



Jacqui Sinnott-Lacey
Chief Operating Officer

52 Derby Street
Ormskirk
West Lancashire
L39 2DF

28 August 2020

**TO: COUNCILLORS I MORAN, Y GAGEN, V CUMMINS, G DOWLING, D EVANS,
J WILKIE, K WILKIE, K WRIGHT AND A YATES**

Dear Councillor,

A meeting of the **CABINET** will be held on **SKYPE** on **TUESDAY, 8 SEPTEMBER 2020** at **7.00 PM** at which your attendance is requested.

Other Councillors, members of the public and press will be able to listen to the meeting via a webcast.

Yours faithfully

A handwritten signature in black ink, appearing to be 'JS', enclosed in a rectangular box.

Jacqui Sinnott-Lacey
Chief Operating Officer

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 Chief Operating Officer, 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 Chief Operating Officer, 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. PUBLIC SPEAKING 89 - 94

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 4 September 2020.

4. DECLARATIONS OF INTEREST 95 - 96

If a member requires advice on Declarations of Interest, he/she is advised to contact the Legal & Democratic Services Manager 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.)

5. MINUTES 97 - 102

To receive as a correct record, the minutes of the Extraordinary meeting of Cabinet held on Wednesday 22 July 2020.

6. MATTERS REQUIRING DECISIONS

- | | | |
|----|---|--------------|
| 6a | Adoption of the West Lancashire Statement of Community Involvement 2020
(Relevant Portfolio Holder: Councillor D Evans) | 103 -
224 |
| 6b | CIL Funding Programme 2021/22
(Relevant Portfolio Holder: Councillor D Evans) | 225 -
304 |
| 6c | Risk Management
(Relevant Portfolio Holder: Councillor A Yates) | 305 -
320 |
| 6d | Council Vision & Plan 2020/21 – 2022/23
(Relevant Portfolio Holder: Councillor A Yates) | 321 -
350 |
| 6e | Quarterly Performance Indicators (Q1 2020/21)
(Relevant Portfolio Holder: Councillor A Yates) | 351 -
370 |
| 6f | Use Of S106 Funds On The Edge Hill Cycle Link
(Relevant Portfolio Holder: Councillor D Evans) | 371 -
380 |
| 6g | Ormskirk Market and Pay & Display Car Parks
(Relevant Portfolio Holder: Councillor D Evans) | 381 -
392 |

We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.

MOBILE PHONES: These should be switched off or to 'silent' at all meetings.

For further information, please contact:-

Jacky Denning on 01695 585384

Or email jacky.denning@westlancs.gov.uk



REMOTE MEETINGS – GUIDANCE

This guidance is designed to assist members when attending remote meetings.

The guidance should be read in conjunction with the Council's Remote Meetings Protocol and Procedures Rules

General

1. If members wish to speak on a particular item it will assist the smooth running of the remote meeting if they indicate to the Chairman their wish to speak in advance of the meeting.
2. Please join the meeting no later than 15 minutes before the start of the meeting to ensure that the technology is working correctly.
3. It is a requirement of the remote meetings regulations that any member participating in a remote meeting must be able to be heard (and if practicable also be seen) by all other members, officers and public speakers participating in the meeting and, in turn, be able to hear (and if practicable see) those persons.
4. It is also a requirement that the meeting be live broadcast and so any camera (video-feed) should show a non-descript background and members should take care to ensure that no exempt or confidential papers can be seen in the video-feed.
5. At the start of the meeting please ensure that your microphone is muted and your video feed (if available on your device) is paused. Please remember to unmute your microphone (and unpause your video feed if available) when invited to speak by the Chairman!
6. At the start of the meeting the Member Services Officer will read out which Members and Officers are present. The attendance of members will be recorded.

7. Please remember to mute your mic/pause your video feed when you're not talking.
8. Only speak when invited to by the Chair.
9. Please state your name before you make an address.
10. If you're referring to a specific page or slide mention the page or slide number.
11. In the event of failure of the live broadcast then the Chairman will immediately adjourn the meeting until such time as the live broadcast is restored.
12. In the event that a member's individual remote connection should fail, the Chairman will call a short adjournment to determine whether the connection can be re-established (either by video technology or telephone connection). If connection cannot be restored after a reasonable period of time then the presumption is that the meeting should continue, providing the meeting remains quorate.
13. If connection to a member is lost during discussion of an item of business at a regulatory meeting (planning and licensing committees) that member will not be able to vote on that item (unless that part of the discussion during which connection was lost is, in the view of the Chairman, capable of being repeated for the benefit of the member concerned).

Public speaking

14. Any member of the public participating in a meeting remotely in exercise of their right to speak must be able to be heard (and if practicable also be seen) by members, officers and public speakers participating in the same item of business and, in turn, be able to hear (and if practicable see) those persons.
15. The Member Services Officer will mute the member of the public once they have spoken and remove them from the remote meeting on the instruction of the Chairman once the relevant item of business has been dealt with. Note: members of the public will be able to view/listen to the remainder of the meeting via the live broadcast.

Voting

16. Unless a recorded vote is called by a member, the method of voting will be, at the discretion of the Chairman, by:
 - General assent by the meeting (where there is no dissent); or
 - By the Member Services Officer calling out the name of each member present with members stating "for", "against" or "abstain" to indicate their vote when their name is called. The Member Services Officer will then clearly state the result of the vote (to be confirmed by the Chairman)
17. Details of how members voted will not be minuted, unless a recorded vote is called for prior to the vote taking place.

Declarations of Interest

18. Any member participating in a remote meeting who declares a disclosable pecuniary interest, or pecuniary interest that would normally require them to leave the room in which the meeting is taking place must leave the remote meeting. Their departure will be confirmed by the Member Services Officer who will invite the relevant member to re-join the meeting at the appropriate time.

Exclusion of the Press and Public

19. There are times when council meetings are not open to the public when confidential, or "exempt" items (as defined in Schedule 12A of the Local Government Act 1972) are under consideration. The Member Services Officer will ensure that there are no members of the public in remote attendance and the live broadcast is ended, once the exclusion has been agreed by the meeting for that item(s).
20. Every Member in remote attendance must ensure there are no other persons present in their remote location who are able to hear, see or record the proceedings (unless those such persons are also entitled to be so present). Members must declare to the meeting, if at any point during discussion of the item, this requirement is not met.

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 A Parish Council Representative 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.
- 1.3 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 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 speaker (and representative) 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 Legal & Democratic Services Manager 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 Legal & Democratic Services Manager 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.

No amendments will be made to the list of speakers once it has been compiled (regardless of withdrawal of a request to speak).

- 4.3 All submissions received will be published on the Council's website and circulated to Members of the relevant body and officers for consideration.

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 the speakers to make their representations. Speakers 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/s have said, along with any other information/representations submitted under this protocol, when all 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, including a Parish or Borough Councillor representative. They can also bring an interpreter if they need one. They should be aware there may be others speaking as well.

(Note: If a Resident wishes to have their Borough Councillor speak on their behalf, the Borough Councillor is not a member of the body considering the item.)

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

Please indicate if someone will be speaking on your behalf at the meeting

YES/NO*

*delete as applicable

If someone is speaking on your behalf please provide their contact details:

NAME

PHONE

Email

Note: This page will not be published.

(P.T.O.)

Agenda Item 4

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 because it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) and 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) and 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>
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.

Agenda Item 5

CABINET (EXTRAORDINARY)

HELD: Wednesday, 22 July 2020

Start: 6.00 pm

Finish: 6.10 pm

PRESENT:

Councillors:

Portfolio

Councillor Ian Moran	Leader of the Council and Portfolio Holder for Economic Regeneration
Councillor Yvonne Gagen	Deputy Leader of the Council and Portfolio Holder for Leisure & Human Resources
Councillor Vickie Cummins	Portfolio Holder for Health and Wellbeing
Councillor Gareth Dowling	Portfolio Holder for Communities and Community Safety
Councillor David Evans	Portfolio Holder for Planning
Councillor Jenny Wilkie	Portfolio Holder for Housing and Landlord Services
Councillor Kevin Wilkie	Portfolio Holder for Street Scene
Councillor Kevin Wright	Portfolio Holder for Emergency Planning, Preparation and Implementation
Councillor Adam Yates	Portfolio Holder for Resources & Transformation

In attendance: Councillors Blane, Coughlan, Dereli, S Evans, A Sutton, J Thompson and D Westley.

Officers:

Jacqui Sinnott-Lacey, Chief Operating Officer
Heidi McDougall, Corporate Director of Place & Community
Chris Twomey, Corporate Director of Transformation & Resources
Marc Taylor, Head of Finance, Procurement and Commercial Services
Ian Gill, Head of Growth & Development Services
Simon Burnett, Head of Wellbeing & Leisure Services
Paul Knight, Interim Head of Housing and Regulatory Services
Matt Jones, Legal & Democratic Services Manager
James Crowley - Leisure Project Development Manager, Leisure Project Development Manager
Jacky Denning, Member & Executive Services Manager
Jill Ryan, Member Services/Civic Officer

1 APOLOGIES

There were no apologies for absence.

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

There were no items of special urgency.

3 **PUBLIC SPEAKING**

There were no items under this heading.

4 **DECLARATIONS OF INTEREST**

Councillor Coughlan declared a pecuniary interest in relation to Agenda Item 9(a) 'Leisure Contract Extension - Short Term Measures in Response to Covid 19' in respect of his appointment to West Lancashire Community Leisure and advised that he would leave the meeting during consideration of this item.

5 **MINUTES**

RESOLVED: That the minutes of the Cabinet meeting held on 9 June 2020 be received as a correct record and signed by the Leader.

6 **CONFIRMATION OF PROCEDURAL MATTERS**

A Motion by the Leader, which had been circulated prior to the meeting, was moved and seconded.

A vote was taken the Motion was CARRIED.

RESOLVED: A. That it be noted that the Leader has appointed Cabinet Working Groups for 2020/21 as circulated at the Annual Meeting on 24 June 2020 with the terms of reference now included in the Constitution, including the Tawd Valley Developments Shareholders Cabinet Working Group as follows:

Tawd Valley Developments Shareholders Cabinet Working Group

Membership

(7 Members - 4 Lab 2 Con 1 OWL)

*Labour: (Chairman) Councillor I Moran
(Vice Chairman) Councillor A Yates
Councillors J Wilkie and*

Conservative: Councillors and

Our West Lancs: Councillor

(Membership to include the Leader, Portfolio Holders for Transformation & Resources and Housing & Landlord Services.)

Functions

- (a) To oversee and monitor the delivery of the Business Plan for the Tawd Valley Development Company and consider opportunities identified by the Board for future projects.*
- (b) To act as the consultee and provide recommendations to the Chief Operating Officer on the exercise of her delegation to determine all matters, as the Shareholder for the Tawd Valley Development Company, on behalf of the Council.*

- 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.

7 MATTERS REQUIRING DECISIONS

Consideration was given to report relating to the following matters requiring decisions and contained on pages 15 to 84 of the Book of Reports.

8 REVIEW OF THE COMMERCIAL PROPERTY PORTFOLIO

Consideration was given to the report of the Corporate Director of Place & Communities, which provided details of a review of the Council's existing Commercial Property Portfolio advising on current performance and indicating future trends, demand and investment needs. The report set out the further action that will be required to successfully manage the portfolio in the medium to longer term and explained the current statutory framework and background context which councils seeking to grow their commercial property portfolios need to consider, including a proposed "Investing in West Lancashire - Commercial Property Strategy".

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

- RESOLVED:
- A. That the contents of this report, including the future actions required, be noted.
 - B. That the "Investing in West Lancashire - Commercial Property Strategy" set out in Appendix 3 to the report, be endorsed for approved by Council.
 - C. That delegated authority be given to the Head of Finance, Procurement and Commercial Property to make investments in accordance with the Commercial Property Strategy, subject to

approval of scheme funding of up to £5m by the Strategic Assets Purchasing Committee and approval by Council of schemes for over £5m.

9 FINANCE UPDATE

Consideration was given to the joint report of the Chief Operating Officer and the Head of Finance, Procurement and Commercial Property, which provided a summary of the revenue outturn position for the 2019/20 financial year, an assessment of the impact of the coronavirus on the Council's finances and updates to the Housing capital programme, including the business plan for the Council's Development Company and associated actions.

A Motion, which had been circulated prior to the meeting, was moved and seconded.

A vote was taken, the Motion was carried.

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

- RESOLVED:
- A. That the revenue outturn position for 2019/20 be noted.
 - B. That the estimated financial impact of the coronavirus be noted and kept under review during the current financial year.
 - C. That the proposed amendments to the Housing Revenue Account (HRA) capital investment programme, the Tawd Valley Development Limited (TVDL) business plan, and the associated actions set out in section 10 of the report be endorsed for approval by Council.
 - D. That, subject to Council approving paragraph 3.3 of the report, that the acquisition and development of the Halton Castle site in Westhead on behalf of the HRA be agreed in principle and authority be given to the Chief Operating Officer to carry out all necessary due diligence and thereafter enter into all necessary arrangements with regard to the proposed purchase and development of the site for Council housing.
 - E. That call in is not appropriate for this item as this matter is one where urgent action is required given the timescales for the Halton Castle site scheme.
 - F. That, in accordance with item 6 'Confirmation of Procedural Matters' on the agenda in relation to the establishment of the Tawd Valley Development Shareholders Cabinet Working Group, Council be recommended to amend the existing delegation to the Chief Operating Officer set out in Constitution 4.2A: Scheme of

Delegation to Chief Officers, to read:

"31. That the Chief Operating Officer, In consultation with the Tawd Valley Developments Shareholders Cabinet Working Group, be authorised to determine all matters, as the Shareholder for Tawd Valley Development Company, on behalf of the Council."

10 **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 paragraph 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 item being considered in private)

11 **MATTERS REQUIRING DECISIONS**

Consideration was given to report relating to the following matters requiring decisions and contained on pages 71 to 84 of the Book of Reports.

12 **LEISURE CONTRACT EXTENSION - SHORT TERM MEASURES IN RESPONSE TO COVID 19**

Consideration was given to the report of the Corporate Director of Place & Communities, which provided an update on the current position in relation to the Leisure Contract as a consequence of COVID-19 and sought approval to the proposed approach for the next nine months (July 2020-March 2021)

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

RESOLVED: A. That, subject to the approval of Council of the financial and resource implications as set out in section 9 of the report, authority be given to the Corporate Director of Place & Community to enter into all necessary documentation to extend the leisure contract between the Council, West Lancashire Community Leisure Trust and Serco to 31 March 2021.

B. That, following the lifting of Central Government restrictions in relation to Leisure Centre operations, the West Lancashire facilities should be reopened using Option 2 as detailed in section 7.2 of the report.

- C. That call in is not appropriate for this item as this matter is one where urgent action is required because of the need to avoid a "no contract" situation arising and the risk of Serco walking away from the contract.

(Note: Councillor Coughlan left the meeting whilst this item was under consideration.)

.....
Leader



AGENDA ITEM:

CABINET: 8 September 2020

PLANNING COMMITTEE: 10 September 2020

Report of: Corporate Director of Place and Community

Relevant Portfolio Holder: Councillor D Evans

**Contact for further information: Stephen Benge (Extn. 5274)
(Email: stephen.benge@westlancs.gov.uk)**

SUBJECT: ADOPTION OF THE WEST LANCASHIRE STATEMENT OF COMMUNITY INVOLVEMENT 2020

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To seek Cabinet's approval for the adoption of the West Lancashire Statement of Community Involvement 2020 ('SCI') and the Addendum to the West Lancashire SCI 2020.

2.0 RECOMMENDATIONS TO CABINET

2.1 That, following consideration of the Consultation Report at Appendix B and the Adoption Statement at Appendix C, the West Lancashire Statement of Community Involvement 2020 ('SCI') and its Addendum at Appendix A be adopted subject to any amendments made by the Corporate Director of Place and Community in consultation with the Portfolio Holder (and with the tracked changes accepted), following consideration of the West Lancashire SCI 2020 and its Addendum by Planning Committee, as per recommendation 2.2 below.

2.2 That the Corporate Director of Place and Community be authorised, in consultation with the Portfolio Holder, to make any necessary amendments to the West Lancashire SCI 2020 and its Addendum in the light of agreed comments from Planning Committee, before the document is published.

3.0 RECOMMENDATIONS TO PLANNING COMMITTEE

3.1 That the content of this report, the SCI and its Addendum attached at Appendix A, and the Consultation Report at Appendix B be considered, and that agreed comments be referred to the Corporate Director of Place and Community for consideration, in consultation with the Portfolio Holder.

4.0 BACKGROUND

- 4.1 Section 18 of the Planning and Compulsory Purchase Act 2004 requires local planning authorities to produce an SCI. The SCI explains how the authority will engage local communities and other interested parties in producing their planning policy documents and in determining planning applications. The SCI has legal status in that its minimum standards, once adopted, need to be adhered to at all times. For example, one of the 'Tests of Legal Compliance' against which local plans are assessed at examination is whether the consultation undertaken on the local plan has complied with the SCI.
- 4.2 The first West Lancashire SCI was adopted by the Council in July 2007. In January 2009, an Addendum to the SCI was published, reflecting updated (2008) government Regulations which made significant changes to the planning process.
- 4.3 In the light of further significant changes to planning legislation, for example the concept of neighbourhood plans, the introduction in West Lancashire in 2014 of the Community Infrastructure Levy (which requires periodic consultation), and the evolution of technology since 2007 (for example, the increasingly widespread use of social media and 'smartphones', both of which offer new opportunities in terms of consultation), a new West Lancashire SCI was adopted in 2016, to replace the 2007 SCI and its 2009 Addendum.
- 4.4 Since 2016, there have been more changes to planning procedure, and to the resources available to the Council to carry out its various consultations. Social media and electronic communications continue to evolve, both in their functionality and in the extent of their use. Furthermore, the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) now require that SCIs be updated every 5 years.
- 4.5 Consequently, a revised SCI was prepared in 2019/2020 – the draft West Lancashire SCI 2020, reflecting the above changes. In January 2020, Cabinet authorised a six week public consultation on this document, running from 27 February to 9 April 2020.
- 4.6 COVID-19 restrictions took effect during March 2020, meaning that places such as libraries (where paper copies of the 2020 SCI were available for inspection) were closed, and bodies such as Parish Councils and residents' groups were unable to meet together to consider and agree responses to the SCI. In the light of these unforeseen difficulties, the consultation deadline was extended to 31 May 2020.
- 4.7 18 consultation responses were received on the draft 2020 SCI as follows:
- Parish Councils 4
 - National government agencies 4 (two making 'no comments')
 - Local organisations / pressure groups 3
 - Neighbouring local authorities 2
 - Other national bodies 2
 - Individuals 2
 - Local landowner 1

- 4.8 A very brief outline of the comments made is as follows:
- The use of plain English in the draft document and the extension to the consultation period were both welcomed.
 - Views were expressed that the Council is more in touch with developers than with the local community, reinforced by the 2018 Local Plan Review consultation process.
 - Increased and / or ongoing consultation with Parish Councils was requested
 - Where the draft 2020 SCI had proposed relaxing some of the commitments to consultation (e.g. on non-statutory stages of preparing local plans), it was asked that the higher standards in the 2016 SCI be reinstated, e.g. by committing to consult at non-statutory stages of local plans, and providing feedback reports from consultations.
 - It was requested that planning policy documents be placed on deposit at a wider range of locations, e.g. post offices.
 - The Council should allow for consultation responses to be submitted by email, and by (paper) letter.
 - There should be greater publication of pre-application advice, in particular to Parish Councils, when planning applications are subsequently submitted.
 - Neighbour notification of planning applications should be wider than just properties immediately adjoining the application site.
 - It was requested that additional categories of people / organisations should be allowed to address Planning Committee, and that they should be allowed to speak for longer than three minutes.
 - The dissolution of the Conservation Area Advisory Panel was criticised, and it was asked that the Panel be reinstated.
 - It was recommended that the SCI cover additional matters, e.g. enforcement (including of Tree Preservation Orders), Buildings at Risk, and hedgerows.
- 4.9 The Consultation Report at Appendix B contains a full listing (ordered by SCI paragraph) of the comments submitted during the consultation and the Council's response to these.

COVID-19

- 4.10 Since the consultation on the draft 2020 SCI opened, the COVID-19 lockdown has had significant implications, not just in terms of the length of the SCI consultation period, but for consultation in general. For example, face-to-face and public meetings have been proscribed or at least have been subject to tight constraints, and libraries – where policy documents being consulted upon are traditionally placed on deposit – have been closed. Since March 2020, it has not been possible to undertake consultation on local plans and other documents in accordance with the SCI.
- 4.11 Central government has made changes to legislation and to national planning practice guidance ('PPG') in response to the COVID-19 crisis and its effects on planning and local government. These include the following:
- (i) The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and

Wales) (Amendment) Regulations 2020 came into force on 1 August 2020, and allow for 'virtual' (online) Council meetings (e.g. Cabinet and Planning Committee)

- (ii) The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020, came into force on 16 July / 12 August 2020, and temporarily remove the requirement for a local planning authority to make documents available for public inspection at the authority's principal office and at such other places as the authority considers appropriate, and also temporarily remove the requirement on the local planning authority to provide hard copies of documents.

4.12 On 13 May 2020, the government added three new paragraphs to national Planning Practice Guidance ('PPG'; reference nos. 61-078-201200513 to 61-078-201200513), advising that Councils review their SCIs immediately and that they consider:

- making temporary amendments to SCIs to allow plan-making to progress;
- promoting effective community engagement by means which are reasonably practicable. They are strongly encouraged to use online engagement methods to their full potential, for example virtual exhibitions, digital consultations, video conferencing, social media and providing documents for inspection on a public website;
- taking reasonable alternative and creative steps to ensure those without internet access are still involved, for example consulting through representative groups rather than directly, targeting only people in areas most affected by proposals, and allowing individuals to nominate an advocate to share views on their behalf;
- consulting by telephone or in writing where this is feasible, and the only option; and
- combining different public consultations so that offline methods can be made more cost effective.

4.13 Paragraph 78 advises that there is no legal requirement for local planning authorities to consult when reviewing and updating their SCI, although it is good practice for authorities to inform the public of their intentions to update the document and of the changes that have been made.

5.0 PROPOSALS

5.1 In the light of comments made during the public consultation on the Draft 2020 SCI, and in order to improve the clarity of the document in places, changes have been made to the SCI. The changes made, and the reasons for making them, are set out in the schedule in Appendix C – Adoption Statement.

5.2 In the light of COVID-19 and its implications, the most effective way to proceed would be to prepare an Addendum to the SCI which would have effect whilst COVID-19 restrictions were in place, and / or whilst amendments to national Regulations and / or planning policy were in force, and which would cease to have effect once the restrictions were lifted. Thus the Addendum would apply for a temporary period, but could be 'reinstated' if COVID-19 restrictions, or any similar restrictions, were implemented again in future. Such an approach would mean

that wholesale changes would not need to be made to the SCI itself, and that the SCI should be less complex in that it would not need one set of consultation standards to apply in 'normal circumstances' and another set of standards to apply when restrictions are in place.

- 5.3 The Addendum to the 2020 SCI is at Appendix A to this report, and would be adopted alongside the 2020 SCI.

6.0 SUSTAINABILITY IMPLICATIONS

- 6.1 The principle of sustainable development is a 'golden thread' running through plan making and decision taking on planning matters. By setting out procedures and standards for community engagement in preparing planning documents and in determining planning applications, the SCI provides stakeholders with greater clarity on how they may make representations on sustainability (and other) matters, in order that these be taken into account.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 7.1 There are no significant financial or resource implications arising from this report. All public consultation in relation to planning documents, planning applications and other planning services that is carried out by the Council is funded through the Growth and Development Service's revenue budget.

8.0 RISK ASSESSMENT

- 8.1 Updating the current SCI to take into account changes to government legislation, changes to consultation methods, and changes to resource availability will help to ensure that local communities and other interested parties can remain engaged with the Council as new planning policy documents emerge and as planning applications are determined. This will assist in ensuring that the Council continues to adopt sound planning policies and reach robust planning decisions, and remains legally compliant when carrying out these aspects of its planning function.

9.0 HEALTH AND WELLBEING IMPLICATIONS

- 9.1 There are no direct implications for health and wellbeing from the recommendations in this report.

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. Therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as Appendix D to this report, the results of which have been taken into account in the Recommendations contained within this report.

Appendices

Appendix A – West Lancashire Statement of Community Involvement 2020 (including Addendum)

Appendix B – West Lancashire SCI 2020 – Consultation Report

Appendix C – West Lancashire SCI 2020 – Adoption Statement

Appendix D – Equality Impact Assessment



West Lancashire Statement of Community Involvement

September 2020

Deleted: Draft - January

Ian Gill, MA, MRTPI
Head of Growth and Development
West Lancashire Borough Council



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Addendum

The Addendum to the West Lancashire SCI 2020 has been prepared in the light of COVID-19 and its associated restrictions on public life. It reflects [temporary or otherwise] changes to legislation and national planning practice guidance, and will apply for a temporary period whilst the COVID-19 related restrictions and changes are in place. As such, the provisions of the 2020 SCI Addendum take precedence over the provisions of the 2020 SCI during the temporary period that the Addendum is in force.

1.0 INTRODUCTION

1.0.1 What is a Statement of Community Involvement?

A Statement of Community Involvement (SCI) is a document which sets out how the local planning authority (LPA) will consult with the community, businesses, and other organisations or 'stakeholders' about the development of their area. It also explains how these people can get involved with the planning system.

1.0.2 What does it do / cover?

West Lancashire Borough Council, as the LPA for the area, is responsible for producing planning policy documents (including the Local Plan) and making a decision on most types of planning applications (excluding minerals and waste applications, which are dealt with by Lancashire County Council).

West Lancashire Borough Council, as the charging authority for the Community Infrastructure Levy (CIL) for the area, is also responsible for preparing a CIL charging schedule.

This document will describe the background and context for the SCI, and will set out:

- **what** will be consulted upon
- **who** could be consulted
- **how** we might carry out consultation, and
- **when** we will consult.

1.0.3 Why do we need a new SCI?

The Council published its original SCI in 2007, with an addendum produced to update it in 2009. From 2009 to 2015, there were several significant changes made to planning laws, as well as to ways that consultation could be carried out (for example, the use of social media). Consequently, we prepared a new SCI and adopted it in 2016.

Since 2016, more changes have taken place in Planning, which would benefit from being reflected in an updated SCI. One of these changes is a requirement for LPAs to update their SCIs at least every five years¹. In addition, preparing a new SCI gives the Council the opportunity to review and improve its approaches to consultation, based on experience and best practice.

¹ [Regulation 10A\(1\)\(b\) of The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#)

1.0.4 Why is consultation important?

The Council also recognises that meaningful engagement with local communities and other 'stakeholders' can help in the planning process and can help increase public acceptance of developments. In more general terms, local authorities have a legal duty to act fairly in the exercise of their functions. One aspect of fairness is to consult stakeholders on matters that may affect them. The government has placed an emphasis on localism – to empower local communities to get involved in decision making.

It is important, however, that people understand that whilst all points of view made to the Council are considered, it is not always appropriate and / or possible for the Council to accommodate every request for change, especially where two parties have opposite views. Part of the Council's role is to balance competing interests and whilst it is accepted that the Council's decisions on planning matters will directly affect people's lives, it should also be remembered that feedback from public consultation is one of several factors that the Council takes into account when making its decisions. Sometimes decisions may be made contrary to the views of people who have responded to consultation because other factors weigh more heavily in the overall planning balance. It is the purpose of officers' reports on planning applications, and the 'evidence base' that backs up planning policy documents, to set out how planning decisions (or recommendations) have been arrived at, taking into account relevant planning-related points made, including those received during consultation.

One final comment to make is that when consulting on planning matters, it is not the number of comments registered but the relevance of the planning-related arguments contained within them that is most important. As an LPA, the Council needs to balance the views of all sides, as well as relevant law and policy, in forming its decisions.

