

## CABINET

**HELD: 15 SEPTEMBER 2015**

Start: 7.30pm

Finish: 8.10pm

## PRESENT:

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

Councillors:

### Portfolio

Y Gagen	Deputy Leader of the Council & Leisure
J Hodson	Planning
J Patterson	Housing and Landlord Services
K Wright	Health and Community Safety
C Wynn	Finance

In attendance: Dereli, Dowling, Furey, Owens, Pendleton, Pryce-Roberts, D Westley

Councillors

Officers:

- Managing Director (People and Places) (Mrs G Rowe)
- Managing Director (Transformation) (Ms K Webber)
- Assistant Director Housing & Regeneration (Mr B Livermore)
- Assistant Director Planning (Mr J Harrison)
- Borough Treasurer (Mr M Taylor)
- Borough Solicitor (Mr T Broderick)
- Deputy Assistant Director Housing & Regeneration (Mr I Gill)
- Transformation Manager (Mr S Walsh)
- Property Services Manager (Mr P Holland)
- Leisure Operations Manager (Mr S Kent)
- Environmental Strategy Officer (Ms T Iball)
- Principal Member Services Officer (Mrs S Griffiths)

## 20. APOLOGIES

Apologies for absence were submitted on behalf of Councillor Wilkie.

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

There were no items of special urgency.

## 22. DECLARATIONS OF INTEREST

Councillor Patterson declared a disclosable pecuniary interest in relation to the agenda items relating to housing issues, as a tenant of a Council house but as they related to the functions of the Council in respect of Housing and these functions did not relate to her particular tenancy she was entitled to speak and vote by virtue of an exemption.

**23. MINUTES**

RESOLVED That the minutes of the Cabinet meeting held on 16 June 2015 be received as a correct record and signed by the Leader.

**24. MATTERS REQUIRING DECISIONS**

Consideration was given to the report relating to the following matters requiring decisions as contained on pages 283 – 753 of the Book of Reports.

**25. ADOPTION OF DEVELOPMENT IN THE GREEN BELT SUPPLEMENTARY PLANNING DOCUMENT**

Councillor J Hodson introduced the report of the Assistant Director Planning which sought approval for the adoption of the Development in the Green Belt Supplementary Planning Document.

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 contents of the Development in the Green Belt SPD Consultation Feedback Report set out at Appendix B to the report, and the agreed comments of Planning Committee at Appendix D be noted.
  - B. That the Adoption Statement at Appendix C (as amended) be approved, and the Development in the Green Belt SPD at Appendix A (as amended) be adopted subject to any amendments made by the Assistant Director Planning in consultation with the Portfolio Holder, following consideration of the Development in the Green Belt SPD by the Executive Overview and Scrutiny Committee, as per resolution C. below.
  - C. That the Assistant Director Planning be authorised, in consultation with the Portfolio Holder, to make any necessary amendments to the Development in the Green Belt SPD, in the light of agreed comments from the Executive Overview & Scrutiny Committee, before the document is published.
  - D. That call-in is not appropriate for this item as this report is being submitted to the Executive Overview & Scrutiny Committee on 1 October 2015.

**26. COMMUNITY INFRASTRUCTURE LEVY - PROTOCOL FOR LEVYING SURCHARGES**

Councillor J Hodson introduced the report of the Assistant Director Planning which sought approval for a protocol in relation to the application of surcharges and interest to developers/landowners that fail to adhere to the Community Infrastructure Levy (CIL) administrative requirements.

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 Protocol for handling failures to adhere to the requirements of the Community Infrastructure Levy (CIL) Regulations (as amended) at Appendix A be approved.
  - B. That delegated authority be granted to the Assistant Director Planning to apply the surcharges in accordance with the Protocol and CIL Regulations 2010 (as amended).

**27. COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING PROGRAMME 2016/17**

Councillor J Hodson introduced the report of the Assistant Director Planning which proposed potential options for consultation for a CIL funding programme for 2016/17 based on anticipated CIL monies 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 updated Infrastructure Delivery Schedule (IDS) at Appendix A of the report be noted.
  - B. That the three potential options for spending CIL monies in 2016/17 as set out in paragraph 4.11 of the report be approved for public consultation.

**28. COMMEMORATION OF FORMER ORMSKIRK RESIDENT WILLIAM HEATON VC WHO RECEIVED A VICTORIA CROSS DURING THE BOER WAR**

Councillor J Hodson introduced the report of the Assistant Director Planning which gave consideration to the way in which the bravery of William Heaton, a recipient of a Victoria Cross in the Boer War, should be commemorated.

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

- RESOLVED
- A. That a commemorative plaque in honour of William Heaton be erected within Victoria Park, Ormskirk in accordance with the design description referred to in paragraph 5.6 of the report.
  - B. That the commemorative plaque be sited in location A (in paving 2 metres in front of the memorial) as referred to at paragraph 5.5 of the report.
  - C. That the Assistant Director Planning in consultation with the Assistant Director Community Services be authorised to implement the works arising pursuant to resolutions A and B above.

