



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

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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

A handwritten signature in black ink, appearing to be "Kim Webber". The signature is written in a cursive style with a long horizontal stroke at the end.

Kim Webber  
Chief Executive

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

- 1. APOLOGIES**
- 2. SPECIAL URGENCY (RULE 16 ACCESS TO INFORMATION PROCEDURE RULES)/URGENT BUSINESS**

If, by virtue of the date by which a decision must be taken, it has not been possible to follow Rule 15 (i.e. a matter which is likely to be the subject of a key decision has not been included on the Forward Plan) then the decision may still be taken if:

- a) The Borough Solicitor, on behalf of the Leader, obtains the

agreement of the Chairman of the Executive Overview and Scrutiny Committee that the making of the decision cannot be reasonably deferred,

- b) The Borough Solicitor, on behalf of the Leader, makes available on the Council's website and at the offices of the Council, a notice setting out the reasons that the decision is urgent and cannot reasonably be deferred.

**3. DECLARATIONS OF INTEREST** 219 -  
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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.)

**4. PUBLIC SPEAKING** 221 -  
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Residents of West Lancashire, on giving notice, may address the meeting to make representations on any item on the agenda except where the public and press are to be excluded during consideration of the item. The deadline for submissions is 10.00am Friday 6 September 2019.

**5. MINUTES** 225 -  
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To receive as a correct record the minutes of the last meeting held on 11 June 2019.

**6. COMMUNITY WEALTH BUILDING CABINET WORKING GROUP** 235 -  
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**7. MATTERS REQUIRING DECISIONS**

7a Liverpool City Region Spatial Planning Statement of Common Ground (Relevant Portfolio Holder: Councillor D Evans) 239 -  
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7b Local Plan Review (Relevant Portfolio Holder: Councillor D Evans) 279 -  
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7c Allotment Lease - Richmond Avenue, Burscough (Relevant Portfolio Holders: Councillors Y Gagen & I Moran) 289 -  
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7d Draft CIL Funding Programme 2020/21 (Relevant Portfolio Holder: Councillor D Evans) 297 -  
366

7e Council Housing Asset Management Strategy & Capital Programme Procurement Approach (Relevant Portfolio Holder: Councillor J Wilkie) 367 -  
384

7f Risk Management (Relevant Portfolio Holder: Councillor A Yates) 385 -  
396

7g	Quarterly Performance Indicators Q1 2019-20 (Relevant Portfolio Holder: Councillor I Moran)	397 - 414
7h	Tenancy Fraud Policy (Relevant Portfolio Holder: Councillor J Wilkie)	415 - 422
7i	Public Speaking Protocol (Relevant Portfolio Holder: Councillor I Moran)	423 - 432

## 8. EXCLUSION OF PRESS AND PUBLIC

It is recommended that members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that they involves the likely disclosure of exempt information as defined in paragraphs 1,2 & 3 (Any individual) (identity of an individual) (financial/business affairs) of Part 1 of Schedule 12A to the 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.

(Note: No representations have been received about why the meeting should be open to the public during consideration of the following items of business).

### Part 2 (Not open to the public)

## 9. MATTERS REQUIRING DECISIONS

9a	Mart Lane Hall, Burscough (Relevant Portfolio Holders: Councillors I Moran & Y Gagen)	433 - 438
9b	Travelling Showpeople (Relevant Portfolio Holders: Councillor I Moran)	439 - 450

**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](mailto: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 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**.



# Agenda Item 3

## 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		Notes
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 <b>because</b> it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) <b>and</b> 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) <b>and</b> 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 20/09/16) 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 20/09/16 – 19/09/20)	<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**

Employment, office, trade, profession or vocation

Sponsorship

### **Prescribed description**

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

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.



## **PUBLIC SPEAKING – PROTOCOL**

**(For meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee)**

### **1.0 Public Speaking**

- 1.1 Residents of West Lancashire may, on giving notice, address any of the above meetings to make representations on any item on the agenda for those meetings, except where the public and press are to be excluded from the meeting during consideration of the item.
- 1.2 The form attached as an Appendix to this Protocol should be used for submitting requests.

### **2.0 Deadline for submission**

- 2.1 The prescribed form should be received by Member Services by 10.00 am on the Friday of the week preceding the meeting. This can be submitted by e-mail to [member.services@westlancs.gov.uk](mailto:member.services@westlancs.gov.uk) or by sending to:

Member Services  
West Lancashire Borough Council  
52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

- 2.2 Completed forms will be collated by Member Services and circulated via e-mail to relevant Members and officers and published on the Council website via Modgov. Only the name of the resident and details of the issue to be raised will be published.
- 2.3 Groups of persons with similar views should elect a spokesperson to speak on their behalf to avoid undue repetition of similar points. Spokespersons should identify in writing on whose behalf they are speaking.

### **3.0 Scope**

- 3.1 Any matters raised must be relevant to an item on the agenda for the meeting.
- 3.2 The Borough Solicitor may reject a submission if it:
- (i) is defamatory, frivolous or offensive;
  - (ii) is substantially the same as representations which have already been submitted at a previous meeting; or
  - (iii) discloses or requires the disclosure of confidential or exempt information.

#### **4.0 Number of items**

- 4.1 A maximum of one form per resident will be accepted for each Agenda Item.
- 4.2 There will be a maximum of 10 speakers per meeting. Where there are more than 10 forms submitted by residents, the Borough Solicitor will prioritise the list of those allowed to speak. This will be considered having regard to all relevant matters including:
  - a. The order in which forms were received.
  - b. If one resident has asked to speak on a number of items, priority will be given to other residents who also wish to speak
  - c. Whether a request has been submitted in relation to the same issue.
- 4.3 All submissions will be circulated to Members of the relevant body and officers for information, although no amendments will be made to the list of speakers once it has been compiled (regardless of withdrawal of a request to speak).

#### **5.0 At the Meeting**

- 5.1 Speakers will be shown to their seats. At the commencement of consideration of each agenda item the Leader/Chairman will invite members of the public to make their representations. Residents will have up to 3 minutes to address the meeting. The address must reflect the issue included on the prescribed form submitted in advance.
- 5.2 Members may discuss what the speaker has said along with all other information, when all public speakers on that item have finished and will then make a decision. Speakers should not circulate any supporting documentation at the meeting and should not enter into a debate with Councillors.
- 5.4 If residents feel nervous or uncomfortable speaking in public, then they can ask someone else to do it for them. They can also bring an interpreter if they need one. They should be aware there may be others speaking as well.
- 5.5 Speakers may leave the meeting at any time, taking care not to disturb the meeting.

(Please see attached form.)



## REQUEST FOR PUBLIC SPEAKING AT MEETINGS

**MEETING & DATE** .....

**NAME** .....

**ADDRESS** .....

Post Code .....

**PHONE** .....

**Email** .....

Please indicate if you will be in attendance at the meeting

**YES/NO\***

\*delete as applicable

Note: This page will not be published.

(P.T.O.)



# Agenda Item 5

**CABINET**

**HELD: Tuesday, 11 June 2019**

Start: 7.00pm  
Finish: 7.14 pm

**PRESENT:**

Councillor: I Moran (Leader, in the Chair)

Councillor Yvonne Gagen	<u>Portfolio</u> Deputy Leader of the Council and Portfolio Holder for Leisure & Human Resources
Councillor David Evans	Portfolio Holder for Planning
Councillor Jenny Forshaw	Portfolio Holder for Housing and Landlord Services
Councillor Kevin Wilkie	Portfolio Holder for Street Scene
Councillor Kevin Wright	Portfolio Holder for Health and Community Safety
Councillor Adam Yates	Portfolio Holder for Resources & Transformation

In attendance: Gordon, Owens, Rigby & D Westley  
Councillors

Officers: Kim Webber, Chief Executive  
John Harrison, Director of Development and Regeneration  
Heidi McDougall, Director of Leisure & Environment  
Marc Taylor, Borough Treasurer  
Matthew Jones, Deputy Borough Solicitor  
Chris Twomey, Deputy Director of Housing & Inclusion  
Sue Griffiths, Principal Member Services Officer

## 1 **APOLOGIES**

Apologies for absence were submitted on behalf of Councillor Wright.

## 2 **SPECIAL URGENCY (RULE 16 ACCESS TO INFORMATION PROCEDURE RULES)/URGENT BUSINESS**

There were no items of special urgency.

## 3 **DECLARATIONS OF INTEREST**

1. Councillors D Evans and Yates declared non-pecuniary interests in agenda item 8(b) (Funding of Voluntary & Other Organisations Working Group) due to their appointments by the Council to Burscough Community Association, and Citizens Advice Lancashire respectively.

2. Councillors Forshaw and Wilkie (tenants of Council accommodation) declared disclosable pecuniary/pecuniary interests in agenda item 8(c) (Review of Flexible Tenancies) but considered they were entitled to speak and vote by virtue of an exemption as nothing in the report relates particularly to their relevant tenancy or lease.
3. Councillor Gagen declared a non-pecuniary interest in agenda item 10(a) (Disposal of sites owned jointly with Lancashire County Council) in view of her employment by Lancashire County Council.

#### **4 CONFIRMATION OF PROCEDURAL MATTERS**

- RESOLVED A. That the appointment of Cabinet Committees and Working Groups for 2019/20 as circulated at the Annual Meeting on 15 May 2019 with the terms of reference included in the Constitution, be noted.
- B. That the 'Proper Officer Provisions and Scheme of Delegation to Chief Officers' insofar as they are executive functions, and the Scheme of Delegation to Cabinet Members, as set out in the Constitution, be noted.

#### **5 PUBLIC SPEAKING**

In relation to agenda item 7 (Item referred from Executive Overview and Scrutiny Committee – Called in Item – Local Plan) it was reported that a request to speak form had been completed by a resident. The resident subsequently advised that he would not be able to attend the meeting. He asked that his request to speak form (containing a number of representations) be circulated. However, (in accordance with paragraph 3.2 of the Public Speaking Protocol) it was noted that it was inappropriate for the request to speak form to be circulated (and published) due to officer concern as to the potentially defamatory nature of its contents.

#### **6 MINUTES**

- RESOLVED That the minutes of the Cabinet meetings held on 12 March 2019 and 10 April 2019 be received as a correct record and signed by the Leader.

#### **7 ITEM REFERRED FROM EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE - CALLED IN ITEM - LOCAL PLAN**

Councillor D Evans introduced the report of the Borough Solicitor which set out the comments of the Executive Overview and Scrutiny Committee arising from its meeting on 28 March 2019 in relation to a called-in item on the Local Plan.

The report included the views of the Director of Development and Regeneration in respect of the comments of the Executive Overview and Scrutiny Committee.

A motion from Councillor D Evans was circulated at the meeting.

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

**RESOLVED** That the comments from the Executive Overview and Scrutiny Committee be noted and these matters be addressed as the drafting of the next version of the Local Plan progresses.

**8 MATTERS REQUIRING DECISIONS**

Consideration was given to the reports relating to the following matters requiring decisions as circulated and contained on pages 1 - 205 and 207 – 218 of the Book of Reports.

**9 FORMATION OF WEST LANCASHIRE INTEGRATED COMMUNITY PARTNERSHIP/MULTI SPECIALITY COMMUNITY PROVIDER**

Councillor Gagen introduced the report of the Director of Leisure and Environment which provided an update on the emerging priorities and proposals for the formation of an Integrated Community Partnership (ICP) / Multi Speciality Community Provider (MCP) for West Lancashire.

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

**RESOLVED A.** That, subject to the decision of Council, the overall approach on the formation of an ICP/MCP in West Lancashire be endorsed.

**B.** That it be recommended to Council that the Portfolio Holder (Health & Community Safety) be nominated as the lead Member to represent the Council on the ICP/MCP.

**10 FUNDING OF VOLUNTARY BODIES & OTHER ORGANISATIONS WORKING GROUP**

The Leader introduced the report of the Director of Housing and Inclusion which advised of the recommendations of the meeting of the Funding of Voluntary Bodies & Other Organisations Cabinet Working Group on 20 March 2019 in respect of options for future funding arrangements for revenue grants to voluntary organisations from 2020 onwards.

An addendum to the report was circulated at the meeting.

A motion on behalf of Councillor Wright was circulated at the meeting.

In reaching the decision below, Cabinet considered the addendum to the report, the motion from Councillor Wright and the details as set out in the report before it and accepted the reasons contained therein.

- RESOLVED A. That the change from the current allocation mechanism for determining revenue grants to a 3 year commissioning model from April 2020 onwards in order to procure services which maximise the impact of the revenue grants budget, to provide more stability to the voluntary sector in the Borough, to assist in empowering residents and to direct funding towards the needs of the local community, be approved.
- B. That the areas for commissioning indicatively proposed prior to consultation with the voluntary sector be:-
- advice/money/debt services
  - voluntary sector infrastructure services
  - community transport services
  - services to support the elderly, vulnerable and residents with disabilities
  - services to support independent living
- C. That the draft work stream specification(s) be submitted to the next meeting of the Funding of Voluntary Bodies & Other Organisations Working Group.
- D. That a smaller grants pot be established incorporating the remaining sum within the revenue grants budget and the Community Chest/Older People's Champion budgets. A further report on proposed management of the scheme/criteria/mechanism be submitted to the next meeting of the Funding of Voluntary Bodies & Other Organisations Working Group.

## 11 **REVIEW OF FLEXIBLE TENANCIES**

Councillor Forshaw introduced the report of the Director of Housing and Inclusion which considered the impact and future use of flexible tenancies.

Minute no. 5 of the Landlord Services Committee (Cabinet Working Group) held on 5 June 2019 was circulated at the meeting.



Revised recommendations of the Director of Housing and Inclusion were circulated at the meeting.

In reaching the decision below, Cabinet considered the minute of the Landlord Services Committee, the revised recommendations and the details as set out in the report before it and accepted the reasons contained therein.

- RESOLVED A. That Flexible tenancies be no longer used and that all new tenants where appropriate be offered an Introductory Tenancy which will convert to a Secure Lifetime tenancy (where applicable).
- B. That all existing Flexible tenants be offered the new Secure Lifetime Tenancy.
- C. That the Tenure Policy 2019 at Appendix B to the report be adopted and the Director of Housing and Inclusion, in consultation with the relevant Portfolio Holder, be given delegated authority to implement and make any minor updates and changes as required.
- D. That the call-in procedure is not appropriate for this item as the report is being submitted to the next meeting of the Executive Overview and Scrutiny Committee on 27 June 2019.

## 12 **QUARTERLY PERFORMANCE INDICATORS Q4 2018-19**

The Leader introduced the report of the Director of Housing and Inclusion which presented performance monitoring data for the quarter ended 31 March 2019.

In reaching the decision below, Cabinet considered the details as 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 31 March 2019 be noted.
- B. 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 11 July 2019.

**13 DISABLED FACILITIES GRANTS PROGRAMME & USE OF THE FUND FOR THE WEST LANCS. WINTER WARM SCHEME**

The Leader introduced the report of the Director of Housing and Inclusion which provided an overview of the disabled facilities grants programme and proposed changes to the relevant policies which would enable more people to access and benefit from these grants.

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

- RESOLVED A. That the Disabled Adaptations Policy 2015 be amended to remove the requirement for a financial means test to be carried out for disabled facilities grant (DFG) applications and that this be applied to all current and future DFG applications.
- B. That S.18 of the Housing Renewal Assistance Policy 2015 be amended to reflect the removal of the financial means test for DFGs.
- C. That £50,000 of the 2019/20 disabled facilities grant allocation be used to fund the West Lancs. Winter Warm Scheme.
- D. That the Director of Housing and Inclusion be given the delegated authority, in consultation with the relevant Portfolio Holder, to decide when to reintroduce or suspend the financial means test for disabled facilities grants.
- E. That the Director of Housing and Inclusion be given the delegated authority, in consultation with the relevant Portfolio Holder, to determine the amount of DFG funding, if any, to be used to fund the West Lancs. Winter Warm Scheme on an annual basis.

**14 USE OF SECTION 106 MONIES IN THE PARISH OF RUFFORD**

Councillor Gagen introduced the report of the Director of Leisure and Environment which considered a proposal for the use of Section 106 monies for the provision of play facilities in Rufford.

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

- RESOLVED That the use of S106 monies be approved as outlined in paragraphs 5.1 – 5.3 of the report in order to provide new and improved play facilities on Highsands Avenue and a multi-use games area (MUGA) with adjoining footpath at Rufford Village Hall recreation ground.

15 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED That under Section 100A(4) of the Local Government Act 1972, the press and 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 1 (any individual) 2 (identity of an individual) and 3 (financial/business affairs) 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.

(Note: No representations had been received in relation to the following items being considered in private)

16 **MATTERS REQUIRING DECISIONS**

Consideration was given to the report relating to the following items of business as contained on pages 113 to 206 of the Book of Reports.

17 **DISPOSAL OF SITES OWNED JOINTLY WITH LANCASHIRE COUNTY COUNCIL**

The Leader introduced the report of the Director of Development and Regeneration which sought authority to agree the apportionment of capital receipts following the possible disposal of several jointly owned sites in Skelmersdale for housing delivery.

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

RESOLVED That the Director of Development and Regeneration be given delegated authority to take all necessary steps to agree the apportionment of capital receipts for the three subject sites.

18 **ORMSKIRK MARKET REVIEW**

The Leader introduced the report of the Director of Development and Regeneration which sought approval to changes to the current market set up operation and agreement of the revised Market Traders Regulations.

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

- RESOLVED A. That the Director of Development and Regeneration be authorised, in consultation with the Portfolio Holder for Planning, to implement in full the proposals as detailed within paragraph 6.0 of the report.
- B. That the Director of Development and Regeneration be authorised, in consultation with the Portfolio Holder for Planning, to update the current Market Regulations in line with the requirements of resolution A. above and implement accordingly following the satisfactory completion of the consultation process with the market traders and the Market Traders Federation.

19 **OUTCOME OF ROUTE OPTIMISATION PROJECT**

Councillor Wilkie introduced the report of the Director of Leisure and Environment which provided an update on the outcome of the route optimisation project and presented options for the future operation of the service.

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

- RESOLVED A. That the new proposed operating solution (model F) be taken forward as outlined in paragraphs 5.21 to 5.26 of the report and implemented by 4 November 2019, realising a saving of approximately £50,000.
- B. That the delivery of the waste projects as outlined in paragraphs 5.30 to 5.33 of the report be supported and approved.
- C. That a sum of £49,060 to enable the project to be implemented and the changes be effectively communicated to residents as outlined at paragraph 7.2 of the report be approved.
- D. That the Director of Leisure and Environment be given delegated authority in consultation with the relevant Portfolio Holder to take all necessary steps to implement the new proposed operating solution (Model F).
- E. That the call-in procedure is not appropriate for this item as the report is being submitted to the next meeting of the Executive Overview and Scrutiny Committee on 27 June 2019.

20 **TRAVELLING SHOWPEOPLE**

The Leader reported that this item had been withdrawn by officers following receipt of further information.

**21 LEISURE CONTRACT EXTENSION AND NEW LEISURE & WELLBEING FACILITY TENDER DOCUMENT**

Councillor Gagen introduced the report of the Director of Leisure and Environment which provided an update on the extension of the existing leisure contract and the preparation of tender documentation for the new leisure and wellbeing hubs.

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

- RESOLVED A.** That the Director of Leisure and Environment Services, in consultation with the Portfolio Holder for Leisure & Human Resources, be granted delegated authority to enter into a leisure contract extension and to agree any associated variations and lease arrangements, as detailed in paragraphs 5.0 - 5.12 of the report.
- B.** That the Director of Leisure and Environment Services, in consultation with the Portfolio Holder for Leisure & Human Resources, be granted delegated authority to finalise the tender documentation for the new leisure and wellbeing facilities, as detailed in paragraphs 6.1-6.7 of the report and to issue and assess tenders.
- C.** That the recommendations of the West Lancashire Leisure Partnership Cabinet Working Group held on 16 May 2019 as attached as appendix 1 to the report be approved.

.....  
**Leader**





**CABINET:**  
**10 September 2019**

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**Report of: Borough Solicitor**

**Relevant Portfolio Holder: Councillor I Moran**

**Contact for further information: Mrs J Denning (Extn. 5384)**  
**(E-mail: [jacky.denning@westlancs.gov.uk](mailto:jacky.denning@westlancs.gov.uk))**

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**SUBJECT: COMMUNITY WEALTH BUILDING CABINET WORKING GROUP**

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Wards affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To establish a Community Wealth Building Cabinet Working Group and approve funding for the servicing and support of the Group.

## **2.0 RECOMMENDATIONS**

- 2.1 That, subject to 2.3 below, a Community Wealth Building Cabinet Working Group be established with the following Terms of Reference:
1. To contribute to (when appropriate) and consider the outcomes of the study being commissioned through Lancashire Leaders, which will explore the principles of the 'Preston Model' and how it could potentially be scaled up across Lancashire, as well as exploring other social value good practice, and how it could be applied to West Lancashire
  2. To consider the development of a strategic approach to community wealth building in West Lancashire
  3. To commission research and gather evidence on barriers to Community Wealth Building as required.
  4. To recommend to Cabinet/Council whether the council should develop a Community Wealth Building Strategy.
  5. To consider the role of other local organisations in developing community wealth building initiatives.
- 2.2 That the Leader advise the Borough Solicitor in relation to the size and composition of the Working Group, including the nominations for Chairman and Vice-Chairman.

- 2.3 That funding from the Major Projects Reserve to the value of £15,000 be agreed to cover the costs of servicing and supporting the work of the Community Wealth Building Cabinet Working Group.
- 

### **3.0 BACKGROUND**

- 3.1 The 'Preston Model' has been much talked about recently, both regionally and nationally. This has been championed by Preston City Council and relates to harnessing the existing wealth in both Preston and wider Lancashire economies for the benefit of the local economy.
- 3.2 Using the principles of 'Community Wealth Building' (a new people-centered approach to local economic development, which redirects wealth back into the local economy, and places control and benefits into the hands of local people), Preston City Council and its partners introduced a number of initiatives that have come to be known as the 'Preston Model'. These initiatives have included making certain arrangements for:
- Localised procurement
  - Embedding the Living Wage across public, commercial, and social sector organisations around the city.
  - Early formulation work around Worker Owned Co-operatives and the development of a Regional Bank.

Preston City Council has also led two European Funded projects to develop further the procurement aspects of the 'Preston Model'.

- 3.3 Through Lancashire Leaders, a piece of work has been commissioned to explore the principles of the Preston Model and how it could potentially be scaled up across Lancashire, as well as exploring other social value good practice. The study is being funded by the economic development top slice of the pooled business rates pilot. Work will commence on this shortly with meetings being held with Members and officers across all Lancashire authorities.
- 3.4 The Leader would like to establish a Cabinet Working Group to consider the outcomes of the study in relation to West Lancashire and whether the council should produce a Community Wealth Building Strategy.

### **4.0 SUSTAINABILITY IMPLICATIONS**

- 4.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder, however the aim of Community Wealth Building is about ensuring that the economic system builds wealth and prosperity for everyone in the local area.

### **5.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 5.1 There are some financial/ resource implications arising from this report in respect of member and officer time and potential costs for commissioning research. It is therefore proposed that £15,000 be identified from the Major Projects Reserve to undertake this work.



## **6.0 RISK ASSESSMENT**

- 6.1 Establishing the Cabinet Working Group will provide a forum for Members and officers to work together to produce a Community Wealth Building Strategy, which is aimed at providing economic benefits to West Lancashire.
- 
- 

### **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 to create the Working Group does not have any direct impact on members of the public, employees, elected members and / or stakeholders, therefore an Equality Impact Assessment is not required.

### **Appendices**

None.





CABINET: 10 September 2019

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**Report of:** Director of Development and Regeneration

**Relevant Portfolio Holder:** Councillor David Evans

**Contact for further information:** Mr Peter Richards (Extn. 5046)  
(E-mail: [peter.richards@westlancs.gov.uk](mailto:peter.richards@westlancs.gov.uk))

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**SUBJECT: LIVERPOOL CITY REGION SPATIAL PLANNING STATEMENT OF  
COMMON GROUND**

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Wards affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To seek agreement of a Statement of Common Ground covering cross-boundary spatial planning matters with Liverpool City Region partner authorities, as required under the Duty to Co-operate.

## **2.0 RECOMMENDATIONS**

2.1 That the Liverpool City Region Spatial Planning Statement of Common Ground provided at Appendix A be agreed for signature by the Leader or Portfolio Holder for Planning.

2.2 That authority be delegated to the Director of Development and Regeneration to make any minor amendments to the Statement of Common Ground arising from consideration of the document by the Combined Authority or the six local planning authorities in the Liverpool City Region before it is signed by the Leader or Portfolio Holder.

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## **3.0 BACKGROUND**

3.1 The Localism Act 2011 introduced the Duty to Co-operate ("the Duty") on local planning authorities which requires each authority to co-operate with neighbouring authorities and a number of statutory bodies in preparing their

Local Plan (and to co-operate with their neighbouring authorities as they prepare their Local Plans). This Duty must be evidenced as part of the Local Plan submission for Examination. If the Examining Inspector considers that an Authority has not fulfilled the Duty he/she can find that the Local Plan preparation has not complied with the necessary legal requirements and fail the Local Plan, thus requiring the authority to start preparation all over again.

3.2 Even if the Inspector does not fail the Local Plan on legal compliance, the Duty can still be considered when the Inspector assesses whether the Local Plan is “sound”, because if the authority is considered not to have co-operated, or not arrived at reasonable decisions based on that co-operation, with neighbouring authorities or the prescribed statutory bodies, the Inspector may find the Local Plan unsound. Therefore, fulfilling the Duty is a key requirement of any authority preparing a Local Plan.

3.3 The recently revised National Planning Policy Framework (NPPF) introduced a new requirement to help local planning authorities to demonstrate that they have fulfilled the Duty to Co-operate:

*In order to demonstrate effective and on-going joint working, strategic policymaking authorities should prepare and maintain one or more statements of common ground, documenting the cross-boundary matters being addressed and progress in cooperating to address these. These should be produced using the approach set out in national planning guidance, and be made publicly available throughout the plan-making process to provide transparency. (NPPF, paragraph 27)*

3.4 As a result, officers from the Liverpool City Region (LCR) Combined Authority and the local planning authorities within the Combined Authority, together with officers from West Lancashire Borough Council, have prepared a Spatial Planning Statement of Common Ground to cover this requirement, and this is provided at Appendix A.

3.5 This Statement of Common Ground will be considered by the LCR Combined Authority on the 6<sup>th</sup> September 2019, to seek the agreement of the Mayor and Leaders on the Combined Authority, and has been / will also be considered by each constituent authority for agreement in the same way as Cabinet are being asked to agree it on behalf of West Lancashire.

3.6 With regard the Statement of Common Ground itself, it covers a number of strategic, cross-boundary, planning-related issues and sets out the current position in the City Region (including West Lancs) regarding those issues and identifies future approaches to working together on those issues, where relevant. It is intended that the Statement will be updated regularly, as and when an Authority reaches a key milestone in its Local Plan preparation (e.g. Publication or Submission stage).

3.7 As well as co-operating with Liverpool City Region Authorities, the Council also has a duty to co-operate with neighbouring authorities in Lancashire and Greater Manchester and continues to do so. In particular, the Council is engaging with Lancashire County Council and with Wigan, and equivalent Statements of Common Ground may be required to document co-operation and agreement

regarding cross-boundary planning matters between West Lancashire Borough Council and those Councils.

#### **4.0 SUSTAINABILITY IMPLICATIONS**

4.1 This report has little or no implications for sustainability or the community strategy.

#### **5.0 FINANCIAL AND RESOURCE IMPLICATIONS**

5.1 There are no financial and resource implications of the Statement of Common Ground other than a minimal amount of Council officer time providing input to its ongoing review moving forward.

#### **6.0 RISK ASSESSMENT**

6.1 There are no risks associated with the recommendations above, although there are risks associated with not contributing to / being a part of such a Statement of Common Ground, as the Council's evidence of fulfilling the Duty to Co-operate would be considerably weaker.

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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**

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 – Liverpool City Region Spatial Planning Statement of Common Ground



# Liverpool City Region Spatial Planning Statement of Common Ground

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July 2019

**Draft for approval**



Liverpool  
City Council



METROMAYOR  
LIVERPOOL CITY REGION

Sefton Council 



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**Version 2.0 – last updated 5<sup>th</sup> July 2019. This Statement of Common Ground will be available on the websites of the 6 Liverpool City Region local authorities, West Lancashire Borough Council and Liverpool City Region Combined Authority.**

## Introduction and Executive Summary

This document presents a ‘Statement of Common Ground’ (SoCG) between the local authorities of Halton, Knowsley, Liverpool, St.Helens, Sefton, West Lancashire and Wirral, along with the Liverpool City Region Combined Authority. For the purposes of this document, these are referred to collectively as the ‘LCR authorities’.

It has been prepared jointly in response to the National Planning Policy Framework (February 2019) requirement for strategic policy-making authorities to document agreement and cooperation on cross boundary strategic planning matters<sup>1</sup>. It also forms part of the evidence required by local planning authorities to demonstrate compliance with the Duty to Cooperate.

The approach taken follows national Planning Practice Guidance<sup>2</sup> and builds on an earlier draft prepared by officers as part of a national Planning Advisory Service (PAS) pilot project. The learning experiences from the pilot have subsequently informed PAS best practice advice on SoCG production<sup>3</sup>.

The statement covers the areas of the aforementioned seven local authorities who, along with the Liverpool City Region Combined Authority are the principal signatories. Chapter 3 explains why the authorities consider this to be the most practical geography for the statement to cover, building as it does on a range of existing evidence as well as established working arrangements in the city region.

This statement covers a wide range of spatial planning matters, including housing delivery, employment land, the Green Belt, transport planning, digital inclusion, health and wellbeing, and environmental and green infrastructure. These are explained in greater detail in Chapter 4.

Where there is already an agreed position between the authorities this is referenced, in other cases it explains where the authorities will need to continue working together to arrive at a common position. Points of common ground – either already established, or setting out areas where the LCR authorities will work together to deal with cross-boundary strategic matters – are highlighted in boxes in Chapter 4.

Chapters 5 and 6 explain how the statement will be adopted by the signatory authorities and kept up to date.

Adopting this statement does not reduce the signatory authorities’ recognition of the need to continue to cooperate and work closely on planning matters with other neighbouring

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<sup>1</sup> Paragraph 27, National Planning Policy Framework (Updated Feb 2019). Available [here](#) on MHCLG website.

<sup>2</sup> Planning Practice Guidance (Chapter on Maintaining Effective Cooperation) available [here](#) on MHCLG website.

<sup>3</sup> PAS Statement of Common Ground Draft Advice & Template available [here](#) on PAS website

local authorities and other bodies. In particular, Halton, St.Helens, Wirral and West Lancashire councils are likely to need to prepare separate Statements of Common Ground with Cheshire West and Chester, Warrington and Wigan councils (as appropriate) to cover more locally specific cross boundary matters, for example related to housing, economic development and transport.

Other bodies may be invited to be additional signatories to future reviews of this Statement of Common Ground as necessary. These may include, as appropriate, the Liverpool City Region Local Enterprise Partnership, neighbouring councils including Cheshire West and Chester, Warrington, Greater Manchester Combined Authority and Lancashire County Council; and other agencies and organisations such as the Environment Agency, Homes England, Highways England, Liverpool John Lennon Airport, Natural England, Network Rail, the Port of Liverpool, Transport for the North and Transport for Wales.

# 1 Parties Involved

## Principal Signatories

- Halton Borough Council
- Knowsley Council
- Liverpool City Council
- Liverpool City Region Combined Authority
- Sefton Council
- St.Helens Council
- West Lancashire Borough Council
- Wirral Council

## 2 Signatories

**Organisation:** Halton Borough Council

**Name:**

**Position:**

**Signed:**

**Date:**

**Organisation:** Knowsley Council

**Name:**

**Position:**

**Signed:**

**Date:**

**Organisation:** Liverpool City Council

**Name:**

**Position:**

**Signed:**

**Date:**

**Organisation:** Liverpool City Region Combined Authority

**Name:**

**Position:**

**Signed:**

**Date:**

**Organisation:** Sefton Council

**Name:**

**Position:**

**Signed:**

**Date:**

**Organisation:** St.Helens Council

**Name:**

**Position:**

**Signed:**

**Date:**

**Organisation:** West Lancashire Borough Council

**Name:**

**Position:**

**Signed:**

**Date:**

**Organisation:** Wirral Council

**Name:**

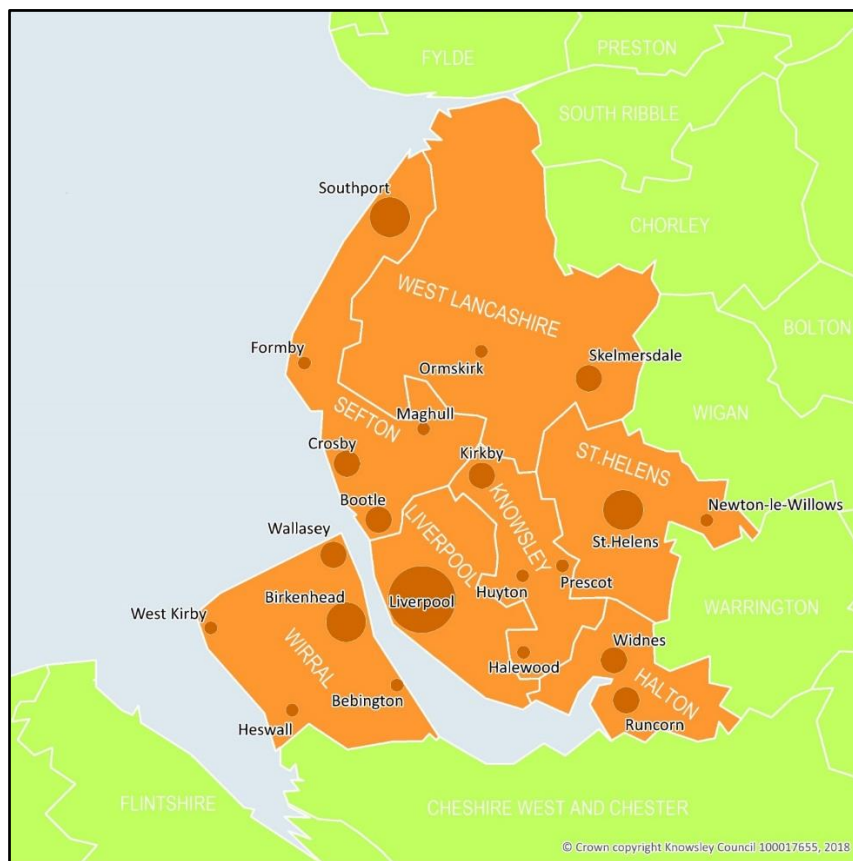
**Position:**

**Signed:**

**Date:**

### 3 Strategic Geography

Figure 1: Area covered by Statement of Common Ground



3.1 Recent work carried out for the city region’s Strategic Housing and Employment Land Market Assessment (SHELMA)<sup>4</sup> identified two strategic housing market areas – one taking in the ‘mid Mersey’ area of Halton, St. Helens and Warrington, the other ‘central LCR’ market covering Knowsley, Liverpool, Sefton, West Lancashire and Wirral – and identified a single functional economic area centred on Liverpool and additionally taking in Halton, Knowsley, St.Helens, Sefton, West Lancashire and Wirral.

3.2 The seven local authority areas within this functional economic area have a long history of cooperating on spatial planning and related matters. In 2014 the establishment of the Liverpool City Region Combined Authority brought the five former Merseyside County Council authorities of Knowsley, Liverpool, St.Helens, Sefton and Wirral, along with Halton, into a joint entity with a range of functions and responsibilities covering themes including employment and skills, culture and tourism, transport, economic development, and housing and planning. This formalised the working arrangements between the local authorities developed over

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<sup>4</sup> SHELMA available [here](#) on the Liverpool City Region Combined Authority website.

the previous decade which had seen collaboration on spatial planning matters such as research and policy for the North West's Regional Spatial Strategy, the Joint Merseyside and Halton Waste Local Plan (adopted in 2013) and preparing a housing strategy for the city region (completed in 2007).

- 3.3 Recognising existing strong connections to the Liverpool City Region Combined Authority, West Lancashire became an associate member in late 2014. The Regional Spatial Strategy placed West Lancashire in the Liverpool City Region, which reflects the area's inclusion in a strategic housing and functional economic market area (as described above) and the active role that West Lancashire takes in joint spatial planning work, attending and supporting the Liverpool City Region's Chief Planners Group<sup>5</sup> and associated work.
- 3.4 In view of the above, the signatory authorities consider that it is sensible to align the Statement of Common Ground with the functional economic area described above; as well as covering an area validated in a recent evidence study, it also offers the advantage of fitting with existing practical spatial planning working arrangements in the city region.

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<sup>5</sup> As well as representatives of the seven local authorities, the Chief Planners Group also includes representation on behalf of the LCR Combined Authority and Merseyside Environmental Advisory Service.



## 4 Strategic Planning Matters

### Liverpool City Region Spatial Development Strategy

- 4.1 Through the Devolution Deal the Liverpool City Region Mayor is responsible for the preparation of a Liverpool City Region Spatial Development Strategy (SDS) covering Halton, Knowsley, Liverpool, Sefton, St.Helens and Wirral. West Lancashire is not a full member of the Combined Authority but is currently preparing a new Local Plan to very similar timescales as the SDS. As such, all the LCR authorities and West Lancashire will seek to ensure the two documents align and take account of one another in their proposals for development.
- 4.2 The timetable for the production of the SDS is not confirmed although it is the intention of the Combined Authority to produce the SDS by 2020. This is recognised as a tight timetable for the work required but the Combined Authority will endeavour to deliver the SDS by this date.
- 4.3 The policy coverage of the SDS has not been established to date, however the LCR Scrutiny Panel review of the SDS recommended that it only covers high level strategic issues and leaves detailed policies to the Local Plans of each constituent local authority. The Combined Authority intends to undertake initial consultation to inform the scope of the SDS's policies and work collaboratively with the constituent local authorities on policy preparation.

