the creation of allotments. If the assets are not considered in a timely fashion, taking into consideration other important areas of work, this could represent a significant loss of capital receipts for the Council or the reduction in value if a successful adverse possession claim is made by a third party.

9.0 CONCLUSIONS

- 9.1 It is important to continue to roll out the Strategic Asset Management Plan across the Borough to enable all assets to be identified and assessed, but equally officers need to spend time working on assets categorised as 1 for pre-applications and planning applications and on delivering the Economic Development and Ormskirk Town Centre Strategies. Given the temporary reduction in staff resource, and the need to concentrate on these other important priorities, the priority should be to bring sites previously agreed for disposal to the market and the ward mapping exercise can be completed at a later date. The Plan will ultimately ensure the asset register is fully up to date and the continued ownership of all the assets is challenged to determine those that are suitable for further development are identified and progressed.

Background Documents

The following background documents (as defined in Section 100D (5) of the Local Government Act 1972) have been relied on to a material extent in preparing this Report.

West Lancashire Strategic Asset Management Plan, which is available at: www.westlancs.gov.uk/living_in_west_lancs/regeneration_projects/action_plans.aspx

Equality Impact Assessment

The previous Equality Impact Assessment undertaken for the Cabinet report prepared for the September 2010 meeting will suffice for this report as the content of the Plan remains the same.

Appendices

Appendix A – Up Holland Recommendations

Appendix B - Location plans of category 1 sites

Appendix C – Ward delivery plan showing remaining wards which require appraisal

APPENDIX A

Strategic Asset Management– Up Holland Ward Recommendations

Site Ref	Site Location	Recommendation	Category
UH 1.01	Garnett Lees playing field off Newgate Road, Up Holland	Retain	3
UH 1,02	Open space off Parsonage Brow, Up Holland	Retain	3
UH 1,03	Landscaping at Parsonage Brow, Up Holland	Retain	3
UH 1,04	Landscaping at Denholme & Denshaw	Retain	3
UH 1.05	Access road at Garnett Lees	Retain	3
UH 1.06	Remaining landscaping at Danbers, Darfield & Daybrook,	Retain	3
UH 2.01	Chequer Lane Lake, Up Holland	Retain	3
UH 2.02	Chequer Lane playing field, Up Holland	Retain	3
UH 2.03	Tower Hill Road, playing field, Up Holland	Retain	3
UH 3.01	Access road adjacent to Crawford Road	Retain	3
UH 4.01	Open Space at Mill Lane	Retain	3
UH 5.01	Landscaping & footpaths to front of 19-49 Mill Lane	Retain	3
UH 5.02	Landscaping junction of Highgate Road & Mayfield Road, Up Holland	Retain	3
UH 5.03	Landscaping junction Highgate Road & Stanley Road	Retain	3
UH 5.04	Highgate Road Garage Court	Dispose in future	2
UH 5.05	Landscaping & electricity sub station ad 16 Stanley Road	Retain	3
UH 5.06	Car parking & landscaping front of 16-20 Dayfield	Retain	3

UH 5.07	Car park, landscaping & footpaths rear 1-4 Dayfield	Retain	3
UH 5.08	Car park, landscaping & footpaths front 26-36 Parsonage Road	Retain	3
UH 5.09	Landscaping front of 2-4 Dayfield, Up Holland	Retain	3
UH 5.10	Landscaping front 8-22 Morris Road	Retain	3
5.11	Landscaping adjacent to 20 Delamere Way	Retain	3
5.12	Landscaping front 4-18 Windsor Road	Retain	3
5.13	Landscaping front 1-3 Windsor Road	Retain	3
5.14	Electricity sub station adjacent to 2 Delamere Way	Retain	3
5.15	Car parking front 25-103 Dearden Way	Retain	3
5.16	Car parking ad 1-23 Dearden Way	Retain	3
5.17	Car park ad Co-op, Ormskirk Road	Retain	3
5.18	Land to north of 4 Dearden Way, Up Holland	Dispose in future	2
5.19	Land south 2 Dearden Way, Up Holland	Retain	3
5.20	Dearden Way, playing field & access, Up Holland	Retain	3
6.01	Landscaping rear substation Back Brow,	Retain	3
6.02	Car park at Tithebarn Street & Dingle Road	Retain	3
6.03	Car park rear 6-14 Hall Green	Retain	3
6.04	Car park off Hall Green	Retain	3
6.05	Landscaping at Greenhaven, Up Holland	Retain	3
6.06	Public conveniences & garages off Ormskirk Road & Greenhaven, Up Holland	Retain	3
6.07	Rear access to Greenhaven & Tower Hill Road, Up Holland	Retain	3
	Car parking & landscaping, Hall Green	Retain	3

6.08	Close, Up Holland		
6.09	Landscaping ad 71 Alma Road, Up Holland	Retain	3
6.10	Rear access & landscaping to 1-15 Alma Hill, Up Holland	Retain	3
6.11	Landscaping to north of Alma Walk	Retain	3
6.12	Landscaping to east of Alma Walk	Retain	3
6.13	Car parking & landscaping rear 17-31 Alma Hill	Retain	3
6.14	Landscaping & footpaths west of Alma Court	Retain	3
6.15	Car parking ad White Lion Pub, Church Street	Retain	3
6.16	Back bow landscaping	Retain	3
6.17	Landscaping ad 10 Alma Hill, Up Holland	Retain	3
6.18	Landscaping ad St Thomas Church, Church Street	Retain	3
7.01	Abbey Lakes	Retain	3
8.01	Landscaping to front of 23-35 Sandbrook Road	Retain	3
8.02	Un-adopted road ad 23-35 Sandbrook Road	Retain	3
8.03	Drive between 44 & 46 Sandbrook Road, Orrell	Retain	3
8.04	Driveway between 52 & 54 Sandbrook Road, Orrell,	Retain	3
8.05	Driveway ad 60 Sandbrook Road, Orrell	Retain	3
8.06	Landscaping to east of Delphside Close, Orrell,	Retain	3
9.01	Landscaping rear 7 Prospect Place, Pimbo	Dispose to adjacent unit otherwise retain	1/3
9.02	Landscaping ad 6 Prospect Place, Pimbo	Dispose to adjacent unit otherwise retain	1/3
9.03	Landscaping north Prestwood Place	Retain	3

9.04	Landscaping ad car park, Priorswood Place	Retain	3
9.05	Landscaping ad car park, Prospect Place	Retain	3
9.06	Landscaping to south of hotel, Chequer Lane	Retain	3
9.07	Landscaping ad Pimbo Road, west of J5 M58	Retain	3
9.08	Landscaping south Prescott Road north of railway line, Pimbo	Retain	3
9.09	Landscaping belt to south of M58, Whiteledge Road & Pimbo Road	Retain	3
9.10	Landscaping belt west Potter Place, Pimbo	Retain	3
9.11	Landscaping to west of Paxton Place, Pimbo	Retain	3
9.12	Landscaping north gas tanks off Pimbo Road, Pimbo	Retain	3
9.13	Workshop units at Pikelaw Place, Pimbo	Retain	3
9.14	Landscaping ad electricity sub station	Retain	3

Key to scoring

1 - SEEK TO DISPOSE - Assets which have development potential which we would seek to dispose of with or without planning permission. Assets which could be sold to adjoining owners eg pieces of land to enable curtilage extensions.
 (* denotes sites believed to have a value of more than £20,000)

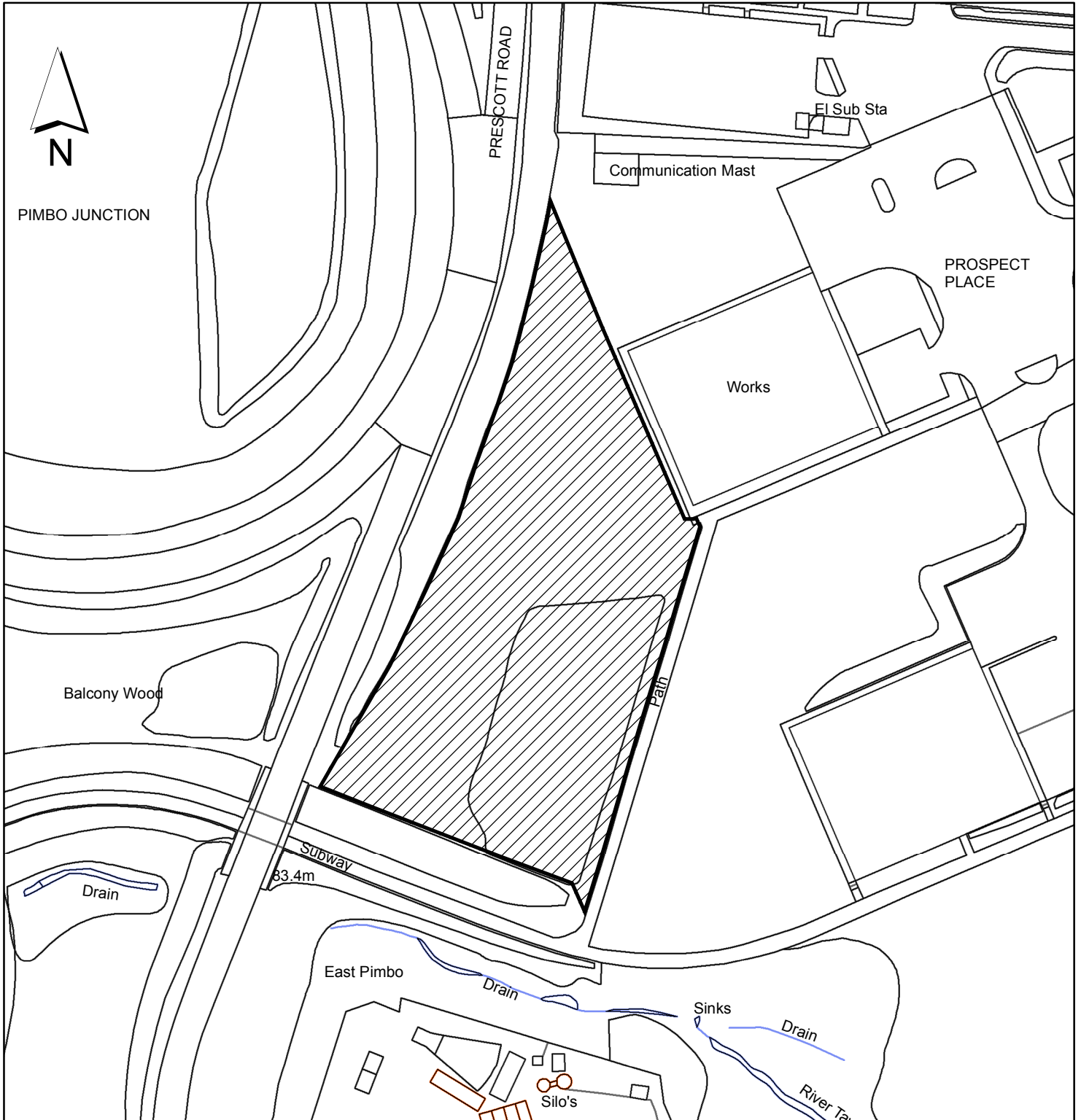
2 - DISPOSE IN FUTURE - Assets that have a worth which cannot be realised at the present time e.g. existing tenancy or lease agreements.

3 - RETAIN - Assets which should be retained.

APPENDIX B

Location Plans of Category 1/3 Sites

B1 - Site ref UH9.01 - Site to rear of 7 Prospect Place, Pimbo, Skelmersdale



West Lancashire Borough Council

UH 9.01

28/01/2016

LANDSCAPING TO REAR OF 7 PROSPECT PLACE, PIMBO, SKELMERSDALE WN8 9QD
DEEDS C992 LA735997, C993 LA736006, C996 LA736004 & C997 LA736000

Area shown hatched black 6455 sqm

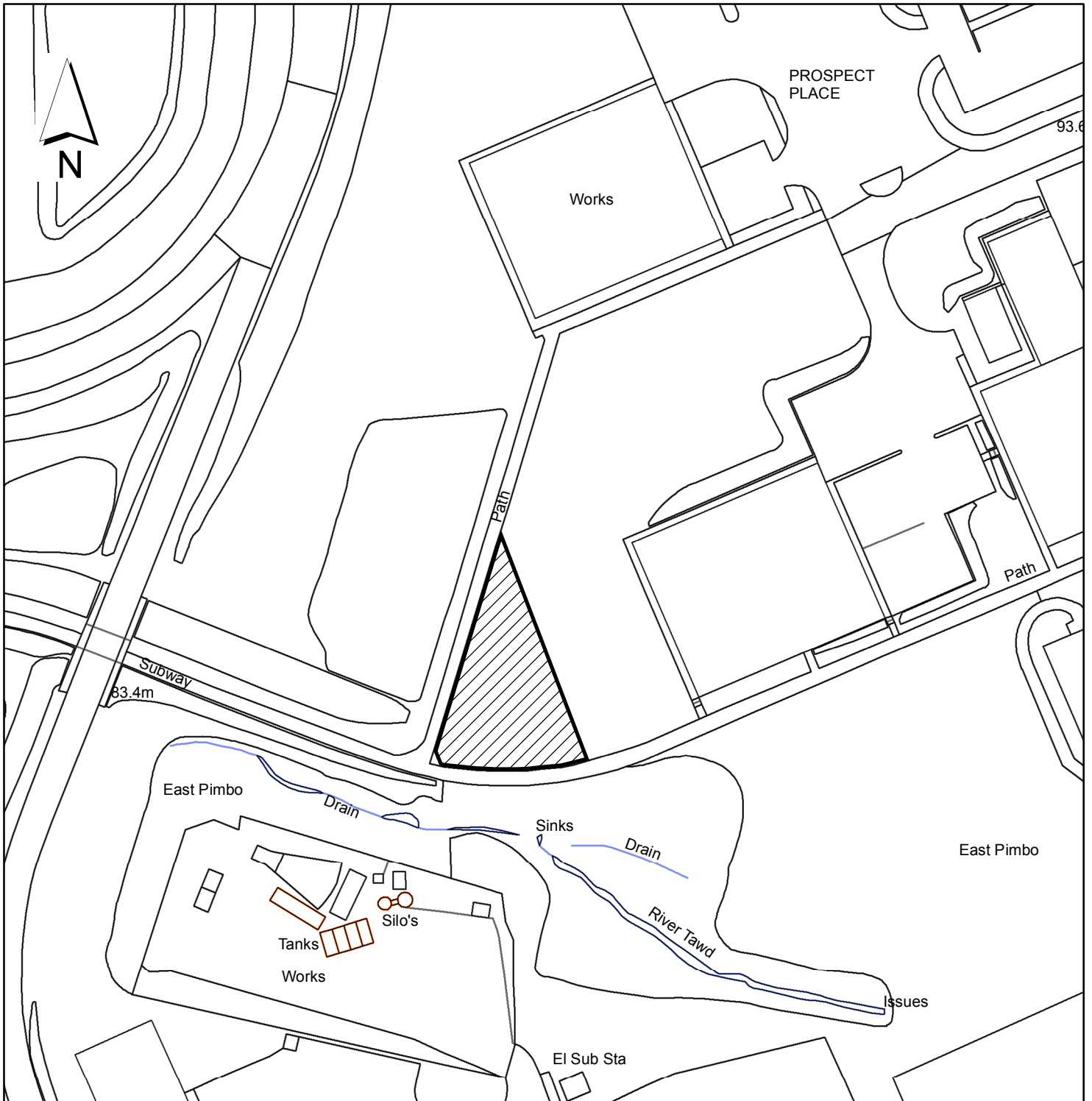
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Scale 1:1,250

APPENDIX B

Location Plans of Category 1/3 Sites

B2 - Site ref UH9.02 - Site ad to 6 Prospect Place, Pimbo, Skelmersdale



West Lancashire Borough Council

UH 9.02

27/10/2015

LANDSCAPING ADJACENT TO 6 PROSPECT PLACE, PIMBO, SKELMERSDALE WN8 9QD
DEEDS C996 LA736004 & C997 LA736000
Area shown hatched black 985 sqm

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Scale 1:1,250

Appendix C

Prior to the agreement of this Delivery Plan, the following Wards had been appraised:

Burscough West – Cabinet Decision March 2011 Knowsley – Cabinet Decision September 2011 Birch Green-Cabinet Decision January 2012 Wrightington 2012 -Cabinet Decision January 2012

Year 1 January 2012- December 2012	Ward	Ward Cllrs Notified	Internal Colleagues Notified	Decisions for Cabinet
January/February	North Meols	26.04.12	16.02.12	12 June 2012
February/March/April	Ashurst	26.04.12	16.02.12	12 June 2012
May	Parbold	26.04.12	27.04.12	11 September 2012
May/June/July	Digmoor	26.04.12	27.04.12	11 September 2012
August	Scarisbrick	20.07.12	20.07.12	15 January 2013
September	Newburgh	20.07.12	20.07.12	15 January 2013
Oct/Nov/Dec	Aughton & Downholland	20.07.12	20.07.12	15 January 2013
Year 2 January 2013- December 2013				
Jan/Feb/Mar	Derby	01.10.12	01.10.12	19 March 2013
Apr/May	Skelmersdale North	04.12.12	04.12.12	17 September 2013
June/July	Scott	05.06.13	05.06.13	12 November 2013
October	Rufford	11.10.13	11.10.13	16 September 2014
December	Aughton Park	05.11.13	05.11.13	16 September 2014
Year 3 January 2014- December 2014				
Sept	Broad sweep for Windfall Sites	Broad sweep for Windfall Sites	Broad sweep for Windfall Sites	Broad sweep for Windfall Sites
Oct/Nov/Dec	Tanhouse	17.9.14	17.9.14	16 June 2015
Year 4 January 2015- December 2015				
Jan/Feb/March/April	Moorside	20.03.15	20.03.15	15 September 2015
May/June/July	Burscough East	11.06.15	11.06.15	10 November 2015
Aug/Sept/Oct	Up Holland	10.08.15	2.9.2015	15 March 2016
Outstanding Wards which still require appraisal				
	Bickerstaffe			
	Skelmersdale South			
	Hesketh-with-Becconsall			
	Tarleton			
	Halsall			



AGENDA ITEM: 5(j)

**PLANNING COMMITTEE:
10 March 2016**

**CABINET:
15 March 2016**

Report of: Director of Development and Regeneration

Relevant Portfolio Holder: Councillor J Hodson

Contact for further information: Peter Richards (extn. 5046)
(Email: peter.richards@westlancs.gov.uk)

**SUBJECT: APPROVAL TO ADOPT LOCAL DEVELOPMENT ORDERS FOR SITES
AT FINDON, FORMER DIGMOOR SPORTS CENTRE AND DELF
CLOUGH, SKELMERSDALE**

Wards affected: Birch Green, Tanhouse and Digmaor

1.0 PURPOSE OF THE REPORT

1.1 To seek Cabinet's approval to adopt Local Development Orders associated with the sites at Findon, the former Digmaor Sports Centre Site and Delf Clough in Skelmersdale as attached at Appendix A-C to this report.

2.0 RECOMMENDATIONS TO PLANNING COMMITTEE

2.1 That the content of this report, the Draft Local Development Order Consultation Feedback Report set out in Appendix I and the Local Development Orders as attached at Appendix A-C to this report be considered, and that agreed comments be referred to Cabinet for consideration.

3.0 RECOMMENDATIONS TO CABINET

3.1 That the Local Development Orders and associated documents at Appendix A-G be approved having regard to the contents of the Draft Local Development Order Consultation Feedback Report set out in Appendix I and the agreed comments of Planning Committee regarding the Local Development Orders, as per the minutes of Planning Committee provided at Appendix L.

- 3.2 That call in is not appropriate for this item as this matter is one where urgent action is required in order that the Local Development Orders can be adopted by 31st March 2016, in line with the requirements of the CLG funding received to support preparation of the Local Development Orders.
-

4.0 BACKGROUND

- 4.1 In January 2015, DCLG issued consultation proposals on “Building More Homes on Brownfield Land”. Within the proposals set out in this paper, DCLG would require that local planning authorities prepare Local Development Orders (LDOs) for all brownfield land within their boundaries that is considered “suitable for housing”, with the consultation proposals setting out some parameters for how “suitable” might be defined in this instance.
- 4.2 An LDO is a mechanism by which a local planning authority can grant permitted development rights for a specified use or development proposal on a defined site. They typically set out the type of development permitted subject to a series of planning conditions, and so, instead of submitting a planning application for the specified development proposal on that site, an applicant simply submits their proposals to the local planning authority for a conformity check (which must be completed within 28 days) to ensure that the proposals are in line with the LDO before development commences.
- 4.3 While the Council submitted a response to this DCLG consultation expressing some concerns about the proposals, including the requirement to prepare an LDO on all brownfield sites that are suitable for housing, it is recognised that an LDO can be a useful tool in the right circumstances.
- 4.4 The West Lancashire Local Plan seeks the delivery of at least 500 new dwellings within the Skelmersdale Town Centre Strategic Development Site and at least 2,100 overall in Skelmersdale with Up Holland. In order to deliver some of this housing, the Council and HCA would like to see three sites which are part of the Town Centre Development Agreement with St Modwen to be brought forward for housing development:
- Findon – a HCA-owned brownfield site within the town centre strategic development site
 - Delf Clough – a HCA-owned greenfield site within the town centre strategic development site
 - Former Digmaor Sports Centre – a Council-owned brownfield site outside the town centre strategic development site
- 4.5 As such, in light of DCLG’s consultation on building more homes on brownfield land, it was considered that the Findon and former Digmaor Sports Centre sites may benefit from LDOs, as these would provide a developer with more certainty when considering the purchase of the site and a greater degree of flexibility than a planning application / permission, thus potentially tipping the balance in a developer’s consideration of whether to take on the site and develop it. In

addition, it would enable the Council to pre-emptively meet CLG's proposals for dealing with brownfield sites that are suitable for housing on two of the largest such sites in the Borough.

- 4.6 Alongside their consultation, DCLG invited bids from local planning authorities for grants to support the preparation of LDOs on "large" brownfield sites (those with a capacity of greater than 100 dwellings). The Council submitted a bid for a grant to enable Ground Investigations on the Findon and Digmaor Sports Centre sites to inform the preparation of LDOs covering these two sites (which, together, potentially total more than 200 homes). The Council were notified on 26 March that it had been successful in its bid and received confirmation of the award of a £50,000 grant on 24 April. Given that the grant could only apply to delivering LDOs on brownfield sites, Delf Clough was not included in the grant application.
- 4.7 Following this successful bid, the Council moved forward to preparing the LDOs and also decided to prepare an LDO in partnership with the HCA for the Delf Clough site (although the grant funding has not been spent on this site, given that it is greenfield, it has been funded by the HCA). The Council and HCA appointed consultants Campbell Reith to undertake a desktop Ground Investigation Study on all three sites and an Accessibility Study for the Delf Clough site. The findings of these studies have influenced the Design Code and Local Development Orders. Further intrusive site investigations of the sites have also been commissioned, to gain a greater understanding of the Ground Conditions for the purposes of providing greater certainty to prospective buyers of the sites, but these will not affect the LDOs.
- 4.8 Alongside, and informing, the preparation of the LDOs, the Council are required to prepare Scoping Reports on Strategic Environmental Assessment / Sustainability Appraisal (SEA/SA) and Habitats Regulations Assessment (HRA), as well as Screening Reports for Environmental Impact Assessment (EIA). All of these have been prepared and submitted to the relevant statutory consultee / the Council's Development Management Team, and the feedback on all is that no further work is required on these assessments.
- 4.9 During the process of drafting the LDO's, the views of key stakeholders were sought on the scope of the LDOs, what type of residential development would be appropriate (type, size, density, etc.), the design code and what matters should be addressed by the conditions attached to the LDO's. The key stakeholders were supportive of the proposals and a summary of the received responses can be found in Appendix H, as attached to this report.
- 4.10 Following the decision of Cabinet in November, to seek public comments on the draft LDO's, a public consultation exercise was undertaken from the 19th November 2015 to 4th January 2016. This included a press release, site notices, writing to all adjacent land owners of the sites and a mail shot via mailchimp informing everyone on the consultation database held by the Strategic Planning and Implementation Team. 14 responses were received to the consultation and the feedback reported has been considered in moving the Local Development Orders forward to this next stage. These representations and the Councils comments can be found in Appendix I.

- 4.11 As a result of the consultation, the only significant change to the Local Development Orders considered necessary was the introduction of an informative standing advice note from the Coal Authority.
- 4.12 Due to Section 106 conditions not being permitted with a Local Development Order, the Council have removed the Legal Agreement note from each of the LDOs stating that legal agreements would be required for affordable housing, maintenance of on-site public open space and sustainable drainage systems. In its place, an additional condition has been introduced to the former Dignumoor Sports Centre LDO in order to address the delivery of affordable housing on the site in accordance with Policy RS2 of the West Lancashire Local Plan. A similar condition has not been included in the Delf Clough and Findon LDOs as they are less attractive to the open market due to having greater viability issues. Condition 4 of all three LDOs has been amended to incorporate reference to the maintenance of on-site public open space and the implementation of sustainable drainage systems on the site.

5.0 LOCAL DEVELOPMENT ORDERS

- 5.1 The Local Development Orders set out a high level framework to ensure the most appropriate type of development comes forward. They establish the expectations for the development of the site including what will be delivered, density of development and place making principles. An account of each of the sites' constraints is included to ensure that all applicants are aware of the site context. The Design Code (see Appendix G), which is referenced in the conditions on each LDO, details a series of place-making principles which will act as criteria to assist applicants in preparing proposals for the site and the Council and statutory consultees in assessing these proposals to ensure that they conform to the LDOs.
- 5.2 The "Place-Making Principles" form the heart of the Design Code and are set out under the headings Key Lessons in Housing Developments, Sustainability, Public Realm, SUDs and Landscape. Within each of these high level principles lie detailed criteria to address all aspects of the site's delivery.
- 5.3 "Key Lessons in Housing Developments" provides a useful starting point to the development of the sites requiring that any applications for development consider the existing character of the area, and securing good design when working up the sites layouts. This will help to provide a balance between the new development and existing surrounding development.
- 5.4 This section of the Design Code includes the following criteria based requirements:
1. The character of a place or group of buildings
 2. The spaces and gaps between buildings and in particular the enclosure of space
 3. The quality of the public space, street scene and public realm
 4. The ease of movement of people and vehicles

5. The distinctive identity and legibility of a place and the ease in which people can find their way around
 6. The adaptability of an area to respond to change
 7. The diversity of uses
- 5.5 Sustainability – The housing on the LDO sites will emerge from a place-making process that has environmental sustainability at its core. This means designing and constructing buildings in a way that minimises and off-sets the consumption of non-renewable resources and taking every opportunity to limit impacts on the environment.
 - 5.6 Public Realm – Delivering energy efficiency must extend to the design of public realm, for example by powering outdoor lighting through renewable or sustainable energy sources, and using open spaces as an opportunity to establish ground source heat pumps where feasible.
 - 5.7 SUDs – The importance of this issue means that the Council will require a comprehensive drainage scheme to serve the entire site. The LDO sites must deal with land drainage from the site itself as well as surface water drainage from the new development and, where necessary, surface water drainage to be extracted from the existing network in order to assist with the management of water flows through the wider network.
 - 5.8 Landscape – The Tawd Valley and associated Cloughs are an essential design factor, influencing design concepts at a wider and detailed level. The design of buildings and spaces must embrace soft landscape elements including the creation of incidental and formal green spaces.
 - 5.9 A further factor is the street hierarchy, which will provide the foundation for movement and communication for pedestrians, cyclists, cars, service vehicles and public transport, as well as providing spaces for car parking in line with policy IF2 of the West Lancashire Local Plan.
 - 5.10 In order to meet local housing needs and deliver a range of suitable accommodation, the Design Code also sets out the Technical space standards for different tenures of dwellings. This is further extended to how boundary treatments will be delivered on the sites.
 - 5.11 Finally, the Design Code also establishes the density of development that is expected on the sites. The Council expect to see slightly higher densities on these sites, consistent with policy RS1 of the Local Plan, given the sustainable location that these sites occupy within Skelmersdale.
 - 5.12 Although all of the sites are covered by one Design Code, each of the Local Development Order Sites are assessed for their constraints and opportunities. Therefore, it is important to ensure that, with one overarching Design Pallet, each site is developed with characteristics that match that specific site and the surrounding area.
 - 5.13 The Local Development Orders themselves contain a number of conditions relevant to that LDO site. The conditions are set out as they are within a normal

planning application, either being informative, pre commencement, pre occupation or post occupation, all of which will require discharging in line with the specifics of the condition.

- 5.14 A Statement of Reasons (see Appendix D-F) has also been prepared for each of the three LDOs. This is required by the regulations covering LDOs in order to set out the justification for preparing an LDO, and the policy basis on which it sits. During the draft Local Development Order consultation there was one standalone Statement of Reason for all three LDO sites, however in order for clarity and ease of use, each site now has its own Statement of Reason document.

6.0 NEXT STEPS

- 6.1 Should Cabinet decide to approve the Local Development Orders, the adoption will be effective immediately. Once adopted the Local Development Orders will be published on the Council's website and on the Planning Register, and the Secretary of State will be informed, as per the legislative requirements. Following the adoption of the LDOs, they will be monitored and there is an option to revoke any of the Local Development Orders should circumstances change.

7.0 SUSTAINABILITY IMPLICATIONS / COMMUNITY STRATEGY

- 7.1 The approval of LDOs for the Findon, former Digmoor Sports Centre and Delf Clough sites will help deliver the Local Plan, in particular housing within the Skelmersdale Town Centre Strategic Development Site and within Skelmersdale generally, and so will help fulfil objectives within the Sustainable Community Strategy and to deliver sustainable development of two of the larger vacant brownfield sites in Skelmersdale.

8.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 8.1 The approval of the LDOs and their accompanying documentation is resourced through the Planning Service Revenue Budget, with the DCLG Grant Funding also supplementing that budget to fund specific elements of work required for the brownfield sites. The HCA have funded equivalent specific elements of work for the greenfield Delf Clough site.
- 8.2 In relation to future resource implications, it should be noted that the LDOs remove the need for planning applications on the sites involved, and so the Council would lose the potential planning application fee income that would normally be derived from the sites involved. However, this loss of fee income must be balanced with two factors. Firstly, that the work associated with processing (major) planning applications on the sites involved would be removed. This would enable the resources in the Planning Service to be directed to other applications, and so be more efficient. Secondly, that the way the market in Skelmersdale currently lies, it may well be the case that, in the absence of an LDO, in order to attract developer interest in the sites, the Council

and the HCA may well have to secure planning permission themselves before securing a sale, thereby incurring the cost of the planning application fees anyway.

- 8.3 In addition, the loss of planning application fee income is also off-set by the economic, social and environmental benefits of bringing forward these sites for development and the additional income generated by the development of new houses on the sites involved through New Homes Bonus and Council Tax.
- 8.4 It should also be noted that the LDO sites are all within the Skelmersdale Town Centre Development Agreement Area and have been the subject of soft market testing which has garnered some interest in the sites (as has the initial consultation on the scope of the LDOs).

9.0 RISK ASSESSMENT

- 9.1 The adoption of LDOs on these important sites represents a good opportunity to enable the delivery of housing in and around Skelmersdale town centre with minimal, or no, risk to the Council.

Background Documents

SEA/SA Scoping Reports
HRA Screening Reports
EIA Screening Report and Opinion

Equality Impact Assessment

There is a direct impact on members of the public. Therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as Appendix K to this report, the results of which have been taken into account in the Recommendations contained within this report.