**29. CONFIRMATION OF ARTICLE 4(2) DIRECTIONS - FULWOOD AND DOUGLAS AVENUE CONSERVATION AREA, TARLETON AND JUNCTION LANE CONSERVATION AREA, BURSCOUGH**

Councillor J Hodson introduced the report of the Assistant Director Planning which sought confirmation of the Article 4(2) Directions in relation to the Fulwood and Douglas Avenue Conservation Area, Tarleton and the Junction Lane Conservation Area, 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 Article 4(2) Directions for Fulwood and Douglas Avenue Conservation Area, Tarleton and the Junction Lane Conservation Area, Burscough, identified in Appendices A and B to the report, be confirmed.
  - B. That call-in is not appropriate for this item as the matter is one where urgent action is required because of the time limits for the confirmation of the Article 4(2) Direction.

**30. ENVIRONMENTAL IMPROVEMENT BUDGET**

Councillor Patterson introduced the report of the Assistant Director Housing & Regeneration which sought direction on the priority for investment of the Environmental Improvement Budget.

Minute no. 16 of the Landlord Services Committee (Cabinet Working Group) held on 10 September 2015 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 That in the light of the announcement on the national budget, the Environmental Improvement Budget not be allocated to a specific project until the budget has been reviewed in February 2016.

**31. NATIONAL BUDGET - IMPLICATIONS FOR TENANTS & HOUSING REVENUE ACCOUNT (HRA)**

Councillor Patterson introduced the report of the Assistant Director Housing & Regeneration which advised on the impact of the National Budget on tenants.

Minute no. 17 of the Landlord Services Committee (Cabinet Working Group) held on 10 September 2015 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 the report be noted.
  - B. That the Assistant Director Housing and Regeneration work with political groups and Tenants in order to bring budget proposals to Council in February 2016.
  - C. That the Assistant Director Housing and Regeneration provide any background information to organisations like Association of Retained Council Housing (ARCH), or the District Council Network (DCN) in order to protect the HRA.
  - D. 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 1 October 2015.
  - E. That the Executive Overview and Scrutiny Committee be requested to note the concerns of the measures and the impact on the Business Plan and HRA.

**32. BEECHTREES REVIVAL SCHEME**

Councillor Patterson introduced the report of the Assistant Director Housing & Regeneration which advised on the findings of the consultation on the Beechtrees Revival Scheme.

Minute no. 18 of the Landlord Services Committee (Cabinet Working Group) held on 10 September 2015 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 findings of the consultation be noted.
  - B. That the decision regarding the Beechtrees Revival Scheme be deferred, pending the 2016/17 budget setting process.

### **33. BATH/SHOWER REPLACEMENT POLICY**

Councillor Patterson introduced the report of the Assistant Director Housing & Regeneration which proposed a new policy in relation to changing baths to showers.

Minute no. 19 of the Landlord Services Committee (Cabinet Working Group) held on 10 September 2015 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
- That the Assistant Director Housing & Regeneration be granted authority to exercise discretion in applying the policy of changing baths to showers in sheltered accommodation, ground floor flats and bungalows in properties with less than 3 bedrooms.

### **34. OPTION APPRAISAL - EVENWOOD COURT**

Councillor Patterson introduced the report of the Assistant Director Housing & Regeneration which advised on the option appraisal work that had been undertaken in relation to Evenwood Court.

Minute no. 20 of the Landlord Services Committee (Cabinet Working Group) held on 10 September 2015 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 option 1 (as detailed in paragraphs 5.1 and 5.2) be adopted for implementation utilising the budget of £400k allocated at the Council meeting of 25 February 2015, to accelerate the kitchen and bathroom programmes and proceed with the replacement lift carriage and new lift and shaft installation, utilising the established lift budget.

- B. That the voids position within Evenwood Court be reviewed 12 months after the implementation of the above option to assess the impact on void levels and identify any further intervention that may be required.

**35. ORMSKIRK TOWN CENTRE STRATEGY 2015**

Councillor Moran introduced the report of the Assistant Director Housing & Regeneration which advised on the outcome of the consultation exercise on the draft Ormskirk Town Centre Strategy 2015 and sought agreement of the final version of the Strategy.

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 final draft Ormskirk Town Centre Strategy 2015 as attached at Appendix C to the report be approved.
  - B. That the key delivery partners set out at paragraph 5.5 be invited to sign up to the final draft Ormskirk Town Centre Strategy 2015.
  - C. That the management arrangements for the delivery of the Ormskirk Town Centre Strategy, set out in paragraphs 5.4 and 5.5, be agreed and the Assistant Director Housing & Regeneration be given delegated authority, in consultation with the relevant Portfolio Holder, to implement these management arrangements and to make any appropriate adjustments to the management arrangements as required.
  - D. That the Assistant Director Housing & Regeneration be given delegated authority, in consultation with the relevant Portfolio Holder, to finalise and publish the final Ormskirk Town Centre Strategy 2015 when signed by key delivery partners, and to make any appropriate minor amendments before the document is finalised.
  - E. That the Assistant Director Housing and Regeneration be authorised to implement the Ormskirk Town Centre Strategy 2015.