1.0.5 What are the legal requirements?

- The **Planning and Compulsory Purchase Act 2004, Section 18 (Part 1)**, sets the requirement for LPAs to produce a Statement of Community Involvement;
- The **Town and County Planning (Local Planning) (England) Regulations 2012** (as amended) set out the minimum requirements for consultation on planning policy documents;
- The **Town and Country Planning (Development Management Procedure) (England) Order 2015** sets out the minimum requirements for consultation on planning applications;

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- The **Localism Act 2011**, Section 110 (also: *Planning and Compulsory Purchase Act 2004*, Section 33A), sets out a 'Duty to Co-operate' between public bodies on planning issues that cross administrative boundaries;
- The **Neighbourhood Planning (General) Regulations 2012** set out the requirements for consultation on Neighbourhood Plans;
- The **National Planning Policy Framework (NPPF) 2019** sets out the importance of community involvement and multi-agency consultation, and further emphasises the importance of co-operation across local authority boundaries;
- The **Community Infrastructure Levy Regulations 2010** (as amended) set out the minimum requirements for consultation on the Community Infrastructure Levy;
- The **Planning (Listed Building and Conservation Areas) Act 1990**, Section 69, sets out the need to periodically review Conservation Area designations in consultation with the community;
- The **Town and Country Planning Act 1990**, Section 199, sets out the need to consult persons and consider representations and objections in relation to Tree Preservation Orders (TPOs).

This SCI addresses the above legal consultation requirements. Once the SCI is adopted, West Lancashire Borough Council will need to follow the procedures for consultation and engagement set out in this document.

1.0.6 The Duty to co-operate

The Localism Act 2011 requires LPAs to engage with neighbouring authorities and other statutory bodies to consider joint approaches to plan-making. This 'Duty to Co-operate' is reiterated in the NPPF, which requires LPAs to work collaboratively with other bodies to ensure that strategic priorities across local authority boundaries are properly co-ordinated and clearly reflected in individual local plans, and to enable delivery of sustainable development.

West Lancashire Borough Council is committed to fulfilling this Duty and, as a matter of practice, works closely with neighbouring authorities and other partner organisations and stakeholders. Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012 lists the bodies we are required to work with under the Duty to Co-operate. These bodies are listed in Appendix A of this SCI.

2.0 PREPARING PLANNING POLICY DOCUMENTS

The Council is responsible for producing local planning policy which, along with national policy, is used to inform decisions as it carries out its Development Management functions. There are different types of policy documents, each carrying different weight, and each requiring a different level and / or nature of engagement with the local community and other stakeholders. The most common policy documents which involve public consultation are development plan documents (DPDs²), (including the Local Plan), and supplementary planning documents (SPDs). The processes for producing DPD and SPDs vary, and, consequently, so do consultation arrangements / procedures.

When Council-produced DPDs are examined by independent Inspectors appointed by the Secretary of State, the documents will be tested for “soundness”³ and for “legal compliance”, i.e. to ensure that legal requirements have been met. One of the legal requirements is to verify that the consultation on the DPD at its various stages of preparation has been carried out in accordance with the Statement of Community Involvement.

2.0.1 Who do we consult?

The Council is required to consult certain organisations and bodies, and is advised to consult others, depending on the type of policy document. This is in accordance with the regulations of the **Town and Country Planning (Local Planning) (England) Regulations 2012** (referred to from now on as 'the 2012 Regulations').

The 2012 Regulations set out who must be consulted at the defined stages of plan production. These organisations / companies are known as specific consultation bodies, or **statutory consultees**, and are listed in Appendix B of this SCI.

The LPA can also identify a number of other bodies it may wish to consult at key stages. These are known as general consultation bodies, or **general consultees**, and are listed in Appendix C.

The lists of statutory and general consultees may change as a result of amendments to the 2012 Regulations or organisational changes, which happen from time to time.

² The term “development plan document” and the term “local plan” are used interchangeably. The Town and Country Planning (Local Planning) (England) Regulations 2012 define the term “local plan”, and states that “local plans” are prescribed as “development plan documents” for the purposes of Section 17(7)(a) of the Planning and Compulsory Purchase Act 2004.

³ A straightforward interpretation of the word 'sound' is that it 'shows good judgement' and 'is able to be trusted'. To be considered 'sound' a document should be 'positively prepared, justified, effective and consistent with national policy'.

The Council is also committed to involving a wide range of other individuals and organisations, including the local community and 'hard to reach' groups. These '**other consultees**' are also identified by the Council.

The Council will maintain a **database** (the Strategic Planning Consultation Database) containing the contact details of individuals, groups and other bodies that wish to be kept informed of consultations relating to planning policy documents. Consultees are able to specify which subjects are of interest to them. Individuals and organisations on this database will be contacted by email or post when the Council consults on relevant planning policy documents and / or subjects. The database will be administered strictly in accordance with the provisions of the General Data Protection Regulation, and will be regularly updated.

If you wish to be added to, or removed from, the Strategic Planning Consultation Database, please contact the Strategic Planning and Implementation Team on 01695 585194, by email at: Localplan@westlancs.gov.uk, or you can register / opt out directly online by following the links from:
<http://www.westlancs.gov.uk/planningpolicy>.

2.0.2 When do we consult?

The Council's Local Development Scheme (LDS) gives an indication of the timescales for the preparation of DPDs and SPDs in West Lancashire. This should enable people to broadly know when to expect consultation. Each formal consultation stage will be publicised by the Council.

You can find out more about the LDS on the Council's website:

<https://www.westlancs.gov.uk/planning/planning-policy/the-local-plan/the-local-plan-2038.aspx>,

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The section below explains how to get involved.

2.1 Development Plan Documents

Development Plan Documents (DPDs) are planning documents that set out the planning strategy, policies and proposals for a local planning authority area. At the time of preparing this 2020 Statement of Community Involvement, the principal DPD is the adopted Borough-wide West Lancashire Local Plan 2012-2027⁴. This Local Plan is the primary consideration in the determination of planning applications.

The 2012 Regulations set out three formal stages of DPD production where consultation and / or publicity is required, and specify who should be consulted. These stages are listed as Stages 2, 5 and 8 in Table 2.1 on the following page.

However, the statutory consultation stages may not always provide adequate opportunity for the views of the community to feed into preparation of the DPD, or the accompanying Sustainability Appraisal. Therefore, in the interests of best practice and positive public engagement, the Council may sometimes consult on an informal stage of the DPD's preparation, for example the Options and Preferred Options stages.

2.1.1 When do we consult?

Table 2.1 below sets out the stages of the DPD's production and whether consultation and / or publicity is required.

In accordance with the 2012 Regulations, each formal stage of consultation should include a 'Statement of Representations Procedure' which is a document setting out what is being consulted upon, where the consultation documents can be found, and how comments can be made on them. The Council may produce a Statement of Representations Procedure for informal stages as well, where consultation is being undertaken at these stages.

Under Regulation 22, before the LPA can submit a DPD for examination, it must prepare a 'Statement of Consultation' which sets out who was consulted at each formal stage of the DPD's preparation, what issues were raised by consultees and how those issues have been addressed in the final DPD. The Council must publish that statement, along with a copy of the DPD, the Sustainability Appraisal report (see Section 2.1.2), copies of representations made under Regulation 20 (see Table 2.1), and any relevant supporting documents. The Council must also provide a statement setting out how it has met its requirements in relation to the 'Duty to Co-operate'.

⁴ The terms 'DPD' and 'Local Plan' are used interchangeably in this section.

Table 2.1 Consultation during preparation of a Development Plan Document

Stage	DPD Preparation Stage	Regulation number ⁵	Purpose	Consultation required?	Publicity required?
1	Evidence gathering	-	To gather evidence in order to identify the issues and opportunities for development in the Borough	Only if required for any specific study ⁶	Only if required for any specific study.
2	Scoping	Reg. 18	To notify persons / groups of the subject of the DPD and invite them to make representations about what the DPD should contain. <u>Comments received will be taken into account in preparing the DPD.</u>	Yes	Yes
3	Issues and Options	-	To gather evidence on the issues affecting the area, and to prepare options (policy / strategy) to address the issues; to undertake initial work on the Sustainability Appraisal. To notify persons / groups of the issues / options and to invite them to make representations on the issues and options. If consulted upon, <u>comments received will be taken into account in preparing the DPD.</u>	Optional (i.e. not required by 2012 Regulations, but the Council may choose to consult at this stage)	Optional (i.e. not required by 2012 Regulations, but the Council may choose to publicise at this stage)
4	Preferred Options	-	To prepare a draft DPD taking into account any comments made at the Scoping stage and the Issues and Options stage (if consulted upon) and to produce a Sustainability Appraisal. If consulted upon, <u>comments received will be taken into account in preparing the DPD.</u>	Optional (as above)	Optional (as above)
5	Publication	Reg. 19 Reg. 20	To prepare a final draft document taking into account any comments made at previous stages, along with a Sustainability Appraisal report. To make the document available for public viewing and comments.	Yes	Yes
6	Submission of a Local Plan to the Secretary of State	Reg. 22	To collate, summarise and forward all representations received at Publication stage to the government, who will appoint an independent Planning Inspector to examine the DPD.	No	Yes
7	Independent examination by a Planning Inspector (formal)	Reg. 24	To examine the 'soundness' of the DPD in a public forum. This includes an assessment of whether the LPA has considered the views of the community and met the requirements of the SCI.	No	Yes

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Comments received will inform the preparation of the next stage

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⁵ Town and Country Planning (Local Planning) (England) Regulations 2012

⁶ For example, the Sustainability Appraisal forms part of the evidence base, and the Regulations require that the SA be published for consultation alongside the local plan at the Publication stage.

Stage	DPD Preparation Stage	Regulation number ⁵	Purpose	Consultation required?	Publicity required?
8	Main Modifications		To make specific necessary changes to the DPD in order to make it sound. Where these are major in nature, we will consult with those who made representations at the Publication stage. Any comments received will be considered by the Planning Inspector.	Yes	Yes
9	Publication of Inspector's Report Adoption of the DPD	Reg. 25 Reg. 26	To inform participants in the DPD preparation process and any other interested parties of the recommendations of the Planning Inspector. To adopt the DPD document for use by the Council in its development management function. We will notify consultees of the publication of the Inspector's Report and the adoption of the Plan as soon as is reasonably practical.	No	Yes
10	Monitoring & review		To track the performance of policies and to advise on any necessary adjustments. Monitoring will usually be undertaken on an annual basis.	No	No

2.1.2 Sustainability Appraisal

Under the Environmental Assessment of Plans and Programmes Regulations 2001, and the European Directive 2001/42/EC ('the SEA Directive'), all DPDs require a Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA). These appraisals are produced in tandem with the DPDs to assess their environmental, social and economic impacts, and to guide the choice of policies / allocations, etc. We normally consult on the SA alongside the DPD at each significant stage ([i.e. Regulation 18, Regulation 19](#)) of the DPD's preparation.

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Three statutory consultees are consulted as a matter of course when preparing SAs and / or SEAs; these are Natural England, Historic England, and the Environment Agency. The Regulations require that consultation take place on the Sustainability Appraisal reports alongside the DPD to which they relate.

2.1.3 How do we consult?

Consultation methods for each stage of DPD production will vary. Each stage will involve a number of set methods and, in addition, may involve one or more of the optional methods. Table 2.2 sets out the methods that could be used at each stage of consultation on the DPD.

Table 2.2 Consultation on emerging DPDs

Method	Stage of preparation of DPD			
	Pre-Draft Consultation (Scoping) (Reg.18)	Draft Consultation (Options / Preferred Options) NB: Optional	Publication & Submission (Regs.19,20,22)	Inspector's Report & Adoption (Regs. 25,26)
Website	✓	(✓) ⁷	✓	✓
Email out (database)	✓	(✓)	✓	✓
Mail out (database)	✓	(✓)	✓	✓
On deposit	✓	(✓)	✓	✓
Press release	✓	(✓)	✓	✓
Press notice	Optional	Optional	Optional	Optional
Press advertisement	Optional	Optional	Optional	N/A
Leaflets	Optional	Optional	Optional	N/A
Neighbour letters	No	No	No	No
Exhibitions	Optional	Optional	Optional	N/A
Forums	Optional	Optional	Optional	N/A
Drop-in sessions	Optional	Optional	Optional	N/A
Social media	Optional	Optional	Optional	N/A
Groups consulted / notified	Statutory and general consultees ⁸ .	Statutory and general consultees. Any representors from previous stage.	Statutory and general consultees. Any representors from Reg. 18 stage.	Statutory and general consultees. Anyone who has asked to be notified.
Duration	Minimum 4 weeks	Minimum 6 weeks	Minimum 6 weeks	-
Consultation Statement produced?	Yes	Optional	Yes	No

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2.1.4 How will we report the results?

Following public consultation on emerging DPDs, the Council will prepare a Feedback Report (or Consultation Statement), summarising the issues and main points raised through the representations. It may also set out how the Council has responded to the points raised, and what has been changed in the DPD as a result of the comments. The Feedback Report will be shared with Members to inform their decisions on the next stage of the DPD's preparation, and may be published on the Council's website. The Council is not bound to respond to each individual submission / representation to consultation on DPDs.

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⁷ i.e. undertaking consultation is optional; if undertaken, it will be published on the Council's website.

⁸ The term 'general consultees' includes the general public (via the WLBC Strategic Planning Consultation Database).

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2.2 Supplementary Planning Documents

Supplementary planning documents (SPDs) are planning documents that provide greater detail in relation to the policies in the Local Plan or other DPDs. SPDs can be topic- or area-based. They do not have the same status as DPDs, and do not form part of the statutory development plan, but are material considerations in planning decisions.

The 2012 Regulations set out two stages of SPD production where consultation and / or publicity is required. They are:

- Public participation stage (Regulations 12 and 13) and
- Adoption (Regulation 14).

On occasions where the regulatory stages do not provide adequate opportunity for the views of the community to contribute towards preparation of the SPD, the Council may sometimes consider carrying out an extra stage of consultation, for example if there are fundamental changes proposed to the SPD following one round of consultation.

2.2.1 When do we consult?

Table 2.3 below sets out the stages of an SPD's production and whether consultation and / or publicity is required.

Table 2.3 Preparation Stages for SPDs

Stage	Preparation Stage	Regulation number	Purpose	Consultation required?	Publicity required?
1	Evidence gathering	-	To gather evidence to inform the preparation of the SPD	No	No
2	Scoping / Issues	Reg. 12(a)	To set the scope of the SPD, and to identify issues the SPD will cover. Comments received at this stage will inform the preparation of the draft SPD. A Consultation Statement will be produced (Reg. 12(a)).	Informal / limited consultation required (i.e. to specific bodies)	Optional
3	Public participation on draft SPD	Reg.12(b) Reg.13	To prepare the draft SPD. To publish the Consultation Statement (Reg. 12(a)) and draft SPD, and to invite representations on the draft SPD. Comments received at this stage will inform the preparation of the final SPD.	Yes	Yes

Stage	Preparation Stage	Regulation number	Purpose	Consultation required?	Publicity required?
4	Final SPD	-	To produce the final SPD.	No	No
5	Adoption of the SPD	Reg.14	To adopt the SPD for use by the Council in its development management function.	No	Yes
6	Monitoring & review	(Optional)	To track the performance of policies and recommend adjustments if deemed necessary. Monitoring, if carried out, is usually on an annual basis.	No	No

2.2.2 Sustainability Appraisal of SPDs

The requirement to carry out a Sustainability Appraisal (SA) (which includes Strategic Environmental Assessment) applies to all DPDs. However amendments to the Town and Country Planning Regulations in 2009 removed the automatic need to undertake SA for supplementary planning documents.

The Council is, however, required to determine whether an SPD requires SA, i.e. there is a need to 'screen'. The screening process in this instance essentially involves asking the question: 'Are there likely to be significant effects as a result of the SPD, recognising that the role of the SPD is only to amplify adopted policy?'

If SA is undertaken for an SPD, this process would take place in tandem with the preparation of the SPD, and the SA report would normally be consulted upon at the same time as the SPD.

2.2.3 How do we consult?

The methods for consultation at each stage of the SPD production will vary. Each stage may involve a number of set methods and, possibly, one or more of the optional methods. Table 2.4 below sets out the methods to be used at each stage of consultation on the SPD.

Table 2.4 Consultation on emerging SPDs

Method	SPD Preparation Stage			
	Pre-Draft (Scoping / Issues) (Reg. 12(a))	Draft SPD (Reg. 12(b) & 13)	Revised SPD NB: Optional stage	Adoption (Reg.14)
Website	Optional	✓	Optional	✓
Email out (database)	Optional	✓	Optional	✓
Mail out (database)	Optional	✓	Optional	✓
On deposit	Optional	✓	Optional	✓
Press release	Optional	Optional	Optional	Optional
Press notice	Optional	Optional	Optional	Optional
Press advertisement	Optional	Optional	Optional	Optional
Leaflets	Optional	Optional	Optional	–
Neighbour letters	Optional	Optional	Optional	–
Staffed exhibitions	Optional	Optional	Optional	–
Unstaffed exhibitions	Optional	Optional	Optional	–
Forums	Optional	Optional	Optional	–
Social media	Optional	Optional	Optional	–
Groups consulted / notified	Limited specific consultees with an interest in the subject matter.	Statutory and general consultees ⁹ . Respondents from previous stage.	Statutory and general consultees. Respondents from previous stage.	Statutory and general consultees. Anyone who has asked to be notified.
Consultation Statement produced	Yes	Optional	Optional	No
Duration	Minimum 4 weeks	Minimum 6 weeks	Minimum 4 weeks	-

2.2.4 How will we report the results?

Following the 'Scoping' (Reg. 12(a)) consultation, the Council will prepare a feedback report, or Consultation Statement, which will summarise the issues raised through the representations, how the Council has responded to them and what has been changed in the SPD as a result of the comments.

⁹ The term 'general consultees' includes the general public (via the WLBC Strategic Planning Consultation Database)

2.3 Development Briefs

Development Briefs provide guidance and a framework for the development of a specific site. Usually, these are prepared for larger sites that have been allocated for development within the Borough-wide Local Plan. As with SPDs, Development Briefs are not subject to independent examination and their purpose is simply to provide supporting guidance in relation to the policies for the site in question. Development Briefs are not part of the statutory planning framework, but can have weight as a consideration in planning decisions.

Consultation on Development Briefs will usually be similar in nature to consultation on SPDs in that the Council will publish a draft Development Brief for consultation, and the comments received will inform preparation of the final Development Brief.

Due to the localised nature of most Development Briefs, extensive consultation is not usually considered to be appropriate. The table below sets out the methods considered appropriate for Development Briefs. Where possible, the Council will run Development Brief consultation in tandem with DPD / SPD consultation in order to maximise publicity and use resources efficiently.

2.3.1 When do we consult?

Table 2.5 Development Brief preparation stages and consultation

Stage	Preparation Stage	2012 Regulation	Purpose	Will we consult?	Will we publicise?
1	Evidence gathering	–	To identify the issues, and the opportunities for development	Optional	Optional
2	Identification of issues NB: Optional consultation stage	–	To identify issues for the Brief If consultation is undertaken, comments received will inform the preparation of the draft development brief.	Optional	Optional
3	Draft Development Brief	–	To prepare the draft development brief, and to invite representations on it. Comments received at this stage will inform the preparation of the final development brief.	Yes	Yes
4	Final Development Brief	–	To produce the final Development Brief, taking into account feedback from consultation on draft Brief.	No	No
5	Adoption	–	Adoption of the Development Brief by Council.	No	Yes

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2.3.2 How do we consult?

Table 2.6 Consultation on Development Briefs

Method	Development Brief			
	Identification of Issues NB: Optional stage	Draft Development Brief	Final Development Brief	Adoption
Website	Optional	✓	Optional	✓
Email out (database)	Optional	✓	Optional	✓
Mail out (database)	Optional	✓	Optional	✓
On deposit	Optional	✓	Optional	✓
Press release	Optional	Optional	Optional	Optional
Press notice	Optional	Optional	Optional	Optional
Press advertisement	Optional	Optional	Optional	Optional
Leaflets	Optional	Optional	Optional	Optional
Neighbour letters	Optional	Optional	Optional	Optional
Exhibitions	Optional	Optional	Optional	No
Drop-in sessions	Optional	Optional	Optional	No
Social media	Optional	Optional	Optional	Optional
Groups consulted / notified	Statutory and general consultees ¹⁰ .	Statutory and general consultees. Representatives from previous stage, if consultation was undertaken.	Statutory and general consultees. Representatives from previous stage.	Statutory and general consultees. Representatives from previous stage.
Feedback Report produced	Optional	Yes	Yes	No
Duration	Minimum 4 weeks	Minimum 4 weeks	Minimum 4 weeks	-

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¹⁰ The term 'general consultees' includes the general public (via the WLBC Strategic Planning Consultation Database)

2.4 **Publicity and consultation**

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Consultation on planning policy documents will be undertaken using a variety of methods. For compulsory consultations (i.e. those required by the 2012 Regulations), the Council will use a small number of set methods as a minimum. Additional methods may also be used, dependent on the type of document and / or the nature of the document's subject matter.

2.4.1 **Methods for publicity and consultation**

Methods to be used as a minimum¹¹:

- **Website.** The Council's website will contain a consultation page to provide information on recent, current and future consultations. For current consultations, the website will show all the relevant documents, guidance on how to comment and comments forms.
- **Email.** People will be able to register onto the 'Strategic Planning Consultation Database' to receive the latest news and updates on consultation and the preparation of policy documents. To help minimise costs, the Council will encourage people to register using their email address. This method will be used as a default unless consultees indicate they require communication by letter. Registration can be done online through the Planning Consultation pages of the Council's website (www.westlancs.gov.uk/planningpolicy)
The database will be administered in compliance with the General Data Protection Regulation.
- **Letter.** People who wish to receive notification by letter rather than by email may register onto the Council's planning consultation database to receive news and updates on consultation and preparation of policy documents via post. To register for notification by letter, please contact the Strategic Planning and Implementation team by telephone (01695 585171) or by post (West Lancashire Borough Council, Planning Policy, 52 Derby Street, Ormskirk, Lancashire, L39 2DF).
- **Availability of documents 'on deposit' at libraries and Council offices.** The Council will make all documents and guidance available at public libraries within West Lancashire Borough, at the Council offices at Derby Street, Ormskirk, and at the Customer Service Point, Skelmersdale Concourse. Should library or office facilities no longer be available in future, alternative venues around the Borough will be considered.

¹¹ Please see [Addendum to 2020 SCI for temporary amendments to these methods for publicity and consultation, to apply whilst restrictions on public movement / meeting, etc. are in place.](#)

Additional methods may include one or more of the following:

- **Press release.** Press releases may be issued to local newspapers to draw attention to policy documents. However, where releases are issued, the Council has no control over what the paper chooses to publish.
- **Press notice.** Press notices are [paid for] public notices posted in the local press (normally the 'Champion Group' newspapers).
- **Press advertisement.** The Council may publish advertisements in the local press to promote planning consultation. Due to their cost, they will usually only be used for significant policy documents which have an impact on a wider area, such as those affecting the whole Borough or for strategic development sites. Alternatively, a 'newspaper wrap' may be produced.
- **Leaflets.** Leaflets can often be a good way of informing local residents and businesses about planning policy documents. However they can also be costly and time consuming. Leaflets may be used for significant policy documents which have an implication on a wider area, such as those affecting the whole Borough or for strategic development sites.
- **Neighbour letters.** Letters may be sent to properties neighbouring (adjacent to¹²) a development site to notify them about the preparation of a planning document. Due to cost, if a decision is made to send out neighbour letters, these will only be used for those policy documents which have an impact on a more localised area, such as a Development Brief for an allocated site.
- **Staffed Exhibitions.** Exhibitions help display information on policy proposals and give local people access to information. They also enable the public to speak directly to planning staff. Where staffed exhibitions are used, the Council will endeavour to arrange them during the earlier part of the consultation period in order to provide sufficient time for people to formulate and submit comments after having visited the exhibition.
- **Unstaffed Exhibition.** Exhibitions help display information on policy proposals and give local access to information. Where unstaffed exhibitions are used, they will normally be available throughout the consultation period in a publicly accessible location.
- **Forums.** Public forums and workshops can be used to support discussions. As forums are often restricted in terms of capacity (both as a result of venue size, and the workable ratio of attendees to Council officers), attendance will usually be required to be registered in advance. Such forums will be advertised via some of the media set out above, so that interested individuals may register to attend.
- **Drop-in sessions.** Drop-in sessions enable members of the public to 'drop-in' to organised sessions at advertised venues, and to ask planning officers any questions they may have.

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¹² e.g. sharing a boundary, and / or across a footpath or road, and / or on the access to the site

- **Social media (e.g. Facebook, Twitter).** Consultations will be publicised through social media where feasible; updated technologies may be used in future.

It should be noted that all consultations are public and that means they must be open to everyone, subject to limitations on numbers due to Health and Safety considerations or officer resources. We cannot restrict attendance at public events to certain specific societal groups, nor can we exclude certain individuals / groups from attending, unless they are aggressive towards other members of the public or Council officers. Where numbers are restricted, registration will be required for an event; this will be advertised and registration will be on a first-come first-served basis. Where demand is high and events are over-subscribed, the Council may seek to arrange additional events.

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We will try to ensure that events are held in accessible locations which can be reached using public transport. We will also try to ensure that events are held at convenient times to as wide a range of people as possible, including weekdays, weekday evenings and, where appropriate, Saturdays.

Methods of consultation will vary depending on the type of document being consulted upon.

2.4.2 How we will accept representations

The Council will strongly encourage the use of electronic-based modes (bespoke web-based software, etc.) to submit and receive representations, in order to keep administrative costs and time to a minimum. The Council may accept some representations on paper from those without access to the internet.

- **Electronic based**
 - **Website:** It is our intention to run consultations online using methods such as electronic forms and surveys which will be placed on, or linked to from, the Council website.
- **Paper based**
 - **Forms:** For those who cannot access the internet, paper based forms (and, where applicable, questionnaires and surveys) can be made available to be collected from Council offices and public libraries¹³ and posted to the Council.

¹³ If, in future, library facilities are no longer available, consideration will be given to finding suitable alternative venues in which to make documents available.

2.5 Neighbourhood Plans

2.5.1 What is a Neighbourhood Plan?

The Localism Act 2011 introduced the opportunity for communities to produce 'Neighbourhood Plans'. A Neighbourhood Plan is a community-led framework for guiding the future development, regeneration and conservation of an area. It is about the use and development of land and may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or the allocation of key sites for specific kinds of development.¹⁴

A Neighbourhood Plan can add detail and locally-set objectives to support and complement the Borough-wide Local Plan. It must be in conformity with the Borough-wide Local Plan, and with national planning policy (the National Planning Policy Framework), and cannot be used to block or veto development.

If successful at public referendum, a Neighbourhood Plan will become part of the statutory development plan for the area.

2.5.2 How will the Council be involved?

The Council has a statutory "Duty to Support" local groups in the preparation of Neighbourhood Plans. The amount of assistance will be dependent upon the level of resources available to the Council at the time of the request.

The Council will support those neighbourhoods who wish to prepare a Neighbourhood Plan, but the preparation of such plans is required to be led by community organisations such as the Parish Council or a Neighbourhood Forum (a group designated by the Local Authority in non-parished areas). While a Neighbourhood Plan is being prepared, consultation on it will be the responsibility of the individual Parish Council or Neighbourhood Forum and is therefore outside the scope of this SCI.

However, once a Neighbourhood Plan has been drawn up and submitted to the local planning authority, the local planning authority must carry out a statutory consultation on the proposed Neighbourhood Plan before it is examined by an independent and suitably qualified person.

Where appropriate, the Council will publish copies of any Neighbourhood Plans and updates on the progress of Plan preparation on its website.

¹⁴ Neighbourhood Plans Road Map Guide:
<http://locality.org.uk/resources/neighbourhood-planning-roadmap-guide/>

Table 2.7 below sets out the different stages of consultation involved in producing a Neighbourhood Plan and whose responsibility it is to carry out this consultation.