Appendices

Appendix A – Local Development Order Findon

Appendix B – Local Development Order Digmaor Sports Centre

Appendix C – Local Development Order Delf Clough

Appendix D – Statement of Reasons for Findon,

Appendix E – Statement of Reasons for Former Digmaor Sports Centre

Appendix F – Statement of Reasons for Delf Clough

Appendix G – Design Code

Appendix H – Summary of Comments received for the Scoping of the Local Development Orders (September 2015)

Appendix I – Draft Local Development Order Consultation Statement

Appendix J – HRA – No likely effects report following screening

Appendix K – Equality Impact Assessment

Appendix L – Minutes of Planning Committee 10 March 2016 (Cabinet only)

Local Development Order
Findon, Skelmersdale, Lancashire

1.1 Introduction

The Government is promoting the use of Local Development Orders (LDO) to assist the relaxation of planning requirements, remove barriers to development and create the conditions for development through providing greater certainty for prospective developers.

1.2 Site Description

This LDO relates to land associated with the site at Findon, Skelmersdale. The site is located to the north of Northway and west of Houghtons Lane, Skelmersdale. The former residential area comprises of a brownfield site, now grassed over, surrounded by interlinked blocks of flats, houses and garages. The site is accessed off Birch Green Road to the east of Skelmersdale town centre and bordered by a mature wooded Clough to the immediate north and east which is also designated as a Biological Heritage Site.

1.3 Development Permitted by the LDO

The Findon LDO grants planning permission for the erection of buildings for C3 residential dwellings use class only.

C3 Dwellinghouses – for use by a single person or family, not more than 6 people living together as a single household where care is provided for residents or not more than 6 residents living together as a single household where no care is provided for residents (other than a use categorised as a House in Multiple Occupation).

This Local Development Order is made by West Lancashire Borough Council (“the Council”) under Section 61A(2) of the Town and Country Planning Act 1990.

Conditions

Development for the erection of buildings for C3 residential dwellings use class is granted outline planning permission by this LDO subject to the following conditions:

1. Application for the approval of reserved matters must be made not later than the expiration of five years beginning with the date of the adoption of this LDO and the development must be begun not later than the expiration of 2 years from the final approval of the reserved matters or, in the case of approval on different dates, the final approval of the last such matter to be approved.

Reason

Required by S92 of the Town and Country Planning Act 1990.

2. The permission granted by this LDO is in outline only and no development shall commence until details of the reserved matters, namely details of access, layout, scale, appearance and landscaping, have been submitted to and approved by the Local Planning Authority.

Reason

The permission granted by this LDO is in outline form only and the information is necessary for consideration of the detailed proposal as required by S 92 of the Town and Country Planning Act 1990.

3. The development shall be carried out in accordance with the following plans and documents which form part of this LDO

- Plan 1- Findon Site Location Plan, Appendix A
- Design Code for Findon, former Digmaor Sports centre and Delf Clough

Reason

To ensure the site is developed in accordance with the LDO, for the avoidance of doubt and to ensure compliance with Policy GN3 in the West Lancashire Local Plan Development Plan Document.

4. The development hereby approved by virtue of this LDO shall be carried out strictly in accordance with detailed plans which previously shall have been submitted and approved in writing by the Local Planning Authority. Such detailed plans shall show:

- a- Proposed layout of roads and footpaths including footpath links to the south and west of the site to a scale of not less than 1/500, including materials, gradients and sections;
- b- Proposed arrangements for the separate disposal of foul and surface water including full details of SuDS features and their maintenance and management and any attenuation measures required;
- c- Full details of the materials to be used in the construction of external walls, roofs and hard surfaced areas. For the avoidance of doubt vehicular parking and turning areas shall be surfaced in porous materials;
- d- Proposed means of access to buildings and parking for motor vehicles and bicycles;
- e- Proposed walls and fences and other means of enclosure;
- f- The proposed location of all open spaces and amenity areas and a plan for the long term maintenance and management of open space shall be provided in accordance with the Council's SPD: "Provision of Open Space in New Residential Development";
- g- Location, type and design of all external lighting; and
- h- Finished levels of all parts of the site including floor levels of all buildings.

Reason

To ensure adequate information is available for the proper consideration of the detailed proposals.

5. The residential use hereby approved in this LDO shall fall within use Class C3 and shall provide for a maximum of 140 dwellings, as required by the Town and Country Planning (Use Classes) (Amendment) (England) Order 2015.

Reason

To ensure the site is developed in accordance with the LDO, for the avoidance of doubt, and to accord with Policy SP2 of the West Lancashire Local Plan 2012-2027 Development Plan Document.

6. No development permitted by this LDO shall take place until a contaminated land investigation has been carried out in respect of the proposed development site. The purpose of the investigation is to identify the presence of substances in, on or under the land with potential to cause harm to human, ecological, environmental, structural or groundwater receptors and to assess the degree of risk posed by those substances to each relevant receptor. The investigation (Phase 1) shall begin with a desktop study that produces a characterisation of the site which shall then lead to a conceptual site model based on the proposed end use of the site. All potential pollutant linkages relevant to the site shall be identified. If potential pollutant linkages are identified on the site, an intrusive site survey shall be carried out in accordance with BS 10175:2001 (Phase 2). Where soil or groundwater contamination is identified that presents a risk to relevant receptors, a remediation scheme shall be devised that will render the site suitable for its intended end use.

The results of the desktop study and site survey, and details of the proposed remediation shall be submitted to the Local Planning Authority in a written report. The report shall be approved by the Local Planning Authority prior to commencement of the development hereby approved. Any remediation scheme so approved shall be implemented as part of the development of the site and shall be followed by a completion report containing appropriate validation certification, also to be approved by the Local Planning Authority.

Reason

This information is required before development takes place to ensure the safe development of the site and protect the local environment and the pollution of controlled waters and thereby comply with Policies EN1 and GN3 in the West Lancashire Local Plan Development Plan Document.

7. No development permitted by this LDO shall take place until a Construction Management Plan including details of dust suppression techniques, noise reduction measures, hours of working, wheel cleaning facilities, and Construction Traffic Management to be employed during the course of construction has been submitted to and approved in writing by the Local Planning Authority. The works shall thereafter be carried out in accordance with the approved details.

Reason

This information is required before development takes place to ensure that the construction process is carried out in a safe manner, which will not impact adversely on the amenities of nearby residents, or on the safety of the adjacent highway network, in accordance with Policy GN3 of the West Lancashire Local Plan 2012-2027 Development Plan Document.

8. No development permitted by this LDO shall take place until a landscaping scheme and landscape management plan have been submitted to and approved by the Local Planning Authority. The landscaping scheme shall show the location, branch spread, and species of all existing trees and hedges; the location, species and number of all proposed trees, shrubs and hedges; and the location of all existing and proposed grassed and hard surfaced areas. Trees and shrubs planted shall comply with BS. 3936 (Specification of Nursery Stock) and shall be planted in accordance with BS. 4428 (General Landscape Operations). Within a period of 9 months from the date when any part of the development is brought into use the approved landscaping scheme shall be carried out. All planting shall be maintained and dead or dying material shall be replaced for a period of seven years from the agreed date of planting.

Reason

This information is required before development takes place to assimilate the proposed development into its surroundings and to ensure that the development complies with the provisions of Policies GN3 and EN2 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

9. No development permitted by this LDO shall take place until a phase 1 ecological survey has been carried out and a report submitted to and approved in writing by the Local Planning Authority. Should the phase 1 survey show that any additional ecological surveys are required these shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of development. Any mitigation or compensation measures proposed shall be carried out in full in a timescale to be agreed in writing with the Local Planning Authority.

Reason

This information is required before development takes place to ensure that the scheme does not impact on any protected species or habitat, in accordance with the West Lancashire Local Plan 2012 -2027 Development Plan Document.

10. No development permitted by this LDO shall take place until a site specific flood risk assessment has been submitted to and approved in writing by the Local Planning Authority. No dwelling shall be occupied until any mitigation measures required as a result of the FRA are completed.

Reason

This information is required before development takes place to ensure sustainable development and prevent flooding in accordance with of Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

11. No dwelling shall be occupied until a detailed Travel Plan has been submitted to and agreed in writing by the Local Planning Authority. The measures identified in the Travel Plan shall be implemented in accordance with the agreed details and the timetable therein. The agreed Travel Plan shall be reviewed annually thereafter and any revisions agreed in writing with the Local Planning Authority. Records of implementation shall also be made available annually to the Local Planning Authority.

Reason

To promote sustainable transport in accordance with Policy IF2 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

12. No development permitted by this LDO shall take place until a scheme for the construction of the site access together with any offsite works of highway improvement which shall be informed by the submission of a Transport Impact Assessment, has been submitted to and approved in writing by the Local Planning Authority in consultation with the Highway Authority as part of a section 278 agreement, under the Highways Act 1980. The implementation of the approved access and off-site works of highway improvements shall be in accordance with a phasing plan agreed by the Local Planning Authority prior to the commencement of works on site.

Reason

This information is required before development takes place in order to secure an appropriate highway scheme and to enable all construction traffic to enter and leave the premises in a safe manner without causing a hazard to other road users and in accordance with Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

- 13.** The Estate Road for the development shall be constructed in accordance with the Lancashire County Council Specification for the Construction of Estate Roads to at least base course level up to the entrance to the site compound before any development takes place within the site and shall be further extended before any development takes place fronting the new estate road.

Reason

To ensure that satisfactory access is provided to the site before any development hereby permitted becomes operative in accordance with policy GN3 of the West Lancashire Local Plan 2012-2027 Development Plan Document.

- 14.** No dwelling shall be occupied until the associated car parking and vehicle turning areas have been provided in accordance with the approved plans.

Reason

To allow for the effective use of the parking areas in accordance with Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

- 15.** No development permitted by this LDO shall take place until an Energy Statement for the site has been submitted to and approved in writing by the Local Planning Authority. The statement shall detail energy efficiency and sustainability measures that will be incorporated into the building design and construction. Thereafter the development shall be carried out in accordance with the approved Energy Statement.

Reason

This information is required before development takes place in order to provide a sustainable and energy efficient development and to ensure that development therefore complies with the provisions of Policy EN1 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

- 16.** Notwithstanding the provisions of Article 3, Schedule 2, Part 14 Class A; Part 15 Class A; Part 16 Class A; Part 17 Class G to the Town and Country Planning (General Permitted Development) Order 1995 (as amended) no substations or other buildings shall be provided within the site without the prior approval in writing of the LPA of the detailed siting and external appearance of the substations.

Reason

To enable the Local Planning Authority to consider the appearance of substations or other such buildings given the high standard of public realm considerations for the overall layout of the site whereby non-sensitive infrastructure would undermine the achievement of quality public spaces and wider public realm and therefore to comply with the provisions of Policy EN1 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

Notes(s)

1. This consent requires the construction, improvement or alteration of an access to the public highway. Under the Highways Act 1980, Section 184, Lancashire County Council must specify the works to be carried out. Only Lancashire County Council or a contractor approved by the County Council can carry out these works. Therefore, before any access works can start you must contact the Environment Directorate for further information by telephoning the Area Surveyor South on 01772 658560 or writing to the Area Surveyor South, Lancashire County Council, Cuerden Way, Bamber Bridge, Preston, PR5 6BS quoting the planning application number.

2. The development approved by this permission may be liable to a Community Infrastructure Levy, which is payable after development begins. If your scheme is liable, and you have not already done so, you must submit an Assumption of Liability Notice to the Council before development commences. If your scheme is issued with a CIL charge, it is essential you submit a Commencement Notice to the Council before the development commences. Any application for relief or exemption should also be submitted before commencement.

The Council will impose penalties where the correct forms are not submitted, or are late, or where the information provided is inaccurate.

All forms are available at <http://www.westlancs.gov.uk/planning/planningpolicy/community-infrastructure-levy/the-cil-process.aspx> and once completed, should be emailed to CIL@westlancs.gov.uk.

Further information on CIL can be found at www.westlancs.gov.uk/CIL or by contacting the Council's CIL and S106 Officer on CIL@westlancs.gov.uk or tel: 01695 585171.

Informatives

1. This permission refers only to that required under the Town and Country Planning Acts and does not include any consent or approval under any other enactment, byelaw, order or regulation.

2. It is the responsibility of the person(s) implementing this development to ensure that, where appropriate, Approval under the Building Regulations has been obtained for the building works involved, and that the plans thus approved under those Regulations are for the same works as approved under this permission and do not conflict with this permission or the conditions contained on it. Any amendments to the plans approved by this permission must be drawn to the attention of the Planning Officer.

3. Attention is drawn to Section 31 of the County of Lancashire Act 1984 where plans for the erection or extension of a building are deposited with a Borough Council in accordance with Building Regulations, the Council shall reject the plans, unless after consultation with the fire authority, they are satisfied that the plans show:-

a).that there will be adequate means of access for the fire brigade to the building or, as the case may be, to the building as extended; and

b).that the building or, as the case may be, the extension of the building will not render inadequate any existing means of access for the fire brigade to a neighbouring building.

4. Developers are advised to contact the necessary utility plant owners for guidance when excavating in proximity to buried plant and apparatus.

5. If, as a result of the development approved by this Notice, new street names, property numbers or changes to existing property names are required, you will need approval from the Council. The Council must be notified at the earliest opportunity of your proposals so that

correct postal addresses can be allocated as soon as possible. Guidance on Street Naming & Numbering is available on the Council's website and applications can be made online at www.westlancs.gov.uk/planning/street_naming_and_numbering.aspx. Alternatively, you can contact the Street Naming and Numbering Officers for advice by telephoning 01695 585158 or 01695 585273.

6. Any demolition work should not commence without notice being given to the Local Authority Building Control Section in accordance with Section 80 of the Building Act 1984 (Tel: 01695 585136).

7. The proposed development lies within a coal mining area which may contain unrecorded coal mining related hazards. If any coal mining feature is encountered during development, this should be reported immediately to the Coal Authority on 0345 762 6848.

Further information is also available on the Coal Authority website at:
www.gov.uk/coalauthority

Property specific summary information on past, current and future coal mining activity can be obtained from: www.groundstability.com

Local Development Order
Former Digmoor Sports Centre, Skelmersdale, Lancashire

1.1 Introduction

The Government is promoting the use of Local Development Orders (LDO) to assist the relaxation of planning requirements, remove barriers to development and create the conditions for development through providing greater certainty for prospective developers.

1.2 Site Description

This LDO relates to land associated with the site at the former Digmoor Sports Centre, Skelmersdale. The site is located on Digmoor Road, benefiting from large grassed areas towards the highway and matures trees along the boundary of the site. It is located some 800 metres south of the town centre.

1.3 Development Permitted by the LDO

The Former Digmoor Sports Centre LDO grants planning permission for the erection of buildings for C3 residential dwellings use class only.

C3 Dwellinghouses – for use by a single person or family, not more than 6 people living together as a single household where care is provided for residents or not more than 6 residents living together as a single household where no care is provided for residents (other than a use categorised as a House in Multiple Occupation).

This Local Development Order is made by West Lancashire Borough Council (“the Council”) under Section 61A(2) of the Town and Country Planning Act 1990.

Conditions

Development for the erection of buildings for C3 residential dwellings use class is granted outline planning permission by this LDO subject to the following conditions:

1. Application for the approval of reserved matters must be made not later than the expiration of five years beginning with the date of the adoption of this LDO and the development must be begun not later than the expiration of 2 years from the final approval of the reserved matters or, in the case of approval on different dates, the final approval of the last such matter to be approved.

Reason

Required by S92 of the Town and Country Planning Act 1990.

2. The permission granted by this LDO is in outline only and no development shall commence until details of the reserved matters, namely details of access, layout, scale, appearance and landscaping, have been submitted to and approved by the Local Planning Authority.

Reason

The permission granted by this LDO is in outline form only and the information is necessary for consideration of the detailed proposal as required by S 92 of the Town and Country Planning Act 1990.

3. The development shall be carried out in accordance with the following plans and documents which form part of this LDO
- Plan 1- Former Digmaoor Sports Centre Site Location Plan, Appendix A
 - Design Code for Findon, former Digmaoor Sports centre and Delf Clough

Reason

To ensure the site is developed in accordance with the LDO, for the avoidance of doubt and to ensure compliance with Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

4. The development hereby approved by virtue of this LDO shall be carried out strictly in accordance with detailed plans which previously shall have been submitted and approved in writing by the Local Planning Authority. Such detailed plans shall show:
- a- Proposed layout of roads and footpaths including footpath links to Daniels Lane to a scale of not less than 1/500, including materials, gradients and sections;
 - b- Proposed arrangements for the separate disposal of foul and surface water including full details of SuDS features and their maintenance and management and any attenuation measures required;
 - c- Full details of the materials to be used in the construction of external walls, roofs and hard surfaced areas. For the avoidance of doubt vehicular parking and turning areas shall be surfaced in porous materials;
 - d- Proposed means of access to buildings and parking for motor vehicles and bicycles
 - e- Proposed walls and fences and other means of enclosure;
 - f- The proposed location of all open spaces and amenity areas and a plan for the long term maintenance and management of open space shall be provided in accordance with the Council's SPD: "Provision of Open Space in New Residential Development";
 - g- Location, type and design of all external lighting; and
 - h- Finished levels of all parts of the site including floor levels of all buildings.

Reason

To ensure adequate information is available for the proper consideration of the detailed proposals.

5. The residential use hereby approved in this LDO shall fall within use Class C3 and shall provide for a maximum of 100 dwellings, as required by the Town and Country Planning (Use Classes) (Amendment) (England) Order 2015.

Reason

To ensure the site is developed in accordance with the LDO, for the avoidance of doubt, and to accord with Policy SP2 of the West Lancashire Local Plan 2012-2027 Development Plan Document.

6. No development permitted by the LDO shall take place until a scheme for the provision of affordable housing has been submitted to and approved in writing by the Local Planning Authority. The Authority will provide guidance to the Applicant so that they understand the matters that such a scheme will need to address.

The Scheme shall include, but not be limited to:

- i. The number, type, tenure and location on the site of affordable housing provision, which will consist of not less than 20% of housing units;
- ii. The timing of the construction of the affordable housing and its phasing in relation to the occupancy of the market housing;
- iii. The arrangements for the transfer of the affordable housing to a Registered Social Landlord or other Provider as approved by the Council in writing;
- iv. The occupancy criteria to be used for determining the identity of occupiers of the affordable housing and the means by which such occupancy criteria shall be enforced; and
- v. Any other matters that are relevant to ensuring that the LDO meets the Affordable Housing requirements of the Borough.

The Council will consider proposals for the provision of affordable housing off site where an appropriate alternative site has been secured and such an approach meets the strategic objectives of the Council.

For the avoidance of doubt provision of affordable housing shall be provided in accordance with Policy RS2 of the West Lancashire Local Plan. The development of the site and the delivery of affordable housing shall, unless otherwise agreed in writing with the Council, be implemented in accordance with the approved scheme.

Reason

To ensure the site is developed in accordance with the LDO, for the avoidance of doubt, and to accord with Policy RS2 of the West Lancashire Local Plan 2012-2017 Development Plan Document.

7. No development permitted by this LDO shall take place until a contaminated land investigation has been carried out in respect of the proposed development site. The purpose of the investigation is to identify the presence of substances in, on or under the land with potential to cause harm to human, ecological, environmental, structural or groundwater receptors and to assess the degree of risk posed by those substances to each relevant receptor. The investigation (Phase 1) shall begin with a desktop study that produces a characterisation of the site which shall then lead to a conceptual site model based on the proposed end use of the site. All potential pollutant linkages relevant to the site shall be identified. If potential pollutant linkages are identified on the site, an intrusive site survey shall be carried out in accordance with BS 10175:2001 (Phase 2). Where soil or groundwater contamination is identified that presents a risk to relevant receptors, a remediation scheme shall be devised that will render the site suitable for its intended end use.

The results of the desktop study and site survey, and details of the proposed remediation shall be submitted to the Local Planning Authority in a written report. The report shall be approved by the Local Planning Authority prior to commencement of the development hereby approved. Any remediation scheme so approved shall be implemented as part of the development of the site and shall be followed by a completion report containing appropriate validation certification, also to be approved by the Local Planning Authority.

Reason

This information is required before development takes place to ensure the safe development of the site and protect the local environment and the pollution of controlled waters and thereby comply with Policies EN1 and GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

8. No development permitted by this LDO shall take place until a Construction Management Plan including details of dust suppression techniques, noise reduction measures, hours of working, wheel cleaning facilities, and Construction Traffic Management to be employed during the course of construction has been submitted to and approved in writing by the Local Planning Authority. The works shall thereafter be carried out in accordance with the approved details.

Reason

This information is required before development takes place to ensure that the construction process is carried out in a safe manner, which will not impact adversely on the amenities of nearby residents, or on the safety of the adjacent highway network, in accordance with Policy GN3 of the West Lancashire Local Plan 2012-2027 Development Plan Document.

9. No development permitted by this LDO shall take place until a landscaping scheme and landscape management plan has been submitted to and approved by the Local Planning Authority. The landscaping scheme shall show the location, branch spread, and species of all existing trees and hedges; the location, species and number of all proposed trees, shrubs and hedges; and the location of all existing and proposed grassed and hard surfaced areas. Trees and shrubs planted shall comply with BS. 3936(Specification of Nursery Stock) and shall be planted in accordance with BS. 4428 (General Landscape Operations). Within a period of 9 months from the date when any part of the development is brought into use the approved landscaping scheme shall be carried out. All planting shall be maintained and dead or dying material shall be replaced for a period of seven years from the agreed date of planting.

Reason

This information is required before development takes place to assimilate the proposed development into its surroundings and to ensure that the development complies with the provisions of Policies GN3 and EN2 in the West Lancashire Local plan 2012-2027 Development Plan Document.

10. No development permitted by this LDO shall take place until a phase 1 ecological survey has been carried out and a report submitted to and approved in writing by the Local Planning Authority. Should the phase 1 survey show that any additional ecological surveys are required these shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of development. Any mitigation or compensation measures proposed shall be carried out in full in a timescale to be agreed in writing with the Local Planning Authority.

Reason

This information is required before development takes place to ensure that the scheme does not impact on any protected species or habitat, in accordance with the West Lancashire Local Plan 2012 -2027.

11. No development permitted by this LDO shall take place until a site specific flood risk assessment has been submitted to and approved in writing by the Local Planning Authority. No dwelling shall be occupied until any mitigation measures required as a result of the FRA are completed.

Reason

This information is required before development takes place to ensure sustainable development and prevent flooding in accordance with of Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

12. No dwelling shall be occupied until a detailed Travel Plan has been submitted to and agreed in writing by the Local Planning Authority. The measures identified in the Travel Plan shall be implemented in accordance with the agreed details and the timetable therein. The agreed Travel Plan shall be reviewed annually thereafter and any revisions agreed in writing with the Local Planning Authority. Records of implementation shall also be made available annually to the Local Planning Authority.

Reason

To promote sustainable transport in accordance with Policy IF2 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

13. No development permitted by this LDO shall take place until a scheme for the construction of the site access together with any off –site works of highway improvement which shall be informed by the submission of a Transport Impact Assessment, has been submitted to and approved in writing by the Local Planning Authority in consultation with the Highway Authority as part of a section 278 agreement, under the Highways Act 1980. The implementation of the approved access and off-site works of highway improvements shall be in accordance with a phasing plan agreed by the Local Planning Authority prior to the commencement of works on site.

Reason

This information is required before development takes place in order to secure an appropriate highway scheme and to enable all construction traffic to enter and leave the premises in a safe manner without causing a hazard to other road users and in accordance with Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

14. The Estate Road for the development shall be constructed in accordance with the Lancashire County Council Specification for the Construction of Estate Roads to at least base course level up to the entrance to the site compound before any development takes place within the site and shall be further extended before any development takes place fronting the new estate road.

Reason

To ensure that satisfactory access is provided to the site before any development hereby permitted becomes operative in accordance with policy GN3 of the West Lancashire Local Plan 2012-2027 Development Plan Document.

15. No dwelling shall be occupied until the associated car parking and vehicle turning areas have been provided in accordance with the approved plans.

Reason

To allow for the effective use of the parking areas in accordance with Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

16. No development permitted by this LDO shall take place until an Energy Statement for the site has been submitted to and approved in writing by the Local Planning Authority. The statement shall detail energy efficiency and sustainability measures that will be incorporated into the building design and construction. Thereafter the development shall be carried out in accordance with the approved Energy Statement.

Reason

This information is required before development takes place in order to provide a sustainable and energy efficient development and to ensure that development therefore complies with the provisions of Policy EN1 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

17. Notwithstanding the provisions of Article 3, Schedule 2, Part 14 Class A; Part 15 Class A; Part 16 Class A; Part 17 Class G to the Town and Country Planning (General Permitted Development) Order 1995 (as amended) no substations or other buildings shall be provided within the site without the prior approval in writing of the LPA of the detailed siting and external appearance of the substations.

Reason

To enable the Local Planning Authority to consider the appearance of substations or other such buildings given the high standard of public realm considerations for the overall layout of the site whereby non-sensitive infrastructure would undermine the achievement of quality public spaces and wider public realm and therefore to comply with the provisions of Policy EN1 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

Notes(s)

1. This consent requires the construction, improvement or alteration of an access to the public highway. Under the Highways Act 1980, Section 184, Lancashire County Council must specify the works to be carried out. Only Lancashire County Council or a contractor approved by the County Council can carry out these works. Therefore, before any access works can start you must contact the Environment Directorate for further information by telephoning the Area Surveyor South on 01772 658560 or writing to the Area Surveyor South, Lancashire County Council, Cuerden Way, Bamber Bridge, Preston, PR5 6BS quoting the planning application number.

2. The development approved by this permission may be liable to a Community Infrastructure Levy, which is payable after development begins. If your scheme is liable, and you have not already done so, you must submit an Assumption of Liability Notice to the Council before development commences. If your scheme is issued with a CIL charge, it is essential you submit a Commencement Notice to the Council before the development commences. Any application for relief or exemption should also be submitted before commencement.

The Council will impose penalties where the correct forms are not submitted, or are late, or where the information provided is inaccurate.

All forms are available at <http://www.westlancs.gov.uk/planning/planningpolicy/community-infrastructure-levy/the-cil-process.aspx> and once completed, should be emailed to CIL@westlancs.gov.uk.

Further information on CIL can be found at www.westlancs.gov.uk/CIL or by contacting the Council's CIL and S106 Officer on CIL@westlancs.gov.uk or tel: 01695 585171.

Informatives

1. This permission refers only to that required under the Town and Country Planning Acts and does not include any consent or approval under any other enactment, byelaw, order or regulation.

2. It is the responsibility of the person(s) implementing this development to ensure that, where appropriate, Approval under the Building Regulations has been obtained for the building works involved, and that the plans thus approved under those Regulations are for the same works as approved under this permission and do not conflict with this permission or the conditions contained on it. Any amendments to the plans approved by this permission must be drawn to the attention of the Planning Officer.

3. Attention is drawn to Section 31 of the County of Lancashire Act 1984 where plans for the erection or extension of a building are deposited with a Borough Council in accordance with Building Regulations, the Council shall reject the plans, unless after consultation with the fire authority, they are satisfied that the plans show:-

a).that there will be adequate means of access for the fire brigade to the building or, as the case may be, to the building as extended; and

b).that the building or, as the case may be, the extension of the building will not render inadequate any existing means of access for the fire brigade to a neighbouring building.

4. Developers are advised to contact the necessary utility plant owners for guidance when excavating in proximity to buried plant and apparatus.

5. If, as a result of the development approved by this Notice, new street names, property numbers or changes to existing property names are required, you will need approval from the Council. The Council must be notified at the earliest opportunity of your proposals so that correct postal addresses can be allocated as soon as possible. Guidance on Street Naming & Numbering is available on the Council's website and applications can be made online at www.westlancs.gov.uk/planning/street_naming_and_numbering.aspx. Alternatively, you can contact the Street Naming and Numbering Officers for advice by telephoning 01695 585158 or 01695 585273.

6. Any demolition work should not commence without notice being given to the Local Authority Building Control Section in accordance with Section 80 of the Building Act 1984 (Tel: 01695 585136).

7. The proposed development lies within a coal mining area which may contain unrecorded coal mining related hazards. If any coal mining feature is encountered during development, this should be reported immediately to the Coal Authority on 0345 762 6848.

Further information is also available on the Coal Authority website at: www.gov.uk/coalauthority

Property specific summary information on past, current and future coal mining activity can be obtained from: www.groundstability.com

Local Development Order
Delf Clough, Skelmersdale, Lancashire

1.1 Introduction

The Government is promoting the use of Local Development Orders (LDO) to assist the relaxation of planning requirements, remove barriers to development and create the conditions for development through providing greater certainty for prospective developers.

1.2 Site Description

This LDO relates to land associated with the site at Delf Clough, Skelmersdale. The site is a Greenfield site located to the east of Northway to the east of Skelmersdale town centre. The site consists of an open grassed area with footpaths crossing it and stands of trees spread across it, with wooded cloughs to the north and south (both of which are designated nature conservation sites), a tree belt to the west (screening the site from Northway) and a residential care home to the east (Evenwood Court).

1.3 Development Permitted by the LDO

The Delf Clough LDO grants planning permission for the erection of buildings for C3 residential dwellings use class only.

C3 Dwellinghouses – for use by a single person or family, not more than 6 people living together as a single household where care is provided for residents or not more than 6 residents living together as a single household where no care is provided for residents (other than a use categorised as a House in Multiple Occupation).

This Local Development Order is made by West Lancashire Borough Council (“the Council”) under Section 61A(2) of the Town and Country Planning Act 1990.

Conditions

Development for the erection of buildings for C3 residential dwellings use classis granted planning permission by this LDO subject to the following conditions:

1. Application for the approval of reserved matters must be made not later than the expiration of five years beginning with the date of the adoption of this LDO and the development must be begun not later than the expiration of 2 years from the final approval of the reserved matters or, in the case of approval on different dates, the final approval of the last such matter to be approved.

Reason

Required by S92 of the Town and Country Planning Act 1990.

2. The permission granted by this LDO is in outline only and no development shall commence until details of the reserved matters, namely details of access, layout, scale, appearance and landscaping, have been submitted to and approved by the Local Planning Authority.

Reason

The permission granted by this LDO is in outline form only and the information is necessary for consideration of the detailed proposal as required by S 92 of the Town and Country Planning Act 1990.

3. The development shall be carried out in accordance with the following plans and documents which form part of this LDO
- Plan 1- Delf Clough Site Location Plan, Appendix A
 - Design Code for Findon, former Digmoor Sports centre and Delf Clough

Reason

To ensure the site is developed in accordance with the LDO, for the avoidance of doubt and to ensure compliance with Policy GN3 in the West Lancashire Local Plan Development Plan Document.

4. The development hereby approved by virtue of this LDO shall be carried out strictly in accordance with detailed plans which previously shall have been submitted and approved in writing by the Local Planning Authority. Such detailed plans shall show:
- a- Proposed layout of roads and footpaths including footpath links to Northway and Southway to a scale of not less than 1/500, including materials, gradients and sections;
 - b- Proposed arrangements for the separate disposal of foul and surface water including full details of SuDS features and their maintenance and management and any attenuation measures required;
 - c- Full details of the materials to be used in the construction of external walls, roofs and hard surfaced areas. For the avoidance of doubt vehicular parking and turning areas shall be surfaced in porous materials;
 - d- Proposed means of access to buildings and parking for motor vehicles and bicycles;
 - e- Proposed walls and fences and other means of enclosure;
 - f- The proposed location of all open spaces and amenity areas and a plan for the long term maintenance and management of open space shall be provided in accordance with the Council's SPD: "Provision of Open Space in New Residential Development";
 - g- Location, type and design of all external lighting; and
 - h- Finished levels of all parts of the site including floor levels of all buildings.

Reason

To ensure adequate information is available for the proper consideration of the detailed proposals.

5. The residential use hereby approved in this LDO shall fall within use Class C3 and shall provide for a maximum of 68 dwellings, as required by the Town and Country Planning (Use Classes) (Amendment) (England) Order 2015.