**36. STRATEGIC ASSET MANAGEMENT PROJECT (SAMP)**

Councillor Moran introduced the report of the Assistant Director Housing & Regeneration which provided an update on the progress of the Strategic Asset Management Project and sought authority to dispose of assets.

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 contents of the report, including the work undertaken by officers to date, and the progress on the assets previously identified for disposal be noted.
  - B. That the Assistant Director Housing and Regeneration be authorised to take the actions recommended in Appendix A in relation to the 90 sites in the Moorside Ward together with the windfall site at Laburnum Drive in Skelmersdale South, Appendix B, and take any actions necessary to secure disposal of category 1 sites.
  - C. That the sites set out in Appendix D are no longer required for their current uses as set out in that Appendix and that they be appropriated as required for regeneration purposes for the reasons set out in the report.

### **37. CAPITAL PROGRAMME OUTTURN 2014-15**

Councillor Wynn introduced the report of the Borough Treasurer which provided a summary of the capital outturn position for the 2014/15 financial year.

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 final position, including slippage, on the Capital Programme for the 2014/2015 financial year be noted and endorsed.
  - B. 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 1 October 2015.

### **38. CAPITAL PROGRAMME MONITORING 2015-16**

Councillor Wynn introduced the report of the Borough Treasurer which provided an overview of the current progress on the Capital Programme.

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 progress on the Capital Programme as at the end of July, 2015 be noted.



- B. 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 1 October 2015.

**39. QUARTERLY PERFORMANCE INDICATORS (Q1 2015/16)**

Councillor Moran introduced the report of the Transformation Manager which presented performance monitoring data for the quarter ended 30 June 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 June 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 15 October 2015.

**40. DRAFT COUNCIL TENANTS' FINANCIAL INCLUSION STRATEGY**

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

Minute no. 21 of the Landlord Services Committee (Cabinet Working Group) held on 10 September 2015 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 Draft Council Tenants' Financial Inclusion Strategy (Appendix 1) be approved for wider consultation with residents, partners and stakeholders; the consultation period to expire on 31 October 2015.
  - B. That the results of this exercise be reported back to Cabinet.

**41. DIGITAL INCLUSION STRATEGY 2015-2018**

Councillor Patterson introduced the report of the Assistant Director Housing & Regeneration which sought approval of the Digital Inclusion Strategy 2015-18 and action plan.

Minute no. 22 of the Landlord Services Committee (Cabinet Working Group) held on 10 September 2015 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                      That the Digital Inclusion Strategy 2015-18 (Appendix 1) and action plan be adopted.

**42. DIGITAL BY PREFERENCE - A NEW APPROACH**

Councillor Moran introduced the report of the Transformation Manager which set out a new approach in order to drive forward customer use of Council services on-line.

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 'digital by preference' approach set out in the report attached at Appendix 1 to the report be approved.

**43. USE OF SECTION 106 MONIES IN BURSCOUGH AND ORMSKIRK**

Councillor Gagen introduced the joint report of the Assistant Director Community Services and the Assistant Director Planning which considered proposals regarding the use of Section 106 monies received from housing developers for the enhancement of public open space and recreation provision in Burscough and Ormskirk.

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 use of Section 106 monies for the funding of the projects identified in paragraphs 5.1 and 5.2 of the report be approved.

**44. OPERATIONAL ASSETS - MANAGED FISHING LAKES**

Councillor Gagen introduced the joint report of the Assistant Director Community Services and the Assistant Director Housing & Regeneration which proposed revised arrangements for the management of the Council's fishing lakes.

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 new asset management arrangements, as set out in paragraphs 4.1 to 4.2 of the report, be applied to the Council's fishing lakes identified at Appendix 1.
  - B. That the Assistant Director Community Services be authorised to take all necessary steps to give effect to the revised management arrangements at resolution A above, subject to all necessary consents and approvals being obtained.

**45. ALLOTMENT LEASES**

Councillor Gagen introduced the joint report of the Assistant Director Community Services and the Assistant Director Housing & Regeneration which sought approval for an extension to the lease term for the Council's two statutory allotment sites in Skelmersdale.

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 Assistant Director Community Services be authorised to take all necessary steps to extend the lease term of Skelmersdale Horticultural Society and Liverpool Road Allotment Society (respectively) from 7 years to 25 years, as identified at paragraph 5.1 of the report, subject to all necessary consents and approvals being obtained.

**46. INVESTMENT IN SOLAR PHOTOVOLTAICS (PV) ON COUNCIL HOUSING STOCK**

Councillor Moran introduced the report of the Assistant Director Housing & Regeneration which presented the potential environmental and financial benefits and associated risks for the Council and tenants in relation to the installation of solar Photovoltaics (PV) on Council housing stock and sought approval for investment up to £4.440 million for the installation of solar PV on Council owned housing.