Table 2.7 Neighbourhood Plan consultation responsibilities

Stage	Responsibility
Designating the 'neighbourhood area' - consultation on the area to be subject to the Neighbourhood Plan	Local Planning Authority
Preparing a Draft Neighbourhood Plan - engagement and consultation with those living and working in the neighbourhood area and those with an interest in, or affected by, the proposals	Parish Council / Neighbourhood Forum
Pre-submission consultation – on Draft Neighbourhood Plan	Parish Council / Neighbourhood Forum
Consultation to satisfy requirements in relation to European directives, if and where they apply to a Draft Neighbourhood Plan	Parish Council / Neighbourhood Forum
Statutory consultation on a submitted Neighbourhood Plan	Local Planning Authority
Examination of Neighbourhood Plan	Local Planning Authority
Neighbourhood Planning referendum	Local Planning Authority

3.0 COMMUNITY INFRASTRUCTURE LEVY

The Community Infrastructure Levy (CIL) allows local authorities in England and Wales to raise funds from developers who are undertaking new building projects in their area. The money raised is used to pay for infrastructure required to support the new development. CIL must be administered in accordance with the Community Infrastructure Levy Regulations 2010 (as amended). The CIL Regulations set out when and how the Council must consult at specific stages of the CIL preparation process.

3.1 Preparation of a Charging Schedule

In preparing a Charging Schedule, the Council must follow a series of stages as set out in, and required by, Part 3 of the CIL Regulations. Some of the stages require consultation and/or publicity and include:

- Publication of a Draft Charging Schedule (Regulation 16)
- Representations relating to a draft charging schedule (Regulation 17)
- Submission of documents and information to the examiner (Regulation 19)
- CIL examination: right to be heard (Regulation 21)
- Publication of the examiner's recommendations (Regulation 23)
- Approval and publication of a charging schedule (Regulation 25)

3.1.1 Who do we consult?

At most stages the Council, as the Charging Authority, must notify the consultation bodies which comprise adjoining local planning authorities, the County Council and Parish Councils or neighbourhood forums. The Council must also invite representations from residents and businesses in the Borough, voluntary bodies and other bodies that represent businesses in the area.

3.1.2 When do we consult?

Table 3.1 below sets out the stages of preparation of the Charging Schedule and whether consultation and / or publicity is required.

Table 3.1 Preparation of CIL Charging Schedule and consultation

Stage	Charging Schedule Preparation Stage	CIL Regulation number	Purpose	Consultation required?	Publicity required?
1	Evidence gathering	-	To gather evidence to inform CIL	No	No
2	Draft Charging Schedule	Reg.16	Publish and invite representations on Draft Charging Schedule. Comments received at this stage will be considered by the examiner.	Yes	Yes
3	Submission	Reg.19 Reg.21	Submission of Draft Charging Schedule and accompanying documents and representations to the examiner. Publication of matters	No	Yes
4	Publication of the Examiner's recommendations	Reg.23	Publication of the examiner's recommendations	No	Yes
5	Adoption	Reg.25	Approval and publication of CIL Charging Schedule by Council.	No	Yes

3.1.3 How do we consult?

Consultation and publicity methods vary slightly with each stage of CIL preparation. Table 3.2 below outlines the methods that are required at each stage, although further consultation or publicity methods may also be used. An explanation of the methods can be found in the preceding chapter.

For the stage covered by Regulation 16, the Council will prepare a Statement of Representations setting out the availability of documents and how comments can be submitted.

Table 3.2 CIL preparation – consultation methods

Method	Stage of CIL preparation					
	(Reg.15)	Draft Charging Schedule (Reg.16)	Submission (Reg.19)	Right to be heard (Reg.21)	Examiner's Report (Reg.23)	Adoption (Reg.25)
Website	✓	✓	✓	✓	✓	✓
Mail out	✓	✓	✓	✓	✓	✓
On deposit	✓	✓	✓		✓	✓
Feedback Report produced	✓	✓	✓			
Duration	–	Min. 6 weeks	Min. 6 weeks	–	–	–

It is expected that consultation on significant changes should be undertaken for at least 4 weeks and so the Council periods exceed this requirement. However, where minor changes are proposed a shorter consultation may be considered appropriate.

3.1.4 How will we report the results?

Following the key round of consultation on the Draft Charging Schedule, the Council will prepare a Consultation Statement, or Feedback Report, which will summarise the issues raised through the representations, how the Council has responded to them, and what has been changed to the Charging Schedule as a result of the comments.

3.1.5 Review of a Charging Schedule

Regulations 26 and 27 govern the correction of errors in a Charging Schedule. The Council will follow the requirements of the CIL Regulations in the case of any necessary changes to the Charging Schedule, and subsequent notification or consultation.

Where appropriate, a review of the charging schedule will be aligned with preparation of the Local Plan, although it is not necessary to wait for changes to a plan before bringing forward new or amended charging schedules.

3.2 Consulting on how Council CIL money should be spent

3.2.1 Projects costing less than £100,000

Whilst the Council is keen to use CIL funding to deliver infrastructure projects in the short-term, the Council also wishes to ensure that CIL is allowed to accumulate so as to provide larger funds to support the delivery of larger, costlier projects in the medium to long-term timescales.

Annual CIL Funding Programmes will consider how we spend some of our CIL monies on 'small' schemes. Each year we will allocate up to £200,000 of CIL monies to smaller scale projects that individually require £100,000 of CIL funding or less.

This enables the vast majority of 'strategic' monies to be saved and allocated towards larger-scale projects, requiring more than £100,000 of CIL funding, whilst still allowing smaller infrastructure projects to have CIL funding allocated to them and be taken forward annually through the usual decision making process.

Deleted: therefore focus on smaller scale projects requiring £100,000 of CIL funding or less, and limit expenditure of CIL on those projects to £1200,000 each year

In any year where the £200,000 cap is not reached, the remaining balance will be moved into the larger-scale schemes fund.

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The Council is keen to ensure that local residents and businesses can have a say on these small-scale infrastructure projects. Subsequently, each year, officers will assess infrastructure projects and draw up a shortlist of schemes that meet the funding criteria (in accordance with our CIL Governance and Expenditure Framework). This shortlist will be put out to public consultation in autumn of each year through the draft CIL Funding Programme (CFP).

Publicity and consultation

We will publicise the consultation through selection of a range of methods, including

- Dedicated pages on the Council's website (www.westlancs.gov.uk/cfp)
- Press advert in the free press (Champion paper, or equivalent)
- The Council's social media
- Mail-out to those registered for electronic and paper updates on consultations
- Placing all materials on deposit at West Lancashire Council Offices and libraries

We will accept comments via:

- Online through a dedicated portal

Following the close of consultation, officers will consider all comments received and prepare a final CIL Funding Programme report with recommendations to Members. Members will then be responsible for deciding which schemes receive CIL funding in the following financial year.

3.2.2 Projects costing less than £100,000

Projects costing more than £100,000 of CIL will be funded through the saved strategic CIL funds that the Council holds. As such, they will not be included in the CIL Funding Programme consultation process but will be considered by Cabinet separately at a later date, in accordance with the Council's Governance and Expenditure Protocol. However, any shortlisted projects costing more than £100,000 will be identified alongside those projects costing less than £100,000, and so people may provide comments in support or otherwise of any proposals through the public consultation.

3.3 Consultation on how local CIL monies in non-Parished areas should be spent

The Council must pass a proportion of the CIL receipts it collects to local councils to ensure that some CIL monies are spent in the areas which development originated in. In West Lancashire, Parish Councils receive 15% of the receipts collected in their area, rising to 25% in areas which have a Neighbourhood Plan. In those areas without a local, or parish, council (Ormskirk and Skelmersdale), the Council must retain the 15% and spend it in consultation with the local community in that unparished area.

As a result of these requirements, consultations on the use of CIL monies in unparished areas are only available to the local community in that area. Respondents will be required to provide their residential or business address so that we can ensure that respondents have a direct connection to that area as only their responses will be taken into consideration.

Appropriate schemes in non-Parished areas will be identified as part of the wider assessment and shortlisting for strategic projects, with those projects in non-parished areas, and with available neighbourhood CIL receipts, taken forward for consultation. Consultation on non-Parished monies will be undertaken alongside that for strategic projects.

Publicity and consultation

We will publicise the consultation through selection of a range of methods, including

- Dedicated pages on the Council's website (www.westlancs.gov.uk/cfp)
- Press advert in the free press (Champion paper, or equivalent)
- The Council's social media
- Mail-out to those registered for electronic and paper updates on consultations
- Placing all materials on deposit at West Lancashire Council Offices and libraries

We will accept comments via:

- Online through a dedicated portal

Following the close of consultation, officers will consider all comments received and prepare a final CIL Funding Programme report with recommendations to Members. Members will then be responsible for deciding which schemes receive CIL funding in the following financial year.

4.0 COMMUNITY INVOLVEMENT IN DEVELOPMENT MANAGEMENT

This section explains how planning and related applications are dealt with and outlines the Council's consultation arrangements. In total the Council receives approximately 1,250 planning and related applications per year. The main purpose of the planning process is to regulate the development and use of land in the public interest. This also includes matters of enforcement where there has been a breach of planning rules (public consultation is not carried out on enforcement matters).

4.1 The Planning Application Process

The planning application process involves the making, consideration and determination of applications for 'development'. Development can be either building works or a material change in the use of land. There are also other types of planning applications that do not involve 'development' as such, but fall under Planning Regulations. 'Planning-related applications' can also be made for:

- Approval of reserved matters;
- Permission in principle;
- Discharge of conditions;
- Listed building consent;
- Amending proposals that have planning permission;
- Amending planning obligations;
- Lawful development certificates;
- Prior approval for some permitted development rights; and
- Non-planning consents (such as advertisement consent, consent required under a Tree Preservation Order, and hazardous substances consent).

4.1.1 Timescales

The government sets targets for the time taken to determine planning applications. These are currently 13 weeks for major¹⁵ applications and 8 weeks for all others. If an Environmental Impact Assessment is required as a result of the scale of development, the period will extend to 16 weeks. Some of the timescales for dealing with 'planning-related applications' are shorter than the standard 8 week period.

¹⁵ The government's definition of a Major application is development involving any one or more of the following:

- (a) the winning and working of minerals or the use of land for mineral-working deposits;
- (b) waste development;
- (c) the provision of dwellinghouses where -
 - (i) the number of dwellinghouses to be provided is 10 or more; or
 - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more

4.2 Permitted Development

However, not all 'development' requires an application for planning permission. For some works, planning permission is automatically granted by the Town and Country Planning (General Permitted Development) (England) Order 2015 so these works can be carried out as 'Permitted Development'. For example, you can make certain minor changes to your house without needing to apply for planning permission. These are called "permitted development rights". Other examples of permitted development include certain changes of use, for example from a shop to a travel agent. [In some cases, for example in conservation areas, the Council may remove permitted development rights. This is done through a legal tool called an Article 4 Direction.](#)

If you are unsure whether or not you need planning permission or other planning-related consents for the development you are contemplating, you should visit the Council's website:

<http://www.westlancs.gov.uk/planning/planning-applications-enforcement/do-i-need-planning-permission.aspx>.

In most cases, where you need to know whether or not an application for planning permission is required, you may be advised to submit a request (in the form of an application) for a 'Certificate of Lawfulness for Proposed Use or Development'. A fee is charged for this process, 50% of the planning application fee for the same development. Pre-application planning advice may also be sought (see section 4.3 below).

For up-to-date information on how to make a planning application, guidance notes and other useful advice are available on the planning pages of the Council's website: www.westlancs.gov.uk/planning.

These pages include a link to the government's Planning Portal website <http://www.planningportal.gov.uk/permission/>. The Planning Portal provides a wealth of guidance, including an 'interactive house', a useful resource if you are considering works to your house.

4.3 Pre-Application Advice

4.3.1 Why should I seek pre-application advice?

The Council welcomes and encourages applicants and developers to seek pre-application advice from the Council prior to the submission of a formal planning application. There are a number of benefits in seeking advice before making an application, including:

- It provides early guidance on the planning policies relevant to your development and helps you to understand how these policies apply to your proposal;
- It can identify at an early stage whether there is a need for specialist information such as a tree survey, flood risk assessment, or ecological assessment;
- It will ensure you know what information you need to submit with the application, thereby making sure it can be registered and validated without undue delay;
- It can give a greater degree of certainty of whether your application is likely to be successful;
- It enables proposals to be changed and potential problems overcome before an application is submitted, saving time during the application process and reducing the risk of planning permission being refused;
- By identifying and addressing issues at pre-application stage, this can save time when an application is submitted and may result in a quicker decision.

In summary, pre-application discussions can help to achieve a better standard of application, improving the chance of a quicker decision and successful outcome.

4.3.2 What is required when submitting a pre-application enquiry?

Normally pre-application enquiries involve the submission of sketch drawings and other relevant detail, and applicants are asked to fill in forms available on the Council's website. Generally, the more information you submit, the more detailed the Council's response will be, and the advice given. We aim to provide a response within 28 days wherever possible, or if a meeting is required, within 14 days of the meeting being held. We will advise on the likelihood of gaining an approval on an informal basis.

The schedule of charges for pre-application advice as well as the procedures for gaining pre-application advice is available on the Council's website at:

<http://www.westlancs.gov.uk/planning/planning-applications-enforcement/pre-application-advice.aspx>

4.3.3 How will the Council consult on pre-application enquiries?

For major pre-application enquiries the Council may seek advice from internal and external consultees. However many of these external agencies offer their own direct pre-application advice service e.g. Lancashire County Council as highway authority, [Highways England¹⁶](#), [the Canal & River Trust](#), the Environment Agency and Merseyside Environmental Advisory Service.

During pre-application discussions officers will also advise developers on whether or not we feel the proposals would benefit from a process of community involvement before the application is submitted. National Planning Practice Guidance advises that 'pre application engagement with the community is encouraged where it will add value to the process and the outcome.' The Council understands that different developments will require public consultation to be tailored to suit the individual circumstances but on significant schemes a public meeting, exhibition and / or leaflet drop in the local area may be required. At pre-application stage, the Planning Officer will be able to agree an appropriate consultation plan for major development proposals.

For wind energy development, pre-application consultation with the local community is mandatory for all onshore wind development of more than two turbines or where the hub height of any turbine exceeds 15 metres¹⁷.

The community consultation measures outlined above are not necessary for small scale applications e.g. house extensions or single dwellings. However, we emphasise to applicants / developers the benefits to be gained by discussing proposals with neighbours who may be affected by the development¹⁸, and taking account of their comments when drawing up the formal planning application.

¹⁶ [Highways England advises applicants to view their document, 'The Strategic Road Network: Planning for the Future – a guide to working with Highways England on planning matters', available online.](#)

¹⁷ Town and Country Planning (Development Management) Procedure / Section 62A Applications (England) (Amendment) Order 2013 (SI 2932).

¹⁸ ['Neighbours' can include a neighbouring Council for certain types or sizes of development where the proposed site is adjacent or close to the authority boundary.](#)

4.4 Managing Development

4.4.1 Who will we consult?

The Council exercises its development management functions in the public interest and is committed to publicising and consulting widely on planning proposals. Upon receipt of a planning application the Council will undertake a period of formal consultation.

Depending on the type of planning application being considered, the Council is also required to consult various organisations and bodies and to invite them to make representations, as set out in the Town and Country Planning (Development Management Procedure Order) (England) (2015).

The main type of consultation groups include:

- The Public – including consultation with neighbouring residents and Parish Councils;
- Statutory Consultees – this is where there is a requirement in law to consult a specific body who in turn are under a duty to respond, for example, the Environment Agency, The Coal Authority, United Utilities, the Canal & River Trust and Lancashire County Council (as highway authority and Lead Local Flood Authority);
- Non-Statutory Consultees – these are not required by law but advice is sought where non statutory bodies are likely to have an interest in the proposed development, for example the Health and Safety Executive, or the Merseyside Environmental Advisory Service.

Deleted: and

4.4.2 How will we consult?

The level of consultation carried out for planning applications will be proportionate to the type and scale of planning application being determined. In all cases, publicity will meet legal requirements and in some cases, additional publicity may be carried out.

The regulations set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015, The Planning (Listed Building and Conservation Areas) Regulations and The Planning (Listed Buildings and Conservation Areas) Act 1990, state how planning applications need to be publicised, either by site notice or individual neighbour notification.

Neighbour notification by letter is the principal method of consultation on most planning applications – in such cases, letters are sent to all owners / occupiers of properties that immediately adjoin the boundary of the application site. Where the Council is unsure of the owner of an adjoining site, for example where the application site adjoins open land, a site notice will be displayed.

In addition, a press notice and site notice is also required for the following types of applications:

- Major developments
- An application accompanied by an Environmental Impact Statement
- A departure from the Local Plan
- A development that would affect a public right of way, under Part III of the Wildlife and Countryside Act 1981
- Development affecting the character or appearance of a Conservation Area
- Development affecting a Listed Building or its setting.

Neighbours / interested parties are given 21 days to respond in writing to the consultation.

A weekly list of all planning applications is sent to Councillors, Parish Councils, the local press, the Borough's libraries¹⁹, the Citizens' Advice Bureau and local amenity groups. A copy of the list is also made available on the Council's website.

We consult neighbouring Councils where appropriate and also consult directly any properties in other boroughs which directly adjoin an application site.

There are various types of planning and related applications that are commonly submitted to the Council for determination. These are listed in Table 4.1 below, along with details of whom and how we will usually consult on different types of applications, depending on the particular circumstances.

¹⁹ If, in future, library facilities are no longer available, consideration will be given to finding suitable alternative venues in which to make information available.

Table 4.1 Consultation procedure for planning applications by type

Type of application	Characteristics	Publicity and Consultation
Small scale planning applications	These may include householder applications involving proposals to alter or enlarge a single house, including works within the garden, or minor proposals for non-residential development like small commercial extensions.	Notify immediate neighbours adjoining the site; Post site notice where the site adjoins open land Consult relevant statutory and non-statutory consultees; Publish on weekly list.
Major planning applications	These may be proposals for: <ul style="list-style-type: none"> • Housing development of 10 or more dwellings, or a site area of 0.5 hectares or more. • Other development where the floor space to be built is 1,000 sq m or more, or where the site area is 1 hectare or more. 	Notify neighbours, site and press notices; Consult relevant statutory and non-statutory consultees; Publish on weekly list.
Applications affecting a listed building or conservation area or the setting of either	These may involve proposals for alterations, extensions or demolition of a listed building or any works to be carried out within or adjacent to a conservation area.	Notify neighbours, site and press notices; Consult relevant statutory and non-statutory consultees; Publish on weekly list.
Advertisement consent	Certain adverts require express consent from the Council to be displayed and will typically include adverts on shops and other commercial buildings.	Notify neighbours and highway authority if public safety impact and / or site notice Publish on weekly list.
Outline planning applications	This type of application is designed to establish the principle of a particular scheme. The full details are often not given at this stage, for example the full design details of the houses on a residential scheme. The full details are usually considered at the "reserved matters" stage.	Notify immediate neighbours and / or site notice Consult relevant statutory and non-statutory consultees; For major developments produce site and press notice; Publish on weekly list.
Reserved matters applications	This type of application follows on from an outline planning permission and considers the full details of the scheme, for example the house design and landscaping.	Notify immediate neighbours and / or site notice; Consult relevant statutory and non-statutory consultees; For major developments produce site and press notice; Publish on weekly list.
Change of use applications	This type of application considers an alternative use for a building or land, for example a change of use from grocers shop to a hot food takeaway.	Publish on weekly list; and / or site notice Notify immediate neighbours; Consult relevant statutory and non-statutory consultees; For major developments produce site and press notice.

Type of application	Characteristics	Publicity and Consultation
Tree Preservation Order applications	This type of application considers works to protected trees	Discretionary neighbour notification/consultation.
Notification of works to trees in a Conservation Area	This type of application is a technical assessment of the work by a tree specialist that is not protected by a Tree Preservation Order.	Discretionary neighbour notification/consultation.
Non material amendments	This type of application involves a minor amendment to the approved scheme that does not require the submission of a new application.	No notifications carried out.
Prior approval applications	There are several types of proposal where the applicant must submit a prior approval application to the Council e.g. for demolition of certain buildings, for some forms of telecommunications development, for agricultural buildings, for larger home extensions and also change of use of certain buildings (e.g. offices and agricultural buildings to dwellings).	Publish on weekly list; Notify neighbours if appropriate and when timescales allow; Display site notice if required; Notify consultees if appropriate.
Lawful development certificates (existing)	This type of application is made where a change of use or development has already been carried out and the applicant wants to confirm that it is lawful	Notify immediate neighbours and / or site notice; Publish on weekly list.
Lawful development certificates (proposed)	This type of application is made where a change of use or development has not yet been carried out and the applicant wants to confirm that it is lawful	No notification carried out.
Discharge of conditions applications	This type of application is made because planning and related applications are often approved subject to conditions which require the submission of further information e.g. details of building materials, drainage or landscaping etc.	Notify relevant consultees.
EIA screening opinion	This type of application seeks to establish whether a proposed development will require an Environmental Impact Assessment.	Notify relevant consultees.
EIA scoping opinion	This type of application seeks to establish what information will need to be provided as part of an Environmental Impact Statement.	Notify relevant consultees.
<u>Permission in Principle</u>	<u>This is an alternative way of obtaining planning permission for housing-led development. It has two stages:</u> <u>(1) 'Permission in principle stage' - establish whether a site is suitable in-principle; and</u> <u>(2) 'technical details consent' – assessment of the detailed development proposals are assessed.</u>	<u>Stage (1)</u> <u>Post site notice;</u> <u>Consult relevant statutory and non-statutory consultees;</u> <u>Publish on weekly list.</u> <u>Stage (2)</u> <u>All of the above plus notify neighbours and include on the Parish Council public notice.</u>

The types of application listed [in Table 4.1](#) above are not intended to be exhaustive. There may be other types of planning related development for which planning permission or prior approval may be obtained and which may require consultation in line with government Regulations. In such scenarios the Council will meet [and aim to exceed](#) the minimum requirements for consultation, as set out by the relevant government Regulations.

4.4.3 Notifying you of amendments

Following submission of a planning application, negotiations between Planning Officers and developers / their agents may result in a revision to the proposed development necessitating the submission of amended plans.

If the amendments are significant, the Council will, upon receipt of amended plans, carry out a further consultation on these amendments. This consultation is likely to include re-notification of neighbours, Parish Councils and statutory consultees, depending on the nature of the changes and the likely implications. In view of the tight timescales to determine planning applications, the re-notification time may be reduced to 14 days.

4.4.4 How to comment on a planning application

Planning applications can be viewed in full on the Council's website. Alternatively, applications can be viewed online during working hours using computers at the Council's Customer Service points (52 Derby Street, Ormskirk, and 1st Floor, The Concourse, Skelmersdale).

Applications for planning permission are entered onto a register. Maintaining a planning register is a statutory obligation and the information is available on the Council's website.

Comments may be made on any planning application, by anyone, regardless of whether or not they were consulted individually. All comments must be made in writing and must contain the name and address of the author. The Council will not take into consideration any anonymous comments received. Any comments of a personal nature against an individual / group or any offensive content will be returned to the sender and will not be published on our website.

All comments received are public information and cannot legally be kept confidential. All written representations received on planning applications are published on the Council's website. Therefore comments should not include any personal information, for example phone numbers or signatures. When submitting comments by email it is recommended that they be sent as an attachment in order to avoid publication of personal email addresses.

Please note that comments should be submitted within the identified consultation period as the Council may be in a position to determine the application as soon as the neighbour consultation period expires. If this date cannot be met, consultees should contact the case officer well in advance of the consultation period ending to see whether it is possible for an extension of time to be granted for comments to be submitted.

The Council welcomes comments, whether in support of, or opposition to, an application, but the Council can only take account of material planning considerations. These include matters like the effect on traffic or parking, the appearance of the proposal, overlooking or disturbance, overshadowing, loss of privacy, and loss of ecological habitats. We cannot take into account matters such as loss of property value, private disputes between neighbours, matters covered by leases or covenants, the impact of construction work and competition between firms. A list providing examples of valid (and invalid) planning considerations is included in Appendix E.

4.4.5 How are Applications determined?

Planning Law requires that decisions be taken in accordance with the development plan unless there are material considerations that indicate otherwise. The development plan is currently the West Lancashire Local Plan. The views of statutory consultees and the public are important in making decisions on planning and related applications. However they are just one consideration amongst several in the overall decision making process and must be weighed alongside local planning policy set out in the West Lancashire Local Plan and related guidance, national policy set out in the National Planning Policy Framework, and other material planning considerations.

Having assessed an application, the case officer will prepare a report summarising the comments received from consultees and other interested parties. Taking account of development plan policy and other material considerations, he or she will assess the planning issues and recommend whether the application should be approved or refused. The application will then be determined under delegated powers by authorised officers of the Council. Some 90% of planning applications are determined in this way, under the delegated powers of the Corporate Director of Place and Community.

However, most major and / or controversial applications are reported to the Planning Committee for decision by Members of the Council. If the application is to be decided by Planning Committee, comments received from consultees or the public will be set out in the case officer's report. Committee agendas are published 5 clear working days in advance of the meeting and are available on the Council website.

4.4.6 Applications referred to Planning Committee

Planning Committee meetings are held in public and if an application is to be determined in this way, we will inform the applicant / agent, the Parish Council and anyone who was directly notified in writing by the Council and who submitted comments on a particular application, of the date of the meeting.

The Council allows public speaking at Planning Committee meetings, subject to prior notification to the Council (at least 3 working days) before the Committee meeting. The following people may address the Planning Committee:

- Anyone objecting to an application who has been notified under the neighbour notification process by the Council, or his / her representative
- The clerk of a Parish Council or his / her representative
- The applicant or his / her representative, but only where it has been agreed that a third party objecting to the proposal may speak.

Planning Committee agendas are often long and complex, and meetings can last for several hours. In order to ensure that Planning Committee meetings are effectively managed, requests to speak are to be put before the Committee Chairperson. If there is more than one speaker in any category then the Chairperson will decide how many can speak; this will be done the day before the meeting. Groups (e.g. of residents) are asked to nominate one person to speak on their behalf. In the case of large and complex schemes if two objectors are heard they should avoid duplicating points made by other speakers. Each speaker has no more than three minutes²⁰.

If you feel unable to address the Planning Committee, a Ward Councillor may be willing to put your view to the Committee. Details of Ward Councillors are available on the Council website at:

<http://www.westlancs.gov.uk/about-the-council/councillors.aspx>

4.4.7 Finding out about a decision

A list of planning decisions is available on the Council's website. A copy of the case officer's report setting out the reasons for the decision will be available on the website. The Council advises that interested parties check the status of the application on the website as people who have commented on an application are not notified that a decision has been made.

²⁰ A service review of the Development Management section is to take place after the adoption of this 2020 SCI. The Service Review will cover the matter of public speaking at Planning Committee, including who can speak, how long for, and in what order speakers appear.

4.4.8 Planning Appeals

If an application for planning permission is refused by the local planning authority, or if it is granted with conditions that are unacceptable to the applicant, an appeal can be made to the Secretary of State against the refusal of permission or against the conditions attached. There is also a right of appeal if an application is not determined within a specific time, and a right of appeal against the issuing of an Enforcement Notice.

Only applicants have a right of Appeal. There is currently no third party right of appeal in respect of planning decisions.

Appeals are examined by an independent Planning Inspector appointed by the government. We will notify in writing all those who made written comments upon the original application. Copies of their comments will be forwarded to the Planning Inspectorate and the Council will inform people how to make further representations to the Planning Inspectorate.

Further advice on the appeal process is available at:

<http://www.planningportal.gov.uk/planning/planninginspectorate>

5.0 WORKS TO TREES

Tree Preservation Orders (TPOs) provide protection to trees, either as individual trees, groups of trees, or as woodlands, to prevent or control the cutting down, uprooting, topping, lopping, wilful damage or destruction of the trees or woodlands.

Trees in Conservation Areas have a level of protection whereby proposed tree works are notified to the Council to consider if the works are appropriate. If the works are not considered to be appropriate or reasonable then the Council has the option to make a TPO.

Any new TPO is open to a period for objections and representations, before the Council decides to confirm the Order or not. Any persons that may be affected or have an interest in the new Order will be served a copy.

To undertake work on a protected tree, permission must be obtained from the Council, unless the proposed works are exempt.

5.1 When will we consult?

The Council is not under an obligation to undertake a consultation, but will seek to consult on any applications for work on trees that are considered to be of particular interest to the wider public.

The standard timescale for allowing people to make representations is 14 days. However, if proposed works are of significant interest to the wider public, the period for making representations can be extended.

5.2 Who will we consult?

The Council will consult anyone who is considered to have an interest in the proposed tree works, including neighbours, the Parish Council, tree wardens and residents groups. There is also the option to take proposed works to Planning Committee for determination by Council Members.