#### 1.

This Statement of Common Ground will inform the policy matters to be covered by the first Liverpool City Region Spatial Development Strategy (SDS) prepared by the Combined Authority. The LCR authorities agree to work collaboratively on SDS policy preparation.

## Housing

### Housing delivery and unmet need

- 4.4 Table 1 shows the housing needed and planned for each local authority area and for the seven authorities as a whole (including the Government's standard methodology figure for Local Housing Need as set out in Planning Practice Guidance, the Objectively Assessed Need figure taken from the 2017 SHELMA, and planned requirement figures from each authorities' most recent adopted or consultation development plan).

**Table 1: Local authority level and combined housing numbers (per annum) March 2019**

	MHCLG LHN <sup>6</sup>	SHELMA OAN	Emerging / Adopted Local Plan requirement	Plan status	Year	Plan period
<b>Halton</b>	285	326	466	Reg. 18 Consultation	2018	2014-2037
<b>Knowsley</b>	275	280	450	Adopted	2016	2010-2028
<b>Liverpool</b>	1,615	1,739	1,739	Reg. 23 Consideration of representations	2018	2013-2033
<b>St.Helens</b>	468	416	486	Reg. 19 Publication	2019	2020-2035
<b>Sefton</b>	654	594	640	Adopted <sup>7</sup>	2017	2012-2030
<b>West Lancashire</b>	198	241	324	Adopted <sup>8</sup>	2013	2012-2027
<b>Wirral</b>	803	730	626	Reg. 19 Consultation <sup>9</sup>	2012	2012-2028
<b>Total</b>	4,298	4,326	4,731			

4.5 At the time of preparing this SoCG, the Government’s standard methodology for calculating ‘Local Housing Need’ (LHN) is under review. However, the Government has published guidance on what calculation to use in the meantime, and this has been utilised above, using the 2014-based household projections and the latest data inputs for affordability uplift to this calculation. As such, the numbers that the standard methodology produces are subject to change. The city region authorities will aim to prepare local plans which individually meet the LHN figure as a minimum

<sup>6</sup> Local Housing Need figures supplied March 2019 calculated using standard method detailed in Planning Practice Guidance (Chapter on Housing and economic needs assessment, Feb 2019) available [here](#) on MHCLG website.

<sup>7</sup> Sefton’s adopted Local Plan sets out a staged annual requirement of 500 dwellings per year between 2012 and 2017, increasing to 694 per year for the remainder of the plan period to 2030 – the effective annual average is therefore 640.

<sup>8</sup> West Lancashire is preparing a Local Plan Review.

<sup>9</sup> Wirral is currently proposing to republish its draft local plan under regulation 18 in January 2020.

with the SHELMA needs assessment providing evidence to support an alternative higher figure for some authorities. The authorities (collectively) are currently planning for new housing at a level which exceeds the combined need identified both in the SHELMA and by the LHN assessment, and this situation will continue at least until the first local authority development plan period ends in 2027.

- 4.6 At an individual authority level, currently six of the seven authorities have set, or are proposing, local plan housing requirements which at least meet or exceed their need identified in the SHELMA; Wirral is proposing to republish its draft local plan in January 2020 under regulation 18, to meet the higher figure for LHN under the Government's standard method, in line with the action plan submitted to the Secretary of State in April 2019. The authorities are therefore of the view that there is no unmet housing need arising either at local authority level or from the city region as a whole which needs to be redistributed at the present time. Warrington, which with Halton and St.Helens makes up the mid-Mersey housing market area, intend to exceed its LHN figure in its emerging local plan.
- 4.7 The first end-date of the plans already adopted or currently being prepared is West Lancashire's in 2027; they (and the other authorities' emerging plans) are now looking to the period beyond 2028. It is possible therefore that longer term issues of unmet need will emerge – this will become clearer as local authorities assemble the evidence base for their own plans. The authorities will therefore keep unmet housing need under review, and will address the issue in future SoCGs as it arises through local plan preparation.

## 2.

The LCR authorities agree that future Local Plan housing requirements will either equal or exceed the identified Local Housing Need, with the 2017 Liverpool City Region Strategic Housing and Employment Land Market Assessment informing an alternative approach for any higher figure for some authorities.

The LCR authorities agree that there is no unmet housing need to be redistributed among or beyond the seven local authorities during current local plan periods (as outlined in Table 1 above).

The LCR authorities will keep this issue under review as the individual councils prepare updated development plans. Where local authorities' local plan evidence indicates that they will not be able to accommodate their entire OAN, the processes for agreeing the distribution of this unmet need will be set out in future updates of this statement.

## Employment Land

### Strategic B8 sites

- 4.8 The key identified employment land issue for the LCR is the need for strategic B8 sites. The Liverpool City Region SHELMA indicated that the city region authorities need to identify sites with a combined capacity of at least 397 hectares to be developed for large scale Class B8 (storage or distribution) before 2037. This need is driven substantially by transformational growth at the Port of Liverpool, and other inward investment opportunities. To be suitable for this type of use sites must have very specific characteristics; in particular they must be large and well-located with respect to the links via the motorway and / or rail networks to the rest of the country. The sites must also be flat, readily available and easily serviced, and able to draw on available labour using public transport networks. The best sites will also have rail access.
- 4.9 The LCR authorities have commissioned work to identify potential areas and sites to accommodate this demand. This report is due in mid-2019. Further work arising from this, including agreed approaches to apportion future site supply between the 7 local authorities, will be addressed in later versions of the Statement of Common Ground.

### 3.

The LCR authorities agree that they will work collaboratively to identify the minimum proportions of the need for strategic B8 uses which should be accommodated within each local authority.

## Green Belt

- 4.10 The Green Belt across the Liverpool City Region was first established by historic development plans, in particular the Merseyside Green Belt Local Plan, adopted in 1983. To maximise the scope for regeneration, the Merseyside Green Belt boundary was tightly drawn around existing urban areas. In recent years, however, the capacity of existing urban areas (over many parts of the City Region) to meet evidenced development needs (both for housing and employment uses) has become severely constrained. This situation was identified in the Liverpool City Region Housing and Economic Development Evidence Base Overview Study 2011 and in other evidence produced by individual local authorities. As a result, Knowsley, Sefton and West Lancashire Councils have undertaken reviews of Green Belt boundaries which have formed key evidence for adopted Local Plan documents. St. Helens and Halton Councils have undertaken draft Green Belt reviews to inform their emerging Local Plans and Wirral Council consulted on the findings of an initial review of the Green Belt in autumn 2018. It will be necessary

for the LCR local authorities to continue to consider this matter by responding to development needs and pressures as considered appropriate locally.

#### **4.**

The LCR authorities agree to continue involving each other closely when considering the case for localised changes to the Green Belt. If they decide in future that it is necessary to conduct a joint strategic review of the Green Belt in the LCR, the reasons and agreed approach will be set out in a future SoCG.

### **Retail Hierarchy in the City Region**

4.11 Liverpool City Centre is one of the two leading centres in the North West of England and is fundamental to the economic growth of the City Region. It forms a strategic hub with significant comparison retail floorspace, leisure, cultural and tourist facilities and is the highest level of centre within the sub-regional hierarchy of centres. Birkenhead (Wirral), Southport (Sefton), St.Helens and Widnes (Halton) form a second tier of centres, which complement the role of Liverpool City Centre. Each local authority also has other town, district and local centres which have an essential role in meeting localised needs within their area.

4.12 In some cases, the catchment areas of the centres (for retail and other 'town centre' uses) extend into neighbouring local authority areas. For example, Liverpool City Centre meets some of the comparison shopping and leisure needs of the whole City Region. Southport serves North Sefton and much of West Lancashire. The catchment area of St.Helens extends into parts of Halton, Knowsley and Wigan whilst the catchment area of Widnes includes parts of Knowsley and St.Helens. The catchment for Wirral includes parts of Cheshire West and Chester. Some of the shopping and leisure needs of LCR residents are met outside the City Region.

#### **5.**

The LCR authorities agree that there is a need to promote regeneration and successful place making in each centre in the City Region within the context of the current retail hierarchy. The LCR authorities will maintain this approach through appropriate cooperation in plan making and in decisions on planning applications.

### **Planning for Transport**

4.13 Transport and land-use have always been inextricably linked; planning transport links and connectivity - as an integral part of development and regeneration - can lead to healthier, happier and more economically productive places where people have a genuine choice about how they get around. As such, there are a number of key considerations with respect to transport that will be key to the effectiveness of the SoCG.

## Rail

- 4.14 The Liverpool City Region (represented by the Combined Authority and Merseytravel) is heavily engaged with Transport for the North (TfN) in all aspects of its work in order to ensure that the City Region's priorities and growth sectors are represented, including securing a commitment from the Government to link the City Region to High Speed 2 and Northern Powerhouse Rail.
- 4.15 TfN published their Strategic Transport Plan in February 2019<sup>10</sup> setting out proposed transport improvements across Northern England including Northern Powerhouse Rail (NPR). NPR presents a key way of achieving transformed passenger connectivity between northern cities and is also seen as completing and complementing High Speed 2 (HS2) by creating additional capacity for freight and local passenger services.
- 4.16 The Liverpool City Region Long Term Rail Strategy<sup>11</sup> has been developed with the aim of ensuring that the rail network meets Liverpool City Region's needs over the next 30 years and beyond. It presents a clear vision for the development of the network, and articulates the important role rail plays in the economic development of Liverpool City Region and its hinterland, to maximise its contribution to the wider UK economy, and act as a catalyst for growth. Updated in 2017<sup>12</sup>, it provides a route map to deliver increased connectivity, capacity and frequencies, together with reduced journey times and simplified ticketing across Liverpool City Region and the North of England generally, to enable people and freight to move more efficiently. It addresses the more localised connectivity challenges and opportunities, the most significant of which is Liverpool Central Station. Central Station is critical to unlocking the economic development of Liverpool City Centre as well as public transport commuter growth across the city region and supporting key economic sectors such as the Knowledge Economy and Visitor Economy.

### 6.

The LCR authorities agree to work collaboratively, including in their respective Local Plans as appropriate, to support delivery of the key initiatives set out in the TfN Strategic Transport Plan including Northern Powerhouse Rail.

The LCR authorities agree that a key priority is to consider a number of options with respect to Central Station capacity enhancements, and identify the preferred solution to be taken forward.

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<sup>10</sup> Transport for the North's Strategic Transport Plan is available [here](#) on TfN's website.

<sup>11</sup> *Liverpool City Region Long Term Rail Strategy* available [here](#) on Merseytravel website.

<sup>12</sup> Liverpool City Region Long Term Rail Strategy Update October 2017 is available [here](#) on Merseytravel website.

Noting the importance of rail infrastructure, the LCR authorities will continue to develop a number of other large-scale cross boundary schemes with city region-wide impact.

## Roads

4.17 In order to set investment in the Strategic Road Network (SRN) the government publishes a multi-year 'Road investment strategy' (RIS). The second RIS (RIS2)<sup>13</sup> will cover the financial years 2020/21 to 2024/25. As the first step in the process for setting RIS2, Highways England (HE) has published its Strategic Road Network initial report and supporting documents<sup>14</sup>. In its response to the proposals, the LCR put forward a case for improving strategic access to Liverpool John Lennon Airport, since it has nearly 5 million passengers per annum and rising and sits relatively close to a number of major freight sites.

4.18 As part of the Transport Investment Strategy published in 2017, the Government committed to creating a Major Road Network (MRN)<sup>15</sup>, and draft proposals were issued for consultation, outlining how a new MRN would help the Government deliver a number of objectives, including unlocking land for new housing development, whilst supporting wider economic growth and rebalancing the economy. The creation of an MRN will allow for dedicated funding from the National Roads Fund to be used to improve this middle tier of the busiest and most economically important local authority 'A' roads. As such, Liverpool City Region has proposed a number of roads for inclusion, in order to maximise the housing and economic opportunities afforded through the development of the Major Road Network and the associated funding stream.

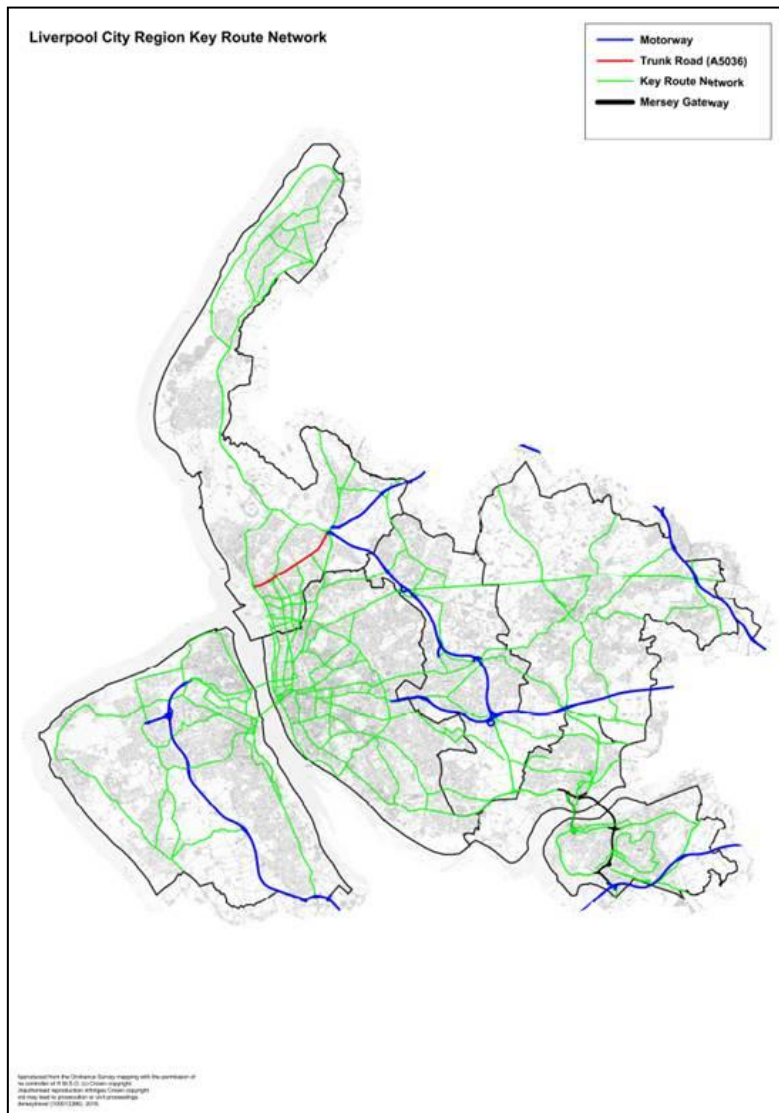
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<sup>13</sup> *Road investment strategy: post-2020* documents available [here](#) on UK government website.

<sup>14</sup> *Highways England's Strategic Road Network Initial Report* available [here](#) on UK government website

<sup>15</sup> *Proposals for the creation of a Major Road Network* consultation documents are available [here](#) on UK government website. An interactive map showing the indicative Major Road Network and Strategic Road Network is also available [here](#) on Department for Transport's website.

Figure 2: Liverpool City Region Key Route Network



4.19 The definition of a Key Route Network (KRN) of strategically significant roads across the Liverpool City Region was agreed by the Combined Authority in April 2016. This stemmed from ‘enabling’ powers that were made available to the Combined Authority and commitments within the Liverpool City Region’s Devolution Deal. It seeks to move towards a more strategic and co-ordinated approach to the management of the city region’s most important local roads. The KRN model provides a means to better integrate land use planning and transport decision-making at a strategic level. In relation to West Lancashire, Lancashire County Council are in the process of confirming their own KRN, and will ensure it matches with the LCR KRN where roads cross the boundary between Lancashire and the LCR Combined Authority area. The Draft Transport Strategy from the Cheshire and Warrington LEP (2018) suggests that the focus there will be on the Strategic Road Network, the TfN Main Road Network, complemented by other local improvements.



## 7.

The LCR authorities agree to work collaboratively with other relevant bodies to identify and address required improvements to the Strategic Road Network and Major Route Network.

Additionally, the Liverpool City Region partners have agreed an LCR Key Route Network to support new housing and employment development across the Liverpool City Region and unlock growth, and the Lancashire Key Route Network will be consistent with this in relation to their network in West Lancashire.

### Cycling and Walking

- 4.20 The LCR Rights of Way Improvement Plan details how improvements made to the public rights of way network can provide a better experience for walkers, cyclists and all users of public rights of way, based on the needs of local people and visitors.
- 4.21 A LCR Local Cycling and Walking Infrastructure Plan (LCWIP) is under preparation to provide a long term approach to developing comprehensive walking and cycling networks. It is intended that the LCWIP will provide: a network plan for walking and cycling that identifies preferred routes and core zones for further development; a prioritised programme of infrastructure improvements for future investment; and a report setting out the underlying analysis and narrative to support the network and identified improvements. The emerging LCWIP has identified 31 cycling and walking corridors with local partners and the Department of Transport (DfT) to form a strategic route network across the City Region.

## 8.

The LCR authorities agree to work collaboratively to implement the LCR Rights of Way Improvement Plan and LCR Local Cycling and Walking Infrastructure Plan when finalised.

### Port of Liverpool

- 4.22 The Port of Liverpool is one of the UK's top five container ports, operating within Sefton, Liverpool and Wirral. The largest volume and density of large warehousing (over 97,000 ft<sup>2</sup>/ 9,000m<sup>2</sup>) of any UK region is located within a 70 mile radius of Liverpool. As such, Liverpool's location at the heart of the UK offers a distinct advantage, with over 65% of the population of the UK and Ireland living within a 150 mile radius of the city. Liverpool already is the leading transatlantic port for the UK and handles 45% of North American trade.
- 4.23 The Port is a major short sea shipping hub for the Irish Sea area and has deep sea container shipping services connecting Liverpool to global destinations. Additionally, the Manchester Ship Canal carries around 8 million tonnes of cargo a year, removing freight from overcrowded roads and rail, and is the UK's largest inland seaway. Peel Ports currently operate a container ship shuttle service from the Port

of Liverpool to Manchester along the Ship Canal, which is the most environmentally-friendly bulk logistics solution in the UK, making an important contribution to the UK's carbon footprint reduction targets by delivering waterborne goods right to the heart of the country.

4.24 The Draft Port Master Plan<sup>16</sup> outlines the growth aspirations for the Port of Liverpool and Manchester Ship Canal. Port forecasts have indicated that rail traffic from the port has the potential to grow from 12 trains per day per direction up to 38, and work is underway to provide this capacity.

4.25 The current road access to the Port is constrained due to traffic congestion at peak times and will need to be improved during the plan period. The area adjacent to the main entrance to the Port suffers from poor air quality. It is recognised that major road improvements to facilitate port access will be required in the long term.

4.26 A scheme has been included in the national Road Investment Strategy, and Highways England is developing proposals to improve access to the Port of Liverpool and address traffic congestion in the area. A new dual carriageway route through the Rimrose Valley was announced as the preferred option in 2017. The proposals will be considered directly by the Planning Inspectorate through the Development Consent Order process for Nationally Significant Infrastructure Projects, and the proposals are currently at the pre-application stage. The judicial review of the consultation process requested by Sefton Council has been dismissed and Highways England is continuing to develop its preferred option.

## 9.

The LCR authorities support measures to support the growth of the Port and its aspirations set out in the Port Master Plan through investment in infrastructure, education, training and skills and the environment.

The LCR authorities will continue to work together to address capacity issues on the A5036 Dunning's Bridge Road corridor linking the port to the motorway network.

The LCR authorities agree that there are junction bottlenecks along the A580 (which is a prime corridor for development of new logistics sites to support the Port of Liverpool), and will continue to work together to address these issues.

## Liverpool John Lennon Airport

4.27 Liverpool John Lennon Airport (LJLA), one of the fastest growing airports in the UK in terms of passengers, has limited freight traffic at present. It generates £250m GVA per annum for the LCR (with the capability for this to increase to £625 million). The

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<sup>16</sup> *Mersey Ports Master Plan* available [here](#) on Peel Ports' website.

Airport Master Plan<sup>17</sup> sets out aspirations to increase passenger numbers to 7.8m passengers per annum by 2030 and 11m by 2050. Its catchment area covers the Liverpool City Region, North Wales, Lancashire, the Midlands, Yorkshire and Scotland. Improving surface access to enable seamless journeys will help make LJLA more attractive to new routes and drive upwards its economic contribution to the area, not least in increasing levels of inbound tourists. It is noted that the A562 has capacity issues and junction bottlenecks that may hold back economic growth potential in this area.

## 10.

The LCR authorities acknowledge the strategic importance of Liverpool John Lennon Airport and its important contribution to the local economy, and will support the Airport through investment in infrastructure improvements, including the Eastern Access Transport Corridor, education, training and skills.

### Digital Inclusion

- 4.28 The LCRCA is actively progressing the intention to create a resilient full fibre network interlinking the 6 LCR Local Authority areas, in order to accelerate the development of comprehensive local access networks to deliver ultrafast connectivity for homes and businesses, unlock major investment, and stimulate tech clusters plus growth across all sectors.
- 4.29 This will involve building on key existing assets, notably the GTT transatlantic internet fibreoptic cable landing near Southport, the STFC<sup>18</sup> Hartree Centre and IBM's high performance computing and artificial intelligence (AI) capabilities at Daresbury, the major science, education, health and culture facilities in Knowledge Quarter, 5G testbed in Liverpool, plus the LCR's four Global Digital Exemplar NHS trusts.
- 4.30 In addition to taking a holistic approach to developing digital infrastructure across other LCR policies (energy, planning, housing, skills and transport), a defining feature of our approach is the desire to "dig once", i.e. maximise opportunities to install ducting and fibre when the round is already open for other purposes (e.g. Key Route Network upgrades or installation of extensive new cycle routes).

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<sup>17</sup> Liverpool John Lennon Airport Master Plan to 2050 available [here](#) on Liverpool Airport website.

<sup>18</sup> Details available [here](#) on Hartree Centre website

## 11.

The LCR authorities agree that the city region must develop its own investment plans to accelerate investment and deployment in shared infrastructure to maximise development of digital and tech businesses, to support rapid public sector transformation and provide improved digital connectivity for residential properties and businesses .

### Utilities

4.31 The seven authorities will continue to work with infrastructure providers regarding provision of infrastructure, including National Grid, Distribution Network Operators (e.g. Manweb Scottish Power, Cadent) and United Utilities through regular liaison. With United Utilities this includes regular meetings regarding water supply, water resources and resilience and waste water services.

## 12.

The LCR authorities agree to identify areas where improvements to utilities infrastructure are needed to support schemes of city region significance, and will broadly set out working arrangements to deal with cross-boundary issues.

### Renewables

4.32 The seven local authorities, together with Warrington, jointly prepared the Renewable Energy Capacity Study in 2011<sup>19</sup>. This study focussed on wind energy, and looked only at wind speeds and high-level constraints with a view to identifying areas suitable for multiple turbine installations. Since then, there is a new national emphasis on the importance of identifying areas suitable for commercial scale renewable and low carbon energy in plans. There is an opportunity for joint working between the Liverpool City Region authorities, to generate a new evidence base regarding renewable energy, including wind. The Liverpool City Region already has a growing cluster of offshore wind energy assets and expertise and in 2012 was designated by the Government as one of six Centres for Offshore Renewable Engineering (CORE) in England, and therefore there is great potential for growth in the renewables sector.

### Mersey Tidal Power

4.33 The River Mersey has the second largest tidal range in the UK and one of the largest in Europe. Renewable power sources such as wind, solar and biomass have quickly established themselves as a principle energy source. Due to the growth of these renewable energy sources, along with gas and nuclear, low carbon energy now

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<sup>19</sup> Liverpool City Region Renewable Energy Capacity Study available [here](#) (part one) and [here](#) (part two) on Knowsley Council website.

makes a major contribution to the UK energy mix. New technologies such as offshore wind and energy storage have grown exponentially and presented the UK and areas leading in their development such as LCR substantial investment levels and new economic opportunities in their supply chains.

4.34 However, the potential of tidal energy in the UK and specifically the Liverpool City Region is untapped despite the major benefits both in terms of energy and the economy. In developing the business case and a preferred solution the Mersey Tidal Power Project will have to recognise and adequately mitigate any impacts upon environmental protection, shipping movements, freight and logistics and the maritime sector.

**13.**

The LCR authorities will work together to generate a new evidence base regarding renewable energy, including wind.

The LCR CA will continue to develop the business case and preferred solution for the Mersey Tidal Power project.

## **Health and Wellbeing**

4.35 It is increasingly accepted that the planning process has a significant part to play in creating healthy places and in promoting healthy life choices. It can also reduce environmental inequalities which affect health, wellbeing and quality of life. The Liverpool City Region partners recognise that development offers opportunities to influence these environmental determinants and improve health and wellbeing and quality of life for those living and working in and visiting the City Region, by:

- improving access to a choice of homes and jobs;
- improving infrastructure and access to healthier, sustainable modes of travel including public transport, walking and cycling;
- improving air quality and reducing pollution and carbon emissions;
- providing green infrastructure and opportunities for walking, cycling, outdoor recreation and sport which will help to improve physical and mental health and well-being;
- applying appropriate design standards to promote health and wellbeing; and
- providing safe waste storage and recycling opportunities.

4.36 Hospital and health service trusts operate across the local authority boundaries in the City Region and beyond. For example, Mersey Care NHS Trust provides specialist services including mental health and addiction services across Liverpool, Sefton and northern Knowsley, medium secure services for Cheshire and Merseyside, and national high secure services at Ashworth Hospital, Maghull in Sefton. The City Region authorities work with Clinical Commissioning Groups, hospital and health

Trusts regarding health needs, future housing and other development and land disposal or acquisition programmes of these trusts.

**14.**

The LCR authorities will continue to work with partners to take opportunities for development to improve health, wellbeing and quality of life across the City Region.

The LCR authorities will continue to work with Clinical Commissioning Groups, hospital and health trusts regarding health needs, future housing and other development and the estate management programmes of these trusts.

## **Environmental and Green Infrastructure**

4.37 Parts of the City Region have an outstanding environment and green infrastructure network which help to make the City Region distinctive, and which are valued by local residents, businesses and visitors. These natural and green infrastructure networks extend at a landscape or catchment scale across local authority boundaries. They include the internationally important nature sites on the Sefton Coast and Wirral Coast, the Mersey Estuary, inland ancient woodlands and an urban green infrastructure network including urban parks and strategic green links such as the Leeds and Liverpool Canal, Bridgewater Canal, Trans Pennine Trail and the emerging National Coast Path which consolidates the existing Coast paths in the City Region.

4.38 The seven local authorities recognise the need for a strategic approach to the City Region's natural assets and green infrastructure. They continue to work together and with a wide range of partners and funding sources to protect, enhance and where possible extend these networks and make the most of the many opportunities and benefits they offer. Nature Connected, the Local Nature Partnership, is the on-going forum for some of this work. Partners include the Environment Agency, Natural England, Mersey Forest, the Wildlife Trust for Lancashire, Manchester and North Merseyside, United Utilities, Atlantic Gateway and the Peel Group and other businesses and community organisations.

4.39 The LCR Ecological Network is a joint evidence base developed in 2015 by Merseyside Environmental Advisory Service (MEAS) as the foundation for a common policy approach to natural assets across the City Region. It identifies a LCR Nature Improvement Area (NIA) with individual NIA Focus Areas, many of which are cross-boundary, for example the Sefton Coast NIA, the Black Brook and Sankey Valley Corridor NIA.

4.40 Neighbouring areas of Lancashire (including West Lancashire), Greater Manchester and Cheshire are currently preparing Ecological Networks, which will allow a more integrated approach between the City Region and adjacent local authorities.

**15.**

The LCR authorities will continue to work with a range of partners to protect, enhance and where possible extend the strategic natural assets of the City Region.

**Protecting internationally-important habitats**

4.41 The Habitats Regulations Assessments (HRA) of the development plans of the LCR authorities including West Lancashire identified direct impacts and especially the ‘in combination’ impact of housing and tourism-related development in increasing recreation pressure on the internationally important nature sites on the Sefton and Wirral Coasts.

4.42 The LCR authorities (within the Combined Authority, so not including West Lancashire), MEAS and Natural England have commissioned a Recreation Mitigation Strategy (RMS) for the LCR coast to provide guidance on how the City Region can avoid or mitigate likely significant effects from these developments. An interim policy approach for Local Plans and Supplementary Planning Documents is being co-ordinated across the local authorities pending the collection of additional baseline surveys and the completion of this RMS.

**16.**

The LCR authorities agree to work towards a co-ordinated interim policy approach for mitigating impacts on the LCR coast, pending completion of the Recreation Mitigation Strategy in 2020. The LCR authorities and other partners will work towards implementation and delivery of the strategy across the City Region.

**Northern Forest and Mersey Forest**

4.43 Knowsley, Liverpool, Sefton and St. Helens councils, together with Cheshire West and Chester and Warrington councils, the Forestry Commission, Natural England and the Environment Agency are part of the long-standing The Mersey Forest partnership. The Mersey Forest continues to deliver an ambitious strategy benefitting the economy and businesses, natural environment, health and wellbeing and the local community of Merseyside and North Cheshire.

4.44 Recently The Mersey Forest team has been working with colleagues from the Woodland Trust and the other Community Forests in the north of England to prepare the plan for the Northern Forest. This is a 25 year vision to plant 50 million trees across the North of England, stretching from Liverpool to Hull; delivering up to £2.2bn of GVA in an area which is home to 13 million people.

4.45 The Mersey Forest has also facilitated and coordinated a common commitment to green infrastructure across the City Region, across the local authorities and a range of businesses, local organisations and other partners.

**17.**

The LCR authorities will continue to work with partners to make the most of the opportunities and benefits offered by the Mersey Forest and Northern Forest.

### **Flood and coastal erosion risk management**

4.46 Joint working between lead local planning and flood authorities, Coast protection authorities, the Environment Agency and United Utilities and other partners across the City Region and beyond includes strategic, cross-boundary schemes across river catchments. This will continue into the future.

**18.**

The LCR authorities will continue to work with partners in relation to strategic management of flood risk across river catchments and in relation to other sources of flooding where appropriate.

### **Air quality**

4.47 The Government's UK plan for tackling roadside nitrogen dioxide concentrations (July 2017)<sup>20</sup> recognised that air quality has an important effect on public health, the economy, and the environment. Vehicle emissions linked to volumes of traffic movement are an increasingly important cross-boundary issue for the City Region. Nitrogen dioxide (NO<sub>2</sub>) is still contributing to pollution levels that continue to be damaging to public health; and older people, children, people with pre-existing lung and heart conditions, and people on lower incomes may be most at risk. A LCR study on air quality has been commissioned to explore what measures need to be delivered and an Air Quality Task Force was established by the Combined Authority at the end of 2018.

**19.**

The LCR authorities and other partners will work together to address cross-boundary air quality issues and to deliver mitigation and measures to deliver air quality improvements across the City Region.

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<sup>20</sup> The Air Quality Plan for nitrogen dioxide (NO<sub>2</sub>) in UK (2017) is available [here](#) on DEFRA's website.



## Waste and Minerals

4.48 The Merseyside and Halton Waste Local Plan was adopted in July 2013. It covers the local authorities of Halton, Knowsley, Liverpool, St. Helens, Sefton and Wirral and sets out a strategy for dealing with waste management planning through to 2027. It aims to facilitate the development of a network of sustainable and modern waste management facilities which enable Merseyside and Halton to be as sustainable and self-sufficient as possible in terms of waste management. West Lancashire is covered by documents forming the Lancashire Minerals and Waste Local Plan, prepared by Lancashire County Council as waste planning authority for that area.

4.49 City Region authorities participate in the NW Aggregates Working Party and subscribe to the national Managed Aggregate Supply System through market monitoring and production of an annual Local Aggregates Assessment (LAA). The LAA is produced jointly with other authorities to reflect an aggregates sub-region defined by Government to include Merseyside, Warrington and Greater Manchester. Matters related to minerals reserves and land banks are monitored and reported annually at this sub-regional level through the LAA. This is the principal component of the evidence base to inform the future role of the City Region authorities in facilitating the appropriate supply of aggregate minerals.

### 20.

The LCR authorities agree that the Merseyside and Halton Waste Local Plan continues to provide a suitable vision for the management of waste up to 2027 and that the need for any changes to this Plan will be addressed on an on-going basis as required by relevant legislation.

The LCR authorities will maintain their commitment to the Managed Aggregate Supply System through continued representation in the North West Aggregates Working Party, will continue to work with MEAS and each other on minerals issues and will consult with Lancashire County Council as Minerals Planning Authority.

## **5 Governance and Management**

### **Governance**

- 5.1 This Statement of Common Ground has been prepared by the seven local authorities – Halton, Knowsley, Liverpool, St.Helens, Sefton, West Lancashire and Wirral – and by the Liverpool City Region Combined Authority (which covers six of the local authorities – West Lancashire is an associate member).
- 5.2 There is an established mechanism for agreeing City Region-wide documents, and the Statement of Common Ground has followed this procedure. It has been agreed at the Liverpool City Region Housing and Spatial Planning Advisory Group (comprising the Portfolio Holders from each of the 6 constituent local authorities and other stakeholders), and the Liverpool City Region Combined Authority (on which Mayor / Leaders of the 6 constituent local authorities and the Liverpool City Region Mayor have voting rights) which has adopted the LCR Statement of Common Ground.
- 5.3 Once adopted by the LCR Combined Authority each of the 7 authorities will then adopt the document through the relevant mechanism. West Lancashire’s status as an associate member of the Combined Authority means that decisions on joint planning work are made by that council’s cabinet.
- 5.4 The LCR Statement of Common Ground will be made publicly available on the local authorities’ and Combined Authority’s websites.

### **Management**

- 5.5 The practical work of preparing the final Statement of Common Ground, and subsequently keeping it up-to-date, will be coordinated by the Combined Authority’s Lead Officer for Spatial Planning, the local authorities’ representatives on the Chief Planners Group, and the supporting staff network across the city region.

## 6 Timetable for Review and Update

- 6.1 The LCR Statement of Common Ground is a live document and will be regularly reviewed and updated. The timing for review will be determined by the preparation timetables of each authority's Local Plan (as set out Table 2 below) or, if relevant, when new or updated evidence becomes available. As a minimum, the LCR authorities will consider on an annual basis if a review is considered necessary.
- 6.2 Future versions of the statement will be agreed by the Combined Authority and local authorities as outlined above.

**Table 2: Local Plan Timetables (as of March 2019)**

Authority	Present Plan Adoption Date	Proposed Plan Review Date	Target/Actual Reg. 18 Date	Target/Actual Reg. 19 Date	Target/Actual Submission Date
<b>Halton</b>	2013	Ongoing	Jan 2018	Summer 2019	Dec 2019
<b>Knowsley</b>	2016	TBC			
<b>Liverpool</b>	2002	Ongoing	Sep-Nov 2016	Jan-Mar 2018	May 2018
<b>St.Helens</b>	2012	Ongoing	Dec 2016-Jan 2017	Jan-May 2019	Autumn 2020
<b>Sefton</b>	2017	TBC			
<b>West Lancashire</b>	2013	Ongoing	Oct-Dec 2018	Autumn 2019	Winter 2019
<b>Wirral</b>	2000	Ongoing	Jan 2020	Sep 2020	Nov 2020

## Appendix 1: Background Information on the Seven Local Authorities

Information on the development plans of the seven local authorities and the Liverpool City Region Combined Authority SDS is available on the following web pages.

**Halton:** <https://www4.halton.gov.uk/Pages/planning/policyguidance/planningplans.aspx>

**Knowsley:** <https://www.knowsley.gov.uk/residents/building-and-planning/local-plan>

**Liverpool:** <https://liverpool.gov.uk/council/strategies-plans-and-policies/environment-and-planning/plan-making-in-liverpool/current-local-plan-documents/local-plan/>

**Liverpool City Region Combined Authority:** <https://www.liverpoolcityregion-ca.gov.uk/what-we-do/housing-and-spatial-planning/>

**Sefton:** <https://www.sefton.gov.uk/localplan>

**St.Helens:** <https://www.sthelens.gov.uk/localplan>

**West Lancashire:** <https://www.westlancs.gov.uk/planning/planning-policy/the-local-plan.aspx>

**Wirral:** <https://www.wirral.gov.uk/planning-and-building/local-plans-and-planning-policy/local-plans>



## Appendix 2: Summary of Key Cross-Boundary Spatial Planning Issues

N.B. The individual signatory authorities recognise the need to continue to cooperate and work closely with other neighbouring local authorities and relevant bodies and, where necessary, will prepare separate Statements of Common Ground with these to cover more locally specific cross boundary matters.