Reason

To ensure the site is developed in accordance with the LDO, for the avoidance of doubt, and to accord with Policy SP2 Of the West Lancashire Local Plan 2012-2027 Development Plan Document.

6. No development permitted by this LDO shall take place until a contaminated land investigation has been carried out in respect of the proposed development site. The purpose of the investigation is to identify the presence of substances in, on or under the land with potential to cause harm to human, ecological, environmental, structural or groundwater receptors and to assess the degree of risk posed by those substances to each relevant receptor. The investigation (Phase 1) shall begin with a desktop study that produces a characterisation of the site which shall then lead to a conceptual site model based on the proposed end use of the site. All potential pollutant linkages relevant to the site shall be identified. If potential pollutant linkages are identified on the site, an intrusive site survey shall be carried out in accordance with BS 10175:2001 (Phase 2). Where soil or groundwater contamination is identified that presents a risk to relevant receptors, a remediation scheme shall be devised that will render the site suitable for its intended end use.

The results of the desktop study and site survey, and details of the proposed remediation shall be submitted to the Local Planning Authority in a written report. The report shall be approved by the Local Planning Authority prior to commencement of the development hereby approved. Any remediation scheme so approved shall be implemented as part of the development of the site and shall be followed by a completion report containing appropriate validation certification, also to be approved by the Local Planning Authority.

Reason

This information is required before development takes place to ensure the safe development of the site and protect the local environment and the pollution of controlled waters and thereby comply with Policies EN1 and GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

7. No development permitted by this LDO shall take place until a Construction Management Plan including details of dust suppression techniques, noise reduction measures, hours of working, wheel cleaning facilities, and Construction Traffic Management to be employed during the course of construction has been submitted to and approved in writing by the Local Planning Authority. The works shall thereafter be carried out in accordance with the approved details.

Reason

This information is required before development takes place to ensure that the construction process is carried out in a safe manner, which will not impact adversely on the amenities of nearby residents, or on the safety of the adjacent highway network, in accordance with Policy GN3 of the West Lancashire Local Plan 2012-2027 Development Plan Document.

8. No development permitted by this LDO shall take place until a landscaping scheme and landscape management plan have been submitted to and approved by the Local Planning Authority. The landscaping scheme shall show the location, branch spread, and species of all existing trees and hedges; the location, species and number of all proposed trees, shrubs and hedges; and the location of all existing and proposed grassed and hard surfaced areas. Trees and shrubs planted shall comply with BS. 3936(Specification of Nursery Stock) and shall be planted in accordance with BS. 4428 (General Landscape Operations). Within a period of 9 months from the date when any part of the development is brought into use the approved landscaping scheme shall be carried out. All planting shall be maintained and dead or dying material shall be replaced for a period of seven years from the agreed date of planting.

Reason

This information is required before development takes place to assimilate the proposed development into its surroundings and to ensure that the development complies with the provisions of Policies GN3 and EN2 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

9. No development permitted by this LDO shall take place until a phase 1 ecological survey has been carried out and a report submitted to and approved in writing by the Local Planning Authority. Should the phase 1 survey show that any additional ecological surveys are required these shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of development. Any mitigation or compensation measures proposed shall be carried out in full in a timescale to be agreed in writing with the Local Planning Authority.

Reason

This information is required before development takes place to ensure that the scheme does not impact on any protected species or habitat, in accordance with the West Lancashire Local Plan 2012 -2027 Development Plan Document.

10. No development permitted by this LDO shall take place until a site specific flood risk assessment has been submitted to and approved in writing by the Local Planning Authority. No dwelling shall be occupied until any mitigation measures required as a result of the FRA are completed.

Reason

This information is required before development takes place to ensure sustainable development and prevent flooding in accordance with of Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

11. No dwelling shall be occupied until a detailed Travel Plan has been submitted to and agreed in writing by the Local Planning Authority. The measures identified in the Travel Plan shall be implemented in accordance with the agreed details and the timetable therein. The agreed Travel Plan shall be reviewed annually thereafter and any revisions agreed in writing with the Local Planning Authority. Records of implementation shall also be made available annually to the Local Planning Authority.

Reason

To promote sustainable transport in accordance with Policy IF2 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

12. No development permitted by this LDO shall take place until a scheme for the construction of the site access together with any off site works of highway improvement, which shall be informed by the submission of a Transport Impact Assessment, has been submitted to and approved in writing by the Local Planning Authority in consultation with the Highway Authority as part of a section 278 agreement, under the Highways Act 1980. The implementation of the approved access and off-site works of highway improvements shall be in accordance with a phasing plan agreed by the Local Planning Authority prior to the commencement of work on site.

Reason

This information is required before development takes place in order to secure an appropriate highway scheme and to enable all construction traffic to enter and leave the premises in a safe manner without causing a hazard to other road users and in accordance with Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

13. The Estate Road for the development shall be constructed in accordance with the Lancashire County Council Specification for the Construction of Estate Roads to at least base course level up to the entrance to the site compound before any development takes place within the site and shall be further extended before any development takes place fronting the new estate road.

Reason

To ensure that satisfactory access is provided to the site before any development hereby permitted becomes operative in accordance with policy GN3 of the West Lancashire Local Plan 2012-2027 Development Plan Document.

14. No dwelling shall be occupied until the associated car parking and vehicle turning areas have been provided in accordance with the approved plans.

Reason

To allow for the effective use of the parking areas in accordance with Policy GN3 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

15. No development permitted by this LDO shall take place until an Energy Statement for the site has been submitted to and approved in writing by the Local Planning Authority. The statement shall detail energy efficiency and sustainability measures that will be incorporated into the building design and construction. Thereafter the development shall be carried out in accordance with the approved Energy Statement.

Reason

This information is required before development takes place in order to provide a sustainable and energy efficient development and to ensure that development therefore complies with the provisions of Policy EN1 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

16. Notwithstanding the provisions of Article 3, Schedule 2, Part 14 Class A; Part 15 Class A; Part 16 Class A; Part 17 Class G to the Town and Country Planning (General Permitted Development) Order 1995 (as amended) no substations or other buildings shall be provided within the site without the prior approval in writing of the LPA of the detailed siting and external appearance of the substations.

Reason

To enable the Local Planning Authority to consider the appearance of substations or other such buildings given the high standard of public realm considerations for the overall layout of the site whereby non-sensitive infrastructure would undermine the achievement of quality public spaces and wider public realm and therefore to comply with the provisions of Policy EN1 in the West Lancashire Local Plan 2012-2027 Development Plan Document.

Notes(s)

1. This consent requires the construction, improvement or alteration of an access to the public highway. Under the Highways Act 1980, Section 184, Lancashire County Council must specify the works to be carried out. Only Lancashire County Council or a contractor approved by the County Council can carry out these works. Therefore, before any access works can start you must contact the Environment Directorate for further information by telephoning the Area Surveyor South on 01772 658560 or writing to the Area Surveyor South, Lancashire County Council, Cuerden Way, Bamber Bridge, Preston, PR5 6BS quoting the planning application number.

2. The development approved by this permission may be liable to a Community Infrastructure Levy, which is payable after development begins. If your scheme is liable, and you have not already done so, you must submit an Assumption of Liability Notice to the Council before development commences. If your scheme is issued with a CIL charge, it is essential you submit a Commencement Notice to the Council before the development commences. Any application for relief or exemption should also be submitted before commencement.

The Council will impose penalties where the correct forms are not submitted, or are late, or where the information provided is inaccurate.

All forms are available at <http://www.westlancs.gov.uk/planning/planningpolicy/community-infrastructure-levy/the-cil-process.aspx> and once completed, should be emailed to CIL@westlancs.gov.uk.

Further information on CIL can be found at www.westlancs.gov.uk/CIL or by contacting the Council's CIL and S106 Officer on CIL@westlancs.gov.uk or tel: 01695 585171.

Informatives

1. This permission refers only to that required under the Town and Country Planning Acts and does not include any consent or approval under any other enactment, byelaw, order or regulation.

2. It is the responsibility of the person(s) implementing this development to ensure that, where appropriate, Approval under the Building Regulations has been obtained for the building works involved, and that the plans thus approved under those Regulations are for the same works as approved under this permission and do not conflict with this permission or the conditions contained on it. Any amendments to the plans approved by this permission must be drawn to the attention of the Planning Officer.

3. Attention is drawn to Section 31 of the County of Lancashire Act 1984 where plans for the erection or extension of a building are deposited with a Borough Council in accordance with Building Regulations, the Council shall reject the plans, unless after consultation with the fire authority, they are satisfied that the plans show:-

a).that there will be adequate means of access for the fire brigade to the building or, as the case may be, to the building as extended; and

b).that the building or, as the case may be, the extension of the building will not render inadequate any existing means of access for the fire brigade to a neighbouring building.

4. Developers are advised to contact the necessary utility plant owners for guidance when excavating in proximity to buried plant and apparatus.

5. If, as a result of the development approved by this Notice, new street names, property numbers or changes to existing property names are required, you will need approval from the Council. The Council must be notified at the earliest opportunity of your proposals so that correct postal addresses can be allocated as soon as possible. Guidance on Street Naming & Numbering is available

on the Council's website and applications can be made online at www.westlancs.gov.uk/planning/street_naming_and_numbering.aspx. Alternatively, you can contact the Street Naming and Numbering Officers for advice by telephoning 01695 585158 or 01695 585273.

6. Any demolition work should not commence without notice being given to the Local Authority Building Control Section in accordance with Section 80 of the Building Act 1984 (Tel: 01695 585136).

7. The proposed development lies within a coal mining area which may contain unrecorded coal mining related hazards. If any coal mining feature is encountered during development, this should be reported immediately to the Coal Authority on 0345 762 6848.

Further information is also available on the Coal Authority website at: www.gov.uk/coalauthority

Property specific summary information on past, current and future coal mining activity can be obtained from: www.groundstability.com

Statement of Reason for Findon, Skelmersdale

Appendix A – Plan of the Site

Appendix B – EIA Screening Determination

February 2016

1. **LDO Statement of Reasons**

1.1 **Introduction**

1.2 The Town and Country Planning (Development Management Procedure) (England) Order 2015 (SI 2015/595) outlines that 'where a local planning authority propose to make a local development order (LDO) they shall first prepare:-

- a. a draft of the order; and
- b. a statement for their reasons for making the order'.

1.3 Article 38 paragraph (2) of the DMPO states that 'the statement of reasons shall contain:-

- a. a description of the development which the order would permit; and
- b. a plan or statement identifying the land to which the order would relate'.

1.4 The text in this document acts as the statement of reasons for making the LDO. Plan identifying the land at Findon, is attached (Appendix A).

2. **Background and Context**

2.1 The West Lancashire Local Plan seeks the delivery of at least 500 new dwellings within the Skelmersdale Town Centre Strategic Development Site. As a first step in delivering some of this housing, three sites have been identified for LDO's to assist in this delivery of housing they are:

- Findon – a HCA-owned brownfield site within the town centre strategic development site
- Delf Clough – a HCA-owned greenfield site within the town centre strategic development site
- Former Digmaor Sports Centre – a Council-owned brownfield site outside the town centre strategic development site

2.2 The LDOs will grant permitted development rights for a specified use or development proposal on a defined site. They typically set out the type of development permitted subject to a series of planning conditions, and so, instead of submitting a planning application for the specified development proposal on that site, an applicant simply submits their proposals to the local planning authority for a conformity check (which must be completed within 28 days) to ensure that the proposals are in line with the LDO before development commences.

2.3 It is envisaged that the LDO would become a mechanism for both increasing housing and also for improving the appearance of the area.

2.4 This statement of reason refers specifically to the site at Findon.

3. **Why a Local Development Order**

- 3.1 While some, limited interest was expressed in the site, no firm proposal has emerged but the Council and the HCA are still keen to see these sites come forward and to continue to package the site attractively in order to ensure this important site within the town centre come forward for housing as quickly as possible.
- 3.2 As such, in light of DCLG's consultation on building more homes on brownfield land, it was considered that the Findon site may benefit from an LDO, as this would provide a developer with more certainty when considering the purchase of the site, and a greater degree of flexibility than a planning application / permission, thus potentially tipping the balance in a developer's consideration of whether to take on the site and develop it.
- 4. Legislative Framework Governing the LDO Process**
- 4.1 Primary legislation:
- LDO provisions are contained in sections 61A-D of and Schedule 4A to the Town and Country Planning Act 1990, as amended. The primary legislative provisions related to LDOs were introduced by the Planning and Compulsory Purchase Act 2004, and commenced in 2006
- 4.2 Secondary legislation:
- These primary powers were amended by the commencement of section 188 of the Planning Act 2008 in June 2009. The effect of this amendment was to remove the requirement that LDOs must implement local plan policies.
- 4.3 More detailed legal provisions on LDOs are contained in Article 38 of and Schedule 7 to the Town and Country Planning (Development Management Procedure) (England) Order 2015 (the 'DMPO'). The DMPO came into force in October 2010 as a consolidation of the Town and Country Planning (General Development Procedure) Order 1995 and instruments which have amended that Order.
- 5. Area Covered by the LDO**
- 5.1 Findon
- The Findon estate is located to the north of Northway and west of Houghtons Lane, Skelmersdale. The former residential area comprises of a brownfield site, now grassed over surrounded by interlinked blocks of flats, houses and garages. See appendix A for site plan.
- 6. Planning Policy Context**
- 6.1 The current planning policies for the site are set out within the West Lancashire Local Plan 2012-2027 (adopted October 2013). The land is designated as SP2 Strategic Development Site and within GN1a Settlement boundary.
- 6.2 There are no significant issues in terms of compliance with the National Planning Policy Framework (NPPF) or National Planning Policy guidance (NPPG).
- 6.3 The Local Development Orders are in compliance with the Councils Supplementary Planning Documents including the Design Guide SPD, Skelmersdale Town Centre Masterplan and

others listed at <http://www.westlancs.gov.uk/planning/planning-policy/supplementary-planning-guidance.aspx>

7. Environmental Impact Assessment (EIA)

7.1 Developments which are likely to have a significant impact on the environment are subject to Environmental Assessment (EIA).

7.2 (Environmental Impact Assessment) (England and Wales) Regulations 2011 (EIA Regulations) require the developer to provide an Environmental Statement (ES) where the development proposed is:

a. Within one of the categories of development in Schedule 1;

b. Either it is in a sensitive area or is above a given threshold for that type of development (listed in Schedule 2) and the development is likely to have significant effects on the environment by virtue of factors such as its nature, size or location (i.e. 'EIA development').

7.3 A formal decision on whether the development proposed is 'EIA development' (and hence an ES is required) can be obtained from the Local Planning Authority through a screening opinion request. It should be additionally noted that Article 38 paragraph 12 part (b) of the DMPO prohibits the use of an LDO to grant permission for development which falls within one of the categories in Schedule 1.

7.4 The site at Findon, has been screened (as far as is possible with the information available) as part of the process of developing the LDO. This screening opinion is detailed below.

8. Screening Opinion

Findon

8.1 The site at Findon was EIA Screened for residential development on the site for up to 140 dwellings, highway and landscaping works, to be developed under a Local Development Order. For the following reasons, it was determined by West Lancashire Borough Council on 2nd October 2015 that an Environmental Impact Statement is not required for the development as described above:

- The development is not within a 'sensitive area' as defined by Part 1 of the Town and country Planning (Environmental Impact Assessment) Regulations 2011.
- The environmental impact would not be of more than local significance or result in any impact greater than of local significance.
- The development itself is not considered to be environmentally sensitive.
- The development would not result in unusually complex or potentially hazardous environmental effects.

8.2 The full screening opinion is attached in Appendix B

9. The limitations of the order

9.1 It is intended that the LDO is active for a period of ten years following the date of its adoption. This is to help the delivery of the sites in a recovering economic market. Following the end of this ten year period, the LDO would cease to apply. The Council would then have the following options:

- Renew the LDO under same terms/conditions as previously;
- Renew the LDO but modify its terms and conditions

10. **Consultation on the LDO**

10.1 A fundamental principle of LDOs is that they represent a partnership approach to development management. This requires an approach to consultation which seeks support for the concept of the LDO and its objectives, both among the direct participants; the communities affected; and wider stakeholders.

10.2 It is a requirement that LDOs are the subject of local consultation. LDO consultation procedures are set out in article 38 of the Town and Country Planning (Development Management Procedure) Order 2015 (Statutory Instrument 2015/595). Consultation must include any person with whom the local planning authority would have been required to consult on an application for planning permission for the development proposed to be permitted by the LDO.

10.3 As part of the preparation of this LDO the following consultation arrangements were undertaken:

- Compliance with the publicity and consultation requirements of Article 38 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO) which relates specifically to publicity requirements for LDOs;
- Formal approval to consult on the draft LDO required by the Cabinet Members
- Compliance with the consultation requirements of the Statement of Community Involvement
- Direct consultation letters to the stakeholders

11. **Monitoring and Enforcement**

11.1 This LDO will be subject to on-going monitoring to assess its effectiveness in delivering development that supports the West Lancashire Local Plan. The outcome of the monitoring process will be reported annually through the AMR.

11.2 Failure to comply with the terms of the LDO or any other statutory requirements may result in appropriate enforcement action being taken by the Council and / or other agencies.

Appendix A



Appendix B



Directorate of Transformation

**John R Harrison DipEnvP, MRTPI
Assistant Director Planning**

PO Box 16 , 52 Derby Street
Ormskirk , West Lancashire L39 2DF
Telephone: 01695 577177
Website: www.westlancs.gov.uk
Email: plan.apps@westlancs.gov.uk

Date: 2 October 2015
Your ref: RACHEL KNEALE
Our ref: 2015/0832/SCR
Please ask for: Ann Veevers
Direct dial no: 01695 585346
Extension:

West Lancashire Borough Council
Housing And Regeneration
52 Derby Street
Ormskirk
Lancashire
L39 2DF

Dear Ms Kneale

THE TOWN AND COUNTRY PLANNING (ENVIRONMENTAL IMPACT ASSESSMENT) (ENGLAND AND WALES) REGULATIONS 2011 SCREENING OPINION – ENVIRONMENTAL STATEMENT

Proposal: Screening Opinion - Residential development up to 140 dwellings.

Location: Land To The West Of, Birch Green Road, Skelmersdale, Lancashire

Introduction

West Lancashire Borough Council has been asked for a formal screening opinion in relation to proposed residential development of up to 140 dwellings and associated infrastructure on land north of Findon, Skelmersdale. This screening opinion is based on the letter of 3rd August 2015.

The Site

The request relates to a roughly rectangular parcel of land immediately north of the residential area of Findon and Firbeck, west of Birch Green Road, Skelmersdale. The site is currently a grassed and wooded area of land part of which was formerly a housing site that was demolished in 2009 and 2013. Remnants of the infrastructure for the housing still exist on the site. The site extends to approximately 3 hectares and is relatively flat but slopes northwards along the northern edge towards Westheads Clough.

**Gill Rowe LL.B (Hons) Solicitor
Managing Director (People and Places)**

**Kim Webber B.Sc., M.Sc.
Managing Director (Transformation)**

To the north and west is the heavily wooded Westheads Clough which is a Biological Heritage Site, to the east is Birch Green Road with residential development beyond and to the south is the residential area of Findon and Firbeck. The site is within the main settlement of Skelmersdale and also within the Strategic Development Site of Skelmersdale Town Centre.

Proposal

The proposal is for residential development on the site for up to 140 dwellings, highway and landscaping works, to be developed under a Local Development Order.

Assessment

The proposal does not fall within Schedule 1 of the EIA Regulations.

The proposal does not meet the applicable criteria as set out in Part 10)b) Infrastructure Projects – Urban Development Projects in Schedule 2 of the Town and Country Planning (Environmental Impact Assessment)(Amendment) Regulations 2015 (the development is for less than 150 dwellings and the overall area of development is less than 5 hectares).

Schedule 3 of the Regulations provides guidance on how to decide whether the project is likely to have significant environmental effects, thereby requiring EIA under Schedule 2.

National Planning Practice Guidance (NPPG)

NPPG has now replaced previous guidance on Environmental Impact Assessment as set out in Circular 02/99 and advises:

When screening Schedule 2 projects, the local planning authority must take account of the selection criteria in Schedule 3 of the Regulations. Not all of the criteria will be relevant in every case. Each case should be considered on its own merits in a balanced way and authorities should retain the evidence to justify their decision.

Only a very small proportion of Schedule 2 development will require an assessment. While it is not possible to formulate criteria or thresholds which will provide a universal test of whether or not an assessment is required, it is possible to offer a broad indication of the type or scale of development which is likely to require an assessment.

The NPPG also provides an annex providing indicative screening thresholds. However, it should not be presumed that development above the indicative thresholds should always be subject to assessment, or those falling below these thresholds could never give rise to significant effects, especially where the development is in an environmentally sensitive location. Each development will need to be considered on its merits.

Schedule 3 Criteria

Schedule 3 of the regulations outlines the criteria against which any Schedule 2 development should be assessed.

1. Characteristics of the development

The proposal is for the development of approximately 3 hectares of land to accommodate up to 140 dwellings.

In assessing the scale of the proposed development, I consider that the proposal would raise no issues that can be considered of more than local importance.

2. Environmental sensitivity of the location

The site is not located within a Sensitive Area as defined by Regulation 2(1) of the EIA Regulations (i.e. sites designated as Sites of Special Scientific Interest, National Parks, World Heritage Sites, Scheduled Monuments, Areas of Outstanding Natural Beauty and sites covered by internal conservation designations) and does not lie within an identified Natura 2000 qualifying habitat or within close proximity to an environmentally sensitive site. The site is bound to the north and west by a Biological Heritage Site; however, this in itself does not mean that the site is considered to be a “sensitive site” in the terms defined above and any impact upon these areas will be taken into account during consideration of a full planning application.

The nearest residential properties are located to the south at Findon and Firbeck and to the east at Hallcroft. An assessment of the impact of the proposed development on the amenities of these neighbouring residents would form part of a full planning application.

In landscape and visual impact terms, the proposed development will no doubt be visible in the wider area but given the nature of the use and compatibility with neighbouring uses, this visibility is likely to be readily assimilated. Considerations of visual impact and impact on landscape character will be a consideration in any planning application.

Part of the site lies within a Mineral Safeguarding Area where the potential for mineral working should be explored prior to development although this would form part of a full planning application. In assessing the environmental sensitivity of the proposed development, I consider the potential impact to be of no more than local importance.

3. Characteristics of the Potential Impact

When assessed against the criteria within Schedule 3, Part 3 sections a) to e) of the regulations, it is considered that the effects of the proposals would not be significant taking into account the extent of the impact, the transfrontier nature of the impact, the magnitude and complexity of the impact, the probability of the impact and the duration, frequency and reversibility of the impact.

Conclusion

For the following reasons, it is determined that an Environmental Impact Statement is **NOT REQUIRED** for the above development:

1. The development is not within a ‘sensitive area’ as defined by Part 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.
2. The environmental impact would not be of more than local significance or result in any impact greater than of local significance.
3. The development itself is not considered to be environmentally sensitive.
4. The development would not result in unusually complex or potentially hazardous environmental effects.

Please note that in giving this opinion, it is recognised that an EIA would not be the only means of gaining the environmental information required to assess an application for planning permission. Planning application consultees such as English Nature, Environment Agency, RSPB, NATS, County Highway, Lead Local Flood Authority and MEAS would no doubt require

appropriate highway, landscape, drainage and ecological studies as part of the assessment of any such planning application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J.R.H.', with a long horizontal flourish extending to the right.

John R Harrison, DipEnvP, MRTPI
Assistant Director Planning

Statement of Reason for Former Digmaor Sports Centre, Skelmersdale

Appendix A – Site Plan

Appendix B – EIA Determination Response

February 2016

1. **LDO Statement of Reasons**

1.1 **Introduction**

1.2 The Town and Country Planning (Development Management Procedure) (England) Order 2015 (SI 2015/595) outlines that 'where a local planning authority propose to make a local development order (LDO) they shall first prepare:-

a. a draft of the order; and

b. a statement for their reasons for making the order'.

1.3 Article 38 paragraph (2) of the DMPO states that 'the statement of reasons shall contain:-

a. a description of the development which the order would permit; and

b. a plan or statement identifying the land to which the order would relate'.

1.4 The text in this document acts as the statement of reasons for making the LDO. A plan identifying the land the Former Digmaor Sports Centre is attached (Appendix A).

2. **Background and Context**

2.1 The West Lancashire Local Plan seeks the delivery of at least 500 new dwellings within the Skelmersdale Town Centre Strategic Development Site. As a first step in delivering some of this housing, three sites have been identified for LDO's to assist in this delivery of housing they are:

- Findon – a HCA-owned brownfield site within the town centre strategic development site
- Delf Clough – a HCA-owned greenfield site within the town centre strategic development site
- Former Digmaor Sports Centre – a Council-owned brownfield site outside the town centre strategic development site

2.2 The LDO will grant permitted development rights for a specified use or development proposal on a defined site. They typically set out the type of development permitted subject to a series of planning conditions, and so, instead of submitting a planning application for the specified development proposal on that site, an applicant simply submits their proposals to the local planning authority for a conformity check (which must be completed within 28 days) to ensure that the proposals are in line with the LDO before development commences.

2.3 It is envisaged that the LDO would become a mechanism for both increasing housing and also for improving the appearance of the area.

3. **Why a Local Development Order**

3.1 While some, limited interest was expressed in the former Digmaor Sports Centre site, no firm proposal has emerged but the Council and the HCA are still keen to see the site come forward and to continue to package the attractive former Digmaor Sports Centre site in

order to ensure that this important site within the town centre comes forward for housing as quickly as possible.

- 3.2 As such, in light of DCLG's consultation on building more homes on brownfield land, it was considered that the Digmoor Sports Centre site may benefit from an LDO, as this would provide a developer with more certainty when considering the purchase of the site, and a greater degree of flexibility than a planning application / permission, thus potentially tipping the balance in a developer's consideration of whether to take on the site and develop it.

4. Legislative Framework Governing the LDO Process

4.1 Primary legislation:

LDO provisions are contained in sections 61A-D of and Schedule 4A to the Town and Country Planning Act 1990, as amended. The primary legislative provisions related to LDOs were introduced by the Planning and Compulsory Purchase Act 2004, and commenced in 2006.

4.2 Secondary legislation:

These primary powers were amended by the commencement of section 188 of the Planning Act 2008 in June 2009. The effect of this amendment was to remove the requirement that LDOs must implement local plan policies.

- 4.3 More detailed legal provisions on LDOs are contained in Article 38 of and Schedule 7 to the Town and Country Planning (Development Management Procedure) (England) Order 2015 (the 'DMPO'). The DMPO came into force in October 2010 as a consolidation of the Town and Country Planning (General Development Procedure) Order 1995 and instruments which have amended that Order.

5. Area Covered by the LDO

5.1 Former Digmoor Sports Centre

The site is located on Digmoor Road, which benefits from large grassed areas towards the highway and mature trees along the boundary. It is located some 800 metres south of the town centre. See appendix A for site plan.

6. Planning Policy Context

- 6.1 The current planning policies for the site are set out within the West Lancashire Local Plan 2012-2027 (adopted October 2013). The land is designated as being within GN1a: Settlement boundary.

- 6.2 There are no significant issues in terms of compliance with the National Planning Policy Framework (NPPF) or National Planning Policy guidance (NPPG).

- 6.3 The Local Development Orders are in compliance with the Councils Supplementary Planning Documents including the Design Guide SPD, Skelmersdale Town Centre Masterplan and others listed at <http://www.westlancs.gov.uk/planning/planning-policy/supplementary-planning-guidance.aspx>

7. **Environmental Impact Assessment (EIA)**

7.1 Developments which are likely to have a significant impact on the environment are subject to Environmental Assessment (EIA).

7.2 (Environmental Impact Assessment) (England and Wales) Regulations 2011 (EIA Regulations) require the developer to provide an Environmental Statement (ES) where the development proposed is:

a. Within one of the categories of development in Schedule 1;

b. Either it is in a sensitive area or is above a given threshold for that type of development (listed in Schedule 2) and the development is likely to have significant effects on the environment by virtue of factors such as its nature, size or location (i.e. 'EIA development').

7.3 A formal decision on whether the development proposed is 'EIA development' (and hence an ES is required) can be obtained from the Local Planning Authority through a screening opinion request. It should be additionally noted that Article 38 paragraph 12 part (b) of the DMPO prohibits the use of an LDO to grant permission for development which falls within one of the categories in Schedule 1.

7.4 The site at the Former Digmoor Sports Centre has been screened (as far as is possible with the information available) as part of the process of developing the LDO. This screening opinion is detailed below.

8. **Screening Opinion**

Former Digmoor Sports Centre

8.1 The site at the former Digmoor Sports Centre was EIA Screened for residential development on the site for up to 140 dwellings, highway and landscaping works, to be developed under a Local Development Order. For the following reasons, it was determined by West Lancashire Borough Council on 2nd October 2015 that an Environmental Impact Statement is not required for the development as described above:

- The development is not within a 'sensitive area' as defined by Part 1 of the Town and country Planning (Environmental Impact Assessment) Regulations 2011.
- The environmental impact would not be of more than local significance or result in any impact greater than of local significance.
- The development itself is not considered to be environmentally sensitive.
- The development would not result in unusually complex or potentially hazardous environmental effects.