Where a neighbour or any other party submits an application, the Council will endeavour to make sure the owner or occupier of the land on which the tree stands is informed and given a chance to comment.

5.3 How will we consult?

Where we consult, we will use one or more of the following methods: letters, site notices, email, telephone, and occasionally press advertisements. The Council will keep a register of all applications for consent under a TPO. This register will be available for inspection by the public during office hours and on the Council's website via the public portal.

5.4 Hedgerow Removal Applications

Hedge works do not require any permissions other than those relating to [The Hedgerow Regulations 1997](#). Under [these Regulations](#), the LPA is required to consult the local Parish Council upon receipt of a 'Hedgerow Removal Notice'. The time given for a response is a minimum of 42 days.

Deleted: the [Hedgerow Regulations 1997](#)

5.5 High Hedges Complaints

Where complaints are made in relation to high hedges between residential properties, most cases are unlikely to raise wider neighbourhood issues and the Council will not normally publicise these complaints. An exception might be where the trees in the hedge are protected by a TPO, or the hedge is situated in a Conservation Area.

The Council may occasionally seek views from the occupiers of properties, other than the complainant's, that might be affected by the hedge and so could potentially be affected by the Council's decision on the complaint. This may include properties that lie between the complainant's and the land with the hedge, or where a single hedge borders several adjoining properties. Otherwise, the Council will not normally take into account representations from people not directly involved in the dispute.

When consulting upon high hedges disputes, the Council will confine its consultations to those specialist organisations or individuals whose expert input will help inform the decision on the complaint, for example, [Historic England](#) in the case of a hedge associated with a listed building.

Deleted: English Heritage

6.0 CONSERVATION OF THE HISTORIC ENVIRONMENT

6.1 Conservation Projects

The Council is involved in supporting various heritage and conservation projects from time to time. Work which affects a heritage asset – whether a listed building, conservation area, or historic park – is rarely undertaken in isolation and very often involves the need to work in partnership with others, after consultation. The Council may use a number of methods to consult communities for this purpose. These include publishing details on the Council's website, writing to residents directly affected by proposals, and issuing press releases

6.2 Conservation Area Appraisals

The Council has an obligation under Section 69 of the Planning (Listed Building and Conservation Areas) Act 1990 to review, from time to time, its conservation area designations, and under Section 71 of this Act to formulate and publish proposals for the preservation and enhancement of these areas. The outcome of such a review might result in a change to the boundary of the conservation area.

Whilst the Council does not have to directly consult with communities, unless there are proposed amendments to the designated boundary of the conservation area or changes to permitted development rights, best practice guidance (published by Historic England) identifies a need to consult with residents and community organisations over Conservation Area Appraisal proposals.

When new documents related to West Lancashire's heritage are produced, designations revised, or planning controls amended, the Council will use a variety of methods to consult or inform people. These are set out in Table 6.1 on the following page.

Table 6.1 Consultation methods in relation to changes within Conservation Areas

	Website	Letters to residents affected	Notice in newspapers	Press Release
Conservation Area Appraisal update	✓	✓	—	✓
Proposed changes to Conservation Area boundary	✓	✓	✓	—
Withdrawal of Permitted Development Rights through an Article 4 Direction	✓	✓	✓	—

7.0 GENERAL CONSIDERATIONS

7.1 Equality & Diversity

All our consultation methods are in accordance with the Equality Act 2010, the Human Rights Act 1998 and the Freedom of Information Act 2000.

We will try to tackle difficulties with consultation in the following ways:

I have literacy problems	Upon request, we can make our information available in different formats, including other languages and braille. We may be able to arrange for a planning officer to meet with you and explain policies and proposals and help you fill in relevant forms.
English is not my first language	
My vision is impaired	
I find it difficult to understand technical planning documents	Planning is often quite complex with technical words (jargon). These are often required because of the technical and legal nature of planning. However, we do try to make sure that all our communication, consultation and publicity materials can be understood so people feel they can get involved in shaping their area.
I do not have access to private transport	We try to plan meetings in convenient and local locations which can be accessed by public transport. Consultation documents will be placed 'on deposit' at accessible libraries ²¹ and Council offices across the Borough. Information will also be available on the Council website.
I find it difficult to attend meetings as I have children and no child minder	Children are welcome at many of our events. We try to arrange meetings in the daytime, in the evenings and sometimes at weekends to make sure that people can attend. We encourage older children to get involved in planning too!
I do not have any spare time to attend events	You can contact the Council by email or online to give us your views. Information is available on the Council website and can be accessed at any time.
Planning documents are too expensive for me to buy and get involved	All our documents are available on our website; many can be viewed at local libraries and at the Council's Customer Service Points (52 Derby Street, or the Concourse, Skelmersdale).

²¹ If, in future, library facilities are no longer available, consideration will be given to finding suitable alternative venues in which to make information available.

I live in a remote, rural area and do not usually receive consultation documents	We try to make sure that publicity materials reach residents even in the most rural areas of the Borough. However, all information can be found on the website. You can subscribe to our consultation database to make sure you receive notifications by email.
I do not have internet access	The internet and email tend to be the quickest form of communication. However, the Council is aware that not everyone has access to the internet and will still use traditional methods to support consultation and publicity. If people are able to use the internet to engage with consultation, this will be strongly encouraged by the Council as it should be the easiest way to engage effectively. The Council's Customer Engagement Team can help support customers to get online if they wish to gain these skills. The internet can be accessed for free at libraries and at Council offices.
I feel my views are ignored	The views of the community are important. Even if the eventual decision made by the Council on a planning matter is not what you requested or recommended, this does not mean your views were not taken into account. A range of factors are taken into account in making planning decisions, the views of the public being one such factor 'weighed in the balance'.
I don't like speaking in public	You can put your views in writing to us during any consultation. If you don't wish to speak, you may be able to nominate someone to do it for you.
I want to remain anonymous	Planning is a public process, and it is usually the case that we have to make publicly available the names of those providing comments. We cannot accept anonymous comments. We will always comply with the General Data Protection Regulation and not display personal details such as signatures, address, emails or telephone numbers.
I receive too much consultation material	Our consultation database enables you to refine your details, so you can opt in or out of certain consultation topics.

In keeping with Council policies, consultation pro-formas and surveys will usually be accompanied by a non-compulsory 'Equality and Diversity' questionnaire. The Council requests that these be completed and returned along with any planning representations made. This information will be kept confidential at an individual level, but collectively will enable the Council to gain a better understanding of the diversity of the population with which it is dealing, and should help make sure that

the Council targets its services appropriately. If necessary, we can review our consultation methods to make sure that various equality groups are being reached.

7.2 How we will safeguard the information

Personal information supplied to the Council must be held securely in accordance with the provisions of the General Data Protection Regulation.

7.3 Freedom of Information Act 2000

The Council is required under the Freedom of Information Act 2000 to pass on certain information if requested by third parties or government departments unless the Act allows us to withhold that information. Examples of when this might occur are if the information requested is held in confidence, or if the information requested is commercially sensitive. If information is passed on in response to a Freedom of Information request, any personal data would be removed from the said information before being passed on. [The Local Government \(Access to Information\) Act 1985 sets out what local authority information should be available to the public, how it can be obtained, and the rights of the public with regard to witnessing Council meetings.](#)

7.4 Purdah

The pre-election period (or 'purdah') is the term used to describe the period between the time an election is announced and the date the election is held. During this time, there are restrictions on certain activities that officers and Members of the Council undertake. It is unusual that public consultation on major, or potentially controversial, matters would take place during purdah, although there is not necessarily a complete cessation of consultation at this time.

APPENDICES

Please note: the lists within the following appendices are not exhaustive and will be updated as necessary.

Appendix A: Duty to Co-Operate Bodies

The Localism Act 2011 and the 2012 Regulations prescribe the following bodies who are subject to the Duty to Co-operate in relation to the local development documents where they relate to a strategic matter. These duties also apply to the Local Planning Authorities and County Councils.

- Lancashire County Council (as County Council, transport authority, highway authority, education authority and as minerals and waste authority)
- Sefton Metropolitan Borough Council (MBC) (as neighbouring authority and neighbouring highway authority)
- Knowsley MBC (as neighbouring local planning authority (LPA) and neighbouring highway authority)
- St Helens MBC (as neighbouring LPA and neighbouring highway authority)
- Wigan MBC (as neighbouring LPA and neighbouring highway authority)
- Chorley Borough Council (neighbouring LPA)
- South Ribble Borough Council (neighbouring LPA)
- Fylde Borough Council (neighbouring LPA)
- Highways England
- Environment Agency
- Historic England
- Natural England
- Civil Aviation Authority
- Homes and Communities Agency
- Lancashire Care NHS Foundation Trust (as the Primary Care Trust)
- Office of Rail Regulation
- Liverpool City Region Combined Authority (as a neighbouring Integrated Transport Authority)
- Greater Manchester Combined Authority (as a neighbouring Integrated Transport Authority)
- Marine Management Organisation
- Lancashire Enterprise Partnership

The 2012 Regulations also include Transport for London and the Mayor of London in the list of Duty to Co-Operate bodies.

Appendix B: Specific Consultation Bodies (Local Plans)

(These incorporate Statutory Consultees; they may be replaced by successor bodies.)

- The Coal Authority
- The Environment Agency
- Historic England
- Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- Highways England
- Adjacent Local Planning Authorities
- Parish Councils
- Telecommunications companies
- Utilities companies (electricity, gas, sewerage, water)
 - United Utilities
 - National Grid
 - Electricity North West
 - Scottish Power
- Health authority (Lancashire Care NHS Foundation Trust - as Primary Care Trust)
- Homes England
- Education authority (Lancashire County Council)
- Highways authority (Lancashire County Council)
- Lead Local Flood Authority (Lancashire County Council)
- Emergency services
 - North West Ambulance Service
 - Lancashire Police
 - Lancashire Fire & Rescue Service
- Health services
 - Southport and Ormskirk Hospital NHS Trust
 - NHS West Lancashire Clinical Commissioning Group
- Office of Rail Regulation
- Civil Aviation Authority
- Lancashire Enterprise Partnership
- Lancashire Local Nature Partnership
- Civil Aviation Authority

Deleted: and Communities Agency

Appendix C: General Consultation Bodies

- Canal & River Trust
- The National Trust
- Sport England
- West Lancashire Council for Voluntary Service (CVS)
- Liverpool City Region Authorities
- Lancashire Authorities
- Department for Environment, Food and Rural Affairs (DEFRA)
- Age UK
- Airport Operators
- Church Commissioners
- Diocesan Board of Finance
- Disability Rights Commission
- CPRE (formerly 'Campaign to Protect Rural England')
- RSPB
- Wildlife Trusts
- Friends of the Earth
- Forestry Commission
- The Theatres Trust
- Gypsy Council, other organisations representing Gypsies and Travellers
- Post Office property holdings / Post Office operators
- Rail Companies
- Voluntary bodies working in the area
- Bodies which represent the interests of different racial, ethnic or national groups in the area;
- Bodies which represent the interests of different religious groups in the area;
- Bodies which represent the interests of disabled persons in the area;
- Bodies which represent the interests of persons carrying out business in the area.
- The Council website contains a list of different equality groups that it uses for consultation:
<http://www.westlancs.gov.uk/about-the-council/how-the-council-works/equality-and-diversity/find-more-information.aspx>

Appendix D: Other Consultees

- Local business groups
- Local community groups
- Local leisure and sports groups
- Local registered social landlords
- Local resident associations
- Council developer partner(s)
- Developers and landowners
- General public

Appendix E – Valid Planning Considerations

Planning Law requires that decisions be taken in accordance with the development plan unless there are material considerations that indicate otherwise. In reaching decisions on planning applications, the Council must therefore take into account the policies of the Local Plan, any supporting guidance which is relevant and national legislation. The Council also takes into account any comments made which are in relation to 'material planning considerations'.

Material planning considerations are matters that can be taken into account when deciding a planning application or an appeal. The planning system does not exist to protect the private interest of one person against the activities of another. Therefore, it cannot make decisions in relation to any resulting financial or other loss. To make decisions on planning applications, the Council needs to ask whether the proposal would unacceptably affect amenities and existing use of land and buildings which should be protected in the public interest.

The list below provides some common examples of material planning considerations although it is not exhaustive.

- Local, strategic and national planning policies
- Other government circulars, orders, statutory instruments
- Amenity and privacy of dwellings
- Environmental qualities of the surrounding area or the visual character of a street (including the design and materials, scale and landscaping, layout and density)
- Availability of a mixed housing stock
- Road safety (in terms of dangerous access, additional traffic, car parking)
- Retention of local services
- Character of the area in terms of noise, light and other forms of pollution
- Impact on trees, especially if protected by a Tree Preservation Order
- Impact on public services, such as water supply, drainage
- Public rights of way
- Impact on character and appearance of Listed Buildings or Conservation Areas
- Need to safeguard valuable resources such as high quality agricultural land or mineral reserves
- Disabled persons access
- Previous planning decisions
- Nature conservation
- Archaeology

In some circumstances, arguments are made which do not consider planning issues and therefore are not taken into account when reaching a decision on an application. Applicants may sometimes use personal arguments in an effort to support their application. However, in many cases these will not outweigh the more general planning considerations as the use of the land and any buildings located on it will remain long after the applicants personal circumstances have ceased.

The list below provides a number of common points found in comments received by the Council which cannot be taken into consideration. Councillors will be advised that such arguments should not be taken into account when making decisions on applications. Again, this list is not exhaustive.

- The applicant has already started work on the proposed development (carrying out any work prior to receiving planning permission is done at the persons own risk; the fact work has commenced will not affect the Council's decision)
- The applicant does not own the land to which the application relates. This issue can be overcome through agreements with the landowner.
- Fear that the proposal may devalue neighbouring properties. Such market forces, and private financial matters, are outside the control of planning.
- The applicant has carried out unauthorised development in the past. Each case is considered on its own merits.
- Objections relating to concerning competition in business trading
- Moral objections – e.g. for casinos or betting shops
- Allegations that proposals may affect private rights. These are legal matters and objectors should consult their own solicitors / advisors. Planning officers are not able to provide advice on such issues.
- The loss of an individual's attractive view
- The fact that an objector may be a tenant of the land where the development is proposed. The landowner can terminate the tenancy whenever they choose and whether development takes place or not, therefore any consequences are considered to be unrelated to the application.
- The belief that the applicant has submitted the application in order to profit from the land.

It is important to understand that any considerations of relevance to a particular planning application will be considered in reaching the final decision and will each be weighted according to its relative importance in planning terms.



West Lancashire Statement of Community Involvement

Addendum

September 2020

**Ian Gill, MA, MRTPI
Head of Growth and Development
West Lancashire Borough Council**



1 Introduction

1.1 Application of the Addendum

The Addendum to the West Lancashire Statement of Community Involvement (SCI) 2020 has been prepared in the light of COVID-19 and its associated restrictions on public life. It reflects [temporary or otherwise] changes to legislation and national planning practice guidance, and other government guidance, and will apply for a temporary period whilst the COVID-19 related restrictions and changes are in place.

As such, the provisions of the 2020 SCI Addendum take precedence over the provisions of the 2020 SCI during the temporary period that the Addendum is in force. Once COVID-19 related restrictions are 'lifted', it is anticipated that the Council will revert to the 'usual' 2020 SCI principles and standards. (It is accepted, however, that some things have already changed for good as a result of COVID-19.)

This Addendum can also have effect if other similar restrictions on public life and interaction are imposed in the near future (e.g. as a result of a further wave(s) of COVID-19 / a local 'flare-up' of the disease accompanied by localised 'lockdown' / a different disease or a mutated form of the COVID-19 virus).

Similarly, if central government introduces new legislation, regulations, instructions or guidelines in the near future, these shall be borne in mind alongside the provisions of this 2020 SCI Addendum. Whilst this Addendum reflects guidance, etc. in effect at the time of writing, the continuous changes and unprecedented circumstances mean that requirements are likely to evolve. The Council will continue to ensure that we follow, and accord with, the most up to date guidance and best practice.

1.2 Principles of Consultation

The overarching principle behind consultation undertaken by West Lancashire Borough Council, whether under the 'normal' SCI, or under this Addendum, is that the Council wants to consult in a fair and equitable way, giving all people opportunities to see planning documents, to comment on them, and to influence the final documents and / or planning decisions.

Whilst the restrictions associated with COVID-19 mean that consultation methods undertaken over recent years are not presently possible (for example the placing of paper documents 'on deposit' at different venues, and face-to-face meetings), the Council will endeavour to use other methods to enable people to see and comment on documents. This Addendum highlights what we are currently unable to do, but does not limit us in terms of what we *could* do.

1.3 Effects of COVID-19 Restrictions

The effects of COVID-19 on public movement and interaction are widely known and include:

- Venues such as libraries, the Council's Customer Service Point / 52 Derby Street Reception have been shut for prolonged periods, or reopened subject to constraints;
- Even once open again, it is unlikely people would be able to come into such buildings and spend any substantial time indoors, touching and reading paper documents that others have touched / will touch. Copies of documents could perhaps be provided on a 'rotation' basis with a 72 hours 'quarantine' between views, but even this measure would only allow for a small number of people to view documents.
- Public meetings and face-to-face meetings are either not possible or are impracticable.

1.4 Responses to COVID-19

Central and local government and the public have responded to the crisis in a variety of ways:

- Legislative changes –
 - > The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (Amendment) Regulations 2020 – these allow for 'virtual' public body meetings;
 - > The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020 – these temporarily remove the requirement to make paper copies of planning documents available 'on deposit'.
- Changes to national Planning Practice Guidance – new paragraphs¹ (May / July 2020) set out how local authorities can consider:
 - > making temporary amendments to SCIs to allow plan-making to progress;
 - > promoting effective community engagement by means which are reasonably practicable. They are strongly encouraged to use online engagement methods to their full potential; for example virtual exhibitions, digital consultations, video conferencing, social media and providing documents for inspection on a public website;
 - > taking reasonable alternative and creative steps to ensure those without internet access are still involved, for example consulting through representative groups rather than directly targeting only people in areas most affected by proposals, and allowing individuals to nominate an advocate to share views on their behalf;
 - > consulting by telephone or in writing where this is feasible, and the only option;

¹ Paragraphs 61-077-201200513, 61-078-201200513, 61-079-20200715

- Local authorities, including West Lancashire Borough Council, setting up 'virtual' (online) committee meetings, for example Planning Committee, Cabinet and Council, as well as extending consultation periods (e.g. on the Draft 2020 West Lancashire SCI).
- An increase in home working; it is anticipated that home working will continue to feature once COVID-19 restrictions are no longer in place.
- More people have learned to use the internet and / or have undertaken more tasks online, for example home shopping, and online meetings using such 'online conferencing' software as 'Zoom' or 'Teams', etc.

2 Changes to Planning Consultation Methods

In the light of the above, and in the context of a corporate push to greater use of 'digital means of consultation', the following changes will be made under this Addendum to planning consultation and engagements methods:

2.1 Preparation of Planning Policy Documents

During consultation periods, the Council is unlikely to be placing paper copies of planning documents on deposit for people to inspect. If this option is pursued, the documents will only be accessible to a small number of people, owing to the need to clean facilities after visits, and to 'quarantine' documents after use. Instead, the primary way of making documents available will be online. Documents may be provided by post upon request, and where appropriate explanation can be provided as to why a person cannot access the document online (although the Council is unlikely to be able to respond to 'blanket' requests for several hundred paper copies of documents).

Whilst, in theory, a small number of people could meet to discuss draft documents or proposals, Council representatives will not be able to attend multiple meetings with different groups of people. Given it would only be possible to meet a handful of people in total in this way, face-to-face meetings are not currently being pursued as an option. Similarly, events like exhibitions are not currently deemed appropriate due to the number of people that may attend with the accompanied risk of spreading the virus.

However, the Council will endeavour to engage with people in other ways, for example through such means as virtual meetings, conference / video calls, social media, and online 'chat'. The Council will be open to suggestions for innovative and practicable new ways of consultation.

2.2 Community Infrastructure Levy

Consultation on the 2021/22 CIL Funding Programme will be based online and will comprise:

- Information on the Council's CIL webpages and consultation webpages;
- Emails to all consultees registered on the Council's 'electronic' consultation database, to all Parish Councils and Members, and to all infrastructure providers;
- Press release / publicity through Council's social media;
- An electronic online response form to complete;
- An advertisement in the Champion newspaper;

2.3 Development Management

The Development Management Team is reviewing precise procedures to cope with ever changing COVID-19 circumstances.

Planning Committee has been meeting virtually. People wishing to speak at Planning Committee, if eligible to speak, will be invited to telephone into the meeting. The meetings are webcast and the link to the meetings are provided on the Committee agenda.

Meetings with officers, for example as part of planning applications or pre-application enquiries, are carried out via Skype or video conferencing, or a conference call.

With regards to consultations on planning applications, the way the Council consults with consultees or neighbours (consultees via email, and neighbours by letter) has not changed in the light of COVID-19. The Council is still accepting paper representations from neighbours in addition to electronic and online responses.

However, at the time of writing this Addendum, people have not been able to come to 52 Derby Street Reception or the Customer Service Point at Skelmersdale to view planning applications on Council computers.



**West Lancashire
Statement of Community Involvement
Consultation Report**

September 2020

Introduction

This Consultation Report (or 'Consultation Statement') has two sections:

Firstly, it sets out the comments received on the draft West Lancashire Statement of Community Involvement 2020 during the public consultation exercise held in spring 2020. It lists the representations received (sorted by SCI section order) and West Lancashire Borough Council's response to the points made – pages 3-37.

Secondly, it sets out the changes made to the SCI, both as a result of consultation responses, and for other reasons (e.g. to improve clarity) – pages 38-44.

The consultation on the draft SCI was initially scheduled for 27 February to 9 April 2020 (six weeks), but was subsequently extended to 31 May 2020 (a further seven and a half weeks) to take into account difficulties associated with COVID-19 and its associated restrictions.

An Addendum to the SCI has been prepared specifically to deal with COVID-19 and its implications. This Addendum is intended to apply whilst COVID-19 related restrictions are in force. The Addendum is not covered by this Feedback Report.

18 representations were received on the SCI from the following people / organisations:

Organisation	Abbreviation (if used in report)
Anglo International Upholland Ltd	AIUL
Aughton Parish Council	APC
Aughton Residents Group	ARG
Bickerstaffe Parish Council	BPC
Canal and River Trust	CRT
Conservation Area Advisory Panel	CAAP
CPRE	CPRE
Dalton Parish Council	DPC
Environment Agency	-
Highways England	-
Homes England	-
Lancashire County Council - School Planning Team	-
Lathom South Parish Council	LSPC
National Grid (Avison Young)	-
Natural England	-
Sefton MBC Planning	-
Two private individuals	-

Representations received during public consultation on draft SCI, 27 February – 31 May 2020 and WLBC response; sorted by SCI section

Organisation / SCI section	Comments	West Lancashire Borough Council response
General		
Aughton Residents Group (ARG) / Individual Page 171	<p>Since being formed in 2012 our Group, representing hundreds of Aughton residents have been keenly involved and interested in the various stages of the WLBC / Local Plan / Formulation and Inquiries. The Draft SCI – is considered a comprehensive document, no doubt covering all the statutory requirements under the various elements of current planning legislation. The Aughton Residents Group are however concerned that there is a danger that the document does leave the Council open to a repeat of the previous criticism that it was not robust enough in engaging with its community in a timely and informative manner.</p> <p>Our comments are made in a positive attempt to enable the SCI better reflect the needs of the local community and in particular to address the Council’s ambition to: <i>‘The Council also recognises that meaningful engagement with local communities and other ‘stakeholders’ can help in the planning process and can help increase public acceptance of developments’</i></p> <p>Summary During the development of the current Local Plan 2012 - 2027 many considered the council to be more aligned to the needs and wishes of the big developers than the local communities. This grew largely out of the failure to provide timely and informative updates to the public in the early stages. This issue, and others, reappeared during the more recent attempt to create a thirty year Local Plan. If the Borough Council really wants to get the community to help in the planning process and to increase public acceptance of developments then they need to ensure they do not repeat those mistakes. We suggest...</p> <ul style="list-style-type: none"> • Let the public know at the very earliest opportunity what it is that you are intending to do and why. • Do not hide behind the ‘Statutory requirements only say we have to do...’ excuse, it looks lame and lazy. The local press are desperate for stories and you have a great deal of influence with them. So use them. 	<p>Comments noted. The positive nature of the Respondent's comments are welcomed.</p> <p>In undertaking its planning consultation work, the Borough Council is required to meet minimum standards set by national legislation / Regulations, but where practicable and appropriate, the Council will seek to exceed these standards. However, the Council is increasingly subject to resource constraints and it would be unwise to commit to standards of consultation which it may not be able to meet in future. As such, this SCI sets minimum standards but these can always be exceeded, and often are.</p> <p>Borough Council Members make the Council's decisions. Proposals / draft documents need to be approved by Members before they are publicly consulted upon. To release details prior to approval by Members would be likely to cause unnecessary confusion, rumours and / or speculation. It is considered that the only practical way of preparing / consulting on a local plan is to release the details of the proposals at the stage that Cabinet (or Planning Committee) agendas go public. For local plan documents, this is often accompanied by a press release.</p>

Organisation / SCI section	Comments	West Lancashire Borough Council response
<p data-bbox="76 379 255 480">Bickerstaffe Parish Council (BPC)</p> <p data-bbox="76 722 255 863">Page 172</p> <p data-bbox="76 991 255 1018">CPRE</p>	<p data-bbox="255 236 1476 336">Do not let it appear, unjustly or otherwise, that you are consulting/planning with developers, ahead of the public. After the current crisis has finally subsided the public's trust in many institutions will be fragile.</p> <p data-bbox="255 379 1476 660">Thank you to WLBC for making this document accessible in plain English and for giving stakeholders the opportunity to engage in this process. Although some of the comments made below refer to the experiences of responding to the last version Local Plan, they are put forward as positive suggestions for the future Local Planning and Reviews. The extension for responses being extended to May 31st was beneficial. The previous 6 week period ending on April 30th would have been too short a notice period for the Parish Council. Therefore longer time lengths for consultation periods would be appreciated in future.</p> <p data-bbox="255 775 1476 911">General Note: Issues of enforcement have not been described in this SCI. This would be useful information to include. For example, Subway fast food outlet was built at the Starbuck's site at Four Lane Ends, Bickerstaffe without planning permission. It took over a year to sort this out but the building work went ahead anyway, much to local consternation.</p> <p data-bbox="255 991 1476 1305">We welcome the opportunity to take part in this consultation. We welcome the clarity and use of clear, plain English in this draft. Also the tone of the document, ie <i>"acceptance of developments"</i>. Rather than <i>"support for developments."</i> We especially welcome that the end date was extended in these unusual times and apologise for the unusual format of our submission. A Sunday end date is also welcomed, as it gives extra "out of work" time to the general public. We have never understood why they usually end on a Friday only to sit un viewed over a weekend. We assume that it is to comply with the minimum statutory consultation times. We would welcome the inclusions of the weekend in future consultations. We are unaware of there being maximum times for consultations.</p>	<p data-bbox="1476 379 2134 549">It is agreed that the use of plain English is important and should be aspired to wherever possible. The positive and constructive nature of Bickerstaffe Parish Council's comments is gratefully acknowledged.</p> <p data-bbox="1476 560 2134 762">Comments noted. The extension of the consultation period for the 2020 SCI was made in the light of Covid 19-related difficulties. The relationship between WLBC consultation periods and Parish Council meeting cycles needs to be borne in mind in setting consultation periods.</p> <p data-bbox="1476 775 2134 944">It is not usual for public consultation to be undertaken on enforcement matters, which is why enforcement is not covered in the SCI, but it can be mentioned in the Development Management chapter (Chapter 4).</p> <p data-bbox="1476 991 2134 1054">Comments noted; the constructive feedback from CPRE is gratefully acknowledged.</p> <p data-bbox="1476 1098 2134 1342">WLBC-run consultations tend to end on a working day (usually a Thursday rather than a Friday) because many comments tend to be submitted during the last few hours of the consultation period, often by consultants. If problems are encountered, officers need to be on hand to take phone calls / answer emails / check software, etc.</p>

