



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

Tuesday, 17 April 2018

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, 25 APRIL 2018** 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.)

947 - 948

4. **MINUTES**
To receive as a correct record the minutes of the previous meeting held on 28 February 2018. 949 - 966
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, 15 February 2018 967 - 970
- b) Licensing & Appeals Committee - Tuesday, 20 February 2018 971 - 974
- c) Standards Committee - Tuesday, 20 March 2018 975 - 978
- d) Planning Committee - Thursday, 22 March 2018 979 - 982
- e) Audit & Governance Committee - Tuesday, 27 March 2018 983 - 986
- f) Licensing & Appeals Committee - Tuesday, 10 April 2018 987 - 990
8. **COUNCIL PLAN 2018/19 - 2020/2021**
To consider the report of the Chief Executive. 991 - 1020
9. **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF LICENSING COMMITTEES**
To consider the report of the Borough Solicitor. 1021 - 1022
10. **ITEM REFERRED FROM CABINET - FLOODING IN THE BOROUGH**
To consider the report of the Borough Solicitor. 1023 - 1024
11. **REVISED TIMETABLE OF MEETINGS OF COUNCIL, CABINET AND COMMITTEES - 2018/19**
To consider the report of the Borough Solicitor. 1025 - 1028
12. **MOTIONS**
To consider the following Motions included on the agenda at the request of the Members indicated:
- a) **Condemnation of All Forms of Hate Crime - Motion Included on the Agenda by Councillor Claire Cooper on Behalf of the Labour Group**
West Lancashire Borough Council fully condemns hate crime in all its forms and strongly believes that any acts motivated by prejudice or hate against a person because of their race, religion, sexual

orientation, disability or transgender identity to be unacceptable;

- believes that West Lancashire is a welcoming Borough and that the decency and tolerance of the overwhelming majority of people in West Lancashire will ensure that this continues to be the case;
- recognises the excellent work of the Lancashire Constabulary, True Vision and Stop Hate UK to bring together key public bodies to tackle all forms of hate crime in West Lancashire;
- is committed to defending the rights of everyone in West Lancashire to live their lives free from fear and discrimination;
- and resolves to continue to work with our statutory and voluntary sector partners to eradicate hate crime across West Lancashire.

b) Sustainable Drainage Systems (SUDs) Advisory Boards - Motion Included on the Agenda by Councillor Andrew Pritchard on Behalf of the Labour Group

This Council believes that in the interests of protecting homes, businesses, farms and infrastructure from the increasing risks of flooding, that Government must now move forward on Schedule 3 of the Flood Water Management Act 2010.

This would see the establishment of SUDs Advisory Boards created and set up in England.

Accordingly, this Council instructs the Chief Executive to write to the Department for Environment, Food and Rural Affairs to seek prompt action in respect of SUDs Advisory Boards and to clarify the Government's current position and intended timeline for implementation of Schedule 3 of the Flood Water Management Act 2010.

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

**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**.