



Kim Webber B.Sc. M.Sc.  
Chief Executive  
52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

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Tuesday, 11 July 2017

**TO: THE MAYOR AND COUNCILLORS**

Dear Councillor,

You are summoned to a meeting of the **COUNCIL** to be held in the **COUNCIL CHAMBER, 52 DERBY STREET, ORMSKIRK L39 2DF** on **WEDNESDAY, 19 JULY 2017** at **7.30 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Kim Webber', written over a horizontal line.

Kim Webber  
Chief Executive

**AGENDA**  
**(Open to the Public)**

**PAGE(S)**

**1. PRAYERS**

**2. APOLOGIES**

**3. DECLARATIONS OF INTEREST**

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

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- 4. MINUTES**  
To receive as a correct record the minutes of the previous meetings held on:
- a) Wednesday, 17 May 2017 (Annual) 33 - 38
- b) Wednesday, 26 April 2017 39 - 44
- c) Wednesday, 28 June 2017 (Extraordinary) 45 - 46
- 5. ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF EXECUTIVE**
- 6. TO ANSWER ANY QUESTIONS UNDER THE PROVISIONS OF COUNCIL PROCEDURE RULE 10.2**
- 7. MINUTES OF COMMITTEES**  
To receive the minutes of the following meetings, to confirm, if appropriate, such of the minutes as require confirmation and to pass such resolutions as the Council may deem necessary:
- a) Planning Committee - Thursday, 18 May 2017 47 - 50
- b) Licensing & Appeals Committee - Tuesday, 6 June 2017 51 - 54
- c) Planning Committee - Thursday, 22 June 2017 55 - 58
- d) Audit & Governance Committee - Tuesday, 27 June 2017 59 - 62
- 8. BOROUGH COUNCIL BY-ELECTIONS 2017**  
To consider the report of Borough Solicitor. 63 - 68
- 9. REVIEW OF POLITICAL BALANCE 2017/18**  
To consider the report of the Borough Solicitor. 69 - 72
- 10. POLICY OPTIONS 2018-2021**  
To consider the report of the Chief Executive. 73 - 134
- 11. TREASURY MANAGEMENT AND PRUDENTIAL INDICATOR PERFORMANCE 2016-17**  
To consider the report of the Borough Treasurer. 135 - 142
- 12. HRA REVENUE AND CAPITAL OUTTURN**  
To consider the joint report of the Director of Housing and Inclusion and the Borough Treasurer. 143 - 150
- 13. COUNCIL PLAN ANNUAL REPORT 2016/17**  
To consider the report of the Borough Transformation Manager and Deputy Director of Housing and Inclusion Services. 151 - 178

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| 14. | <p><b>APPRENTICESHIP POLICY STATEMENT AND UPDATE ON THE HUMAN RESOURCES STRATEGY AND WORKFORCE PLAN</b></p> <p>To consider the report of the Borough Treasurer.</p>   | 179 - 190 |
| 15. | <p><b>HEALTH AND SAFETY STRATEGIC PLAN 2017-2020</b></p> <p>To consider the report of the Director of Leisure and Wellbeing.</p>  | 191 - 206 |
| 16. | <p><b>PROCEDURE FOR THE PUBLIC AND APPLICANTS WHO WISH TO SPEAK AT THE PLANNING COMMITTEE ON PLANNING APPLICATIONS THAT MIGHT AFFECT THEM</b></p> <p>To consider the report of the Borough Solicitor.</p>   | 207 - 216 |
| 17. | <p><b>ELECTRONIC RECORDS STORAGE AND MANAGEMENT</b></p> <p>To consider the report of the Borough Solicitor.</p>   | 217 - 220 |
| 18. | <p><b>MOTIONS</b></p> <p>To consider the following Motions included on the agenda at the request of the Members indicated:</p>  |           |
| a)  | <p><b>Car Parking Charge Concessions - Motion Included on the Agenda by Councillor Owens on behalf of the Our West Lancashire Group</b></p> <p>That this council notes that a number of northwest councils have introduced car parking charge concessions in recent years. Oldham Council offers three hours free parking on Saturdays with a reported increase in usage of 22%. Rochdale offers three hours free parking on some of its car parks every day. In Bolton, free weekend car parking resulted in the number of visits increasing from 85,000 to 205,000 while Chorley Council has introduced 3 hours free parking on all long stay car parks in May this year.</p> <p>That this Council further notes that the Labour group, prior to forming the administration in 2015, heavily promoted the introduction of a 'Free after Three' car parking concession in Ormskirk Town Centre and that since that time Ormskirk Town Centre is facing increased competition from the free to park retail centre at Pippin Street in Burscough.</p> <p>That this Council resolves to:</p> <ul style="list-style-type: none"> <li>• consult widely with the town's retailers – both national chains and independents - on the introduction of a pilot car parking concession scheme to run for a 12 month period from 1 September 2017 to reduce the cost of car parking for shoppers and visitors to Ormskirk Town Centre and to give delegated authority to the Director of Development and Regeneration, in consultation with the relevant Portfolio Holder, to agree the terms of the pilot scheme and implement that scheme (being authorised to take all necessary steps to do so) following this consultation</li> </ul> |           |

- utilise up to £80,000 from the General Revenue Account surplus for 2016/17 to fund the agreed pilot car parking concession scheme
- monitor the impact of the pilot car parking concession scheme through car park ticket issue and data from the council's footfall monitors
- provide a report to the meeting of Full Council in July 2018 on the results of the pilot car parking concession scheme to that date with resulting recommendations

**b) Grounds Maintenance - Motion Included on the Agenda by Councillor Owens on behalf of the Our West Lancashire Group**

That this council is dissatisfied with the current standards of grounds maintenance being achieved in the Borough, especially in relation to grass cutting; weed control and the upkeep of prestige areas such as entrance roundabouts.

That this council notes the difficult financial position faced by both the Borough and County councils and further notes the loss of efficiency when the county council grounds maintenance was no longer carried out by the Borough council. However, the council is of the view that grounds maintenance is a core service and that any changes to previously agreed service levels within Borough Council responsibility must be formally agreed by council members and meet a higher standard than that currently being delivered.

Therefore, this council instructs its officers, in consultation with the relevant portfolio holders, to:

- a) Specify in writing and in sufficient detail the current grounds maintenance service being delivered in areas of Borough council responsibility and report this to all members of this council via a Members' Update explaining why, if it be the case, that this is at variance from the 2007-2012 contract
- b) Commence discussions with the County Council to improve coordination between the Borough and County grounds maintenance works and to explore the future re-integration of the council grounds maintenance work in West Lancashire under one organisation
- c) Provide a range of options to the political groups at the time of budget setting in February 2018 for future delivery of grounds maintenance services, taking account of the position in regard to the exercise at (b), as appropriate

**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:-

Jacky Denning on 01695 585384

Or email [jacky.denning@westlancs.gov.uk](mailto:jacky.denning@westlancs.gov.uk)

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

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

**IF YOU DISCOVER A FIRE**

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

**ON HEARING THE FIRE ALARM**

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

**NOTES:**

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

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

**CHECKLIST FOR PERSON IN CHARGE**

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

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

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

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

**NOTE:**

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

**CHECKLIST FOR ZONE WARDEN**

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

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

**INSTRUCTIONS FOR DOOR WARDENS**

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