Organisation / SCI section	Comments	West Lancashire Borough Council response
Lancashire County Council Schools Planning Team	<p>The document has been reviewed and comprehensively sets out the way the council will communicate with its residents and stakeholders. As a two tier authority it is important that the relationship with the borough and district councils is strong. Inclusion in to all consultations continues to ensure we can engage at the earliest opportunity. The relationship with borough council is good and with communication taking place at the right point in local plan preparation, and the review of Community Infrastructure Levy CIL.</p> <p>At this point of the consultation The School Planning Team are satisfied with the level of engagement and inclusion. For information, LCC School Planning Team update pupil projections twice per year and carry out school provision scoping annually, so the team is constantly reviewing and making informed judgement about school place requirements across west Lancashire.</p>	Comments noted
Lathom South Parish Council (LSPC) Page 173	<p>This draft mixes the requirements under law and the Council's own approach to community involvement, without differentiating between the two. As the Local Plan process requires the Local Plan itself to set out the Council's policies by reference to the law but without re-iterating the contents of every national (and even County) policy, it seems appropriate to adopt the same approach. However, if it felt necessary to quote these sources verbatim, maybe that should be done through appendices which link directly to the appropriate documents, keeping the local element to a much shorter main text. That would also have the benefit of clarifying the Council's areas of direct responsibility and removing areas over which the Council has no control.</p> <p><u>Other important Concerns</u></p> <p><u>Applications by third parties</u> for planning permission or for inclusion in the Call for Sites should always be notified directly to the owner of the land and to the local Councillor and the Parish Council concerned.</p> <p><u>Local Plan Proposals</u> for development of Green Belt sites should be notified to the local Councillor and the Parish Council as a consultation prior to publication. Such arrangements have existed in theory already but they failed to reveal the true extent of proposals in our area and in Bickerstaffe. Presumably, the same truncated process applied in other areas. This is another example of Parish Councils being regarded as peripheral to the main process, rather than being involved properly.</p> <p><u>Conclusion</u></p> <p>There is a wide, and widening, gap between residents' perceptions and the Council's claims about the value of local involvement. It needs to be addressed urgently, in line with the foregoing comments.</p>	<p>To extract all references to law from the SCI and move them to an appendix is unlikely to shorten the SCI to any significant extent.</p> <p>The text of the document can be looked at, and if there is any confusion between what is 'statutory' and what is 'optional' as a result of the wording, it can be changed to improve clarity.</p> <p>Planning applications on third party land require the owner to have been notified. The Call for Sites form asks whether the owner supports the proposed use of the site.</p> <p>Members and Parish Councils are informed when the resulting document goes public, but not at the point of submission in the Call for Sites.</p> <p>WLBC Members are briefed on proposed Green Belt release prior to documents going public as Members make the decisions (e.g. on consultation). Releasing sensitive information to others (e.g. Parish Councils) before publication of documents is not considered appropriate in general but may sometimes be done.</p>

Organisation / SCI section	Comments	West Lancashire Borough Council response
Chapter 1	Introduction	
1.2 BPC	<p>1.2 As stated, West Lancashire Borough Council, as the Local Planning Authority for the area, is responsible for producing planning policy documents and making a decision on most types of planning applications. However this does not include Mineral and Waste Applications, which come from Lancashire County Council initially.</p> <p>Bickerstaffe Parish Council (BPC) appreciates that parishes are not legal consultees for LCC Mineral and Waste Applications, but as these types of applications can potentially affect the wellbeing of residents because they could involve environmentally sensitive matters such as incinerators, landfill, Environmental Agency permits and licences for fracking for example, if any method for keeping residents more fully informed at a local level i.e. through notification to Parish Councils (PCs) on any such applications would be possible, it would greatly be appreciated.</p>	<p>Comments noted. It is agreed that early notification to the relevant Parish Council(s) on Minerals and Waste (and other, e.g. Nationally Significant Infrastructure Projects such as Whitemoss Landfill) would be beneficial. This is not always within the control of WLBC.</p>
1.3 Aughton Parish Council (APC)	<p>1.3 The change for a requirement for LPA's to update their Statement of Community Involvement at least every 5 years was welcomed (TCP Reg.10A(1)(b) as amended.</p>	<p>Comment noted.</p>
1.3 CPRE	<p>1.3 Welcome acknowledgement of the importance of social media.....would like to see that as a consistent throughout the document (see later comments)</p>	<p>Comment noted.</p>
1.4 APC	<p>1.4 A meaningful engagement with Parish Councils and local communities is essential to ensure public awareness/involvement in decision making/understanding and 'more acceptance' of development. Parish Councils, at grass roots level, tend to 'know their area', how the community will react to 'change', whilst balancing the reason for 'change' with the relevant planning policy/framework/the planning law.</p>	<p>Comments noted; it is agreed that Parish Councils know their local area and community well and that engagement with Parish Councils is valuable.</p>
1.4 BPC	<p>1.4 When the Government acknowledged the importance of involving communities in decision-making about planning matters when it empowered local communities to become involved in the planning decision making process through The Localism Act (2011), and this demonstrated the Government's commitment to this engagement.</p> <p>This key piece of legislation is important for parishes and their councils who seek to engage in all aspects of the planning process. Therefore it is hoped that public opinion will not be denigrated. The WLBC statement: <i>"It should be remembered that feedback from public consultation is just one of</i></p>	<p>The statement referred to is not intended to denigrate public opinion or pre-empt any decisions. It was attempting to highlight that sometimes decisions are taken contrary to the majority opinion of those who have responded to consultation exercises, because other planning factors weigh more heavily. What tend to be more influential are the</p>

Organisation / SCI section	Comments	West Lancashire Borough Council response
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 175</p>	<p>several factors that the Council takes into account when making its decisions” could appear to seek to pre-empt any decisions which do not take public views into account.</p> <p>It is envisaged that feedback from Public Consultation - through the third tier of Local Government i.e. Parish Councils - is given the weight it deserves through the tenets of the Localism Act; and it is appreciated that WLBC strives to make decisions in the spirit of this Act.</p> <p>This Consultation states that WLBC’s role is to <i>“balance competing interests and its final decisions will inevitably disappoint some stakeholders”</i>. Planning Officers and Councillors make decisions which directly affect people’s lives, for example whether applicants can build a granny flat to accommodate an aging / infirm parent who would otherwise have to go into care or not; or for a farm which has been worked and loved by a family for generations on grade 1 greenbelt is to be demolished and for the land to be built on. So it is worth stating that the end product of any amount of documentation, plans and consultations are actions which impact residents in a very direct way. To call it “disappointing” as this consultation does, not only suggests an attitude to public consultation which could be seen to trivialise it by not acknowledging the seriousness of the consequences of its decisions and how they can deeply affect residents rather than merely “disappointing” them.</p> <p>Consequently it is felt that a commitment to, and awareness of residents and their needs at a local level should continue to be given weight it deserves when the points made are related to planning regulations and criteria found within the National Planning and Policy Framework.</p> <p>It is hoped that planning officers will have knowledge of the localities for which they are making decisions when preparing the new Local Plan. For example, the name “Bickerstaffe” was not mentioned in the last version of the Local Plan, yet there are 1,180 people residing in Bickerstaffe, living in small hamlets with strong community identities, social bonds and family ties; one area within Bickerstaffe was only mentioned as a “small rural village” and was incorrectly named in the plan as “Stanley Gate”. This was not correct and seemed to reflect a lack of local knowledge. For an area to be described without reference to its parish name in this way shows a lack of regard for the electoral districts and their communities.</p> <p>Public confidence and trust in any consultation process will depend on any plans showing knowledge and understanding of locality.</p> <p>It is appreciated that the Borough Council needs to balance views of various parties and interests as noted in 1.4 where the SCI document states: <i>“It is important, however, that people understand that whilst all points of view made to the Council are considered, it is not always appropriate and / or</i></p>	<p>planning points made by the public (and other consultees). The sentence can be amended.</p> <p>It is agreed that a stronger word than 'disappoint' would be preferable, given the examples provided. This paragraph will be amended to reflect the comments made.</p> <p>Comments noted. It is agreed that planning officers should know the localities for which they are making proposals / decisions when preparing local plans. Given the extent of the development proposed in the Bickerstaffe Parish area in the now-abandoned Local Plan Review, it is acknowledged that Bickerstaffe should have been mentioned in the document.</p> <p>Comments noted</p>

Organisation / SCI section	Comments	West Lancashire Borough Council response
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 176</p> <p>1.4 CPRE</p>	<p><i>possible for the Council to accommodate every request for change, especially where two parties have opposite views!"</i></p> <p>(The exclamation mark, although only a grammatical point, does seem to denote a potential defensiveness and is therefore not helpful.) However, it is believed that views from Parish Councils should hold more weight than views from individuals or other parties e.g. landowners - as the PC's comments/requests are based on the views of the communities which they represent.</p> <p>Some criteria which Bickerstaffe Parish Council would request for consideration in this consultation process are as follows:</p> <ul style="list-style-type: none"> - to afford as much weight to a community's views as possible; and not to put WLBC's financial need over community wellbeing - which would include not changing the status of the greenbelt which affects farmers' livelihoods; - to declare pecuniary interests of any parties transparently in any planning negotiations and decisions, and that this information should be open to the public when developers and landowners are involved; - not to accept funding offered to the Borough Council from a landowner or any other source to develop any aspect of the Local Plan, as this will be questioned by public scrutiny; - confidential items on Council agendas regarding formulation of a Local Plan (where the information is not publicly available) could be investigated using Freedom of Information requests, and could arouse suspicion in light of the previous Local Plan process especially if they are stated as "economically sensitive". <p>We request that the following; <i><u>"The council will clearly document how decisions have been reached to demonstrate how all comments have been considered."</u></i> ... which is in the previous version of the SCI should be retained. Because without explanation as to why comments and suggestions have been accepted or rejected there is a lack of democratic involvement or "fairness."</p>	<p>The exclamation mark can be replaced with a full stop. It is agreed that as Parish Councils represent a body of people, their views should be given appropriate weight.</p> <p>It is important to state that the proposed change of designation and allocation of Green Belt land was not to improve WLBC's financial position; it was to meet housing needs and / or help secure infrastructure and / or attempt to increase the prosperity of the Borough as a whole.</p> <p>This information may be divulged as part of viability assessments, although individuals' pecuniary interests are not normally taken into account in planning decisions.</p> <p>'Gifts' will certainly not be accepted; contributions towards necessary infrastructure may be sought (through the Community Infrastructure Levy) although this tends to fall far short of the total infrastructure needed to support new development.</p> <p>Comments noted. Freedom of Information disclosure / confidentiality of committee reports are tied to national law and are outwith the Council's control.</p> <p>Add sentence to this section as follows: "It is the purpose of officers' reports on planning applications, and the 'evidence base' that backs up planning policy documents, to set out how planning decisions (or recommendations) have been arrived</p>

Organisation / SCI section	Comments	West Lancashire Borough Council response
<p>1.5 BPC</p> <p>Page 177</p>	<p>In the past members of our organisation were present at a Public Enquiry where the Inspector asked for an Officers Report appertaining to a specific decision only to be told that there was not one as the decision had been delegated. The inspector, quite firmly, told officers that this was an unacceptable interpretation of Planning procedure.</p> <p>...retention of the sentence we request, would remove any ambiguity over the decision making process for without explanation decisions may be interpreted as arbitrary or even corrupt.</p> <p>In the final paragraph of 1.4: <i>....not the number of comments registered but the relevance of planning-related arguments contained within them.....the Council needs to balance the views of all sides.....</i></p> <p>Where there is a fine balance the weight of public opinion should be acknowledged as part of that balance.</p> <p>1.5 The National Planning Policy Framework (NPPF) 2019 sets out the importance of community involvement and multi-agency consultation, and further emphasises the importance of co-operation across local authority boundaries.</p> <p>It is expected and stated that all surrounding councils would be approached by WLBC under the NPPF "Duty to Co-operate" when it comes to calculating matters such as projected housing need numbers across the region, brownfield site availability for potential development and Gypsy and Traveller sites. Documented evidence of such negotiations would be expected to be made publically available also for all the areas of South Ribble, Chorley, Wigan, St Helens, Knowsley, and Sefton, as well as Liverpool, Manchester and Fylde.</p>	<p>at, taking into account relevant planning-related points made, including those received during consultation."</p> <p>It is beyond the Council's resources to explain how every comments made has been addressed, especially where some comments are not material to the decision being made.</p> <p>Comments noted.</p> <p>Comments noted and agreed. This is done as a matter of course and Duty to Cooperate statements set out the engagement undertaken with neighbouring authorities.</p>
1.6 APC	<p>The Duty to Co-operate – whilst unpopular with many Parish Councils, the National Planning Policy Framework and TCP Regulations, Reg.4 were noted.</p>	<p>Comments noted.</p>
1.6 BPC	<p>1.6 We note WLBCs commitment to the duty-to-cooperate but in the spirit of disclosure, where officers undertake discussions with others parties there should be minutes taken and approved by both parties. These should form part of the DPD background files. This should also include discussions with other bodies such as Network Rail. Because where such discussions inform the direction and policies of the DPD they should be documented and transparent.</p>	<p>Formal minutes of Duty to Cooperate meetings with statutory bodies, where taken, can be disclosed if necessary.</p>

Organisation / SCI section	Comments	West Lancashire Borough Council response
Chapter 2	Preparing Planning Policy Documents	
<p>2.0 APC</p> <p>2.0.1 Individual Page 178</p> <p>2.0.2 BPC</p> <p>2.1 APC</p>	<p>2.0 Preparing Planning Policy Documents – the legal requirement to verify consultation on Development Planning Documents, including the Local Plan, to be carried out in accordance with the SCI, was noted.</p> <p>The foot-note on Page 4 giving a straightforward interpretation of the word ‘SOUND’ was NOTED (to be considered ‘sound’ a document should be ‘positively prepared, justified, effective, and consistent with National Policy’).</p> <p>2.0.1 Who do we consult? Appendix B: Specific Consultation Bodies (these incorporate Statutory Consultees – they may be replaced by successor bodies) – the list which included Parish Councils was NOTED.</p> <p>2.0.1 Who do we consult? The continued inclusion of parish councils within the list of statutory consultees is welcomed and should be maintained. Parish councils are the form of local authority closest to the people they serve and as such are often the first (and sometimes only) point of contact for residents concerned about local issues.</p> <p>2.0.2 The document link showed - https://www.westlancs.gov.uk/planning/planning-policy/the-local-plan/local-planreview/local-development-scheme-lds.aspx could not be found and the link comes up with “Page Not Found”. As the principal DPD is the currently adopted West Lancashire Local Plan covering 2012-2027, this timescale for the Local Plan Review should be adhered to and the Parish Council feels strongly that it should not extended beyond 2027.</p> <p>2.1 Development Plan Documents – in the interests of best practice and positive public engagement, the Parish Council would wish to ensure consultation on an informal stage with the council, eg Options & Preferred Options Stages – Table 2.1 Stage 4. (ample time should be allowed for discussion and with cross party attendance if possible)</p> <p>2.1.3 How do we consult? – in order to ensure the public are made aware of each stage of consultation, posters should be made available for Parish Council noticeboards and websites plus Press Releases (Table 2.2)</p>	<p>Comments noted.</p> <p>Comments noted. It is agreed that Parish Councils play an important role and their input is appreciated.</p> <p>We apologise that this link did not work – the website was amended after this link was put in the SCI. A working link will be provided in the final SCI. Comments noted. It is intended to adopt a new local plan by 2023 (COVID-19 and government changes to the planning system permitting).</p> <p>At Local Plan consultation stages, it is usual practice to meet Parish Councils.</p> <p>Whilst posters are a good idea, the Borough Council is unlikely to be able to prepare these owing to resource constraints. However, Parish Councils are welcome to use BC material to make their own posters. Press releases are usually prepared.</p>

Organisation / SCI section	Comments	West Lancashire Borough Council response
<p>ARG / Individual</p> <p style="text-align: center;">Page 179</p> <p>2.1 CPRE</p>	<p>ARG 2.1 Section 2 - Preparing Planning Policy Documents, Table 2.1: provides a comprehensive schedule of the individual stages of the Development Plan preparation and when consultation is required. It also highlights when publicity is required. It is concerning that certain stages do not require either and in particular that during the critical Stage 4 Preferred Options process consultation and publicity are Optional. This element of the planning process has previously proven to be of major opportunity for the public to involve in and influence the final Plan. If this stage is excluded from consultation then it will seriously negate the desire to 'help increase public acceptance of developments'. Whilst we believe it is probably the council's intention to do so, based on previous experiences, not stating its intention to do so could be interpreted as a desire to avoid past difficulties. The ARG recommends that the council make it clear within the final document the commitment to consult and publicise with their community at the Preferred Options stage.</p> <p>Table 2.2: outlines consultation on emerging DPDs. The table lists four stages of preparation of its DPD and in the subsequent columns identifies what if any consultation will take place. It is disappointing that the basic step of a "Press release' is listed as optional at each stage. This makes it look as though the whole process, including adoption, could be arrived at without the general community being aware. The simple and most cost effective measure of publishing a press release would negate this concern and enable the council to demonstrate at any later stage that they had done so. The ARG recommends that the council make it clear within the final document the commitment to at the very least to publicise within their community at each stage in the preparation of the DPD. To save repetition this should also be applied regarding SPDs.</p> <p>2.1 We consider it important that consultation takes part at all stages, be they statutory or not. Particularly the <i>'Issues and Options'</i> and <i>'Preferred Options'</i> stages. Because without this consultation there is a lack of democratic involvement or "fairness." There is a risk that without view of the emerging Plan, between Scoping and Publication with Publication being the first opportunity to comment, it may be that the steering committee is so far</p>	<p>Comments noted. The Town and Country Planning Regulations do not require a Preferred Options stage (Regulation 18 simply requires consultation on 'Scoping') so Table 2.1 reflects this. It is agreed that some form of consultation, especially on site allocations, is necessary prior to the Publication (final draft) stage. Past experience shows that, once sites are proposed, this generates a lot of responses, not all of them constructive. This time, we intend to invite comments on all sites submitted to us, and to use the results of this in drawing up the proposed sites for allocation. It is hoped this will be preferable to a Preferred Options consultation in terms of sites.</p> <p>Comments noted. It is certainly not the Council's intention to prepare a plan without public engagement (and in any case, this would be illegal). It is agreed that press releases are simple and cost effective, although it should be borne in mind that the press may sometimes choose not to publish press releases. The SCI can be amended to commit to preparing a press release at the mandatory consultation stages of a DPD. As SPDs can sometimes cover matters that are less weighty / of less interest to the public, it is not considered that a press release is needed for each preparation stage of an SPD.</p> <p>See comments above regarding the Preferred Options stage. It is agreed that consultation between the 'Scoping' and 'Publication' stages is not just desirable, but</p>

Organisation / SCI section	Comments	West Lancashire Borough Council response
Page 180	<p>out of step with public opinion and their own wider political parties that they run the risk of the entire process up to that point being costly, wasted and risking time delays meaning the existing plan becomes out of date. Also this leaves the Publication open to being interpreted by some as arbitrary, unjustified, none representative or even corrupt. With particular acknowledgement of the substantial public interest in the recently withdrawn Local Plan proposals. (see also comments on table 2.1)</p> <p>2.1.1 Footnote 4 “<i>the terms ‘DPD’ and Local Plan are used interchangeably....</i>” Could this be explained within the text somehow. Abbreviations and terminology can be very confusing to the layperson (we note and welcome acknowledgement of this in 7.1 Equality and Diversity). CPRE West Lancs has experience of members of the Planning Committee struggling with such terminology and confusing the Development Plan Framework DPF, which is effectively a wish list, timetable with DPD, which is a legal document. It may help to explain in the introduction that the term “Development Plan Document” (DPD) is now used in place of the previous term “Local Plan”. To the lay person the term Development Framework may be interpreted as land usage allocation within the Borough.</p> <p>Table 2.1 We would like to see the comment made in stage 3 repeated at stage 4 In the last two boxes. (<i>i.e. not required.....but the Council may choose to publicise at this stage</i>) We refer to our comments at 2.1 above.</p> <p>2.1.4 We ask that the word <i>may</i> is at all points replaced with <u>will</u>. Feedback is important to Members and officers alike. It helps them to make informed decisions and recommendations. If there is no reporting of the issues and points raised, then there is no point in consulting in the first place.</p> <p>Can we point out that responses coming forward at the last Local Plan review were published in a database format that was extremely difficult to read. There were no paragraphs, with all the text running into one long column ... we understand that officers are aware of this issue. We hope that in the future the format will be changed so that it is more readable.</p> <p>We welcome that the database was largely searchable which was very useful, with one caveat: Reports were entered into this data base as attached documents in such a way that they were not</p>	<p>necessary. The Publication stage is subject to strong scrutiny, including by central government. Please note the Local Plan Review involved both an Issues and Options, and Preferred Options stage.</p> <p>Whilst there appears to be merit in the suggestion, it makes the main text more difficult to read and understand. It is considered that it is simpler to keep the comment in a footnote and leave the paragraph as it is.</p> <p>Government legislation that refers to local plans, development plan documents, and local development documents can be confusing even to professionals!</p> <p>This change can be made as requested. Rather than writing "(... but the Council may choose to publicise at this stage)", put "(As above)".</p> <p>The point is acknowledged that it the Council undertakes public consultation, this needs to be reported to Members and / or to any other decision-makers (unless the document in question is being 'ceased' or abandoned). The paragraph can be amended to reflect this (although not every 'may' will become a 'will').</p> <p>Comments noted; it is agreed that the 'database format' was difficult to read. This was a feature of the software used and was beyond our control, but such issues can be fed back to the software supplier to seek improvements.</p>

Organisation / SCI section	Comments	West Lancashire Borough Council response
Individual	<p>2.2 Supplementary Planning Documents Current SPDs cover subjects which are of particular relevance to rural parishes, such as Green Belt policy. The option for consultation which may go beyond minimal requirements is therefore welcomed.</p> <p>2.2.4 How will we report the results? The importance of feedback is re-iterated.</p>	<p>Comments noted</p> <p>Noted</p>
2.3 APC	<p>Development Briefs – Table 2.5 – consultation stages noted.</p>	<p>-</p>
CPRE	<p>2.3 We are concerned at the premise that because a DB is for a very specific site that “<i>extensive consultation is considered inappropriate.</i>” We agree that extensive is unnecessary unless the site is of particular borough wide importance for some reason. However localism is expressly encouraged by government policy and it will be people local to a site that have the knowledge specific to that site that may bring about the best of planned solutions. So to exclude any local involvement at the evidence gathering stage may mean that important aspects ie of ecology or archaeology are missed.</p> <p>Table 2.5 It would be better if at stage 1 “<i>Will we consult</i>” & “<i>Will we publicise</i>” were changed to: <u>Optional</u> rather than “<i>No</i>” Reason....“<i>No</i>” precludes officers from consulting ever, whereas Optional allows for minimal local where relevant.</p> <p>Table 2.6 (pg. 14) While understanding that there are cost and sustainability implications in leafleting, it would be better if against the method “<i>Leaflets</i>” - “<i>No</i>” was changed to: Optional. Reason....“<i>No</i>” precludes officers from leafleting ever, whereas Optional allows for leafleting or posters where relevant. It is limiting to exclude this ever being considered.</p>	<p>Comments noted – add 'usually' to the third paragraph of 2.3 to read: 'Due to the localised nature of most development briefs, extensive consultation is not usually considered to be appropriate.'</p> <p>Point acknowledged – change 'No' to 'Optional' in Table 2.5 stage 1.</p> <p>Point acknowledged – change 'No' to 'Optional' in Table 2.6 for the 'Leaflets' row.</p>
Individual	<p>2.3 Development Briefs It is appreciated that Development Briefs are usually of a localised nature but it is also important that the wider strategic importance of such developments be taken into account when assessing the need for consultation. Larger scale developments in particular can have consequences beyond the immediate locality, particularly in terms of impact on infrastructure and services.</p> <p>2.3.2 How do we consult? The points made at 2.1.3 are re-iterated.</p>	<p>Comments noted; it is agreed that sometimes consultation may need to extend beyond the local area. Add 'usually' to third paragraph of section 2.3 (as per CPRE response above).</p> <p>Comments noted.</p>

Organisation / SCI section	Comments	West Lancashire Borough Council response
<p>2.4 APC</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 183</p>	<p>2.4.1 Methods for publicity and consultation – support for the methods including/especially ‘by Letter’ – in an ageing Parish population, not all local residents are ‘on-line’ and appreciate notification by post.</p> <p>Additional methods may include:</p> <ul style="list-style-type: none"> • Neighbour letters – whilst letters may be sent to properties neighbouring (immediately adjacent to) a development site to notify them about the preparation of a planning document – an extension to this method to include ‘others’ in the wider community who would be affected and impacted upon by the development should be considered. • Press Releases – supported. • Local Newspapers supported (but not necessarily a ‘wrap-around’ due to many complaints about this style from West Lancashire residents in 2012). • Leaflets – should be used when significant policy documents (strategic development sites) may impact on the wider area. • Local Exhibitions – to display proposals and allow question and answer session with planning team. • Attendance at Parish Council Meetings, during Public Forum, to display proposals and allow question and answer session with planning team. <p>2.4.2 How we will accept representations. ‘Paper Based’ – important to retain this method for those unable to use internet.</p>	<p>Comments noted; this is why letters are still used in consultation exercises (subject to unusual events / circumstances such as COVID-19).</p> <p>Point acknowledged. However, it would be very difficult to determine case-by-case whom to notify by letter, and so is considered better not to commit to this in the SCI.</p> <p>It is difficult to find a better alternative than a wrap-around (in conjunction with leaflets posted to those who don't receive the free local newspaper).</p> <p>Attendance at Parish Council meetings can be considered, but timing / resources may not permit this.</p> <p>Comments noted and agreed.</p>
<p>AIUL</p>	<p>2.4 METHODS FOR PUBLIC CONSULTATION</p> <p>We note that this consultation exercise commenced prior to the proliferation of the COVID-19 pandemic and then the subsequent enactment of secondary legislation to facilitate the completion of necessary consultation for Local Plan activity and those in relation to development management applications (including EIA and Listed Building Consents).</p> <p>We would encourage that the Council reconsider section 2.4 to ensure that it provides the opportunity to undertake consultation using methods “as practicable”. This would include the following revisions (revisions highlighted red):</p> <p>2.4.1 Change text as follows: Methods to be used as a minimum (where practicable to do so):</p>	<p>Comments noted. The SCI consultation deadline was extended to take account of COVID-19 although it is acknowledged that AIUP's representation was received prior to the original consultation deadline. The suggested alteration is appreciated, but the Council has prepared an SCI Addendum to take account of COVID-19. 'Where practicable' may imply the Council will not use the minimum methods.</p> <p>Instead, reference to the Addendum could be made at this point in a footnote.</p>

Organisation / SCI section	Comments	West Lancashire Borough Council response
<p>Page / Individual 184</p> <p>BPC</p> <p>CPRE</p>	<p>2.4.2 HOW WE WILL ACCEPT REPRESENTATIONS This section suggests that the Council will accept submissions that utilise electronic forms or paper-based copies of the same. It adds that the Council will not accept representations made by email or through a format that is inconsistent with the electronic based forms. We find this entirely inappropriate. In our experience, the pro-forma documents do not provide a consistently effective vehicle for the submission of robust representations with (if used in isolation) a substantive risk to the representor of a failure of comments to be duly made (if there is a processing failure) and with no alternate evidence to show that representations have been duly made. We would recommend that email and letter submissions should still be accepted, subject to them clearly responding to the individual set questions from the consultation exercise.</p> <p>2.4 ARG Making Representations Page 17 Para 2.4.2 The experience of both the ARG and other individuals/groups of the 'bespoke web-based software' for public consultations was not positive and if not already undertaken action to make the system more user-friendly would be a positive step. A major flaw was the inability of individuals to easily check if their submission had been recorded or check on other representations without trawling through the whole lists.</p> <p>2.4.1 The listed methods for publicity and consultation for keeping the public and stake-holders informed is very comprehensive and much appreciated.</p> <p>2.4 & 2.4.1 (pg. 15) - These could be amalgamated with 2.4 being the opening paragraph and the content of 2.4.1 coming after it.</p> <p>2.4.1 Availability of documents on deposit..... Please note that previously copies have been deposited at local Post Offices from where they could be borrowed overnight....this proved to be a well used resource and we would like to see this continue.</p>	<p>The reason for precluding email is that a significant number of respondents (often consultants) have submitted lengthy reports by email, effectively 'ignoring' the questions and structure of the pro-formas prepared for the consultation. Dealing with such representations has taken many hours of officer time and can delay the process. In practice, the Council may accept email submissions in certain cases, especially if they are responding point-by-point to the set questions, but it is considered better not to offer this 'concession' in the SCI as it could lead to abuse. People with email will also have access to the internet and so should be able to access and use the online consultation software.</p> <p>Points acknowledged, in particular regarding the need to confirm electronic submissions. This will be looked at as we develop our future consultations.</p> <p>Comments noted</p> <p>2.4 is a 'higher order heading'. The title for 2.4 can be changed to 'Publicity and Consultation' so that it is different from the title for 2.4.1.</p> <p>Several Posts Offices have closed over recent years, or have greatly reduced opening hours. The Council took the decision a while ago to 'generally' remove Post Offices from our 'on-deposit venues'; this is part of a corporate push to moving online.</p>