Minute no. 23 of the Landlord Services Committee (Cabinet Working Group) held on 10 September 2015 was circulated at the meeting.

Additional information was circulated at the meeting by the Assistant Director Housing & Regeneration.

A motion from Councillor Moran was circulated at the meeting.

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

- RESOLVED
- A. That the opportunities, benefits and risks of investing in solar PV technology be considered and noted.
  - B. That Council be recommended to approve borrowing of up to £4.440M for investment in solar PV on Council housing stock, subject to a minimum 4% rate of return being achieved and noting the comments at paragraph 4.6 of the report.
  - C. That, subject to Council approval of funding, delegated authority be given to the Assistant Director Housing and Regeneration to procure, contract and install solar PV on suitable Council housing stock and to take all steps necessary to complete the project.
  - D. That the call-in procedure is not appropriate for this item as the report is being submitted to the Extraordinary Council Meeting on 15 September 2015 and the relevant project must proceed without delay to secure the relevant outcomes sought.
  - E. That the Assistant Director Housing & Regeneration be authorised to explore options for working with the not for profit sector to promote energy efficiency measures that would benefit local residents and/or businesses and to report back on any opportunities identified.

.....  
LEADER

**CORPORATE AND ENVIRONMENTAL  
OVERVIEW AND SCRUTINY COMMITTEE**

**HELD: 9 JULY 2015**

Start: 7.30pm

Finish: 10.15pm

**PRESENT:**

Councillors: Dowling (Chairman)

Mrs Atherley	G Hodson
S Bailey	McKay
Barron	Mrs Marshall
Mrs Blake	Oliver
Delaney	O'Toole
Forshaw	Pendleton
Devine	Savage
Greenall	West

Officers: Assistant Director Community Services (Mr D Tilleray)  
Assistant Director Planning (Mr J Harrison)  
Technical Services Manager (Mr C Brady)  
Community Safety Officer (Mr C Owens)  
Partnership and Performance Officer (Ms A Grimes)  
Assistant Solicitor (Mr M Hynes)  
Principal Overview and Scrutiny Officer (Mrs C A Jackson)

In attendance: Councillor J Hodson (Portfolio Holder for Planning)

Director of ICT, BT Lancashire Services (Mr M Orford)  
Director of Revenues and Benefits, BT Lancashire Services  
(Mr J Unsworth)  
Principal Business Relations Manager (Ms S DeVall)

**1. APOLOGIES**

There are no apologies.

**2. MEMBERSHIP OF THE COMMITTEE**

In accordance with Council Procedure Rule 4, Members noted the termination of membership of Councillors Blane, Hudson and L Hodson and the appointment of Councillor Forshaw, Pendleton and Savage, for this meeting only, thereby giving effect to the wishes of the Political Groups.

**3. URGENT BUSINESS**

There were items of urgent business.

**4. DECLARATIONS OF INTEREST**

There were no declarations of a interest.

**5. DECLARATIONS OF PARTY WHIP**

There were no declarations of a Party Whip.

**6. MINUTES**

RESOLVED: That the minutes of the Corporate and Environmental Overview and Scrutiny Committee meeting held on 19 February 2015 be received as a correct record and signed by the Chairman.

**7. MINUTES OF THE MEMBER DEVELOPMENT COMMISSION**

RESOLVED: That the minutes of the Member Development Commission meeting held on 12 March 2015 be noted.

**8. CONFIRMATION OF WORK PROGRAMME 2015/16**

Consideration was given to the report of the Borough Solicitor as contained on pages 13 to 16 of the Book of Reports that set down the proposed Work Programme for the Committee for 2015/16.

RESOLVED: A. That the decision of the Council to establish a 'Public Involvement at Meetings Working Group' as part of the Work Programme and the terms of reference, as set down in the appendix, be agreed.

B That the Work Programme for the Committee 2015/16 as set out below, be confirmed and included on the Council's web-site.

'Corporate and Environmental Overview and Scrutiny Committee

The Committee conducts in depth reviews/policy development as set out in its work programme.

In 2015/16 the Committee will continue its review on 'A Market Town Strategy for Ormskirk Town Centre'

The Committee considers as part of its routine work:

- Items referred from "Members Update" at the request of a Member
- Members Items/Councillor Call for Action (CCfA)
- Performance management
- Acts as the Council's Crime and Disorder Committee
- Recommendations from previously conducted reviews

The Member Development Commission will continue its work during 2015/16 and the 'Public Involvement at Meetings Working Group' will commence its work'.

**9. BT LANCASHIRE SERVICES ANNUAL REVIEW**

Consideration was given to the report of the Transformation Manager as contained on pages 17 to 41 of the Book of Reports that detailed the Annual Review delivered by BT Lancashire Services 2014/15 on the ICT and Revenues and Benefits Services.

The Chairman welcomed the representatives from BT Lancashire Services (BTLS).