9. **The limitations of the order**

9.1 It is intended that the LDO is active for a period of ten years following the date of its adoption. This is to help the delivery of the sites in a recovering economic market. Following the end of this ten year period, the LDO would cease to apply. The Council would then have the following options:

- Renew the LDO under same terms/conditions as previously;
- Renew the LDO but modify its terms and conditions

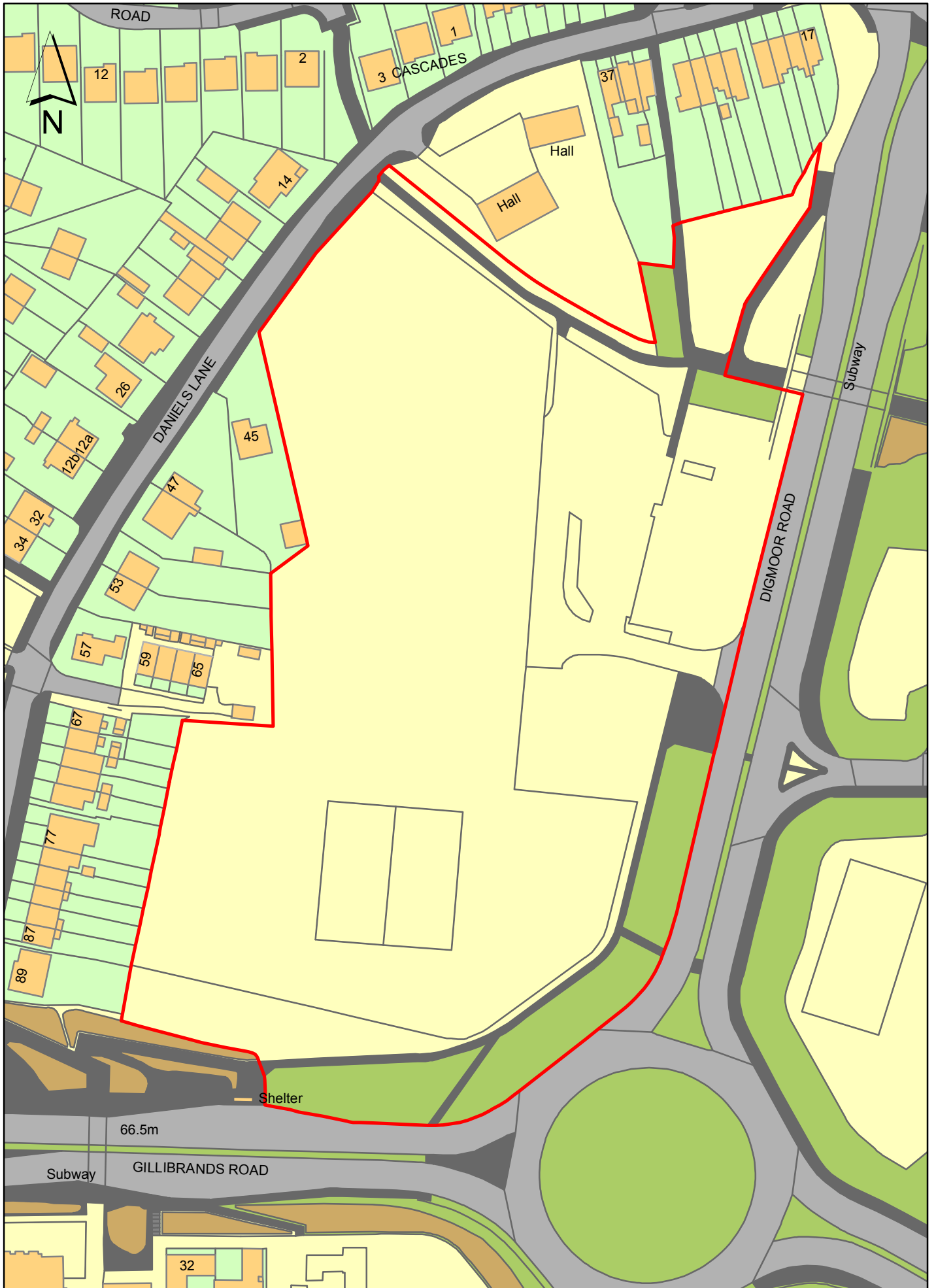
10. **Consultation on the LDO**

- 10.1 A fundamental principle of LDOs is that they represent a partnership approach to development management. This requires an approach to consultation which seeks support for the concept of the LDO and its objectives, both among the direct participants; the communities affected; and wider stakeholders.
- 10.2 It is a requirement that LDOs are the subject of local consultation. LDO consultation procedures are set out in article 38 of the Town and Country Planning (Development Management Procedure) Order 2015 (Statutory Instrument 2015/595). Consultation must include any person with whom the local planning authority would have been required to consult on an application for planning permission for the development proposed to be permitted by the LDO.
- 10.3 As part of the preparation of this LDO the following consultation arrangements were undertaken:
- Compliance with the publicity and consultation requirements of Article 38 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO) which relates specifically to publicity requirements for LDOs;
 - Formal approval to consult on the draft LDO required by the Cabinet Members
 - Compliance with the consultation requirements of the Statement of Community Involvement
 - Direct consultation letters to the stakeholders

11. **Monitoring and Enforcement**

- 11.1 This LDO will be subject to on-going monitoring to assess its effectiveness in delivering development that supports the West Lancashire Local Plan. The outcome of the monitoring process will be reported annually through the AMR.
- 11.2 Failure to comply with the terms of the LDO or any other statutory requirements may result in appropriate enforcement action being taken by the Council and / or other agencies.

Appendix A



Appendix B

West Lancashire Borough Council
Housing And Regeneration
52 Derby Street
Ormskirk
Lancashire
L39 2DF

Dear Ms Kneale

**THE TOWN AND COUNTRY PLANNING (ENVIRONMENTAL IMPACT ASSESSMENT) (ENGLAND AND WALES) REGULATIONS 2011
SCREENING OPINION – ENVIRONMENTAL STATEMENT**

Proposal: Screening Opinion - Residential development up to 100 dwellings.

Location: Site Of Former Sports Centre, Digmaor Road, Digmaor, Skelmersdale

Introduction

West Lancashire Borough Council has been asked for a formal screening opinion in relation to proposed residential development of up to 100 dwellings and associated infrastructure at the former sports centre, Digmaor Road, Skelmersdale. This screening opinion is based on the letter of 3rd August 2015.

The Site

The request relates to an irregular parcel of land adjoining the western side of Digmaor Road and the northern side of Gillibrands Road, Skelmersdale. The site is currently vacant but previously included a sports centre building and evidence of the associated car park and surfaced sports court remain. The rest of the site is grassed and there are a number of trees and shrubs around the Gillibrands and Digmaor Road frontages. The site extends to approximately 2 hectares and is relatively flat.

To the north is a community hall, to the west are residential properties along Daniels Lane, to the south is Gillibrands Road with houses beyond and to the east is Digmaor Road with houses beyond. The site is within the main settlement of Skelmersdale, approximately 800m from the town centre.

Proposal

The proposal is for residential development on the site for up to 100 dwellings, highway and landscaping works, to be developed under a Local Development Order.

Assessment

The proposal does not fall within Schedule 1 of the EIA Regulations.

The proposal does not meet the applicable criteria as set out in Part 10)b) Infrastructure Projects – Urban Development Projects in Schedule 2 of the Town and Country Planning (Environmental Impact Assessment)(Amendment) Regulations 2015 (the development is for less than 150 dwellings and the overall area of development is less than 5 hectares).

Schedule 3 of the Regulations provides guidance on how to decide whether the project is likely to have significant environmental effects, thereby requiring EIA under Schedule 2.

National Planning Practice Guidance (NPPG)

NPPG has now replaced previous guidance on Environmental Impact Assessment as set out in Circular 02/99 and advises:

When screening Schedule 2 projects, the local planning authority must take account of the selection criteria in Schedule 3 of the Regulations. Not all of the criteria will be relevant in every case. Each case should be considered on its own merits in a balanced way and authorities should retain the evidence to justify their decision.

Only a very small proportion of Schedule 2 development will require an assessment. While it is not possible to formulate criteria or thresholds which will provide a universal test of whether or not an assessment is required, it is possible to offer a broad indication of the type or scale of development which is likely to require an assessment.

The NPPG also provides an annex providing indicative screening thresholds. However, it should not be presumed that development above the indicative thresholds should always be subject to assessment, or those falling below these thresholds could never give rise to significant effects, especially where the development is in an environmentally sensitive location. Each development will need to be considered on its merits.

Schedule 3 Criteria

Schedule 3 of the regulations outlines the criteria against which any Schedule 2 development should be assessed.

1. Characteristics of the development

The proposal is for the development of approximately 2 hectares of land to accommodate up to 100 dwellings.

In assessing the scale of the proposed development, I consider that the proposal would raise no issues that can be considered of more than local importance.

2. Environmental sensitivity of the location

The site is not located within a Sensitive Area as defined by Regulation 2(1) of the EIA Regulations (i.e. sites designated as Sites of Special Scientific Interest, National Parks, World Heritage Sites, Scheduled Monuments, Areas of Outstanding Natural Beauty and sites covered by internal conservation designations) and does not lie within an identified Natura 2000 qualifying habitat or within close proximity to an environmentally sensitive site.

The nearest residential properties are located adjacent to the western boundary of the site on Daniels Lane. Residential properties to the east and south are separated from the site by the busy carriageways of Digmaor Road and Gillibrands Road. An assessment of the impact of the proposed development on the amenities of these neighbouring residents would form part of a full planning application.

In landscape and visual impact terms, the proposed development will no doubt be visible in the wider area but given the nature of the use and compatibility with neighbouring uses, this visibility is likely to be readily assimilated. Considerations of visual impact and impact on landscape character will be a consideration in any planning application.

In assessing the environmental sensitivity of the proposed development, I consider the potential impact to be of no more than local importance.

3. Characteristics of the Potential Impact

When assessed against the criteria within Schedule 3, Part 3 sections a) to e) of the regulations, it is considered that the effects of the proposals would not be significant taking into account the extent of the impact, the transfrontier nature of the impact, the magnitude and complexity of the impact, the probability of the impact and the duration, frequency and reversibility of the impact.

Conclusion

For the following reasons, it is determined that an Environmental Impact Statement is **NOT REQUIRED** for the above development:

1. The development is not within a 'sensitive area' as defined by Part 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.
2. The environmental impact would not be of more than local significance or result in any impact greater than of local significance.
3. The development itself is not considered to be environmentally sensitive.

4. The development would not result in unusually complex or potentially hazardous environmental effects.

Please note that in giving this opinion, it is recognised that an EIA would not be the only means of gaining the environmental information required to assess an application for planning permission. Planning application consultees such as English Nature, Environment Agency, RSPB, NATS, County Highway, Lead Local Flood Authority and MEAS would no doubt require appropriate highway, landscape, drainage and ecological studies as part of the assessment of any such planning application.

Yours sincerely,

John R Harrison, DipEnvP, MRTPI
Assistant Director Planning

Statement of Reason Delf Clough, Skelmersdale

Appendix A – Site Plan

Appendix B – EIA Determination Response

February 2016

1. **LDO Statement of Reasons**

1.1 **Introduction**

1.2 The Town and Country Planning (Development Management Procedure) (England) Order 2015 (SI 2015/595) outlines that 'where a local planning authority proposes to make a local development order (LDO) they shall first prepare:-

- a. a draft of the order; and
- b. a statement for their reasons for making the order'.

1.3 Article 38 paragraph (2) of the DMPO states that 'the statement of reasons shall contain:-

- a. a description of the development which the order would permit; and
- b. a plan or statement identifying the land to which the order would relate'.

1.4 The text in this document acts as the statement of reasons for making the LDOs. A plan identifying the land at Delf Clough is attached (Appendix A).

2. **Background and Context**

2.1 The West Lancashire Local Plan seeks the delivery of at least 500 new dwellings within the Skelmersdale Town Centre Strategic Development Site. As a first step in delivering some of this housing, three sites have been identified for LDO's to assist in this delivery of housing they are:

- Findon – a HCA-owned brownfield site within the town centre strategic development site
- Delf Clough – a HCA-owned greenfield site within the town centre strategic development site
- Former Digmaor Sports Centre – a Council-owned brownfield site outside the town centre strategic development site

2.2 The LDO will grant permitted development rights for a specified use or development proposal on a defined site. They typically set out the type of development permitted subject to a series of planning conditions, and so, instead of submitting a planning application for the specified development proposal on that site, an applicant simply submits their proposals to the local planning authority for a conformity check (which must be completed within 28 days) to ensure that the proposals are in line with the LDO before development commences.

2.3 It is envisaged that the LDO would become a mechanism for both increasing housing and also for improving the appearance of the area.

3. **Why a Local Development Order**

3.1 While some, limited interest was expressed in these sites (primarily in the former Digmaor Sports Centre site), no firm proposal has emerged but the Council and the HCA are still keen to see these sites come forward and to continue to package the more attractive former

Digmoor Sports Centre site with the less attractive Findon and Delf Clough sites in order to ensure these important sites within the town centre come forward for housing as quickly as possible.

- 3.2 As such, in light of DCLG's consultation on building more homes on brownfield land, it was considered that the Findon and former Digmoor Sports Centre sites may benefit from an LDO, as this would provide a developer with more certainty when considering the purchase of the site, and a greater degree of flexibility than a planning application / permission, thus potentially tipping the balance in a developer's consideration of whether to take on the site and develop it. This opportunity was also extended to include the Greenfield site at Delf Clough which is seen to have potential for delivering housing.

4. Legislative Framework Governing the LDO Process

4.1 Primary legislation:

LDO provisions are contained in sections 61A-D of and Schedule 4A to the Town and Country Planning Act 1990, as amended. The primary legislative provisions related to LDOs were introduced by the Planning and Compulsory Purchase Act 2004, and commenced in 2006

4.2 Secondary legislation:

These primary powers were amended by the commencement of section 188 of the Planning Act 2008 in June 2009. The effect of this amendment was to remove the requirement that LDOs must implement local plan policies.

- 4.3 More detailed legal provisions on LDOs are contained in Article 38 of and Schedule 7 to the Town and Country Planning (Development Management Procedure) (England) Order 2015 (the 'DMPO'). The DMPO came into force in October 2010 as a consolidation of the Town and Country Planning (General Development Procedure) Order 1995 and instruments which have amended that Order.

5. Area Covered by the LDO

5.1 Delf Clough

Delf Clough is a Greenfield site located to the east of Northway to the east of Skelmersdale town centre. The site consists of an open grassed area with footpaths crossing it and stands of trees spread across it, with wooded cloughs to the north and south (both of which are designated nature conservation sites), a tree belt to the west (screening the site from Northway) and a residential care home to the east (Evenwood Court). See appendix A for site plan.

6. Planning Policy Context

- 6.1 The current planning policies for the sites are set out within the West Lancashire Local Plan 2012-2027 (adopted October 2013). The land is designated as SP2 Strategic Development Site on the Delf Clough site along with GN1a Settlement boundary.

- 6.2 There are no significant issues in terms of compliance with the National Planning Policy Framework (NPPF) or National Planning Policy guidance (NPPG).
- 6.3 The Local Development Orders are in compliance with the Councils Supplementary Planning Documents including the Design Guide SPD, Skelmersdale Town Centre Masterplan and others listed at <http://www.westlancs.gov.uk/planning/planning-policy/supplementary-planning-guidance.aspx>

7. **Environmental Impact Assessment (EIA)**

- 7.1 Developments which are likely to have a significant impact on the environment are subject to Environmental Assessment (EIA).
- 7.2 (Environmental Impact Assessment) (England and Wales) Regulations 2011 (EIA Regulations) require the developer to provide an Environmental Statement (ES) where the development proposed is:
- a. Within one of the categories of development in Schedule 1;
 - b. Either it is in a sensitive area or is above a given threshold for that type of development (listed in Schedule 2) and the development is likely to have significant effects on the environment by virtue of factors such as its nature, size or location (i.e. 'EIA development').
- 7.3 A formal decision on whether the development proposed is 'EIA development' (and hence an ES is required) can be obtained from the Local Planning Authority through a screening opinion request. It should be additionally noted that Article 38 paragraph 12 part (b) of the DMPO prohibits the use of an LDO to grant permission for development which falls within one of the categories in Schedule 1.
- 7.4 The site of the Delf Clough LDO site has been screened (as far as is possible with the information available) as part of the process of developing the LDO. This screening opinion is detailed below.

8. **Screening Opinion**

Delf Clough

- 8.1 The site at Delf Clough was EIA Screened for residential development on the site for up to 140 dwellings, highway and landscaping works, to be developed under a Local Development Order. For the following reasons, it was determined by West Lancashire Borough Council on 2nd October 2015 that an Environmental Impact Statement is not required for the development as described above:
- The development is not within a 'sensitive area' as defined by Part 1 of the Town and country Planning (Environmental Impact Assessment) Regulations 2011.
 - The environmental impact would not be of more than local significance or result in any impact greater than of local significance.
 - The development itself is not considered to be environmentally sensitive.

- The development would not result in unusually complex or potentially hazardous environmental effects.

9. **The limitations of the order**

9.1 It is intended that the LDO is active for a period of ten years following the date of its adoption. This is to help the delivery of the sites in a recovering economic market. Following the end of this ten year period, the LDO would cease to apply. The Council would then have the following options:

- Renew the LDO under same terms/conditions as previously;
- Renew the LDO but modify its terms and conditions

10. **Consultation on the LDO**

10.1 A fundamental principle of LDOs is that they represent a partnership approach to development management. This requires an approach to consultation which seeks support for the concept of the LDO and its objectives, both among the direct participants; the communities affected; and wider stakeholders.

10.2 It is a requirement that LDOs are the subject of local consultation. LDO consultation procedures are set out in article 38 of the Town and Country Planning (Development Management Procedure) Order 2015 (Statutory Instrument 2015/595). Consultation must include any person with whom the local planning authority would have been required to consult on an application for planning permission for the development proposed to be permitted by the LDO.

10.3 As part of the preparation of this LDO the following consultation arrangements were undertaken:

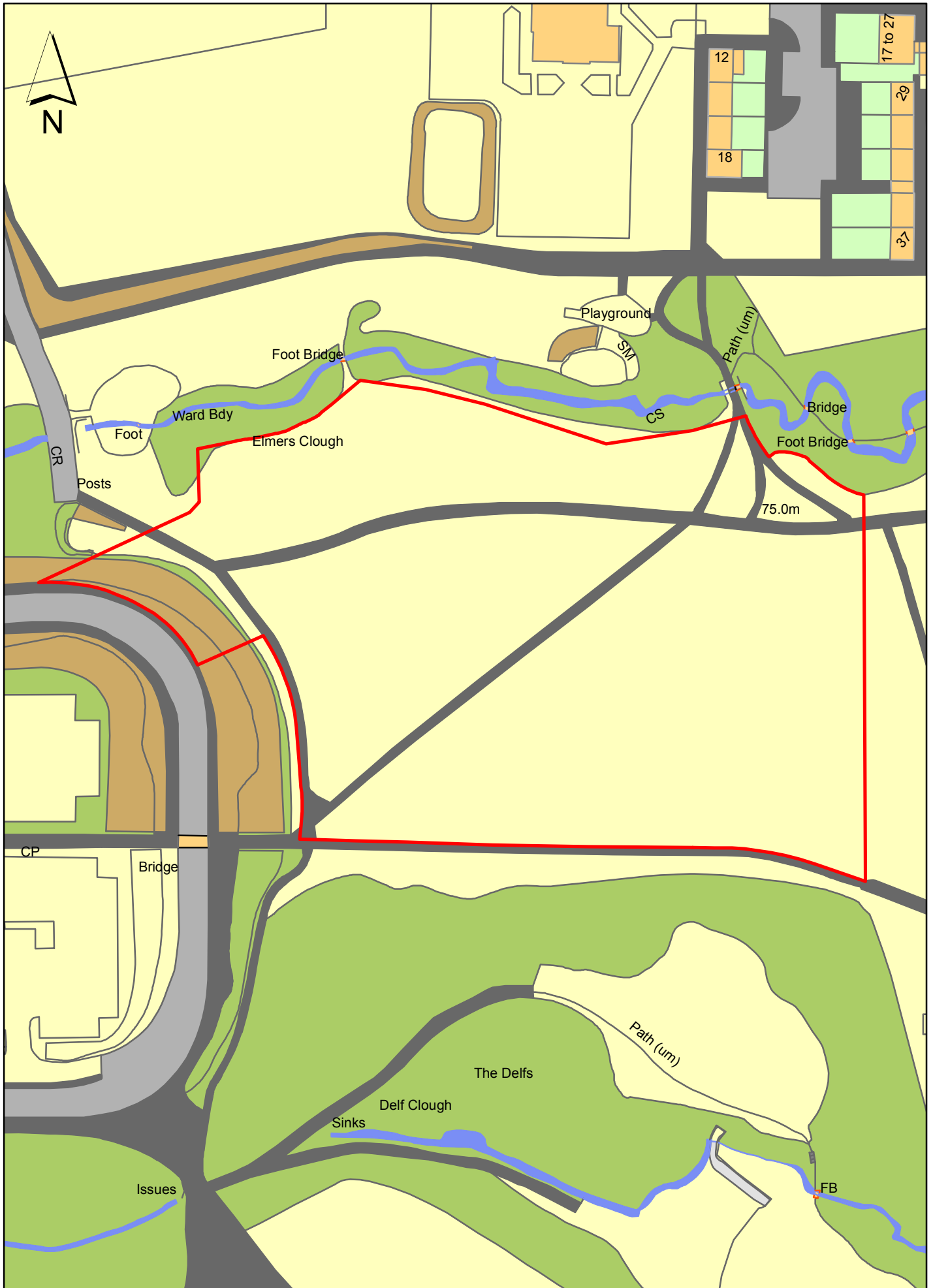
- Compliance with the publicity and consultation requirements of Article 38 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO) which relates specifically to publicity requirements for LDOs;
- Formal approval to consult on the draft LDO required by the Cabinet Members
- Compliance with the consultation requirements of the Statement of Community Involvement
- Direct consultation letters to the stakeholders

11. **Monitoring and Enforcement**

11.1 This LDO will be subject to on-going monitoring to assess its effectiveness in delivering development that supports the West Lancashire Local Plan. The outcome of the monitoring process will be reported annually through the AMR.

11.2 Failure to comply with the terms of the LDO or any other statutory requirements may result in appropriate enforcement action being taken by the Council and / or other agencies.

Appendix A



Appendix B



Directorate of Transformation

**John R Harrison DipEnvP, MRTPI
Assistant Director Planning**

PO Box 16 , 52 Derby Street
Ormskirk , West Lancashire L39 2DF
Telephone: 01695 577177
Website: www.westlancs.gov.uk
Email: plan.apps@westlancs.gov.uk

Date: 10 November 2015
Your ref: RACHEL KNEALE
Our ref: 2015/1101/SCR
Please ask for: Ann Veevers
Direct dial no: 01695 585346
Extension:

West Lancashire Borough Council
Housing And Regeneration
52 Derby Street
Ormskirk
L39 2DF

Dear Ms Kneale

THE TOWN AND COUNTRY PLANNING (ENVIRONMENTAL IMPACT ASSESSMENT) (ENGLAND AND WALES) REGULATIONS 2011 SCREENING OPINION – ENVIRONMENTAL STATEMENT

Proposal: Screening Opinion - Residential development up to 68 dwellings.
Location: Land To The West Of Evenwood Court, Evenwood, Tanhouse,
Skelmersdale

Introduction

West Lancashire Borough Council has been asked for a formal screening opinion in relation to proposed residential development of up to 68 dwellings and associated infrastructure at land to the west of Evenwood Court, Tanhouse, Skelmersdale. This screening opinion is based on the letter of 22nd October 2015. A previous screening opinion has been provided for this site (2015/0831/SCR); however, the site area has now increased by approximately 0.3ha, although the maximum number of dwellings remains the same.

The Site

**Gill Rowe LL.B (Hons) Solicitor
Managing Director (People and Places)**

**Kim Webber B.Sc., M.Sc.
Managing Director (Transformation)**

The request relates to a roughly rectangular parcel of land in between Northway and Evenwood Court, Skelmersdale. The site is currently a grassed and wooded area of land criss-crossed by footpaths linking residential areas to the town centre. The site extends to approximately 1.8 hectares and slopes from south to north towards Elmers Clough and the River Tawd.

To the north is the River Tawd and Elmers Clough which is a Biological Heritage Site, to the west is the Co-operative office building and the town centre screened by a belt of trees, to the south is Delf Clough and to the east is the residential care home at Evenwood Court. The site is within the main settlement of Skelmersdale and also within the Strategic Development Site of Skelmersdale Town Centre.

Proposal

The proposal is for residential development on the site for up to 68 dwellings, highway and landscaping works, to be developed under a Local Development Order.

Assessment

The proposal does not fall within Schedule 1 of the EIA Regulations.

The proposal does not meet the applicable criteria as set out in Part 10)b) Infrastructure Projects – Urban Development Projects in Schedule 2 of the Town and Country Planning (Environmental Impact Assessment)(Amendment) Regulations 2015 (the development is for less than 150 dwellings and the overall area of development is less than 5 hectares).

Schedule 3 of the Regulations provides guidance on how to decide whether the project is likely to have significant environmental effects, thereby requiring EIA under Schedule 2.

National Planning Practice Guidance (NPPG)

NPPG has now replaced previous guidance on Environmental Impact Assessment as set out in Circular 02/99 and advises:

When screening Schedule 2 projects, the local planning authority must take account of the selection criteria in Schedule 3 of the Regulations. Not all of the criteria will be relevant in every case. Each case should be considered on its own merits in a balanced way and authorities should retain the evidence to justify their decision.

Only a very small proportion of Schedule 2 development will require an assessment. While it is not possible to formulate criteria or thresholds which will provide a universal test of whether or not an assessment is required, it is possible to offer a broad indication of the type or scale of development which is likely to require an assessment.

The NPPG also provides an annex providing indicative screening thresholds. However, it should not be presumed that development above the indicative thresholds should always be subject to assessment, or those falling below these thresholds could never give rise to significant effects, especially where the development is in an environmentally sensitive location. Each development will need to be considered on its merits.

Schedule 3 Criteria

Schedule 3 of the regulations outlines the criteria against which any Schedule 2 development should be assessed.

1. Characteristics of the development

The proposal is for the development of approximately 1.8 hectares of land to accommodate up to 68 dwellings.

In assessing the scale of the proposed development, I consider that the proposal would raise no issues that can be considered of more than local importance.

2. Environmental sensitivity of the location

The site is not located within a Sensitive Area as defined by Regulation 2(1) of the EIA Regulations (i.e. sites designated as Sites of Special Scientific Interest, National Parks, World Heritage Sites, Scheduled Monuments, Areas of Outstanding Natural Beauty and sites covered by internal conservation designations) and does not lie within an identified Natura 2000 qualifying habitat or within close proximity to an environmentally sensitive site. The site is bound to the north and south by Biological Heritage Sites; however, this in itself does not mean that the site is considered to be a “sensitive site” in the terms defined above and any impact upon these areas will be taken into account during consideration of a full planning application.

The nearest residential properties are located to west and beyond Elmers Clough to the north. An assessment of the impact of the proposed development on the amenities of these neighbouring residents would form part of a full planning application.

In landscape and visual impact terms, the proposed development will no doubt be visible in the wider area but given the nature of the use and compatibility with neighbouring uses, this visibility is likely to be readily assimilated. Considerations of visual impact and impact on landscape character will be a consideration in any planning application.

In assessing the environmental sensitivity of the proposed development, I consider the potential impact to be of no more than local importance.

3. Characteristics of the Potential Impact

When assessed against the criteria within Schedule 3, Part 3 sections a) to e) of the regulations, it is considered that the effects of the proposals would not be significant taking into account the extent of the impact, the transfrontier nature of the impact, the magnitude and complexity of the impact, the probability of the impact and the duration, frequency and reversibility of the impact.

Conclusion

For the following reasons, it is determined that an Environmental Impact Statement is **NOT REQUIRED** for the above development:

1. The development is not within a ‘sensitive area’ as defined by Part 1 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.
2. The environmental impact would not be of more than local significance or result in any impact greater than of local significance.
3. The development itself is not considered to be environmentally sensitive.
4. The development would not result in unusually complex or potentially hazardous environmental effects.

Please note that in giving this opinion, it is recognised that an EIA would not be the only means of gaining the environmental information required to assess an application for planning

permission. Planning application consultees such as English Nature, Environment Agency, RSPB, NATS, County Highway, Lead Local Flood Authority and MEAS would no doubt require appropriate highway, landscape, drainage and ecological studies as part of the assessment of any such planning application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J.R.H.', with a long horizontal flourish extending to the right.

John R Harrison, DipEnvP, MRTPI
Assistant Director Planning

Design Code

Findon, Digmaoor Sports Centre and Delf Clough

February 2016

John Harrison, DipEnvP, MRTPI
Interim Director Planning
West Lancashire Borough Council

www.westlancs.gov.uk

WEST LANCASHIRE



LOCAL PLAN

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Findon, Digmoor Sport Centre and Delf Clough LOD – Design Code

This housing design code is a reference document for developers and their design teams which sets out our aspirations, values and design principles for housing design on the LDO sites, Findon, Digmoor Sport centre and Delf Clough. Any proposal for development on relevant sites submitted to West Lancashire Borough Council must demonstrate clearly how these have been adopted and applied as part of a responsive, high quality design process.

The content of the design code must also be regarded in partnership with the West Lancashire Local Plan 2012-2027, the West Lancashire Design Guide SPD and the LDO to which this Design Code relates. This will be used as a benchmark by which development proposals will be evaluated as part of the LDO process.

This code looks to focus on broader design ideas about place-making (an examination of wider design values and principles) rather than specific or detailed design proposals and, as such it does not seek to prescribe a fixed design or layout for the sites, or fix a programme for the architectural design and detail of individual buildings. This Design Code should be interpreted as guidance.

Key Influences

The Design Code has been influenced significantly by the objectives and content of other policies, strategies and guidance. The Design Code assimilates much of this existing guidance and standards and applies them to the design of having developments on the sites identified within the LDO.

However, it is nevertheless important for developers and their design teams to be familiar with their specific objectives and requirements.

Structure of the document

In producing this document we have sought to make sure that our ideas and messages are expressed in a way that is clear and understandable to developers and their professional advisors. To help make this design code as user friendly as possible, there are two parts to the document.

Part 1 – Vision

- Context
- Values
- Key Design Principles

Part 2 – Design Palette

- Site Frameworks and Character Areas

Part 1, will deal with the fundamentals of the design process setting out our vision for new housing development, putting this into context of the current characteristics of the area, expressing what we think peoples core values are when it comes to housing, and how these can be delivered by adopting just a few key design principles at the outset.

Part 2, will get to grips with the detail, setting out what we feel is the best design approach for each site. In part 2 we express a design palette comprising design ideas for different elements of the built environment, and site frameworks and character area to show which elements of the palette could be applied.

LDO Process

Local Development Orders (LDOs) provide planning permission for specific classes of development within a defined area, subject to certain conditions and limitations.

The purpose of a LDO is to simplify the planning process and provide certainty for potential investors, developers and businesses. This aims to reduce the costs and potential delays sometimes associated with the planning application process.

LDOs are an enabling and permissive planning tool. They create a permitted development framework for particular activities within a certain location. The classes of permitted development within a LDO are precise and apply to particular land uses and forms of development.

LDOs provide a further layer of permitted development rights in addition to those which are established by central government through the General Permitted Development Order 1995 (as amended) and the Town and Country Planning (Use Classes) Order 1987 (as amended).

Where an LDO is in place, planning permission can also be obtained by following the normal planning application process.

The delivery of good design is not something that can be left to chance. History has taught us that development that ignores principles of good design can place a great burden on their community. It is important that we accept that this is not only an issue of environmental quality, but that poor design can be the root cause of social and economic instability. The link between poor quality housing design and lack of social cohesion with a community is particularly strong.

Key issues include:

- The exclusion and division of communities.
- Environments being undervalued and abused.
- Physical disconnection – undemocratic environments which impact disproportionately on the mobility impaired.
- Severance from public transport networks.
- Public spaces that facilitate anti-social behaviour and crime.
- Weakening the planning gain system, with investments than becoming liabilities.
- The imposition of remedial costs – costs that are often borne by the public purse.
- Reducing or even negating wider urban regeneration initiatives aimed at enhancing services, facilities and local economies.

PART 1

Vision

With the central focus of the LDO on housing, the vision, or starting point of this design code is to set down our broad vision for what new housing can and should achieve on Findon, Digmoor Sports Centre and Delf Clough. The sites will provide new housing redefining the area as an attractive residential area with high quality housing.