	Halton	Knowsley	Liverpool	St.Helens	Sefton	West Lancashire	Wirral
Liverpool John Lennon Airport – expansion and surface access	✓	✓	✓				
Mersey Estuary – protected habitat (with Cheshire West and Chester, Liverpool, and Wirral; also Natural England).	✓		✓				✓
Tidal flood risk from River Mersey	✓		✓		✓		✓
Tidal flood risk from Ditton Brook	✓	✓					
Highways access to key existing and future economic development/ employment sites	✓	✓	✓	✓	✓	✓	✓
Housing growth	✓	✓	✓	✓	✓	✓	✓
Employment	✓	✓	✓	✓	✓	✓	✓
Strategic road infrastructure	✓	✓	✓	✓	✓	✓	✓
Public transport connectivity	✓	✓	✓	✓	✓	✓	✓
Sankey Valley river catchment	✓			✓			
Green Belt and strategic green infrastructure	✓	✓	✓	✓	✓	✓	✓
Renewable energy	✓	✓	✓	✓	✓	✓	✓
Strategic access to Port of Liverpool			✓		✓		
Managing impacts on internationally-important nature sites	✓	✓	✓	✓	✓	✓	✓
Flood risk (managing fluvial impacts in Alt and Crossens catchments)		✓	✓		✓	✓	
Agreement of housing and employment land targets	✓	✓	✓	✓	✓	✓	✓
Development and improvement of transport infrastructure to address	✓	✓	✓	✓	✓	✓	✓

<b>cross-boundary commuting</b>							
<b>Minerals and waste planning</b>	✓	✓	✓	✓	✓	✓	✓
<b>Cross-Mersey movement</b>	✓		✓				✓

## Glossary

**Key Route Network (KRN):** Networks being developed by combined authorities to improve the management of local roads in their area. KRN identify local roads that are strategically important to the growth of the economy. They provide a city region-wide approach to managing strategically important roads, allowing for more efficient maintenance and action to reduce congestion.

**Local Aggregate Assessments (LAA):** An annual assessment of the demand for and supply of aggregates in a mineral planning authority's area. LAAs can be produced jointly by more than one mineral planning authority.

**The LCR authorities:** Unless otherwise stated, for the purposes of this Statement of Common Ground, these are the local authorities of Halton, Knowsley, Liverpool, St.Helens, Sefton, West Lancashire and Wirral, along with the Liverpool City Region Combined Authority.

**Major Road Network (MRN):** Proposed network of roads that will form a middle tier of the country's busiest and most economically important local authority 'A' roads, sitting between the national Strategic Road Network (SRN) and the rest of the local road network. A specific new funding stream will be dedicated to improvements on MRN roads.

**Merseyside Environmental Advisory Service (MEAS):** Specialist unit jointly funded by the six Liverpool City Region authorities to provide advice on specific environmental matters.

**Regulation 18 (Reg 18):** As set out in The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The initial stage of consultation on the preparation of a Local Plan where Local Planning Authorities invite comment (representations) from local communities, businesses and other interested stakeholders about what subjects the plan ought to contain.

**Regulation 19 (Reg 19):** As set out in The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The second stage of the consultation process when forming a Local Plan providing local communities, businesses and other interested stakeholders with the opportunity to make comment (representations) on the policy content of a draft Local Plan, within a specific remit. The remit relates to the 'Tests of Soundness' and also includes legal compliance, as set out in National Planning Policy Framework.

**Strategic Housing and Employment Land Market Assessment (SHELMA):** Assessment commissioned jointly by the LCR authorities to provide a consistent joint evidence base on housing and employment land needs for the LCR up to 2037.

**Strategic Route Network (SRN):** Comprises nationally significant roads which connect the main centres of population. These roads provide access to major ports, airports and inter-



modal freight terminals and the main cross-border routes to Scotland and Wales. Highways England operate, maintain, and enhance the SRN.





CABINET: 10 SEPTEMBER 2019

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**Report of:** Director of Development and Regeneration

**Relevant Portfolio Holder:** Cllr David Evans

**Contact for further information:** Mr Peter Richards (Extn. 5046)  
(E-mail: peter.richards@westlancs.gov.uk)

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**SUBJECT: LOCAL PLAN REVIEW**

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Wards affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To consider new strategic development options for a new West Lancashire Local Plan, following the review of the Local Plan Review Preferred Options requested by Cabinet in March 2019.

## **2.0 RECOMMENDATION**

2.1 That officers continue work on the drafting of a Publication version of the Local based on either strategic development option A or B.

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## **3.0 BACKGROUND**

3.1 On 12<sup>th</sup> March 2019, Cabinet resolved:

*That the Local Delivery Scheme be amended to allow time for the reconsideration of the proposed Local Plan timescale and for the preparation of and consultation on a new Local Plan Preferred Options.*

3.2 Since that time, officers have reviewed the Local Plan Review Preferred Options and presented three possible new strategic development options to the Local Plan Cabinet Working Group for consideration. All three options:

- Involve a shorter, more standardised Local Plan period of 2019-2035

- Would require the designation of Safeguarded Land to meet development needs beyond 2035
  - Do not provide for any housing need that might arise from Sefton in the future (beyond 2035)
  - Are based on an Employment Land Requirement of 104 ha and a Housing Requirement of 5,456 dwellings (both to 2035)
  - Would likely involve less than 400 ha of Green Belt release (compared to 641 ha in the Preferred Options)
  - Would involve the removal of a number of site allocations which garnered significant levels of objection in the public consultation on the Preferred Options
- 3.3 The proposed new employment land requirement of 104 ha (6.5 ha per year) is based upon the historic delivery trend of B1, B2 and small-scale B8 uses plus a need to help meet the growing demand for large-scale Logistics, as set out by the LCR SHELMA. The proposed new housing requirement of 5,456 dwellings (341 dwellings per year) is based upon the LCR SHELMA figure for West Lancashire plus the West Lancashire housing growth scenarios for Skelmersdale rail and logistics growth.
- 3.4 The safeguarded land requirement for both employment land and housing should reflect an assumed continuation of the proposed housing requirement beyond 2035 for at least 10 years. This is to ensure that the new Local Plan would *"be able to demonstrate that Green Belt boundaries will not need to be altered at the end of the plan period"* (NPPF, paragraph 139(e)), i.e. that the Green Belt boundary would not need to be reviewed again (unless there is a significant change in circumstances) in the next iteration of a West Lancashire Local Plan, which would likely be published 5-10 years after this proposed Local Plan being considered now is adopted.
- 3.5 It should be noted that, in order to ensure that the above requirements are met, the Local Plan must not allocate "just enough" land to meet these requirements. The reality of delivering new development is that it is very rare that all allocated sites come forward as quickly as originally anticipated in a Local Plan, and some may even be delayed very significantly due to an unforeseen constraint on the site. These matters are beyond the ability of the Council to predict or control. As such, when allocating sufficient land to meet the requirements, best practice guides that a Local Plan should factor in 10-20% over the requirements in order to build flexibility into the land supply. This also then often helps to demonstrate a sufficient buffer in the Council's five-year housing land supply calculation moving forward.
- 3.6 In terms of commonalities between the three options, all three can rely upon existing supply and allocations from the adopted Local Plan (2012-2027) to meet a portion of the proposed new housing and employment land requirements. In relation to employment land, there is approximately 54 ha available now on sites with existing permissions or allocated through the adopted Local Plan that could

be reasonable to rely upon being delivered before 2035. This is made up as follows:

Site	Area (ha)	Comments
XL Business Park (mainly large-scale B8)	19	Existing allocation; 17 ha capable of accommodating large-scale B8.
White Moss Business Park	7	Existing allocation.
Pimbo Employment Area	3	Collection of smaller sites available across the existing employment area, including Homes England land in the SE.
Simonswood Industrial Estate	14	Reflects the Peel ownership which already benefits from a permission (but hasn't been developed).
Burscough Employment Area (Yew Tree Farm)	11	Retains existing employment allocations at Yew Tree Farm.
<b>Total</b>	<b>54</b>	

- 3.7 In addition, there is a further 7 ha at Simonswood Industrial Estate that is allocated in the adopted Local Plan, but it would appear unlikely that this would come forward for development by 2035 in addition to the 14 ha already with permission (above). This is because the site has not been actively promoted since the last Local Plan Examination (when it was promoted by a business that no longer exists) and there is still allocated land available at Knowsley Industrial Park nearby which offers competition to Simonswood Industrial estate.
- 3.8 As such, each of the three options would need to identify approximately 70 ha more land for allocation for employment (including 58 ha for large-scale logistics) to ensure the 104 ha requirement can be reasonably expected to be delivered by 2035, taking into account the necessary 10-20% flexibility described above, and at least 60 ha of land (in addition to the 7 ha at Simonswood) to designate as Safeguarded Land.
- 3.9 In relation to housing land, there is potentially as much as 3,696 dwellings that could come forward on sites that:
- Already have planning permission, including allocated sites with permission (2,795 dwellings);
  - Sites within the SHELAA (245 dwellings); and
  - Other allocated sites which don't yet have permission within Skelmersdale Town Centre and Firwood Road phases 2 and 3 (656 dwellings).
- 3.10 The above excludes the existing allocated site at New Cut Lane, Halsall (on the edge of Birkdale), as it would appear that it is unlikely that this would come forward for development by 2035 given the constraints that have been identified to its development since the site was originally allocated in the adopted Local Plan. Instead the site would become Safeguarded Land in a new Local Plan.
- 3.11 As such, each of the three options would need to identify sufficient land to provide up to 3,000 additional dwellings to ensure the 5,456 dwelling requirement can be reasonably expected to be delivered by 2035, taking into account the

necessary 10-20% flexibility described above, and sufficient land for at least 3,410 dwellings to designate as Safeguarded Land (including the New Cut Lane site).

#### **4.0 THE STRATEGIC DEVELOPMENT AND SITE ALLOCATIONS OPTIONS**

##### Employment Land

4.1 For employment land, there is only really one option available to the Council if it is to meet the full requirement, ensure the right mix of sites in the right location to meet all types of employment demand and provide land for employment uses beyond 2035 as well. This is because very little land beyond the sites already consulted upon and proposed in the Local Plan Review Preferred Options has actually been promoted for employment purposes (given that employment uses are only really suitable in selected sustainable locations and most landowners would prefer to see their land allocated for more lucrative housing development).

4.2 As such, in terms of employment land and in addition to the employment allocations already available from the adopted Local Plan 2012-2027 listed in the table above, any new Local Plan needs to ensure that:

- Between 50 and 60 ha of land needs to be earmarked for large-scale logistics in the M58 Corridor (in addition to that already available at XL Business Park);
- Some employment land is allocated in Ormskirk and Tarleton to enable those settlements to generate local employment opportunities; and
- In excess of 65 ha of land is safeguarded for employment needs beyond 2035, with at least half that land safeguarded in the M58 Corridor.

4.3 With regard to alternatives, the only significant and realistic alternatives put forward in addition to what was consulted upon in the Local Plan Review Preferred Options were additional land on the western side of Burscough Employment Area (on the former airfield) and additional land to the south of Tarleton. The former is in an area where there is already an area of employment land allocated and yet to be developed. Any additional allocation above this would need to be considered carefully, with particular regard being had to the potential impact of an increased level of employment land allocation in Burscough on the highway network. The allocation of additional employment land to the south of Tarleton would only be appropriate if it was accepted that additional employment land is needed in the Northern Parishes to serve the horticultural industry, to date there is no strong evidence to support this proposition.

##### Housing

4.4 There are three options for meeting the proposed housing requirement and the safeguarded land (housing) target in the new Local Plan, with options varying between how the additional housing land needed above what is already allocated (i.e. land for circa 3,000 dwellings) is distributed across West Lancashire and how much land is safeguarded for potential future housing development needs.

- 4.5 Option A takes the identified requirement for housing to 2035, and the need to identify sufficient land to be safeguarded for development needs beyond 2035, and focuses delivery of it on the Key Service Centres of Skelmersdale, Ormskirk and Burscough and **one** of the three Garden Villages proposed in the Local Plan Review Preferred Options (the latter because there are not sufficient suitable sites directly on the edge of Skelmersdale to accommodate the level of housing growth required). Under this Option development would be focussed on the larger sites within the three Key Service Centres and there would be no new site allocations villages in the Eastern and Western Parishes.
- 4.6 Option B differs from Option A in that it redirects some of the new housing allocations (circa 300 dwellings or 10%) to villages in the Eastern and Western Parishes. In doing so, less land would be needed in one or more of the Key Service Centres for housing.
- 4.7 Option C is the same as Option B except it proposes safeguarding land for an additional 2,000 dwellings (over and above what would be safeguarded under Options A and B) in order to have removed sufficient land from the Green Belt for housing should the Council need to allocate additional land in the next iteration of the Local Plan to make the case for new strategic transport infrastructure, such as an Ormskirk / Burscough Relief Road.

## **5.0 VIEWS OF THE DIRECTOR OF DEVELOPMENT AND REGENERATION**

- 5.1 It is my view that either of Options A or B would be an appropriate way forward for strategic development in a new Local Plan to 2035. They both offer an appropriate balance of making available sufficient land for development now that is deliverable by 2035, and safeguarding sufficient land for the future, whilst minimising the amount of land that has to be removed from the Green Belt and / or taken out of agricultural use.
- 5.2 The primary difference between these two options is that Option B seeks to spread some of the development to the rural areas, ensuring that all parts of the borough have at least some housing development planned for. However, this of course means that more parts of the borough are affected directly by new housing development. Having had regard to the significant numbers of objections received from the public in response to the previous consultation version of the Local Plan, the proposed number of sites and the scale of development in the rural villages would be significantly reduced from that previously proposed. The revised proposals would address many of concerns raised by the public regarding the rural allocations but not necessarily all.
- 5.3 With regards to Option C, this option has arisen out of discussions within the Local Plan Cabinet Working Group regarding the possibility of creating a new Relief Road between J3 of the M58 and the A59 between Ormskirk and Burscough (and potentially on from there to the A570 between Ormskirk and Southport). Such a proposal would require a business case that is supported by very significant levels of housing and economic growth in the Ormskirk / Burscough / Bickerstaffe / Lathom areas (in a similar way to how the business case for the already proposed Skelmersdale Rail Link needs to be supported by

significant housing and economic growth in the Skelmersdale-Ormskirk area that will benefit from the new rail services). Such housing growth also then potentially enables a developer contribution to be levied that goes towards a local contribution to such a significant strategic infrastructure project, and the more houses, the less of that local contribution needs to be raised via other means by this Council or the Local Transport Authority i.e. Lancashire County Council.

- 5.4 However, whilst proposals regarding Skelmersdale Rail are well advanced, at this time, talk of a relief road is still at a very embryonic stage, with no certainty at this point in time that such a Relief Road proposal would be supported by the County Council let alone the DfT. Consequently, at this moment in time, I see no real basis for removing additional land from Green Belt over and above that required by Option A and B.
- 5.5 As such, it is my view that the Council should not pursue Option C at this time, but support the County Council in any preliminary studies they conduct into the feasibility of such a Relief Road. Then, if the proposals do gain traction and move forward significantly, the matter of releasing land to provide the necessary housing growth to help support that infrastructure proposal can be considered at a future Local Plan Review.
- 5.6 This is the same as happened with the Skelmersdale Rail Link with the adopted Local Plan compared to this current Local Plan Review. The adopted Local Plan referred to the potential for a Skelmersdale Rail Link and supported it, but proposed no housing growth that would be needed in relation to the Rail Link because, at the time of preparing that Local Plan, there was no certainty the Skelmersdale Rail proposals would be feasible. Since then, this Council has supported Lancashire County Council and Merseytravel in feasibility studies and business case development for the Skelmersdale Rail Link to the point where, with the necessary housing growth, it appears that the Rail Link would be viable and would have a good chance of gaining DfT support and funding. This was one of the key drivers in leading the Council to undertake a Local Plan Review even before the NPPF required local planning authorities to do so every 5 years, and the proposed housing requirement for a new Local Plan now reflects a level of housing growth in addition to minimum local needs that incorporates the growth anticipated because of Skelmersdale Rail.
- 5.7 There is of course a fourth option open to the Council which is to withdraw all proposals for a new Local Plan at this time. There are a number of reasons why I would strongly advise against this fourth option:
- 1) The proposed Local Plan timetable would envisage the submission of a new Local Plan to the Planning Inspectorate by 31 March 2020. By this date some of the key evidence studies would then be two years old, i.e. near the end of their shelf life. Any delay beyond this date, particularly a substantial delay increases the risk of the evidence base being considered out-of-date by a Planning Inspector at Examination. As such, the withdrawal of current proposals would necessitate the need to revisit and update the key evidence studies before the Council could finalise a Local Plan to submit for Examination. This would delay the submission of a new Local Plan by approximately 2 years, resulting in a new Local Plan that would not be ready



to submit until early 2022 (at the very earliest), and so not adopted until early 2023 (if not later). This is assuming that all necessary resources are available to revisit the evidence base and prepare a new Local Plan.

- 2) There would be a cost in the region of £250k to revisit the key evidence studies and go through further rounds of consultation on new Local Plan proposals – this funding is not currently accounted for in existing service budget.
- 3) The delay in the preparation of a new Local Plan would mean that the Plan period would likely need to be extended to go to 2037 or later. Assuming the revised evidence base continued to identify a need for new housing broadly in line with our adopted Local Plan and a need for new employment land, any new Local Plan would still involve the release of land from the Green Belt. As such, the extended period that the Plan would cover would mean that additional land would need to be removed from the Green Belt to cater for those additional years' needs and it is likely that the Local Plan would have to address the issue of potential unmet housing needs from Sefton (given Sefton Council's response to the Preferred Options consultation in Autumn 2018), the consequence of which might be the need for additional Green Belt release.
- 4) The delay in the preparation of a new Local Plan may also work to undermine the business case for the Skelmersdale Rail Link, as there would be no commitment from the Council as to the level of housing and employment growth within the areas that the Rail Link will serve. The Business Case for the Rail Link will be heavily reliant on an expectation of population and economic growth in the catchment area of the Rail Link.
- 5) The delay to the preparation of a new Local Plan would mean that a new Local Plan is not adopted until early 2023 or possibly later. Given the adopted Local Plan has an end date of 31<sup>st</sup> March 2027, the Council would likely not be able to demonstrate a five-year housing land supply from 1<sup>st</sup> April 2022. In fact, this could happen much sooner given that some of the allocated sites in the adopted Local Plan have been slow to come forward for development. In addition, the Council would not have properly met the requirement to review the adopted Local Plan within five years of it being adopted *and* then updated the Local Plan as necessary based on the evidence presented by that review, as required by paragraph 33 of the NPPF. As such, the Council's Local Plan policies on housing would be considered out-of-date well before a new Local Plan is adopted, leaving the Council with less control on planning applications for housing development that are contrary to the adopted Local Plan (for example on safeguarded land and protected land sites, as well as potentially on sites in the Green Belt).

5.8 As such, I would strongly encourage Members to making a positive decision to move forward with the Local Plan, and not withdraw the Local Plan proposals, and that either of Option A or B would be a suitable basis to form a "sound" Local Plan to take forward in my view.

## **6.0 SUSTAINABILITY IMPLICATIONS**

- 6.1 Any proposals for a new Local Plan will be subjected to a Sustainability Appraisal as part of the process by which a Local Plan must be prepared. In relation to Options A to C, given the housing and employment land requirements are the same for all three, the nuances of how the three options affect sustainability come down to where they propose to locate such development. As such, all three options would be comparable in sustainability terms, offering slightly different pros and cons. However, these nuances will be fully explored and assessed in the Local Plan Sustainability Appraisal.
- 6.2 The fourth option, to withdraw all proposals for a new Local Plan at this time, would have a harmful impact on sustainability as, while it would delay the decision to amend Green Belt boundaries and allocate new sites for development (which would have a short-term benefit to some environmental aspects), it would not be planning properly for the identified social and economic needs for the borough and would risk such needs being met in an ad hoc, unplanned manner by planning appeal which would not ensure the necessary environmental mitigation is provided as part of those developments that a new Local Plan would. For example, sites granted planning permission on appeal are not required to provide mitigation for the impact on the Green Belt that a Local Plan allocation is required to do, and the development proposals would be assessed against the current, adopted Local Plan policies for matters such as low carbon, energy efficient development and on-site renewable energy, which are likely to be less onerous than those to be proposed in the new Local Plan.

## **7.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 7.1 Taking forward a new Local Plan to submission by the end of March 2020, and the subsequent Local Plan Examination, is accounted for and resourced in the agreed budgets for the Development and Regeneration Service. However, should there be any delay in taking forward a Local Plan such that it was submitted after March 2020 (i.e. the fourth option described above), this would create significant additional costs as the Local Plan evidence base would need to be updated to remain relevant and additional public consultation would become necessary, potentially at a cost of £250,000. This is not accounted for in current budgets for the Service. In addition, should "rogue" planning applications on sites that are currently safeguarded, protected or within the Green Belt come forward and are refused by the Council (in line with the adopted Local Plan), the Council are likely to face significant costs of defending their decision(s) to refuse permission at appeal.

## **8.0 RISK ASSESSMENT**

- 8.1 The primary risks associated with this report lie with the fourth option described above in that, were any of Options A to C selected, the Local Plan can resume progress toward a submission for Examination that, other than the usual risks that would apply to any Local Plan preparation and Examination, would generate no new risks. The fourth option, on the other hand, brings several risks for the

Council to consider, as outlined in paragraph 5.7 of this report, and these risks have resulted in a strong officer recommendation against pursuing this option.

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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**

This report is only seeking an initial steer from Cabinet on strategic development options for a new Local Plan and so any direct impact on members of the public, employees, elected members and / or stakeholders cannot be fully explored until the selected option is drawn up fully as part of a new Local Plan. Therefore, no Equality Impact Assessment is required at the current time, but a full Equality Impact Assessment will be prepared for any new Local Plan which is subsequently drawn up based on the resolution made by Cabinet in response to this report.

### **Appendices**

None





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

**Relevant Portfolio Holders: Councillor Y. Gagen & Councillor I. Moran**

**Contact for further information: Mr S. Kent ext 5169  
(email: [Stephen.kent@westlancs.gov.uk](mailto:Stephen.kent@westlancs.gov.uk))**

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**SUBJECT: ALLOTMENT LEASE – RICHMOND AVENUE, BURSCOUGH**

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Wards affected: Burscough

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To seek approval to extend the lease term for the Councils allotment site at Richmond Avenue in Burscough.

## **2.0 RECOMMENDATION**

- 2.1 That the Director of Leisure and Environment be authorised to take all necessary steps to grant a new lease to Burscough Allotment Society for a term of 25 years from the date of completion of the lease.
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## **3.0 BACKGROUND**

- 3.1 In 2010 a report was presented to Cabinet (Operational Assets – Managed Allotment Sites – 16 March 2010) which set out a process for new management arrangements for all of our allotments following a Government White Paper in 2008 entitled "Advancing Assets for Communities". Our report looked to back this initiative by seeking and supporting devolved management for our allotments. As a result of that report, authorisation was given by Cabinet for new management arrangements for allotment societies. These arrangements included setting standard terms for Society leases of 12 months for new societies and 7 years for established and capable societies.

- 3.2 This process has proven successful with most of our allotments now under some level of devolved management, and all of the sites fully occupied with waiting lists.
- 3.3 In 2015 a further report was brought to Cabinet to request that the Council granted new leases for a term of 25 years on our sites at Houghtons Road and Liverpool Road, Skelmersdale. Those sites are fully managed by Skelmersdale Horticultural Society and Liverpool Road Allotment Society respectively (**Allotment Societies**). The new longer term leases will enable the Allotment Societies to take advantage of external funding streams which often require this length of tenure to provide the required security for that funding. Cabinet approved the granting of these leases.

#### **4.0 CURRENT POSITION**

- 4.1 We have now been approached by Burscough Allotment Society (**BAS**) with a request that their lease on Richmond Avenue Allotments in Burscough be extended to 25 years in line with the leases to the Allotment Societies.
- 4.2 BAS was established in 2011 and it was granted an initial 12 month lease to establish itself. Having successfully completed this term it was deemed by officers that it was working in a satisfactory manner and it was then granted a 7 year lease. This lease required BAS to undertake all routine maintenance, plot allocation and management, waiting list management, rental collection, water supply, site security and insurance.
- 4.3 This lease is now coming to an end and BAS have requested a new lease for a term of 25 years to allow them to apply for external grant funding to improve their facility.

#### **5.0 PROPOSALS**

- 5.1 It is the view of the Director of Leisure and Environment that BAS has been managing all of its responsibilities on the allotment site in a satisfactory manner and in order for it to access external funding the term of its new lease should be 25 years, in line with the Allotment Societies, with full management responsibilities.

#### **6.0 SUSTAINABILITY IMPLICATIONS**

- 6.1 The provision of allotment facilities provides healthy outdoor activities and promotion of healthy eating for the local community. Community management of the facility will also create empowerment and local ownership of the site which in turn will support its management and function.

#### **7.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 7.1 A new 25 year lease for BACS would give it the opportunity to improve the allotment site by accessing external grant funding without the need for Council investment.

## **8.0 RISK ASSESSMENT**

- 8.1 The lease offered to BAS would have the similar terms as the leases to the Allotment Societies mentioned above. The lease would include a clause to allow termination of the lease by the Council should BACS default on the terms and conditions of the lease or, so far as is lawfully possible, if the Council requires the allotment site for other purposes.

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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, 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**

1. Appendix 1 – Equality Impact Assessment







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
<b>4. DATA ANALYSIS</b>	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Plotholder members of Burscough Allotment Society
What will the impact of the work being carried out be on usage/the stakeholders?	Extended contract will allow external funding to improve the facility
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?	Some additional facilities are required to improve the offer for plotholders
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?	This facility widens the scope of community facilities available to residents of the Burscough community of all ages and abilities
If any further data/consultation is needed and is to be gathered, please specify:	Feedback will be provided by the society on improvements made to the facility and the impacts on the local community
<b>5. IMPACT OF DECISIONS</b>	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	Improved access will allow better access for those with disabilities or impaired mobility.
<b>6. CONSIDERING THE IMPACT</b>	
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.).	Society will monitor site for negative issues and react accordingly
What actions do you plan to take to address any other issues above?	Regular liaison with the society will provide us with any information needed and any actions required.  <i>If no actions are planned state no actions</i>
<b>7. MONITORING AND REVIEWING</b>	
When will this assessment be reviewed and who will review it?	S Kent July 2020







CABINET: 10 September 2019

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**Report of:** Director of Development and Regeneration

**Relevant Portfolio Holder:** Councillor David Evans

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

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**SUBJECT: DRAFT CIL FUNDING PROGRAMME 2020/21**

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Wards affected: Borough-wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To seek authority to publicly consult on the draft CIL Funding Programme for 2020/21, including options regarding which infrastructure projects might be prioritised to receive CIL Funding in 2020/21.

## **2.0 RECOMMENDATIONS**

2.1 That the public consultation on a Draft CIL funding Programme for 2020/21 be approved, and that the shortlist of infrastructure projects identified at paragraph 4.2 of this report be included in that consultation.

2.2 That the public consultation on the spending of "neighbourhood" CIL monies in Ormskirk be approved, and that the shortlist identified at paragraph 4.3 of this report be included in that consultation.

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## **3.0 BACKGROUND**

### CIL Funding Programme 2020/21

3.1 Each year the Council goes through a process of updating the Infrastructure Delivery Schedule (IDS) of potential / desired infrastructure projects in West Lancashire and then assessing the projects on the IDS as to their suitability to receive and spend CIL monies from the Council in the following financial year.

Based on this assessment and the CIL monies available to spend in a given year, options for how to spend (or save) the CIL monies are proposed for public consultation in a Draft CIL Funding Programme before the feedback from that consultation is considered in finalising a CIL Funding Programme for the following financial year. The 2019 IDS has been published on the Council's website at <http://www.westlancs.gov.uk/planning/planning-policy/the-local-plan/local-plan-review/evidence-base.aspx>

- 3.2 To assess projects on the IDS for CIL funding, and to assist in prioritising those projects which are suitable, the Council uses the information submitted on each project to assess schemes against eight key criteria:
1. Are CIL monies needed to deliver the project?
  2. Does the project meet a local need or demand that has arisen from new development?
  3. Does the infrastructure fall under the Regulation 123 list, which sets out what type of infrastructure the Council will spend CIL monies on?
  4. When can the infrastructure be delivered?
  5. Are clear project costs and funding known?
  6. Are there "Neighbourhood" CIL monies available in the Parish / Non-Parished Area the project is located within that could fund the project?
  7. Does the project help meet at least one of the Council's Corporate Priorities?
  8. Is the project identified within a relevant local strategy, e.g. the Local Plan, the Highways & Transport Masterplan and the Leisure Strategy?
- 3.3 The first criterion ensures that all infrastructure projects on the IDS which do not require CIL monies are separated off at the outset, reducing unnecessary assessment of projects. The second and third criteria are essential as CIL monies can only be spent on infrastructure that meets a local need or demand that has arisen from new development and on types of infrastructure that are on the Regulation 123 list (<http://www.westlancs.gov.uk/planning/planning-policy/community-infrastructure-levy/regulation-123-list.aspx>). At this stage, we have effectively ruled out all infrastructure projects from further assessment that do not meet the first 3 key criteria and which make them ineligible to receive CIL monies, based on current information.
- 3.4 The fourth criterion is necessary to understand whether the project is technically deliverable within two years of receiving the funding and so might benefit from having CIL monies allocated to it for spending in the following financial years. The fifth criterion allows us to consider whether there are clear and realistic costs and firm funding proposals (other than a request for CIL monies) in place that would confirm that the project is not only technically deliverable but financially deliverable as well. Where costs are unknown, the assessment assumes the project is not financially deliverable within the next two years as the Council needs to see more robust proposals before allocating CIL monies to a project.

Where a project proposes match-funding from another source, if that match-funding has not been secured, there must also be questions over the deliverability of that project, albeit those questions may not ultimately rule out a project entirely in this assessment, depending on the precise circumstances of the match-funding.

- 3.5 A further consideration within this fifth criterion, but not a definitive one in decision-making, is also whether the project will provide greater value for money by using CIL monies to lever in other funding. While leveraging in match-funding would clearly be a positive, it would not be appropriate to disadvantage a project simply because it does not have access to other funding and would rely solely on CIL monies, hence this factor is not a key criteria.
- 3.6 The sixth criterion allows the Council to consider whether a project might be more suitably funded by "Neighbourhood" CIL monies that are available in an area (the 15% of CIL income from a development which is automatically passed to the local Parish Council or, in a non-parished area, set aside by the Council to spend specifically in that area – this figure will, moving forward, be 25% for the Parish of Burscough due to the fact it now has a Neighbourhood Plan) in order to save "strategic" CIL monies for the larger projects that serve a wider area.
- 3.7 The seventh and eight criteria are necessary to help differentiate and prioritise between projects that meet all of the first six criteria (i.e. when the assessment produces a fairly long shortlist) by considering whether the projects help meet at least one of the Council's Corporate Priorities and/or are identified within a relevant local strategy as being of strategic importance.
- 3.8 Appendices A and B set out the schemes in the IDS this year and how they have been assessed against the eight key criteria. Appendix A lists all the projects that have been deemed to not fulfil one or more of the first three assessment criteria and so have been ruled out from further consideration for spending CIL at this time. Appendix B lists all the remaining projects and assesses them against the remaining criteria, and then indicating which have been shortlisted for potential inclusion in the options for the Draft CIL funding Programme. The fourth and fifth criteria in particular have been used to identify those projects which should be shortlisted, i.e. any project which does not appear to be deliverable within two years of receiving the funding has not been shortlisted. A project has been ruled not deliverable for the purpose of this year's assessment if it is clearly stated as a longer-term project or there is uncertainty about the costs or match funding (where this is proposed), as a lack of clarity on costs or funding indicates that the project is not currently deliverable. Appendix C provides a more detailed assessment in relation to each of the shortlisted projects, of which there are four, and this would include reference to the sixth, seventh and eighth criteria.
- 3.9 In preparing the assessment of IDS projects as to their suitability for receiving CIL funding in 2020/21, all Council Members have been invited to comment on the draft assessment prior to officers formulating the recommendations in this report. All Members were emailed the draft versions of Appendix A-C and invited to provide written comments on the assessment to officers. No comments were received.
- 3.10 In January 2018, Cabinet resolved that, of the 80% of CIL monies (the "strategic" portion) collected each financial year from 1 April 2018 onwards, up to a

maximum of £100,000 be allocated through the CIL Funding Programme each financial year toward projects requiring £100,000 of CIL funding or less, and that the remainder of the "strategic" CIL monies collected each financial year (i.e. those funds over the £100,000 cap) be saved towards more significant strategic infrastructure projects (requiring more than £100,000 of CIL funding) to be drawn down from as necessary as such significant projects are identified and approved.

- 3.11 At the current time, it is anticipated that more that £100,000 of "strategic" CIL monies will be collected by the Council this financial year, and so the CIL Funding Programme for 2020/21 will be able to allocate the maximum £100,000 if Members wish to do so.

#### Spending Ormskirk "neighbourhood" CIL monies

- 3.12 In addition, up until 31<sup>st</sup> March 2019, £126,614.14 of "neighbourhood" CIL monies were collected in the unparished area of Ormskirk, and £103,000 of this was allocated to two projects within Ormskirk for spend after 1<sup>st</sup> April 2019. In addition, more than £180,000 of "neighbourhood" CIL monies have been collected in Ormskirk in 2019/20 to-date. As such, there is over £200,000 of "neighbourhood" CIL monies from developments in Ormskirk held by the Council, who must consult with residents and businesses of Ormskirk on how best to spend this funding.
- 3.13 Therefore, alongside the CIL Funding Programme for 2020/21, the Council will need to consult on how best to spend "neighbourhood" CIL monies in Ormskirk. Within the shortlist of projects identified at Appendix C, only one is located in Ormskirk.

## **4.0 PROPOSALS**

- 4.1 The four shortlisted projects are:

- Cheshire Lines path – access and signage improvements to this cycle and footpath through the Western Parishes (£40K of CIL sought)

This project is not located in an area where there is any significant neighbourhood portion of CIL held by Parish Councils or where the Parish Councils are likely to receive some, but the Cheshire Lines path is a strategic green infrastructure and cycling / walking route through the western part of the borough that it would be beneficial to improve access to and encourage use of by residents from across West Lancashire.

- Hesketh Bank Community Centre – re-build of the community centre (£100K of CIL sought)

This project is located in a parish which does have (and is likely to receive) significant sums of CIL funding through the neighbourhood portion, but the Parish Council has already agreed to allocate the majority of that funding to the provision of the River Douglas Linear Park as well as allocating £36,000 towards this project already. The project has also secured (or is in the process of securing) over £120,000 of funding from other sources, including the National Lottery Communities Fund which the allocation of CIL funding



would help to lever in as match funding, and the sale of part of the existing Community Centre land would generate circa £200,000.

- Thompson Avenue, Ormskirk – play area improvements (£40K of CIL sought)

This project is located in the non-parished area of Ormskirk which, as described above, has a significant sum of CIL funding available to spend from the neighbourhood portion from developments in the town. The proposal is in keeping with the Council's Play Strategy, as it would bring the existing play area from low to high quality to create a 'high quality, high value' site for local residents.

- Tawd Valley Park play area, Skelmersdale (£225K of CIL sought)

This project requires over £100,000 of CIL and so would need to be funded through the saved strategic CIL funds that the Council holds. As such, it would not be included in the CIL Funding Programme consultation process but will be considered by Cabinet separately at a later date, to consider whether to spend any of the saved strategic CIL funds on this project.

- 4.2 It is recommended that the first and second projects shortlisted above are consulted upon as part of the Draft CIL Funding Programme 2020/21, with one ultimately being selected by Cabinet after the consultation to be funded from the "strategic" CIL monies collected in 2019/20, unless a better option is put forward through the consultation process.
- 4.3 It is also recommended that the Thompson Avenue play area improvements project, be consulted on as to whether to spend some of the Ormskirk "neighbourhood" CIL monies on it. Following the consultation, Cabinet would then need to decide whether to go ahead with allocating some of the Ormskirk "neighbourhood" CIL monies on this project, unless a better option is put forward through the consultation process, or to save those monies for a later date to spend on future projects in Ormskirk.
- 4.4 Should Cabinet resolve in accordance with the recommendations at paragraph 2.1 and 2.2 of this report, the three projects will be publicly consulted upon through two parallel consultation exercises. Should Cabinet put forward an alternative resolution, the proposals / options within that resolution would be publicly consulted on instead.
- 4.5 In relation to the Draft CIL Funding Programme 2020/21, the consultation will include all infrastructure providers, as well as the general public and other stakeholders, and comments on the proposals will be welcomed from all. Officers will consider the responses to this consultation (including any suggested alternative projects) before making a final recommendation on the CIL Funding Programme 2020/21 to Cabinet in January 2020.
- 4.5 With regards the Ormskirk "neighbourhood" CIL monies, the CIL regulations require local authorities managing such CIL monies in unparished areas to consult with the local community in that unparished area. Therefore, the consultation must be directed at Ormskirk residents and businesses only, and so

respondents will be required to provide their Ormskirk address (residential or business address) in order to ensure that the respondents do have that direct connection to the local Ormskirk community, as only their responses will be taken into account in the consultation on these CIL monies. Officers will consider the responses to this consultation (including any suggested alternative projects) before making a final recommendation to Cabinet in January 2020 on whether to spend any of "neighbourhood" CIL monies thus far collected in Ormskirk.

4.6 These parallel public consultations will take place for four weeks commencing in mid-October. The Council will publicise and consult through the following methods:

- Press release
- Advert in the Champion Newspaper
- Information on the Council's CIL webpages and consultation webpages
- Electronic / paper mail out to all consultees registered on the Local Plan consultation database, parish councils and Members
- Electronic mail out to all infrastructure providers
- Printed information available at libraries and council offices
- Electronic and paper based survey forms will be available to complete
- "West Lancs Now"

## **5.0 SUSTAINABILITY IMPLICATIONS**

5.1 The delivery of new infrastructure funded by CIL monies will have positive implications for sustainability and contribute to the delivery of the development allocated in the West Lancs Local Plan 2012-2027 in a sustainable manner.