A presentation, supported by a series of slides as contained on pages 85 to 96 of the Book of Reports, was undertaken by Mr Mark Orford (Director of ICT) and Mr J Unsworth (Director of Revenues and Benefits) on the work that had been undertaken over the previous 12 months under the shared services agreement.

The Director of ICT provided a review of work undertaken in 2014/15 referencing the highlights of the service provision, performance against targets and planned improvement and development for 2015/16. He made reference to the enhanced support procedures specifically for councillors and their operation.

Comments and questions, related to the ICT Service, were raised in respect of:

- Performance Targets (measurement; quality of service; outcomes to customers; incidents reported)
- Terminology within the annual report (glossary of terms)
- Customer liaison (consultation; representation; feedback)
- ICT support for Borough Councillors:
  - Plans relating to the roll-out / availability of up-to-date technology (iPads / mobile devices)
  - Members ICT training arrangements (access / provision / level).
  - Members IT equipment and security (authentication process; access and data security)
  - Responding to changing needs (assisted/bespoke technology for visual / other impairment; future proofing)

The ICT Director responded to questions and provided clarification, referencing details within the presentation and report. In relation to the provision of a glossary of the abbreviations referred to within the documentation and comments on service delivery and connectivity, he made an undertaking to pass the observations to the Transformation Manager.

The Principal Business Relationship Manager attended the meeting and provided further clarification on the issues raised.

The Director of Revenue and Benefits then provided an overview of key activity in his Service during 2014/15 highlighting details as set down in the report and presentation. Reference was made to the operation of the service as a result of the Welfare Reform changes, highlighting activity in the year resulting from the roll out of Universal Credit (UC). He also confirmed that the technology migration (platform from Liverpool to Lancashire) had been completed.

Comments and questions, related to the Revenue and Benefits Service, were raised in respect of the following:

- Cross-organisation Task Group (membership / representation / feedback)
- Impact of UC locally (number of claimants; information sharing; guidance / support / assistance provided through the process)

RESOLVED: That the BT Lancashire Services Annual Report 2014/15, attached at Appendix A and accompanying presentations, be noted.

(Note: Councillor Mrs Atherley left the meeting following consideration of this item.)

## **10. CRIME AND DISORDER - PRESENTATION**

A presentation was received from the Community Safety Officer on behalf of the West Lancashire Community Safety Partnership (CSP). The presentation was supported by a series of slides as contained on pages 97 to 115 of the Book of Reports.

In his presentation, the Community Safety Officer gave an overview of the CSP structure; a summary of the established thematic delivery groups, the funding streams and how allocated to support priorities; the multi-agency approach to manage key priorities, referencing Bright Sparx's as an example of an effective multi-agency delivery that has brought effective results on and around "Bonfire celebrations".

During discussion comments and questions were raised in respect of:

- Bright Sparx (impact locally; role of other agencies)
- Partnership working (involvement; reductions in funding / effect on CSP priorities / initiatives.)
- Other anti-social behaviour issues (support throughout the year; funding.)
- Freshers' Week - extension of time period (effect on support / delivery; effectiveness of partnership working.)

The Community Safety Officer responded to questions and provided clarification on issues raised. He made an undertaking to circulate the presentation, via email and information therein, to all Members.

RESOLVED: That the presentation be noted.

## **11. QUARTERLY PERFORMANCE INDICATORS (Q4 2014-15)**

Consideration was given to the report of the Transformation Manager which detailed performance monitoring data for the quarter ended 31 March 2015, as contained on pages 43 to 61 of the Book of Reports. The reported had previously been considered by Cabinet at its meeting on 16 June 2015.

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



- NI 195b (Improved street and environmental cleanliness – levels of litter, detritus, graffiti and fly posting: Detritus) – reasons associated with increase; process for the disposal of inert waste (hardcore / rubble).
- WL121 (Working Days Lost Due to Sickness Absence ) - how measured; provision of additional details/reasons for sickness level).
- WL18 (Use of leisure and cultural facilities (swims and visits) – reasons for fluctuations / seasonal fluctuations.

The Partnership and Performance Officer attended the meeting, responded to questions and made an undertaking to seek clarification on issues raised relating to sickness levels and fly-tipping (inert waste).

**RESOLVED:** That the Council's performance against the indicator set for the quarter ended 31 March 2015 be noted.

**12. WORK PROGRAMME 2015/16**

The following items, as part of the Work Programme for 2014/15 were considered.

**13. PROCESSING OF PLANNING APPLICATIONS - PIS NI157(A)(B)(C)**

This item had been included on the agenda following the request, at the last meeting, for the attendance of the Assistant Director Planning in relation to relevant PIs raised as part of scrutiny of the Performance Indicators (Q3 2014/15).

The Assistant Director Planning attended the meeting and gave an overview of the service, regarded to be one of the busiest for planning applications in Lancashire and the reasons for the fluctuations that had impacted on performance in Q3.