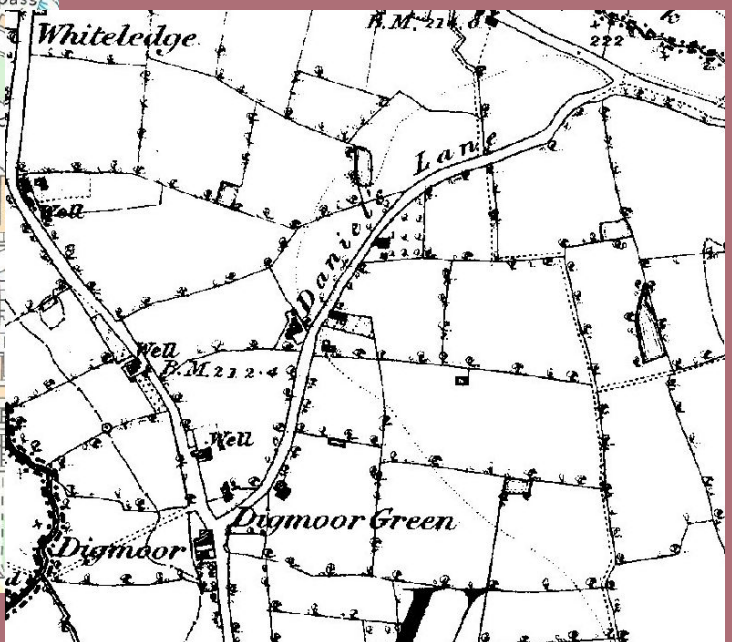
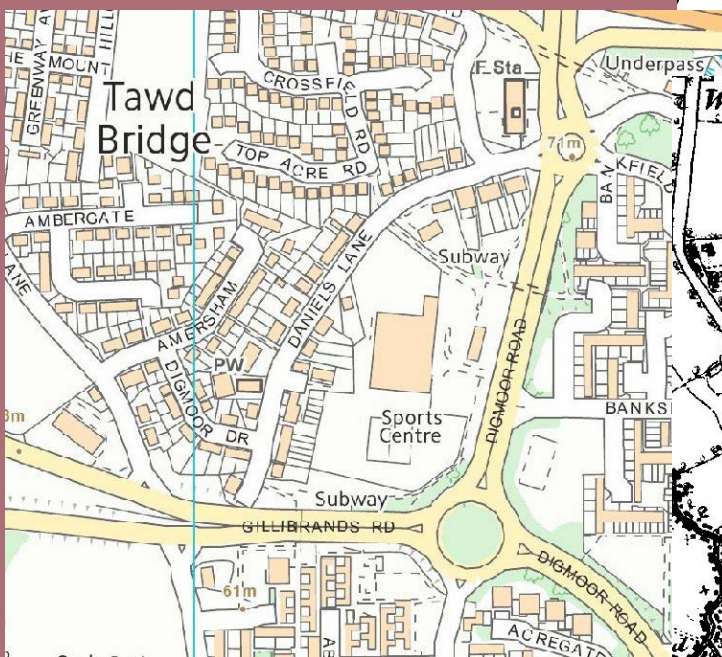
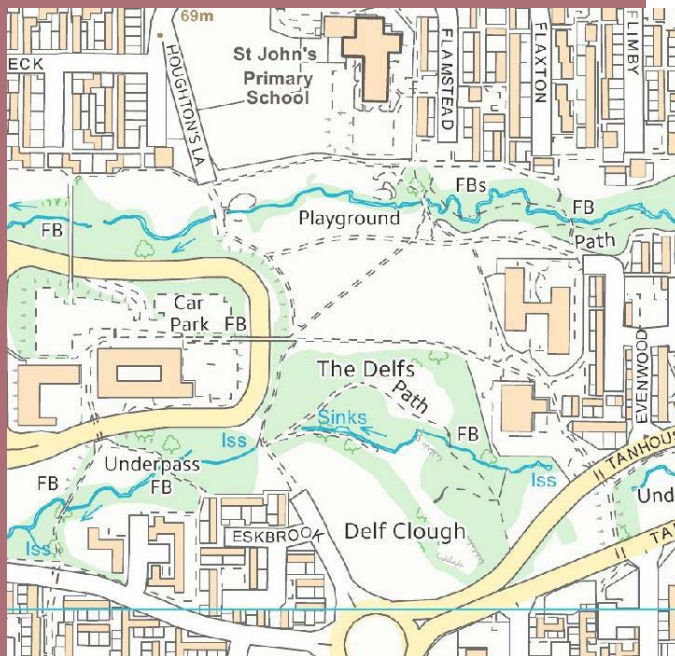
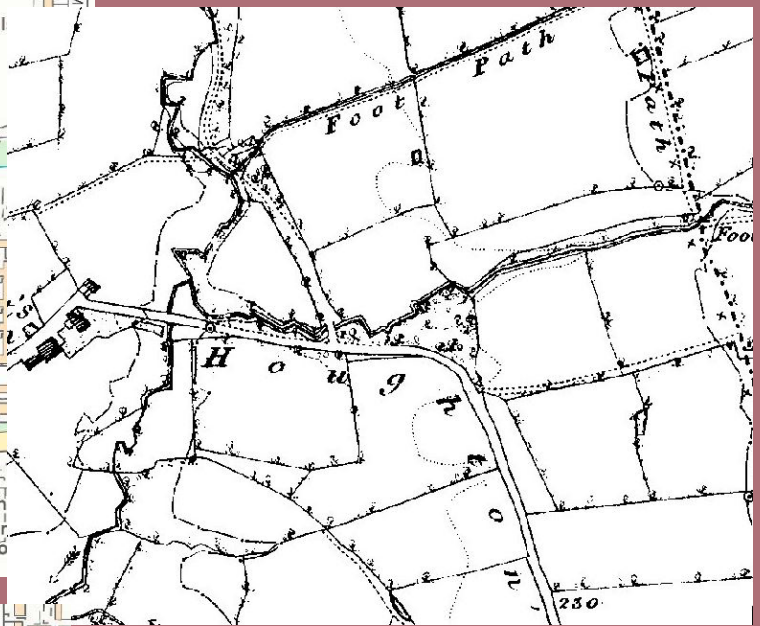
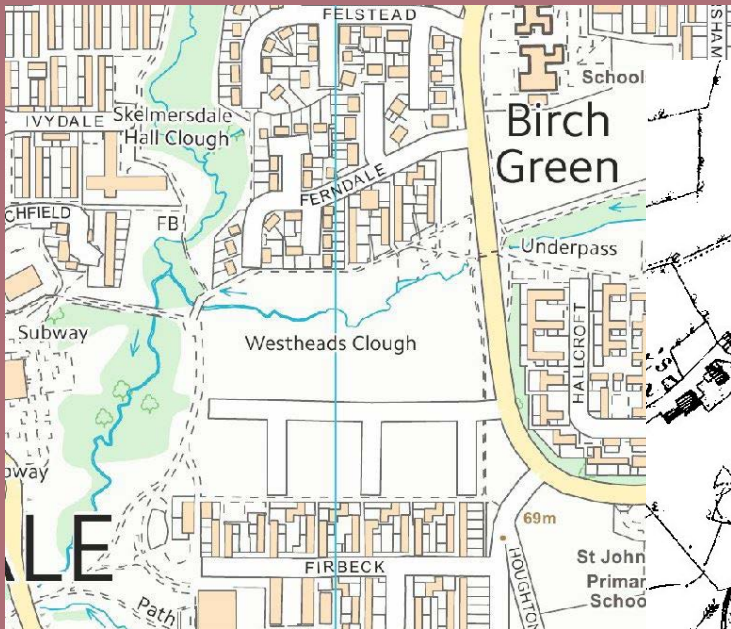
- We need to create family housing
- Promote environmentally sustainable and family friendly development
- Be aware of environmental constraints and understand how to address these.

A strong positive sense of place – our sites will consist of buildings and spaces which have a very attractive, welcoming character and strong identity, which will help reverse the perception of housing in Skelmersdale.

Create connected and legible spaces that feel attractive, intimate and of human scale – our new housing areas will be of a design that is easy to understand for residents and visitors, with layout creating an attractive friendly place to live and creating a positive experience for pedestrians.

Embrace the natural environment and wildlife. Our new housing will be integrated with the natural landscape.

Family life – New housing will be geared to cater for a wide variety of households, but with a particular emphasis on creating an environment that can support families, who will live in the area and promote life long homes.



History of Skelmersdale

It is important to understand how Skelmersdale has evolved over time to move forward and strengthen the housing offer.

19th Century

Skelmersdale traces its origins from the Norman period; however the urban expansions of the original old town can be traced from the middle of the 19th century, as the settlement emerged as a coal town. The old town was organised along the axis of Blaguegate Lane – Sandy Lane – High Street, and both the physical and economic expansion was highly influenced by the opening of the railway line running parallel to this route in 1858. The main period of building of terraced housing that occurred as a result of the town's economic success was completed by the early 1890s, with little significant development beyond this period.

Late 20th century – 1960-1974

Following the decline of industrial coal mining in the area, resulting in economic decline and the post war public housing boom saw Skelmersdale develop as a New town. This was developed to cater for the out-migration from Liverpool.

- The design principles that were the most influential on the built form of Skelmersdale include:
- Physical separation of car and pedestrian routes
- Creating of a centralised town centre as the focus for all retail, commercial and civic buildings
- Surrounding the town centre with open space and separating out vehicular routes
- Creating specific industrial zones
- Catering for a balanced age range of population to provide a basis for the town's future social development.

Local Context: Making Place - Street Elevations

The proportions and arrangements of buildings can make all the difference to the character and appearance of a street, and this is something often maximised in traditional building forms. Many modern examples of development fail to pick up on simple aspects of traditional street composition, with the emphasis on the inside space not the street scene.

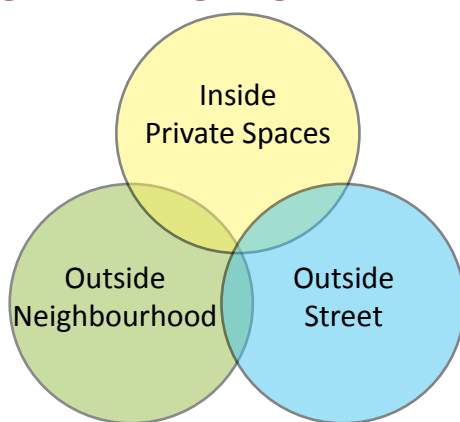
Whilst traditional buildings often display continuity and rhythm this is often lacking in modern day design. Traditional buildings create a visual pattern using the roof lines, creating an appealing and animated built form. Modern day development focuses on experimentation for form and volume which can sometimes lead to unbalanced, sterile street elevations lacking rhythm and animation, appearing manufactured as opposed to human and organic. It is important to create a street scene that doesn't create unbalanced elevations.

Key Place Making Principles

Key lessons in layouts of housing developments

- Routes must be clear for all to navigate and move around including cyclist and pedestrians.
- Surfaces should be permeable where possible to allow for the infiltration of surface water run-off.
- Focal points should be located in the entrances of the sites, offering a welcome sense of place and identity.
- Development should be of a proportionate scale to the surrounding area.

Securing Good housing Design



In order to achieve good design on the three LDO sites, the first step in doing so is to take a back to basic approach, examining the very core of good housing design. Housing design affects our quality of life and has to be able to sustain family and community life for future generations. It has to help create a sustainable place, not just a development or an estate.

Outside - Our Neighbourhood

- Outdoor amenity and recreational spaces
- Access to local services and facilities, that are safe and easy to access
- Encouraging biodiversity
- Create safe routes that are efficient and vibrant mixing vehicular and non-vehicular traffic, but favouring the pedestrian and cyclist and promoting public transport.
- Creating an inclusive, friendly and neighbourly environment.

Outside - Our Street

- Create a sense of place and enhance existing local features
- Where public spaces are present in the LDO sites, include them within the designs to generate a sense of pride and responsibility
- Create a sense of safety through natural surveillance, making sure communal areas are well lit, hospitable and accessible
- Create a development that encourages habitants to be part of the community

Inside - Private Space

- Homes should have a feeling of space and utility, through greater ceiling heights, high levels of natural light and ventilation
- Offer the ability to adapt and extend the home
- Energy efficient
- Allow for expression of personality

Founding Design Principles

The key principles we set out here provide 'overarching' guidance and a platform to the more detailed principles and parameters that appear in Part 2.

The key design principles focus on the on concepts within the West Lancashire Design Guide SPD. There are 7 main principles of urban design which include:

1. The character of a place or group of buildings
2. The spaces and gaps between buildings and in particular the enclosure of space
3. The quality of the public space, street scene and public realm
4. The ease of movement of people and vehicles
5. The distinctive identity and legibility of a place and the ease in which people can find their way around
6. The adaptability of an area to respond to change
7. The diversity of uses

The following aspects are considered to be 'good practice checklist' when designing and bringing forward any new development proposal:

- Look at how the development fits in and reinforces the local characteristics of the area. Does the development respond to its context and the local distinctiveness?
- Consider carefully the scale of new development and ensure the height and massing is appropriate in relation to the neighbouring properties and the surrounding environment.
- Create attractive and architecturally consistent extensions, buildings and development. New development should 'delight the eye'.
- Always consider the 'grain' of the development; the scale of the surrounding buildings and spaces.
- Try to ensure the development is sustainable in relation to energy use, its effect on the natural environment and surface water drainage patterns.
- Promote legible layout, which allows easily recognisable routes between buildings or spaces.
- Create community in the street scene ensuring that development is sited appropriately in relation with the neighbouring properties.
- Maintain views and important spaces and consider the development including the spaces around it from public view points.
- Create buildings and spaces that allow movement between them and that integrate fully with the existing built environment.
- Design buildings and spaces which are adaptable.
- Think carefully about the choice of materials and their likely maintenance and lifelong costs.
- Ensure a clear distinction is made between the public and private areas of the development or building.
- Using wherever possible a variety of building types, densities and uses.

Embedded Sustainability

The housing on the LOD sites will emerge from a place-making process that has environmental sustainability at its core. This means designing and constructing buildings on a way that minimises and off sets the consumption of non-renewable resources and taking every opportunity to limit impacts on the environment.

Energy use can be minimised through effective design and construction of buildings. Urban design and site planning can also affect the inherent energy dynamics particularly in terms of orientation, layout and massing. Housing on the LDO sites will embrace energy efficiency with regards to:

Heating and Cooling

Buildings should provide good levels of ventilation through the positioning of windows/openings and roof vents. Heating and cooling systems should encourage the use of:

- Solar water heating
- Combined heat and power
- Community heating and cooling
- Heat pumps

Renewable Energy

To minimise carbon emissions, new housing should utilise renewable energy through the use of photovoltaic / solar energy.

Public Realm

Delivering energy efficiency must extend to the design of public realm, for example by powering outdoor lighting through renewable or sustainable energy sources, and using open spaces as an opportunity to establish ground source heat pumps where feasible.

The east-west orientation of buildings is ideal for maximising solar access and should be employed wherever possible to capture solar energy. Development must consider passive ventilation and heating with reference to internal heat balancing. Shade should also be taken into consideration, overshadowing of adjacent buildings and private open spaces is to be minimised at all times.

SUDS

The LDO sites must deal with land drainage from the site itself as well as surface water drainage from the new development and if deemed necessary surface water drainage from the existing network in order to assist with the management of flows through the wider network.

The importance of this issue means that the Council will require a comprehensive drainage scheme to serve the entire site. SuDS are systems designed to reduce the potential impact of new and existing development on surface water drainage in order to reduce the risk of surface water flooding. The purpose of SuDS is to replicate the natural drainage system so that dirty and surface water run-off may be collected, stored and cleaned before being released back into the environment via a natural watercourse and at a controlled rate that replicates the speed of the natural greenfield run-off rate.

As part of any development resulting from the LDO, developers will be required to produce a drainage strategy including:

- How the proposal will accord with Policy SP2 and deliver a solution to the network capacity issue in order to reduce flows to Waste Water Treatment Works that will accommodate the level of foul flows proposed.

- How the proposed SuDS accords with any necessary criteria set out within the National SuDS guidance and / or guidance established by LCC as the Lead Local Flood Authority (LLFA) or any approving body at the time of application.
- How the proposed SuDS is future proofed against the impacts of climate change on storm events.
- How the strategy has taken full account of any water mains which pass through the site within the design of the development.
- How the SuDS supports the infiltration of surface water in order to protect groundwater resources.
- How the SuDS will be managed and maintained in the future once complete (if not by the LLFA).
- Details of any off-site drainage infrastructure required to support the development.
- How the design of the built development will assist with water efficiency requirements.

Developers should make early contact with both United Utilities and the LLFA to ensure that any proposals are feasible and in accordance with necessary criteria.

As part of the SuDS, this site will be required to incorporate attenuation ponds to ensure that the rate at which the surface water flows from the site is no greater than it is before development.

Attenuation or storage ponds could assist on the site with the following functions:

- Store surface water to ensure the run-off rate is attenuated.
- Assist in improving water quality (filtration).
- Provide a natural habitat for wildlife and support aquatic biodiversity.
- Provide on-site storage for irrigation and rainwater harvesting assisting with water efficiency.

Landscape and habitat value

The design of buildings and spaces must embrace soft landscape elements including the creation of green incidental and formal green spaces. The environment in and around the Tawd Valley is an essential designing factor, influencing design concepts at a wider and detailed level. Protecting and enhancing the river environment must be positioned as a high priority in the design process – it is a highly significant source of biodiversity and informal/ passive re creation



PART 2

Housing Area Codes

LDO Design Palette

The 'design palette' expresses the core components of the built environment – the spaces and buildings that shape it and define the structure and form of a place. These components are tailored to provide a bespoke palette for housing design on the LDO sites within Skelmersdale which draws upon;

- Existing guidance at a national and local level
- Our vision for the LDO sites
- Our local character study

The second section of the codes set out an illustrative design framework for each of the residential LDO sites, this draws upon the key design principles established earlier in Part 1 and applies these in response to identified constraints and opportunities.

Once this illustrative framework is established, the character areas are identified to indicate locations where housing design will be subject to different design cues and influences, and where it would be appropriate to create buildings and spaces with a certain character. It is through the character areas that we apply the palette, as these dictate which elements of the palette apply where.

The structure of the housing area codes derive from a need to find the right balance between setting down a robust, comprehensive guidance and allowing for enough flexibility to facilitate the delivery of development under different circumstances. Flexibility is important when applying the code's principles as we want to encourage creativity on the part of the developers. It is important to note that the code does not stifle creative design.

Highways - Movement and Street Hierarchy

The street hierarchy will provide the foundation for movement and communication for pedestrians, cyclists, cars, service vehicles and public transport,

as well as providing spaces for car parking.

The introduction of a main street can provide a central spine for development; this will accommodate all highway users from cars to pedestrians. Shared surfaces provide localised residential street access to homes and can double up as shared amenity space.

It is important that the layout of a LDO site allows for the creation of a legible and connected urban structure and be able to generate townscape qualities which enable the sense of place.

Streets have an essential role to play in defining the character of a place, making it feel distinctive and allow the users of the areas to distinguish one place from another. The highway aspects of development on the LSO sites will be subject to the approval of the Local Highways Authority. In this instance we encourage early engagement with Lancashire County Council.

The primary means of access to development sites will be required to take traffic from the existing highways, catering for the competing needs of different highway users and providing a sense of arrival in to the development. The character of the street should be influenced by a formal, axial highway, creating a boulevard effect.

Spatial Characteristics of a **RESIDENTIAL AVENUE**

Building to Building	Max 25m
Frontage Height	2 – 2.5 Storeys
Building Alignment	Fronting the street and Parallel
Carriageway Alignment	Axial. off set
Landscape	Formal linear tree planting, SUDS channels

The recommended speed limit of such a route is 20mph with a carriage way width of 5.5m and a minimum pavement width of 2 meters on each side of the carriage way, cyclist provision will also be marked within the carriageway. The residential avenues will accommodate car parking in line with IF2 and be located within the residential curtilage of the dwelling, preferably to the side of the dwelling or through an integrated garage.

Spatial Characteristics of **SHARED SURFACE SPACES**

Building to Building	Max 18m
Frontage Height	2 Storeys
Building Alignment	Fronting the street off set, irregular
Carriageway Alignment	Off set, Meander
Buildings set back	Max 3m
Landscape	Trees planted informally

The recommended speed limit of such a route is 10mph, with a minimum 2m pavement on each side of the shared space. Car parking would be delivered through on street marked bays.

Spatial Characteristics of **GREEN CORRIDORS**

Building to Building	Variable
Frontage Height	2 Storeys
Building Alignment	Green corridor of linear soft/ natural landscape incorporating
Landscape	Mix of naturalised and landscaped recreation and habitat space. Could include linear wetland areas with channels and ponds, incorporating reed beds as part of SUDS infrastructure and promotion of biodiversity. Informal linear tree planting

The influence of density

Getting the right density of development on the site is not only critical for the viability of a scheme, but more importantly the right environment for sustainable family life. Density is a key influence over our quality of life because, in affect the number of people we can expect to inhabit a place in turn affects:

- Viability of social infrastructure and accessibility of public transport
- The mix of land uses and activities
- Safety and security
- Quality of public space, sense or identity and place
- Ability to lead sustainable lifestyles

It is important to consider the impact of safety and security on any new development these are critical issues and considerations when choosing where to live.

Medium Density

Density	40-50dph
Tenure	Terraced town houses and semi detached
Separation distances	21 metres
Open Space	Semi private spaces/communal areas, private gardens

Low Density

Density	30-40dph
Tenure	Terraced, town houses, semi-detached and detached
Separation distances	21 metres
Open Space	Private gardens and pocket parks.

We encourage applicants to undertake their own design assessments and suggest using Building for Life 12 to justify design solutions put forward.

Building Type and Urban Design

The development of the LDO sites at Findon, Digmoor Sports Centre and Delf Clough must be adaptable to cater for an appropriate mix of typologies and a wide range of markets/occupiers. This will in turn lay the foundations for sustainable and vibrant neighbourhoods.

Although the Design Code aims to be adaptable, it is important that design teams ensure that development comes forward with a character that is complementary and coherent. If different typologies are used within an LDO site it is important that they come together to create a 'whole' creating a co-ordinated development that communicates a consistent character.

Guidance throughout this Design Code relating to the types of tenure that should be used is based on a place making approach.

Our design guidance is focused in the general form and massing of development. We accept that individual styling can be varied and of a contemporary design style relevant to Skelmersdale.

Building Standards

Technical Housing Standards – Nationally described space standards (2015)

This standard deals with internal space within new dwellings and is suitable for application across all tenures. It sets out requirements for the Gross Internal (floor) Area of new dwellings at a defined level of occupancy as well as floor areas and dimensions for key parts of the home notably, storage and floor to ceiling height.

Minimum gross internal floor areas and storage (m²)

Numbers of bedrooms (b)	Numbers of bed spaces (persons)	1 Storey dwellings	2 Storey dwellings	3 Storey dwellings	Built in Storage
1b	1p	39 (37) ²			1.0
	2p	50	58		1.5
2b	3p	61	70		2.0
	4p	70	79		
3b	4p	74	84	90	2.5
	5p	86	93	99	
	6p	95	102	108	
4b	5p	90	97	103	3.0
	6p	99	106	112	
	7p	108	115	121	
	8p	117	124	130	
5b	6p	103	110	116	3.5
	7p	112	119	125	
	8p	121	128	134	
6b	7p	116	123	129	4.0
	8p	125	132	138	

2. Where a one person flat has a shower room rather than a bathroom, the floor area may be reduced from 39m² to 37m².

Aside from the Technical Housing Standards – Nationally described space standards (2015) each dwelling will be required to meet the following criteria as a minimum:

Tenure	Characteristic	Specification
Standard Detached	Set back/ front garden	3.5 max
	On plot car parking/garage	Yes – In line with IF2 of the West Lancs Local Plan side of dwelling parking
	Roofing	Dual Pitch
	Recycling Storage	Within the residential curtilage
Semi detached	Set back/ front garden	3.5 max
	On plot car parking/garage	Yes – In line with IF2 of the West Lancs Local Plan side of dwelling parking
	Roofing	Dual Pitch parallel to the street, perpendicular to the street in 2.5 storeys only.
	Recycling Storage	Within the residential curtilage
Townhouse Row Max 5 dwellings attached	Set back/ front garden	3.5 max
	On plot car parking/garage	Yes – In line with IF2 of the West Lancs Local Plan on street/courtyard incorporated garage.
	Roofing	Dual Pitch parallel to the street
	Recycling Storage	On plot to rear
Conventional Terrace Max 8 dwellings attached	Set back/ front garden	2.5 max
	On plot car parking/garage	On street/court yard In line with IF2 of the West Lancs Local Plan
	Roofing	Steep dual pitch parallel to street
	Recycling Storage	On plot to rear
Urban Apartments Communal accessed block up to 10 apartments	Set back/ front garden	2m max
	On plot car parking/garage	On street and or court yard In line with IF2 of the West Lancs Local Plan
	Roofing	Mono pitch
	Recycling Storage	Communal per block (max 10 apartments) housed within a plot to the rear
Sub Urban Apartments Detached blocks of up to 3 apartments	Set back/ front garden	4m max
	On plot car parking/garage	On street and/or communal courtyard in line with IF2 of the West Lancs Local Plan
	Roofing	Dual pitch parallel to street
	Recycling Storage	Communal per block housed within the rear of the plot.

Frontage and boundary treatments

Fronting Public Space

All public spaces – streets, green spaces and parks will be overlooked by building frontage, providing a positive edge and enhancing safety by overlooking/surveillance.

Major green spaces – such as the village green typology should be shaped in a way that interacts with housing and street spaces on all sides. Houses will directly adjoin these spaces.

Fronting Semi-private Space

Semi-private spaces such as communal courts and gardens will provide valuable amenity in higher density scenarios, and enhance the qualities of street spaces by providing subtle opportunities for car parking and servicing.

The success of these spaces will depend on how access is controlled and the extent that they are overlooked by surrounding property. This could make particular use of balconies for example.

It will be acceptable to design these spaces with some rear boundaries facing onto them; however the design approach must demonstrate a good surveillance whilst maintaining privacy within garden areas.

Property

The treatments of plot boundaries need to balance safety and security with the need to create a light and open environment that encourages a sociable activity.

Front boundaries where plots interface with the street will be differentiated by the extent of setback from the street, which will vary according to street typology. A subtle common design should be followed for all front boundary treatments within a site to create homogeneity through common character.

Rear and side boundaries where properties have common boundaries or share access to rear courtyard should provide for both privacy surveillance and interaction.

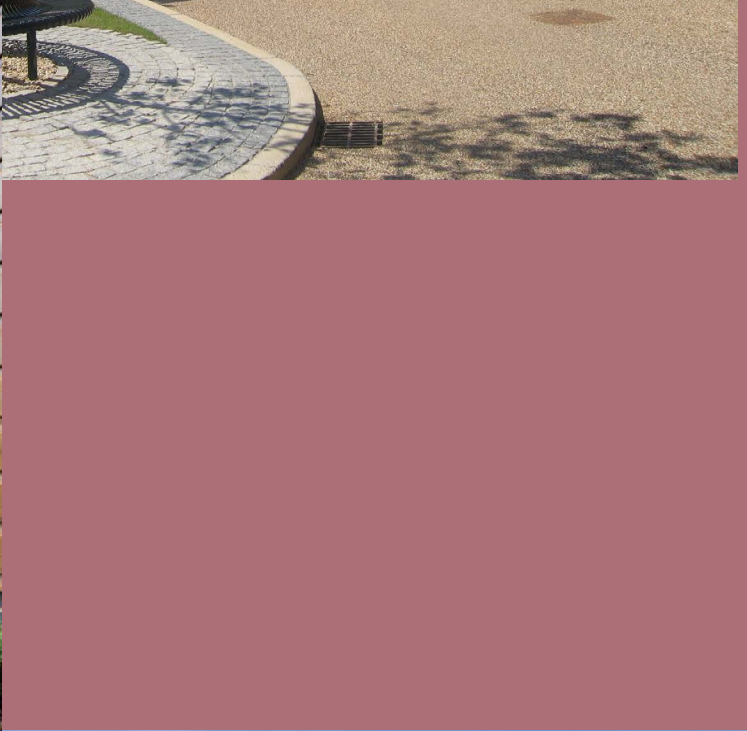
Off Street

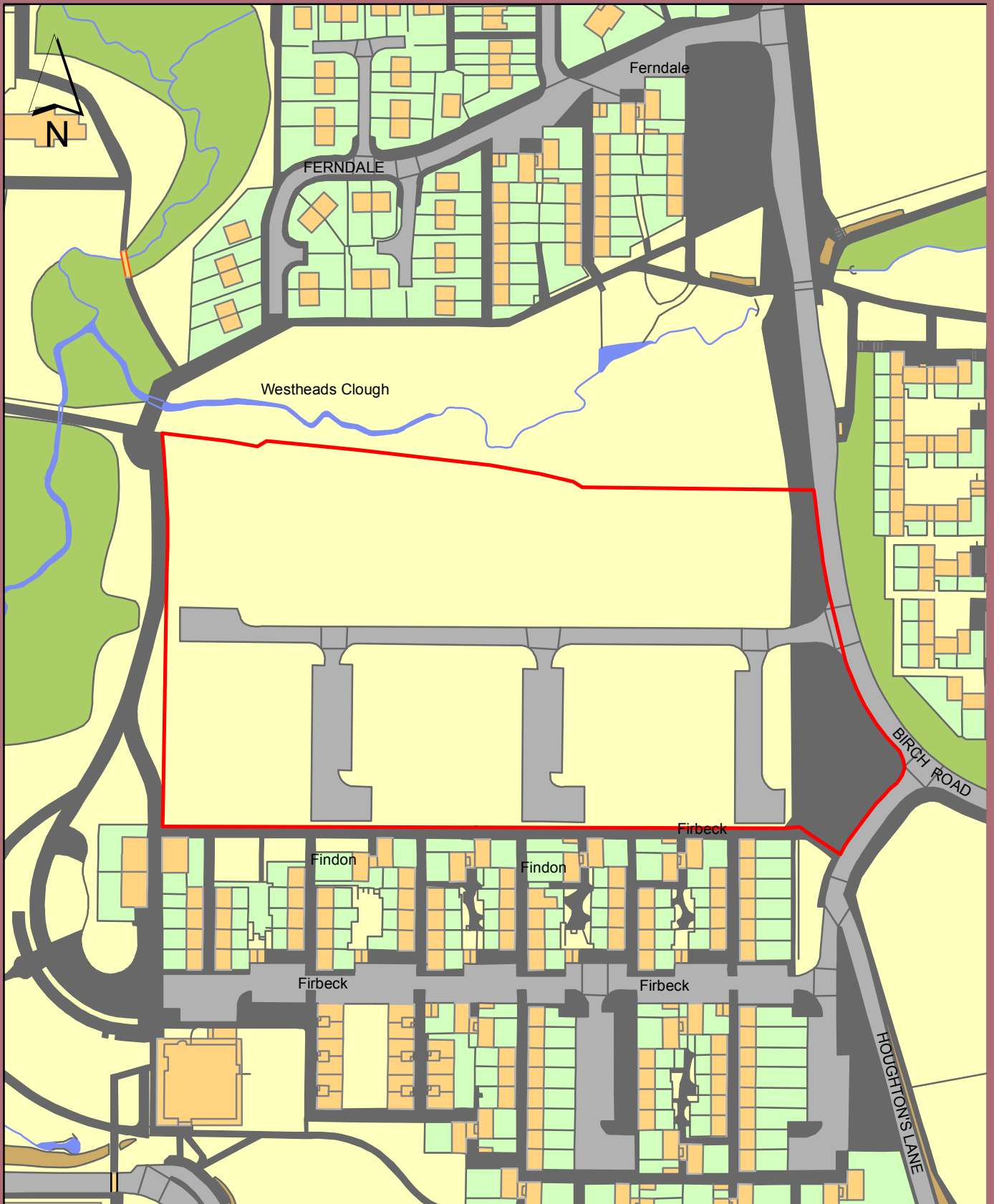
Small purpose designed courtyards may be provided within residential areas to accommodate small parking and or garage courts. However, these will be designed as part of a lively street scene – with frontages and front doors opening onto these spaces, rather than being tucked away out of sight. There is a particular opportunity to weave these spaces into shared surface mews.

In general terms the number of car spaces should be limited to avoid blighting the visual qualities of the space. There should be a mix of hard and soft landscaping to create character and good quality lighting for security.

Recycling/Waste Storage

It is important to ensure that all design allows for the provision of recycling and waste storage and this should be incorporated into the dwelling.





Findon

Site Characteristics

The Findon estate is located to the north of Northway and west of Houghtons Lane, Skelmersdale. The former residential area comprises a brownfield site, now grassed over surrounded by interlinked blocks of flats, houses and garages. The former housing site that was partly built during the days of the New Town but never occupied before being partly demolished prior to 2009 and partly in 2013. The site is accessed off Birch Green Road to the east of Skelmersdale town centre and bordered by a mature wooded clough to the immediate north and east which is also a designated Biological Heritage Site.