## **6.0 FINANCIAL AND RESOURCE IMPLICATIONS**

6.1 There is no additional cost to Council resources of preparing and consulting on a CIL Funding Programme or how to spend the Ormskirk "neighbourhood" CIL monies given that any projects prioritised for funding will be funded by CIL monies and, in some cases, match-funding identified by the infrastructure provider from other sources. The administration of CIL (including the CIL Funding Programme) is covered by the 5% administration fee retained by the Council from CIL receipts together with the Development and Regeneration Service's revenue budgets.

## **7.0 RISK ASSESSMENT**

7.1 There are no significant risks related to this report, which is covering the assessment of potential infrastructure projects which the Council may choose to allocate CIL funding to, as a precursor to public consultation on the options arising from that assessment.

7.2 As a more general risk in terms of allocating CIL funding to projects, it is important to note that the CIL funds available to allocate to infrastructure projects in 2020/21 cannot be guaranteed at this time because developers may default on

their CIL payments, ultimately delaying collection of those monies, and those developments anticipated to commence this financial year may not do so.

- 7.3 However, this risk is minimal given that the anticipated CIL income in 2019/20 is anticipated to significantly exceed the £100,000 cap for the CIL Funding Programme. In any event, by January 2020, when a final decision on the CIL Funding Programme is being made, the Council will be able to give a more robust view on how much CIL will be collected by the Council by 31 March 2020, and, in the unlikely event that the £100,000 cap has not been exceeded, this will necessarily influence what the final CIL Funding Programme for 2020/21 proposes to spend on infrastructure projects.

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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, 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 – IDS Projects deemed not to fulfil any of Criteria 1-3

Appendix B – Summary Assessment of remaining IDS Projects

Appendix C – Detailed Assessment of Shortlisted Projects

Appendix D – Equality Impact Assessment



Appendix A: Schemes withdrawn from assessment because they are not suitable for / do not require CIL funds

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Are CIL monies required?  Funding costs and requirements	Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	2019 Assessment Comments	Remove from 2019 CIL assessment?	Reason removed?
						Does the project meet a local need arising from new development?	Is it identified in strategy / policy?	Does it meet a corporate priority?	Is it an item listed on the R123 list?		Are costs known ?	Can it be delivered short-term?					
89	Ongoing	(re) Cycle to Work Scheme	Scheme provided for Skelmersdale and Up Holland residents, working on Pimbo or White Moss employment areas, and earning under £25k per annum, to provide them with reconditioned cycles to access work/encourage sustainability	Pimbo & White Moss employment area	WLBC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No	Funded through S106 monies (Walkers & Maple View)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£12174	No CIL funding required	<input checked="" type="checkbox"/>	Funded through S106
7	Ongoing	Water supply	Upgrade the Southport boreholes and Bickerstaffe water treatment works	Borough wide	United Utilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No	Total cost: unknown CIL funding requested: none - cannot fund using CIL Other funding required: unspecified	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		This scheme is not on R123 list and so cannot be considered for CIL funding.	<input checked="" type="checkbox"/>	Not on R123 list. To be delivered by United Utilities.
6	Ongoing	New Lane WWTW	Solution for waste water treatment capacity issue at New Lane	Catchment for New Lane WWTW	United Utilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No	Total cost: unknown CIL funding requested: none - cannot fund using CIL Other funding required: unspecified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		This scheme is not on R123 list and so cannot be considered for CIL funding.	<input checked="" type="checkbox"/>	Not on R123 list. To be delivered by United Utilities.
149	Not started	Public Right of Way (8-4-FP16)	Surface improvement over approximately 470 metres of public footpath	PROW between Delph Lane to Town Green Lane, Aughton	Lancashire County Council	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £29,440 CIL funding requested: £29,440 Other funding required: nil  These works have not yet been programmed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£53040	Aughton has seen some limited development in recent years, but development around Delph Lane and Town Green Lane has been minimal and the project is unlikely to have arisen as a direct result of new development. LCC could consider approaching Aughton Parish Council with regard the use of CIL neighbourhood monies towards this project.	<input checked="" type="checkbox"/>	Does not meet a local need arising from new development

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ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Are CIL monies required? Funding costs and requirements	Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	2019 Assessment Comments	Remove from 2019 CIL assessment?	Reason removed?
						Does the project meet a local need arising from new development?	Is it identified in strategy / policy?	Does it meet a corporate priority?	Is it an item listed on the R123 list?		Are costs known?	Can it be delivered short-term?					
146	Not started	Improvements to railway station facilities	Improvements to railway station facilities	Aughton Town Green Station	Network Rail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £35,000 CIL funding requested: unspecified Other funding required: nil	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£53040	Total cost: £35,000 CIL funding requested: unspecified Other funding required: nil	<input checked="" type="checkbox"/>	Insufficient development
<p>This was one of eleven stations put forward by Network Rail for improvements. The total cost of all 11 station improvements has been estimated at £790,000 although the bid does not state how much CIL is sought in each case. CIL must be spent on delivering new or improved infrastructure required as a result of, or exacerbated by, new development and in many of the proposed areas there just hasn't been enough development to justify a need for improvement - that is, the improvements are needed as a result of existing development. Aughton has seen relatively little development, and therefore it is not recommended that CIL monies be used for this project at this time. Furthermore, as Network Rail are responsible for the upkeep of stations, it would be expected that these improvements would fall under the mandatory responsibilities of the company, and/or it would be appropriate to see some match funding put forward by Network Rail towards the total costs.</p>																	

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Are CIL monies required? Funding costs and requirements	Considerations B		Local CIL monies available?	2019 Assessment Comments	Remove from 2019 CIL assessment?	Reason removed?	
						Does the project meet a local need arising from new development?	Is it identified in strategy / policy?	Does it meet a corporate priority?	Is it an item listed on the R123 list?		Are costs known?	Can it be delivered short-term?					Does the Parish council have local CIL monies?
145	Not started	Improvements to railway station facilities	Improvements to railway station facilities	Aughton Park Station	Network Rail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £100,000 CIL funding requested: unspecified Other funding required: nil	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£53040	Total cost: £100,000 CIL funding requested: unspecified Other funding required: nil	<input checked="" type="checkbox"/>	Insufficient development
													<p>This was one of eleven stations put forward by Network Rail for improvements. The total cost of all 11 station improvements has been estimated at £790,000 although the bid does not state how much CIL is sought in each case. CIL must be spent on delivering new or improved infrastructure required as a result of, or exacerbated by, new development and in many of the proposed areas there just hasn't been enough development to justify a need for improvement - that is, the improvements are needed as a result of existing development. Aughton has seen relatively little development, and therefore it is not recommended that CIL monies be used for this project at this time. Furthermore, as Network Rail are responsible for the upkeep of stations, it would be expected that these improvements would fall under the mandatory responsibilities of the company, and/or it would be appropriate to see some match funding put forward by Network Rail towards the total costs.</p>				

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						Does the project meet a local need arising from new development?	Is it identified in strategy / policy?	Does it meet a corporate priority?	Is it an item listed on the R123 list?		Are costs known?	Can it be delivered short-term?					
138	Not started	Improvements to railway station facilities	Improvements to railway station facilities	New Lane Station	Network Rail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £10,000 CIL funding requested: unspecified Other funding required: nil	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£5901	Total cost: £10,000 CIL funding requested: unspecified Other funding required: nil	<input checked="" type="checkbox"/>	Insufficient development
<p>This was one of eleven stations put forward by Network Rail for improvements. The total cost of all 11 station improvements has been estimated at £790,000 although the bid does not state how much CIL is sought in each case. CIL must be spent on delivering new or improved infrastructure required as a result of, or exacerbated by, new development and in many of the proposed areas there just hasn't been enough development to justify a need for improvement - that is, the improvements are needed as a result of existing development. Scarisbrick has seen relatively little development, and therefore it is not recommended that CIL monies be used for this project at this time. Furthermore, as Network Rail are responsible for the upkeep of stations, it would be expected that these improvements would fall under the mandatory responsibilities of the company, and/or it would be appropriate to see some match funding put forward by Network Rail towards the total costs.</p>																	



ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Are CIL monies required? Funding costs and requirements	Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	2019 Assessment Comments	Remove from 2019 CIL assessment?	Reason removed?
						Does the project meet a local need arising from new development?	Is it identified in strategy / policy?	Does it meet a corporate priority?	Is it an item listed on the R123 list?		Are costs known?	Can it be delivered short-term?					
137	Not started	Improvements to railway station facilities	Improvements to railway station facilities	Bescar Lane Station	Network Rail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £80,000 CIL funding requested: unspecified Other funding required: nil	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£5901	Total cost: £80,000 CIL funding requested: unspecified Other funding required: nil	<input checked="" type="checkbox"/>	Insufficient development
<p>This was one of eleven stations put forward by Network Rail for improvements. The total cost of all 11 station improvements has been estimated at £790,000 although the bid does not state how much CIL is sought in each case. CIL must be spent on delivering new or improved infrastructure required as a result of, or exacerbated by, new development and in many of the proposed areas there just hasn't been enough development to justify a need for improvement - that is, the improvements are needed as a result of existing development. Scarisbrick has seen relatively little development, and therefore it is not recommended that CIL monies be used for this project at this time. Furthermore, as Network Rail are responsible for the upkeep of stations, it would be expected that these improvements would fall under the mandatory responsibilities of the company, and/or it would be appropriate to see some match funding put forward by Network Rail towards the total costs.</p>																	

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Are CIL monies required? Funding costs and requirements	Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	2019 Assessment Comments	Remove from 2019 CIL assessment?	Reason removed?
						Does the project meet a local need arising from new development?	Is it identified in strategy / policy?	Does it meet a corporate priority?	Is it an item listed on the R123 list?		Are costs known?	Can it be delivered short-term?					
134	Not started	Scott Estate Community Plan	Provision of increased parking area with seated section, tree planting	Sephton Drive, Scott Estate, Ormskirk	Scott Estate Community Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	Capital - £16,000 (bid submitted) Grant - £2000 (secured) CIL- £2000 (bid submitted)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£314111	Total cost: Unclear. £20,000-£55,000 CIL funding requested: £2000 Other funding required: £18,000-£53,000  This project is not needed as a result of new development. Whilst the Grove Farm development is nearby, it is it not deemed to have had a significant impact on street parking on the Scott Estate. Residential car parking improvements are not considered to be included on the R123 list. Does not form part of corporate priority or strategies/policies.	<input checked="" type="checkbox"/>	Not on R123 list. Not required as a result of new development.
127	Not started	Hilldale Jubilee Field Footpath	Reinstatement of the footpath	Hilldale Jubilee Field, Chorley Road, Hilldale, Parbold	Hilldale Parish Council	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: unknown CIL funding requested: unspecified Other funding: unspecified	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£864	Insufficient development has occurred to be able to recommend this scheme for CIL funding	<input checked="" type="checkbox"/>	Does not meet a local need arising from new development
126	Not started	Skelmersdale Memorial Garden	Creation of a memorial garden as an extension of the existing war memorial. This will include new pathways, planting, fencing and artworks with armed forces themes.	Witham Road, Skelmersdale	WLBC Leisure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £110,586 CIL funding requested: £21,821 Other funding: various (detailed in bid)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£0	Skelmersdale has had, and will see, significant levels of development across the town. However, it is questionable whether or not these improvements to an existing war memorial are required as a direct result of new development and increased demands on its use and access.	<input checked="" type="checkbox"/>	Does not meet a local need arising from new development
123	Not started	Flood prevention works, Bickerstaffe	Installation of flood prevention infrastructure in consultation with LCC flood management team	Two areas of Bickerstaffe Ward flooded in December 2015 a) Coach Road, Barrow Nook b) Royal Oak, in relation to flooded culverts of Knoll Brook	LCC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No	Total cost: unknown CIL funding requested: none - cannot fund using CIL Other funding: unspecified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£4633	This scheme is not on R123 list and so cannot be considered for CIL funding. The project is not required as a result of new development.	<input checked="" type="checkbox"/>	Not on the R123 list. Does not meet a local need arising from new development.

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Are CIL monies required? Funding costs and requirements	Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	2019 Assessment Comments	Remove from 2019 CIL assessment?	Reason removed?
						Does the project meet a local need arising from new development?	Is it identified in strategy / policy?	Does it meet a corporate priority?	Is it an item listed on the R123 list?		Are costs known?	Can it be delivered short-term?					
121	Not started	Car parking resurfacing, Canal side, Parbold	Resurfacing works on waste ground to formal car parking	Land adjacent to Station Road, Parbold	Parbold Parish Council	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £80,000 CIL funding requested: unspecified Other funding: unspecified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£19450	Insufficient levels of development have occurred in the Eastern Parishes to justify this project as meeting a local need resulting from new development. Insufficient information has been provided about this scheme to be able to recommend this scheme for CIL funding.	<input checked="" type="checkbox"/>	Does not meet a local need arising from new development
119	Not started	Tanhouse Environmental Improvements	Replanting the landscape area on spine road to improve street scene	Tanhouse Community facilities, Ennerdale, Skelmersdale	Tanhouse Community Enterprise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £100,000 CIL funding requested: unspecified Other funding: unspecified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0	This scheme does not meet a local need resulting from new development, as it proposes improvements to an existing landscaped area and this is not required because of new development in the local area. Insufficient information has been provided on costs and delivery	<input checked="" type="checkbox"/>	Does not meet a local need resulting from new development
117	Not started	Bickerstaffe Gateway to Green Spaces	Car parking facilities / improvements (including flood risk management) for access to open green space, park area, sports facilities, outdoor gym, football pitch, play area and off-road pedestrian cycle access to the cycle trails	Bickerstaffe QE2 field in trust, Hall lane, Bickerstaffe	Bickerstaffe Parish Council	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £9,800-£35,000 dependent on option CIL funding requested: dependent on option Other funding: dependent on option  Option 1- Complete relaying and foundations with new drains and permeable surfaces = £48,394 (of which £5000 is available, requiring £34,716 of CIL monies) Option 2 - Resurfacing with semi-permeable surface and new drains = £23,300 (of which £2500 is available, requiring £17,140 of CIL monies) Option 3 - New drains and filling of holes and re-skimming surface = £1000 (of which £1000 available, requiring £9762 of CIL monies)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£4633	This project is essentially for new / improved car parking facilities to access the recent improvements in leisure / open space facilities in Bickerstaffe. The cost of the project is uncertain, depending on which options for improvements the Parish Council decide they wish to take forward. However, Bickerstaffe has seen very little new development in recent years, and no new development of any significant size is anticipated.	<input checked="" type="checkbox"/>	Does not meet a local need arising from new development.

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Are CIL monies required? Funding costs and requirements	Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	2019 Assessment Comments	Remove from 2019 CIL assessment?	Reason removed?
						Does the project meet a local need arising from new development?	Is it identified in strategy / policy?	Does it meet a corporate priority?	Is it an item listed on the R123 list?		Are costs known?	Can it be delivered short-term?					
109	Not started	Installation of dedicated highway surface water drainage system	Installation of dedicated highway surface water drainage system - Tarleton Highway surface water infrastructure	Tarleton	LCC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No	Total cost: £155,000 CIL funding requested: none - cannot fund with CIL Other funding: unspecified	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£41789	This scheme is not on R123 list and so cannot be considered for CIL funding. Where drainage infrastructure is impacted by new development, the mitigation required is addressed by the developer through the planning application.	<input checked="" type="checkbox"/>	Not on R123 list
108	Not started	Surface water flooding study investigation	Surface water study investigation into flooding	Parrs Lane/Prescot Road and Town Green Lane, Aughton	LCC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No	Total cost: £5,000 CIL funding requested: none - cannot fund with CIL Other funding: unspecified  Cannot be funded through CIL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£53040	This scheme is not on R123 list and so cannot be considered for CIL funding. Where drainage infrastructure is impacted by new development, the mitigation required is addressed by the developer through the planning application.	<input checked="" type="checkbox"/>	Not on the R123 list
106	Not started	Skelmersdale subway improvements	Urban Art project with local young people to repaint 8 subways	Various subway locations, Skelmersdale	WLBC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No	Total cost: £40,000 CIL funding requested: none - cannot fund with CIL Other funding: unspecified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0	Public realm improvements to an existing provision. Does not meet a local need arising from new development.	<input checked="" type="checkbox"/>	Does not meet a local need arising from new development
103	Not started	Refuge and footway improvement	Refuge and footway improvement on A5147 Wainshar Lane, Haskayne (35m north of Rosemary Lane)	A5147 Wainshar Lane, Haskayne	Downholland Parish Council	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £40,000 CIL funding requested: unspecified Other funding: unspecified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0	There has been limited new development in Downholland and this project does not meet a local need arising from new development. Insufficient information has been provided about this scheme, in relation to CIL funding required and delivery, to be able to recommend this scheme for CIL funding in 2020/21.	<input checked="" type="checkbox"/>	Does not meet a local need arising from new development
99	Not started	Improved drainage at Mossy Lea playing fields	Improved drainage at Mossy Lea playing fields	Mossy Lea playing fields, Wrightington	Wrightington Parish Council	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: unknown CIL funding requested: unspecified Other funding: unspecified	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£5704	There has been very little development in Mossy Lea and this project does not meet a local need arising from new development. Insufficient information has been provided about this scheme, in relation to CIL funding required and delivery, to be able to recommend this scheme for CIL funding in 2020/21.	<input checked="" type="checkbox"/>	Does not meet a local need arising from new development

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Are CIL monies required? Funding costs and requirements	Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	2019 Assessment Comments	Remove from 2019 CIL assessment?	Reason removed?
						Does the project meet a local need arising from new development?	Is it identified in strategy / policy?	Does it meet a corporate priority?	Is it an item listed on the R123 list?		Are costs known?	Can it be delivered short-term?					
98	Not started	Improvements to play area/field at Appley Lane South	Improvements to play area/field at Appley Lane South	Appley Lane South, Appley Bridge	Wrightington Parish Council	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	Total cost: unknown CIL funding requested: unspecified Other funding: unspecified	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£5704	There has been very little development in Appley Bridge and so this project does not meet a local need arising from new development. Insufficient information has been provided about this scheme, in relation to CIL funding required and delivery, to be able to recommend this scheme for CIL funding in 2020/21.	<input checked="" type="checkbox"/>	Does not meet a local need arising from new development
92	Not started	Highsands Avenue Play Area	Replacement of old play area at High Sands Play Area, Rufford	Highsands Avenue play area, Rufford	WLBC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £40,000 CIL funding requested: unspecified Other funding: unspecified  No match funding has been identified by the proposer of this scheme, although £96,874 is available for public open space in Rufford (S106 Sluice Lane).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£0	£40,000 has been requested to fund this project. Over £96,000 of S106 monies have been received from the Sluice Lane development which must be used to provide new / improve existing areas of public open space. It is therefore considered expedient to consider the use of S106 monies for this project, rather than CIL. Should S106 monies not be allocated to this project, then it will be put forward for CIL consideration in future.	<input checked="" type="checkbox"/>	CIL monies not required - S106 monies available
88	Not started	Improvements to Skelmersdale employment areas	Improvements to infrastructure within Skelmersdale employment areas including entrance signage, green spaces, public realm and car parks to improve attractiveness of areas for business purposes	Skelmersdale	WLBC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: unknown CIL funding requested: unspecified Other funding: unspecified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0	New development in Skelmersdale has not created / exacerbated need for these improvements. Project does not meet a local need arising from new development.	<input checked="" type="checkbox"/>	Does not meet a local need arising from new development
84	Not started	Investment in health facilities in Burscough	Upgrade and develop services in Burscough to address locality demand constraints and infrastructure issues	Burscough	West Lancs CCG / NHS PropCo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	To be wholly funded by CCG. Final capital costs are being scoped as part of the detailed planning and option appraisal process.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	No CIL funding required - will be provided by CCG	<input checked="" type="checkbox"/>	No CIL funding required
83	Not started	Redevelopment of Birleywood Health Centre	Upgrade and extension to Birleywood health centre to address locality demand constraints and infrastructure issues	Birleywood, Skelmersdale	West Lancs CCG / NHS PropCo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	To be wholly funded by CCG. Final capital costs are being scoped as part of the detailed planning and option appraisal process.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£0	No CIL funding required - will be provided by CCG	<input checked="" type="checkbox"/>	No CIL funding required

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Are CIL monies required? Funding costs and requirements	Considerations B			2019 Assessment Comments	Remove from 2019 CIL assessment?	Reason removed?	
						Does the project meet a local need arising from new development?	Is it identified in strategy / policy?	Does it meet a corporate priority?	Is it an item listed on the R123 list?		Are costs known?	Can it be delivered short-term?	Does the Parish council have local CIL monies?				Local CIL monies available?
82	Not started	Investment in health facilities in Tarleton, Hesketh Bank and Banks	Upgrade and develop services in this locality to address locality demand constraints and infrastructure issues	Tarleton, Hesketh Bank, Banks	West Lancs CCGG / NHS PropCo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	To be wholly funded by CCGG. Final capital costs are being scoped as part of the detailed planning and option appraisal process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No CIL funding required - will be provided by CCGG	<input checked="" type="checkbox"/>	No CIL funding required	
81	Not started	New allotments in Burscough	Creation of new allotment facility	Site to be confirmed, Burscough	WLBC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £30,000 CIL funding requested: unspecified Other funding: unspecified	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	Consultants for YTF confirmed they intend to provide new allotments as part of the development proposals for the site. This project may be better delivered once YTF allotments have been confirmed and details are known. Subsequently, no CIL funding is required at present.	<input checked="" type="checkbox"/>	CIL monies not required - likely to be delivered through YTF strategic site
66	Not started	Route management opportunities	Effective route management for HGVS as a result of the Switch Island link road	Borough wide	LCC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: unknown CIL funding requested: unspecified Other funding: unspecified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dependent on results of Route Management Strategy - not yet available.	<input checked="" type="checkbox"/>	Unknown if CIL monies required	
65	Not started	Skelmersdale Public Transport Connectivity and New Interchange	New bus station and interchange facilities to support cycling and links with rail facility	Town Centre, Skelmersdale	LCC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: unknown CIL funding requested: unspecified Other funding: unspecified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scheme is dependent on Skelmersdale Rail proposals which are not yet available.	<input checked="" type="checkbox"/>	Unknown if CIL monies required	
64	Not started	Burscough Town Centre Public Realm Improvements	Public realm improvements and shared space scheme on Liverpool Road between Mill Lane and Bobby Langton Way.	Burscough	WLBC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: unknown CIL funding requested: unspecified Other funding: unspecified	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	Proposals still being considered, so unclear at current time if, and how much, CIL monies required	<input checked="" type="checkbox"/>	Unknown if CIL monies required
63	Not started	Yew Tree Farm to Burscough Town Centre access improvements	Provide widened footway to cater for cyclists on the west side of Liverpool Road between the new access junction (south of Higgins Lane) to Lord Street and to include pedestrian improvements at the Trevor Road signals.	Burscough	LCC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: unknown CIL funding requested: unspecified Other funding: unspecified	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	Proposals still being considered, so unclear at current time if, and how much, CIL monies required	<input checked="" type="checkbox"/>	Unknown if CIL monies required
59	Not started	New changing facilities at Bramble Way, Parbold	New changing room facilities at Bramble Way, Parbold	Parbold	WLBC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £50,000 CIL funding requested: unspecified Other funding: unspecified	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£19450	There has been limited new development in Parbold. This project does not meet a local need arising from new development.	<input checked="" type="checkbox"/>	Does not meet a local need arising from new development

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						Does the project meet a local need arising from new development?	Is it identified in strategy / policy?	Does it meet a corporate priority?	Is it an item listed on the R123 list?		Are costs known?	Can it be delivered short-term?					
45	Not started	Skelmersdale rail connection	Provision of a rail connection, together with a rail/bus interchange and parkway facilities, to serve Skelmersdale, with services to both Manchester and Liverpool	Skelmersdale & Up Holland	LCC / Network Rail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Likely to be funded through LEP or DfT funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0	Will not require CIL funding	<input checked="" type="checkbox"/>	Will not require CIL funding
44	Not started	Skelmersdale Movement Strategy	Package of measures to improve connectivity throughout Skelmersdale and open up public realm	Skelmersdale & Up Holland	LCC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: unknown CIL funding requested: unspecified Other funding required: unspecified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0	LCC to consider Skelmersdale Movement Strategy at a later date, subject to Skelmersdale Rail proposals.	<input checked="" type="checkbox"/>	Unknown if CIL monies are required
39	Not started	Ormskirk bus station	Ormskirk bus station upgrade	Ormskirk town centre, Ormskirk	LCC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £1million CIL funding requested: unspecified Other funding required: unspecified  To be funded through LTP. Several individual highway schemes are being considered as part of package. 'Moor St gateway' project has been submitted for preliminary consideration by LEP. Remains at early stage for funding under Growth Deal 3, but prudent to consider and earmark CIL.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£314111	Will not require CIL funding	<input checked="" type="checkbox"/>	Will not require CIL funding
36	Not started	Green lane link road	Required to remove HGV traffic off rural road network in Tarleton.	Green Lane, Tarleton	LCC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: unknown  CIL monies will not be required. To be funded through LTP	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£41789	Will not require CIL funding	<input checked="" type="checkbox"/>	CIL monies will not be required
34	Not started	New Allotments in Parbold	New Allotments in Parbold	Site to be confirmed, Parbold	WLBC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £30,000 CIL funding requested: unspecified Other funding required: unspecified	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£19450	Insufficient development has occurred in Parbold to be able to recommend this scheme for CIL funding in 2020/21	<input checked="" type="checkbox"/>	Does not meet a local need arising from new development
33	Not started	New Allotments in Newburgh	New Allotments in Newburgh	Site to be confirmed, Newburgh	WLBC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Total cost: £30,000 CIL funding requested: unspecified Other funding required: unspecified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0	Insufficient development has occurred in Newburgh to be able to recommend this scheme for CIL funding in the next financial year	<input checked="" type="checkbox"/>	Does not meet a local need arising from new development

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						Does the project meet a local need arising from new development?	Is it identified in strategy / policy?	Does it meet a corporate priority?	Is it an item listed on the R123 list?		Are costs known?	Can it be delivered short-term?					
32	Not started	Appley Bridge Park and Ride	Park and Ride facilities and accessibility improvements at - Appley Bridge	Appley Bridge	Network Rail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Total cost: unknown CIL funding requested: unspecified Other funding required: unspecified	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£5704	Relates to Network Rail proposals to improve accessibility at stations across Greater Manchester (for example, the provision of disabled ramps). This project would therefore be the responsibility of Network Rail / TFGM to fund.	<input checked="" type="checkbox"/>	Will not require CIL funding
30	Not started	New Burscough Park	New Park proposal as part of Yew Tree Farm Development	Burscough	Developers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No	Total cost: unknown Developer to fund	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	To be provided by developer through the Yew Tree Farm development. No funding from CIL required.	<input checked="" type="checkbox"/>	No funding from CIL required.
27	Not started	Burscough drainage	In addition to usual on-site SuDS, surface water removal from existing system	Burscough	LCC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No	Total cost: unknown CIL funding requested: none Other funding required: unspecified	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	This scheme is not on R123 list and so cannot be considered for CIL funding. This project is addressing demands arising from existing development, not new development, and therefore is not eligible for CIL. Where drainage infrastructure is impacted by new development, the mitigation required is addressed by the developer through the planning application.	<input checked="" type="checkbox"/>	Not on R123 list
25	Not started	Electrification Ormskirk - Preston; First phase Burscough Junction	Electrification of the Liverpool - Ormskirk Line to Burscough Junction to open up the Liverpool travel to work area. Second phase to extend Burscough Junction to Preston.	Burscough	LCC / Network Rail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: unknown CIL funding requested: none Other funding required: unspecified	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	Will not require CIL funding	<input checked="" type="checkbox"/>	CIL monies will not be required
24	Not started	Reinstatement of Burscough Curves	Reinstatement of the Burscough Curves to Link Ormskirk - Southport - Preston.	Burscough	LCC / Network Rail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: unknown CIL funding requested: none Other funding required: unspecified	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	Will not require CIL funding	<input checked="" type="checkbox"/>	CIL monies will not be required



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						Does the project meet a local need arising from new development?	Is it identified in strategy / policy?	Does it meet a corporate priority?	Is it an item listed on the R123 list?		Are costs known?	Can it be delivered short-term?					
22	Not started	Burscough library	Provision of a new library of appropriate size in central location to support additional development	Burscough	LCC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: unknown CIL funding requested: unspecified Other funding required: unspecified  Provision of a library is linked to the YTF development, and to the funding available at LCC.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	Responsibility over library provision lies with LCC and proposals for library provision in Burscough are still being considered. Unknown if CIL monies are required. May have some cross-over with scheme #22 which proposes shared-service buildings to delivery the library alongside other community/transport facilities.	<input checked="" type="checkbox"/>	Unknown if CIL monies required
21	Not started	Increase secondary provision in the Burscough area	Increase secondary provision in the Burscough area	Burscough	LCC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No	Total cost: unknown CIL funding requested: none Other funding required: unspecified  Education provision does not form part of the Borough Council's Regulation 123 list and will continue to be provided for through individual S106 contributions and planning conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	This scheme is not on R123 list and so cannot be considered for CIL funding.	<input checked="" type="checkbox"/>	Not on R123 list
20	Not started	Extension to Burscough primary school	Potential extension to increase a 1 form entry to a 2 form entry primary school.	Burscough	LCC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No	Total cost: unknown CIL funding requested: none Other funding required: unspecified  Education provision does not form part of the Borough Council's Regulation 123 list and will continue to be provided for through individual S106 contributions and planning conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	This scheme is not on R123 list and so cannot be considered for CIL funding.	<input checked="" type="checkbox"/>	Not on R123 list
11	Not started	Ormskirk to Burscough Linear Park	New multi use linear park providing a largely off road path linking Ormskirk to Burscough	Ormskirk to Burscough	WLBC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No	Total cost: unknown CIL funding requested: none Other funding required:  S106 monies from two applications totalling £229k potentially available (£100k received and committed; £129k yet to be received)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		This scheme is not on R123 list and so cannot be considered for CIL funding.	<input checked="" type="checkbox"/>	Not on R123 list

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Are CIL monies required? Funding costs and requirements	Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	2019 Assessment Comments	Remove from 2019 CIL assessment?	Reason removed?
						Does the project meet a local need arising from new development?	Is it identified in strategy / policy?	Does it meet a corporate priority?	Is it an item listed on the R123 list?		Are costs known?	Can it be delivered short-term?					
4	Not started	Ormskirk Town Centre Movement Strategy	Package of measures to address congestion and movement in Ormskirk.	Borough wide	LCC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: unknown CIL funding requested: unspecified Other funding required: unspecified  Several individual highway schemes are being considered as part of package. 'Moor St gateway' project has been submitted for preliminary consideration by LEP. Remains at early stage for funding under Growth Deal 3, but prudent to consider and earmark CIL.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Subject to the findings of the Ormskirk Town Centre Movement Strategy currently being prepared by WLBC.	<input checked="" type="checkbox"/>	Unknown if CIL monies required
128	In progress / Funding secured	Mere Sands Wood Visitor Centre Phase 2	Extension and refurbishment of Mere Sands Wood visitor Centre to improve public facilities and financial sustainability of attraction. Phase 2 would include creation of café & activity room and pre-fabricated modular buildings.	Mere Sands Wood Nature Reserve, Holmeswood Road, Rufford	Lancashire Wildlife Trust	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £250,00 CIL funding requested: £25,000 Other funding: £225,000  CIL - £25,000 (10%) Remainder - £225,000 to be provided through other bids/grants/funds. See file for provided breakdown.  Note: LWT cannot apply for funding from Landfill Community Funds and charitable trusts until we have secured planning permission; hence most funding is "proposed". LWT will apply for more funding than we need as it is unlikely that all funding applications will be successful; the total percentages add up to 114% of the amount required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£0	Funding secured	<input checked="" type="checkbox"/>	
80	In progress / Funding secured	New changing facilities at Whittle Drive, Ormskirk	Improvement / re-building of existing changing facility	Whittle Drive playing fields	WLBC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £80,000 CIL funding requested: £40,000 (50%) Match funding secured: £40,000 (50%) from the Football Foundation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£314111	Funding received	<input checked="" type="checkbox"/>	
73	In progress / Funding secured	Allotments in Skelmersdale	Provision of new allotment facilities in Skelmersdale	Skelmersdale	WLBC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £20,000 CIL funding requested: £20,000 Other funding: none	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£0	Funding received	<input checked="" type="checkbox"/>	Funding received 2016/17

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Are CIL monies required? Funding costs and requirements	Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	2019 Assessment Comments	Remove from 2019 CIL assessment?	Reason removed?
						Does the project meet a local need arising from new development?	Is it identified in strategy / policy?	Does it meet a corporate priority?	Is it an item listed on the R123 list?		Are costs known?	Can it be delivered short-term?					
43	In progress / Funding secured	Tawd Valley cycle path linking Skelmersdale with West Lancs College	Improvement to access through Tawd Valley to link Skelmersdale local neighbourhoods and West Lancashire College / town centre	Skelmersdale & Up Holland	LCC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £472,000 CIL funding requested: unspecified Other funding required: £200,000 S106 and LCC remainder  Risk that the requirements of a planning permission may escalate costs and render the scheme unaffordable under its current budget allocation. Considered prudent to submit as potential scheme for CIL funding to meet any small shortfall.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£0	Scheme funded through S106 & LCC contribution. Scheme to proceed during 2017 subject to planning consent for minor changes.	<input checked="" type="checkbox"/>	To be funded through S106
107	In progress	Hurlston Brook Flooding Study	Various improvements to infrastructure to alleviate flooding issues - recommendation of study on Hurlston Brook. In relation to Halsall Lane, Altys Lane, Railway Path, Cottage Lane. Various locations in Ormskirk.	Hurlston Brook, Ormskirk	LCC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No	Total cost: £1.7million CIL funding requested: none Other funding: unspecified  Cannot be funded through CIL  CIL monies cannot be used to fund this project. Study underway with funding from Defra including provision funding for £1.8million for (as yet) unspecified works.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£314111	This scheme is not on R123 list and so cannot be considered for CIL funding.	<input checked="" type="checkbox"/>	Not on the R123 list, does not require CIL funding
48	Deferred	New changing facilities at Chequer Lane	New football changing facilities at Chequer Lane, Up Holland	Skelmersdale & Up Holland	WLBC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £120,000 CIL funding requested: £60,000 (50%) Match funding: £60,000 (50%) from Football Foundation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£0	Funding received	<input checked="" type="checkbox"/>	

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B			2019 Assessment Comments	Remove from 2019 CIL assessment?	Reason removed?
						Does the project meet a local need arising from new development?	Is it identified in strategy / policy?	Does it meet a corporate priority?	Is it an item listed on the R123 list?	Are CIL monies required? Funding costs and requirements	Are costs known?	Can it be delivered short-term?			

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary	
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?					Can it be delivered short-term?
40	Not started	Coronation Park improvements	Coronation Park - final phase of environmental and facility improvements (art, water features, stone wall repairs, flower beds)	Coronation Park, Ormskirk	WLBC	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£314111	No	<p>Total cost: £30,000 CIL funding requested: £30,000 Other funding required: unspecified</p> <p>This scheme proposes the final phase of environmental and facility improvements and seeks £30,000 of funding. However, at present, there is £11,000 of S106 Public Open Space funds available for use in Derby ward which could be allocated to Coronation Park, and which would then free up CIL funds for utilisation elsewhere. There are also CIL neighbourhood monies available which may be a more appropriate means for delivery, in order to 'free up' strategic CIL monies for use elsewhere in the borough. Delivery of this project therefore may be more suited to S106 or CIL neighbourhood monies.</p> <p>However, in any case, at present the Council are proposing to create a new leisure centre in Ormskirk which would involve the relocation of the leisure centre from Coronation Park to County Road and, as a result, new landscaping and reorganisation of the park's layout. Subsequently, it would be better to delay any decisions on funding this project until further details emerge with regard the leisure centre proposals.</p>
159	Not started	Provision of off-road footpath on Tower Hill Road, Up Holland	Provision of a new footpath on Tower Hill Road, Up Holland	Tower Hill Road, Up Holland - land opposite entrance to Wellcross Farm.	Up Holland Parish Council	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£12174	No	<p>Total cost: unknown CIL funding requested: unknown Other funding required: unknown</p> <p>£72,000 of S106 money has been received from Chequer Lane (Phase 1) and must be spent by 2022. No scheme has yet been agreed for the use of these monies, which must be used on the provision of sustainable transport measures. This project may provide a suitable use of S106 and CIL monies to support new development but requires i) further details on costs and ii) a bid for S106 to be approved and therefore cannot be shortlisted at this time.</p>

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary	
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?					Can it be delivered short-term?
158	Not started	Refurbishment of Wesleyan Chapel to provide community facilities	Refurbishment of Grade II Listed Chapel to provide community facilities	School Lane, Up Holland	Up Holland Parish Council	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£12174	No	<p>Total cost: unknown CIL funding requested: unknown Other funding required: unknown</p> <p>The project would provide community facilities, although the details of the type and breadth of users this would be open to is not apparent through the bid. Dependent on its nature, it could help support new development by providing new facilities in an area which has i) had development and ii) seen the closure of a number of community facilities. However, there is insufficient information regarding costs, funding and delivery to be able to recommend this scheme for CIL funding at this time. In addition, Up Holland Parish Council have received, and will receive in future (Chequer Lane Phase II), CIL neighbourhood monies which could be used to fund this scheme.</p>
155	Not started	Burscough-Rufford Canal towpath improvements	Surface improvements to canal towpath between Burscough and Rufford	Burscough-Rufford	Canal and River Trust	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£0	No	<p>Total cost: c.£790,000 CIL funding requested: c.£790,000 Other funding required: c.£0</p> <p>This scheme was identified within the Council's Green Infrastructure and Cycling Strategy (2017) and originally estimated at £896,000. The Canal &amp; River Trust and LCC have provided further information to support the scheme. There is/ has been development (Sluice Lane, Rufford; Yew Tree Farm, Burscough) with which to justify works to towpath improvements to support that new development. However, given the cost of the scheme, the Council would like to see some sources of match funding proposed first. The amount of CIL requested (for 100% of this scheme) exceeds the £100,000 annually allocated for CIL funding and so would require separate consideration by the Council through the annual funding programme.</p>

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?				
153	Not started	Hesketh Bank Heritage Park	Creation of a Heritage Park/Gateway Facility for the Douglas Linear Park and Footpaths.	Former brickworks site, Hesketh Bank	West Lancashire Heritage Park Trust	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£44352	No	<p>Total cost: c.£690,000 CIL funding requested: c.£370,000 Other funding required: c.£320,000 (capital monies)</p> <p>Over recent years there has been a significant level of development in Tarleton and Hesketh Bank and the development of 200+ dwellings at the Altys site has now commenced. The project would therefore support both recent growth and planned development. The project would help deliver green infrastructure and facilitate physical and mental health improvement opportunities through cycling and walking. The project has a large degree of cross-over with #10 River Douglas Linear Park. Given that this project supports not just Hesketh Bank, but the outlying and wider areas, use of CIL monies on this project would be appropriate to support local development. The project is on the R123 list (community facilities), meets a local need and meets corporate priorities/strategies. The amount of CIL requested (for 100% of this scheme) exceeds the £100,000 annually allocated for CIL funding and so would require separate consideration by the Council through the annual funding programme.</p> <p>Whilst the scheme proposer states that the scheme could be delivered in 2020/21, at present there is no evidence that this is the case. Planning permissions, including the addressing of highway's concerns, are still to be secured. The land for the site is still to be acquired, and the mechanisms for this, including involvement of Persimmon as the Alty's developer, are still to be finalised.</p> <p>Whilst the bid specifies the various funding sources which have been applied for, not all monies have yet been secured. Whilst the principle of the scheme is supported, in the absence of secured match funding, it makes it difficult to recommend this scheme for CIL funding in the next financial year. The Council would suggest that the scheme proposer also explores a bid for lottery funding.</p> <p>There is no mention of the £44,532 that the HWB Parish Council has received to date from CIL Neighbourhood monies, and it could be appropriate for the scheme proposer to see if HWBPC would be willing to put this local CIL towards the project so that best value can be achieved with 'strategic CIL' monies. Subject to the Alty's development commencing, it is anticipated that HWB will receive c.£90,000 (provisional figure only) which could be used towards this project. Delivery of the linear park is a priority for HWB Parish Council.</p> <p>WLBC consider this is a good project, but further detail is needed in relation to delivery and funding and discussions should take place with the parish council to identify whether neighbourhood CIL monies could be used towards this project before recommending it for funding.</p>

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?				