He made reference to the performance monitoring information for Q4, on the same PIs, that showed an increase from 44.44% (Q3), in major planning applications (PI NI157a) processed, to 62.50% in Q4 and the increase in performance, in Q4 too, advised for minor applications (PINI157b) and other applications (PINI157c), resulting in improvement across the monitored PIs.

He further made reference to resources for the Service that had seen the number of officers within the Development Management team increased as a result of the increased workload but there had been some delay in securing the additional staff resource as a result of encountering difficulties in filling the additional posts with the right quality of candidate.

In response to a Member question relating to the approach used to train and fill Planner vacancies, information was provided by the Assistant Director Planning on the recruitment process and methods used to attract suitable candidates.

**RESOLVED:** That the response of the Assistant Director Planning be noted.

**14. A MARKET STRATEGY FOR ORMSKIRK TOWN CENTRE**

The following three items, as part of the review, were considered.

**15. A MARKET STRATEGY FOR ORMSKIRK TOWN CENTRE - INTERIM REPORT AND REVIEW OF PROJECT PLAN**

Consideration was given to the interim report, attached at Appendix A, of the Committee on the findings to date in relation to the review 'A Market Town Strategy for Ormskirk on work undertaken in 2014/15.

In relation to the Project Plan it was reported that this would be amended to include the membership of the Committee for 2015/16.

In discussion comments and questions were raised on:

- Work instigated on the Market element of the review.
- Methods to encourage stallholders (approach to advertising; shopper experience; embracing new technology)
- Stall layout and etiquette for the future (positioning of stalls; keeping pedestrian access clear; discouraging random displays of goods external to stalls)
- Link to Ormskirk Town Centre Strategy (branding of Ormskirk market; encouraging footfall; methods of advertising (local radio; links with local transport; posters at stations)
- Tourism (building on historical perspectives (tours of the Parish Church)
- Visitor Map (identification of venues; locations of "the Map" across the town; historical perspective; inclusion of defibrillator access points)

The Technical Services Manager confirmed that comments relating to issues raised previously in respect of the Market had been fed through, as appropriate and, as the Visitor Map is currently being updated, made an undertaking to pass on Members comments in relation to inclusion of the defibrillator icon to denote locations and suggested sites for the map, to be passed on, as appropriate.

- RESOLVED:
- A That the interim report be noted.
  - B That the Project Plan be amended to include the membership of the Committee for 2015/16.
  - C That comments in relation to the Visitor Map of Ormskirk Town Centre, locations and use of defibrillator icon to be taken forward, as appropriate.

## **16. CAR PARKING IN THE TOWN CENTRE**

The Technical Services Manager gave an oral presentation on the theme 'Car Parking' in Ormskirk Town Centre as part of the Committee's review. He also circulated supporting information on revisions to the Council's car parks map and car parking charges in the town's Council owned car parks, as contained on pages 117 to 121 of the Book of Reports.

### **Presentation 3 – Car Parking in Ormskirk Town Centre**

Members considered information presented by the Technical Services Manager on car parking in the town centre.

In the presentation it was explained that parking in town centres represents a complex of issues hampered by a number of significant problems, including the growth of car ownership, that has exceeded what many traditional urban centres can accommodate. It has had to be recognised that parking comes at a cost that needs to be covered by "someone, somewhere and somehow" but this has proved to be emotive. Car parking policies that are embedded in a holistic transport strategy remain problematic because of the numerous stakeholders involved all working to different objectives.

It is recognised that town centres today are exposed to intense competition and need to do what they can to ensure accessibility. Car use and ownership has continued to rise and saturation point is not expected until 2035.

#### Cost of Parking

The cost of car parking both to the 'user' and the Council or private companies, who need to cover their costs in relation to maintenance and management of car parks as well as long-term investment in the quality of the car parks, was referenced. Additionally, car parks also attract business rates that must be paid. Consequentially, neither on-street nor off-street parking is "free."

#### Car Parks in the Town Centre

The Council-run car parks in Ormskirk town centre are controlled through "pay and display" There are 847 spaces on 10 car parks. Two other car parks, Finnigans Square and the Park and Ride car park at Ormskirk Station remain free of charge. Current charges to use the council car parks in Ormskirk are applicable Monday – Saturday between the hours of 08.30am – 5.30pm and details were provided on the income, charges and maintenance. Parking permits are also available costing £195 per year or £24 per calendar month.

#### Enforcement

In relation to enforcement it was stated that the Borough Council are responsible for off-street car parking but it is the responsibility of Lancashire County Council to look after car parking breaches on-street (Monday to Saturday).

Mr Brady went on to explain the processes in relation to the operation of enforcement including the difficulties encountered by enforcement officers; evidencing breaches and the exceptions that allow some users to park in restricted areas.

It was acknowledged that there had been problems associated with a privately-owned car park servicing the town centre.

#### Car Parking – Findings of others

Information in relation to access and in particular improving the parking experience in town centres extracted from research undertaken by the Association of Town Centre Management (ATCM) was also circulated.

