Monday, 2 September 2019

TO: COUNCILLORS I MORAN, Y GAGEN, D EVANS, J WILKIE, K WILKIE, K WRIGHT AND A YATES

Dear Councillor,

A meeting of the CABINET will be held in the CABINET/COMMITTEE ROOM, 52 DERBY STREET, ORMSKIRK L39 2DF on TUESDAY, 10 SEPTEMBER 2019 at 7.00 PM at which your attendance is requested.

Yours faithfully

Kim Webber
Chief Executive

AGENDA
(Open to the Public)

7b Local Plan Review
   Motion from Councillor David Evans

7g Quarterly Performance Indicators Q1 2019-20
   Motion from Councillor Moran

7i Public Speaking Protocol
   Motion from Councillor Moran
We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.

FIRE EVACUATION PROCEDURE: Please see attached sheet.
MOBILE PHONES: These should be switched off or to ‘silent’ at all meetings.

For further information, please contact:-
Sue Griffiths on 01695 585097
Or email susan.griffiths@westlancs.gov.uk
FIRE EVACUATION PROCEDURE FOR:
COUNCIL MEETINGS WHERE OFFICERS ARE PRESENT
(52 DERBY STREET, ORMSKIRK)

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

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

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

NOTES:
Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.
The only persons not required to report to the Assembly Point are the Door Wardens.

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

IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED
1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to **HOME CARE LINK** in order to ensure that a back-up call is made to the **FIRE BRIGADE**.
4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.
5. Ensure that the ZONE WARDEN has reported to you on the results of his checks, i.e. that the rooms in use have been cleared of all persons.
6. If an Attendance Register has been taken, take a ROLL CALL.
7. Report the results of these checks to the Fire and Rescue Service on arrival and inform them of the location of the FIRE ALARM CONTROL PANEL.
8. Authorise return to the building only when it is cleared to do so by the FIRE AND RESCUE SERVICE OFFICER IN CHARGE. Inform the DOOR WARDENS to allow re-entry to the building.

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

CHECKLIST FOR ZONE WARDEN

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

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

INSTRUCTIONS FOR DOOR WARDENS

1. Stand outside the FIRE EXIT DOOR(S)
2. Keep the FIRE EXIT DOOR SHUT.
3. Ensure that NO PERSON, whether staff or public enters the building until YOU are told by the PERSON IN CHARGE that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the PERSON IN CHARGE.
5. Do not leave the door UNATTENDED.
AGENDA ITEM 7b

LOCAL PLAN REVIEW

MOTION FROM COUNCILLOR D EVANS

A. That taking into consideration the recommendations of the Local Plan Cabinet Working Group, reports from officers and all relevant matters, it is Cabinet's view that:
   a. the Local Plan Review Preferred Options consultation generated a significant amount of feedback on the proposals, and the Council need to take time to fully consider that feedback and ensure the right new Local Plan is prepared for West Lancashire, including matters relating to Climate Change and how the Local Plan might address this important issue; and
   b. due to the age of parts of the current evidence base and the need to progress the Local Plan to submission by 31 March 2020 if it were to be based on that evidence, progressing with the current Local Plan Review would not allow the Council the time to fully consider all the matters raised by, and since, the Preferred Options consultation.

B. Accordingly, it be agreed that:

   i) the current Local Plan Review cease in its entirety
   ii) the current Local Plan Cabinet Working Group be dissolved
   iii) a new Local Plan Cabinet Working Group be established to commence work imminently on a new Local Plan, including preparing new evidence studies where necessary, in accordance with Government Guidance in order to deliver a new 15 year Local Plan
   iv) the Leader advise the Borough Solicitor of the Terms of Reference, the size and composition of the new Working Group, including the appointment of Chairman and Vice Chairman
   v) the appropriate budgetary provision for the preparation of a new Local Plan and its evidence be considered as part of the budget-setting process for 2020/21 and beyond.
QUARTERLY PERFORMANCE INDICATORS

Motion on behalf of Councillor Ian Moran, Leader

In considering performance targets LE01 and LE02 in relation to grass cutting, it is considered that the current arrangements for weed control in the Borough has resulted in enhanced weed growth in many of the cracks in the infrastructure and being left untreated, allowing the germination of many seeds to spread and exacerbate the problem.

It is necessary to undertake weed control to prevent further damage to pavements and road surfaces. The removal of weeds from channel ways also helps to allow rain water to flow more freely and reach drainage points provided along many carriageways.

In addition, it is evident that undertaking two cyclical sprays during the season is inadequate to control the weed growth at the rate that has been visible due to the changing climate. Optimal growing conditions, wet and very humid has enable weed growth to accelerate this year particularly.

The principal responsibility for weed control on highways in West Lancashire lies with Lancashire County Council. The Council funding is proposed for one year only and a request should be made to Lancashire County Council to assist in meeting the funding requirement proposed in this motion and make suitable contingency arrangements for future years.

Accordingly it be agreed:

A That the Council’s performance against the indicator set for the quarter ended 30 June 2019 be noted.

B That a team of four Operatives be employed for 12 weeks at a cost of £23,834 to undertake intense weed scraping across the Borough.

C To hire a sweeper for 12 weeks at a cost of £6,800 to work along with the manual teams.

D The budget for this initiative will be met from the appropriate corporate reserve.

E To seek a suitable contribution from Lancashire County Council for the expenditure now authorised and review the provision of weed control for 2020/21.

F That the call-in procedure is not appropriate for this item due to the urgent need to undertake revised arrangements in respect of weed control under
items B to E (inclusive) and, otherwise that the call-in procedure is not appropriate for this item as the report will be submitted to the meeting of the Corporate & Environmental Overview & Scrutiny Committee on 10 October 2019.
PUBLIC SPEAKING PROTOCOL

Motion on behalf of Councillor Moran

A. That the number of requests to speak, listed in paragraph 5 of the report, under the current 'Public Speaking – Protocol' for meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee (Constitution 14.1 – the "Protocol"), be noted.

B. That the agreed comments to Council be that the recommendations of the Corporate and Environmental Overview and Scrutiny Committee as set down at paragraph 6 of the report be supported.