Organisation / SCI section	Comments	West Lancashire Borough Council response
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 185</p> <p>Individual</p>	<p>Neighbour letters. (pg. 16) We note that the council policy and practice with notification of planning applications is to only notify neighbours whose boundaries are contiguous with the application site. This is a bare minimum and we feel very strongly that notification should be extended to cover neighbours who are affected directly...ie across a footpath or road or on the approach to a site. The wording (<i>immediately adjacent to</i>) should be removed and replaced with: <u>who will be most impacted</u> or <u>most affected by.</u> The thinking behind this will be expanded on in later place</p> <p>Social media (pg. 17) We welcome this as it is immediate and accessible. It is an area that can be developed as social media changes and matures. In the following sentence “<i>the council may seek to arrange additional events, where reasonably feasible</i>” please change <i>may</i> to <u>shall</u> as the word <i>may</i> implies that even where feasible, it may not necessarily be considered.</p> <p>2.4.2 (pg. 15) It will be noted that this submission is by way of email rather than via the “<i>web-based software</i>” That is because the software on the website is not interactive with a tablet....in these times of lockdown the respondent has no other means of submitting. Increasingly people rely on tablet rather than laptop or desk based computer. Many homes have no access to a printer. Provision is made in the second bullet point for paper based submissions. These would often be hand written and transcribing laborious and costly to the council. Email could be cut and pasted by the Council officers. While not ideal this would surely be preferable to paper based via the post. The non-acceptance of email would render this current submission unacceptable. However if printed and handed in on paper it would be acceptable. This does not make sense and would be a barrier to those without complex office equipment. This sentence Quoted above should therefore be removed.</p> <p>Paper based (pg. 17) We welcome the acknowledgement that not all are computer literate and that provision is made for them. Could Post Offices please be added to places that these forms are accessed from. Also the mobile library if that does not already happen.</p> <p>2.4.1 Methods for publicity and consultation It is noted that methods include those for the less IT literate in society and this is appreciated provided they are accompanied by adequate publicity of their availability. Staffed exhibitions and</p>	<p>Comments acknowledged but the suggested wording leaves the Council open to challenge – it is subjective and it may be difficult to agree 'where to draw the line' in terms of who will be most impacted / affected by a proposal. Remove the word 'immediately' and add a footnote to refer to 'across a footpath or road, or on the access to a site'.</p> <p>Comments noted and agreed.</p> <p>Rather than change 'may' to 'shall' (or 'will'), remove 'where reasonably feasible'.</p> <p>See comments made regarding email submissions above (p16). The SCI consultation did not use web-based consultation software, and so the point about email submissions not being accepted did not apply. Web-based software should always work on a tablet computer. The Council still needs to allow for paper-based submissions for those with no internet access.</p> <p>Please see comments regarding Post Offices at p16 above. If it is straightforward to place documents in the mobile library, this will be investigated.</p> <p>Comments noted.</p>

Organisation / SCI section	Comments	West Lancashire Borough Council response
<p>2.5 APC</p> <p>ARG / Individual</p> <p>CPRE</p>	<p>drop-in sessions have added value related to their interactive nature. Communication via social media has particular relevance in the modern era and can be particularly effective.</p> <p>2.4.2 How we will accept representations It is important that non-electronic forms of communication are maintained if sections of the community are not to be disenfranchised. Access to paper-based forms should be as wide as feasible and not restricted to town centre locations. Demographic groups that are less computer literate may well be more socially isolated, particular within rural parishes (e.g. the elderly).</p> <p>APC 2.5 Neighbourhood Plans – the Neighbourhood Plan consultation exercise/responsibilities was helpful and noted. NP’s could, however, only be undertaken if there was real community interest, human resources for undertaking such a project, costs available, etc. The community-led framework for ‘a vision for a particular community area’ could not be undertaken to try and stop development but must conform to the Borough Local Plan and the National Planning Policy Framework.</p> <p>2.5 Neighbourhood Plans The ARG have previously discussed the development of a Neighbourhood Plan with Aughton Parish Council who formed a working group. The findings of the APC working group was that an Aughton Neighbourhood Plan was not necessary due to there being a current Local Plan. In recent times APC has again voiced their opinion that an Aughton NP was not a viable proposition due to the amount of effort required, the costs and the timescales. It should also be noted that there has not been a ‘take up’ for such a proposition by local residents. From the perspective of the ARG we understand that NPs have to be developed in accordance with the Local Plan and endorsed as such by WLBC before adoption. It is for that reason that ARG have not pursued this matter or demonstrated a willingness to become involved in an Aughton NP as we envisage that our group will be at odds with and making representations relating to certain sites and policies which are likely to be included in the new emerging Local Plan.</p> <p>2.5.1 & 2.5.2 (pg. 18) We welcome any move that encourages the production of Neighbourhood Plans and thank officers for their support in our endeavours to encourage these.</p>	<p>Paper-based forms can be provided to those without internet capability. Forms can be posted to those who ask for them.</p> <p>Comments noted.</p> <p>Comments noted. It is agreed that preparing a Neighbourhood Plan takes considerable effort.</p> <p>Comments noted.</p>

Organisation / SCI section	Comments	West Lancashire Borough Council response
Chapter 3	Community Infrastructure Levy	
<p data-bbox="76 296 255 440">3.0 Anglo International Upholland Ltd (AIUL)</p> <p data-bbox="76 504 255 533">3.1 AIUL</p> <p data-bbox="76 727 255 871" style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 187</p>	<p data-bbox="255 296 1476 478">This section sets out the various regulatory requirements which must be responded to in order to enact a CIL Charging Schedule. The earliest part of this is the Regulation 16 Draft Charging Schedule. We would respectfully request that the Regulation 16 Draft Charging Schedule expressly addresses the matters of Discretionary Relief and Exceptional Circumstances, to clarify whether the Council does intend to enact such a policy and to properly justify that decision including Impact Assessment.</p> <p data-bbox="255 504 1476 715">3.1.1 Who do we consult We would respectfully request that the Council ensure that they consult Historic England on the Regulation 16 Draft Charging Schedule which (as above) should very clearly highlight the Council’s position (and justification) in relation to matters of Discretionary Relief and Exceptional Circumstances. The Council should give strong weight to the representations of Historic England as a statutory consultee with respect to the historic built environment.</p> <p data-bbox="255 740 1476 769">3.1.5 Review of a Charging Schedule We note that the current CIL Charging Schedule came into force in July 2014 and conclude that it would be appropriate for it to now be reviewed. Through the production of the existing CIL Charging Schedule, we submitted representations to highlight that the accompanying viability analysis had only had regard for a limited range of scenarios (which excluded those relating to the conversions of listed buildings or other schemes requiring conservation specification construction). Whilst we argued that the Council should retain the DREC policy that was included within the Charging Schedule from Regulation 16 through to Regulation 21 (and was amended at a very late stage with no revisions to viability analysis) the Council declined to do so. Nevertheless, the Schedule was found sound subject to (unrelated) amendments. The Council should ensure that the viability analysis undertaken to inform the review of the CIL Charging Schedule is genuinely “policy on” in approach and does include consideration of a range of development scenarios including those with atypical cost parameters such as those relating to enabling development and related conversions of listed buildings. We confirm that we would be happy to share our evidence in terms of feasibility testing to secure the sustainable future use of St Joseph’s College at Upholland. This may well provide the evidence necessary to either introduce a Discretionary Relief policy or potentially a levy specifically tailored to enabling development to address a conservation deficit.</p>	<p data-bbox="1476 296 2134 654">Discretionary relief for exceptional circumstances is governed by CIL Regulation 55, and sets no requirement for consultation to have been undertaken – instead, it is for the charging authority to determine whether exceptional circumstances are justified, and whether it is expedient to introduce discretionary relief. The powers to offer relief can be activated and deactivated at any point after a charging schedule is published by publishing a notice specifying the date it will apply.</p> <p data-bbox="1476 1126 2134 1270">It is the Council's intention to undertake a Viability Assessment for the Local Plan, and the CIL charge will be reviewed accordingly at a future point deemed appropriate by the Council.</p>

Organisation / SCI section	Comments	West Lancashire Borough Council response
<p>3.2 CPRE</p> <p>3 BPC</p> <p>Page 188</p>	<p>3.2.1 (pg. 23) Publicity and consultation. Please include Post Offices and social media to this list of methods. The statement is made <i>We will accept comments - online through a dedicated portal</i>. The shortcomings of this have been made in this representation 2.4.2 Please consider them equally relevant to 3.2.1 This organisation had considerable difficulties responding to the Viability Assessment consultation last year as the software was not accessible to Apple users. We ended up having to borrow a computer in someone’s private office (in lockdown this was not available). In the interests of consistency, acceptable methods of consultation should be the same. We reference your own document 7.1 Equality & Diversity. In the interested of inclusivity Email and paper based submissions should be acceptable.... The likelihood is that responses to the likes of the CIL consultations will be low and the majority will probably be via the portal. So cost implications would be small. Potential inclusivity would be high, whether achieved or not.</p> <p>3.3 Parish Councils receive 15% of CIL funding from developments in their parish as stated in the SCI documentation. There have been articles in local government periodicals latterly reporting that parishes in other counties have not always received this percentage of CIL funding. It is requested that WLBC does not diminish this percentage and that assurances are given within the documentation stating that WLBC is committed to giving the full 15% (or 25% where there is a Neighbourhood Plan) to the parish.</p>	<p>The Council took the decision a while ago to 'generally' remove Post Offices from our 'on-deposit venues'; this is part of a corporate push to moving online. Social media will be added to the list of publicity methods. Comments noted regarding accepting paper based, as well as email, submissions.</p> <p>The CIL Regulations 2010 (as amended) stipulate exactly how neighbourhood CIL amounts are to be apportioned and administrated, including to Parish Councils, and the Borough Council adheres to these legal requirements. The Borough and Parish Councils are required to report their Neighbourhood CIL receipts and expenditure annually in the interests of full transparency.</p>

Organisation / SCI section	Comments	West Lancashire Borough Council response
Chapter 4	Community Involvement in Development Management	
<p>4.1 APC</p> <p>4.1 ARG / Individual</p> <p>Page 189</p>	<p>4.1 The Planning Application Process: the process involves the making, consideration and determination for 'development' -</p> <p>Land ownership – landowners need to be notified in advance if developers put sites forward on their land they do not own.</p> <p>Permission in Principle – Parish Councils do want to be consulted on the PIPs procedure in future. The timescale would have to be extended to allow this to happen and for 'call-in' to the Planning Committee if necessary.</p> <p>Section 4.1 provides a list of 'Planning-related applications' that do not involve development but fall under Planning Regulations. The second item on the list is 'Permission in Principle'.</p> <p>Table 4.1 provides a fairly comprehensive description of the 'Consultation procedure for planning applications by type'. It lists them, describes their characteristics and what publicity and consultation will take place.</p> <p>It is noted however that 'Planning Permission in Principle' is omitted from the table. Whilst this is probably an oversight or due to the introduction of the process since the previous SCI was completed, it is a significant omission.</p> <p>Because this is a recently introduced type of application, there is limited practical experience or history to provide either officers or members of the public a 'blueprint' of statutory requirements and learned best practice. The table should be amended to include this category.</p> <p>The ARG recommends that the council include 'Permission in Principle' within the Table 4.1 and for purposes of Publicity and Consultation, treat it at the very least on par with, Small Scale Planning Applications, albeit timescales will need to be reduced.</p> <p>4.2 CPRE</p> <p>4.2 (pg. 27) Would it be prudent to include reference here to, permitted development rights being removed in Conservation Areas covered by an Article 4 Direction. Also the requirement in CAs to seek consent for tree work to none TPO trees.</p> <p>4.3 APC</p> <p>4.3 Pre-Application Advice</p> <p>The Parish Council agrees there are a number of benefits for applicants seeking advice before making a planning application. There is provision on the Application Form for Parish Councils to view</p>	<p>Planning application forms require the applicant to make every reasonable effort to identify and contact the landowner for development proposals on sites the applicant does not own.</p> <p>The local planning authority only has 6 weeks to deal with a Principle in Permission (PIP) application so consultation periods are by necessity 14 days and it is difficult for applications to be called in to Planning Committee</p> <p>Permission in Principle will be added to Table 4.1</p> <p>Comment agreed – reference to permitted development rights being removed will be added to 4.2</p> <p>Comments noted, but there is no legal requirement for local planning authorities to require applicants to</p>

Organisation / SCI section	Comments	West Lancashire Borough Council response
<p>Canal & River Trust (CRT)</p> <p>Page 190 CIRE</p> <p>Highways England</p>	<p>the advice given by the Planning Officer to the Applicant and this is extremely helpful to Parish Councils when submitting comments. However, after receiving advice, not all applicants fill in this box when submitting their applications. It should therefore be compulsory for these details to be submitted and the application delayed until compliance by the applicant. Any other form of 'viewing' this advice on-line for Parish Councils, would be most helpful. This can only achieve a better standard of application in compliance with Local Plan Policy, particularly in Conservation Areas.</p> <p>4.3.3 How will the Council consult on pre-application enquiries? Community consultation may not always be necessary for small scale applications but any consultation with developers can only benefit themselves and nearby neighbours who may be affected by the development – support for this procedure.</p> <p>Section 4.3.3 (page 28). The Canal & River Trust would be happy to provide pre-application comments for major developments adjacent to our waterways. We do not currently charge for this service.</p> <p>4.3.3 (pg. 29) We would welcome clarification here about access to pre consultation advice, at what stage it becomes subject to public access. This is important as it does not automatically appear as a planning application Document on the council website. Usually only seen if an applicant submits it as part of their application. Though the existence of a pre application document may be referenced in documents on the website. This may lead to feelings that planners and developers have reached agreements already and excluded those affected from the consultation process. This could be clarified and avoided by pre application advice being automatically disclosed as part of planning application documentation.</p> <p>4.3.2 & 4.3.3 We don't have any particular comments to make other than on the above paragraphs, which refer to Pre-Application enquiries. Highways England welcomes pre-application enquiries, particularly those that are submitted via the local planning authority. In paragraph 4.3.3 refers to the Council seeking advice from external consultees on major applications; some of which have their own pre-application services, such as Lancashire County Council.</p>	<p>make pre-application advice available. The details of any pre-application enquiry and responses given are treated in confidence. Whilst the Council encourage developers to consult on pre-application proposals, there is no legal requirement for them to carry it out.</p> <p>Comments noted</p> <p>Comments noted; the Canal & River Trust can be referred to in section 4.3.3.</p> <p>All information relevant to the process of determining planning applications is made publicly available on the Council's website. This includes all information submitted with the application, full Consultee and Neighbour Representations, the Officer's Report and Decision Notice. There is no legal requirement for local planning authorities to require applicants to make pre application advice available. The details of any pre-application enquiry and responses given are treated in confidence.</p> <p>Comments noted.</p>

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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 192</p> <p>4.4 APC</p>	<p>Lancashire boundary, and for other major development on sites close the boundary (dependant on the proximity and scale and type of proposals) including wind energy development (where consultation is mandatory as above). Such clarification could be in the main text or in footnotes.</p> <p>4.4 Managing Development</p> <p>4.4.2 How will we consult? Neighbour notification by letter is an essential method on all planning applications not only to immediate neighbours but also to those in the wider community if the development will impact on residential amenity. Continuation of Weekly Lists of all planning applications to Parish Councils is supported.</p> <p>4.4.3 Notifying you of amendments. Consultation with Parish Councils plays an important part of the Planning Application consultation and must be retained including re-notification of Amendments.</p> <p>4.4.4 How to comment on a planning application. Due to the timescale for Parish Council Meetings, most 4-weekly but some every 5 weeks, if the date for consultation period is due to expire, an extension of time should be considered for Parish Councils providing sufficient notice is given to the case Planning Officer.</p> <p>4.4.5 Appendix E: Valid Planning Considerations – impact on the highway and highway safety: (It is noted that the Borough Council can only take account of material planning considerations – however, regarding conditions on planning consents, WLBC should either publish a list of mandatory working conditions including permitted hours such as restricted hours at weekend and bank holidays, or attach these routinely to each consent. These should also deal with the positioning of skips and banning these on major roads or thoroughfares – they should be kept on the applicant’s property and skips on minor roads should be properly lit and positioned sensibly; the impact of construction work deliveries in the vicinity of a school (due to parking and traffic issues at school opening and closing times) should also be considered when conditions are imposed on planning permissions, in the interest of health and safety.)</p> <p>Also, planning objections by neighbours etc do not seem to be getting on the Planning Website/Portal quickly enough.</p>	<p>Comments noted. The Borough Council as a planning authority goes beyond the requirement for publicising and making available information under the planning regulations including individual letters, site notices, and press notices.</p> <p>Comments noted and agreed.</p> <p>On most occasions planning case officers are able to extend the period for consultation responses, but there is a balance with determining applications within the legal time periods.</p> <p>Comments noted. With regard to [construction] working hours, the Council does not generally impose conditions on planning permission which seek to control hours of construction. This is based on the NPPF paragraph 183 and national Planning Policy Guidance which states: 'Conditions requiring compliance with other regulatory regimes (e.g. Building Regulations, Environmental Protection Act) will not meet the test of necessity and may not be relevant to planning.'</p> <p>All comments by neighbours have to be checked by the nominated Case officer to ensure comments meet data protection rules and to ensure they are not libellous. Officers have large caseloads and</p>

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<p>BPC</p> <p style="text-align: center;">Page 193</p>	<p>4.4.6 Applications referred to Planning Committee. Representation to speak at Planning Committee Meetings is supported. Perhaps the Parish Council representative should take precedence to speak first over a local resident or the applicant's representative (to prevent duplication of comments).</p> <p>4.4.5 Planning Law requires that decisions should be taken in accordance with the development plan unless there are material considerations that indicate otherwise. Sometimes when similar planning applications are made in the parish, comparisons are made by residents and the PC on the decision outcomes. It is requested that consistency be paramount. For example, if one planning application for an extension in the parish is passed and a similar one is not, and to all intents and purposes they appear similar, questions will be asked. Then when the answer is that "each application is dealt with on its own merits" and no material reasons are given, this could appear to be subjective. Sometimes the reason given to some applicants in the parish of Bickerstaffe is that their plan has been refused on the grounds that "the development is 'unsustainable'", despite the fact that people have lived there for centuries and therefore it clearly is sustainable; but then when questioned further the response was that buses no longer run past the house, and this is the reason it is "unsustainable", this does not seem to be a satisfactory criterion for residents who live in this rural community especially when buses did run there until recently.</p>	<p>flexible work patterns so there may be delays in processing all comments before publication</p> <p>Comments noted; other Parish Councils have asked to speak last, to have the last word.</p> <p>Comments noted. All information relevant to the process of determining planning applications is made publicly available on the Council's website. This includes all information submitted with the application, full Consultee and Neighbour Representations, the Officer's Report and Decision Notice. The Officers' Reports explicitly address policy issues in their assessment of material planning consideration which differ from site to site, hence each application is dealt with on its own merits according to different site characteristics. This can be a tricky concept to grasp, but is a fundamental characteristic of planning.</p>
<p>CPRE</p>	<p>4.4.2 We note that "<i>Neighbour notification is the principal method of consultation on most planning applications.</i>" We agree with this statement and wish to emphasise the inadequacy of only neighbour notifying properties that immediately adjoin application sites. While this be the legal minimum, the Council should aim higher and notify those most impacted by a potential application for example; directly across a roadway or footpath. Bizarre situation occurs where for example a house on another street is notified about an application for a new driveway at the front of the property they back onto, which they will not be affected by. But the house in the same street and next door to the application site, which may be significantly impacted is not notified as a small public footpath runs between the two houses. This is also important to where nearby and affected properties are outside of the Borough. Relying on site</p>	<p>Comments noted. The Borough Council as a planning authority goes beyond the requirement for publicising and making available information under the planning regulations including individual letters, site notices, and press notices. It is agreed, however, that a common sense approach should be taken in situations such as where there is a small footpath between two houses. Whilst we are only required by legislation to consult neighbouring properties adjoining an application site, we do adopt the practice of notifying across the road, etc. where</p>

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Page 194	<p>notices is unsafe as they are frequently removed. We can supply several examples if required. This is especially important because if an application is heard at Planning Committee only those neighbour notified have the right to speak.</p> <p>Ref 4.4.6 We refer you to 1.4 and the importance of fairness in planning.</p> <p>Table 4.1 (pg. 32) On this table we would like the Publicity and Consultation column to be changed at every point where the term <i>“Immediate neighbours adjoining the site”</i> occurs,..... to read: <u>immediate neighbours, those adjoining and those most likely to be impacted by the proposed development.</u></p> <p>This point arises a significant number of times at Parish Council meetings across the Borough and for relatively small effort the dissatisfaction that the current system of adjacent properties only brings could be alleviated.</p> <p>Addendum at base of table 4.1 (pg. 33) It is disappointing that minimum standards are aspired to. Please replace with <i>“...will meet and aim to exceed, the minimum requirements for consultation.”</i> Because West Lancs should aspire to more than a minimum.</p> <p>4.4.4 (pg. 34) We note the statutory obligation of maintaining a planning register and would like to point out that documents on this register are made public at the discretion of the Case officer who “releases” the document. There have been significant delays in documents appearing over recent times. When the document is released it does not go to the bottom of the list but appears in the date order at which it was inputted to the system but not released. This makes it difficult for interested parties to know that new information is available. If documents were given a number when inputted then their existence would be known to the public if not their content. This may be a resource issue, but it is important that not only the legal requirement for all documents to be released prior to a decision is complied with, but that there is transparency and aiding interested parties to make fully informed consultation responses. Thereby getting the best decisions possible.</p> <p>4.4.5 (pg. 35) In the final paragraph; it is important that at the point where the agenda is published, that all documents have been made publicly available. Unless they are legally exempt and redacted where necessary. This does not always happen.</p>	<p>this is appropriate, for example a front / side extension / dormer extensions to the front.</p> <p>It is considered that 'those adjoining' are 'immediate neighbours' by definition. To commit to notifying 'those most likely to be impacted' leaves the Council open to challenge – such a judgment is very subjective.</p> <p>Comments acknowledged. The suggested change can be made after Table 4.1.</p> <p>Comments noted. All information relevant to the process of determining planning applications is made publicly available on the Council's website. This information goes well beyond the legal requirement. The software does not permit 'numbering' and it adds material in date order; unfortunately this cannot be changed.</p> <p>All documents sent to Planning Support are indexed promptly. Any documents which need checking by an officer for slanderous / inappropriate content are indexed as sensitive by Planning Support until the Planning Officer changes them to Public.</p>

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<p>Page 19</p> <p>Dalton Parish Council (DPC)</p>	<p>4.4.6 (pg. 36) We note the certain people can address the Planning Committee. Anyone objecting to an application who has been notified under the neighbour notification process by the council, or his/her representative. This illustrates the importance of neighbour notification not being limited to those immediate adjacent but extended to those potential impacted by an application...please see points made regarding 4.4.2 and Table 4.1</p> <p>In the interest of fairness should those neighbour notified and commenting on rather than objecting to, also be extended the right to speak....what is the justification for only objectors and not supporters?</p> <p>Time allowed is 3 minutes. For a lay person, unused to public speaking the Council Chamber and associated audience can be very intimidating. Other authorities allow longer times and apply discretion. We ask that the time allowed is extended to 4 minutes and it is written into this document, that this may be extended at the discretion of the Chairperson.</p> <p>Section 4.4.1 (page 29). We welcome reference to the Trust here as a statutory consultee. Please can our correct registered name be used 'Canal & River Trust' (ampersand instead of 'and').</p> <p>4.4 /30 Parishes affected by development in a nearby area should be consulted directly and not left to read through the weekly list of Borough wide applications. For example, developments at Whalleys, or at Beacon Golf Course, have direct effect on Dalton Parish but because they are not within the parish they are not highlighted by public notice by WLBC. There should also be an automatic right to speak at Planning Committee meeting about these 'neighbouring' applications without being made to apply to the Chairman of the meeting for permission. If a development has an effect on a parish, the parish ought to have a voice.</p>	<p>The issue of public speaking at Planning Committee will be reviewed as part the Development Management Service Review. This will include who can speak, time periods and order of speaking.</p> <p>This change will be made (p30).</p> <p>The Borough Council does not / never has consulted adjoining Parishes (or wards) on applications. Parish Councils receive the weekly planning list and Members can also register on the Public Access System to receive updates on any applications anywhere within the Borough, not just their own Parish. Notification of applications is not required to go on an adjoining Parish Council's Public Notice as this is for applications only within that Parish. If an application falls across two Parishes, it is publicised across both, and the Public Notice reflects this.</p> <p>The issue of public speaking at Planning Committee will be reviewed as part the Development Management Service Review. This will include who can speak, time periods and order of speaking.</p>

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	withholding information prior to submitting an application or of producing glamorised versions of their proposals. There needs to be much more emphasis placed during pre-application discussions with planning officers on involving communities and their representatives as <i>a part of</i> pre-application arrangements.	
Chapter 5	Works to Trees	
5.0 APC Page 198 CPRE	<p>Notification to Parish Councils on works to trees/tree preservation orders is welcomed and supported (sufficient time to be given for it to be displayed on monthly agendas)</p> <p>There is no mention of the procedure for protecting trees with Tree Preservation Orders on them, or of the protocols for enforcement of the TPOs. It would be useful to include this information as a TPO is of little significance unless it is backed up.</p> <p>It would be helpful if TPO applications were published in a weekly list in the same way that other Planning Applications are. This would enable a wider consultation. Without this how can a wider population ever know there is such an application.</p>	<p>Government's advice is that TPO applications should be determined within 8 weeks. It may not be possible, due to timings of Parish Council (PC) agendas, to wait for resolutions / responses following PC meetings. In such cases, it may be possible to negotiate an extension of time with the applicant.</p> <p>For legal reasons, the Council would not be able to consult on ongoing investigations into unauthorised works to TPO trees. The Council could publicise (successful) prosecutions, and / or report to Planning Committee.</p> <p>The Council publishes TPO decisions but not new applications. There is no requirement to publish; this would make the process quite onerous. We do consult where it is deemed that there is a wider public interest, including with Parish Councils.</p>
5.4 CPRE	We feel it would be useful to outline here what type of hedge-works require permission.	The SCI can state: Hedge works do not require any permissions other than those relating to The Hedgerows Regulations 1997.
5.5 CPRE	Reference is made to <i>English Heritage</i> on the penultimate line. We think this should be <u>Historic England?</u>	Agreed; change reference to Historic England