The Genecon report on 'High Street Performance' issued in December 2011 to coincide with the launch of Mary Portas high street review assessed the causes of decline of the high street and prognosis for the future. Its findings on spacial and physical factors features were referred to as was an extract from the Alliance Boots 'Car Parking – A Retailer's View, featured by the Federation of Small Businesses, in particular the loss of customers to other destinations with insufficient / smart car parking; on-line and out of town retail parks being cited as causes.

#### Future developments

It was stated that the Council continues to respond to feedback and the experiences of other local authorities.

In relation to the use of technology for alternative methods of payment of the car parking fee, including those via mobile and smart phones, these would continue to be evaluated as were up-grades to the hand-held devices of enforcement officers.

In discussion questions and comments were raised in relation to:

- Pay & Display (P&D) (charges for long and short stays; allocation of disabled bays; facilities at/provision of "cashless" P&D machines; CCTV monitoring; costs associated with provision / maintenance of P&D machines.)
- Alternative methods of fee payment (use of advances in technology; payment via smart phones; credit / debit card payments.)
- Appeals Panel (membership and role of the Panel.)
- Car Parking Map of Ormskirk Town Centre (quality of information provided on the revised Map).

Members also referred to the comments reported in the local paper in respect of issues relating to the, privately owned, car park at Two Saints. The Portfolio Holder for Planning, who was in attendance at the meeting, with the permission of the Chairman, addressed the Committee and made an undertaking to take forward the matter and respond appropriately.

The Technical Services Manager responded to questions and provided clarification on issues raised in discussion. He confirmed, that the updated Ormskirk Town Centre map of council car parks, as circulated, would be included on the Council's web-site.

RESOLVED:           A       That the presentation and information therein be noted.

                          B       That comments in relation to:

1. Alternative methods of payments at Pay and Display machines be included as part of any future assessment of these facilities;
2. Ormskirk Town Centre map of council car parks, as revised, to be included on the Council's web-site;

  be taken forward, as appropriate.

**17. NEXT STEPS**

Members considered the next steps of the review as set down in the Project Plan.

RESOLVED:           That in relation to the next steps of the Review the proposals for the next meeting to be held on 15 October 2015 be noted.

**18. ITEMS FROM THE MEMBERS' UPDATE**

There were no items under this heading.

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Chairman



**PRESENT:**

Councillors: Furey (Chairman)

Ashcroft	Mrs Houlgrave
Barron	Kay
Davis	Nixon
Delaney	Pendleton
Devine	Savage
Dowling	Westley
Greenall	Whittington

Officers: Assistant Director Housing and Regeneration (Mr B Livermore)  
Borough Treasurer (Mr M Taylor)  
Principal Planning Officer (Mr S Benge)  
Principal Solicitor (Mrs T Sparrow)  
Principal Overview and Scrutiny Officer (Mrs C A Jackson)

In attendance: Councillor J Hodson (Portfolio Holder – Planning)

**10. APOLOGIES**

Apologies for absence were submitted on behalf of Councillor Cotterill.

**11. MEMBERSHIP OF THE COMMITTEE**

In accordance with Council Procedure Rule 2, Members noted the termination of membership of Councillors Bullock and Forshaw and the appointment of Councillor Dowling and Barron respectively, thereby giving effect to the wishes of the Political Groups.

**12. URGENT BUSINESS**

There were no items of urgent business.

**13. DECLARATIONS OF INTEREST**

There were no declarations of interests.

**14. DECLARATIONS OF PARTY WHIP**

There were no declarations of a Party Whip.

**15. MINUTES**

RESOLVED: That the minutes of the meeting held on 2 July 2015 be received as a correct record and signed by the Chairman.

**16. RELEVANT MINUTES OF CABINET**

Consideration was given to the minutes of the Cabinet held on 15 September 2015.

Questions and comments were raised in respect of the following items:

Minute 30 (Environmental Improvement Budget) – effect on “rolling-programme”; wider budget implications; options priority.

Minute 35 (Ormskirk Town Centre Strategy 2015) – town centre management arrangements.

Minute 44 (Operational Assets – Managed Fishing Lakes) – new asset managements.

RESOLVED: That the minutes of the Cabinet meeting held on 15 September 2015 be noted.

**17. CALL IN ITEMS**

There were no items under this heading.

**18. ADOPTION OF DEVELOPMENT IN THE GREEN BELT SUPPLEMENTARY PLANNING DOCUMENT**

Consideration was given to the report of the Assistant Director Planning, as contained on pages 55 to 136 of the Book of Reports that gave details in relation to the adoption of the Development in the Green Belt Supplementary Planning Document (SPD) and sought agreed comments, if any, following approval by Cabinet at its meeting on 15 September 2015. The report had previously been considered by the Planning Committee at its meeting on 3 September 2015.

The Portfolio Holder (Planning), who was in attendance, with the permission of the Chairman, provided background in relation to the adoption of the SPD.