150	Not started	Public Right of Way (8-18-FP139 & FP140)	Improve access along footpath and to canal moorings	PROW between New Lane to Harding Road, Bursough	Lancashire County Council	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	No	Burscough has seen significant levels of development in recent years, but development around New Lane and Harding Road has been minimal and the need for this project is unlikely to have arisen as a direct result of new development. That said, the strategic site at Yew Tree Farm has now commenced and this is within reasonable distance of the proposed scheme. The towpath serves transport and leisure interests from Burscough and surrounding areas, providing a strategic transport corridor, and public footpath improvements would deliver infrastructure improvements to benefit all users and may encourage further use of the towpath. There have been public requests for improvements and CIL money provides the only funding source for delivery. That said, Burscough Parish Council has received over £178,000 of CIL monies to date and so, in the interests of best value, it is considered appropriate that the scheme proposer approaches Burscough Parish Council for neighbourhood CIL funding in the first instance.
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144	Not started	Improvements to railway station facilities	Improvements to railway station facilities	Rufford Station	Network Rail	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£0	No	Total cost: £80,000 CIL funding requested: unspecified Other funding required: nil  This was one of eleven stations put forward by Network Rail for improvements. The total cost of all 11 station improvements has been estimated at £790,000 although the bid does not state how much CIL is sought in each case. CIL must be spent on delivering new or improved infrastructure required as a result of, or exacerbated by, new development and in many of the proposed areas there just hasn't been enough development to justify a need for improvement - that is, the improvements are needed as a result of existing development. Rufford has seen some recent development, and therefore it may be appropriate to consider use of CIL on this project. However, no information has been provided as to how much CIL is required to deliver this project. Furthermore, as Network Rail are responsible for the upkeep of stations, it would be expected that these improvements would fall under the mandatory responsibilities of the company, and/or it would be appropriate to see some match funding put forward by Network Rail towards the total costs.
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ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?				
143	Not started	Improvements to railway station facilities	Improvements to railway station facilities	Burscough Junction Station	Network Rail	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	No	<p>Total cost: £60,000 CIL funding requested: unspecified Other funding required: nil</p> <p>This was one of eleven stations put forward by Network Rail for improvements. The total cost of all 11 station improvements has been estimated at £790,000 although the bid does not state how much CIL is sought in each case. CIL must be spent on delivering new or improved infrastructure required as a result of, or exacerbated by, new development and in many of the proposed areas there just hasn't been enough development to justify a need for improvement - that is, the improvements are needed as a result of existing development. Burscough has seen some recent development, with more imminent through the Yew Tree Farm development site, and therefore it may be appropriate to consider use of CIL on this project. However, no information has been provided as to how much CIL is required to deliver this project. Furthermore, as Network Rail are responsible for the upkeep of stations, it would be expected that these improvements would fall under the mandatory responsibilities of the company, and/or it would be appropriate to see some match funding put forward by Network Rail towards the total costs. The Parish Council may be an alternative source of funding as they have received significant amounts of neighbourhood CIL.</p>

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A					Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?	Can it be delivered short-term?				
142	Not started	Improvements to railway station facilities	Improvements to railway station facilities	Ormskirk Station	Network Rail	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£314111	No	<p>Total cost: £40,000 CIL funding requested: unspecified Other funding required: nil</p> <p>This was one of eleven stations put forward by Network Rail for improvements. The total cost of all 11 station improvements has been estimated at £790,000 although the bid does not state how much CIL is sought in each case. CIL must be spent on delivering new or improved infrastructure required as a result of, or exacerbated by, new development and in many of the proposed areas there just hasn't been enough development to justify a need for improvement - that is, the improvements are needed as a result of existing development. Ormskirk has seen some recent development, with more imminent through the Grove Farm development site, and therefore it may be appropriate to consider use of CIL on this project. However, no information has been provided as to how much CIL is required to deliver this project. Furthermore, as Network Rail are responsible for the upkeep of stations, it would be expected that these improvements would fall under the mandatory responsibilities of the company, and/or it would be appropriate to see some match funding put forward by Network Rail towards the total costs. Neighbourhood CIL may provide an alternative source of funding.</p>	

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?				
141	Not started	Improvements to railway station facilities	Improvements to railway station facilities	Appley Bridge Station	Network Rail	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£5704	No	<p>Total cost: £100,000 CIL funding requested: unspecified Other funding required: nil</p> <p>This was one of eleven stations put forward by Network Rail for improvements. The total cost of all 11 station improvements has been estimated at £790,000 although the bid does not state how much CIL is sought in each case. CIL must be spent on delivering new or improved infrastructure required as a result of, or exacerbated by, new development and in many of the proposed areas there just hasn't been enough development to justify a need for improvement - that is, the improvements are needed as a result of existing development. Appley Bridge has seen relatively little development, although the station is one of the closest to Skelmersdale which has seen recent development. Therefore it may be appropriate to consider use of CIL on this project. However, no information has been provided as to how much CIL is required to deliver this project. Furthermore, as Network Rail are responsible for the upkeep of stations, it would be expected that these improvements would fall under the mandatory responsibilities of the company, and/or it would be appropriate to see some match funding put forward by Network Rail towards the total costs.</p>

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?				
140	Not started	Improvements to railway station facilities	Improvements to railway station facilities	Parbold Station	Network Rail	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£19450	No	<p>Total cost: £100,000 CIL funding requested: unspecified Other funding required: nil</p> <p>This was one of eleven stations put forward by Network Rail for improvements. The total cost of all 11 station improvements has been estimated at £790,000 although the bid does not state how much CIL is sought in each case. CIL must be spent on delivering new or improved infrastructure required as a result of, or exacerbated by, new development and in many of the proposed areas there just hasn't been enough development to justify a need for improvement - that is, the improvements are needed as a result of existing development. Parbold has seen relatively little development, although the station also serves outlying areas which have seen recent development, therefore it may be appropriate to use CIL on this project. However, no information has been provided as to how much CIL is required to deliver this project. Furthermore, as Network Rail are responsible for the upkeep of stations, it would be expected that these improvements would fall under the mandatory responsibilities of the company, and/or it would be appropriate to see some match funding put forward by Network Rail towards the total costs.</p>

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?				
139	Not started	Improvements to railway station facilities	Improvements to railway station facilities	Burscough Bridge Station	Network Rail	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	No	<p>Total cost: £140,000 CIL funding requested: unspecified Other funding required: nil</p> <p>This was one of eleven stations put forward by Network Rail for improvements. The total cost of all 11 station improvements has been estimated at £790,000 although the bid does not state how much CIL is sought in each case. CIL must be spent on delivering new or improved infrastructure required as a result of, or exacerbated by, new development and in many of the proposed areas there just hasn't been enough development to justify a need for improvement - that is, the improvements are needed as a result of existing development. Burscough has seen some recent development, with more imminent through the Yew Tree Farm development site, and therefore it may be appropriate to consider use of CIL on this project. However, no information has been provided as to how much CIL is required to deliver this project. As Network Rail are responsible for the upkeep of stations, it would be appropriate to see some match funding put forward by the company. The Parish Council may be an alternative source of funding as they have received significant amounts of neighbourhood CIL.</p>

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A					Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?	Can it be delivered short-term?				
136	Not started	Improvements to railway station facilities	Improvements to railway station facilities	Up Holland Station	Network Rail	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£12174	No	<p>Total cost: £45,000 CIL funding requested: unspecified Other funding required: nil</p> <p>This was one of eleven stations put forward by Network Rail for improvements. The total cost of all 11 station improvements has been estimated at £790,000 although the bid does not state how much CIL is sought in each case. CIL must be spent on delivering new or improved infrastructure required as a result of, or exacerbated by, new development and in many of the proposed areas there just hasn't been enough development to justify a need for improvement - that is, the improvements are needed as a result of existing development. Up Holland has seen some recent development, with more imminent through the Chequer Lane development site, and therefore it may be appropriate to consider use of CIL on this project. However, no information has been provided as to how much CIL is required to deliver this project. Furthermore, as Network Rail are responsible for the upkeep of stations, it would be expected that these improvements would fall under the mandatory responsibilities of the company, and/or it would be appropriate to see some match funding put forward by Network Rail towards the total costs.</p>	
135	Not started	A570 improvements in relation to Edge Hill related traffic congestion	Two small scale interventions to ease peak time congestion as traffic goes towards then away from Edge Hill	a) main entrance to Edge Hill University; b) Stanley Gate junction (St Helens-bound carriageway	LCC	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£314111	No	<p>Total cost: Unclear. £50,000 estimated CIL funding requested: £30,000 Other funding required: £20,000 (not secured)</p> <p>CIL monies have been requested for this project, but will likely be more appropriate for Edge Hill University to fund the highways works given that the traffic congestion is attributed to vehicles accessing their campus. An Ormskirk Town Centre Movement Strategy (OTCMS) is currently being undertaken (led by LCC) which will inform what improvements can be made to the road networks and it would be prudent to await the recommendations of the study. The scheme has not been formally proposed by either LCC or EHU and therefore neither costs nor delivery have been confirmed and it does not form part of any current strategy. Whilst CIL monies are requested, there are no S106 monies available to provide these works and therefore there is no match funding available. The Council will liaise with LCC as the highways authority, and review the results of the completed OTCMS. No monies to be allocated in 2020/21, but this project will be reviewed in future.</p>	

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary	
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?					Can it be delivered short-term?
131	Not started	Tanhouse bowling green	Construction of new bowling green	Tanhouse Community Centre, Ennerdale, Skelmersdale	Tanhouse Community Enterprise	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£0	No	<p>Total cost: £100,000 CIL funding required: £77,000 Other funding required: £33,000 £32,169 of S106 available but not yet allocated to scheme.</p> <p>This project forms part of the proposals for the Tanhouse Community Leisure complex project which involves the upgrade / creation of a Leisure Complex around the Tanhouse Community Centre through the construction of a new bowling green and upgrading of outside football pitch, skate-park, teenage shelter, the multi-use games area (MUGA) and the landscape surrounds.</p> <p>However, information has been provided which splits the bowling green from the remainder of the proposals, and therefore the bowling green element has also been recorded as a separate project within this IDS, which could be delivered separately to the wider proposals.</p> <p>The bowling green proposal states that £32,169 of match funding is possible from S106 monies, and whilst these monies are available, the use of S106 monies on this project has not yet been agreed by the Council due to insufficient information on costs and delivery.</p> <p>This bid does not include sufficient information relating to future management and maintenance of the bowling green. In addition, insufficient information has been provided relating to public consultation detailing the level of public support for a bowling green in Tanhouse. The last survey relates to 2014 and may now be out of date.</p> <p>Tanhouse ward has seen the most housing development since 1 April 2012 of all Skelmersdale wards (and over half of all such development in Skelmersdale) but, even so, the actual amount of new housing is not especially large and Tanhouse is not expected to see significantly more housing development in the coming years. Given this, and the uncertainty of match-funding and deliverability, it is not recommended that this project is allocated CIL funding at this time</p>

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						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?				
130	Not started	Martin Mere Filtration Reed Bed	Creation of a filtration reed bed. The work will require the removal of topsoil from approximately 74 acres of land, the landscaping of the site, installation of water control mechanisms, planting of reed and installation of platforms/interpretation	Langley's Farm on the Southern Boundary of Martin Mere SSSI, SPA	Martin Mere WWT	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	No	<p>Total cost: £745,000 CIL funding requested: £200,000 (27%) Match funding: £545,00 (73%) from various sources</p> <p>Martin Mere is a SPA (Special Protection Area) and SSSI, making it a site of international importance for threatened bird habitats and species. Martin Mere is also a key strategic tourism site for the Borough that attracts visitors from across West Lancashire and beyond. There has been, and is planned in future, sufficient development in Burscough, and in outlying areas, to justify this scheme as a result of new development. This project, put forward under Green Infrastructure, would serve to increase biodiversity, increase countryside recreation provision and boost eco-tourism.</p> <p>However, while the project has obvious green infrastructure benefits and could boost leisure and tourism in the Borough, over two thirds of the overall project costs are made up of the value of the farmland to be converted which is already in the ownership of Martin Mere WWT and would remain in their ownership after conversion to a reed bed. While there would be a loss of financial value to the land through this conversion, it is questionable whether this value should be included as a cost against the project. Without this cost, the selling of the topsoil would more than cover the cost of the conversion to a reedbed and no CIL monies would be required.</p> <p>Therefore, while this project ticks all the right boxes in the assessment, the breakdown of the costs, and therefore the need for CIL monies, must be questioned, and the value for money of spending CIL in this way must be questioned.</p>



ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary	
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?					Can it be delivered short-term?
129	Not started	Burscough Bridge Station - Improvements to access	To provide a safe access to the railway station and to the Grove for public transport users and local residents, that enables people both with and without disability to access public services.	Burscough Bridge Station, Station Approach, Burscough	Burscough Parish Council	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	No	<p>Total cost: unknown CIL funding required: unknown Match funding: unknown</p> <p>This scheme would improve accessibility to Burscough Bridge Station, and there is justification that this scheme is needed as a result of the new development in Burscough and the surrounding areas that use the rail service. However, insufficient information has been provided about project costs and delivery to be able to currently recommend this scheme for CIL funding in 2020/21. Dependent on the level of cost, Burscough Parish Council have their own neighbourhood CIL monies which could be drawn upon to deliver (or part deliver) this project.</p>
125	Not started	Up Holland library and community meeting room	Internal re-arrangement work to provide flexible space for community facilities	Up Holland Library, Hall Green, Up Holland	Up Holland Parish Council	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	£12174	No	<p>Total cost: unknown CIL funding required: unknown Match funding: unknown</p> <p>LCC closed the Up Holland and Community Meeting Room in September 2016. In order to safeguard its future for the people of Up Holland, the Parish Council has submitted a formal expression of interest to take community ownership of this asset. This scheme would re-secure the community infrastructure, and there has been sufficient development in Up Holland to justify the allocation of CIL funds. At this time there is insufficient information on costs and delivery to recommend the allocation of CIL funds in 2020/21.</p>
96	Not started	Newburgh-Parbold Canal towpath improvements	Improvements to the Leeds Liverpool Canal towpath between Newburgh and Parbold over a distance of approx. 1.3kms.	Leeds Liverpool Canal between Alder Lane Bridge, Parbold and Culvert Lane Aqueduct, Newburgh.	Canal & Rivers Trust	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£0	No	<p>Total cost: £165,000 CIL funding requested: £165,000 Other funding: £0. No match funding has yet been sourced for this scheme.</p> <p>There has been limited development in Parbold and Newburgh, although towpath improvement works would support a wider area using the canal for leisure, sustainable transport and health and wellbeing. However, given the cost of the scheme, the Council would like to see some sources of match funding proposed first. The amount of CIL requested (for 100% of this scheme) exceeds the £100,000 annually allocated for CIL funding and so would require separate consideration by the Council through the annual funding programme.</p>

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary	
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?					Can it be delivered short-term?
165	Not started	Tower Hill Sports Hub	Two phased approach: First, to introduce an adult football club and secondly, to develop the concept of a sports club with other indoor and outdoor sporting activities, including tennis, bowling, indoor sports centre and rooms for leisure classes	Tower Hill Road, Up Holland	Orrell Sporting Club Ltd	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£12174	No	Total cost: c.£260,000 CIL funding requested: £120,000 Other funding required: £140,000  It is unlikely that the levels of new development in Up Holland would trigger sufficient new demand for sports facilities of this scale, and the proposed location may not be appropriate for this scale of phased development. The proposer does not yet have the permission of the land owner (WLBC) and planning permission for such a proposal will be required - neither of which have been sought or obtained at present. There are no firm costs, delivery or maintenance details and match funding has not been confirmed. Unable to recommend this scheme for CIL funding.
132	Not started	Extension of footpath/cyclepath to Elmers Green Lane	Extension of the footpath/cycleway to the south of Beacon Lane at the northern boundary of the Whalleys site to Elmers Green Lane. Extension of route would encourage new residents to walk or cycle.	Beacon Lane / Elmers Green Lane, Skelmersdale	West Lancashire Borough Council	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0	No	Total cost: Unknown CIL funding requested: Unknown Other funding required: Unknown  Insufficient information known about costs and delivery to recommend this project for CIL funding. Further investigation required in relation to costs and delivery.
122	Not started	Swells Wood	Development as a linear park route	Swells Wood, South Lathom	Lathom South Parish Council	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£62088	No	Lathom South has seen development of 92 homes commenced at the allocated site at Firswood Road, Lathom. Together with development in outlying areas, such as Ormskirk and Skelmersdale, this project may support that new development through the creation of a wider-serving linear park route. However, insufficient information has been provided about this scheme, including costs and delivery, to be able to recommend this scheme for CIL funding.

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?				
120	Not started	Heathfields Connectivity and Canal Enhancement Plan	To improve access to the canal from Heathfields and to improve connectivity with shops, schools and local amenities, while enhancing the canal as a leisure facility by providing a pedestrian bridge over the canal	From canal bank at Clough Drive or Delph Avenue to Canal Towpath, Burscough	Burscough Parish Council	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	No	<p>Total cost:£10,000-£15,000 (feasibility study) CIL funding requested £15,000 Other funding: unspecified</p> <p>This project is to improve access to the canal from Heathfields and to improve connectivity with shops, schools and local amenities in the centre of Burscough, while enhancing the canal as a leisure facility, by providing a pedestrian bridge over the canal. The Parish Council are seeking £10,000-£15,000 initially to fund a feasibility study into the proposals, which would provide greater detail on the costs and delivery of the project. However, Burscough Parish Council are already in receipt of over £178,000 of neighbourhood CIL monies which they could use to fund the feasibility study.</p> <p>While there has been new development on the Heathfields estate recently (Ivy Close), it is not a substantial addition, but it does highlight the need to better connect Heathfields with Burscough Town Centre. The proposal would also add to the strategic Green Infrastructure and Cycling network proposed along the canal corridor. However, at this point in time, there are more deliverable and higher priority needs on this strategic canal corridor and it would be more appropriate for the Parish Council to utilise the CIL monies from the “neighbourhood” portion on the feasibility study.</p>

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?				
118	Not started	Tanhouse community leisure complex	Upgrade Leisure Complex around community centre through construction of new bowling green and up-grading of outside football pitch, skate park, teenage shelter, the MUGA and the landscape surrounds	Tanhouse Community Centre, Ennerdale, Skelmersdale	Tanhouse Community Enterprise	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0	No	<p>Total cost: £190,000-£200,000 (dependent on option chosen)  CIL funding required: £50,000 (relates to bowling green only)  Match funding: £35,000 (relates to bowling green only).  £32,169 of S106 available but not yet allocated to scheme</p> <p>The Tanhouse Community Leisure complex project involves the upgrade / creation of a Leisure Complex around the Tanhouse Community Centre through the construction of a new bowling green and upgrading of outside football pitch, skate-park, teenage shelter, the multi-use games area (MUGA) and the landscape surrounds.</p> <p>Information has been provided relating to the costs for the whole project. However, the bid for CIL monies relates only to the bowling green element which is costed at £85,000, with a bid for £50,000 of CIL and the remaining £35,000 to be provided through S106 / other funding sources. However, whilst the proposal states that £32,169 of match funding is possible from S106 monies, and these monies are available, the use of S106 monies on this project has not yet been agreed by the Council due to insufficient information on costs and delivery.</p> <p>The bowling green is therefore recorded as a separate project on the IDS, which could be delivered without the remainder of these proposed works. No information has been provided on CIL monies/match funding, or delivery timescales, for the leisure complex as a whole.</p> <p>This bid does not include sufficient information relating to future management and maintenance of the bowling green. In addition, insufficient information has been provided relating to public consultation detailing the level of public support for a bowling green in Tanhouse. The last survey relates to 2014 and may now be out of date.</p> <p>Tanhouse ward has seen the most housing development since 1 April 2012 of all Skelmersdale wards (and over half of all such development in Skelmersdale) but, even so, the actual amount of new housing is not especially large and Tanhouse is not expected to see significantly more housing development in the coming years. Given this, and the uncertainty of match-funding and deliverability, it is not recommended that this project is allocated CIL funding at this time</p>

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?				
111	Not started	Ormskirk allotments	Creation of new allotment site in Ormskirk	Site to be confirmed, Ormskirk	WLBC	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£314111	No	<p>Total cost: £40,000 CIL funding requested: £40,000 (100%) Match funding: none</p> <p>This project proposes the creation of new allotment plots at Thompson Avenue / Tower Hill Road in Ormskirk, in line with the Council's Leisure Strategy. There is significant demand for more allotments in the Ormskirk area. The project is strategic, serving the whole of Ormskirk and surrounding areas where at least 750 dwellings are proposed in the Local Plan. The Council's Leisure Service anticipate they could begin to deliver the new plots from 2020, subject to planning permission and resolution of access. However, it may be more appropriate to consider this project in the future once further consideration has been given to an improved access to this site, as it may be that an alternative site needs to be identified if a suitable access cannot be achieved. No alternative site location has presently been identified.</p>
110	Not started	Cycle footpath linking to industrial estates in Skelmersdale (Nipe Lane to Pimbo Road)	Cycle footpaths linking to industrial estates	Nipe Lane to Pimbo Road, Skelmersdale	LCC	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0	No	<p>Total cost: £47,400 CIL funding requested: unspecified Other funding: unspecified</p> <p>This project would provide a cycle footpath between Nipe Lane to Pimbo Road to link the industrial estates. The project was last costed at £47,400, however insufficient information has been provided by LCC about the delivery of this scheme to be able to currently recommend this scheme for CIL funding. Note also that there are £97,000 of unallocated S106 transports funds in the Up Holland parish (stemming from Chequer Lane and P&amp;G) for use on cycling and pedestrian facilities and sustainable transport measures. Work continues with LCC to identify and progress such schemes.</p>

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary	
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?					Can it be delivered short-term?
105	Not started	Burscough Library / Transport Interchange	Relocation of existing library into a larger more suitable premises. Dual project with ticketing and transport office	Station Approach, Burscough	Network Rail / LCC	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	No	Total cost:£100,000 CIL funding requested: unspecified Other funding: unspecified  Burscough has seen sufficient levels of development, including at Ainscough Mill and Ivy Close, with further development expected in future through Yew Tree Farm and Abbey Lane. This project would meet a local need or demand arising from new development. However, insufficient information has been provided about this scheme, in relation to CIL funding required and delivery, to be able to recommend this scheme for CIL funding in 2020/21. Burscough Parish Council also have funding available.
104	Not started	Zebra crossing	Construction of a zebra crossing at junction of Aughton St / Bridge St, Ormskirk	Aughton Street, Ormskirk	LCC	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£314111	No	Total cost: £35,000 CIL funding requested: unspecified Other funding: unspecified  Insufficient information has been provided about this scheme, in relation to CIL funding required and delivery, to be able to recommend this scheme for CIL funding in 2020/21
102	Not started	Off road cycle path at Whitehey Lane, Skelmersdale	Off road cycle path at roundabout linking to industrial estate and footway linking to bus stop	Whitehey Lane, Skelmersdale	LCC	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0	No	Total cost: £55,300 CIL funding requested: unspecified Other funding: unspecified  Insufficient information has been provided about this scheme, in relation to CIL funding required and delivery, to be able to recommend this scheme for CIL funding in 2019/20. Scheme will help accessibility improvement for vulnerable road users. This proposal is 5th in proposal priorities and has a high LTP score of 16.

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary	
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?					Can it be delivered short-term?
101	Not started	Cycle footpath linking to industrial estates in Skelmersdale (Whiteledge South to Nipe Lane)	Cycle footpaths linking to industrial estates. 2 schemes possible. Scheme A - Whiteledge South footbridge to Nipe Lane	Whiteledge South to Nipe Lane, Skelmersdale	LCC	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£0	No	Total cost: £79,000 CIL funding requested: unspecified Other funding: unspecified  Insufficient information has been provided about this scheme, in relation to CIL funding required and delivery, to be able to recommend this scheme for CIL funding in 2020/21. Scheme ranks 2nd in proposals priorities and has a high LTP score of 18.	
100	Not started	Puffin pedestrian crossing	Construct a staggered puffin pedestrian crossing on the A570 at the junction of Derby Street West / Southport Road / Church Street	A570 at the junction of Derby Street West / Southport Road / Church Street, Ormskirk	LCC	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£314111	No	Total cost: £125,000 CIL funding requested: unspecified Other funding: unspecified  Ormskirk has seen sufficient levels of development across the town, which arguably contribute to an increase in pedestrian and transport traffic. However, insufficient information has been provided about this scheme, in relation to the CIL funding required and delivery of the scheme, to be able to recommend this scheme for CIL funding in 2020/21
95	Not started	Hesketh Avenue / Aveling Drive sports pavilion	Construction of a new purpose built pavilion	Hesketh Avenue, Banks	North Meols Parish Council	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£3682	No	Total cost: £150,000 CIL funding requested: unspecified Other funding: unspecified  Banks has seen significant levels of development at Hoole Lane, Guinea Hall Ave and The Close, with further large scale development planned at the former Greaves Hall Hospital site, which would support infrastructure delivery in this area. The Parish Council have proposed the construction of a new pavilion which support sports and leisure activities for the local community. The project has been costed at £150,000 but insufficient information has been provided about the amount of CIL funding required, and anticipated delivery timescales, to be able to currently recommend this scheme for CIL funding in 2020/21

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary	
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?					Can it be delivered short-term?
94	Not started	North Meols Community Centre renovations	Renovations for existing community centre	Hoole Lane, Banks	North Meols Parish Council	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£3682	No	<p>Total cost: £15,000 CIL funding requested: unspecified Other funding: unspecified</p> <p>Banks has seen significant levels of development at Hoole Lane, Guinea Hall Ave and The Close, with further large scale development planned at the former Greaves Hall Hospital site, which would support infrastructure delivery in this area. The Parish Council have proposed the renovations of the existing community centre to serve the local community. The project has been costed at £15,000 but insufficient information has been provided about what those renovations consist of, the amount of CIL funding required, and anticipated delivery timescales, to be able to currently recommend this scheme for CIL funding in 2020/21.</p>
76	Not started	Burscough-Parbold Towpath Improvements	Improvement works to the towpath between Parbold and Burscough, in particular the section between Ring O'Bells Lane and Spencer's Bridge	Burscough / Parbold	Canal & Rivers Trust	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		No	<p>Total cost: unknown CIL funding requested: unspecified Other funding: unspecified</p> <p>Insufficient information has been provided about this scheme in relation to being able to recommend this scheme for CIL funding in 2020/21</p>
51	Not started	Skelmersdale Sports Centre	New £12 million sports centre to replace the existing sports centre	Skelmersdale & Up Holland	WLBC	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£0	No	<p>Total cost: £12 million CIL funding requested: unspecified Other funding: unspecified</p> <p>A sports centre is required for Skelmersdale and Up Holland, but proposals are still in the early stages and so this cannot be delivered in the short-term. There are insufficient CIL monies available to fund this wholly through CIL.</p>



ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary	
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?					Can it be delivered short-term?
49	Not started	New Visitor Centre at Beacon Country Park	New Visitor Centre at Beacon Country Park	Skelmersdale & Up Holland	WLBC	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£0	No	Total cost: £750,000 CIL funding requested: unspecified Other funding: unspecified  Skelmersdale has the greatest levels of development growth proposed for delivery. This project would meet a local need or demand arising from new development. There are increased public open space requirements through development of town centre development plan and new residential developments in Whalleys area. The project cost has been estimated at £750,000 however insufficient details have been provided regarding CIL funding required, available match funding or delivery timescales to be able to recommend this project for CIL funding in the next financial year.	
42	Not started	Cycle link between Ormskirk bus station and Edge Hill University	Provision of new cycle link between Ormskirk bus station and Edge Hill University	Ormskirk	LCC	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£314111	No	Total cost: c.£600,000 CIL funding requested: None Other funding required: c.£276,480 S106 monies + £325,000 of LCC LTP monies (total £601,480)  Cost of project expected to be circa £600k. S106 monies have been secured (from EHU) which can be used to fund part of the project (£276K) with remainder of £325,000 allocated from LCC LTP funds. However, insufficient information, particularly regarding delivery and costs, is available at present to be able to shortlist the scheme.
41	Not started	Park Pool	Replacement of, or improvements to, existing facility	Ormskirk & Aughton	WLBC	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£314111	No	Total cost: £5 million - £12 million (dependent on option) CIL funding requested: unspecified Other funding required: unspecified  This cannot be delivered in the short-term as proposals are still in the early stages. There are insufficient CIL monies available to currently fund this wholly through CIL.

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?				
31	Not started	Community Woodland	New community woodland to be created in Burscough	Burscough	WLBC	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	No	<p>Total cost: £200,000 CIL funding requested: unspecified Other funding required: unspecified</p> <p>Burscough has seen sufficient levels of development, including at Ainscough Mill and Ivy Close, with further development expected in future through Yew Tree Farm and Abbey Lane. This project would meet a local need or demand arising from new development. The project has been estimated at £200,000 however insufficient details have been provided regarding CIL funding required, available match funding or delivery timescales to be able to currently recommend this project for CIL funding in the next financial year.</p>
29	Not started	Burscough Sports Centre	The existing sports centre will be upgraded	Burscough	WLBC	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£178060	No	<p>Total cost: £5 million CIL funding requested: unspecified Other funding required: unspecified</p> <p>This cannot be delivered in the short-term as proposals are at an early stage. There are insufficient CIL monies available to currently fund this wholly through CIL.</p>
13	Not started	Banks Linear Park	New multi use linear park providing an off road path following former railway line	Banks	WLBC	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£3682	No	<p>Total cost: unknown CIL funding requested: unspecified Other funding required: unspecified</p> <p>Sufficient development levels have occurred in Banks, including that at Guinea Hall Lane. Further development is proposed in future at the former Greaves Hall Hospital site. Major new developments in Banks will increase existing demand for improved sustainable transport options. The Council have plans to deliver a linear park although this is unlikely to be delivered in the short-term future. Feasibility studies will be required to ascertain the costs and timescales for this project. Insufficient details have been provided regarding CIL funding required, available match funding or delivery timescales to be able to recommend this project for CIL funding in the next financial year. Note that S106 monies have been collected to be used on the linear park and will be able to comprise some of the match funding.</p>

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Does the Parish council have local CIL monies?	Local CIL monies available?	Short-list for potential 2020/21 strategic CIL funding?	2019 Commentary
						Does the project meet a local need arising from new development?	Is it an item listed on the R123 list?	Are CIL monies requested/required?	Does it meet a corporate priority?	Is it identified in strategy / policy?	Are costs known?				
12	Not started	Ormskirk to Skelmersdale Linear Park	New multi use linear park providing a largely off road path following route of former railway line	Ormskirk/Skelmersdale	WLBC	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	Total cost: unknown CIL funding requested: unspecified Other funding required: unspecified  Insufficient information has been provided about this scheme to be able to recommend this scheme for CIL funding in 2020/21
10	Not started	River Douglas Linear Park	New multi use linear park providing an off road path linking Hesketh Bank to Tarleton	Tarleton/Hesketh Bank	WLBC	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	Total cost: unknown CIL funding requested: unspecified Other funding required: unspecified  Insufficient information has been provided about this scheme to be able to recommend this scheme for CIL funding in 2020/21



# **WEST LANCASHIRE BOROUGH COUNCIL**

## **CIL FUNDING PROGRAMME 2020/21**

### **APPENDIX C: ALL SHORTLISTED PROJECTS**

ID 70

Project name Cheshire Lines Path

Location: Great Altcar/Downholland

Project description: Improvements to access, signage, surfacing and interpretation.

Status: Not started

Lead agency: WLBC

Project partners:

Does the project meet a local need? Yes

Is it identified in strategy / policy? Yes

Does it meet a corporate priority? Yes

Is it an item on the R123? Yes

Can it be delivered short-term?: Yes

Are CIL monies requested/required?: Yes

Are costs known?: Yes

Remove from CIL assessment?: No

**Does the project meet a local need or demand that has arisen or been exacerbated by new development?**

Yes

How would the project support or enable growth or planned development in West Lancashire?

Whilst Great Altcar and Downholland have not seen sufficient levels of development, the Cheshire Lines form part of a strategic route which accommodates tourism and use from residents from a wider outlying area. This project would therefore meet a local need or demand arising from new development.

**Is it a project listed on the R123 list?**

Yes

Type of infrastructure:

Cycle network

Provision of new infrastructure? Yes

Improvement of existing? Yes

Replacement of existing? No

Operation? No

Maintenance? No

**Is the project identified in strategy / policy**

Yes

Local Plan 2012-2027? Yes

Transport and Highways? No

Leisure Strategy? Yes

Green Infrastructure? No

Policy Links

Health and Wellbeing? No

Other?

**Does it meet a corporate priority?**

Yes

Ambitious for our economy? Yes

Ambitious for our environment? Yes

Ambitious for health and wellbeing? Yes

Comments: Healthy outdoor cycling / walking provision. Promotes tourism.

**What level will improvements be delivered at?**

Local level Yes

Town level Yes

ID 70

Project name Cheshire Lines Path

Borough level Yes  
Comments: Facility will be available to all Borough and further afield through links of TransPennine Trail.

Does the proposal have a positive impact on equality Yes  
Comments: Access for all

Has the project already benefitted from engagement Yes  
Comments: Extensive local consultation at start of project

**Can it be delivered short-term** Yes  
Delivery within 1-2 years? Yes  
Delivery within 3-5 years? No  
Delivery over 5 years? No  
Delivery unknown? No  
Comments: Project can start in short term but will take medium term to complete

Are there any risks if this project does not come forward? Minor risks / impacts  
Comments: If project does not come forward, quality of provision may be reduced.

Has any work been undertaken to assess the feasibility of the project?  
Are there any risks to delivery? Is it reliant on other projects or consents?  
Provide key milestones/tasks for the project:  
Who will be responsible for future management and maintenance of the infrastructure? WLBC has responsibility to maintain and manage the facility

**Are project costs known?** Yes  
Project cost £40,000  
**Are CIL monies requested/required** Yes  
CIL / Match funding Total cost: £40,000  
CIL funding requested: £40,000 (100%)  
Other funding: none  
Has the parish council received Local CIL?   
Total CIL awarded to parish council to date £0

**2019 Assessment Comments**  
Total cost: £40,000  
CIL funding requested: £40,000 (100%)  
Match funding: none  
This project seeks to provide improvements to the existing strategic cycle / footpath route known as the Cheshire Lines which cuts across the south-west corner of West Lancashire providing links to Formby and Southport and to Maghull and beyond as

**ID** 70

**Project name**

Cheshire Lines Path

part of a national cycle route. The Council's Leisure service has confirmed that this project could be delivered by 31 March 2021 if it were to receive CIL funding. Given its location, the project is not in the vicinity of new development, but it is a strategic route that serves a much wider area being part of a national cycle route, and is part a strategic network of cycle routes, and so CIL funding could be invested in the project.