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Chapter 6	Conservation of the Historic Environment	
6.0 AIUL	<p>We note that there is no mention within this section in regard to Buildings at Risk. We would encourage the Council to consult upon any proposals to update the Buildings at Risk Register (which has not been updated since 2010). The consultation methods should include dialogue with stakeholders (including owners) of affected properties by revisions to the Register.</p> <p>This would be addressed by revising Table 6.1 to include reference to Buildings at Risk Register updates.</p>	<p>It is accepted that the Buildings at Risk Register is 10 years old and we can look at updating it. However, this updating work is not considered to be 'public consultation' and is not deemed worthy of inclusion in the SCI.</p>
<p>Conservation Area Advisory Panel (CAAP)</p> <p>Page 199</p>	<p>Can CAAP be reconvened to assist the planning process and administration of heritage assets?</p> <p>The Conservation Area Advisory Panel provided advice to the Heritage and Environment Manager at WLBC until mid-October when it was dissolved without notice by the then Director of Development and Re-generation. There was no consultation with the Panel, and having spoken to many Councillors it seems that Political groups were also unaware of that decision. No explanation was given to members of the Panel, who had served the Council consistently, on a voluntary basis, since 1975.</p> <p>In the 6 months that have followed, the restructuring of the management at the Council has resulted in both the Director of Development and Re-generation (John Harrison) and the Heritage and Environment Manager (Ian Bond) no longer working at WLBC. I now understand a new Conservation Officer has been appointed to manage the heritage work in the Borough.</p> <p>The CAAP would like to continue its advisory role as local voluntary stewards of the heritage buildings, conservation areas and historic landscape. When the Panel was dissolved it had 12 members, all with a deep interest in protecting the heritage of West Lancashire, and all were residents in the Borough. The CAAP had the following expertise: an archaeologist; 2 members of West Lancashire Civic Trust; a member of the Campaign to Protect Rural England; a member of Ormskirk District Historical Society; 2 representatives of Parish Councils; a member of the Royal Town Planning Institute; a member of the Royal Institute of Chartered Surveyors; a member of the Royal Institute of British Architects (AABC accredited); and 2 ex officio members. The professional background of CAAP member would be collectively valuable to the authority. These backgrounds cover a wide range of professions, all directly relevant to heritage work, and it would be cost free. If required CVs can be provided. The Panel also has a Chairperson and a deputy. It has always met monthly (except during Council vacations) and received an Agenda for each meeting from the</p>	<p>The issue and future of the Conservation Area Advisory Panel will be reviewed as part the Development Management Service Review.</p>

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<p style="text-align: center;">Page 200</p> <p>APC</p>	<p>Heritage and Environment Manager for planning applications for Listed Buildings and Conservation Area consents, usually half a dozen or so per month.</p> <p>The Heritage and Environment Manager always emphasised that advice be given on each application on its merits and whether the Listed Building suffered harm from the changes proposed, and with Conservation Areas whether the changes requested from the applicants harmed the openness or character of the building or area. The final decisions on all applications were made by the Planning Committee or by the Director of Development and Re-generation, not by the Panel.</p> <p>The latest draft Statement of Community Involvement SCI 2020 makes reference to changes being made to SCI 2016 protocols (page 40 and 41) for Listed Buildings and Conservation Areas and the CAAP would like to be involved in discussions on how it can continue to serve WLBC as before.</p> <p>The potential benefits to WLBC of “tapping into” the cumulative expertise of CAAP members would surely outweigh the costs of technical support to the panel. The CAAP brought a wealth of expertise from a wide professional background. Representatives were the eyes and ears of those interested in the heritage of the Borough, fulfilling a valuable role in consultation on a monthly basis. In the past, when officer time was under pressure, members have aided in fieldwork prior to Conservation Area re-appraisals. The West Lancashire Design Awards scheme was well respected within the Borough, and the envy of other Boroughs. Members were always at hand to advise, help and take part on an annual basis.</p> <p>If preferred, the panel’s comments could be made more detailed and explanatory than previously in order to provide stronger justification for recommendations made.</p> <p>The Chairman of the CAAP (Del Ellis) and another CAAP representative look forward to meeting with a senior officer at WLBC in the near future to see how a new method of working can be reconvened. The last Chairman’s report, which includes Terms of Reference is appended for your information.</p> <p>6.0 Conservation of the Historic Environment. (Sometimes the approach being taken by a Planning Officer on applications in Conservation Areas is somewhat arbitrary so there needs to be more consistency in decision making.) Consideration should be given to the reinstatement of the Conservation Area Advisory Panel – a group of volunteers with a wealth of knowledge in their wide ranging fields including a Parish Council representative. This particular group was always helpful to Parish Clerks when considering barn conversions, development in the Green Belt and especially during Conservation Area Reviews.</p>	<p>The issue and future of the Conservation Area Advisory Panel will be reviewed as part the Development Management Service Review.</p>

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<p>Individual</p> <p>LSPC</p> <p>Page 202</p>	<p>Conservation areas are important heritage assets that contribute to well-being and give an important sense of place and civic pride to many residents of the Borough. I am aware that many parish councillor colleagues across West Lancashire were shocked and disappointed to hear of the dissolution of the Conservation Area Advisory Panel which has performed a valuable service over many years. This was unexpected, did not involve consultation, and is one of the most unpopular aspects of re-organisation within WLBC. Consideration should be given to re-instatement of the panel which brought extensive and valuable local knowledge to this important subject.</p> <p><u>Conservation Area Advisory Panel</u> This recently abolished panel gave valuable insight into Conservation Area Reviews, as well as planning and listed building applications. If the Council is concerned about its credibility in making decisions on these matters it should immediately resurrect the Panel. Otherwise it will be accused of being disinterested in conservation matters and only interested in the quantity of new development at the expense of retaining the essential character of the Borough's varied landscape. Such "dumbing down" would be detrimental to the tourist industry, as well as to people's pride in living in the Borough.</p>	<p>The issue and future of the Conservation Area Advisory Panel will be reviewed as part the Development Management Service Review.</p> <p>The issue and future of the Conservation Area Advisory Panel will be reviewed as part the Development Management Service Review.</p>
Chapter 7	General Considerations	
7.1 CPRE	<p>7.1 We welcome acknowledgement of the differences within our population. We particularly welcome acknowledgement of the importance of printed documents in an environment where people still do not necessarily have access to computers, nor the skills to use them. We ask that consideration be given, where relevant, to the deposition of documents outside of the prescribed locations, including Post Offices and Village Halls.</p>	Comments noted. The issue of Post Offices is covered in comments above (Chapters 2 and 3).
7.3 CPRE	<p>7.3 It would be relevant here to separately reference the '<u>Local Government (access to Information) act 1985</u>' Which outlines what and how Local Authority information should be available to the public without making a "freedom of information" request, outlining what documents should be freely available and what rights the public have regarding witnessing Council meetings.</p>	Comments agreed. Reference will be made to the Local Government (Access to Information) Act 1985.

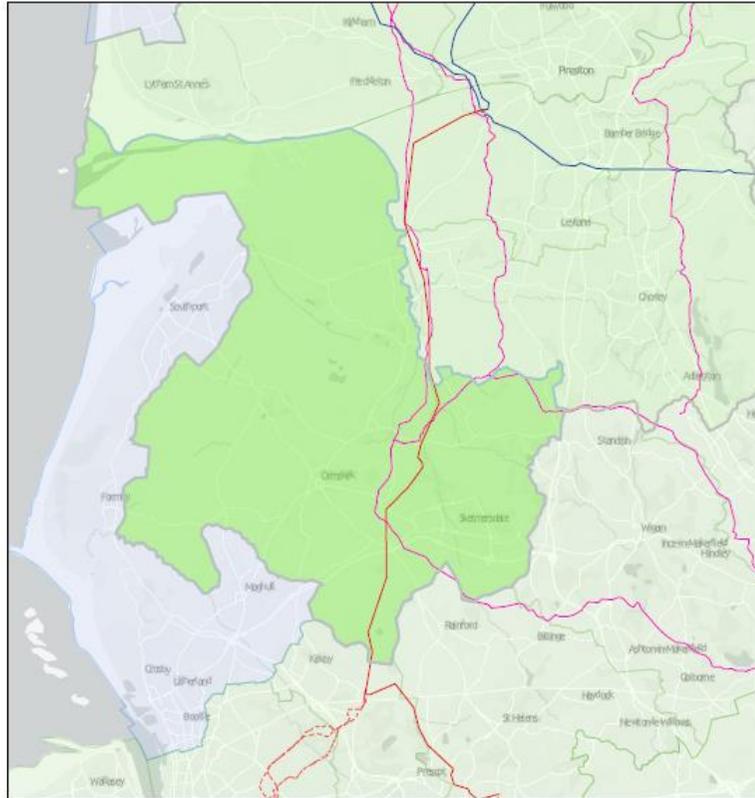
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Appendices		
<p>Appendix A Homes England</p> <p>Appendix C Canal & River Trust</p> <p>Pages CPRE 03</p> <p>Appendix E CPRE</p>	<p>Appendix A: Duty to Co-Operate Bodies refers to The Homes and Communities Agency. Please can this be updated to Homes England.</p> <p>Appendix C (and B) Page 46 and 47</p> <p>Appendix C includes a list of 'General consultation bodies'. The Canal & River Trust is however a statutory consultee in the Development Management process (although not for planning policy). We therefore query whether we should instead be listed in Appendix B or do these appendices relate solely to planning policy consultation requirements? In which case they would be correct. A link to our statutory consultation buffer and 'open data' can be found here. https://canalrivertrust.org.uk/specialist-teams/planning-and-design/our-statutory-consultee-role/planning-applications/our-notified-area</p> <p>We note and welcome our inclusion in this list.</p> <p>We note and welcome the content of this and suggest that it may be appropriate to make it accessible directly from the Council website in the context of Planning application. This may enable lay people to make more informed responses to planning applications.</p>	<p>This change will be made</p> <p>Appendix B is concerned with the local planning process. The title will be amended to reflect this.</p> <p>Comments noted</p> <p>Comments noted.</p> <p>Comments noted. Similar information is on the Council's website at: https://www.westlancs.gov.uk/planning/planning-applications-enforcement/applying-for-planning-permission/the-planning-application-process/publicity-and-consultation.aspx</p>
National Grid (Avison Young)	<p>National Grid assets:</p> <p>Following a review of the consultation event, we have identified one or more National Grid assets within the Plan area. Details of the National Grid assets are provided below.</p> <p>National Grid is able to provide advice and guidance to the Council concerning their networks and encourages high quality and well-planned development in the vicinity of its assets.</p>	Comments and information noted.

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Comments

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West Lancashire BC - Statement of Community Involvement Apr-May 20



<https://www.nationalgridet.com/document/130626/download>

Electricity assets
 Developers of sites crossed or in close proximity to National Grid assets should be aware that it is National Grid policy to retain existing overhead lines in-situ, though it recognises that there may be exceptional circumstances that would justify the request where, for example, the proposal is of regional or national importance.
 National Grid's *'Guidelines for Development near pylons and high voltage overhead power lines'* promote the successful development of sites crossed by existing overhead lines and the creation of well-designed places. The guidelines demonstrate that a creative design approach can minimise the impact of overhead lines whilst promoting a quality environment. The guidelines can be downloaded here:

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Page 205	<p>The statutory safety clearances between overhead lines, the ground, and built structures must not be infringed. Where changes are proposed to ground levels beneath an existing line then it is important that changes in ground levels do not result in safety clearances being infringed. National Grid can, on request, provide to developers detailed line profile drawings that detail the height of conductors, above ordnance datum, at a specific site.</p> <p>National Grid's statutory safety clearances are detailed in their <i>'Guidelines when working near National Grid Electricity Transmission assets'</i>, which can be downloaded here: www.nationalgridet.com/network-and-assets/working-near-our-assets</p> <p>Gas assets</p> <p>High-Pressure Gas Pipelines form an essential part of the national gas transmission system and National Grid's approach is always to seek to leave their existing transmission pipelines in situ. Contact should be made with the Health and Safety Executive (HSE) in respect of sites affected by High-Pressure Gas Pipelines.</p> <p>National Grid have land rights for each asset which prevents the erection of permanent/ temporary buildings, or structures, changes to existing ground levels, storage of materials etc. Additionally, written permission will be required before any works commence within the National Grid's 12.2m building proximity distance, and a deed of consent is required for any crossing of the easement.</p> <p>National Grid's <i>'Guidelines when working near National Grid Gas assets'</i> can be downloaded here: www.nationalgridgas.com/land-and-assets/working-near-our-assets.</p>	

Appendix

Schedule of changes made to the West Lancashire SCI following public consultation undertaken February – May 2020

Additional inserted text is shown in blue and underlined. Deleted text is shown in blue and ~~struck through~~. Changes have been made either as a result of representations received on the SCI during the public consultation exercise, or in order to improve the clarity of the document. An Addendum has been added to the SCI; the text of the Addendum is not listed below.

Page	Change(s) to text	Reason for change
Front Cover	Draft West Lancashire Statement of Community Involvement ¶ <u>September</u> 2020	To reflect updated document.
Contents page	Renumber paragraphs in Chapter 1 from 1.1, 1.2, etc. to 1.0.1, 1.0.2 etc.	For consistency with paragraph numbering in other chapters of the SCI.
After contents page Page 206	Add in paragraph about the Addendum to the SCI as follows: <u>Addendum</u> <u>The Addendum to the West Lancashire SCI 2020 has been prepared in the light of COVID-19 and its associated restrictions on public life. It reflects [temporary or otherwise] changes to legislation and national planning practice guidance, and will apply for a temporary period whilst the COVID-19 related restrictions and changes are in place. As such, the provisions of the 2020 SCI Addendum take precedence over the provisions of the 2020 SCI during the temporary period that the Addendum is in force.</u>	To highlight the existence and purpose of the SCI Addendum.
2	1.0.4: Remove exclamation mark from end of the first sentence of the second paragraph.	The use of an exclamation mark rather than a full stop was considered unhelpful.
2	1.0.4: Amend second and third sentences of second paragraph as follows: Part of the Council's role is to balance competing interests and <u>whilst it is accepted that the Council's</u> its final decisions <u>on planning matters will directly affect people's lives, it will inevitably disappoint</u> some stakeholders . should also be remembered that feedback from public consultation is just one of several factors that the Council takes into account when making its decisions. <u>Sometimes decisions</u>	To add clarity to the paragraph and acknowledge the effect of planning decisions on individuals.

Page	Change(s) to text	Reason for change
	may be made contrary to the views of people who have responded to consultation because other factors weigh more heavily in the overall planning balance.	
2	1.0.4: Add final sentence to second paragraph as follows: It is the purpose of officers' reports on planning applications, and the 'evidence base' that backs up planning policy documents, to set out how planning decisions (or recommendations) have been arrived at, taking into account relevant planning-related points made, including those received during consultation.	To further highlight that relevant comments received in consultation are taken into account when planning decisions are made.
5	2.0.2: Amend web link to: https://www.westlancs.gov.uk/planning/planning-policy/the-local-plan/the-local-plan-2038.aspx	To replace a link that was removed earlier in 2020 and which no longer works.
Page 207	7 Table 2.1: Stage 2 (Scoping), Stage 3 (Issues and Options), Stage 4 (Preferred Options) – replace, 'comments received will inform the preparation of the next stage' with ' comments received will be taken into account in preparing the DPD. '	For clarity; there may be confusion over what is 'the next stage' as not all of the stages listed in Table 2.1 may be consulted upon. The revised wording more closely reflects the Town and Country Planning (Local Planning) (England) Regulations 2012.
7	Table 2.1: Stage 4 (Preferred Options) – amend final two columns to read: Optional (as above)	To add clarity.
7	Footnote 6: add ' at the Publication stage ' to the end.	To add clarity.
8	2.1.2: Amend final sentence of first paragraph to read: We normally consult on the SA/ SEA alongside the DPD at each significant stage (i.e. Regulation 18, Regulation 19) of the DPD's preparation.	To add clarity.
9	Table 2.2: For the 'Press Release' line, in each of the four columns (Stage of preparation of DPD), change 'Optional' to ' ✓ '	To commit to preparing a press release at each stage of a Local Plan / DPD preparation.

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9	2.1.4: Amend paragraph to read: Following public consultation on emerging DPDs , the Council may will prepare a Feedback Report (or Consultation Statement), summarising the issues and main points raised through the representations. It may also set out how the Council has responded to them points raised , and what has been changed in the DPD as a result of the comments. This The Feedback Report will be shared with Members to inform their decisions on the next stage of the DPD's preparation, and may be published on the Council's website. The Council is not bound to respond to each individual submission / representation to consultation on DPDs.	To commit to preparing a Feedback Report following public consultation on emerging DPDs.
9	Footnote 7: Amend to read: i.e. if consultation is undertaken, it is optional to publicise on the website. undertaking consultation is optional; if undertaken, it will be published on the Council's website.	To improve clarity.
Page 208 13	Section 2.3, third paragraph, first sentence: Add 'usually' to read: Due to the localised nature of most development briefs, extensive consultation is not usually considered to be appropriate.	To reflect that there may be times that extensive consultation is appropriate for a development brief, e.g. for a site of Borough-wide importance.
13	Table 2.5, Stage 1: Change 'No' to ' Optional ' in columns 5 and 6.	To allow for flexibility: 'No' precludes officers from consulting ever, whereas 'Optional' allows for consultation where necessary / relevant.
14	Table 2.6, 'Leaflets' row: Change 'No' to ' Optional ' in columns 2, 3, 4 and 5.	To allow for flexibility: 'No' precludes officers from consulting ever, whereas 'Optional' allows for consultation where necessary / relevant.
15	2.4: Amend heading to: Methods for p Publicity and Consultation	To distinguish between the overall section title and the title of sub-section 2.4.1
15	2.4.1: First sentence: Add link to footnote; footnote to read: 11 Please see Addendum to 2020 SCI for temporary amendments to these methods for publicity and consultation, to apply whilst restrictions on public movement / meeting, etc. are in place.	To advise that these methods may temporarily be changed in the light of the provisions of the 2020 SCI Addendum.

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16	<p>2.4.1: Fifth bullet point: Change to:</p> <ul style="list-style-type: none"> • Neighbour letters. Letters may be sent to properties neighbouring (immediately adjacent to¹²) a development... <p>And add footnote to read:</p> <p>12 e.g. sharing a boundary, and / or across a footpath or road, and / or on the access to the site</p>	To improve clarity
17	<p>2.4.1: 'First' paragraph (p17), final sentence: Amend to:</p> <p>Where demand is high and events are over-subscribed, the Council may seek to arrange additional events where reasonably feasible.</p>	This phrase is not considered necessary in the light of the qualification provided by the word 'may' earlier in the sentence.
23 Page 209	<p>3.2.1: Second paragraph, first sentence: Amend to:</p> <p>Annual CIL Funding Programmes will therefore focus on smaller scale projects requiring £100,000 of CIL funding or less, and limit expenditure of CIL on those projects to £1200,000 each year consider how we spend some of our CIL monies on 'small' schemes. Each year we will allocate up to £200,000 of CIL monies to smaller scale projects that individually require £100,000 of CIL funding or less.</p>	To reflect changes to CIL procedure for West Lancashire Borough Council and to improve clarity.
23	<p>3.2.1: Third paragraph: Amend to:</p> <p>In any year where the £1200,000 cap is not reached, the remaining balance will be moved into the larger-scale schemes fund.</p>	To reflect changes to CIL procedure for West Lancashire Borough Council.
23	<p>3.2.1: Publicity and consultation: Add in third method, as follows:</p> <ul style="list-style-type: none"> - Dedicated pages on the Council's website (www.westlancs.gov.uk/cfp) - Press advert in the free press (Champion paper, or equivalent) - The Council's social media - Mail-out to those registered for electronic and paper updates on consultations - Placing all materials on deposit at West Lancashire Council Offices and libraries 	To commit to the use of social media in CIL-related consultations.

Page	Change(s) to text	Reason for change			
	<table border="1"> <tr> <td data-bbox="297 236 499 588"> Permission in Principle </td> <td data-bbox="499 236 1093 588"> This is an alternative way of obtaining planning permission for housing-led development. It has two stages: (1) 'Permission in principle stage' - establish whether a site is suitable in-principle; and (2) 'technical details consent' – assessment of the detailed development proposals are assessed. </td> <td data-bbox="1093 236 1487 588"> Stage (1) <u>Post site notice;</u> <u>Consult relevant statutory and non-statutory consultees;</u> <u>Publish on weekly list.</u> Stage (2) <u>All of the above plus notify neighbours and include on the Parish Council public notice.</u> </td> </tr> </table>	Permission in Principle	This is an alternative way of obtaining planning permission for housing-led development. It has two stages: (1) 'Permission in principle stage' - establish whether a site is suitable in-principle; and (2) 'technical details consent' – assessment of the detailed development proposals are assessed.	Stage (1) <u>Post site notice;</u> <u>Consult relevant statutory and non-statutory consultees;</u> <u>Publish on weekly list.</u> Stage (2) <u>All of the above plus notify neighbours and include on the Parish Council public notice.</u>	
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34 (was 33) Page 211	<p>Amend paragraph following Table 4.1 to read:</p> <p>The types of application listed in Table 4.1 above are not intended to be exhaustive. There may be other types of planning related development for which planning permission or prior approval may be obtained and which may require consultation in line with government Regulations. In such scenarios the Council will meet and aim to exceed the minimum requirements for consultation, as set out by the relevant government Regulations.</p>	To add clarity.			
36	<p>4.4.6: Penultimate paragraph:</p> <p>Add footnote to final sentence as follows:</p> <p>Each speaker has no more than three minutes²⁰.</p> <p>20 A service review of the Development Management section is to take place after the adoption of this 2020 SCI. The Service Review will cover the matter of public speaking at Planning Committee, including who can speak, how long for, and in what order speakers appear.</p>	Several objectors expressed concerns about opportunities to address Planning Committee. These concerns will be considered in a forthcoming review of the Council's development management function. This change advises of this fact.			
39	<p>5.4: Amend paragraph to read:</p> <p>Hedge works do not require any permissions other than those relating to <i>The Hedgerow Regulations 1997</i>. Under the <i>Hedgerow Regulations 1997</i> these Regulations, the LPA is required to consult the local Parish Council upon receipt of a 'Hedgerow Removal Notice'. The time given for a response is a minimum of 42 days.</p>	To advise about works to hedges.			

Page	Change(s) to text	Reason for change
39	5.5: Final sentence: Change 'English Heritage' to ' Historic England '.	This organisation has changed name.
44	7.3: Add final sentence as follows: The Local Government (Access to Information) Act 1985 sets out what local authority information should be available to the public, how it can be obtained, and the rights of the public with regard to witnessing Council meetings.	To add clarity.
46	Appendix B: Amend title as follows: Appendix B: Specific Consultation Bodies (Local Plans) Bullet point 13: Amend to: <ul style="list-style-type: none"> Homes and Communities Agency England 	To add clarity and to reflect the organisation's name change.
47	Appendix C: <ul style="list-style-type: none"> CPRE (formerly 'Campaign to Protect Rural England') 	To reflect the organisation's name change.



Planning and Compulsory Purchase Act 2004 (as amended)

Town and Country Planning (Local Planning) (England) Regulations 2012

The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020

NOTICE OF ADOPTION OF WEST LANCASHIRE STATEMENT OF COMMUNITY INVOLVEMENT 2020

Notice is given that West Lancashire Borough Council adopted the West Lancashire Statement of Community Involvement on 18 September 2020

The West Lancashire Statement of Community Involvement 2020 (including the Addendum to the West Lancashire Statement of Community Involvement 2020) supersedes and revokes the West Lancashire Statement of Community Involvement June 2016.

- Title of Document:** West Lancashire Statement of Community Involvement 2020 (including Addendum)
- Subject Matter:** The Statement of Community Involvement (SCI) sets out how the local planning authority will consult with the community, businesses, stakeholders and other organisations about the development of their area, and explains how people can engage with the planning system.
- Area covered by Document:** The SCI applies to the whole of West Lancashire.
- Adoption Date:** 18 September 2020
- Modifications to SCI:** See Appendix below for a schedule of changes made to the draft SCI following consultation undertaken February – May 2020. The SCI Addendum has been prepared in the light of COVID19 and its effects.
- Availability of Documents:** The West Lancashire SCI and this Adoption Statement are available by following the link from: www.westlancs.gov.uk/planningpolicy.
(Regulation 35 (as amended by The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020))
- Further information:** Further information or advice can be obtained by phoning 01695 585194 or by emailing localplan@westlancs.gov.uk

Appendix

Schedule of changes made to the West Lancashire SCI following public consultation undertaken February – May 2020

Additional inserted text is shown in blue and underlined. Deleted text is shown in ~~blue~~ and ~~struck through~~.

Changes have been made either as a result of representations received on the SCI during the public consultation exercise, or in order to improve the clarity of the document. An Addendum to the SCI has also been prepared; the text of the Addendum is not listed below.

Page	Change(s) to text	Reason for change
Front Cover	Draft West Lancashire Statement of Community Involvement ¶ <u>September</u> 2020	To reflect updated document.
Contents page	Renumber paragraphs in Chapter 1 from 1.1, 1.2, etc. to 1.0.1, 1.0.2 etc.	For consistency with paragraph numbering in other chapters of the SCI.
After contents page	Add in paragraph about the Addendum to the SCI as follows: <u>Addendum</u> <u>The Addendum to the West Lancashire SCI 2020 has been prepared in the light of COVID-19 and its associated restrictions on public life. It reflects [temporary or otherwise] changes to legislation and national planning practice guidance, and will apply for a temporary period whilst the COVID-19 related restrictions and changes are in place. As such, the provisions of the 2020 SCI Addendum take precedence over the provisions of the 2020 SCI during the temporary period that the Addendum is in force.</u>	To highlight the existence and purpose of the SCI Addendum.
Page 214		
2	1.0.4: Remove exclamation mark from end of the first sentence of the second paragraph.	The use of an exclamation mark rather than a full stop was considered unhelpful.
2	1.0.4: Amend second and third sentences of second paragraph as follows: Part of the Council's role is to balance competing interests and <u>whilst it is accepted that the Council's its final decisions on planning matters will directly affect people's lives, it will inevitably disappoint some stakeholders.</u> should also be remembered that feedback from public consultation is just one of several factors that the Council takes into account when making its decisions. <u>Sometimes decisions may be made contrary to the views of people who have responded to consultation because other factors weigh more heavily in the overall planning balance.</u>	To add clarity to the paragraph and acknowledge the effect of planning decisions on individuals.
2	1.0.4: Add final sentence to second paragraph as follows: <u>It is the purpose of officers' reports on planning applications, and the 'evidence base' that backs up planning policy documents, to set out how planning decisions (or recommendations) have been arrived at, taking into account relevant planning-related points made, including those received during consultation.</u>	To further highlight that relevant comments received in consultation are taken into account when planning decisions are made.

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5	2.0.2: Amend web link to: https://www.westlancs.gov.uk/planning/planning-policy/the-local-plan/the-local-plan-2038.aspx	To replace a link that was removed earlier in 2020 and which no longer works.
7	Table 2.1: Stage 2 (Scoping), Stage 3 (Issues and Options), Stage 4 (Preferred Options) – replace, 'comments received will inform the preparation of the next stage' with ' comments received will be taken into account in preparing the DPD. '	For clarity; there may be confusion over what is 'the next stage' as not all of the stages listed in Table 2.1 may be consulted upon. The revised wording more closely reflects the Town and Country Planning (Local Planning) (England) Regulations 2012.
7	Table 2.1: Stage 4 (Preferred Options) – amend final two columns to read: Optional (as above)	To add clarity.
7	Footnote 6: add ' at the Publication stage ' to the end.	To add clarity.
8	2.1.2: Amend final sentence of first paragraph to read: We normally consult on the SA/ SEA alongside the DPD at each significant stage (i.e. Regulation 18, Regulation 19) of the DPD's preparation.	To add clarity.
9	Table 2.2: For the 'Press Release' line, in each of the four columns (Stage of preparation of DPD), change 'Optional' to ' ✓ '	To commit to preparing a press release at each stage of a Local Plan / DPD preparation.
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9	Footnote 7: Amend to read: i.e. if consultation is undertaken, it is optional to publicise on the website. undertaking consultation is optional; if undertaken, it will be published on the Council's website.	To improve clarity.
13	Section 2.3, third paragraph, first sentence: Add 'usually' to read: Due to the localised nature of most development briefs, extensive consultation is not usually considered to be appropriate.	To reflect that there may be times that extensive consultation is appropriate for a development brief, e.g. for a site of Borough-wide importance.