RESOLVED: That the report, the Development in the Green Belt SPD, attached at Appendix A, the Consultation Feedback Report, attached at Appendix B, Adoption Statement for Development in the Green Belt SPD, attached at Appendix C, together with Appendices D to F be noted.

**19. NATIONAL BUDGET - IMPLICATIONS FOR TENANTS & HOUSING REVENUE ACCOUNT (HRA)**

Consideration was given to the report of the Assistant Director Housing and Regeneration as contained on pages 137 to 146 of the Book of Reports which advised on the impact of the National Budget on tenants and a request by Cabinet, at its meeting on 15 September 2015 (Minute 31, resolution (E)).



In discussion comments and questions were raised in relation to:

- Proposals - Impact on the HRA and Business Plan; changes related to self-financing; future options.

The Assistant Director Housing and Regeneration provided clarification on the issues raised and responded to questions, referring to details as set down in his report.

The Borough Treasurer, provided additional clarification related to the budget setting process.

- RESOLVED:
- A. That the concerns of the measures and impact of the Business Plan and HRA, be noted.
  - B. That the Portfolio Holder (Housing and Landlord Services) be requested “to write to the Minister to express disquiet, rethink the policy and not implement it.”

**20. CAPITAL PROGRAMME OUTTURN 2014-15**

Consideration was given to the report of the Borough Treasurer, as contained on pages 147 to 161 of the Book of Reports which provided a summary of the capital outturn position for the 2014/2015 financial year.

- RESOLVED: That the final position on the Capital Programme for the 2014/15 financial year be noted.

**21. CAPITAL PROGRAMME MONITORING 2015-16**

Consideration was given to the report of the Borough Treasurer, as contained on pages 163 to 169 of the Book of Reports which provided an overview of the current progress on the Capital Programme.

- RESOLVED: That the current progress on the Capital Programme be noted.

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Chairman



**PRESENT:** Councillor Wright (In the Chair)

Councillors: Baybutt  
C Evans  
Oliver

Officers: Principal Solicitor (Mr L Gardner)  
Assistant Solicitor (Mrs J Williams)  
Senior Licensing Officer (Mrs M Murray)  
Member Services/Civic Support Officer (Mrs J Brown)

In attendance: (DWF Solicitors) Mr D Crank  
(DPS) Mr R Jacques  
Objectors

**17. APOLOGIES**

There were no apologies for absence received.

**18. MEMBERSHIP OF THE COMMITTEE**

There were no changes to Membership of the Committee.

**19. URGENT BUSINESS**

There were no items of urgent business.

**20. URGENT BUSINESS**

There were no items of urgent business.

**21. DECLARATIONS OF INTEREST**

There were no declarations of Party Whip.

**22. MINUTES**

RESOLVED: That the Minutes of the meeting held on 12 September 2014 be received as a correct record and signed by the Chairman.

**23. LICENSING HEARING PROCEDURE**

The Chairman outlined the Licensing Hearing Procedure.

**24. APPLICATION FOR VARIATION OF A PREMISES LICENCE IN RESPECT OF LEGH ARMS, THE GRAVEL, MERE BROW, TARLETON PR4 6JX**

Consideration was given to the report of the Assistant Director Community Services as contained on pages 109 to 152 of the Book of Reports in respect of an application for variation of a Premises Licence in respect of Legh Arms, The Gravel, Mere Brow, Tarleton, PR4 6JX.

In considering this matter the Sub – Committee had regard to its Licensing Policy and the guidance issued under S. 182 of the Licensing Act. It considered the relevant Licensing Objectives on this occasion was the 'prevention of crime and disorder', 'public safety', 'prevention of public nuisance' and 'prevention of children from harm'.

On hearing evidence from the Applicant's Solicitor and Objectors the Sub – Committee:-

- RESOLVED:
- A. That the premises shall be open to the public 10.30 hours to 00.30 hours Sunday to Thursday and 10.30 hours to 01.30 hours Friday and Saturday.
  - B. That the supply of alcohol shall be permitted between 10.30 hours to 00.00 hours Sunday to Thursday and 10.30 hours to 01.00 hours Friday and Saturday.
  - C. That late night refreshment shall be permitted between 23.00 hours to 00.00 hours Sunday to Thursday and 23.00 hours and 01.00 hours Friday and Saturday.
  - D. That the provision of live music and recorded music, shall be permitted to take place 10.30 hours to 00.00 hours Sunday to Thursday and 10.30 hours to 01.00 hours Friday and Saturday.
  - E. That all external doors and windows shall be kept closed other than for access and egress when there is live regulated music playing at the premises.
  - F. That the Premises shall only be granted the facility of the extended hours past 00.00 hours for supply of alcohol and past 00.30 hours Friday and Saturday on 12 occasions per calendar year. The said dates shall not be used where the Premises already is granted additional operating hours under Annex 2 of the existing Licence.
  - G. That the Premises Licence holder will notice the Licensing Authority of the 12 nights they intend to operate the extended operating hours in writing with a minimum of 4 weeks' notice.

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- CHAIRMAN -