**Shortlisted for potential funding in 2020/21?**

Yes



ID 113

Project name Thompson Avenue play area improvements

Location Thompson Ave, Ormskirk

Project description Upgrade play area at Thompson Avenue public open space

Status Not started

Lead agency WLBC

Project partners

Does the project meet a local need? Yes

Is it identified in strategy / policy? Yes

Does it meet a corporate priority? Yes

Is it an item on the R123? Yes

Can it be delivered short-term?: Yes

Are CIL monies requested/required?: Yes

Are costs known?: Yes

Remove from CIL assessment?: No

Does the project meet a local need or demand that has arisen or been exacerbated by new development?

Yes

How would the project support or enable growth or planned development in West Lancashire?

Sufficient development levels have occurred in Ormskirk - including Ormskirk Hospital and Atkinson and Kirkby developments which are both within walking distance of Thompson Ave. Further development is underway at Grove Farm.

Is it a project listed on the R123 list?

Yes

Type of infrastructure:

Play areas

Provision of new infrastructure? No

Improvement of existing? Yes

Replacement of existing? No

Operation? No

Maintenance? No

Is the project identified in strategy / policy

Yes

Local Plan 2012-2027? Yes

Transport and Highways? No

Leisure Strategy? Yes

Green Infrastructure? No

Policy Links

Health and Wellbeing? Yes

Other?

Does it meet a corporate priority?

Yes

Ambitious for our economy? No

Ambitious for our environment? Yes

Ambitious for health and wellbeing? Yes

Comments:

What level will improvements be delivered at?

Local level Yes

Town level Yes

ID 113

Project name Thompson Avenue play area improvements

Borough level

No

Comments:

Derby ward

Does the proposal have a positive impact on equality

Yes

Comments:

-

Has the project already benefitted from engagement

No

Comments:

-

**Can it be delivered short-term**

Yes

Delivery within 1-2 years?

Yes

Delivery within 3-5 years?

No

Delivery over 5 years?

No

Delivery unknown?

No

Comments:

-

Are there any risks if this project does not come forward?

Minor risks / impacts

Comments:

Will be unable to deliver improvements.

Has any work been undertaken to assess the feasibility of the project?

Are there any risks to delivery? Is it reliant on other projects or consents?

Insufficient local support, agreed access and use of site.

Provide key milestones/tasks for the project:

Who will be responsible for future management and maintenance of the infrastructure?

Will be added to WLBC maintenance schedule at approx. cost of £4000 per annum.

**Are project costs known?**

Yes

Project cost

£40,000

**Are CIL monies requested/required**

Yes

CIL / Match funding

Total cost: £40,000  
CIL funding requested: £40,000  
Other funding: none

Has the parish council received Local CIL?

Total CIL awarded to parish council to date

£314111

**2019 Assessment Comments**

Total cost: £40,000  
CIL funding requested: £40,000 (100%)  
Match funding: none

The project has been proposed by the Council's Leisure Service and is deliverable by 31 March 2021. The proposal is in keeping with the Council's Play Strategy, as it would bring the existing play area from low to high quality to create a 'high quality, high value' site. Whilst there are other strategic play sites nearby (at Coronation Park and Westhead playing fields), this would require people walking along main roads which may be unsuitable for younger children. Therefore, this scheme at Thompson

ID 113

Project name Thompson Avenue play area improvements

Avenue would be justified for enhancement catering more for younger children. However, it may be more appropriate to consider this project in the future (together with the Ormskirk allotments project) once further consideration has been given to an improved access to this site.

Shortlisted for potential funding in 2020/21?

Yes

ID 133

Project name Hesketh Bank Community Centre Re-build

Location Station Road, Hesketh Bank

Project description Replacement of three halls with one single, multi-use, building on the existing site

Status Not started

Lead agency Hesketh Bank Community Centre

Project partners WLBC / HWB Parish Council

Does the project meet a local need? Yes

Is it identified in strategy / policy? Yes

Does it meet a corporate priority? Yes

Is it an item on the R123? Yes

Can it be delivered short-term?: Yes

Are CIL monies requested/required?: Yes

Are costs known?: Yes

Remove from CIL assessment?: No

Does the project meet a local need or demand that has arisen or been exacerbated by new development?

Yes

How would the project support or enable growth or planned development in West Lancashire?

Simply building houses does not create a community and if Hesketh Bank is to flourish in the future as a community, and not simply be a dormitory town, then we need to have modern and appropriate facilities where that community can come together. A redeveloped community centre will provide this, support growth and make the village a more pleasant and welcoming place to live.

As the only one non denominational community meeting facility, we have already seen demand from users for the community centre expand considerably as a result of new developments and a widening range of potential users gives us confidence that there is sustainable demand for the centre and that we have an important role to play in helping to integrate new residents.

We have consulted and listened to the local community and are working closely with Hesketh with Becconsall Parish Council to make the centre much more relevant to the changing needs of a larger community.

Since the present trustees took control of the community centre sixteen months ago, we have looked at users, their needs and been successful in extending the usage of the centre. The trustees have, between them, all the skills necessary to deliver this project and ensure its successful ongoing management in the future.

We now have many active groups and a diverse range of users from toddlers through to the retired. They include: a growing U3A group, a gym school for toddlers, martial arts, table tennis, dog training, chair based exercises, Hesketh Bank Silver Band, ballroom dancing and more. There are wellsupported monthly talks from visiting speakers organised by the U3A and we arrange a number of evening events that includes bingo, comedy nights and performances from visiting theatre groups throughout the year.

We have plans to introduce more education based classes for individuals and groups such as English as a Second Language courses for horticultural workers as well as making facilities available for arts and performance groups. We have been

approached about the formation of an after school service which, due to the present demand and bookings, could only be delivered in a new building. Opportunities are there - we need your support to help make them happen.

We also provide facilities for meetings and presentations for many local and national government organisations such as the Environment Agency, NHS and Victim Support. As such, the halls are intensively used by a broad spectrum of the local and wider community. Hesketh Bank Community Centre is providing meeting, leisure and social facilities in a village that will, in the next few years, become a small town and we need to have a modern community hub that will have available an even wider range of facilities.

How we already make a difference: Users have already seen a significant growth in numbers as a result of recent housing developments. For example, in three years, Beconsall U3A (Beconsall University of the Third Age), an existing centre user, has shown a 300% increase in membership having grown from 50 to 153 members, many of whom being new residents. Their membership includes, 71 members from Hesketh Bank, 44 from Tarleton and 13 from Banks as well as members from other villages in the area.

Since November 2017, they have averaged three new members per week, demonstrating a 35% increase in 5 months. More importantly, by using the community centre, the U3A has brought 153 retired people together, many of whom would have otherwise led a near solitary existence in the village. Not only are we providing vital social cohesion at a time of change, we are contributing to the better health and wellbeing of our residents and with a new community centre we will be able to do much more.

With the centre open from eight in the morning until ten in the evening, usage of the community centre has grown to an average 63% utilisation over the last fifteen months. New users are now finding it difficult to rent hall space due to usage being maximised at key times - an issue affecting the large back hall in particular. Many community groups are being turned away as we cannot accommodate their requirements. The increase in population over the next few years will place great pressure on the community centre so we need to have modern facilities to meet current and future needs that will support the new developments and growth in Hesketh Bank.

The available spaces in the existing community centre that we have do not meet the needs of our users and those spaces are not conducive to more than one group using a hall at any one time which is a functionality that we need to support increasing demand.

Is it a project listed on the R123 list?

Yes

Type of infrastructure:

Community facilities

Provision of new infrastructure?

No

Improvement of existing?

No

Replacement of existing?	Yes
Operation?	No
Maintenance?	No

**Is the project identified in strategy / policy**

	<b>Yes</b>
Local Plan 2012-2027?	Yes
Transport and Highways?	No
Leisure Strategy?	No
Green Infrastructure?	No
Policy Links	SP1, IF1, IF3
Health and Wellbeing?	Yes
Other?	NPPG, Ambition Lancashire,

**Does it meet a corporate priority?**

	<b>Yes</b>
Ambitious for our economy?	Yes
Ambitious for our environment?	Yes
Ambitious for health and wellbeing?	Yes

Comments:

A Vision for West Lancashire – Objective 3: To improve the general health and well being of residents and promote social well being through high quality green infrastructure and cultural activities. Social and cultural facilities will be provided to a high standard and be accessible to all....

Diversity and Inclusion: One of the few places to meet within the community offering vital and diverse support to improve the quality of life.

Ambition Lancashire – Sustainable Community Strategy (2005 – 2025):.....active and involved citizens and communities making it easier for people to achieve their ambitions, enrich their lives and meet their needs more closely.

National Planning Policy Framework: paragraph 70.  
To deliver the social, recreational and cultural facilities and services the community needs, planning policies and decisions should: ● plan positively for the provision and use of shared space, community facilities (such as local shops, meeting places, sports venues, cultural buildings, public houses and places of worship) and other local services to enhance the sustainability of communities and residential environments; ● guard against the unnecessary loss of valued facilities and services, particularly where this would reduce the community’s ability to meet its day-to-day needs.

Hesketh Bank Parish Plan 2008: to increase the number and range of activities available to all ages.....To have a new community facility offering a wide range of activities for everyone.

**What level will improvements be delivered at?**

Local level	Yes
Town level	Yes
Borough level	Yes
Comments:	The hall already has regular users from Hesketh Bank, Tarleton,

Mere

Brow, Rufford, Burscough and Banks and occasional users from Preston, Longton, Hoole, Penwortham and Southport so we draw our existing users from at least a ten mile radius of the Centre. Local and national government organisations use the community centre for meetings and presentations which draws users from further afield.

**Does the proposal have a positive impact on equality**

Yes

Comments:

As a charity, we have no barriers, and never have had any barriers to users based on gender, race, age religion, sexuality and disability. A new hall will enhance their experience and those with disabilities will have full access to all of the facilities in the hall. An induction loop will assist the hard of hearing. The additional capacity will also allow us to provide new educational opportunities such as IT and English as a Second Language which we will, through their employers, offer to the large group of migrant workers who work in horticulture in and around our community and who are largely unsupported. The new facility will work closely with migrant workers to support them in their integration into the wider community.

**Has the project already benefitted from engagement**

Yes

Comments:

There is strong public support for redeveloping our facilities and we have the full support of Hesketh with Beconsall Parish Council with whom the trustees work closely. The Parish Council have advised us that they will make available all CIL monies with the exception of those generated by the Henry Alty development to support the new community centre. There will be ongoing community consultation throughout the process. A major visual presentation with concept plans and rationale was made at the 2016/17 AGM meeting which was well received by the many members of the public who attended and updates were given at the recent 2017/18 AGM. We also communicate through a regular newsletter which is distributed to homes in the village and have carried out surveys with both the users and public. Meetings have been held with all major users to ensure that the new hall will meet and exceed their needs. Through these discussions, we have developed a strategy to allow for continuity of use during the build period and all users have been made aware of this and support the development. Further public consultation events were to be advertised and held during the spring and early summer of 2018. We have a structured programme of outreach to further refine our communications and we have begun a campaign using large posters for notice boards in the halls to systematically explain our plans in detail as they evolve. We also plan to carry out presentations at the local supermarket, who have been very supportive, and put up posters in many locations across Hesketh Bank, Tarleton and Banks to explain progress. This approach will continue as the project progresses.

**Can it be delivered short-term**

Yes

Delivery within 1-2 years?

Yes

Delivery within 3-5 years?

No

Delivery over 5 years?	No
Delivery unknown?	No
Comments:	<p>Provided funds are secured, we can begin building in early 2020 and have a building available in six weeks from commencement. The project would be completed and fully operational in 2020.</p>
Are there any risks if this project does not come forward?	Major risks / impacts
Comments:	<p>The current buildings on the site are old - the Front Hall was built in 1964 and the Back Hall comprises two ex army huts which were brought to the site in 1984. The band hut is a concrete structure of similar age which has asbestos issues. All of these buildings do not meet current standards, are in a poor state of repair due to the lack of a long-term structured maintenance plan and are very expensive to operate.</p> <p>Were the existing facilities that we have to be fully refurbished, they will still not meet the needs of our users so a new building is required.</p> <p>If we cannot fully fund the project, there is a major risk in the short/medium term for the community centre though our inability to provide what users want and there are serious financial implications for the Charity of a major structural problem occurring with the buildings. Given the popularity of the community centre, a project on a smaller scale will not provide an appropriate solution so CIL support from West Lancs Borough Council is very important for us. With your support, we will be able to significantly assist in the growth of the Borough and provide a key community asset.</p> <p>The Charity does not currently have the funds available or access to funds from other sources to refurbish the halls and we have been advised that we will struggle to get grants for refurbishment given the age of the buildings. The community centre could risk closure should there be a major building issue as the Trustees would be unable to find the funds to pay for it. A new hall will allow the Trustees to plan for the future with confidence. With a new community centre, maintenance costs will be minimal and manageable for the life of the building, operating costs will be greatly reduced by using green technologies and solar power generation. A long term savings programme will be put in place to cover ongoing maintenance in the future. We envisage that investment in a new build will secure the future of the community centre.</p>
Has any work been undertaken to assess the feasibility of the project?	<p>A full Options Appraisal has been carried out which has been checked and approved by our advisers. It has been carried out to Charity Commission standards and requirements.</p> <p>A widening range of potential users gives us confidence that there is sustainable demand for the centre and that we have an important role to play in helping to integrate new residents.</p> <p>We have consulted and listened to the local community extensively and are working closely with Hesketh with Becconsall Parish Council to make the centre much more relevant to the changing needs of a larger community.</p> <p>Since the present trustees took control of the community centre</p>



sixteen months ago, we have looked at users, their needs and have been successful in extending the usage of the centre. We now have over 1,200 users per month.

Are there any risks to delivery? Is it reliant on other projects or consents?

The project has been discussed with West Lancs Borough Council Planning Department and Pre-Application Advice was formally sought and provided - PRE/2017/0466/MIN - the advice was favourable. We will need to apply for full planning permission and building.

All other legal consents etc. are in place. The charity is currently being restructured and a new Charitable Incorporated Organisation (CIO) is being created to make it more appropriate for modern needs. The project is not reliant on the completion of any other projects.

Provide key milestones/tasks for the project:

2019 - Source funding - Final approval of design, costs and contractor - Obtain planning and survey approvals etc. - Maintain a public communications/consultation programme.  
2020 - With funding in place, sign agreements with contractor - Site preparation

Who will be responsible for future management and maintenance of the infrastructure?

The Trustees of Hesketh Bank Community Centre and the centre manager.

### Are project costs known?

Yes

Project cost

Planning application & building control - £5750  
Surveys - £3024  
Demolition, electrics, drainage and site works - £67,690  
Supply of modular building - £315,000  
Haulage to site - £5,200  
Crane and installation - £15,600  
Solar panels - £42,000  
Rainwater harvesting - £5,500  
TOTAL = £459,764

### Are CIL monies requested/required

Yes

CIL / Match funding

Yes. Hesketh Bank Community Centre requires CIL monies to redevelop the centre. Bidding for £100,000 of CIL monies.

Parish Council grant - £36,000 (secured)  
Centre fund raising - £4,500 (secured)  
Awards for all - £9850 (secured)  
Awards for All - £10,000 (bid submitted)  
Co-op communities award - £626 to date - £3,500 predicted by the Co-op by October 2019  
Persimmon award - £1000 (bid secured)  
LEF Grant - £47,500 (bid to be submitted)  
CIL - £100,000 (bid submitted)  
In negotiation with the National Lottery Communities Fund for £100,000 match funding if CIL monies.  
Sale of land - £200,000

If all other funding applications were not successful, the project would be a risk as we currently would be unable to fully deliver it from our own funds. Strategic support from CIL would be significant and allow for the project to be delivered should there

ID 133

Project name

Hesketh Bank Community Centre Re-build

be a shortfall with other funding sources. We are actively pursuing support from other organisations and considering other funding options to minimise this risk.

Has the parish council received Local CIL?



Total CIL awarded to parish council to date

£44352

**2019 Assessment Comments**

Total cost: c£460,000  
CIL funding requested: £100,000  
Other funding required: c.£360,000

CIL Funding requested stands at £100k and is suitable for annual consideration through CIL Funding Programme. CIL monies are required to support the funding of this project, it meets a local need generated from new development in the local area, it meets corporate priorities, is listed on the R123 list under community infrastructure, and can be delivered in the short term subject to planning and building permissions.

**Shortlisted for potential funding in 2020/21?**

Yes

ID 157

Project name Tawd Valley Park Play Area

Location Tawd Valley Park (adjacent to the town centre), Skelmersdale

Project description High quality play facilities for all ages and abilities to complement the development of Skelmersdale Town Centre

Status Not started

Lead agency WLBC Leisure

Project partners Groundwork Trust; Friends of Tawd Valley Park

Does the project meet a local need? Yes

Is it identified in strategy / policy? Yes

Does it meet a corporate priority? Yes

Is it an item on the R123? Yes

Can it be delivered short-term?: Yes

Are CIL monies requested/required?: Yes

Are costs known?: Yes

Remove from CIL assessment?: No

Does the project meet a local need or demand that has arisen or been exacerbated by new development?

Yes

How would the project support or enable growth or planned development in West Lancashire?

This project is an integral part of the plans to re-develop Skelmersdale Town Centre. The location falls within the Town Centre Development boundary and the facility will provide an important element of the recreational and green open space requirements of the Town Centre development. In addition, the project will support development across Skelmersdale, and surrounding areas, by providing central play facilities. Significant levels of new development are being delivered within the town, and so this project would meet a local need arising from new development.
The Town Centre development will attract a large number of visitors to the centre of the town and this provision will add an important element of the provision for children and families in the area.
The Councils Leisure Strategy encompasses a Play Provision Assessment which supports the need for additional play provision in Skelmersdale. Providing this facility in a central location, with the improved public transport provision which will develop alongside the Town Centre improvements, will allow access to much of the local community.

Is it a project listed on the R123 list?

Yes

Type of infrastructure:

Strategic Green Infrastructure :- Play Areas; Parks; Amenity Open Space

Provision of new infrastructure? Yes

Improvement of existing? No

Replacement of existing? No

Operation? No

Maintenance? No

Is the project identified in strategy / policy

Yes

Local Plan 2012-2027? Yes

Transport and Highways? No

Leisure Strategy?	<input type="text" value="Yes"/>
Green Infrastructure?	<input type="text" value="Yes"/>
Policy Links	<input type="text" value="SP2, EN3"/>
Health and Wellbeing?	<input type="text" value="Yes"/>
Other?	<input type="text" value="Skelmersdale Dev Plan; Tawd"/>

**Does it meet a corporate priority?**

Ambitious for our economy?	<input type="text" value="Yes"/>
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Ambitious for our environment?	<input type="text" value="Yes"/>
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Ambitious for health and wellbeing?	<input type="text" value="Yes"/>
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Comments:	<input type="text" value="Project will improve the health and wellbeing of local communities, enhance the environment and attract people to the town centre."/>
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**What level will improvements be delivered at?**

Local level	<input type="text" value="No"/>
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Town level	<input type="text" value="Yes"/>
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Borough level	<input type="text" value="No"/>
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Comments:	<input type="text" value="This will be a Skelmersdale wide provision and may also contribute to the attractiveness of visiting the Town centre for those outside the area."/>
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**Does the proposal have a positive impact on equality**

Comments:	<input type="text" value="Part of the scheme will be to provide play equipment that is inclusive for all ages and abilities. In particular there would be equipment provided that would be suited to those with physical and mental impairments"/>
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**Has the project already benefitted from engagement**

Comments:	<input type="text" value="The play area proposal has been shown on the Town Centre Plan and the Tawd Valley Park Masterplan, both of which have been through a public consultation exercise prior to approval. The proposal is supported by the local community and their council representatives. Consultees for the Tawd Valley Masterplan included primary and secondary schools and college, all of whom support the scheme."/>
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**Can it be delivered short-term**

Delivery within 1-2 years?	<input type="text" value="Yes"/>
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Delivery within 3-5 years?	<input type="text" value="No"/>
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Delivery over 5 years?	<input type="text" value="No"/>
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Delivery unknown?	<input type="text" value="No"/>
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Comments:	<input type="text" value="The project will require approximately 6-9 months preparation and consultation time, with a further 6 months build time. Therefore, the scheme can be delivered within 12 months of funding being confirmed."/>
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Are there any risks if this project does not come forward?	<input type="text" value="Major risks / impacts"/>
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Comments:	<input type="text" value="Expectations have been raised through the consultation and approval processes undertaken to date and failure to deliver"/>
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would create a significant reputational risk to the Council. Failure to deliver this integral part of the Town Centre development would detract greatly from its ability to provide a vibrant and high quality facility for Skelmersdale.

Has any work been undertaken to assess the feasibility of the project?

Basic plans for the area to be used have been produced to assess feasibility.

Are there any risks to delivery? Is it reliant on other projects or consents?

Some elements of the scheme may be reliant upon attaining planning consent, depending on the size and scale of the designs. There will also be a need to consider ground/weather conditions to implement works without causing too much damage to the area. The scheme will have to be carefully integrated into the Town centre Development timescales and good liaison with St Modwens will be required. Initial discussions with St Modwens have been undertaken.

Provide key milestones/tasks for the project:

Key milestones will include :-  
 Drainage/ground condition survey  
 Brief for Play Companies  
 Design Procurement  
 Public Consultation Exercise  
 Decision on preferred design  
 Engagement of Contractors  
 Implementation  
 Completion  
 Publicity/opening ceremony

Who will be responsible for future management and maintenance of the infrastructure?

West Lancashire Borough Council – facility will be included within the WLBC play maintenance contract, and monitored by play maintenance team, ranger service, and local volunteers

**Are project costs known?**

**Yes**

Project cost

Total £225,000  
 - Play equipment & installation £180,000  
 - Access infrastructure £25,000  
 - Land drainage £20,000

**Are CIL monies requested/required**

**Yes**

CIL / Match funding

Total cost: c.£225,000  
 CIL funding requested: c.£225,000 (100%)  
 Other funding required: c.£0

Has the parish council received Local CIL?

Total CIL awarded to parish council to date

£0

**2019 Assessment Comments**

Total cost: c.£225,000  
 CIL funding requested: c.£225,000 (100%)  
 Other funding required: c.£0

Project would respond to a need arising from new development across Skelmersdale and the surrounding areas, by providing high quality play facilities. The project ties in to Council strategies and existing plans for improving the Tawd Valley and Skelmersdale town centre. The amount of CIL requested (for 100% of this scheme) exceeds the £100,000 annually allocated for

ID 157

Project name

Tawd Valley Park Play Area

CIL funding and so would require separate consideration by the Council through the annual funding programme.

**Shortlisted for potential funding in 2020/21?**

**Yes**

# Equality Impact Assessment Form



<b>Directorate: Transformation</b>	<b>Service: Planning</b>
<b>Completed by: Peter Richards</b>	<b>Date: 24 July 2019</b>
<b>Subject Title: Draft Community Infrastructure Levy (CIL) Funding Programme 2020/21</b>	
<b>1. DESCRIPTION</b>	
Is a policy or strategy being produced or revised:	No <span style="float: right;"><i>*delete as appropriate</i></span>
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 ( <b>Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations</b> ):	Yes
Details of the matter under consideration:	The approval of public consultation on the proposed funding priorities for spending CIL monies in 2020/21.
<p><i>If you answered <b>Yes</b> to any of the above go straight to Section 3</i></p> <p><i>If you answered <b>No</b> to all the above please complete Section 2</i></p>	
<b>2. RELEVANCE</b>	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No* <span style="float: right;"><i>*delete as appropriate</i></span>
If <b>Yes</b> , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered <b>Yes</b> go to Section 3</i>	-
If you answered <b>No</b> 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>	-
<b>3. EVIDENCE COLLECTION</b>	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	CIL provides funding to provide or improve infrastructure required as a result of new development and growth in the Borough. CIL expenditure will benefit the residents and

	<p>businesses within the Borough by delivering improvements to infrastructure. Infrastructure projects, identified as suitable for expenditure in 2020/21, have been shortlisted from the Infrastructure Delivery Schedule (IDS). The IDS has been compiled through consultation with infrastructure providers. Some schemes on the IDS will need to be delivered in partnership with the infrastructure providers and their deliverability, timescales and costs have been a consideration in identifying project priorities.</p>
<p>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)?</p>	<p>This report seeks approval to consult on the proposed funding priorities for spending CIL monies in 2020/21 but does not seek to make any final recommendations at this stage. Such recommendations will be made following receipt and consideration of consultation responses.</p> <p>The schemes proposed for funding serve to provide or make improvements to public open space, sports facilities and allotments in the Borough which arise as a result of new development. Such projects will be prepared in acknowledgement of equality and diversity to ensure that all groups may access the schemes.</p> <p>Consultation on the proposed schemes for delivery will be available to all, and materials may be accessed online, in libraries and council offices. Materials will be available in large print or translated into other languages upon request. Publicity will be undertaken through a range of media to ensure that protected characteristics groups have the opportunity to respond.</p>
<p>Which of the protected characteristics are most relevant to the work being carried out?</p> <p>Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity</p>	<p style="text-align: right;"><i>*delete as appropriate</i></p> <p>Yes Yes Yes Yes No No No No No</p>
<p><b>4. DATA ANALYSIS</b></p>	
<p>In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?</p>	<p>All groups must be given an equal opportunity to respond to consultation.</p> <p>Service-users will include, but not be limited to, members of the public, sports groups and local</p>



	community groups.
What will the impact of the work being carried out be on usage/the stakeholders?	Residents of the Borough will be given the opportunity to respond to consultation on which infrastructure schemes should be funded through CIL monies in 2020/21 and whether any CIL monies should be retained and carried into future years to fund costlier schemes.
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 consultation will seek to gather people's views on infrastructure schemes. Comments will be considered in preparing the final recommendations for CIL expenditure in 2020/21.
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?	An equality survey form will be attached to all comments forms, although will not be a mandatory requirement for respondents to complete in order for their comments to be accepted. Any completed equality surveys will be analysed and reported on.
If any further data/consultation is needed and is to be gathered, please specify:	-
<b>5. IMPACT OF DECISIONS</b>	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	<p>This report seeks approval to undertake public consultation on the proposals for CIL expenditure in 2020/21. It does not seek to make any final recommendations at this stage.</p> <p>Public consultation will provide the opportunity for people with particular protected characteristics to respond on any issues that may potentially affect them should any of the IDS projects be brought into fruition.</p>
<b>6. CONSIDERING THE IMPACT</b>	
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 negative impacts identified through the public consultation will be considered and action taken to mitigate.
What actions do you plan to take to address any other issues above?	-  <i>If no actions are planned state no actions</i>
<b>7. MONITORING AND REVIEWING</b>	
When will this assessment be reviewed and who will review it?	Consultation will be undertaken on an annual basis, in line with the CIL Governance

	<p>Framework. Consultation methods will be reviewed annually. All comments we received will be considered in preparing the final recommendations for CIL expenditure in 2020/21. A feedback report will be prepared and published following consultation to document how we have considered all comments and any changes made as a result.</p>
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**CABINET: 10 SEPTEMBER 2019**

**EXECUTIVE OVERVIEW &  
SCRUTINY COMMITTEE:  
26 SEPTEMBER 2019**

**COUNCIL: 16 OCTOBER 2019**

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**Report of: Director of Housing and Inclusion**

**Relevant Portfolio Holder: Councillor J. Wilkie**

**Contact for further information: Mr F. Lee (Extn. 5226)  
(E-mail: [frank.lee@westlancs.gov.uk](mailto:frank.lee@westlancs.gov.uk))**

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**SUBJECT: COUNCIL HOUSING ASSET MANAGEMENT STRATEGY AND  
CAPITAL PROGRAMME PROCUREMENT APPROACH**

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Wards affected: All

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To seek approval from Cabinet/Council of the newly developed Housing and Inclusion Asset Management Strategy (AMS) including an ability to enter into a 5 year contract(s) to deliver the capital investment programme commencing April 2021.

## **2.0 RECOMMENDATIONS TO CABINET**

- 2.1 That the newly developed Asset Management Strategy included as appendix A be approved.
- 2.2 That in order to deliver the Asset Management Strategy and realise economies of scale and continuity, the procurement of the housing capital investment programme starting from April 2021 for a term of 5 years to maximise value for money and flexibility be approved.

## **3.0 RECOMMENDATION TO EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE**

- 3.1 That following consideration of the report any agreed comments be submitted to Council.

## **4.0 RECOMMENDATIONS TO COUNCIL**

- 4.1 That the Housing Asset Management Strategy be approved and implemented.
- 4.2 That the procurement of a 5 year contract to deliver the Housing and Inclusion

Capital Investment Programme be approved.

- 4.3 That further approval will be sought from Cabinet / Council should officers wish to utilise the contract extension options included within the contract.

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## **5.0 BACKGROUND**

- 5.1 In order to ensure the long term sustainability of the Councils housing stock/ business plan, Officers have developed a new AMS which provides a framework to ensure the Council make good investment decisions for the housing stock. The AMS will deliver individual 5 year area investment plans which will be shaped by robust intelligence along with the invaluable knowledge from the various teams within the Housing and Inclusion service. The AMS for consideration is included as appendix A.
- 5.2 Procurement for the capital investment programme has been on a year by year basis since 2017/18. This was an interim arrangement while stock condition data was being analysed and the asset management strategy developed. In order deliver the 5 year investment plans officers now plan to procure longer term contract(s) which will realise economies of scale and continuity which will also facilitate increasing the social value of our contracts such as, increased training opportunities through the development of a social enterprise models which could potentially benefit the whole borough, developing/utilising local supply chains and utilising local educational institutions. This duration of contract will also have the added benefit of removing the need to procure on an annual basis freeing up officer time to enable greater focus on contract management and quality assurance.

## **6.0 CURRENT POSITION**

- 6.1 Officers are procuring the 2019/2020 capital programme using a mixture of open tender and frameworks and a similar procurement route is proposed for the 2020/21 capital programme. From April 2021 it is proposed a 5(+3,+2) year contract(s) will commence to deliver the asset management strategy. It is anticipated that these contracts will be broader in scope to ensure specifications and quality standards are aligned with those contained within the new Responsive Maintenance and Void contracts, ensuring standardisation of components across the housing stock is achieved.
- 6.2 In addition to standardising components and quality standards, contracts will be structured in a way that allows flexibility for change which will allow option appraisal recommendations to be implemented without contractual penalties.

## **7.0 SUSTAINABILITY IMPLICATIONS**

- 7.1 The asset management strategy has sustainability at its heart and will aim to improve the overall sustainability of the housing stock and local communities.

- 7.2 Moving to a longer term approach to procurement will also provide the opportunity for contractors to invest in training and deliver tangible social value to local communities.

## **8.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 8.1 Whilst not having direct financial implications, the AMS will aim to ensure the business plan is sustainable and focus the Council's investment wisely.
- 8.2 It is envisaged that moving to the longer term approach in relation to the procurement of the capital programme will provide benefits in relation to economies of scale and will reduce repeated procurement costs.

## **9.0 RISK ASSESSMENT**

- 9.1 The actions referred to in this report are covered by the scheme of delegation to officers and any necessary changes will be made in the relevant risk registers.

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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**

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 - Asset Management Strategy

Appendix B - AMS Process Chart

Appendix C – Minute of Cabinet 10 September 2019 (Executive Overview and Scrutiny Committee only) – to follow

Appendix D – Minute of Executive Overview and Scrutiny Committee 26 September 2019 (Council only) – to follow





# **West Lancashire Borough Council**

## **Housing and Inclusion Asset Management Strategy 2019-2024**

- 1.0 Background and Context**
- 2.0 Principles of the Asset Management Strategy**
- 3.0 Asset Management Planning Approach**
- 4.0 Stock Condition Information**
- 5.0 Standards/Compliance**
- 6.0 Repairs and Maintenance**
- 7.0 Aids and Adaptations**
- 8.0 Sustainability**
- 9.0 AAMP - Property Categorisations**
- 10.0 Investment Delivery/ Procurement**

## **1.0 BACKGROUND AND CONTEXT**

- 1.1 The operating environment for social housing is one of the most challenging and fast moving for many years. Reform of the welfare system allied to continued cuts in public sector budgets and significant reductions in grant levels for new development programmes are placing increasing pressure on social landlords and their customers.
- 1.2 In addition regulation has changed: while more light touch and less prescriptive with a strong emphasis on financial viability and Value for Money, the recent Government Green Paper on social housing 'A new deal for social housing' brings some of the focus back on empowering customers to having a greater say and control in the management of their homes.
- 1.3 The Borough has a strong housing market with high demand for both the private and social rented sectors. However, the housing market in the Borough is not balanced and does not offer a range of housing for those at all income levels, with a shortage of affordable entry level housing for both single people and families across the Borough. With continued reforms to the welfare system, allied to the uncertainty of the performance of the economy, at both a national and local level post Brexit, the demand for affordable housing within Borough is likely to come under increasing pressure.
- 1.4 Analysis from the Council's current Housing Strategy identifies that the Borough, like many parts of the country is forecast to see an uplift in the number of households, whilst the outturn of new homes is anticipated to fall as a result of current issues around access to finance and market confidence. Analysis of the demographic groups within Borough indicates the greatest shortfall in accommodation needs will be for single non-pensioner households and lone parent households, emphasising the importance of delivering small, but well apportioned family sized affordable housing units, closely followed by a developing demand for extra care accommodation to cater for an increasing ageing population.
- 1.5 Previous Asset Management Strategies were very much focused on meeting and maintaining homes to the Decent Homes Standard (DHS). That standard has broadly now been met, and the Council now requires an Asset Management Strategy and Plan to set out how it will use its resources to ensure its existing homes continue to meet the DHS going forward whilst assisting in addressing some of the wider housing issues within Borough.
- 1.6 To achieve the Council vision 'To be a council which is ambitious for West Lancashire - our Economy, Environment and for Health and Wellbeing' providing sustainable, quality, affordable homes is a key factor in achieving this ambition



1.7 This Asset Management Strategy will set out how the Council will prioritise investment between the different options that are available in terms of property, neighbourhoods or the wider area/agenda and will provide a mechanism for area reviews (option appraisals) where investment needs to be carefully considered, whilst maintaining required standards.

## **2.0 Principles of the Asset Management Strategy**

2.1 The Council recognises the crucial role good quality affordable housing plays in the promotion of good health and wellbeing and sense of place. This strategy aims to improve and build on our housing offer by developing bespoke local plans which are tailored to the needs of the local community whilst ensuring long term sustainability and a sound business footing.

2.2 Managing assets effectively is central both to the operation of a landlord's business and its ability to achieve its strategic aims and maintain its core visions and values and is at the heart of a robust business plan.

2.3 Strategies have previously focused principally on delivering work programmes rather than actively managing the assets with the focus being on;

- Stock surveys providing asset intelligence
- The delivery of works programmes
- Managing budgets and spending budgets wisely
- Dealing with the worst properties first

2.4 While the first three points above remain important aspects of asset management, the Council will need to develop a more proactive business planning approach considering;

- What investment is needed in our properties
- When that investment need will arise
- An understanding of current and future demand
- An understanding of how properties are currently performing
- Alternative options – demolition / disposal / change of use
- Stock rationalisation
- New Developments

2.5 This approach will improve the worth, both social and financial of our housing and related assets, with the developed business plan providing the basis for an asset management strategy that considers a 30-year timeframe providing a framework for short and medium-term plans which will take into account;

- Investing in the long-term sustainability of the assets.
- Meeting customers housing needs in terms of the location, type and standard of their homes and ensuring their views have real influence in the shaping of local plans.

- Actively managing the assets so that decisions are able to be made on an estate and individual property basis with key internal stakeholders.
- How the asset management strategy supports the wider aims of the Council – development of new homes, and / or supporting localities.
- Redevelopment Plans including those of the Councils development company.

### **3.0 Asset Management Planning Approach**

3.1 The proposal is to move to Area Asset Management Plans (AAMPs). These plans will provide a basis for a more coordinated approach to asset management, and particularly recognise that housing management and the surrounding environment should be an integral part of investment planning.

3.2 Developed area plans will gear investment / divestment /replacement into the stock over 5-year bands. As and when individual properties become void these will be assessed in more detail to ensure any planned investment / divestment requirements ‘marry’ up to the overall plan.

3.3 To make informed judgements when producing the AAMPs will require a granular understanding of the stock and its performance. While robust information relating to the condition of individual building components will be held within the asset management module of QL, measuring the long-term performance of the stock will be undertaken using an Asset Intelligence Model. The modelling and options appraisal of the property portfolio will allow the Council to:-

- Demonstrate Value for Money [Vfm].
- Determine investment strategies at a property, street, estate and neighbourhood level.
- Assist in the long-term planning regarding the obsolescence of assets.
- Identify when major investment is needed and ensure that investment is delivered through intelligence driven maintenance programmes.
- Model alternative asset management strategies and,
- Assist in the delivery of social investment objectives and quantify the impact of that investment.

### **4.0 Stock Condition Information**

4.1 The Council has undertaken a Stock Condition Survey (SCS) in 2018 which covered 100% of the existing housing property portfolio. The SCS informs both the Council’s Long-Term Financial Plan (LTFP) and investment requirements/ budgets.

4.2 Additional sample surveys will also be carried out to ensure we maintain accurate information along with updates following the completion of programmes of work.

- 4.3 The SCS 2018 identified £191m of expenditure required over a 30 year period to maintain the Council's housing stock at current standards. A breakdown of that spend is provided in Table 1.0 below.