Constraints and Opportunities

Constraints

- Brownfield Land
- Adjacent to a nature conservation site (Biological Heritage Site)

Opportunities

- High value natural setting
- Pedestrian orientated spaces
- Proximity to the town centre
- Proximity to existing recreation sites and play areas

Connections and Spaces

The intent for Findon is to create a sense of place, which will add to the recently refurbished Firbeck housing estate, creating an 'urban village' feel set within a green and attractive environment. This would contribute to the clear links with the surrounding natural valleys, cloughs and woodland, but also incorporate its own open space features.

Development on Findon is anticipated to be of a medium density in order to optimise the development opportunity which generating a significant population that will help keep streets and spaces feeling active and vibrant. Key urban design features will also add to the sense of space, landmark buildings along key routes will enable way finding.

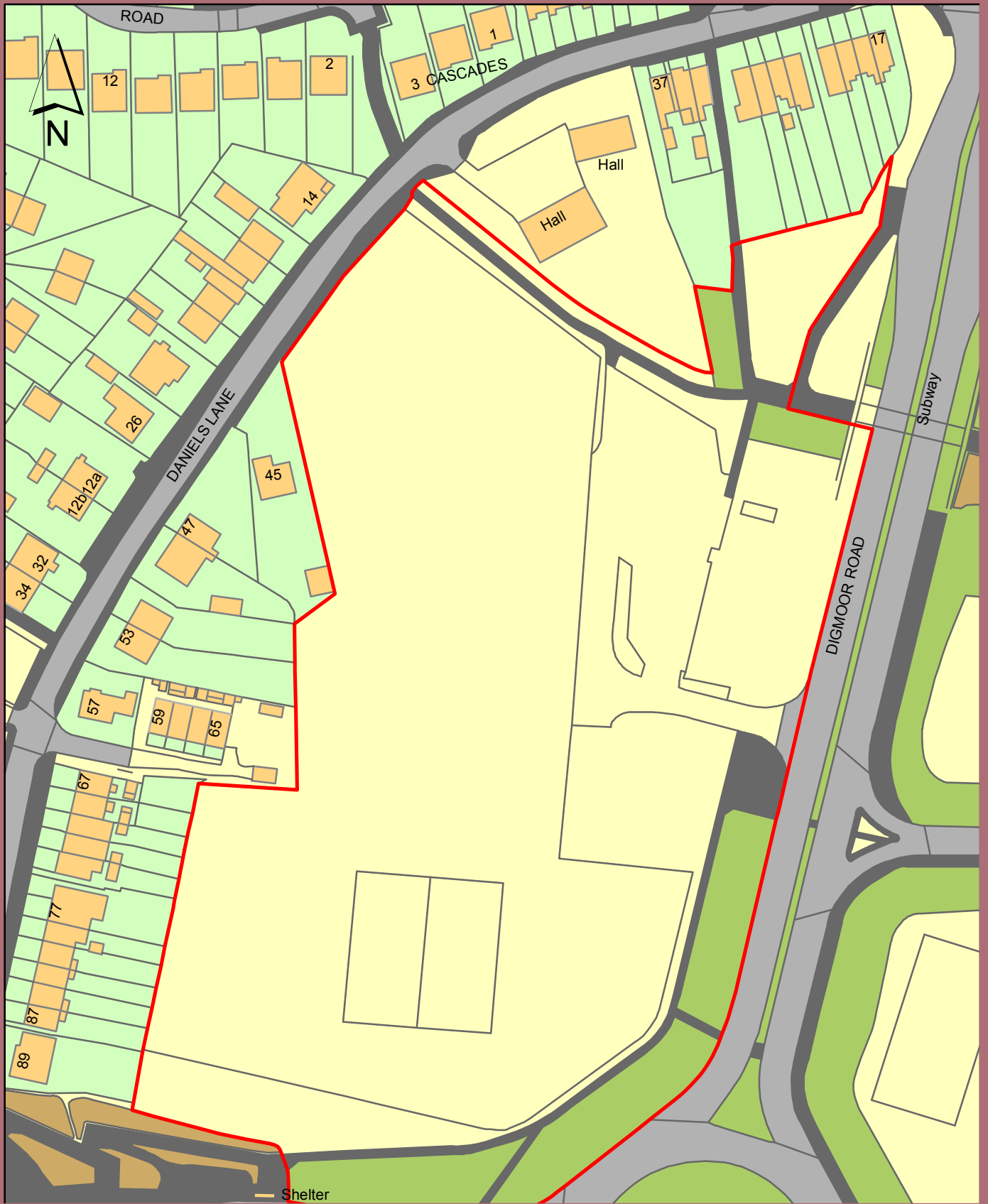
Access to the Findon site will be taken from the existing Birch Green opening, however it is important to create pedestrian routes through the Firbeck estate and further into the town centre.

The orientation of the housing development will need to respect and enhance the natural features of the surrounding area such as Westhead Clough to the north of the site.

Delivery on site

The Findon site is surrounded by high density development, in order for the site to blend in with the characteristics of the surrounding area, we envisage that development will be delivered at a density of 40-50 dwellings per hectare with a maximum height of 2.5 storeys on the main access road (residential avenue) which will be reduced to 2 storeys on the cul-de-sac (shared spaces) .

The site provides an opportunity to use Westheads Clough as an attractive frontage for development and this will be encouraged. It is inevitable that corner plots will occur on the site, therefore developers are tasked with delivering plots with double fronted elevations to avoid blank canvases.



Digmoor Sports Centre

Site Characteristics

The Digmoor Sports Centre closed in October 2011. The site is located on Digmoor Road, benefiting from large grassed areas towards the highway and mature trees along the boundary. It is located some 800 metres south of the town centre.

Constraints and opportunities

Constraints

- Brownfield Land

Opportunities

- Proximity to the town centre
- Established access in to the site

Connections and Spaces

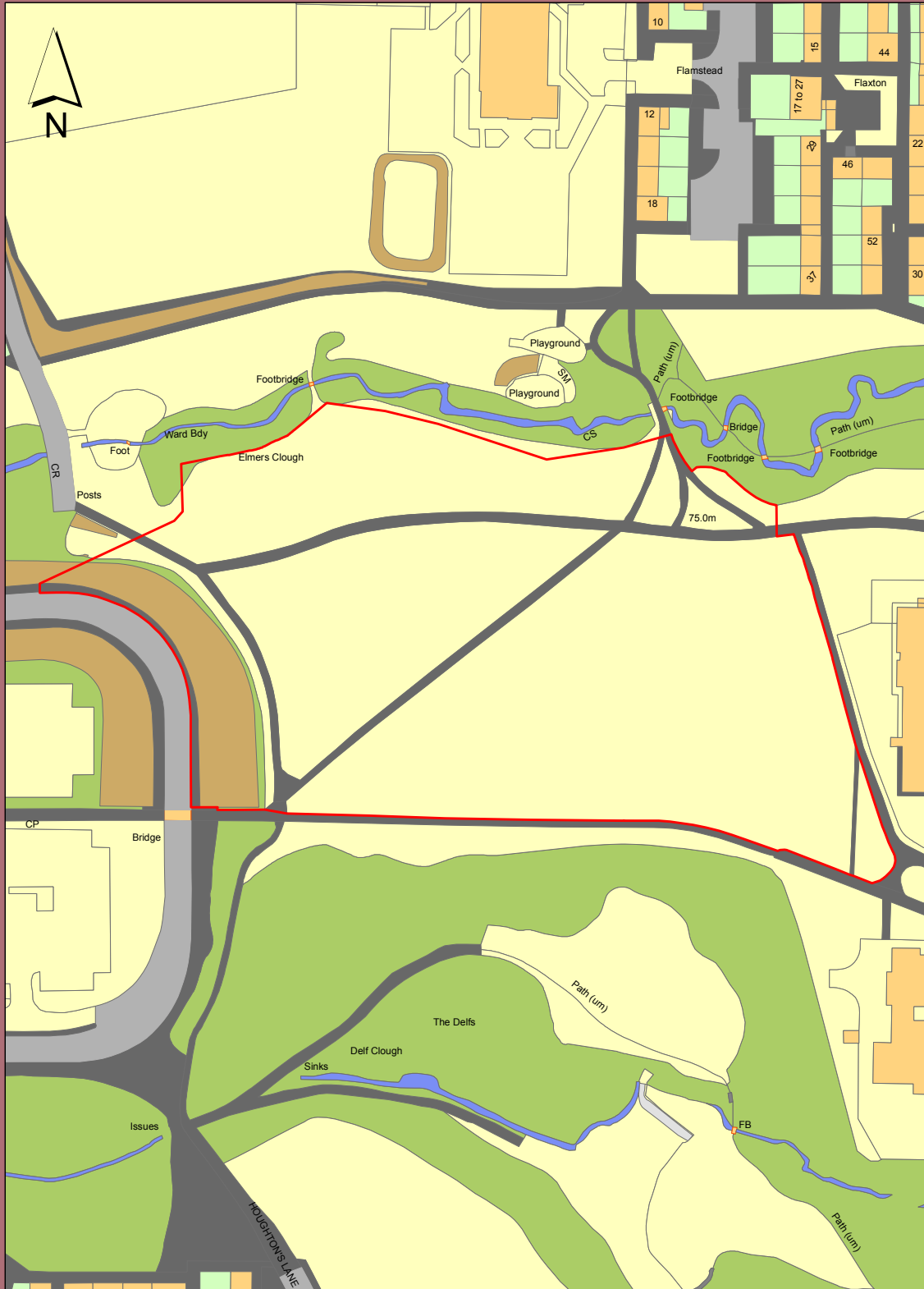
The former Digmoor Sports Centre Site will regenerate a former brownfield site extending the residential area off Daniels Lane. The site in residential terms is generally surrounded by lower density semi-detached dwellings. In order to maintain the character of the surrounding area, development will be of a low density on this site.

The existing pedestrian link to Daniels Lane should be retained at the top North West corner of the site; this would increase permeability to the wider area and to Digmoor Road.

Delivery on site

The development which surrounds the former Digmoor Sports Centre, is of a lower density in relation to Skelmersdale as a whole, for this reason we envisage development to be delivered at a rate of 30 - 40 dwellings per hectare with a maximum height of 3 storeys.

It is inevitable that corner plots will occur on the site, therefore developers are tasked with delivering plots with double fronted elevations to avoid blank canvases.



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Delf Clough

Site Characteristics

Delf Clough is a Greenfield site located to the east of Northway to the east of Skelmersdale town centre. The site consists of an open grassed area with footpaths crossing it and stands of trees spread across it, with wooded cloughs to the north and south (both of which are designated nature conservation sites), a tree belt to the west (screening the site from Northway) and a residential care home to the east (Evenwood Court).

Constraints and opportunities

Constraints

- Adjacent to a Biological Heritage Site
- No defined access/existing access
- Level changes

Opportunities

- Greenfield Site
- Well screened to allow for innovative design
- Links with the town centre

Connections and Spaces

The development potential of the Delf Clough area will depend upon the resolution of access - this could potentially be from Northway.

Development at Delph Clough is anticipated to be of a medium density in order to optimise the development opportunity which generating a significant population, however it is important to respect the Biological Heritage Site adjacent to the proposed residential area.

Delivery on site

Due to the characteristics of the surrounding area, we envisage that development on the Delf Clough Site should be delivered at 30-40 dwellings per hectare with a maximum of height of 3 storeys. However due to the level changes the height of the proposed dwellings will need to be sympathetic and delivered in a resourceful way to avoid harming the attractiveness of the street scene.

Statement on Scoping of LDO Consultation

An LDO is a mechanism by which a local planning authority can grant permitted development rights for a specified use or development proposal on a defined site. They typically set out the type of development permitted subject to a series of planning conditions, and so, instead of submitting a planning application for the specified development proposal on that site, an applicant simply submits their proposals to the local planning authority for a conformity check (which must be completed within 28 days) to ensure that the proposals are in line with the LDO before development commences.

The Council are preparing Local Development Orders on the following sites; Findon, the former Digmaor Sports Centre and Delf Clough.

Local Development orders are normally prepared in consultation with the public and stakeholders such as infrastructure providers, regulatory authorities and where appropriate the developers, land owners and those with an interest in the land.

In accordance with this the council has undertaken a Scoping Consultation on the Local Development Orders engaging key stakeholders, potential developers, land owners and statutory bodies between 11th August 2015 and 8th September 2015.

This scoping consultation has enabled key issues to be identified and aided in the construction of how the Local Development Orders are set out.

It should be acknowledged that the Council do consider all comments received, although may not always agree with options and therefore changes cannot be made in all cases. The Council are required to make balanced decisions, taking into account the views from all sides.

Summary of comments received

A total of 14 comments were received on the Scoping of the Local Development Orders. A table of all comments can be found attached to this statement.

Overall there was a consensus of support for the implementation of a Local Development Order at Findon, the Former Digmaor Sports Centre and Delf Clough sites.

Many respondents welcomed the opportunity to be involved in the LDO process but did not wish to comment at present.

Aside from stakeholder/infrastructure providers 2 developers commented on the scoping. Both expressed their support for the LDOs. Both developers commented on the density of development of the LDO sites suggesting development at 30-40 dpha. They have also suggested that financial obligations are limited and conditions attached to the LDOs are not excessive.

Next Steps

The scoping responses highlighted areas for the LDOs to address, such as time frames, density, financial contributions and design.

The Council have considered the feedback and developed a Draft Local Development Order for each site.

Further comments on the Draft Local Development Order will be sought through the consultation process and fed into the final Local Development Orders.

Who	Organisation	Comments
Ben Terry	LCC – Education	LCC's School Planning Team do not have anything to input at this stage. As the plans are developed further we would need to submit education contribution assessments, and the education requirements would need to be included in a Section 106.
Alan Hubbard	National Trust	National Trust is pleased to have received notification of this consultation and would wish to continue to be consulted on LDF and related documents in the future; however, on this specific occasion the matters raised do not have either direct or indirect implications for the Trust's interests and accordingly we have no particular comments that we wish to put forward.
Jill Stephenson	National Rail	We have no comment to make on this occasion.
Ian Fletcher	Keepmoat	<p>Supports LDO's on Findon, Digmoor and Delf Clough.</p> <p>Supports a 10 year period for the LDO.</p> <p>Keepmoat recommends a delivery rate of 35dph of 2 and 3 bed family homes with a small element of affordable housing if achievable.</p> <p>Building for Life 12 is referred to as a good example for design if viability can be achieved.</p> <p>Open space/public realm needs to be</p>

		<p>considered carefully in order to minimise and S106 contributions or additional maintenance costs. Conditions attached to the LDO should be minimised if a collaborative design is achieved.</p> <p>The sites have limited marketing opportunity from passing trade.</p>
Mark Phillips	HCA	<p>Supports LDO's on Findon, Digmoor and Delf Clough.</p> <p>Supports a 10 year period for the LDO.</p> <p>Policy approach to density is supported.</p> <p>This should respond to market forces and be informed by the marketing strategy currently being prepared by Bilfinger GVA instructed by HCA. Informed by this the type and tenure should not be too prescriptive.</p> <p>Public Realm should be incorporated without being over prescriptive then this would be supported.</p> <p>Conditions should focus on Highway safety, highway access, noise, ecology, mitigation for any ground conditions, drainage, layout.</p> <p>The main strengths of the LDO sites are that the sites offer scope to be packaged with the Whalleys sites so that affordable housing provision arising can be delivered on these sites. With an LDO in place the planning process will be shortened which in theory should accelerate delivery.</p>

		The main problems with the sites are Market interest – all, Access – Delf Clough, Ground conditions – Digmaor.
Alasdair Simpson	LCC – Cycling	<p>Findon - There is a cycle path on the side of Birch Green Road. It would desirable to have active frontages to the open spaces to the north and west.</p> <p>Delft Clough - Could north – south and east-west cycle and pedestrian routes be provided through the sites as below as link areas to the east with the town centre. This could be cycle paths linking cul-de-sacs rather than a continuous path.</p> <p>Digmaor Sports Centre - There is a cycle path on the north side of the site which links Digmaor with the Town Centre. Could it be retained, though I have no objection to it be incorporated into the road layout of the site. Is there any opportunity to replace the subway with at grade crossing Any cycle path should not be a narrow alleyway at the backs of houses</p>
Mark Harrison	Coal Authority	I have reviewed the boundaries of the three proposed LDO sites and can confirm that, whilst all three of the sites are located within the coalfield, they are all located outside of the defined Development High Risk Area. Accordingly, there would be no requirement

		<p>to afford consideration to the potential risks associated with unstable land caused by coal mining legacy as part of the LDOs for these sites. Instead, we would simply request that our Standing Advice note used in the Development Management process is included by the LPA as an informative note within the LDO.</p>
<p>David Dunlop</p>	<p>The Wildlife Trust for Lancashire, Manchester & North Merseyside</p>	<p>We neither support nor oppose the LDOs. The Wildlife Trust for Lancashire, Manchester & North Merseyside suggests that the length of time required for delivery will be related to the length of time required to design, install and manage appropriate green infrastructure to the point where it is fully functional and sustainable and linked to the wider land use context. That will vary considerably depending on the nature of such infrastructure.</p> <p>The Wildlife Trust for Lancashire, Manchester & North Merseyside suggests that the appropriate density will be related <i>in part</i> to the spatial framework required to design, install and manage appropriate green infrastructure to the point where it is fully functional and linked to the wider land use context. That will vary considerably depending on the nature of such infrastructure.</p> <p>As the whole purpose of a LDO is to approve</p>

		<p>the principle of development on a site (presumably subject to conditions regarding the submission of details?) all the necessary information required to determine the suitability, in principle, of residential development must include determining whether the sites have any value for wildlife and/or ecosystem services at present. Has this work been undertaken? Is it available to view?</p> <p>Two of the sites - 'Delf Clough' and 'Findon' - about 'Biological Heritage Sites' (Local Wildlife Sites, <i>sensu</i> NPPF); namely and respectively Delf Clough itself and Westhead Clough – both identified for ancient woodland habitats and species-assemblages. Based on what we currently know of each, all three sites have the <i>potential</i> to enhance or degrade Lancashire's ecological networks to varying degrees.</p> <p>Design should promote the maintenance, recovery, restoration and enhancement of Lancashire's ecological network in the context of West Lancashire Borough. Possible measures would include: buffering of the adjacent Local Wildlife Sites (LWS); sympathetic management of the features of the LWS; sympathetic integration of pedestrian access to and through the LWS;</p>
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		<p>designing landscaping and water management features to complement the adjacent semi-natural habitat; and provision of nesting opportunities for appropriate s41 bird species (<i>e.g.</i> House Sparrow, House Martin) and breeding / roosting / hibernating structures for bats (especially pipistrelles). Depending on what is proposed at the detailed design stage, there could be a need to require the developer to enter into a s106 agreement (prior to the approval of details) regarding the maintenance / management of any green space identified within the site. The Wildlife Trust for Lancashire, Manchester & North Merseyside recommends and expects public realm to address green infrastructure matters; and particularly access to nature given its well-documented benefits to public health and wellbeing, and to the economic value of housing, and its potential integration with other green infrastructure services such as surface water management through Sustainable Drainage Systems (SuDS). Conditions on ecology should relate to:</p> <ul style="list-style-type: none"> • buffering, protection and enhancement of the features of the 'Biological Heritage Sites' (LWS) • assessment of impact on and mitigation for S41 species & habitats, (particularly bats, as internationally
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		<p>protected species)</p> <ul style="list-style-type: none"> • identification maintenance, restoration, creation and enhancement of functional ecological networks associated with the site <p>Conditions relating to the delivery and management of public access to nature would also be important in these three urban localities; as would those related to sustainable drainage.</p> <p>On the issue of a buffer to the LWSs, if it be possible under LDO protocols we would wish to see the LDO specify the size and general nature of the buffer, rather than leave it to prospective developers to propose that themselves. Your authority will need to consult its ecological adviser on what would be suitable: we presume that the LDO will include a site plan which could show the minimum buffer zone that would be required? Identifying a buffer would not necessarily prevent a contractor working / storing material within the buffer unless specifically prevented by condition.</p> <p>There would also need to be a condition protecting any substantial trees adjacent to the site, during the construction phase.</p>
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		<p>It would be beneficial if the LDO also identified the ecological network in the vicinity of the sites, and the links required to these (diagrammatically).</p> <p>The Wildlife Trust for Lancashire, Manchester & North Merseyside considers the proximity of the 'Findon' and 'Delf Clough' sites to two ancient woodland 'Biological Heritage Sites' ('Local Wildlife Sites' <i>sensu</i> NPPF) to be the most <i>potentially</i> problematic aspects of those sites. We have identified no immediate problems associated with the Digmoor Sports Centre site.</p> <p>From the point of view of The Wildlife Trust for Lancashire, Manchester & North Merseyside, both as an identified provider of green infrastructure and in our wider role as a nature charity, we find it limiting and somewhat frustrating to comment on these relatively small sites in isolation. We suggest that an integrated strategic approach to the identification and future management of Skelmersdale's ecological networks and green infrastructure, including both nature for its own sake and local people and visitors' access to nature and related wellbeing, would offer more possibilities of synergy and less potential conflict. We would be happy to put forward an outline of such an approach for</p>
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		discussion if that would be helpful to the planning authority, prospective developers and local communities.
Alice Ullathorne	Historic England North West	We are comfortable that the development of the land will not have an impact on the historic environment and therefore we are happy to support the Local Development Order.
Tom Snape	Rowland Homes and Gleeson Homes	<p>Ten years would provide more than enough time for delivery, providing the housing market remains stable during this time. Rowland Homes and Gleeson Homes would be keen to start delivery on site as soon as possible and therefore a timescale of 5 years may be more appropriate to encourage regeneration in the short term.</p> <p>The Local Plan Policy sets a minimum of 30 dwellings per hectare and it would seem appropriate for these sites to be developed within the range of 30-40 dwellings per hectare.</p> <p>Former Digmaor Sports Centre – given the location an appropriate mix would be sought which would be predominantly 3-Bed dwellings with a mixture of detached and semi-detached and a small number of 4-Bed properties.</p> <p>Delf Clough – Constraints apart, we will be offering up 25% as 2 bed, 60% as 3 bed's</p>

		<p>(Both semi's and detached) up to 15% as 4 bed's.</p> <p>Findon – 20% as 2 beds, 60% as 3 beds and remaining 20% as 4 beds.</p> <p>The following matters need to be addressed in the LDO:</p> <ul style="list-style-type: none"> Building design Layout Materials Landscaping Scale <p>In line with Policy IF4 of the adopted Core Strategy, as quoted below.</p> <p>New development will be expected to contribute to mitigating its impact on infrastructure, services and the environment and to contribute to the requirements of the community. Contributions may be secured through a planning obligation (subject to an obligation meeting the requirements of the relevant legislation and national policy) and through the Community Infrastructure Levy (CIL), at such a time when the Council has prepared a Charging Schedule.</p> <p>The types of infrastructure that developments may be required to provide such contributions for include, are included on the Regulation 123 list. This includes;</p> <p>Community Infrastructure (such as health, education, libraries, public realm)</p>
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		<p>Where a development is made unviable by the requirements of a planning obligation, the Council will have regard to appropriate evidence submitted by an applicant and consider whether any flexibility in the planning obligation is justified.</p> <p>The introduction of LDOs is intended to streamline the planning process and therefore onerous planning conditions should be avoided as they can cause delay to house building.</p> <p>Paragraph 206 of the Framework states “Planning conditions should only be imposed where they are:</p> <ol style="list-style-type: none"> 1. necessary; 2. relevant to planning and; 3. to the development to be permitted; 4. enforceable; 5. precise and; 6. reasonable in all other respects.” <p>Paragraph: 083 Reference ID: 13-083-20140306 of the NPPG provides guidance on imposing planning conditions on LDOs and states;</p> <p>“...A local planning authority should try to avoid imposing excessive numbers of conditions on Local Development Orders. The purpose of Local Development Orders is to simplify and speed up local planning, and this is likely to be undermined by placing overly</p>
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		<p>onerous burdens on developers.”</p> <p>The sites benefit from being in sustainable locations in close proximity to local amenities. They are Exempt from CIL charging given the location with Skelmersdale. The development of these sites offers regeneration benefits. Social and economic benefits of providing a mixture of market and affordable homes. Market/viability of the area. Desirability of the site locations – attracting house-builders into these challenging areas. Potential for restrictions and easements on each site. Availability of services and infrastructure unknown at this stage. Rowland Homes and Gleeson Homes support the introduction of LDOs on the proposed sites.</p>
Kathryn Kelsall	Natural England	<p>Based upon the information provided, Natural England advises the Council that the proposal is unlikely to affect any statutorily protected sites or landscapes.</p> <p>Other Advice Green Infrastructure Green Infrastructure (GI) is a strategically planned and delivered network of high quality green spaces and other environmental features. It should be designed and managed as a multifunctional resource capable of</p>

		<p>delivering a wide range of environmental and quality of life benefits for local communities. Green Infrastructure includes parks, open spaces, playing fields, woodlands, allotments and private gardens.</p> <p>Green Infrastructure can provide many social, economic and environmental benefits close to where people live and work including:</p> <ul style="list-style-type: none"> • Places for outdoor relaxation and play • Space and habitats for wildlife with access to nature for people • Climate change adaptation – e.g. flood alleviation and cooling urban heat islands. • Environmental education • Local food production - in allotments, gardens and through agriculture • Improved health and well-being – lowering stress levels and providing opportunities for exercise <p>Green Infrastructure should be provided as an integral part of all new development, alongside other infrastructure such as utilities and transport networks.</p>
Dave Sherratt	United Utilities	<p>Consideration of how design and layout can assist in reducing the potential for flood risk. Development of greenfield land may lead to an increase in surface water run-off. Mitigation measures should be considered</p>

		<p>wherever appropriate – for example, in the form of landscaping, SuDS, use of permeable surfaces and the avoidance of large areas of hard standing.</p> <p>Water efficiency measures should also be considered by developers and included within the housing designs where viable. We would request that the Council include Conditions on the following matters:</p> <p><i>Drainage</i> – development of any site should not increase the potential of flood risk for the land or the surrounding area. Prior to commencing development (or any phase of it), the Council must receive and approve a relevant suitable drainage strategy. Foul and surface water should be disposed of by separate means wherever possible, in line with the surface water hierarchy.</p> <p><i>Surface Water Management</i> – developers should incorporate SuDS wherever possible and seek to include a range of mitigation measures to ensure a greenfield surface water run-off rate.</p>
George Hurst	West Lancs CCG	We know that Skelmersdale carries the burden of health inequalities. This is evidenced through the report available at

		<p>http://www.westlancashireccg.nhs.uk/wp-content/uploads/Skelmersdale.pdf . With this in mind we would welcome consideration being given to how the LDOs can help facilitate improved health and wellbeing for local communities, designing in health and wellbeing. We would also wish to be involved in ensuring the availability of appropriate health care facilities locally to accommodate any additional demands from the development.</p> <p>Whilst the CCG has no specific comments about the detail of the LDOs on the proposed sites it is key that both the CCG and NHS England (Lancashire and Greater Manchester), who commission primary care services, are kept informed of the progress. This is to ensure that arrangements can be made to commission the correct levels of capacity for primary care services, hospital and community based services for the new residents.</p>
	Skelmersdale Library	No comments
Anne-Sophie Bonton	LCC	LCC would support the LDOs in principle as a means of assisting development to come forward on these sites. The development of the sites forms an important part of the overall growth and regeneration of the Skelmersdale area.

		<p>While LDOs are supported in principle, careful consideration should be given to ecological matters. Both the Findon and Delf Clough developments abut BHSs. Boundary lines appear to have been carefully drawn, so as not to go onto the BHSs, however a buffer could be inserted into any detailed plans. It is anticipated that bats (that do use the Cloughs of Skelmersdale in reasonable numbers) will require detailed surveying to inform mitigation and that ecological surveys are undertaken, as doubtless several Section 41 priority species will use the current derelict grasslands for foraging. The old Sports centre land appears to be less sensitive.</p>
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CONSULTATION SUMMARY REPORT

Local Development Orders
Findon, former Digmaoor Sports
Centre and Delf Clough

February 2016

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1. Introduction

An LDO is a mechanism by which a local planning authority can grant permitted development rights for a specified use or development proposal on a defined site. They typically set out the type of development permitted subject to a series of planning conditions, and so, instead of submitting a planning application for the specified development proposal on that site, an applicant simply submits their proposals to the local planning authority for a conformity check (which must be completed within 28 days) to ensure that the proposals are in line with the LDO before development commences.

The Council is preparing Local Development Orders on the following sites; Findon, the former Digmoor Sports Centre and Delf Clough.

Local Development orders are normally prepared in consultation with the public and stakeholders such as infrastructure providers, regulatory authorities and where appropriate the developers, land owners and those with an interest in the land.

In accordance with this the council has undertaken a Scoping Consultation on the Local Development Orders engaging key stakeholders, potential developers, land owners and statutory bodies between 11th August 2015 and 8th September 2015. This scoping consultation enabled key issues to be identified and aided in the construction of how the Draft Local Development Orders are set out.

As set out within article 34 of the Town and Country Planning (Development Management Procedure) Order 2010 (Statutory Instrument 2010/2184) it is a requirement that LDOs are the subject of local consultation. It is required that local consultation covers those parties with whom the local planning authority would have been required to consult on an application for planning permission for the development proposed to be permitted by the LDO. This includes publicising the draft LDOs on the Council's "weekly list" of planning applications that have been received and validated. In order to satisfy the requirements of the regulations the Draft Local Development Orders (LDOs) for Findon, the former Digmoor Sports Centre and Delf Clough were subject to consultation from 19th November 2015 to the 4th January 2016.

This document provides a summary of how the Council consulted, the general issues raised through representations and the Council response to those issues. This document also sets out how the Final Local Development Orders will be shaped as a direct result of the comments received, to illustrate how consultation informs decision making.

It should be acknowledged that the Council do consider all comments received, although may not always agree with opinions and therefore changes cannot be made in all cases. The Council is required to make balanced decisions, taking into account the views from all sides.

2. Consultation and publicity methods

The Council publicised consultation on the Draft Local Development Orders through the following methods:

- Letter distributed to all properties adjacent to the application sites
- Email / letters to all consultees on the consultation database, including statutory consultees
- Press release
- Site notices on the perimeters of the site
- Council website

Throughout the consultation, planning officers were available to answer questions:

- By email
- By phone
- In person at Council offices

Consultation materials were available to read at:

- Libraries
- Council offices
- On the Council Website

Comments were invited through

- An online form available from the Council website (powered by surveymonkey)
- By returning forms through email or post

3. Summary of comments received

14 comments were received on the Draft Local Development Orders. A report containing those comments, in full, can be found on the Council webpage at www.westlancs.gov.uk/LDO or in Appendix 1 to this document. Comments generally focused on a series of key concerns, as set out below.

Design

There was support for the growth and regeneration of Skelmersdale with the proposals at Findon complimenting the recent improvements in the Firbeck area.

Council Response

The Council welcome comments of support for the regeneration of Skelmersdale, the Design Code which is a supporting element of the Local Development Orders reflects upon the characteristics of development adjoining the proposed sites.

Highways/Parking

Concerns were expressed about creation of additional housing and the increase in traffic that this will bring particularly to the Daniels Lane area (Former Digmaor Sports Site). This concern also extends to adequate parking for the existing and proposed residents in and surrounding the proposed sites.

It was suggested that a designated parking area be created for the existing residents within the proposal sites.

LCC requested bus stops be introduced for the Findon Site.

Council response

Parking provision on any new development will be required to be in conformity with policy IF2 of the adopted West Lancashire Local Plan 2012-2027.

The proposal site is specifically designated for housing within the Local Development Order and although the Council understands the concerns and issues over parking within some areas it is not a requirement of new development to eradicate existing individual issues.