West Lancashire Borough Council							
Stock Condition Survey 2018							
30 Year Spend Profile - Capital Works Programme							
Element Group	Years 1 to 5	Years 6 to 10	Years 11 to 15	Years 16 to 20	Years 21 to 25	Years 26 to 30	Total
Catch Up Repairs	£574,710	£0	£0	£0	£0	£0	£574,710
Improvements	£1,352,650	£0	£795,150	£0	£795,150	£0	£2,942,950
Kitchens	£3,164,000	£3,332,000	£3,860,000	£12,548,000	£3,164,000	£3,332,000	£29,400,000
Bathrooms	£2,603,800	£1,719,350	£2,437,500	£5,804,750	£2,122,100	£5,711,950	£20,399,450
Electrics	£3,471,840	£506,120	£787,340	£2,150,120	£2,033,340	£2,901,620	£11,850,380
Heating	£4,113,300	£4,344,100	£7,384,100	£3,811,900	£7,901,600	£8,684,600	£36,239,600
Roofing	£10,245,344	£1,072,908	£1,904,592	£3,394,642	£1,550,539	£6,452,362	£24,620,386
Windows	£1,167,297	£946,526	£4,927,730	£2,471,580	£3,240,966	£2,682,100	£15,436,199
Walls	£1,398,205	£2,451,652	£3,426,346	£7,412,065	£2,778,100	£2,007,421	£19,473,789
Doors	£779,500	£139,650	£611,250	£985,400	£3,279,750	£2,364,300	£8,159,850
External Works	£5,021,219	£3,031,008	£1,783,749	£3,439,640	£729,164	£872,974	£14,877,754
Common Doors	£793,841	£306,284	£235,514	£341,852	£68,916	£45,837	£1,792,245
Common Services	£586,500	£555,750	£577,041	£723,000	£1,108,750	£1,335,354	£4,886,395
Common Kitchen / Bathroom	£10,000	£20,000	£27,237	£0	£19,000	£41,237	£117,473
<b>Total</b>	<b>£35,282,205</b>	<b>£18,425,348</b>	<b>£28,757,549</b>	<b>£43,082,948</b>	<b>£28,791,376</b>	<b>£36,431,755</b>	<b>£190,771,181</b>
<b>Total per annum</b>	<b>£7,056,441.09</b>	<b>£3,685,069.55</b>	<b>£5,751,509.85</b>	<b>£8,616,589.63</b>	<b>£5,758,275.18</b>	<b>£7,286,350.96</b>	<b>£38,154,236</b>

Table 1.0; SCS 2018 - Breakdown of 30 year spend by element – Capital works programme.

- 4.4 The SCS 2018 identifies the spend needed to meet legal, statutory and Health and Safety issues and ensure the stock and related assets, going forward, are kept at today's standards. Whilst the business plan can support this projected spend requirement with resource levelling, the Council may want to invest its finances into other areas to support its vision and value statements. This spend could cover issues such as car parking, redesign of areas to meet secure by design principles or addressing environmental uses. Alternatively, the Council could decide to invest in areas that not only underpin its vision and value statements, but support a national agenda, for example, investment in green technology to homes. This would help alleviate fuel poverty, reduce carbon emissions whilst improving customer's homes to higher standards than current levels.
- 4.5 The 5-year investment bandings within SCS 2018 provide an indicative starting point for investment planning and timing. The Asset Management Team will undertake some further detailed inspections, surveys and assessments to identify the nature and urgency of the works and will categorise them in the following ways:
- 4.6 Essential Investment;** considered to be urgent in the coming year and which cannot be moved due to risk of falling into breach of the Decent Homes Standard, failing to meet our obligations under Section 11 of the Landlord and Tenant Act 1985, or health and safety risks. An example of this would be a

roof where a good proportion of the roof tiles are beginning to slip and cause water ingress and risk of falling tiles.

**4.7 Required Investment;** considered to be important in the coming year but which could move back 2 – 3 years, without material risk to the building fabric / component. An example of this would be delaying the replacement of a lift, door entry system or pointing to external brickwork.

**4.8 Discretionary Investment;** considered timely and advisable in the coming year but which could be moved back into a future year within the 5-year band without material risk to the building fabric or health and safety. An example of this would be environmental works, such as providing additional parking on estates.

**4.9 Improvement Investment;** considered to be a desirable enhancement to a property, estate, scheme or block, but which is purely discretionary. An example of this would be external wall cladding or renewable energy components such as solar photovoltaic panels to generate electricity.

4.10 Whilst it is important that 'Essential' and 'Required' investment is undertaken to keep properties at the correct level in terms of health and safety and our legal duty to ensure they are lettable now and in the future, the Council will have the ability to review how it spends its funds on 'Discretionary' and 'Improvement' items. This flexibility provides the Council the ability to invest in Improvements or redirect that spend to invest in other areas such new developments or in support of other strategic business activities as referred to in section 4.4. This also allows works to be suspended pending option appraisals.

4.11 There are however risks in pushing back elements of investment spend on the stock and related assets, in that a 'bow wave' of investment may accumulate around the same period of time, placing unplanned strain on both financial and staff resources. This will need to be closely monitored through existing risk registers and reflected in future business and capital investment planning.

## **5.0 Standards and Compliance**

**5.1** The Council has policies in relation to the 5 keys areas of property compliance, Gas Safety, Water Hygiene, Electrical Safety, Fire Safety and Asbestos Management.

**5.2** These policies set out the Councils approach to these critical health and safety issues. Future business/investment plans will ensure funds are available to carry out these critical compliance activities.

**5.3** The Council will ensure that all properties meet any other statutory standard such as the current decent homes standard and ensure that adequate funding is available. This is regardless of property categorisations allocated as part of this strategy.

## **6.0 Repairs and Maintenance**

6.1 The Council is currently undertaking a major exercise to procure the response maintenance service. This contract will aim to modernise the current service and minimise administration by moving to a price per property model. The contract will also have scope to include cyclical works such as heating servicing and painting. The contract will facilitate significant investment by the successful contractor to deliver a modern dynamic responsive service. Business/Investment plans will ensure funds are available to carry out these essential activities thus, protecting the value of the council assets. However, where a property / area is designated for essential works only, as per section 9, then this may affect the approach to maintenance and void works and shorter term remedies and 'mothballing' of void properties may be applicable dependant on the required investment. These decisions will be taken by the Tenancy Services Manager in consultation with the Senior Stock Condition Surveyor

## **7.0 Aids and Adaptations**

7.1 The Council is committed to ensuring that residents are able to live independently in their homes for as long as possible and we will carry out adaptations in line with our aids and adaptations policy. Business/Investment plans will ensure funds are available to deliver the policy. Capital investment programmes will aim to minimise the need for adaptations by adopting designs with a lifelong homes philosophy.

## **8.0 Sustainability**

8.1 A key purpose of the Asset Management Strategy is to make sure that investment in the stock ensures homes are sustainable over the life time of the long-term financial plan through managing both internal and external factors that may impact upon the let-ability of properties.

8.2 In making these decisions it is necessary to be able to evaluate assets in order to be able to choose between alternative uses for capital and human resources over the medium to long-term. In financial terms it is essential to gain a positive return on any investment that is undertaken on the stock. This needs to be balanced against environmental and social factors. It is therefore important for the Council to have a process to assess these issues and ensure investment is targeted to achieve sustainability in the long term.

8.3 Investment will be prioritised towards ensuring sustainability, as identified through the Asset Intelligence Model, an operational tool that is used to assess sustainability over three distinct factors. These factors link directly to a strategic financial, social and environmental triple bottom line objective;

8.4 **Social Index;** will consider the sustainability of the properties set in the context of the street, estate, and neighbourhood and whether there are factors that could erode the lettability or the value of the property. Examples of this

would include data relating to local house prices and market value, neighbourhood and home satisfaction data and stock demand data.

- 8.5 **Environmental;** this will take into account the energy efficiency/performance of stock that could impact affordability and sustainability of tenancies.
- 8.6 **Financial;** a financial model will be produced to indicate the expected future cash flows for each property over the next thirty years. This will include realistic assumptions about future rent income and key cash outflows (repairs, maintenance, management and in particular scheduled major improvements and capital work). For each property a Net Present Value (NPV) will be calculated, which will demonstrate the financial performance over a 30-year period. This would provide a reasonable indication of financial return (to be discussed and agreed with the Council's Finance Team). Therefore, NPV can be ranked by property and a criteria set to indicate those with the lowest NPV and therefore the least attractive to retain under financial criteria.
- 8.7 Performance of the stock will be assessed on these three distinct measures using our Asset Intelligence Model and properties will be classified either as Red, Amber or Green (RAG status);

**Green** - Properties with a high sustainability index score.

**Amber** - Properties with a medium sustainability score.

**Red** - Properties with a low sustainability score.

## **9.0 AAMP - Property Categorisation**

- 9.1 Areas will be prioritised for the development of an Area Asset Management Plan (AAMP) based on the proportion of low sustainability properties and the number of properties affected. This will ensure the risk to the Council of making poor investment decisions is minimised.
- 9.2 The AAMP's will be developed by the Stock Review Group and will involve carrying out option appraisals to identify the most optimum approach for the stock / assets in the area. Key to this will be developing an understanding of why properties/areas have low levels of sustainability and understanding the potential of the area.
- 9.3 The AAMP will then categorise properties/areas in the following ways:-

- Retain and Invest Long term
- Retain and Invest Medium Term
- Change of Use
- Sheltered change
- Dispose – through open market sale
- Dispose – through demolition
- New Development Potential

- 9.4 The AAMP will also identify the type of investment to be permitted in the area and to which properties i.e. Essential, Required, Discretionary and Improvement. Along with a review date when the AAMP will be reassessed.
- 9.5 Where interventions over and above routine investment are required these will be managed in line with the scheme of delegation and further reports as necessary.
- 9.6 Where an area does not yet have an AAMP the Stock Review Group will make an interim categorisation and investment allowed judgement, informed by local knowledge and the RAG rating. Again, this will ensure the risk to the Council of making poor investment decisions is minimised.
- 9.7 As a guide, investment for properties with a **Red** RAG rating could potentially be; No major expenditure permitted and to be maintained on an 'Essential' only basis limited to responsive repairs, plus essential cyclical servicing to ensure health and safety compliance – i.e. statutory gas servicing, periodic electrical testing etc. As referred to in section 5.3 we will ensure that any minimum statutory standards are maintained.
- 9.8 **Amber** stock may involve; No discretionary or improvement works being permitted pending the AAMP production. Day to day maintenance shall be on a responsive and cyclical servicing basis as set out for Red stock above
- 9.9 The Stock review group may decide that **Green** stock will be allowed all investment apart from Improvements, again pending the AAMP.

The option appraisal and re-investment process is illustrated at Appendix A.

- 9.10 When a full AAMP has been agreed this will be shared with local residents who would have helped shape it through the option appraisal process. The message to residents will be carefully managed with the council's communications team to ensure that areas are not stigmatized.

## **10.0 Procurement**

- 10.1 Housing and Inclusion currently procures its capital investment and cyclical maintenance contracts through framework agreements and open market tendering.
- 10.2 In order to allow recommendations included in AAMPs to be complied with, flexibility will be required in terms of procurement.
- 10.3 It is proposed that while 5 year contracts (with extension options) are sought to deliver our capital investment programmes these contract should have a degree of flexibility to ensure changes can be made without incurring any financial penalties to the Council. It is therefore envisaged that term measurement contracts are employed, that allow economies of scale whilst

not committing expenditure to properties that may require review/option appraisals.

10.4 The Council is aware of the impact its procurement activities has in the area and will consider the social value contractors and suppliers can deliver when awarding contracts. This will include but not be limited to items such as local investment, the use of local supply chains and local labour along with apprenticeship opportunities.

10.5 The environmental impact of the materials the Council specifies will also be considered during procurement exercises which will include the impact on ongoing maintenance and energy consumption for our customers.

## **11.0 Financial and Resource Implications**

11.1 There are risks in pushing back elements of investment spend on the stock and related assets, in that a 'bow wave' of investment may accumulate around the same period of time, placing unplanned strain on both financial and staff resources.

## **12.0 Risk Assessment**

12.1 The risks to the Council will be assessed through the corporate risk register but the key risks to the Asset Management Strategy are:

- Failure to maintain Decent Homes Standard or any replacement statutory standard.
  - Mitigation will be to regularly monitor our stock and potential changes to statutory requirements and realign investment plans as necessary.
- Insufficient available funds to meet the demands of the business.
  - Mitigation would be to ensure that the business plan is robust and carrying out sensitivity analysis assumptions.
- Key contractor and consultant failure.
  - Contract(s) will be carefully drafted and monitored to ensure the interests of the Council are protected should performance issues arise.
- Accuracy of stock condition survey data.
  - In house surveys will be carried out to provide reassurance that data is accurate.
- Accuracy of demand data or change in demand preferences of customers.
  - Mitigation would be to ensure that the business plan is robust by carrying out sensitivity analysis of the included assumptions.
- Change in priorities for spend based on external factors such as the Government or Environmental legislation.
  - Mitigation will be to regularly monitor our stock and potential changes to statutory requirements and realign investment plans as necessary.



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- Cost of customers future aspirations not costed within LFTP
  - These issues will be identified through our sustainability analysis and addressed through AAMPs.

12.2 The above risk will be managed and monitored and reported through Housing Management Team Meetings.

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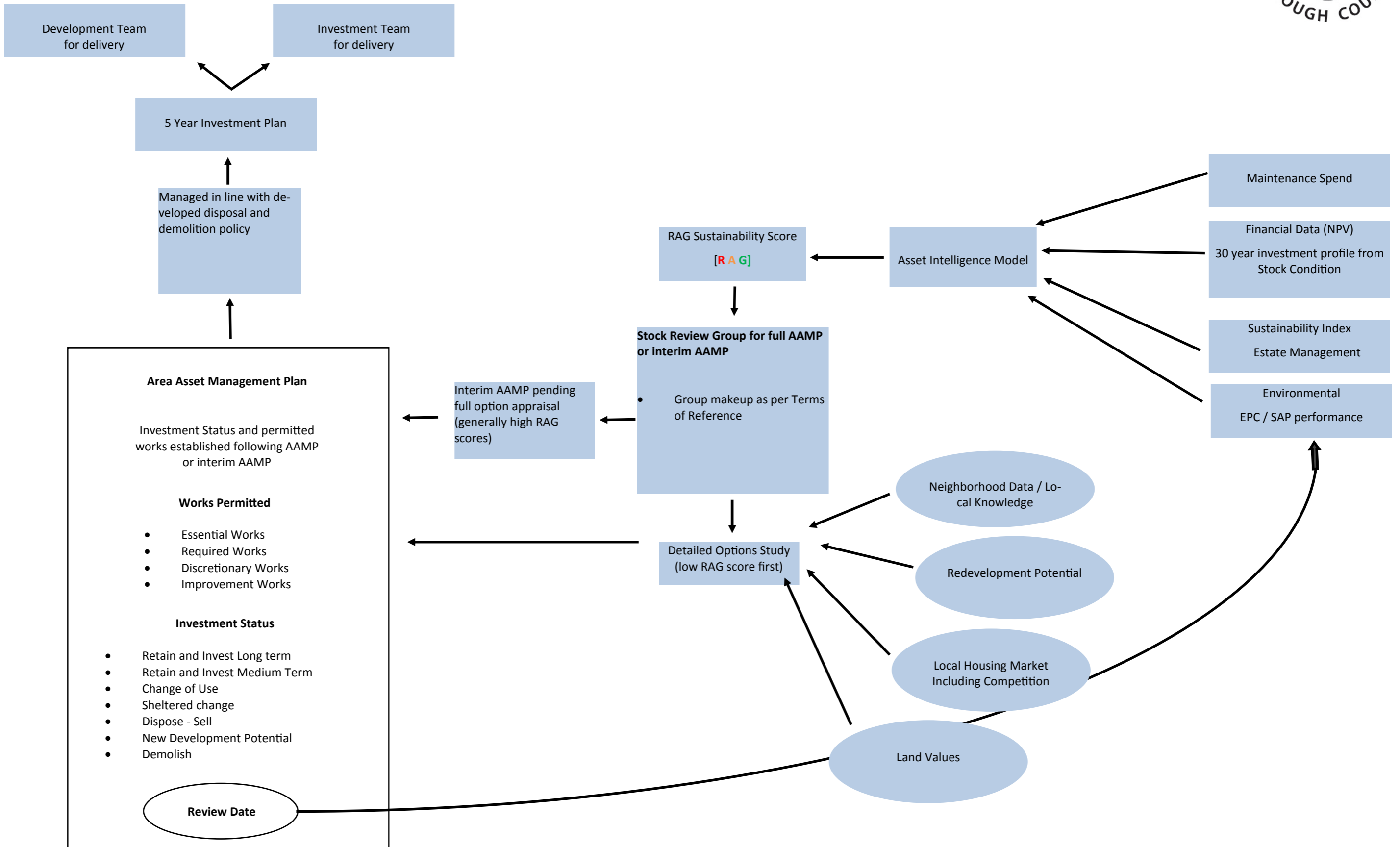
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## **Appendices**

Appendix A – Asset Management Strategy Process Flow



# Housing and Inclusion Asset Management Process







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**Report of:** Borough Treasurer

**Relevant Portfolio Holder:** Councillor A Yates

**Contact for further information:** Rebecca Spicer (Extn. 5098)  
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**SUBJECT: RISK MANAGEMENT**

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## 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 RECOMMENDATION

- 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.
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### 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 the Key Risks Register are reviewed and reported to Members on a regular basis. Consequently it is our standard practice to report on Key Risk Register 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 scrutinise Key Risks and provides assurance that these risks are being effectively controlled.
- 4.2 The risk relating to Land Auction has been recently removed from the Key Risk Register as the Council has now completed its part in the project. There is no longer a risk to the Council of a potential loss of capital receipt as the sale of all sites has been agreed.
- 4.3 The scoring of the risk relating to Business Continuity – Potential for Disruption has reduced from the "very concerned" category to the "uneasy" category, as services have recently reviewed and updated their business continuity plans.
- 4.4 The risk relating to the West Lancashire Development Company has been downgraded from "uneasy" to "content" as Tawd Valley Developments Ltd has now been established and the governance and financial arrangements are being finalised and agreed with the Council as sole shareholder. Progress with delivery of the initial business plan is being made in accordance with the project plan. Similarly the risk relating to Balancing the HRA Budget has been downgraded to "content" as the stock condition survey and analysis of data is now complete, the income management IT system is now live and the Government have provided certainty in relation to rents over the next 5 years.
- 4.5 There is one risk relating to EU Exit that has been assessed in the "very concerned" category that requires urgent action at the highest level to reduce the risk to an acceptable position, and this work is ongoing.

#### **5.0 SUSTAINABILITY IMPLICATIONS**

- 5.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder.

## **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 best practice requirements.

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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.

### **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.






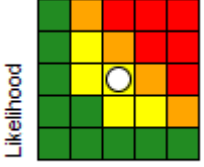

# Appendix A Key Risk Register

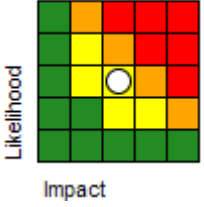
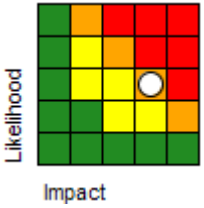


Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 389</p> <p>Development &amp; Regeneration Services</p>	Delivery of the Housing Strategy	<p>The 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"> <li>- Achieve the right supply of new homes including maximising affordable housing</li> <li>- Regenerate and remodel areas of Skelmersdale</li> <li>- Make the best use of all existing homes</li> <li>- Encourage well managed &amp; maintained homes across all tenures</li> <li>- Encourage investment to meet specialist housing requirements</li> <li>- Deliver the Council's Sustainable Energy Strategy 2012- 2020 Residential and Domestic Sector objectives.</li> </ul>	<p>Regular monitoring via the Service Action Plan (SAP)</p> <p>Each action contained in the Housing Strategy Action Plan has its own delivery risks which are recorded on our internal system.</p>	Director of Development & Regeneration Services	Monitoring of the risk continues to take place via the Service Action Plan.	<p>Likelihood</p> <p>Impact</p>	9 Uneasy

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
Development & Regeneration Services	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"> <li>Continue to consult with public where relevant.</li> <li>Collaboration agreement in place.</li> <li>Continue to engage with the "other" landowners to encourage their participation in the scheme.</li> <li>This risk is reviewed regularly as part of the ongoing project management.</li> <li>Maintaining regular contact with developer and potential retail/commercial/leisure occupiers.</li> <li>Project Board meets regularly to review progress.</li> </ol>	Director of Development & Regeneration Services	The purchase of Homes England land is now being discussed to enable delivery.		9 Uneasy
Finance & HR Services	Potential Treasury Management Investment Losses.	Volatility in financial markets can create risks on investments, which means 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 the light of current market conditions.		5 Content
Finance & HR Services	Achieving a balanced General Revenue Account budget position	On-going reductions in Government funding and other financial pressures will need to be addressed to meet the statutory requirement to set a balanced budget.	The medium term financial forecasting and Sustainable Organisation Review processes will set out how this financial challenge will be met.	Borough Treasurer	The Sustainable Organisation Review process is underway and a report was presented to Council in July 2019 setting out its findings and recommendations		10 Concerned

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
					which were approved.		
Finance & HR Services	Delivering a successful Sustainable Organisation Review Project (SORP).	This project is designed to improve economy, efficiency and effectiveness across all Council Services as well as addressing the financial challenges facing the General Revenue Account.	<p>A SORP Board consisting of the Corporate Management Team and other relevant officers meets on a fortnightly basis to ensure good progress is made with the project.</p> <p>A detailed risk register is in place to ensure the effective mitigation of the main risks associated with the project.</p>	Chief Executive & Borough Treasurer	Consultant's recommendations were approved at Council in July 2019 and are now in the process of being implemented.		10 Concerned
Page 39 Housing & Inclusion Services	West Lancashire Development Company	Development Company offers opportunities of generating income from developments however, volatility in development / financial markets can create risks on investments, which means there is the potential that significant sums of money could be lost.	The annual Business Plan will be approved by the Council and site appraisals and further detailed analysis will determine which schemes / projects are viable. Performance against the Business Plan will be presented to Council.	Director of Housing & Inclusion Services	Council gave approval to form Tawd Valley Developments Limited. The Project Plan has been refreshed and governance, domestic and delivery arrangements are being implemented.		4 Content
Housing & Inclusion Services	Balancing the HRA Budget	The Government's rent reduction initiative has been implemented and the financial impact needs to be effectively managed.	<ul style="list-style-type: none"> <li>- Review of management structure</li> <li>- Efficiency programme currently being planned</li> <li>- Regular review of income management performance</li> <li>- Implementation of Universal Credit to be carefully monitored</li> <li>- 100% Stock condition survey underway to limit risk and give</li> </ul>	Director of Housing & Inclusion Services	<p>A stock condition survey and analysis of data has now been completed. This informs a 5 year investment programme to support the business plan.</p> <p>Universal Credit moved to full service in December 2017, income collection and arrears performance</p>		4 Content

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
			better assurance in the HRA Business Plan		are being closely monitored and an income management IT system is now live. Five year rent certainty has been confirmed.		
Housing & Inclusion Services	Landlord Compliance & Regulatory Requirements (Health & Safety)	Injury or death to tenants, resident or visitors. Significant adverse publicity. Regulatory impact.	Monitored quarterly at management team. Compliance incorporated into the audit programme annually.	Director of Housing & Inclusion Services	The Action Plan is now complete. Compliance continues to be monitored on a weekly basis and reported quarterly to management.		10 Concerned
Leisure & Environment Services Page 392	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.	Director of Leisure & Environment Services	Plans continue to be tested on a regular basis and updated accordingly.		9 Uneasy
Leisure & Environment Services	EU Exit	Potential widespread disruption of Council services.	Business Control Plans  Strategic leadership input is given into the plans.  An internal working group is in place.	Director of Leisure & Environment Services	EU exit still set to happen and further details are awaited. Work relating to preparing the Council for the exit will recommence at the appropriate time.		15 Very Concerned

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
Leisure & Environment Services	Procurement of new leisure provision	Impact on Council services, finances and reputation. The Council has adopted a leisure strategy which identifies new provisions. Failure to deliver will impact on future service delivery. The potential financial cost, both revenue and capital, could seriously impact on the Council's ability to balance its budget.	Project group, project Board and cabinet working group are now well established and regularly monitoring progress.  CCG partnership board operates.	Director of Leisure & Environment Services	There continues to be on-going Trust & Monitoring meetings.		9 Uneasy
Page 393  Legal & Democratic Services	Failure to provide suitable storage arrangements for the Council's electronic information	Inefficient business processes. Failure to meet statutory and best practice requirements, e.g. in relation to FOIA, DPA, GDPR, EIR and other information handling legislation (including record retention and destruction arrangements). Staff time wasted / diverted. Potential legal challenges. Criticism by Audit and negative press. Increased electronic storage costs.	Officer based project group to take forward a review and improvement project. Engagement with the ICT provider to ensure suitable structure for information storage. Periodic training / meetings / dissemination of information, e.g. Retention & Disposal schedule, Corporate Catalogue/ROPA and ICT Data and Security Policy for Link Officers, IAOs and staff in services to ensure up to date with current policy, legislation, best practice and recent changes affecting their areas. Improvements to systems being	Borough Solicitor & Deputy Director of Housing & Inclusion Services	Conflict of priorities and timescales for BTLs colleagues addressed. A revised, shortened programme is being implemented. To assist staff working through the programme officer support and guidance is made available. Programmed to complete transfer of data to new structure by 30 August, with follow up work to conclude in line with project timescales.		12 Concerned

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
			progressed on a Corporate basis, following annual governance and internal audit input. A 2 year programme to put revised arrangements in place is continuing. Arrangements are to be agreed and signed off for the present and future compliance by Heads of Service.				
Page 394  Legal & Democratic Services	Significant failure to comply with General Data Protection Regulation (GDPR and Data Protection Act 2018).	The GDPR and Data Protection Act 2018 brought considerable changes to the current data protection framework and the Council must deliver its services in accordance with it. There are substantial enhancements to the current requirements as well as some new elements. Compliance had significant resource implications in terms of budget, IT, Governance and communications. There are a range of sanctions for breaches including fines and damages. Failure to report a breach would result in a fine as well as a fine for the breach itself.	An action plan is in place and being managed requiring Services to review their existing policies and procedures and technical methods in line with the new requirements and work is continuing. A report has been taken to Senior Management to highlight the requirements to be imposed. This is being supplemented with more detail and guidance provided. The Action Plan to ensure compliance is in place with training organised and being delivered. Account is taken of the emerging UK based legislation. The effect within Services was developed with the assistance of Information Asset	Borough Solicitor	The Data Protection Working Group continues to meet regularly and has a GDPR Action Plan in place which is actively monitored and being progressed through to conclusion.	<p>Likelihood</p> <p>Impact</p>	9 Uneasy

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
			Owners. Budget resources may be required to update processes particularly where software is to be used.				







**CABINET: 10 SEPTEMBER 2019**

**CORPORATE & ENVIRONMENTAL  
OVERVIEW & SCRUTINY COMMITTEE:  
10 OCTOBER 2019**

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**Report of: 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](mailto:alison.grimes@westlancs.gov.uk))**

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**SUBJECT: QUARTERLY PERFORMANCE INDICATORS (Q1 2019/20)**

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Wards affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To present performance monitoring data for the quarter ended 30 June 2019.

## **2.0 RECOMMENDATIONS TO CABINET**

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

2.2 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.

## **3.0 RECOMMENDATIONS TO CORPORATE & ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE**

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

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## 4.0 CURRENT POSITION

- 4.1 Members are referred to Appendix A of this report detailing the quarterly performance data for key performance indicators. The performance information aims to help demonstrate performance against the corporate priorities as well as providing some service-specific information.
- 4.2 There have been several changes to the suite of indicators for 2019/20 agreed by Cabinet in March. For the quarterly indicators the detail of this is provided in the notes in Appendix A.
- 4.3 There are 49 data items reported. Seven of these are data only. Of the 42 PIs with targets reported:
- 24 indicators met or exceeded target
  - 3 indicators narrowly missed target; 7 were 5% or more off target
  - 6 indicators still have data pending (*LE08/09/10/11/12/13: % locations inspected falling into categories A/B for Litter, Detritus, Litter Bins, Grass, Shrubbery/Hedges*)
  - 2 indicators have data unavailable (*LE06 & LE07 % hazardous & non-hazardous flytips removed*)

Two data only items have information pending: *WL133 No. visitors to Chapel Gallery; WL143 % of direct dial calls answered.*

A direct comparison is not possible due to changes in indicators and targets, however performance in Q1 2018/19 gave 16 (from 27) performance indicators on or above target at that time.

- 4.4 Performance 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.
- 4.5 These plans provide the narrative behind the outturn. 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. Progress on actions from previous Performance Plans are provided in Appendix C.
- 4.6 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 a performance plan versus resource implications. This is indicated in the table.
- 4.7 This quarterly suite of indicators and targets was agreed by Cabinet in March 2019. Targets for 2019/20 were finalised through Cabinet following consideration of comments from the Executive Overview and Scrutiny Committee.

## **5.0 SUSTAINABILITY IMPACTS**

5.1 The information set out in this report aims to help the Council improve service performance. There are no significant sustainability impacts associated with this report/update and, in particular, no significant impact on crime and disorder.

## **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.

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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**

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 Q1 April-June 2019/20

Appendix B: Performance Plans















Appendix C: Actions from Previous Performance Plans



## APPENDIX A: QUARTERLY PERFORMANCE INDICATORS

Icon key					
PI Status			Performance against same quarter previous year		
	OK (within 0.01%) or exceeded	24		Improved	15
	Warning (within 5%)	3		Worse	5
	Alert (by 5% or more)	7		No change	4
	PIs awaiting data	8	/	Comparison not available	25
	Data only	7		Awaiting data for comparison	0
	'Data only' awaiting data	2		Total number of indicators/data items	49

### Shared Services <sup>1</sup>

PI Code & Short Name	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q4 2017/18	Q1 2018/19	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Current Target	Comments	Q1 19/20 vs Q1 18/19	Quarter Status
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
ICT1 Severe Business Disruption (Priority 1)	100%	100%	100%	100%	100%	100%	100%	100%	100%	99%			
ICT2 Minor Business Disruption (P3)	98%	99%	99%	99%	99%	99%	99%	99%	100%	97%			
ICT3 Major Business Disruption (P2)	100%	100%	100%	100%	100%	100%	100%	100%	100%	98%			
ICT4 Minor Disruption (P4)	98%	99%	99%	99%	99%	99%	99%	99%	100%	98%			
R1 % of Council Tax collected	29.30%	56.28%	83.97%	96.51%	29.22%	56.10%	83.81%	96.46%	28.96%	29.09%	Performance is just below the profiled target. The service will continue to focus available resources towards non-payment cases using profiled debt analysis data and targeting those cases which have failed to maintain payment in accordance with agreed instalment plans.		
R2 % council tax previous years arrears collected	7.13%	13.37%	18.22%	26.78%	11.10%	17.14%	21.85%	25.88%	8.10%	5.00%			
R3 % of Business Rates	29.18%	55.15%	80.66%	98.18%	28.18%	55.08%	81.05%	98.22%	29.65%	27.76%			

PI Code & Short Name	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q4 2017/18	Q1 2018/19	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Current Target	Comments	Q1 19/20 vs Q1 18/19	Quarter Status
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
Collected (NNDR)													
R4 Sundry Debtors % of revenue collected against debt raised	39.49%	74.71%	87.99%	95.78%	38.01%	83.96%	87.41%	96.95%	51.95%	45.75%		↑	✓
B20 Time taken to process Housing Benefit/Council Tax Support new claims and change events	6.87	7.10	6.93	5.63	6.98	6.05	6.41	6.16	6.11	12.00	Outturn comprises Average New Claims (36.3 days) and Average Change of Circumstances (4.77 days). Time for processing new claims starts from date of submission. Where claims are without the necessary evidence for assessment, processing time includes delays incurred chasing up missing information and customer response time. All new Working Age claims go to Universal Credit and not Housing Benefit, which is now restricted to those of Pensionable Age and claimants in Supported Accommodation. These remaining claims tend to be more complex in nature due to claimant circumstances which means accurate supporting information can take time to establish. New claims therefore typically take much longer than a change to an existing claim. In recent years there has also been an ongoing process of system automation for change in circumstances notifications received from the DWP and HMRC, which has improved the change of circumstances performance.	↑	✓
B2 Overpayment Recovery of Housing Benefit overpayments (payments received)	£69,860	£140,362	£212,841	£294,695	£87,070	£178,006	£270,313	£370,939	£104,163	£44,147		↑	✓

## Development & Regeneration Services







PI Code & Short Name	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q4 2017/18	Q1 2018/19	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Current Target	Comments	Q1 19/20 vs Q1 18/19	Quarter Status	
	Value	Value	Value	Value	Value	Value	Value	Value	Value					
NI 157a Processing of planning applications: Major applications	100%	100%	100%	87.50%	100%	100%	88.89%	100%	100%	75.00%	Relates to 5 applications determined within the quarter			
NI 157b Processing of planning applications: Minor applications	76.56%	93.90%	93.62%	89.09%	90.77%	92.31%	90.16%	86.79%	84.48%	80.00%	58 total applications determined within the quarter			
NI 157c Processing of planning applications: Other applications	87.31%	93.62%	94.87%	96.15%	96.55%	93.84%	95.27%	90.68%	93.62%	85.00%	142 total applications determined within the quarter			
WL133 No. visitors to Chapel Gallery	N/A - PI not developed at this time.											New. Data pending from service	/	

## Finance and HR Services










PI Code & Short Name	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q4 2017/18	Q1 2018/19	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Current Target	Comments	Q1 19/20 vs Q1 18/19	Quarter Status	
	Value	Value	Value	Value	Value	Value	Value	Value	Value					
WL132 FTE working days lost due to sickness absence per average FTE	N/A - PI not developed at this time.									2.38	2.02	Formerly reported as a 'rolling 12 month outturn' against annual target, rather than 'within quarter' performance.  Sickness absence levels have been above target for some time and a performance plan was produced to address this position. Sickness absence management training was provided in May and a presentation on stress management processes given to managers in June 2019 as part of this plan. Officers in the HR team are also providing support to managers in line with Council policy to consider further ways to assist in managing sickness. It is too early to identify the impact of this work at this	/	

PI Code & Short Name	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q4 2017/18	Q1 2018/19	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Current Target	Comments	Q1 19/20 vs Q1 18/19	Quarter Status
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
											stage and consequently a further performance plan has not been produced at this time. Sickness absence levels will continue to be monitored closely going forward and the need for further action will be considered at the same time.		

### Housing & Inclusion Services

PI Code & Short Name	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q4 2017/18	Q1 2018/19	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Current Target	Comments	Q1 19/20 vs Q1 18/19	Quarter Status
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
BV8 % invoices paid on time	99.11%	98.05%	98.79%	98.13%	98.30%	98.14%	97.85%	98.59%	98.99%	98.75%	Relates to 11,433 invoices in total		
Page 404 HS1 % Housing repairs completed in timescale	95.88%	96.06%	98.44%	99.10%	96.32%	96.51%	95.23%	92.80%	97.95%	98.00%	Performance in May and June were both above target, but April's outturn meant the quarter target was missed by 0.05%. (To note that this improved outturn would have met previous year's target of 97%). This is a significant improvement on previous performance. The reasons for jobs not completed in time are still predominantly "no access".  Performance Plan in progress, see Appendix C.		
HS27 % of properties with a valid Landlord Gas Safety Record (homes and buildings) <sup>3</sup>	N/A - PI not developed at this time.					100.0%	100.0%	100.0%	100.0%	100.0%		/	
HS28 % of properties with a valid Electrical Installation Condition Report (homes and buildings) <sup>3</sup>	N/A - PI not developed at this time.					93.4%	96.0%	98.8%	95.1%	100.0%	The Compliance Team undertook a review of the EICR [Electrical Installation Condition Report] certification held within the QL database. This identified that circa 100 properties have satisfactory test results but the EICR has the incorrect expiry date to reflect this - i.e. less than	/	



















PI Code & Short Name	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q4 2017/18	Q1 2018/19	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Current Target	Comments	Q1 19/20 vs Q1 18/19	Quarter Status
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
											5 years. This is reflected in the performance stats recorded on QL for properties without a current EICR. The Compliance Team have commissioned an 'aggressive' programme of re-inspections, inclusive of any remedial works required to obtain a compliant EICR for these properties. This involves the appointment of 3no electrical contractors, with discussions due to start with a fourth, to ensure the programme duration is kept to shortest timeframe. Based on current access rates the Compliance Team anticipate that the programme should be completed by the end of October 2019.		
HS29 % non-domestic that require an asbestos management survey/re-inspection <sup>3</sup>	N/A - PI not developed at this time.					92.4%	99.7%	100.0%	100.0%	100.0%		/	
HS30 % of non-domestic properties with fire risk assessment in place <sup>3</sup>	N/A - PI not developed at this time.					100.0%	100.0%	100.0%	100.0%	100.0%		/	
HS31 % of properties covered by water hygiene risk assessment (homes and buildings) <sup>3</sup>	N/A - PI not developed at this time.					100.0%	100.0%	100.0%	100.0%	100.0%		/	
TS1a Rent collected from current and former tenants as a % of rent owed (excluding arrears b/f).	N/A - PI not developed at this time.								104.53	100.04	New. PI reflects Housemark definition to include income from former tenants.	/	
TS11 % of rent loss through dwellings being vacant	1.84%	1.79%	1.87%	1.59%	1.25%	1.10%	1.01%	0.94%	0.70%	0.99%			
WL85a Website: no. visits	170,854	138,044	131,395	152,154	193,813	143,749	152,659	167,748	202,891				







PI Code & Short Name	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q4 2017/18	Q1 2018/19	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Current Target	Comments	Q1 19/20 vs Q1 18/19	Quarter Status	
	Value	Value	Value	Value	Value	Value	Value	Value	Value					
WL85b Website: No. of online forms submitted	4,787	3,131	2,076	3,587	5,772	4,150	3,429	2,190	10,996		This figure now includes ServiceNow web interactions including the general contact forms as the customer service email address is no longer promoted on the web and the increase in figures reflect this. In addition we launched the Pest Control form in early June.			
WL85c Website: Number of payments processed online	30,331	14,997	12,791	15,560	29,206	14,393	12,943	13,065	21,067		This figure is lower than previous Q1 as we have not yet seen all the subscriptions to Garden Waste come through in this quarter. In 2018 this accounted for 14,277 payments processed online compared to 6482 in 2019.			
Page 406 WL90 % of Contact Centre calls answered	80.1%	90.3%	88.3%	71.9%	61.9%	89.3%	87.7%	61.6%	76.1%	88.0%	Relates to 24,521 calls answered  Year end activities such as annual council tax billing and Yr 3 of the Garden Waste Subscription early in the quarter, and training of three staff recruited to vacant posts impacted on performance. The latter part of the quarter saw a significant improvement in call handling targets, with 5 weeks performance being above target. In addition, shift patterns for high volume call times have been reviewed.  Performance Plan attached as Appendix B1.			
WL108 Average answered waiting time for callers to the contact centre (seconds)	163	83	102 <sup>2</sup>	214	288	100	117	326	185	145	As above.			
WL130 No. Service Now Customer Accounts	N/A - service not developed at this time.									10,085		New. Customer Accounts were launched 5 March 2019. Q1 data shows an increase from 4,200 at the end of March.	/	
WL131 No. Social Media Followers (WLBC FB, Twitter)	N/A - PI not developed at this time.									7,167	5,775	New. Data represents the main Council FB and Twitter account. Twitter followers are broadly established now and the	/	

PI Code & Short Name	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q4 2017/18	Q1 2018/19	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Current Target	Comments	Q1 19/20 vs Q1 18/19	Quarter Status	
	Value	Value	Value	Value	Value	Value	Value	Value	Value					
											focus is on boosting Facebook.			
WL143 % of direct dial calls answered	N/A - PI not developed at this time.											New. Reporting was not in place during setting of annual suite therefore no target agreed. Data pending from service due to ongoing development of Skype reports.	/	

### Leisure & Environment Services

PI Code & Short Name	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q4 2017/18	Q1 2018/19	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Current Target	Comments	Q1 19/20 vs Q1 18/19	Quarter Status	
	Value	Value	Value	Value	Value	Value	Value	Value	Value					
HW01 No. attending health, wellbeing and sport activities & courses	N/A - PI not developed at this time.									3,712		New. Indicator better reflects Leisure and Wellbeing Service. Data covers attendances from Gym referrals, Weight Referrals and Health Walk.	/	
LE01 No. grass cuts undertaken on the highway between April-October	N/A - PI not developed at this time.									3	3	New. Indicator based on service standards agreed at Council. 8 cut season target over April – October. Although there is an approximate 3.5 – 4 week cycle that is likely to be impacted by operational issues (kit or resource availability) and inclement weather conditions. A 'quarter target' is therefore not exact and for guidance only.	/	
LE02 No. grass cuts undertaken in Sheltered Accommodation between April-October	N/A - PI not developed at this time.									3	4	New indicator based on service standards agreed at Council. 10 cut season target over April – October. This gives an approximate 3.5 – 4 week cycle that is likely to be impacted by operational issues (kit or resource availability) and inclement weather conditions. A 'quarter target' is therefore not exact and for guidance only. A Performance Plan is therefore not appropriate.	/	
LE03 Average of missed bins per fortnight	N/A - PI not developed at this time.									66	50	New PI replacing previous overall bin collection data.	/	

PI Code & Short Name	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q4 2017/18	Q1 2018/19	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Current Target	Comments	Q1 19/20 vs Q1 18/19	Quarter Status
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
(refuse/grey)													
LE04 Average of missed bins per fortnight (garden waste /brown)					N/A - PI not developed at this time.				41	50	New PI replacing previous overall bin collection data.	/	
LE05 Average of missed bins per fortnight (recycling / blue and green)					N/A - PI not developed at this time.				131	50	New PI replacing previous overall bin collection data.	/	
LE06 % hazardous flytips removed within 1 day					N/A - PI not developed at this time.				N/A	95%	New to replace overall flytip data. Data collection from Service Now is still being developed and is anticipated to be in place by September.	/	
LE07 % non-hazardous flytips removed within 3 days					N/A - PI not developed at this time.				N/A	95%	As above	/	
LE08 % locations inspected falling into categories A/B - Litter					N/A - PI not developed at this time.					85%	New indicator to provide increased service overview. Categories A/B are 'excellent' and 'acceptable'. Data collected for period. Confirmed data report pending from APSE	/	
LE09 % locations inspected falling into categories A/B - Detritus					N/A - PI not developed at this time.					85%	As above	/	
LE10 % locations inspected falling into categories A/B - Litter Bins					N/A - PI not developed at this time.					90%	As above	/	
LE11 % locations inspected falling into categories A/B - Grass					N/A - PI not developed at this time.					85%	As above	/	
LE12 % locations inspected falling into categories A/B - Shrubbery/Hedges					N/A - PI not developed at this time.					85%	As above	/	
LE13 % locations inspected falling into					N/A - PI not developed at this time.					85%	As above	/	

PI Code & Short Name	Q1 2017/18	Q2 2017/18	Q3 2017/18	Q4 2017/18	Q1 2018/19	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Current Target	Comments	Q1 19/20 vs Q1 18/19	Quarter Status
	Value	Value	Value	Value	Value	Value	Value	Value	Value				
categories A/B - Dog Fouling													
NI 191 Kerbside Residual household waste per household (Kg) <sup>4</sup>	128.68 <sup>5</sup>	124.07 <sup>5</sup>	123.57 <sup>5</sup>	124.76	128.66	126.15 <sup>5</sup>	118.11	120.55	122.11	125			
NI 192 Percentage of kerbside household waste sent for reuse, recycling and composting <sup>4</sup>	40.93% <sup>5</sup>	48.67% <sup>5</sup>	46.25% <sup>5</sup>	40.52% <sup>5</sup>	34.68%	46.57% <sup>5</sup>	44.84%	43.00%	40.21%	50.00%	Performance Plan in progress, see Appendix C.		
WL122 % Vehicle Operator Licence Inspections Carried Out within 6 Weeks	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%			

Notes:

<sup>1</sup>Managed through LCC/BTLS contract. Contractual targets are annual. Quarter targets are provided as a gauge for performance only. ICT data and RBS data reflect progress to year end.

<sup>2</sup>WL108: New telephony platform introduction impacted collection. Data entered for Q3 17/18 refers to 01.10.17–12.12.17. Data from 13.12.17 following new telephony platform was 106s.

<sup>3</sup>New for Q2 2018/19, data was reported as at end of October.

<sup>4</sup>NI191-192: Data is provided to WLBC with a time lag due to time involved to confirm/validate final figures. The quarter data reported reflects an outturn verified within the quarter, rather than an outturn produced within the quarter. The annual outturn will reflect the data produced within the April-March period.

<sup>5</sup>NI191/192: data restated from published due to admin error, rectified Jan 2019

The following changes to reported QPIs for 2019/20 were approved by Cabinet in March 2019:

LE08/09/10/11/12/13 % locations inspected falling into categories A/B for Litter, Detritus, Litter Bins, Grass, Shrubbery/Hedges – New – replaces NI195a+b Improved street and environmental cleanliness (Litter + Detritus)

LE03/04/05 Average No. missed bins per fortnight for refuse, garden waste, recycling - New – replaces WL01 No. residual bins missed

LE06 % jobs dealt with within response time to remove hazardous fly-tipping – New and LE07 % jobs dealt with within response time to remove non-hazardous fly-tipping - New – replaces WL06 Average time taken to remove fly tips

LE01 No. of grass cuts undertaken on the highway between April and September – New

LE02 No. of grass cuts undertaken in Sheltered Accommodation between April and September – New

HW01 No. of people attending health, wellbeing and sport activities and courses – New – replaces WL\_18 Use of leisure and cultural facilities

NI 157a Processing of Major planning applications – target changed from 65% to 75%

NI 157a Processing of Minor planning applications - target changed from 75% to 80%

WL143 % of direct dial calls answered – New replaces WL19bii Direct dial calls answered within 10s

WL85aa Website: number of unique visitors – deleted since collection method was not a true reflection of unique visitors

WL85b: title amended from 'use of online forms' to "Number of online forms submitted" better describing information reported.

WL85c: Title amended from 'no. online payments' to "Number of payments processed online" better describing information reported.

WL130 No. Self-Serve Customer Accounts - New

WL131 No. Social Media Followers – New

WL133 No. visitors to Chapel Gallery – New

WL132 FTE working days lost due to sickness absence per average FTE (within quarter) – New - replaces WL\_121 Working Days Lost Due to Sickness Absence (rolling 12 month average)

TS1a Rent Collected from current and former tenants as a % of rent owed – New – replaces TS1 Rent Collected as a % of rent owed

TS11 % of rent loss through dwellings being vacant - target changed from 1.9% to 0.99%

HS1 % Housing repairs completed in timescale – definition changed to include timescales revised by the tenant

<b>PERFORMANCE PLAN</b>	
<b>Indicator</b>	WL108 Average answered waiting time for callers to the contact centre WL90 % of Contact Centre calls answered
<p><b>Reason(s) for not meeting target</b></p> <ul style="list-style-type: none"> <li>• Year-end activities such as annual council tax billing, the launch of year 3 of the garden waste subscription service and the training of newly recruited staff to vacant posts early in the quarter.</li> <li>• In addition the Customer Services team have been continuing to adapt and build their confidence on the newly implemented replacement CRM system/customer portal (ServiceNow) which launched at the end of quarter 4, which results in calls taking slightly longer than usual. This was launched at this time in preparation for the launch of the 3rd year of the Garden Waste service to address historical payment issues which customers had experienced and provide a simpler online service.</li> <li>• Significant ICT issues with core customer services systems, which impacted on some of the team's ability to work effectively. This took longer to resolve than initially anticipated.</li> <li>• Higher than anticipated staff sickness issues, including within the management team.</li> </ul> <p>In preparation for the annual increase in calls, the following actions were put in place by the management team:</p> <ul style="list-style-type: none"> <li>• 4.4 additional full time equivalent (FTE) agency staff were recruited to assist as well as temporarily increasing the working hours of some part time staff. In addition apprentices from across the organisation also assisted with call handling.</li> <li>• Active promotion of channel shift via the Contact Centre's Interactive Voice Response (IVR), which encourages residents to hang up their call and access services online instead of waiting to speak to an advisor.</li> </ul> <p>Just under 18,000 customers now have their own self service account, with 86% of accounts being created direct by customers themselves through the Council's website.</p> <p><b>Proposed Actions</b></p> <ul style="list-style-type: none"> <li>• Extension of 2.4 (FTE) agency staff contracts (reviewed on a weekly basis).</li> <li>• Review of the timing and communications launch for the garden waste subscription service, this review will take in to account customer feedback.</li> <li>• Evaluate the potential of implementing auto renewal through direct debit.</li> <li>• Consideration to be given to how we can significantly increase online subscriptions to reduce calls.</li> </ul> <p>A number of actions have already been put in place which include:</p> <ul style="list-style-type: none"> <li>• Realignment of the management team to increase managerial support to the</li> </ul>	

Customer Service team to allow a greater focus on the resource and performance management and future planning. A review of shift patterns and flexible lunch breaks during periods of high call volumes has also been completed. These actions have already resulted in performance being above target during the latter part of the quarter.

- Closer working with BTLS to ensure that the ICT issues experienced do not reoccur.
- Continued use of agency staff and apprentices when necessary.
- Continued collaborative working with back office teams to mitigate future business change/requirements have on the quality and speed of service that customers receive.

As a result of the actions, whilst the early part of the quarter targets weren't achieved, during June & July performance was above target. The Customer Services team will continue to focus on call handling performance, however the overall yearly performance targets may be affected due to the impact during the first quarter.

**Resource Implications**

Effective resource planning will need to be undertaken ahead of any operational service changes. This may lead to additional temporary staff resources being needed to handle the increase in customer interactions.

**Priority**

High

**Future Targets**

Consistently high call answering rates and low wait times actively encourages customers to contact the Council by phone which reduces the need for them to self-serve. In order to meet the Council's digital agenda, future performance indicators will need to reflect the evolution of customer demand to a more digital service offering.

**Action Plan**

<b>Tasks to be undertaken</b>	<b>Completion Date</b>
Extend/recruit agency staff	Ongoing
Effectively plan the roll out of year 4 subscriptions for garden waste.	January 2020
Use data gathered from the third year of subscriptions to target all current subscribers ahead of the relaunch date with information about year 4 to actively encourage them to re-subscribe online.	February 2020



**ACTIONS FROM PREVIOUS PERFORMANCE PLANS**

**APPENDIX C**

Indicator	Task created following Q	Tasks to be undertaken	Completion Date	Progress	Comment/Impact
HS1 % Housing Repairs Completed in timescale  Page 413	Q1 18/19	Implement changes to Mobile Working to include updated tenant contact telephone number on any order raised during surveyor visit.	October 2018	On track. As part of the ICT roadmap, which includes an upgrade of the existing housing management system to version 4.5, which will take place from September 2019, test environments will be created to form part of the user acceptance training and implementation plan to ensure that the new version upgrade is fit for purpose, aligned to other systems such as Service Now. This approach will enable both business and customer requirements are met.	Q1 outturn is 97.95% (amber). To note that this would have met previous year's target of 97%.
NI 192 Percentage of Household Waste sent for reuse, recycling and composting.	Q3 18/19	Publicity plan	June 2019	Complete. This aims to increase participation in green waste collection by promoting the garden waste collection service. Publicity has been used to promote the relaunch of the service.	Q1 outturn is 40.21% (red).  There have been two significant impacts on this PI: a significant decrease in green tonnage collected since garden waste subscriptions and LCC's decision to stop residual waste from the borough being reprocessed at the material recycling facility at Farrington, but sent landfill. This has meant the loss of the recycling material that would have been recaptured during reprocessing.

					The actions will have an impact in the new subscription season – first and second quarters in 2019/20.
WL121 Working Days Lost Due to Sickness Absence	Q2 18/19	Sickness Management Training will be delivered for Managers during early 2019.	May 2019	Complete. Sickness Management Training programme was complete by the end of May.	Outturn for Q1 is 2.38 days (red)

Performance plans often include actions which, by the time of publication, have already been completed and/or become part of the day to day ongoing operations of a service. The above table details those actions from Performance Plans in previous quarters that contained a future implementation date.

CABINET: 10 SEPTEMBER 2019



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**Report of:** Director of Housing and Inclusion

**Relevant Portfolio Holder:** Councillor J. Wilkie

**Contact for further information:** Mr P. Waring (Ext. 5217)  
(Email: [paul.waring2@westlancs.gov.uk](mailto:paul.waring2@westlancs.gov.uk))

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**SUBJECT: TENANCY FRAUD POLICY**

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Wards affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To consider the proposed Tenancy Fraud Policy

## **2.0 RECOMMENDATIONS TO CABINET**

2.1 That the Tenancy Fraud Policy attached at Appendix 1 to the report be approved and implemented.

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## **3.0 BACKGROUND**

3.1 Following a recent Audit review of the Right to buy process it was identified that the Council did not have a Tenancy Fraud Policy in place.

3.2 Tenancy Fraud can present itself in various forms and can arise at any stage during the lifecycle of a tenancy.

3.3 Types of Tenancy Fraud can be identified as:

- Obtaining a tenancy through a false statement
- Using the tenancy to fraudulently claim benefits
- Not using the property as the only and principle home
- Illegally sub-letting the whole property
- Fraudulently applying for a property through an assignment or exchange
- Unauthorised or fraudulent succession

- Right to Buy fraud

3.4 The Housing and Inclusion Service do have measures in place to tackle tenancy fraud, but these measures have not previously been documented within one policy.

#### **4.0 National Fraud Initiative (NFI)**

4.1 The Council participates in data matching exercises through the NFI and submits data to be matched against private and other public sector bodies to highlight possible instances where tenancy fraud is being perpetrated.

#### **5.0 Impact of failing to tackle tenancy fraud**

5.1 We recognise that failing to tackle tenancy fraud can have an impact on the Council and the wider community. The potential impacts of tenancy fraud are:

- Housing stock is not put to best use, with those in greatest need not being able to access social housing.
- There are longer waiting lists for tenancies with more people spending longer in unsatisfactory, overcrowded or temporary accommodation.
- Unauthorised sub-letting 'tenants' can be exploited and open to increased rents and unlawful eviction.
- There is a greater risk of properties being used for illegal purposes.
- There is a greater risk of damage to properties resulting from modifications to make them more suitable to sub-let.
- There is a greater risk of properties becoming potentially unsafe.
- Impact on Council resources due to the potential cost of investigation and court proceedings.
- There can be a greater risk of Anti-Social Behaviour.

5.2 The implementation of a Tenancy Fraud Policy would ensure clearer guidance for staff on how to identify and tackle tenancy fraud.

#### **6.0 SUSTAINABILITY IMPLICATIONS**

6.1 Having a Tenancy Fraud Policy should help support sustainable communities.

#### **7.0 FINANCIAL AND RESOURCE IMPLICATIONS**

7.1 There are some financial and resource implications arising from this report, as it provides an opportunity to target existing resources more effectively and reduce the potential for tenancy fraud to occur.

#### **8.0 RISK ASSESSMENT**

8.1 The actions referred to in this report offer an opportunity to introduce a clearer policy to help the Council tackle and minimise tenancy fraud.

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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 no direct impact on members of the public, employees, elected members and / or stakeholders, therefore no Equality Impact Assessment is required.

### **Appendices**

Appendix 1 - Tenancy Fraud Policy



## **Tenancy Fraud Policy**

### **1.0 Introduction**

1.1 West Lancashire Borough Council is committed to dealing with tenancy fraud ensuring fair allocation of its properties and making best use of its housing stock. The Council will tackle fraudulent applications, unlawful subletting and tenancy misuse promptly and effectively, to ensure all its housing stock is used by those with legitimate housing need.

### **1.2 Policy Aims and Objectives**

This policy aims to set out West Lancashire Borough Council's approach to tackling tenancy fraud, and to maximise the availability of the Council's housing stock by preventing misuse in accordance with relevant legislation.

### **1.3 Scope of Policy**

- Proactively prevent fraudulent activity.
- Prevent fraudulent applications for housing.
- Use Tenancy Reviews to identify potential fraud.
- Prevent fraudulent right to buy applications.
- Detect and tackle fraud associated with mutual exchanges.
- Raise awareness amongst staff and the public about tenancy fraud and what that means.
- Encourage residents and members of the public to report suspected cases of tenancy fraud to the Council.
- To deal effectively with reports and observations of tenancy fraud.
- Work in partnership with statutory agencies and partners in the West Lancashire area to share information, data and resources, where appropriate in accordance with the Data Protection Act.

## **2.0 Types of Tenancy Fraud**

2.1 There are different types of tenancy fraud, the most common being:

- Obtaining a tenancy through a false statement.
- Using the tenancy to fraudulently claim Housing Benefit or Universal Credit.
- Not using the property as the only and principle home; this may be via abandonment or key selling.
- Illegally sub-letting the whole property.
- Fraudulently applying for a property through an assignment or exchange.
- Unauthorised or fraudulent succession - misrepresenting circumstances to meet the legal criteria in place to succeed to a tenancy previously held by another family member.
- Right To Buy fraud – falsely claiming the Right to Buy and associated discounts as a result of misrepresenting who lives in the property or tenancy history.

### **3.0 Impact of Tenancy Fraud**

3.1 We recognise that failing to tackle tenancy fraud impacts on the Council and the wider Community in that:

- Housing stock is not put to best use, with those in greatest need not able to access social housing.
- Longer waiting lists for tenancies with more people spending longer in unsatisfactory, overcrowded or temporary housing.
- Unauthorised sub-letting 'tenants' can be exploited and open to increased rents and unlawful eviction.
- There is a greater risk of properties being used for illegal purposes.
- There is a greater risk of damage to properties resulting from modifications to make them more suitable to sub-let.
- There is a greater risk of properties becoming potentially unsafe.
- There is an impact on Council resources due to the potential cost of investigation and court proceedings.
- There can be a greater risk of Anti-Social Behaviour.

### **4.0 What we will do to prevent and detect fraud**

#### **4.1 Housing Application process**

As part of our drive to prevent tenancy fraud, all applicants need to supply proof of identification, and provide evidence to support their housing need e.g. income details, tenancy agreements, medical information. Where necessary we will check information with other agencies including Experian and conduct home visits to further verify information provided. We will keep a photograph of all new tenants on file.

#### **4.2 Homelessness Prevention**

The Councils Homelessness Prevention Team carry out a homeless assessment on clients who deem themselves to be homeless or threatened with homelessness. Following the assessment and the information the client provides the Council will make a decision whether the client is owed a duty to be re-housed. The client signs a declaration to state the information they have provided is correct.

#### **4.3 Right to buy process**

Right to Buy (RTB) fraud occurs when a tenant knowingly provides false information in order to falsely claim the Right to buy or associated discount. This may include misrepresenting their tenancy history, not declaring a previous purchase through the RTB scheme or adding a family member to the application when they do not meet the 12 month residency requirement. All applicants and family members to be included in the RTB application are required to provide identification and evidence of how the purchase will be funded.

#### **4.4 Sub-letting and Abandonment**

The Prevention of Social Housing Fraud Act 2013 (Section 1) makes subletting the whole of a social rented dwelling a criminal offence.

The tenant must reside in the property as their principal home. If we receive reports that the tenant is not using the property as their principal home we will follow the Council's Abandonment procedure and carry out investigations.

Council tenants can sub-let part of their home or take in a lodger during the tenancy period, but must get the Council's permission first.

Council Officers carry out an Introductory Tenancy Review visit from the 8 month of the 12 month introductory period, these are designed to ensure tenancy conditions are being met, and that the household member details are correct. This review will also be used to determine if the tenant is using the property as their main principal home.

#### **4.5 False claims for Succession, Assignment & Mutual Exchange**

Fraudulent applications may be received from persons claiming to have been resident with the deceased tenant, when in fact they have been resident elsewhere or they fail to disclose relevant information that would make them ineligible for succession rights. Applicants who are applying to succeed to a tenancy will be asked to provide a death certificate and proof they have resided at the property for over 12 months prior to the date of death. If the application is approved, the applicant will need to sign a succession acceptance form.



4.5.1 Unauthorised Mutual Exchange and assignment is also considered fraudulent where tenants assign their tenancies by way of swapping properties by moving without obtaining written consent. Or the tenant assigns their tenancy to a partner, friend or family member without obtaining written consent from the Council. Where the Council is made aware of a mutual exchange that has taken place without consent, the Council will in the first instance request that the two parties return to their own tenancy. Should all parties fail to do so, then the Council will seek to terminate the tenancies by serving a Notice to Quit on the original homes and seeking repossession. There will be instances where the Council will give retrospective permission but this will be based on the individual circumstances of each case.

#### 4.6 **Financial Fraud**

Financial fraud can occur when tenants are fraudulently claiming benefits, benefit fraud is knowingly obtaining benefits to which there is no entitlement and it is the deliberate withholding or providing of false information in order to obtain benefits.

It covers all benefits, such as:

- Housing Benefit
- Council Tax Benefit
- Income Support
- Pension Credits
- Jobseekers Allowance
- Disability Living Allowance
- Universal Credit

Common types of benefit fraud:

- Failure to declare earnings or income;
- Failure to declare a change in circumstances:
- Failure to declare savings:
- Failure to declare a partner who lives with you:
- Failure to declare other household members: or
- Claiming Housing and Council Tax Support whilst not living in the property.

Financial fraud can also occur when rent accounts are in credit and there are irregularities in payments which maybe an indication of money laundering. Members of staff who Suspect Money Laundering activity should report it to the Council's Money Laundering Responsible Officer in accordance with the Council Anti-Money Laundering Policy. When benefit fraud is detected a referral will be made to the Benefit Manager in Revenues and Benefits, the Benefit Service will complete the referral process to the DWP.

#### **4.7 National Fraud Initiative (NFI)**

The Council participates in data matching exercises through the NFI and submits data to be matched against private and other public sector bodies to highlight possible instances where tenancy fraud is being perpetrated.

#### **5.0 Enforcement/Action**

- 5.1 The Council is prepared in all cases to take the relevant legal action such as ending a tenancy or criminal action where there is deemed to be sufficient evidence of tenancy fraud, this may be obtained through tenancy checks, the use of Experian or data matching on the National Fraud Initiative Website (NFI). Also action may be taken against any member of staff found to be involved with tenancy fraud in line with the Council's Anti-fraud, bribery and corruption policy and where misconduct is found they will be subject to the Council's Disciplinary Procedures.



**CABINET:  
10 SEPTEMBER 2019**

**EXECUTIVE OVERVIEW & SCRUTINY  
COMMITTEE:  
26 SEPTEMBER 2019**

**COUNCIL:  
16 OCTOBER 2019**

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**Report of: Borough Solicitor**

**Relevant Portfolio Holder: Councillor I Moran**

**Contact for further information: Mrs J Denning (Extn. 5384)  
(E-mail: [Jacky.Denning@westlancs.gov.uk](mailto:Jacky.Denning@westlancs.gov.uk))**

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**SUBJECT: PUBLIC SPEAKING PROTOCOL – REVIEW**

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Wards affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To review the current 'Public Speaking – Protocol' for meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee (Constitution 14.1 – the "Protocol") and consider proposals for change recommended by the Corporate and Environmental Overview & Scrutiny Committee at its meeting held on 11 July 2019.

## **2.0 RECOMMENDATION TO CABINET AND EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE**

2.1 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.

2.2 That the recommendations of the Corporate and Environment Overview & Scrutiny Committee, set out in paragraph 6 below, suggesting revisions to the 'Protocol' attached at Appendix 1 to the report, be considered and comments be referred to Council in respect of the inclusion of the following:

- 1) Include reference to Parish Councils
- 2) Provide for a resident to be represented by a Borough Councillor
- 3) Provide for written representations to be considered without the need for the resident to attend

- 4) Extend public speaking to Council meetings and the meeting to commence at an earlier start time of 7.00pm in order to accommodate

### **3.0 RECOMMENDATIONS TO COUNCIL**

- 3.1 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.
- 3.2 That the recommendations of the Corporate and Environment Overview & Scrutiny Committee, set out in paragraph 6 below, suggesting revisions to the 'Protocol', attached at Appendix 1 to the report, be considered, taking in consideration the comments/recommendations referred from Cabinet at Appendix 3 and Executive Overview & Scrutiny Committee at Appendix 4 to the report.
- 3.2 That the Borough Solicitor be authorised, in consultation with the Leader, to amend the 'Protocol', following consideration of the recommendations referred to at paragraph 3.2 above, if required.

### **4.0 BACKGROUND**

- 4.1 The Public Involvement in Meetings Working Group established the 'Public Speaking – Protocol' for meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee (Constitution 14.1 – the "Protocol") as part of a task and finish review in 2015/16: “To consider extending public involvement at meetings, to create an open, transparent and democratic Council”. The Protocol was introduced in April 2016. Following the cessation of the Working Group, it was agreed that any future reviews of the protocol would be considered at Corporate & Environmental Overview & Scrutiny Committee, with any recommendations for changes being submitted to Cabinet and Council.
- 4.2 The Protocol was reviewed and amended at Council in December 2017 to allow public speaking at the commencement of the appropriate item on the agenda (rather than at the start of the meeting) and to extend the deadline for applications.

### **5.0 CURRENT POSITION**

- 5.1 Since the introduction of these arrangements the following requests to speak have been received:-

	<b>DATE</b>	<b>ITEM</b>
Cabinet	10 January 2017	Granville Park Conservation Area Review (1 request)
	9 January 2018	Funding of Voluntary & Other Organisations Working Group (Request withdrawn prior to the meeting)
	11 September 2018	The Local Plan Review – Proposed Options (2 requests)

	6 November 2018	Burscough Parish Neighbourhood Plan Submission Version (2 requests)
	11 June 2019	Called in item – Local Plan Request not published as it was considered inappropriate (1 request)
Corporate & Environmental O & S Committee	2 March 2017	Improved Planting (1 request)
Executive O&S Committee	28 March 2018	Called in Item – Local Plan (1 request)

5.2 There have been no requests to speak at the Audit & Governance Committee or at the Standards Committee.

## 6.0 RECOMMENDATIONS FROM THE CORPORATE AND ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE

6.1 Since the last review in December 2017, general feedback has been received from a number of sources on the Protocol and its implementation. The Corporate and Environment Overview & Scrutiny Committee considered the feedback on 11 July 2019, during its review of the Protocol. The Committee has submitted the following recommendations for revisions to the current Protocol:

### 6.1.1 Include reference to Parish Councils

(A request was received from the Parish Clerks Liaison Meeting on 7 June 2019, when considering the Parish Council Charter, that there should be specific reference to Parish Council's eligibility to speak at meetings.)

Under the existing protocol Parish Council representatives are able to submit a request as a member of the public, however the Parish Clerks Liaison Group felt that in the spirit of the Charter, Parishes should be acknowledged specifically in the Protocol.

Members should consider if appropriate wording should be included in the protocol which specifically acknowledges that Parish Councils as being eligible to speak.

### 6.1.2 Provide for a resident to be represented by a Borough Councillor

(Feedback was received from a Borough Councillor who had submitted a request in his own name, on behalf of a resident.)

Under the current protocol, if residents feel nervous or uncomfortable speaking in public, then they can ask someone else to do it for them, but they must be present at the meeting.

Members should consider if it would be appropriate for a Borough Councillor to speak on the residents behalf and if that resident should be present. Given that in some instances, issues of predetermination/bias could be suggested, should this proposal from the Committee be accepted, it may be prudent to agree that the Councillor should not be a member of the body considering the item.

### **6.1.3 Provide for written representations to be considered without the need for the resident to attend**

(Feedback was received from a member of the public when he was unable to attend a meeting in person, but wished his written representations to be taken into consideration.)

In accordance with the current protocol, requests to speak are published and subsequently circulated to Members of the relevant body, including relevant officers.

Members should consider if appropriate wording should be included in the protocol which advises that the relevant body will consider representations without the need for the resident to attend.

### **6.1.4 Extend public speaking to Council meetings and the meeting to commence at an earlier start time of 7.00pm in order to accommodate**

(Feedback received from a Borough Councillor.)

The Working Group did consider public speaking at Council, however it was felt that meetings were already too long and it was ruled out at an early stage.

Members should consider if the protocol should be extended to meetings of Council. There would be resource implications in allowing any such extension and these are added below. It maybe anticipated that given the nature of the Council meetings and the extensive agendas, e.g. including Motions and Questions, this could give rise to a significant additional activity.

6.2 Revisions to the protocol require approval by Council, therefore the first meeting for operation of any agreed revisions would be Audit & Governance Committee on 29 October 2019

## **7.0 PUBLICITY**

7.1 Currently, publicity arrangements include a page on the Council's website, all agendas are published on the website and an agenda sheet is placed on the Council's noticeboard. A press release, aimed at promoting these arrangements to members of the public, is also produced prior to each Cabinet meeting, which sets out the deadlines for submitting requests to speak at future meetings of Audit & Governance Committee, Scrutiny Committees, Standards Committee and Cabinet.

## **8.0 SUSTAINABILITY IMPLICATIONS**

8.1 The provision of public involvement in meetings provides another method to enable local people to raise concerns or state their views to the Council providing an additional feedback mechanism for the community and improving access for all.

## **9.0 FINANCIAL AND RESOURCE IMPLICATIONS**

9.1 Any revisions to the protocol should be accommodated within existing resources. In the event of an extension of the Protocol to cover Council there would be a need for officers to be available for the extended meeting and time in lieu would be required for relevant officers, taking them away from their other duties for that

time and for any preparatory information to be provided to facilitate members consideration.

## **10.0 RISK ASSESSMENT**

10.1 The Public Speaking Protocol provides an opportunity to further develop transparency and openness through public involvement at meetings.

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

### **Appendices**

1. Public Speaking Protocol (Constitution 14.1)
2. Equality Impact Assessment
3. Minute of Cabinet – 10 September 2019 (Executive O&S Committee and Council only)
4. Minute of Executive Overview & Scrutiny Committee – 26 September 2019 (Council only)





## **PUBLIC SPEAKING – PROTOCOL**

**(For meetings of Cabinet, Overview & Scrutiny Committees, Audit & Governance Committee and Standards Committee)**

### **1.0 Public Speaking**

- 1.1 Residents of West Lancashire may, on giving notice, address any of the above meetings to make representations on any item on the agenda for those meetings, except where the public and press are to be excluded from the meeting during consideration of the item.
- 1.2 The form attached as an Appendix to this Protocol should be used for submitting requests.

### **2.0 Deadline for submission**

- 2.1 The prescribed form should be received by Member Services by 10.00 am on the Friday of the week preceding the meeting. This can be submitted by e-mail to [member.services@westlancs.gov.uk](mailto:member.services@westlancs.gov.uk) or by sending to:

Member Services  
West Lancashire Borough Council  
52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

- 2.2 Completed forms will be collated by Member Services and circulated via e-mail to relevant Members and officers and published on the Council website via Modgov. Only the name of the resident and details of the issue to be raised will be published.
- 2.3 Groups of persons with similar views should elect a spokesperson to speak on their behalf to avoid undue repetition of similar points. Spokespersons should identify in writing on whose behalf they are speaking.

### **3.0 Scope**

- 3.1 Any matters raised must be relevant to an item on the agenda for the meeting.
- 3.2 The Borough Solicitor may reject a submission if it:
- (i) is defamatory, frivolous or offensive;
  - (ii) is substantially the same as representations which have already been submitted at a previous meeting; or
  - (iii) discloses or requires the disclosure of confidential or exempt information.

#### **4.0 Number of items**

- 4.1 A maximum of one form per resident will be accepted for each Agenda Item.
- 4.2 There will be a maximum of 10 speakers per meeting. Where there are more than 10 forms submitted by residents, the Borough Solicitor will prioritise the list of those allowed to speak. This will be considered having regard to all relevant matters including:
  - a. The order in which forms were received.
  - b. If one resident has asked to speak on a number of items, priority will be given to other residents who also wish to speak
  - c. Whether a request has been submitted in relation to the same issue.
- 4.3 All submissions will be circulated to Members of the relevant body and officers for information, although no amendments will be made to the list of speakers once it has been compiled (regardless of withdrawal of a request to speak).

#### **5.0 At the Meeting**

- 5.1 Speakers will be shown to their seats. At the commencement of consideration of each agenda item the Leader/Chairman will invite members of the public to make their representations. Residents will have up to 3 minutes to address the meeting. The address must reflect the issue included on the prescribed form submitted in advance.
- 5.2 Members may discuss what the speaker has said along with all other information, when all public speakers on that item have finished and will then make a decision. Speakers should not circulate any supporting documentation at the meeting and should not enter into a debate with Councillors.
- 5.4 If residents feel nervous or uncomfortable speaking in public, then they can ask someone else to do it for them. They can also bring an interpreter if they need one. They should be aware there may be others speaking as well.
- 5.5 Speakers may leave the meeting at any time, taking care not to disturb the meeting.

(Please see attached form.)

# Equality Impact Assessment Form



<b>Directorate:</b>	<b>Service:</b>
<b>Completed by:</b> Sue Griffiths	<b>Date:</b> June 2019
<b>Subject Title:</b> Public Involvement in Meetings	
<b>1. DESCRIPTION</b>	
Is a policy or strategy being produced or revised:	Yes
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 ( <b>Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations</b> ):	Yes
Details of the matter under consideration:	To review the current arrangements for public involvement in meetings
<p><i>If you answered <b>Yes</b> to any of the above <b>go straight to Section 3</b></i>  <i>If you answered <b>No</b> to all the above <b>please complete Section 2</b></i></p>	
<b>2. RELEVANCE</b>	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	
If <b>Yes</b> , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered <b>Yes</b> go to <b>Section 3</b></i>	
If you answered <b>No</b> 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>	
<b>3. EVIDENCE COLLECTION</b>	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Members of the Public, Parish Councillors, Borough 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)?	Members of the Public, Parish Councillors, Borough Councillors

Which of the protected characteristics are most relevant to the work being carried out?	
Age	Yes
Gender	Yes
Disability	Yes
Race and Culture	Yes
Sexual Orientation	Yes
Religion or Belief	Yes
Gender Reassignment	Yes
Marriage and Civil Partnership	Yes
Pregnancy and Maternity	Yes
<b>4. DATA ANALYSIS</b>	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Members of the public have an opportunity to speak at Planning & Licensing, Cabinet, Overview and Scrutiny Committees, Audit & Governance Committee and Standards Committee
What will the impact of the work being carried out be on usage/the stakeholders?	Possible revisions to the current arrangements to extend the current arrangements
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?	Possible revisions to current arrangements will enable participation by a wider audience
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
<b>5. IMPACT OF DECISIONS</b>	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	Possibly extend the current opportunity for members of the public to engage with the Council
<b>6. CONSIDERING THE IMPACT</b>	
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.).	None
What actions do you plan to take to address any other issues above?	None
<b>7. MONITORING AND REVIEWING</b>	
When will this assessment be reviewed and who will review it?	12 months By Corporate & Environmental Overview and Scrutiny Committee

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted



By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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