Any highways alterations will be part of a traffic regulation order and will be implemented and monitored by Lancashire County Council.

LDOs cannot request S106 obligations therefore it is not permitted to request a financial contribution for two bus stops on the Findon Site.

Education

Concerns were raised over the potential impact of the proposals on local schools, with a request for an assessment of education provision impact assessment to be submitted at the time of certification.

Council response

Lancashire County Council Education, provided information for the West Lancashire Infrastructure Delivery Plan, whereby LCC stated that there would not need to be additional school provision in Skelmersdale until the latter part of the Local Plan period. Given how little housing has been delivered in Skelmersdale thus far in the Local Plan period, it seems unlikely that these three LDO sites will trigger a demand for additional school places.

Open Space

Consultees registered an interest in each Local Development Order site having a designated area for food production (allotments).

Comments were also received from Sport England regarding the loss of the former Digmaor Sports Centre and that this was contrary to Para 74 of the NPPF. However, these comments from Sport England were later withdrawn due to further evidence being supplied in the format of the Draft Leisure Strategy.

Council response

The Council welcomed comments over the provision of private and communal areas of open space, this however is already addressed within the Design Code where minimum distances for gardens of 10m are required, this addresses personal provision of private amenity space, with regards to community areas and developers will be require to provide sufficient open space requirements in accordance with the Open Space and Recreation in New Developments SPD.

With regards to the concerns lodged by Sport England, the LDO site at the Former Digmaor Sports Centre was closed and demolished in 2011. West Lancs have recently undertaken a Leisure Strategy, which the Draft version is currently out for consultation. The Leisure Strategy (Draft 2015) assesses the built recreational facilities within West Lancashire; this assessment does not include the former Digmaor Sports Centre site as a built recreational facility due to its discontinued use. However, the Strategy states that there is no theoretical shortfall in the existing built sports provision within West Lancashire of the Skelmersdale area.

The Leisure Strategy identifies the key aim for the built recreational services as; addressing and rationalise present stock of ageing built sports provision to provide facilities which meet contemporary standards. This is based on an affordable model of delivery that reflects the Council's financial position while also providing sustainable gym/swimming provision to service anticipated needs.

The aim is to deliver through a partnership a new sports centre within Skelmersdale replacing Nye Bevan pool. This is also a key development aim of the Local Plan Policy SP2: Skelmersdale town Centre – A Strategic Development Site where leisure uses are required as part of a wider mixed use scheme to ensure the vitality and viability of the Town Centre.

Other

The Coal Authority requested that a Standing Advice note be added as an informative to the planning conditions. This is due to the proposed development sites lying within a coal mining area which may contain unrecorded coal mining related hazards.

Council response

The council noted these comments and has included the additional text as informative note 7 on the Local Development Orders for Findon, former Digmaor Sports Centre and Delf Clough.

4. Council actions and influences on the Local Development Orders

All methods of engagement including written representations have proved to be extremely useful in cataloguing a significant level of detailed feedback from a broad section of the community and stakeholders.

All of the written representations have been responded to directly within Appendix 1 to this document.

In terms of moving the Local Development Orders forward to the draft final stage, a number of specific actions will be carried forward as a result of comments from representations. The broad direction for the site in terms of land use and layout will also be determined as a result of considering the overall feedback and technical advice supplied by infrastructure providers.

The below table lists a number of key actions that will be carried forward into the Local Development Orders. For clarity it does not list every matter, rather it focuses on the key issues that were flagged up through the consultation.

Action
Insert text as Informative 7 on each of the Local Development Orders.

5. Conclusions / Next steps

The consultation responses have highlighted that there are a small number of minor modifications to be made to the Local Development Orders.

The Council has considered the feedback relating to these issues and will ensure that as the Final Local Development Orders addresses these issues that require actions. This may be through the layout and design of the site, direct requirements of any development coming forward on the site or as a requirement for further supporting information at the certification stage.

Using the comments received through the consultation process, the Local Development Orders have been refined and the next version, Final Local Development Orders for Findon, former Digmaor Sports Centre and Delf Clough will be presented to Cabinet for adoption in March 2016.

The Final Local Development Orders will be adopted as a mechanism by which the local planning authority can grant permitted development rights for a specified use or development proposal on a defined site.

Appendix 1 – Consultation Representations and the Council’s Responses

Draft LDO Consultation Responses

14 responses

Name	Organisation	Comments	Site	Response
Mrs Hazel Scully	n/a	The provision of more properties is crucial to the growth of Skelmersdale.in particular a site such as Findon which was originally built on for social housing. Findon is an excellent choice for those who wish to live near the Concourse and other established amenities. It would be fair to say that housing on Findon should complement the improvements in the Firbeck revival. I would like this to be taken into account by developers.	Findon	Noted.
Mr Richard Cardwell	n/a	After watching a tv programme this week on house building, the top 3 developers were found to be wanting in quality. Due to lax inspection	Digmoor Sports Centre Delf Clough	Noted.
Mr Leigh Boyton	n/a	I am concerned with the allocation of allotments for local people at the planning stage. Please include the following statement in all future Local Development Orders:- "The Design Code should include the provision of space for individual and community food growing".	Digmoor Sports Centre Delf Clough Findon	The Design Code sets out the minimum garden distances in line with the Design Guide SPD of 10m which addresses issues over the provision of space for individuals, with regards to community areas any developers will be required to provide sufficient open space requirements in accordance with the Open Space and Recreation in New Developments SPD.
David Cheetham	West Lancashire District Group of CPRE	These comments are submitted on behalf of the West Lancashire District Group of CPRE and were agreed at our meeting held this morning. We support all the LDO's but would like the following "The Design Code should include the provision of space for individual and community food growing" to each of the LDO's.	Digmoor Sports Centre Delf Clough Findon	The Design Code sets out the minimum garden distances in line with the Design Guide SPD of 10m which addresses issues over the provision of space for individuals, with regards to community areas

				any developers will be required to provide sufficient open space requirements in accordance with the Open Space and Recreation in New Developments SPD.
Simon Thompson	Resident	<p>I wish to register my comments/concerns relating to the “planning considerations” and state that I am not in support of the above proposal for the following reasons</p> <ul style="list-style-type: none"> • The increase in traffic on Daniels lane • The increase and adverse effect on parking within Daniels lane • The impact of EU regulations relating to traffic calming to the surrounding area (eg Road humps and or further instillation of double yellow lines) • The building of multiple occupancy buildings. • The lack of privacy <p>I understand that it is as yet only a proposal and that no plans have yet been submitted , but wish to register my / our objections early</p> <p>Would there be any possibility of providing a secure parking bay/area for approx. 10 -15 vehicles for use by the residents of Daniels lane 17-31, within the new build as this would alleviate</p> <p>A number of concerns, listed above.</p>	Digmoor Sports Centre	Parking provision on any new development will be required to be in conformity with policy IF2 of the West Lancashire Local Plan.
David Carter	Natural England	<p>We have considered the Local Development Orders and the supporting information documents and our comments are as follows:</p> <p>1. Natural England does not have any specific comments on the Local Development Orders related to proposed development on land at Findon, Digmoor Sports Centre</p>	Findon Digmoor Sports Centre Delf Clough	Comments noted.

		<p>and Delf Clough</p> <p>2. With reference to Regulation 78 of The Conservation of Habitats and Species Regulations 2010 (“The Habitats Regulations”) and the Council’s Habitats Regulations Assessment (Appendix I, August 2015), Natural England agrees with the conclusion that the development(s) included in the LDOs will not have a likely significant effect on a European site (either alone or in combination with other plans or projects) and is not directly connected with or necessary to the management of the site(s). Therefore the LDOs can progress, subject to compliance with the relevant legislation.</p>		
Alex Hazel	Environment Agency	We have reviewed the draft LDO insofar as it relates to our remit and we have no comments to make.	Findon Digmoor Sports Centre Delf Clough	Comments noted.
Peter John Cullington	Resident	Absolute excellent news for Skem, will bring much needed jobs, business opportunities, housing and will rid Skem of the current concrete jungle which is a a disgrace some of which should have been demolished years ago, current structure are dragging the town diwn to look like a slums area. Good luck for Skem, let's get developing the town now, that's what Skem was designed for with good infrastructure for future developments.	Findon Digmoor Sports Centre Delf Clough	Comments noted.
Mark Harrison	The Coal Authority	<p>Thank you for your consultation email of 18 November 2015 seeking the views of the Coal Authority on the Draft LDOs for these three sites.</p> <p>The Coal Authority is a non-departmental public body sponsored by the Department of Energy and Climate Change. As a statutory consultee, the Coal Authority has a</p>	Findon Digmoor Sports Centre Delf Clough	<p>Changes to the LDO condition to reflect the representations.</p> <p>Wording to be added as a standing advice note to condition 7 of all 3 LDOs: The proposed development lies</p>

		<p>duty to respond to planning applications and development plans in order to protect the public and the environment in mining areas.</p> <p>As identified in our previous response of 27 August 2015 to the informal scoping consultation on the three proposed LDO sites, whilst all three of the sites are located within the coalfield, they are all located outside of the defined Development High Risk Area. Accordingly, we noted that there would be no requirement to afford specific consideration to the potential risks associated with unstable land caused by coal mining legacy as part of the LDOs for these sites.</p> <p>Instead, we requested that our Standing Advice note used in the Development Management process should be included by the LPA as an informative note within the LDOs. We are disappointed to note that our Standing Advice has not been included in the list of Informatives for the 3 Draft LDOs, and would therefore recommend that the following wording is added as an Informative No. 7 for each of the 3 LDOs:</p> <p>The proposed development lies within a coal mining area which may contain unrecorded coal mining related hazards. If any coal mining feature is encountered during development, this should be reported immediately to the Coal Authority on 0345 762 6848.</p> <p>Further information is also available on the Coal Authority website at: www.gov.uk/coalauthority</p> <p>Property specific summary information on past, current</p>		<p>within a coal mining area which may contain unrecorded coal mining related hazards. If any coal mining feature is encountered during development, this should be reported immediately to the Coal Authority on 0345 762 6848.</p> <p>Further information is also available on the Coal Authority website at: www.gov.uk/coalauthority</p> <p>Property specific summary information on past, current and future coal mining activity can be obtained from: www.groundstability.com</p>
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		and future coal mining activity can be obtained from: www.groundstability.com		
Dave Sherratt	United Utilities	We have reviewed your consultation documents and have no specific comments to make at this stage, but wish to be included in further consultations and where necessary, the development of your Local Development Orders in Skelmersdale; you future growth plans and supporting policies, to ensure we can facilitate the delivery of the necessary sustainable infrastructure in line with your delivery targets, whilst safeguarding our service to customers.	Findon Digmoor Sports Centre Delf Clough	Comments noted.
Debbie Fifer	Canal & River Trust	Thank you for consulting the Canal & River trust in respect of the following Draft LDO's. <ul style="list-style-type: none"> • Findon • Former Digmoor Sports Centre • Delf Clough I can confirm that the Trust has no comments to make in respect of these documents.	Findon Digmoor Sports Centre Delf Clough	Comments noted.
Alice Ullathorne	Historic England	Thank you for your email of 18 November 2015 regarding the Consultation for the Draft Local Development Orders at Delf Clough, Findon and Digmoor, Skelmersdale. We are comfortable that the development of the land will not have an impact on the historic environment and therefore we are happy to support the Local Development Order.	Findon Digmoor Sports Centre Delf Clough	Comments noted.
Richard Sharples	Lancashire County Council	Given the nature of the proposed development, and the potential for impact on local schools, I would recommend that development be conditional on the submission and assessment of an education provision impact assessment, so as to ensure any impact on school places is considered and mitigated through the planning system. I have provided the draft wording below for inclusion in the LDO.	Findon Digmoor Sports Centre Delf Clough	Section 106 planning obligations cannot be required under a Local Development Order; however, this does not prevent section 106 agreements being offered by a developer. For example, if a condition attached to a Local

		"No development permitted by this LDO shall take place until an education provision impact assessment has been produced in consultation with Lancashire County Council and submitted to the LPA, and if necessary as a result of the impact assessment a scheme providing for the payment of an education contribution has been submitted in writing and approved by the LPA."		Development Order requires mitigation of an impact from development then a section 106 agreement could be used to secure this. Paragraph: 085 Reference ID: 13-085-20140306
Fiona Pudge	Sport England	<p>The supporting information says the Sports Centre closed during October 2011. There is no evidence the loss of the sports centre has been assessed and justified against the criteria of paragraph 74 of NPPF. This requires: Existing open space, sports and recreational buildings and land, including playing fields, should not be built on unless:</p> <ul style="list-style-type: none"> • An assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or • The loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or • The development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss <p>The Council do not appear to have produced a Sports Facility Strategy that justifies the loss and clearly demonstrates the Sports Centre is surplus to requirements i.e. is not required to meet existing and future predicted need so paragraph 74 9i) of NPPF cannot be met. Paragraph (74iii) of NPPF does not apply because the proposed development is for housing not a sports facility. Sport England Objects to the adoption of this LDO because it is in clear breach of national policy namely paragraph 74</p>	Digmoor Sports Centre	<p>With regards to the concerns lodged by Sport England, the LDO site at the Former Digmoor Sports Centre was closed and demolished in 2011. West Lancs have recently undertaken a Leisure Strategy, which the Draft version is currently out for consultation. The Leisure Strategy (Draft 2015) assesses the built recreational facilities within West Lancashire; this assessment does not include the former Digmoor Sports Centre site as a built recreational facility due to its discontinued use. However, the Strategy states that there is no theoretical shortfall in the existing built sports provision within West Lancashire of the Skelmersdale area.</p> <p>The Leisure Strategy identifies the key aim for the built recreational services as; addressing and rationalise present stock of ageing</p>

		<p>of NPPF.</p> <p>***Comments from Sport England withdrawn on 28/01/2016.</p>		<p>built sports provision to provide facilities which meet contemporary standards. This is based on an affordable model of delivery that reflects the Council's financial position while also providing sustainable gym/swimming provision to service anticipated needs.</p> <p>The aim is to deliver through a partnership a new sports centre within Skelmersdale replacing Nye Bevan pool. This is also a key development aim of the Local Plan Policy SP2: Skelmersdale town Centre – A Strategic Development Site where leisure uses are required as part of a wider mixed use scheme to ensure the vitality and viability of the Town Centre.</p> <p>***Comments from Sport England withdrawn on 28/01/2016.</p>
Dave Allan	LCC Highways	<p>Delf Clough</p> <p>There are no existing footways on Northway in the vicinity of the site and the current nature of Northway would not support pedestrian movement. Any vehicle access to Northway will encourage pedestrian movement even if</p>		<p>Delf Clough</p> <p>Conditions within the LDO cover the issues raised by LCC Highways</p> <p>The implementation of the approved access and off-site works</p>

		<p>pedestrian routing is not included as part of the design. And I must stress that to satisfy NPPF the objective should be to achieve a highly sustainable development that the site should integrate well into its surrounding area and the town as a whole to provide safe, convenient and attractive pedestrian and cycle access. Therefore, any scheme needs to include safe and adequate routes on Northway/ Southway. While the Councils draft LDO conditions have tried to secure adequate detail of access I would like to see more specific requirements and below I have suggested amendments to the conditions to provide pedestrian access via Northway and Southway and bring forward the delivery of the likely all-purpose access to Northway.</p> <p>NO development permitted by this LDO shall commence until all the site access and off-site highway works scheme have been completed in accordance with the approved scheme (referred to in Condition 12) as part of a section 278 agreement, with the Highway Authority under the Highways Act 1980. Reason: To enable all construction traffic to enter and leave the premises in a safe manner without causing a hazard to other road users.</p> <p>Before the use of the site hereby permitted is brought into operation facilities shall be provided within the site by which means the wheels of vehicles may be cleaned before leaving the site. Reason: To avoid the possibility of the public highway being affected by the deposit of mud and/or loose materials thus creating a potential hazard to road users.</p> <p>Findon</p>		<p>of highway improvements shall be in accordance with a phasing plan agreed by the Local Planning Authority prior to the commencement of works on site. Condition 7 also contains a wheel washing requirement.</p> <p>Findon Conditions within the LDO cover the issues raised by LCC Highways The implementation of the approved access and off-site works of highway improvements shall be in accordance with a phasing plan agreed by the Local Planning Authority prior to the commencement of works on site. Condition 7 also contains a wheel washing requirement.</p> <p>With regards to the creation of two bus stops, LDOs cannot request S106 obligations which would be the mechanism for the delivery of the such a request.</p> <p>Digmoor Conditions within the LDO cover the issues raised by LCC Highways The implementation of the approved access and off-site works of highway improvements shall be</p>
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		<p>This brownfield site (former residential area) already has accessed off Birch Green Road and benefit of access to the existing local and strategic road networks. There do not appear to be any constraints to altering this access, or creating a new vehicular access on the site frontage to Birch Green Road and an amended condition 12 would suffice.</p> <p>The site is bounded by existing pedestrian routes that would support pedestrian movement and hence the site should integrate well into its surrounding area and the town as a whole. There are also a number of bus services on Birch Green Road, although there are no bus stops in the vicinity of the site. With the provision of bus stops to serve the site and links to external pedestrian cycle routes the site would satisfy the NPPF objectives to achieve a highly sustainable development. I note the suggested condition 4a includes a requirement for footpaths to the south and west. I would ask that this condition specify "footpaths/cycleways" and requires the provision of 2 bus stops on Birch Green Road (one in each direction) with any required connecting footways between the stops and the site.</p> <p>Digmoor Again this brownfield site has provision of vehicular access off Digmoor Road providing access to the existing local and strategic road networks. The existing vehicular access is in the centre of the frontage to Digmoor Road, I would not wish to see the access moved this location due to the proximity of the roundabout to the south and subway to the north.</p>		<p>in accordance with a phasing plan agreed by the Local Planning Authority prior to the commencement of works on site. Condition 7 also contains a wheel washing requirement.</p>
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		<p>There is an adopted pedestrian route across the north of the site linking Daniels Lane to the Bankfield subway under Digmoor Road providing access routes to the east and west. There are a number of bus services on Digmoor Road with the provision of bus stops in both directions in the vicinity of the site. With internal links to the existing adopted routes I am satisfied that the site can meet the NPPF objectives to achieve a highly sustainable development.</p>		
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**HABITATS REGULATIONS ASSESSMENT
NO LIKELY SIGNIFICANT EFFECTS REPORT
FOLLOWING SCREENING ASSESSMENT**

West Lancashire Borough Council

Local Development Orders

Findon, Digmaor Sports Centre and Delf Clough

August 2015

Habitats Regulations Assessment No Significant Effects Report

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EXECUTIVE SUMMARY

Habitats Regulation's Assessment (HRA) of spatial, development plans including LDOs is a requirement of the Habitats Directive (92/43/EEC) as set out in the amended Habitats Regulation's (2007). This report details the HRA No significant Effects. It sets out the methods and findings and the conclusions of the Screening Assessment.

INTRODUCTION

West Lancashire Borough Council is currently developing Local Development Orders for Findon, Digmaor Sports Centre and Delf Clough sites in Skelmersdale and is undertaking Habitats Regulation's Assessment in line with the requirements set out by the Conservation (Natural Habitats) (Amendment) Regulations 2007.

This HRA report addresses the findings of the Screening Assessment, although the requirement is first determined by an initial 'screening stage' undertaken as part of the full HRA. This report addresses the appropriate state of the HRA; it outlines the key tasks undertaken and the key findings/recommendations emerging from the assessment.

Requirement for Habitats Regulation's Assessment

The European Directive (92/43/EEC) on the Conservation of Natural Habitats and Wild Flora and Fauna (the Habitats Directive) protects habitats and species of European nature conservation importance. The Habitats Directive establishes a network of internationally important sites designated for their ecological status. These are referred to as Natura 2000 (N2K) sites or European Sites, and comprise Special Areas of Conservation (SACs) and Special Protection Areas (SPAs)[which are classified under the Council Directive 79/409/EEC on the conservation of wild birds, the Birds Directive].

Articles 6 (3) and 6 (4) of the Habitats Directive require appropriate assessment to be undertaken on proposed projects which are not necessary for the management of the site but which are likely to have a significant effect on one or more European sites either individually, or in combination with other plans and projects¹. In 2007, this requirement was transposed into UK law in Part IVA of the Habitats Regulation's (The Conservation (Natural Habitats) (Amendment) (England and Wales) Regulation's 2007). These regulations require the application of HRA to all land use plans.

¹ Determining whether an effect is 'significant' is undertaken in relation to the designated interest features and conservation objectives of the Natura 2000 sites. If an impact on any conservation objective is assessed as being adverse then it should be treated as significant. Where information is limited the precautionary principle applies and significant effects should be assumed until evidence exists to the contrary.

The purpose of HRA to assess the impacts of a land use plan, in combination with the effects of other plans and projects, against the conservation objectives of a European Site and to ascertain whether it would adversely affect the integrity² of that site. Where significant negative effects are identified, alternative options or mitigation measures should be examined to avoid any potential damaging effects. The scope of the HRA/AA is dependent on the location, size and significance of the proposed project and the sensitivities and nature of the interest features of the European sites under consideration. It is not possible to avoid or remove the identified effects assessed as arising from the plan implementation, then [if the plan makers wish to proceed with the policies/proposals as set] it must be demonstrated that there are imperative Reasons Overriding Public Interest (IROPI) to continue with the plan (Article 6 (4) of the Habitats Directive).

Guidance for Habitats Regulation's Assessment

The methods and approach used are outlined in Table 1. The report outlines the method and findings for stage 2 of the HRA process – the findings of the Screening Assessment.

² Integrity is described as the sites' coherence, ecological structure and function across the whole area that enables it to sustain the habitat, complex of habitats and/or levels of population of species for which it was classified (ODPM 2005)

Table 1	
Habitat Regulations Assessment: Key Stages	
Stage 1	
Screening for likely significant effect	<ul style="list-style-type: none"> • Identify international sites in and around the project area in search area/buffer zone. • Examine conservation objectives of the interest features. • Review plan policies and proposals and consider potential effects on European sites • Examine other plans and programmes that could contribute to 'in combination' effects
Stage 2	
Findings of the Screening Assessment	<ul style="list-style-type: none"> • Complete additional scoping work including the collation of further information on sites as necessary to evaluate impact in light of conservation objectives. • Consider how plan 'in combination' with other plans and programmes will interact when implemented. • Consider how effect on integrity of the site could be avoided by changes to plan and the consideration of alternatives. • Develop mitigation measures • Report outcomes, consult with Natural England • If plan/project will not significantly effect European site proceed without further reference to Habitat Regs • If effects or uncertainty remain, follow the consideration of alternatives and development of mitigation, proceed to stage 3.
Stage 3	
Procedures where significant effect on integrity of international site remains	<ul style="list-style-type: none"> • Consider alternative solutions, delete from plan or modify. • Consider if priority species/habitats affected. • Identify 'imperative reasons of overriding public interest, economic, social, environmental, human health, and public safety. • Develop and secure compensatory measures.

Consultation

The Habitats Regulations require the plan making/competent authority to consult the appropriate nature conservation statutory body (Natural England). Consultation on the approach to the screening of the HRA has been undertaken with Natural England as required. The Habitats Regulation's leave consultation with other bodies and the public to the discretion of the plan making authority.

Purpose & Structure of Report

This report documents the process and the findings from the Screening Assessment. Following this introductory section the document is organised in to a further three sections:

Section 2 – outlines the method used for the Assessment and includes reference to the key information sources and the consultation comments received to date.

Section 3 – outlines the process and summary findings of the Screening Assessment.

Section 4 – outlines the conclusions and how the plan/project should now proceed with reference to the Habitat Regulations.

METHOD

Screening Assessment

The first Screening Stage report for the HRA July 2015 identified which European sites within and around the plan/project area should be considered in further detail as part of an assessment. The Screening combined a plan and site focus.

- The plan focus first screened out those elements of the plan unlikely to affect European site integrity and then considered the impacts of the remaining elements on European sites, including the potential for ‘in-combination’ impacts.
- The site focus considered the environmental considerations of the sites and the factors required to maintain site integrity, and then look at the potential impacts the plan might have.

The results of the screening identified that the following European sites may be potentially affected by activities/impacts arising from the plan.

- Martin Mere – Located over 10km from the LDO sites at its closest point.
- Ribble and Alt SPA/Ramsar sites and Sefton Coast SAC – Located over 18km from the LDO sites at its closest point.
- The Dee Estuary SAC, SPA and Ramsar site – has been scoped out of HRA as, although the River Dee provides water resources for a regional catchment area, the HRA of the West Lancashire Local Plan was able to establish that no increase abstraction would be required in order to supply West Lancashire.

Consultation responses to the Screening Report noted the following:

*“With reference to Regulation 78 of The Conservation of Habitats and Species Regulations 2010 (“The Habitats Regulations”) and the Council’s HRA Screening Assessment (July 2015), **Natural England agrees with the conclusion** that the development(s) included in the LDOs will not have a likely significant effect on a European site (either alone or in combination with other plans or projects) and is not directly connected with or necessary to the management of the site(s).*”

Therefore the LDOs can progress, subject to compliance with the relevant legislation.” Natural England

A full record of the consultation commentary is provided at Appendix 1.

Table 2	
Screening Assessment Stage 1: Key Tasks	
Task 1 Scoping and Additional Information Gathering	<ul style="list-style-type: none"> • Gathering additional information on European sites. • Gathering additional data on background environmental conditions. • Further analysis of plans/projects that have the potential to generate 'in-combination' effects.
Task 2 Assessing the Impacts (in- combination) Appropriate Assessment	<ul style="list-style-type: none"> • Examination of the policies and proposals identified during the screening phase and their likely significant effects on European sites. • Consideration of whether effects are direct/indirect/cumulative • Consideration of whether other plans and programme are likely to act cumulatively with those arising from the plan.
Task 3 Developing Mitigation Measures	<ul style="list-style-type: none"> • If effects identified – whether arising from the plan alone and/or 'in combination' with other plans – consider initial opportunities to avoid. • Develop mitigation measures – must be deliverable by the plan and have clear delivery/monitoring responsibilities.
Task 4 Findings and recommendations	<ul style="list-style-type: none"> • Conclude the assessment, explain key findings and analysis informing conclusions.

SCREENING ASSESSMENT

Task 1: Scoping and Additional Information Gathering

As noted in Section 2 of this report, the HRA Screening Report for the Findon, Dignumoor Sports Centre and Delf Clough LDO sites July 2015 set out details of the European Sites and the types of impact to be considered.

West Lancashire Borough Council consulted Natural England the Environment Agency who confirmed that a HRA was not require as there was no impact on the European Sites from the proposals.

Task 2: Assessing the impacts

The HRA Screening Report July 2015 described the aims, objectives and outlined the key proposals of the project. The Screening also considered and identified which proposals had the potential to affect the integrity of the European sites within the area of influence. This section considers if there are any impacts upon a European site through the proposal or 'in-combination' with other plans and projects.

The other plans and projects that have the potential to act 'in combination' with the LDOs to create likely significant adverse effects on Martin Mere SPA and Ramsar would be those that could contribute to reductions in water quality or cause disturbance to bird species for which the SPA and Ramsar sites are designated. Other pathways of impact may be screened out since it has been concluded that the LDOs will not create any likely significant effects through them.

In considering disturbance of bird species for which the SPA/Ramsar are designated, the HRA of the West Lancashire Local Plan concluded that policy wording was sufficient to be able to confirm that this was unlikely. Despite a presumption in favour of sustainable development, policy SP1 (A Sustainable Development Framework for West Lancashire) indicates that future development in West Lancashire will have to demonstrate compliance with other policies in the Local Plan. These provide robust protection for development affecting European sites. The Local Plan states that:

Therefore, all other potential developments within West Lancashire that might occur on land supporting designated bird species will be subject to the same caveats/conditions as the LDOs.

The Council is currently preparing a DPD for Gypsy and Traveller provision, and the Local Plan HRA indicates that this should also be subject to commitment to provide an ornithological survey report as part of any planning applications.

It can be concluded that other developments will not contribute to increased nutrient enrichment at Martin Mere, since they should conform with Local Plan policy.

Given the safeguards built into the plan regarding water quality issues, the plan requirement to further investigate and if necessary mitigate for any loss of roosting/foraging habitat for significant populations of SPA birds as part of the planning application process, and the relatively low likelihood (based on existing data) of these issues affecting deliverability of the development, **it is considered that the LDO sites would not lead to likely significant effects on Martin Mere SPA and Ramsar sites either alone or in combination with other plans and projects.**

Task 3: Developing Mitigation Measures

The core aim of the Habitats Directive is to support the maintenance and promotion of biodiversity. Habitats Regulation's Assessment provides the tool through which planners can ensure that they are meeting the commitments and legal requirements of the European and National legislation.

Following consultation on the Screening of the HRA with Natural England and the Environment Agency the proposal did not identify any areas as having a potential to have a significant effect of the European sites under consideration.

Task 4: Findings and Recommendations

From the Screening consultation, it was confirmed by Natural England that they agree with the conclusion that the development(s) included in the LDOs will not have a likely significant effect on a European site (either alone or in combination with other plans or projects) and is not directly connected with or

necessary to the management of the site(s). Therefore the LDOs can progress, subject to compliance with the relevant legislation.

CONCLUSIONS

The LPA, as the competent authority, has undertaken a screening assessment under the provisions of Council Directive 92/43/EEC and transposing regulations - The Conservation of Habitats and Species Regulations (2010). The LPA determines that the Findon, Former Digmoor Sports Centre and Delf Clough Local Development Orders are not likely to have a significant effect on a European Site (either alone or in combination with other plans or projects) and is not directly connected with or necessary to the management of the site. The LPA therefore determines that the Findon, Former Digmoor Sports Centre and Delf Clough LDOs comply with regulation 78 of the 2010 regulations. No further action under the regulation is required.

APPENDIX 1

Date: 28 July 2015.
Our ref: 159165
Your ref: LDOs at Findon, Digmoor Sports Centre and Delf Clough



Customer Services
Hornbeam House
Crewe Business Park
Electra Way
Crewe
Cheshire
CW1 6GJ

T 0300 060 3900

Kathryn Brindley
Planning Officer
Strategic Planning & Implementation Team
West Lancashire Borough Council
52 Derby Street
Ormskirk
L39 2DF

BY EMAIL ONLY

kathryn.brindley@westlancs.gov.uk

Dear Kathryn

HRA/ SEA Screening for LDOs at Findon, Digmoor Sports Centre and Delf Clough

Thank you for your consultation on the above dated and received by Natural England on 8 July 2015

Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.

How Natural England responds to Development Plans consultations and Development Management consultations is set out in the Natural England Standards: [Responding to Development Plans](#) (NESTND038) and [Responding to Development Management Consultations](#) (NESTND037). The standards sets out what we will consider in relation to biodiversity, geodiversity, landscape, seascape, access, green infrastructure and soils for the projects themselves and any associated environmental assessments. The advice in this letter is to assist your authority when considering plans and applications against relevant environmental legislation including:

The Conservation of Habitats and Species Regulations 2010 (as amended)

Environmental Assessment of Plans and Programmes Regulations 2004

The Wildlife and Countryside Act 1981 (as amended)

Planning & Compulsory Purchase Act 2004

Planning Act 2008

Circular 01/06 (Guidance on Changes to the Development Control System) provides guidance on the preparation and implementation of LDOs. The Circular outlines that there a number of statutory restrictions that apply to the LDO process (Paragraph 15). These restrictions halt the LDO and the standard planning application process should be followed instead. In terms of Natural England's remit we draw your attention to the following restrictions:

- Development likely to have a significant effect on a European site within the meaning of the Habitats Regulations

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- Development listed in Schedule 1 of the EIA regulations. Schedule 2 development can only be permitted through an LDO subject to compliance with the EIA regulations (i.e. an Environment Statement will need to be prepared).

Included in your email were a SEA Screening Determination and HRA Screening Assessment for the above LDOs. We have considered the documents and our comments are as follows:

1. With reference to Regulation 78 of The Conservation of Habitats and Species Regulations 2010 ("The Habitats Regulations") and the Council's HRA Screening Assessment (July 2015), **Natural England agrees with the conclusion** that the development(s) included in the LDOs will not have a likely significant effect on a European site (either alone or in combination with other plans or projects) and is not directly connected with or necessary to the management of the site(s). Therefore the LDOs can progress, subject to compliance with the relevant legislation.
2. We note the findings of the SEA Screening Determination for Findon, Digmoor Sports Centre and Delf Clough Local Development Orders (July 2015) which advises that a SEA need not be carried out. **We are satisfied with the screening assessment and its findings.**

Protected species

The Local Planning Authority (LPA) in exercising their functions "must have regard to the requirements of the Habitats Directive so far as they may be affected by the exercise of those functions" (Regulation 9(5) of the Habitats Regulations). In order to comply with this duty the LPA can only grant planning permission for development that would affect a European Protected Species on the basis that:

- The proposed development is in accordance with Article 12(1) of the Habitats Directive, which relates to the protection of species.
- The proposal would be likely to receive a Protected Species license from Natural England, if required.

The LPA should ensure they are compliant with the requirements of the Habitats Directive and Regulations before adopting a LDO.

Natural England has published [Standing Advice](#) on protected species. The Standing Advice includes a habitat decision tree which provides advice to planners on deciding if there is a 'reasonable likelihood' of protected species being present. It also provides detailed advice on the protected species most often affected by development, including flow charts for individual species to enable an assessment to be made of a protected species survey and mitigation strategy.

SSSI Impact Risk Zones

The Town and Country Planning (Development Management Procedure) (England) Order 2015, which came into force on 15 April 2015, has removed the requirement to consult Natural England on notified consultation zones within 2 km of a Site of Special Scientific Interest (Schedule 5, v (ii) of the 2010 DMPO). The requirement to consult Natural England on "*Development in or likely to affect a Site of Special Scientific Interest*" remains in place (Schedule 4, w). Natural England's SSSI Impact Risk Zones are a GIS dataset designed to be used during the planning application validation process to help local planning authorities decide when to consult Natural England on developments *likely to affect a SSSI*. The dataset and user guidance can be accessed from the gov.uk website.

We really value your feedback to help us improve the service we offer. We have attached a feedback form to this letter and welcome any comments you might have about our service.



For any queries relating to the specific advice in this letter only please contact David Carter on 01653 696082 or Email: david.carter@naturalengland.org.uk. For any new consultations, or to provide further information on this consultation please send your correspondence to consultations@naturalengland.org.uk.

Yours sincerely

David Carter

Sustainable Development Lead Adviser
Lancashire, Merseyside, Greater Manchester & Cheshire Area Team
Direct dial: 01653 696082
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Equality Impact Assessment Form



Directorate: Development	Service: Development and Regeneration
Completed by: K Brindley	Date: 21/01/2016
Subject Title: Local Development Orders (LDOs) for sites at Findon, Former Digmaor Sports Centre and Delf Clough, Skelmersdale	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	Yes Local Development Orders for sites at Findon, Former Digmaor Sports Centre and Delf Clough, Skelmersdale
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	Yes
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes
Details of the matter under consideration:	LDOs for sites at Findon, the Former Digmaor Sports Centre and Delf Clough, a LDO is a mechanism by which a local planning authority can grant permitted development rights for a specified use or development proposal on a defined site. They typically set out the type of development permitted subject to a series of planning conditions, and so, instead of submitting a planning application for the specified development proposal on that site, an applicant simply submits their proposals to the local planning authority for a conformity check (which must be completed within 28 days) to ensure that the proposals are in line with the LDO before development commences.
<i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No* <i>*delete as appropriate</i>
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders):	

If you answered Yes go to Section 3	
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	
3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Some land and property developers will be affected by the introduction of a Local Development Order, along with infrastructure providers and residents surrounding the site.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	n/a.
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	<i>*delete as appropriate</i> No No No No No No No No No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Land and property developers who are looking to promote residential development in Skelmersdale.
What will the impact of the work being carried out be on usage/the stakeholders?	Developers will have the opportunity to avoid a lengthy planning application process and contaminated land study, with clear guidance on what is expected on each of the sites before purchasing. Removing risk and encouraging development.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	From a Stakeholder perspective, there has been support for LDOs, the conditions and Draft LDO has also been subject to a public consultation where there was a relatively supportive consensus to development on the sites and this tool in implementing such development.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	Guidance provided through the Town and Country planning Act 1990.
If any further data/consultation is needed and is to	To seek approval of the Local Development

be gathered, please specify:	Orders.
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	The LDOs will impact positively on the prospective developers and positively to the local communities surrounding the sites, by regenerating derelict, vacant sites.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	Impact will only be if the LDOs are not implemented within the allocated time period and the sites will remain as they are now.
What actions do you plan to take to address any other issues above?	No actions. <i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	The Delivery of the LDOs will be monitored on an annual basis.



AGENDA ITEM: 5(k)

CABINET: 15 March 2016

**Report of: Director of Leisure and Wellbeing
Director of Housing and Inclusion**

**Relevant Portfolio Holders: Councillor Y. Gagen/
Councillor J. Patterson**

**Contacts for further information: Mr S. Kent (Extn. 5169)
(E-mail: Stephen.kent@westlancs.gov.uk)
Mrs R. Kneale (Extn. 2611)
(E-mail: rachel.kneale@westlancs.gov.uk)**

SUBJECT: PLATTS LANE LAKE, BURSCOUGH

Wards affected: Burscough wards.

1.0 PURPOSE OF THE REPORT

1.1 To consider a request from Burscough and District Angling Club for the surrender of the existing agreement and the granting of a new 10 year lease for Platts Lane Lake, Burscough.

2.0 RECOMMENDATIONS

2.1 That the proposal to accept a surrender of the existing angling agreement and grant a new lease to Burscough and District Angling Club on Platts Lane Lake for a term of 10 years be approved.

2.2 That the Director of Leisure and Wellbeing be authorised to undertake all necessary negotiations to agree the new lease with Burscough and District Angling Club, subject to all necessary consents and approvals being obtained.

3.0 BACKGROUND

3.1 Burscough and District Angling Club (the 'Club') have held an agreement for the use and management of the fishing waters at Platts Lane Lake since 1994. They have managed the waters and the use by their members in an efficient and

effective manner and have a good working relationship with the Council. During their tenure they have invested in water management, fish stocking and access facilities, have undertaken all monitoring and control of fishing, maintained the lake banks and fishing platforms, and have always worked with the Council to ensure their ground rent and fishing ticket income is paid on time.

4.0 CURRENT POSITION

- 4.1 The current 10 year agreement with the Club is due to expire on 31 March 2017. They are currently proposing significant investment in a fish re-stocking programme and have requested that an extension of their agreement is considered at this time to help justify their investment. Whilst they have requested an extension of a further 10 years on their current agreement, it would be more sensible to surrender the existing agreement and grant a new lease.

5.0 PROPOSALS

- 5.1 The Club have undertaken the terms of their current agreement in a satisfactory manner and it is therefore proposed that a new lease of 10 years be approved, subject to the satisfactory completion of all necessary negotiations.
- 5.2 The negotiations would include agreeing maintenance functions across the site to be undertaken by the Club for which they would use the day ticket monies previously payable to the Council (Cabinet 15 September 2015 : Operational Assets – Managed Fishing Lakes).

6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 6.1 Platts Lane Lake is an important facility for the local community in Burscough and the Club have shown that they are capable of managing this facility for the benefit of the whole community. They have invested in the facility and work together with the Council to ensure the on-going good management of the lake and surrounding facility.
- 6.2 The Club help the Council to provide healthy outdoor recreational activities for the community in line with the Councils aim of improving health and well-being.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 7.1 Within the current agreement with the Club they are responsible for collecting all day ticket fees from non- members and the Council receives 50% of this amount. In 2015 this figure was £1200 and in 2014 it was £1000. It is proposed that this income sharing continues under the same terms, including the option of the Club using the monies to undertake maintenance functions as outlined in para 5.2.
- 7.2 Ground rent chargeable to the Club currently stands at £300 per annum. It is proposed that this should be increased to £400 per annum.
- 7.3 Legal costs for establishing this new lease will be borne by the Club.

8.0 RISK ASSESSMENT

- 8.1 In respect of future use of this site, it is important that the existing devolved management system continues in its current successful manner. The Council does not have the capacity to manage this site as an angling facility without the help of an angling club and Burscough and District Angling Club have proven themselves as the best club for this facility.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

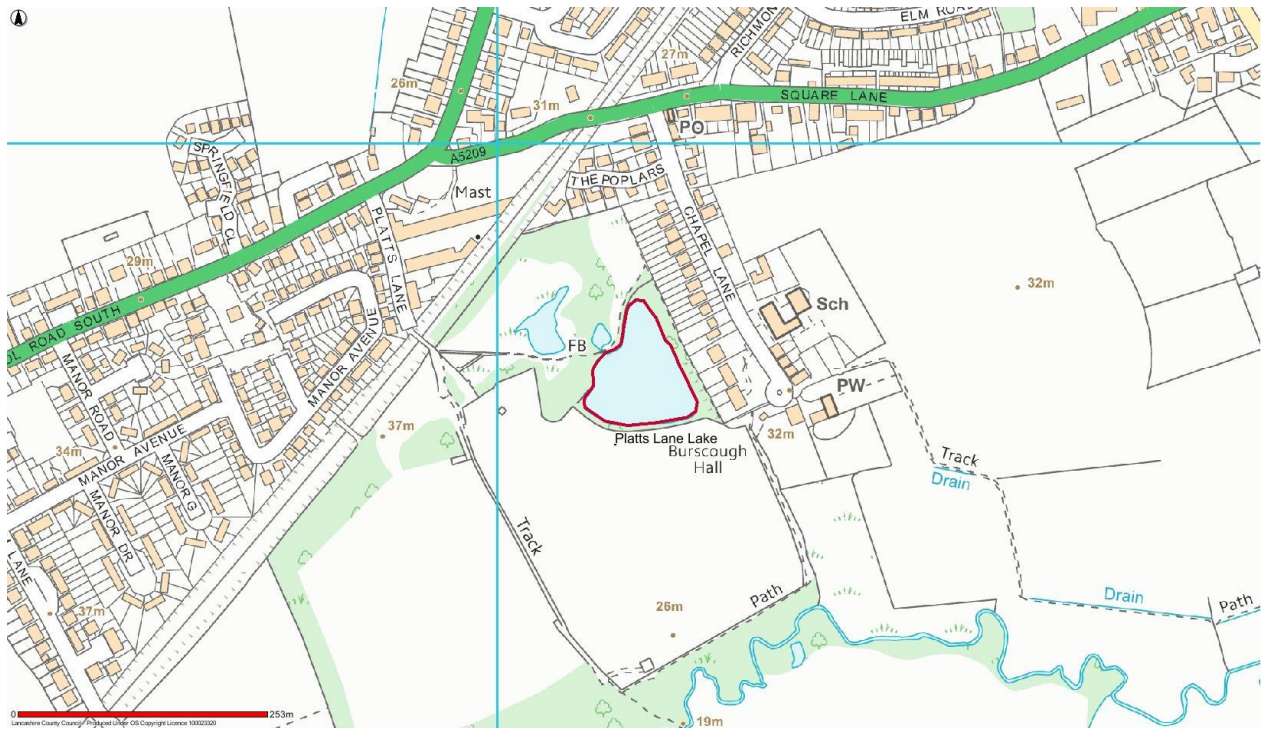
There is a direct impact on members of the public, employees, elected members and / or stakeholders. Therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as an Appendix to this report, the results of which have been taken into account in the Recommendations contained within this report.

Appendices

Appendix 1 – Location Plan

Appendix 2 – Equality Impact Assessment

Appendix 1 – Location Plan : Platts Lane Lake, Burscough



Appendix 2 : Equality Impact Assessment

<h1 style="color: red;">Equality Impact Assessment Form</h1>	
Directorate: Leisure and Wellbeing	Service: Leisure
Completed by: Stephen Kent	Date: 3 rd February 2016
Subject Title: Platts Lane Lake	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	<i>*delete as appropriate</i>
	No
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	No
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes, includes accessible facilities
Details of the matter under consideration:	Request for authorisation to extend the current fishing agreement for Platts Lane Lake, Burscough held by Burscough and District Angling Club
<p><i>If you answered Yes to any of the above go straight to Section 3</i></p> <p><i>If you answered No to all the above please complete Section 2</i></p>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	<i>*delete as appropriate</i>
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	
3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Local Burscough community, both anglers and general visitors to the lake
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	Used mostly by angling fraternity including use by less mobile, but contributes to ease of use by whole community, particularly families



Which of the protected characteristics are most relevant to the work being carried out?	<i>*delete as appropriate</i>
Age	Yes
Gender	No
Disability	Yes
Race and Culture	No
Sexual Orientation	No
Religion or Belief	No
Gender Reassignment	No
Marriage and Civil Partnership	No
Pregnancy and Maternity	No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	BDAC hold the current angling agreement
What will the impact of the work being carried out be on usage/the stakeholders?	Further security of tenure will allow the club to invest more in the facility which should increase visitor usage
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	It is the general view that BDAC manage their responsibilities efficiently.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	None
If any further data/consultation is needed and is to be gathered, please specify:	
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	The facility will be available to all, but disabled facilities have already been provided and will be maintained.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	There is regular liaison between the Club and the Council, any issues that arise can be dealt with quickly and appropriately
What actions do you plan to take to address any other issues above?	Liaison with Club, Parish Council and local community to establish or monitor any issues. <i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	March 2017. Reviewing officer – Stephen Kent



AGENDA ITEM: 5(I)

CABINET: 15 March 2016

Report of: Director of Leisure and Wellbeing/Director of Development and Regeneration

Relevant Portfolio Holders: Councillor Y Gagen/Councillor J Hodson

Contact for further information: Mr S. Kent (Extn. 5169)

(E-mail: Stephen.kent@westlancs.gov.uk)

SUBJECT: USE OF SECTION 106 MONIES IN BURSCOUGH

Wards affected: Burscough wards

1.0 PURPOSE OF THE REPORT

- 1.1 To consider a proposal regarding the use of section 106 monies received by the Council from housing developers, for the enhancement of public open space and recreation provision in Burscough.

2.0 RECOMMENDATION

- 2.1 That the use of S106 monies to fund the proposed project to construct a small extension to the existing changing rooms at Richmond Park, Burscough to provide shower/wash, change/toilets for 3 officials, be approved.

3.0 BACKGROUND

- 3.1 Members will recall that under policy LE13 of the Local Plan, developers must provide open space facilities as part of housing developments. Where developments are less than 20 dwellings or on sites where it is not reasonable to expect a development to provide on-site facilities, and where there is a deficiency of open space, the Council can require a commuted sum for the provision of new or the enhancement of existing areas of public open space within its area.
- 3.2 In accordance with the decision of the Planning Committee on January 10th 2002 the views of the relevant Parish Council/ward councillors are sought in respect of the potential use of this money.

3.3 In February 2011 an Officer S106 Agreements – Public Open Space working group was established to co-ordinate the receipt of S106 commuted sums and report to Cabinet on the use of S106 funding. A function of this group is to establish levels of uncommitted S106 funds across all wards and liaise with ward councillors and Parish Councils as to how this funding could be best utilised in line with the requirements of the S106 agreements.

4.0 CURRENT POSITION

4.1 Following consultation with Burscough ward councillors and Burscough Parish Council there is one new proposal put forward from the Borough Council for consideration for existing Section 106 funding in Burscough. The funding from a particular development can only be used in accordance with the terms of the related Section 106 agreement/s. The Council currently has received monies from two separate S106 agreements i.e. £15,463 (Land at 5 Moss Lane) and £2,209 (Land at 82 Orrell Lane). In both cases the S106 agreements indicate that the monies are to be used within the local area.

5.0 PROPOSALS

5.1 Burscough Richmond Football Club, who have a lease to use the pitch and changing facilities at Richmond Park, have been very successful in recent times and are looking for promotion to a higher division of the West Lancs League. To move up the league would help them to attract new players and become even more successful, which may allow them to increase the number of teams they run and increase levels of involvement in sport in the Burscough area.

5.2 In order for the club to move to a higher division they have to fulfil the Football Association ground criteria for the level they would be moving to (level 7). Most elements of the criteria have been fulfilled, including changing facilities with social area, improved pitch, crowd barriers and dugouts, however the only element they have not been able to satisfy is the facilities for match officials i.e. shower/wash, change/toilets, for 3 officials.

5.3 The favoured option to achieve the criteria, without having to import separate changing units, is to build a 4 metre extension on the existing changing rooms. This would blend in with the existing building and would create minimal disruption to the facilities. Works would be co-ordinated by the Borough Council.

5.4 The Club were in a position to be promoted last year but were unable to because of this deficiency in their ground. They expect to be in a similar position this coming season and would like to be able to fulfil all the ground criteria. This would greatly help the development of the club, its members, the local community, and other community groups that may wish to use the facilities, and the public open space associated with it.

5.5 The cost of the proposed extension to provide shower/wash, change/toilets for 3 officials would be in the region of £15,000. It is proposed therefore that approval be given for available S106 funds, in the first instance from Land at Moss Lane (£15,463) to be allocated towards this project.

- 5.6 The Director of Development and Regeneration offers the view that the proposed use of monies is in accordance with planning policy and the terms of the Section 106 agreement(s) and consequently supports the proposal.
- 5.7 This process has already been discussed as part of the Council's budget setting process and has received conditional approval from Council.

6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 6.1 Providing this facility would allow the club to improve and extend its provision of healthy outdoor sport and recreation in line with the Council objectives towards health and well-being.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 7.1 The estimated capital cost of the project is in the region of the £15,000 which can be covered by the S106 funds currently available.
- 7.2 Future maintenance of the facility will be incorporated within existing arrangements for the changing rooms with the club responsible for routine cleaning and maintenance, and the Council responsible for any structural issues.

8.0 RISK ASSESSMENT

- 8.1 The football club have been in a position to move up their league in previous years but have been prevented by the ground criteria. Having made significant improvements to the site it would be unfortunate to lose out again due to this one area needing improvement. Undertaking the project in this manner would also ensure that the Council remained in control of the works to be undertaken to ensure quality and compliance.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is a direct impact on members of the public, employees, elected members and / or stakeholders. Therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as an Appendix to this report, the results of which have been taken into account in the Recommendations contained within this report.

Appendices

Appendix 1 – Equality Impact Assessment

Equality Impact Assessment Form



Directorate: Leisure & Wellbeing		Service: Leisure
Completed by: Stephen Kent		Date: 15/3/2016
Subject Title: Use of S106 monies in Burscough		
1. DESCRIPTION		
Is a policy or strategy being produced or revised:	No	<i>*delete as appropriate</i>
Is a service being designed, redesigned or cutback:	No	
Is a commissioning plan or contract specification being developed:	No	
Is a budget being set or funding allocated:	Yes	
Is a programme or project being planned:	Yes	
Are recommendations being presented to senior managers and/or Councillors:	Yes	
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	No	
Details of the matter under consideration:		
<p><i>If you answered Yes to any of the above go straight to Section 3</i></p> <p><i>If you answered No to all the above please complete Section 2</i></p>		
2. RELEVANCE		
Does the work being carried out impact on service users, staff or Councillors (stakeholders):		
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>		
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>		
3. EVIDENCE COLLECTION		
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Local football club and community groups.	
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	See above.	

Which of the protected characteristics are most relevant to the work being carried out?	<i>*delete as appropriate</i>
Age	Yes
Gender	No
Disability	No
Race and Culture	No
Sexual Orientation	No
Religion or Belief	No
Gender Reassignment	No
Marriage and Civil Partnership	No
Pregnancy and Maternity	No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Changing rooms are used by local football club and other community groups for changing/showering before and after sports matches.
What will the impact of the work being carried out be on usage/the stakeholders?	Project will allow Club the opportunity to be promoted to a higher league (level 7) which in turn will attract new players and create more opportunities for involvement in sport.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	Currently the facilities do not fulfil the Football Association ground criteria for the club to move up to the required level. This proposal will allow compliance of this criteria.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	None.
If any further data/consultation is needed and is to be gathered, please specify:	N/A
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	Facilities are designed as being accessible to all.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	Design of extension will blend with existing changing rooms to prevent visual intrusion.
What actions do you plan to take to address any other issues above?	On-going monitoring. <i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	March 2017. Reviewing officer – Stephen Kent.



AGENDA ITEM: 5(m)

CABINET: 15 MARCH 2016

Report of: Borough Treasurer

Relevant Portfolio Holder: Councillor C. Wynn

Contact for further information: Rebecca Spicer (Extn. 5098)
(E-mail: rebecca.spicer@westlancs.gov.uk)

SUBJECT: RISK MANAGEMENT

Borough Wide Interest

1.0 PURPOSE OF THE REPORT

1.1 To set out details on the Key Risks facing the Council and how they are being managed.

2.0 RECOMMENDATIONS

2.1 That the progress made in relation to the management of the risks shown in the Key Risks Register (Appendix A) be noted and endorsed.

3.0 BACKGROUND

3.1 Risk management is not about being 'risk averse' – it is about being 'risk aware'. Risk is ever present and some amount of risk taking is inevitable if the Council is to achieve its objectives. Risk Management is about effectively managing risks that could affect the Council and the community. It is also about making the most of opportunities and achieving objectives. By being 'risk aware' the Council is in a better position to avoid threats and take advantage of opportunities.

3.2 It is a best practice requirement that the Risk Management Policy and Strategy and the Key Risks Register are reviewed and reported to Members on a regular

basis. Consequently it is our standard practice to report on Risk Management issues to Cabinet every 6 months.

- 3.3 Risk Management covers the whole spectrum of risks and not just those associated with finance, business continuity, insurance and health and safety. It also considers risks associated with service provision, compliance with legislation, public image (reputation) and environment. Key Risks are defined as the highest priority risks that may prevent the Council from achieving its objectives, or may result in the failure of a service, or the failure to comply with legislation. The Key Risks Register gives a summary of these risks and the work that is being undertaken to mitigate them, although many of these risks will have already been the subject of separate committee reports. In addition each Service maintains its own Service risk register of the specific risks that they face.

4.0 KEY RISK REGISTER

- 4.1 The Key Risk Register attached (Appendix A) shows the current Key Risks and the measures in place to manage those risks. The regular reporting of the Register provides Members with an opportunity to scrutinize key risks and provides assurance that these risks are being effectively controlled.
- 4.2 Some of the main changes in the register since the last version was produced are as follows:
- A new risk has been added in relation to the more challenging financial position facing the Housing Revenue Account following current and potential future changes in government rules and regulations
 - A new risk has been added concerning the potential implications of the expiry of the Lancashire Waste Partnership Agreement in March 2018
 - A new risk has been added on the Land Auction process which was the subject of a report to Council in December 2015
- 4.3 There are no risks that have been assessed in the “very concerned” category that would require urgent action at the highest level to reduce the risk to an acceptable position. There are a number of risks that have been assessed in the concerned category, but in each case these have been either the subject of recent Committee reports or have been considered through the budget process.

5.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 5.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder. The report has no significant links with the Sustainable Community Strategy.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 6.1 The successful management of the key risks facing the Council will ensure that resources are used effectively and efficiently.

7.0 RISK ASSESSMENT

- 7.1 The continued identification and review of key risks is essential to ensure the management and mitigation of those risks, the successful achievement of the Authority's objectives, and the maximisation of opportunities. By continually monitoring and reviewing the Risks and the Risk Management Framework we will ensure that it continues to improve, develop and meet external assessment criteria and best practice requirements.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Appendices

Appendix A – Key Risks Register

Equality Impact Assessment

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

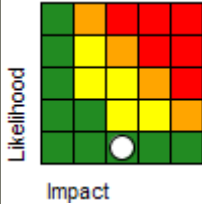
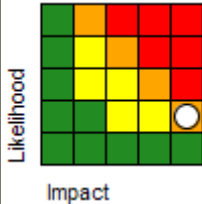
Appendix A Key Risk Register

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
Corporate Services: Treasurer	Treasury Management Investments are riskier given current market conditions	The volatility in financial markets has meant that investments are now less secure than previously. There is the potential that significant sums of money could be lost.	There is a treasury management policy and strategy in place. Well trained staff make investments with the guidance of brokers and treasury advisors. Investments can only be made in top rated UK based institutions or other local Authorities.	Borough Treasurer	Operational arrangements continue to be reviewed and monitored in light of current market conditions. There continues to be a limited number of secure investment options but the priority is the safety of the Council's investments.	<p>Likelihood</p> <p>Impact</p>	5 Content
Corporate Services: Treasurer	Achieving a balanced General Revenue Account budget position for 2017/18	Ongoing reductions in Government funding will need to be addressed to meet the statutory requirement to set a balanced budget.	The medium term financial forecasting process and Council plan will set out how this financial challenge will be met.	Borough Treasurer	Council set its budget for 2016/2017 in February 2016. A Policy Options report on the Council's financial position is due to be presented to Council in July 2016.	<p>Likelihood</p> <p>Impact</p>	10 Concerned
Community Services	Business Continuity - Potential for disruption	Lack of Business Continuity planning could have a severe impact on service provision across critical Service Areas.	Key Service areas have been identified and individual plans put in place. These plans are tested on a regular basis and updated accordingly.	Director of Leisure and Wellbeing	A review of this area is currently being undertaken.	<p>Likelihood</p> <p>Impact</p>	3 Content

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
Housing & Regeneration	Delivery of the Housing Strategy	<p>The Housing Strategy 2014 -2019 – is intended to deliver a series of plans across a range of housing objectives, namely:</p> <ul style="list-style-type: none"> . Achieve the right supply of new homes including maximising affordable housing . Regenerate and remodel areas of Skelmersdale . Make the best use of all existing homes . Encourage well managed and maintained homes across all tenures . Encourage investment to meet specialist housing requirements . Deliver the Council’s Sustainable Energy Strategy 2012- 2020 Residential and Domestic Sector objectives. 	<p>Regular monitoring will occur via the Service Action Plan (SAP) monitoring process. Each action contained in the Year 1 Housing Strategy Action Plan will have its own delivery risks, however the current and target risk rating is based upon an overall consideration of risk across all the intended delivery actions that are shown in the Housing SAP.</p>	Director of Housing & Inclusion	<p>The current risk level remains the same, although recent government announcements in relation to affordable housing and future homeownership approaches may prompt, in the future, an amendment to our local approach as it relates to procuring affordable housing in the Borough.</p>		9 Uneasy
Housing & Regeneration	Balancing the HRA Budget	<p>Recent Government announcements will cause a significant reduction in income to the HRA which will result in a reduced capital programme, together with possible reduced services.</p>	<p>Budget meetings with staff and service managers will take place to identify savings to bridge the budget gap. A Policy Options report will be prepared for consideration by Members in July 2016 setting out how services / budget could be realigned and reprioritised to balance the budget.</p>	Director of Housing & Inclusion	<p>There will be difficulties in balancing the HRA budget in light of new legislation regarding reduction in rental income (1% per annum from April 2016-April 2019), uncertainty around the size of the levies for High Value Council Housing & Pay to Stay.</p>		8 Uneasy

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
Corporate Services: Solicitor	Loss of personal data	The Information Commissioner can take a range of actions against the Council for breaches of the Data Protection legislation including issuing undertakings to commit the Council to a particular course of action to improve its compliance with DPA, audit, serve enforcement notices and Stop Now Orders and, in the case of a serious breach, can serve a Monetary Penalty Notice up to £500,000. A loss of personal data would result in negative press coverage, damage to the Council's reputation, officer time and resources in addressing the breach and potentially action against the Council by the data subject.	The Council has had Data Protection policies and associated working practices in place for some years. The corporate policy has been improved and updated and is subject to regular review, most recently in January 2016. Service specific policies and procedures are in place for all services. Management of Council contractors and retention arrangements remain a concern, although suitable requirements and actions are in place to address this. Senior Information Risk Owner (SIRO) arrangements are in place via an updated DP policy (reviewed annually). Comprehensive training has been organised and delivered, with annual refreshers training requirements identified. A detailed Action Plan remains in place and is managed on a quarterly basis to assist compliance with this ongoing obligation.	Chief Executive and Heads of Service	The revised and updated Action Plan is in place to carry forward continuing obligations and new requirements. This will continue to be reviewed and developed accordingly.	<p>Likelihood</p> <p>Impact</p>	6 Uneasy

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
Housing & Regeneration	Failure to deliver Skelmersdale Town Centre Regeneration	<p>Opportunity - The project will provide a mix of residential, commercial, leisure and education accommodation opportunities.</p> <p>Threat - We could fail to address the economic issues, not address residents' requirements and have an impact on the Council's reputation.</p>	<ol style="list-style-type: none"> 1. Continue to consult with public where relevant. 2. Collaboration agreement in place. 3. Continue to engage with the "other" landowners to encourage their participation in the scheme. 4. This risk is reviewed regularly as part of the on-going project management. 5. Maintaining regular contact with developer and potential retail / commercial / leisure occupiers. 6. Project Board meets regularly to review progress. 	Director of Development and Regeneration	A major planning application by St Modwen for a scheme consisting of a multi-screen cinema, restaurants & bars, retail facilities, and major enhancements to the public realm, has been approved but is currently the subject of a legal challenge.		9 Uneasy
Housing & Regeneration	Land Auction	Potential loss of Capital Receipt if sales not secured within government timescale	Regular meetings with HCA to maintain progress	Director of Housing & Inclusion	Sale of Whalleys 4 nearing completion. Report from Wates due to determine sale method for remaining sites.		12 Concerned

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
Street Scene	TEEP - Compliance with the revised Waste Framework Directive, which requires waste collection authorities to collect recyclable material separately to improve the quality.	Increased cost in providing additional vehicles and increasing the current establishment.	Currently developing a document to demonstrate compliance with The Waste (England and Wales) Regulations 2012 requiring Local Authorities to determine whether they are required to collect glass, plastic, metal and paper separately (Regulation 13). Progress in developing the document is reviewed each month and will be reported at future management meetings.	Director of Street Scene	Assessment was completed in November 2015		3 Content
Street Scene	Expiry of the current Lancashire Waste Partnership Agreement in March 2018	There could be a potential income loss of up to £950,000 per year from April 2018 which would have a significant impact on the GRA budget position.	Discussions are currently taking place between District Councils and the County Council on the new arrangements that will be put in place once the current agreement comes to an end.	Director of Street Scene	This issue has been included in the budget setting process for 2016/17 to ensure its potential financial impact is considered.		10 Concerned

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
Corporate Services: Transformation	Failure to manage the impact of the Government's Benefit Reforms	The introduction of Universal Credit represents a significant change in benefit support. Impacts on benefit claimants and revenue collection including Council Tax and Council House rents are still emerging.	A working group with membership from WLBC, BTLS and the DWP to oversee and manage the introduction of the various emerging changes regarding Welfare Reform is in place.	Borough Transformation Manager and Deputy Director of Housing and Inclusion	A Member Update report on Welfare Reform was provided in July 2015. A Welfare Reform briefing presentation was provided for all Members in February 2016. Further information will be provided as appropriate dependent on the government timetable.		8 Uneasy

Level of Concern	Action Required
Very concerned	Urgent attention required at highest level to ensure risk is reduced to an acceptable level. Action planning should start without delay. Progress on actions should be reported to Joint Managing Directors and / or the Leader.
Concerned	Requires mitigation, contingency plan and identification of early warning indicators. Progress reported to DSH.
Uneasy	Acceptable. Requires mitigation. Reviewed at Head of Service Level.
Content	Acceptable. Keep under review but no action required unless changes occur.