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15	2.4.1: First sentence: Add link to footnote; footnote to read: 11 Please see Addendum to 2020 SCI for temporary amendments to these methods for publicity and consultation, to apply whilst restrictions on public movement / meeting, etc. are in place.	To advise that these methods may temporarily be changed in the light of the provisions of the 2020 SCI Addendum.
16	2.4.1: Fifth bullet point: Change to: <ul style="list-style-type: none"> • Neighbour letters. Letters may be sent to properties neighbouring (immediately adjacent to¹²) a development... And add footnote to read: 12 e.g. sharing a boundary, and / or across a footpath or road, and / or on the access to the site	To improve clarity
17	2.4.1: 'First' paragraph (p17), final sentence: Amend to: Where demand is high and events are over-subscribed, the Council may seek to arrange additional events where reasonably feasible .	This phrase is not considered necessary in the light of the qualification provided by the word 'may' earlier in the sentence.
23	3.2.1: Second paragraph, first sentence: Amend to: Annual CIL Funding Programmes will therefore focus on smaller scale projects requiring £100,000 of CIL funding or less, and limit expenditure of CIL on those projects to £1200,000 each year consider how we spend some of our CIL monies on 'small' schemes. Each year we will allocate up to £200,000 of CIL monies to smaller scale projects that individually require £100,000 of CIL funding or less.	To reflect changes to CIL procedure for West Lancashire Borough Council and to improve clarity.
23	3.2.1: Third paragraph: Amend to: In any year where the £ 4 200,000 cap is not reached, the remaining balance will be moved into the larger-scale schemes fund.	To reflect changes to CIL procedure for West Lancashire Borough Council.

Page	Change(s) to text	Reason for change
23	3.2.1: Publicity and consultation: Add in third method, as follows: <ul style="list-style-type: none"> - Dedicated pages on the Council's website (www.westlancs.gov.uk/cfp) - Press advert in the free press (Champion paper, or equivalent) - The Council's social media - Mail-out to those registered for electronic and paper updates on consultations - Placing all materials on deposit at West Lancashire Council Offices and libraries 	To commit to the use of social media in CIL-related consultations.
26	4.0: Add final sentence to paragraph: This also includes matters of enforcement where there has been a breach of planning rules (public consultation is not carried out on enforcement matters).	To refer to enforcement, but to advise that consultation on enforcement matters is not carried out.
27	4.2: Add final sentence to first paragraph: In some cases, for example in conservation areas, the Council may remove permitted development rights. This is done through a legal tool called an Article 4 Direction.	To highlight that permitted development rights may sometimes be removed.
29	4.3.3: Amend second sentence of first paragraph: However many of these external agencies offer their own direct pre-application advice service e.g. Lancashire County Council as highway authority, Highways England¹⁶ , the Canal & River Trust , the Environment Agency and Merseyside Environmental Advisory Service. Add footnote (referenced from 'Highways England') as follows: ¹⁶ Highways England advises applicants to view their document, 'The Strategic Road Network: Planning for the Future – a guide to working with Highways England on planning matters', available online.	To add reference to relevant statutory consultees who offer a pre-application advice service.
29	4.3.3: Final paragraph: Add footnote after 'discussing proposals with neighbours who may be affected by the development ¹⁸ ' to read: ¹⁸ 'Neighbours' can include a neighbouring Council for certain types or sizes of development where the proposed site is adjacent or close to the authority boundary.	To confirm that neighbouring authorities may sometimes be consulted on pre-application proposals.
30	4.4.1: Second bullet point: Canal and & River Trust	To correct a typographical error.

Page	Change(s) to text	Reason for change			
33	<p>Table 4.1:</p> <p>Add final row to cover 'Permission in Principle' as follows:</p> <table border="1" data-bbox="322 300 1509 639"> <tr> <td data-bbox="322 300 521 639"> Permission in Principle </td> <td data-bbox="521 300 1115 639"> <p>This is an alternative way of obtaining planning permission for housing-led development. It has two stages:</p> <p>(1) 'Permission in principle stage' - establish whether a site is suitable in-principle; and</p> <p>(2) 'technical details consent' – assessment of the detailed development proposals are assessed.</p> </td> <td data-bbox="1115 300 1509 639"> <p>Stage (1)</p> <p>Post site notice;</p> <p>Consult relevant statutory and non-statutory consultees;</p> <p>Publish on weekly list.</p> <p>Stage (2)</p> <p>All of the above plus notify neighbours and include on the Parish Council public notice.</p> </td> </tr> </table>	Permission in Principle	<p>This is an alternative way of obtaining planning permission for housing-led development. It has two stages:</p> <p>(1) 'Permission in principle stage' - establish whether a site is suitable in-principle; and</p> <p>(2) 'technical details consent' – assessment of the detailed development proposals are assessed.</p>	<p>Stage (1)</p> <p>Post site notice;</p> <p>Consult relevant statutory and non-statutory consultees;</p> <p>Publish on weekly list.</p> <p>Stage (2)</p> <p>All of the above plus notify neighbours and include on the Parish Council public notice.</p>	<p>In order that the Table cover Permission in Principle.</p>
Permission in Principle	<p>This is an alternative way of obtaining planning permission for housing-led development. It has two stages:</p> <p>(1) 'Permission in principle stage' - establish whether a site is suitable in-principle; and</p> <p>(2) 'technical details consent' – assessment of the detailed development proposals are assessed.</p>	<p>Stage (1)</p> <p>Post site notice;</p> <p>Consult relevant statutory and non-statutory consultees;</p> <p>Publish on weekly list.</p> <p>Stage (2)</p> <p>All of the above plus notify neighbours and include on the Parish Council public notice.</p>			
Page 218 34 (was 33)	<p>Amend paragraph following Table 4.1 to read:</p> <p>The types of application listed in Table 4.1 above are not intended to be exhaustive. There may be other types of planning related development for which planning permission or prior approval may be obtained and which may require consultation in line with government Regulations. In such scenarios the Council will meet and aim to exceed the minimum requirements for consultation, as set out by the relevant government Regulations.</p>	<p>To add clarity.</p>			
36	<p>4.4.6: Penultimate paragraph:</p> <p>Add footnote to final sentence as follows:</p> <p>Each speaker has no more than three minutes²⁰.</p> <p>²⁰ A service review of the Development Management section is to take place after the adoption of this 2020 SCI. The Service Review will cover the matter of public speaking at Planning Committee, including who can speak, how long for, and in what order speakers appear.</p>	<p>Several objectors expressed concerns about opportunities to address Planning Committee. These concerns will be considered in a forthcoming review of the Council's development management function. This change advises of this fact.</p>			
39	<p>5.4: Amend paragraph to read:</p> <p>Hedge works do not require any permissions other than those relating to The Hedgerow Regulations 1997. Under the Hedgerow Regulations 1997 these Regulations, the LPA is required to consult the local Parish Council upon receipt of a 'Hedgerow Removal Notice'. The time given for a response is a minimum of 42 days.</p>	<p>To advise about works to hedges.</p>			

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47	Appendix C: <ul style="list-style-type: none"> • CPRE (formerly 'Campaign to Protect Rural England') 	To reflect the organisation's name change.

Equality Impact Assessment Form



Directorate:	Place and Community	Service:	Growth and Development
Completed by:	Stephen Bengé	Date:	30/7/2020
Subject Title: West Lancashire Statement of Community Involvement 2020			
1. DESCRIPTION			
Is a policy or strategy being produced or revised:	Yes		
Is a service being designed, redesigned or cut back:	No		
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 (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes		
Details of the matter under consideration:	Seeking approval for the adoption of a document that sets out the Council's standards for consultation when carrying out its various planning functions.		
<p><i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i></p>			
2. RELEVANCE			
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes		
<p>If Yes, provide details of how this impacts on service users, staff or Councillors (stakeholders):</p> <p><i>If you answered Yes go to Section 3</i></p>			
<p>If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups:</p> <p><i>You do not need to complete the rest of this form.</i></p>			

3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	<p>The document has the potential to impact on almost all stakeholders in, or with an interest in, the Borough.</p> <p>The new Statement of Community Involvement 2020 (SCI) sets out how the Council will engage with and consult stakeholders when carrying out its various planning functions, e.g. preparing planning policy documents, dealing with planning applications, Neighbourhood Planning. These different functions have the potential to impact a very wide range of stakeholders.</p> <p>The SCI will influence how such stakeholders are consulted on planning matters by setting out minimum standards that must be adhered to.</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)?	There should be no particular group affected more than others.
<p>Which of the protected characteristics are most relevant to the work being carried out?</p> <ul style="list-style-type: none"> Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity 	All of these protected characteristics are indirectly relevant to the work being carried out. The SCI sets out standards for consultation and seeks to ensure that people with any protected characteristic can engage equally easily in the planning process.
4. DATA ANALYSIS	
In relation to the work being carried out, and the service / function in question, who is actually or currently using the service and why?	Previous engagement with the public in relation to planning policy matters and consultation exercises across the Borough (for example for the Local Plan Review between 2016 and 2018) show that it tends to be those of a white-British ethnic background and those of older age groups who most actively engage in the process of preparing general planning policy.
What will the impact of the work being carried out be on usage / the stakeholders?	The document in question will replace an existing, older, SCI, but will continue with the same principles of meaningful engagement with all sections of the community. In that sense, the impact of the work should not be significantly different from previously, but it simply reflects changes to planning legislation that affect, for example, the number of stages of a document's preparation, or the procedure for development management.

<p>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?</p>	<p>The document is not a 'service' as such.</p> <p>Looking back to the engagement carried out since the adoption (in 2016) of the previous SCI, it is evident that some customers have ended up being more satisfied than others. It would appear, however, that levels of satisfaction are most closely related to the outcome of the planning decision in question (e.g. permission being refused or granted for development that may affect their outlook or financial position), rather than to the nature of the consultation carried out.</p> <p>The SCI is concerned with consultation procedures, rather than planning decisions.</p>
<p>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?</p>	<p>We have very little, if any, data on the impact of our consultation methods to date on people with various protected characteristics. We have included equalities monitoring forms alongside our comments forms when undertaking consultation exercises, but very few have been returned, and cannot be used to arrive at any statistically robust conclusions.</p>
<p>If any further data / consultation is needed and is to be gathered, please specify:</p>	<p>No further consultation is required on the document in question, i.e. the SCI.</p>
<p>5. IMPACT OF DECISIONS</p>	
<p>In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?</p>	<p>As previously stated, this new SCI is replacing an older SCI. The new SCI does not represent any significant change in approach to community engagement nor in seeking to facilitate the involvement in planning of people with protected characteristics.</p>
<p>6. CONSIDERING THE IMPACT</p>	
<p>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.).)</p>	<p>We do not envisage any negative impact associated with the new SCI.</p>
<p>What actions do you plan to take to address any other issues above?</p>	<p>N/A</p>

7. MONITORING AND REVIEWING

When will this assessment be reviewed and who will review it?

It is anticipated that the new SCI, once adopted, will not need reviewing for five years (in line with government policy), unless there is a major change in government legislation relating to community engagement or planning procedures.

Equalities monitoring questionnaires will continue to be used in tandem with consultations on planning policy documents to monitor how well different sections of the community and other stakeholders are being engaged.



CABINET: 8 September 2020

Report of: Corporate Director of Place and Community

Relevant Portfolio Holder: Councillor David Evans

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

SUBJECT: CIL FUNDING PROGRAMME 2021/22

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 2021/22, including options regarding which infrastructure projects might be prioritised to receive CIL funding in 2021/22.

2.0 RECOMMENDATIONS

2.1 That the public consultation on a Draft CIL funding programme for 2021/22 be approved, and that the shortlist of infrastructure projects identified at paragraph 4.5 and 4.6 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.

3.0 BACKGROUND

CIL Funding Programme 2021/22

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.

- 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 project fall under an appropriate infrastructure type?
 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 and Transport Masterplan or 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 appropriate types of infrastructure. In previous years, projects were deemed 'appropriate infrastructure' if they matched an infrastructure type listed on the Regulation 123 list, but from September 2019 a requirement for a Regulation 123 list is no longer in effect. Instead, Councils must, from December 2020, publish an Infrastructure Funding Statement (IFS) which details infrastructure types/projects that CIL will be used to fund. As this is the first year in which an IFS is required, and there is a current lag between the Regulation 123 list ending and the IFS being introduced, schemes continue to be assessed as to whether they are an appropriate infrastructure type – based on those types listed in the Regulation 123 list and which are expected to be carried forward into the IFS.
- 3.4 At this stage, we have effectively ruled out all infrastructure projects from further assessment that do not meet the first three key criteria, and which make them ineligible to receive CIL monies based on current information.
- 3.5 The fourth criterion is necessary to understand whether the project is technically deliverable within two years of the funding being allocated, to ensure CIL funding is only allocated through the annual CIL Funding Programme to those projects likely to come forward in the near future.

- 3.6 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.
- 3.7 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.
- 3.8 The sixth criterion allows the Council to consider whether a project might be more suitably funded by 'Neighbourhood' CIL monies (NCIL) that are available in an area in order to save "strategic" CIL monies for the larger projects that serve a wider area. NCIL is 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.
- 3.9 The seventh and eighth 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.
- 3.10 Appendices A and B set out the schemes in the IDS this year and how they have been assessed against the key criteria. Appendix A lists all the projects that have been deemed not to 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, and this would include reference to the remaining criteria.
- 3.11 In preparing the assessment of IDS projects as to their suitability for receiving CIL funding in 2021/22, 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 assessments to officers. One comment was received with regard a shortlisted proposal that would use CIL monies to help fund the demand responsive transport service "Dial-a-Ride". It cited concerns in relation to whether a need for the service directly arises as a result of new development. This is discussed at 4.1 below. Support was given to the Ormskirk recommendations and the canal towpath improvements between Parbold and Appley Bridge.

- 3.12 In July 2020, Council resolved to make changes to the CIL Governance Framework so that, of the 80% of CIL monies (the "strategic" portion) collected each financial year from 1 April 2020 onwards, up to a maximum of £200,000 will be allocated through the CIL Funding Programme each financial year towards projects requiring £100,000 of CIL funding of less, and that the remainder of the 'strategic' CIL monies collected each financial year (i.e. those funds over and above that allocated in the annual CIL Funding Programme) will 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.
- 3.13 More than £200,000 of 'strategic' CIL monies has already been collected by the Council this financial year, and so the CIL Funding Programme for 2021/22 will be able to allocate the maximum £200,000 if Members wish to do so.

Spending Neighbourhood CIL monies in Ormskirk and Skelmersdale

- 3.14 In addition, there are neighbourhood CIL monies available in the non-parished areas of Ormskirk (c. £348,000) and Skelmersdale (c. £16,000). These monies are held by the Council who must consult with residents and businesses of those areas on how best to spend the funding.
- 3.15 Therefore, alongside the CIL Funding Programme for 2020/21, the Council will need to consult on how best to spend any 'neighbourhood CIL' monies in Ormskirk and Skelmersdale. Those projects shortlisted for NCIL monies are detailed below.

The Infrastructure Funding Statement

- 3.16 In September 2019, amendments were made to the CIL Regulations 2010 to change how CIL receipts and expenditure are reported and how infrastructure needs are identified and managed. From December 2020 the Council are required to produce an Infrastructure Funding Statement (IFS) to set out details of the Council's annual CIL receipts and expenditure, along with similar information relating to Section 106 planning obligations. To that extent, the IFS now replaces the Council's CIL Annual (financial) Report which the Council were required to publish each December for the previous financial year. The CIL annual reports had been published as individual documents on the Council's website, but also comprised part of the Council's Annual Monitoring Report (AMR). The AMR also included information relating to infrastructure delivery, and so these updates will now also be transferred to the IFS.
- 3.17 To show we are planning infrastructure appropriately, the IFS should identify infrastructure needs, the total cost of this infrastructure, anticipated funding from

developer contributions, and the choices the authority has made about the how these contributions will be used.

- 3.18 The Council's Infrastructure Delivery Schedule (IDS) already identifies our infrastructure needs, and known delivery and costs of those projects listed within it, and these are used to form the basis of our CIL Funding assessments and shortlisting. Therefore, the new IFS requirements effectively become a hybrid of our existing approaches - the IDS and annual financial CIL report. The decisions on the CIL Funding programme will also feed into the IFS, supporting an iterative annual process of project identification and CIL allocation.
- 3.19 The first IFS is scheduled to be reported to Cabinet in November 2020, alongside the recommendations for the final CIL Funding Programme.
- 3.20 The 2019 amendments also removed the requirement for a Regulation 123 (R123) list. The R123 list set out the types of infrastructure that CIL would be used to fund and was designed to stop double-charging of developers for the same infrastructure items. As a result of the abolition of the R123 requirement, Councils are instead encouraged to identify those infrastructure projects / types that we may want to spend CIL on going forward.
- 3.21 Officers do not foresee any necessary major changes to the infrastructure types that can be funded through CIL, and envision this will still be centred around the following types:
- Strategic transport and highways improvements or provision (including cycle networks, footpaths and bus stops), but excluding any works that should form part of a S278 agreement
 - Strategic green infrastructure, including strategic public open spaces
 - Community facilities, including libraries, health facilities, community centres, public realm and leisure centres

Affordable housing, education provision, provision of on-site public open space and its future maintenance, and flood alleviation measures will continue to be secured by Section 106 obligations or planning conditions on a site by site basis.

- 3.22 In terms of specific projects, it is anticipated that the following schemes may be allocated significant amounts of strategic CIL monies in the future, based on the plans of the Council and its partners:
- **New leisure centre(s)** - New health and leisure hubs are one of the Council's key priorities. The building of replacement leisure centres in Skelmersdale and Ormskirk was set out in the Leisure Facility and Contract Procurement report to Council in July 2018.
 - **Green infrastructure and cycling provision and improvements**, including the 'West Lancs Wheel'; canal towpath improvements on the Leeds-Liverpool canal; the River Douglas Linear Park; the Ormskirk-Burscough Linear Park; and the Skelmersdale-Ormskirk Linear Park.

Both types of infrastructure are considered key to delivering the Council's ambition relating to ensuring people in the Borough can live healthy and fulfilling

lives, by delivering tangible and visible improvements, improving health, and promoting the Borough as a great place to live, work, visit and invest. The development of new leisure facilities as health and leisure hubs is one of the Council's key priorities, whilst the provision and improvement of green infrastructure and cycling networks is a key strategy which can make improvements to active health and sustainable travel for all our residents. Much of this strategic green infrastructure provision will be delivered through component schemes, for example canal towpath improvements, which collectively will help improve the borough's cycling and walking networks.

3.23 However, any final decision on whether to allocate strategic CIL Funding to any projects in these categories will require a specific decision to do so and the types of infrastructure may change over time, as the IFS is updated each year, as new opportunities present themselves.

4.0 PROPOSALS

4.1 The eight shortlisted projects for CIL monies are:

- **Cheshire Lines Path, Western Parishes** - access and signage improvements to this cyclepath and footpath through the Western Parishes (£40,000 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 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.

- **Long Heyes Play Area, Ashurst** – extension of play area (£30,000 of CIL sought)

This proposal would extend the current play development to allow it to provide play facilities for the under-six age group, with associated seating facilities for parents. The scheme would complement the current play development for six to fourteen years olds which is currently being funded by Council Play Capital and HRA funding. Significant residential development is taking place in Ashurst (Whalleys/Cobbs Clough) which this project would help support. Although NCIL monies are available in Skelmersdale, they are not at sufficient level to be allocated to this scheme and so it is recommended that CIL strategic monies should be used.

- **Clough Valleys, Skelmersdale** – Environmental improvements (£50,000 of CIL sought)

This proposal would seek to upgrade the environment and develop the recreational and ecological potential of the three main valleys – Delph Clough, Elmers Clough and Westheads Clough. Works will include routine cleansing and vegetation clearance using community based volunteers and trainees, managed by the Council's Ranger service. The project will also provide access improvements, woodland management and drainage works to improve public accessibility and use of these natural spaces. Each clough has different works

required, but the total cost across all three cloughs is c.£50,000. There has been development across Skelmersdale, including that at Delph Clough (west of Evenwood Court), and so this scheme would provide central improvements to support that new development. Again, NCIL monies are available in Skelmersdale but are not at sufficient levels to deliver this scheme so use of strategic CIL monies are proposed instead.

- **Helmsdale play area, Skelmersdale** – replacement play area (£19,000 of CIL sought, with £29,000 of match funding)

This proposal is a community project to replace the existing play facility serving the Birch Green area. The play area serves a whole estate and is therefore an important facility to reinstate. There has been sufficient development within Birch Green to justify improvement of the site, which is currently degraded and without play equipment. Friends of Helmsdale Park community group was established by local residents and has sought to secure external funding to provide a new play area but this has proven unsuccessful. WLBC Housing have been working with the community group to try and reinstate and improve the playground, and will provide an additional £20,000 to match fund CIL monies, with a further £9000 provided from the WLBC Playground Capital programme. The community group would then help deliver and manage it. Whilst NCIL monies are available in Skelmersdale, they are not at a sufficient level to be allocated to this scheme, and so it is proposed that CIL strategic monies are awarded to enable the delivery of the replacement play area.

- **Dial-a-Ride, Borough-wide** – demand responsive transport service for West Lancashire (£31,555 of CIL sought to help fund the service for one year, with c.£154,700 of match funding)

This already established scheme provides accessible transport, particularly for elderly and disabled residents, covering those areas of the borough not well-served by public transport. Dial-a-Ride have already secured the majority of funding from Lancashire County Council (LCC) and other assured sources, and raise further significant income through fares and subscriptions for the service. West Lancashire Borough Council had been a valued funder of this scheme, but those funding sources had recently stopped and so CIL provides an opportunity to again fund this valued transportation service. Whilst a bid was originally received from Dial-a-Ride to fund the service for three years, the allocation of CIL monies to fund the scheme for one year would support the future of Dial-a-Ride in the immediate future, whilst still keeping available CIL monies for use on other projects. Should further monies be required in future years, new bids for CIL monies can be submitted. In consideration of this project, it has been acknowledged that CIL monies must be used to support new, not existing, development. Therefore, whilst CIL monies will go some way to supporting the continuation of the Dial-a-Ride scheme, and preventing cuts to the existing service, any award of funding will also be able to support changing needs and increased demand for the scheme that may be created as a result of new development.

- **Parbold-Appley Bridge towpath improvements, Eastern Parishes** – towpath enhancements along the Leeds to Liverpool canal including improved surfacing to aid accessibility for all (£385,000 of CIL sought, with c.£45,000 of match funding)

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, while the Council will seek the public's views on this proposal through the CIL Funding Programme consultation process, whether to allocate CIL funding to it will be considered by Cabinet separately, but alongside the CIL Funding Programme, to decide whether to spend any of the saved strategic CIL funds on this project.

- **West End Playing field, Ormskirk** - access and environmental improvements, (£58,000 of NCIL sought)

CIL would provide significant investment to this area of open space to deliver improvements including footpath resurfacing, seating bays, picnic areas, fencing improvements, tree management and signage. The site is located in the Scott ward, and is within distance of the housing development at Grove Farm to justify a need for these improvements.

- **Halsall Lane Park, Ormskirk** – play area extension (£10,000 of NCIL sought)

Halsall Lane Park has been identified within the Council's playground improvement programme as a facility in need of investment. This project requires a relatively small amount of NCIL monies to extend the existing play area to include new swings and access. There has been sufficient development in Ormskirk to justify this need and the project helps improve the health and wellbeing of local residents.

Shortlist for Neighbourhood CIL (Ormskirk) monies

- 4.3 Given the availability of NCIL monies in Ormskirk, it is recommended that the West End and Halsall Lane projects in Ormskirk be consulted upon as to whether to spend some of the Ormskirk NCIL monies on them. Following the consultation, Cabinet would then need to decide whether to allocate NCIL monies to those projects, unless a better option(s) 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 Whilst NCIL monies are available in Skelmersdale, they are not at sufficient levels to be able to deliver the shortlisted Helmsdale, Long Heyes or Clough Valleys projects, and therefore it is proposed that those schemes are included within the CIL Funding Programme for funding through strategic CIL, allowing the Skelmersdale NCIL funds to build to higher, more usable amounts and go towards other projects in the future.

Shortlist for strategic CIL monies – projects costing less than £100,000

- 4.5 It is recommended that the Cheshire Lines, Long Heyes, Clough Valleys, Helmsdale and Dial-a-Ride projects shortlisted above are consulted upon as part of the Draft CIL Funding Programme 2020/21. Based on the £200,000 allocation allowance, all five projects could ultimately be awarded funding, with the remaining monies saved to the 'strategic' pot. Additional, alternative options may also be put forward through the consultation process.

Shortlist for strategic CIL monies – projects costing more than £100,000

- 4.6 It is recommended that the Parbold-Appley Bridge towpath improvement project is consulted upon as part of the Draft CIL Funding Programme 2020/21. Whilst not forming part of the annual CIL Funding Programme itself (i.e. that which seeks to allocate the £200,000 to smaller schemes), it does no harm to include it in the CIL Funding Programme in the interests of public transparency and to seek the public's views with regard how CIL is spent.

Table 1. Summary of shortlisted projects / proposed funding sources

CIL Funding Source	Shortlisted Projects	CIL	NCIL
Neighbourhood CIL (Ormskirk)	West End playing fields Halsall Lane play area		£58,000 £10,000 Total £68,000
Neighbourhood CIL (Skelmersdale)			Save and allow funds to build-up
Strategic CIL (Projects below £100,000)	Cheshire Lines Long Heyes play area Clough Valleys Helmsdale play area Dial-a-Ride transport	£40,000 £30,000 £50,000 £19,000 £31,555 Total £170,555	
Strategic CIL (Projects above £100,000)	Parbold-Appley Bridge towpath improvements	£385,000	

Public Consultation

- 4.7 Should Cabinet resolve in accordance with the recommendations at paragraph 2.1 and 2.2 of this report, the 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.
- 4.8 The consultation on strategic CIL monies 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 2021/22 to Cabinet later in the year.
- 4.9 With regards the Ormskirk NCIL 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 responses will be required to provide their Ormskirk address (residential or business) 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 on whether to spend any of the Ormskirk NCIL monies.

- 4.10 Consultation by the Council on the use of CIL monies is not a mandatory requirement of the CIL regulations, however a commitment to consultation is set within the Council's Statement of Community Involvement, and within the CIL Governance and Expenditure Framework. The Council are keen to encourage digital engagement and therefore consultation will be online-based, with digital publicity and online response forms. Where necessary, paper responses may be accepted but we will strongly encourage engagement to be made online.

The Council will publicise and consult through the following methods:

- Information on the Council's CIL webpages and consultation webpages
- E-mail to all consultees registered on the Council's "electronic" consultation database
- E-mail to all Parish Councils and Members
- E-mail to all infrastructure providers
- Press release / publicity through Councils' social media
- Electronic online response form to complete
- Advert in the Champion newspaper
- Printed information available at libraries and Council customer service points (where possible)

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 Lancashire 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 NCIL 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 Growth and Development 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 A more general risk, in terms of allocating CIL funding to projects, is the availability of CIL funds given that due payments may not always be received on time because developers may default on their CIL payments, ultimately delaying collection of those monies, and that those developments anticipated to commence in a financial year may not do so. These risks are of particular significance in 2020/21 as the economic effects of the coronavirus lockdown play out. Acknowledging that some developers may now be in financial difficulties, the Government are introducing payment deferrals on CIL for small-medium

businesses to allow payment pauses for up to 6 months. This may have some impact on the receipts the Council can expect in 2020/21.

- 7.3 However, a total of £1.15 million has already been collected in the first half of the 2020/21 financial year, giving £924,000 of strategic CIL. A further £2.1million is due by March 2021. There are therefore no concerns regarding CIL income to meet the £200,000 cap for the 2021/22 funding programme.

8.0 HEALTH AND WELBEING IMPLICATIONS

- 8.1 The delivery of any of the projects proposed through this CIL funding programme, will have a positive impact on health and wellbeing. The majority of the schemes propose either improvements to outdoor play areas or improvements to active travel routes (cycling/walking) to support health, and each of those, in turn, also provides environmental improvements to help boost wellbeing. Dial-a-ride provides a demand-led transport service to support resident's access to key facilities, including GPs and hospitals, particularly for those areas currently not well-served by public transport.

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			2020 Assessment Comments	Remove from 2020 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?
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"/>	£73,862	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"/>	£75,479	Total cost: £29,440 CIL funding requested: £29,440 Other funding required: nil 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		Local CIL monies available?	2020 Assessment Comments	Remove from 2020 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?
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"/>	£75,479	Total cost: £35,000 CIL funding requested: £35,000 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. 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. The bids imply that the full costs of the improvements should be met from CIL but 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</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?					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"/>	£75,479	Total cost: £100,000 CIL funding requested: £100,000 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. 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. The bids imply that the full costs of the improvements should be met from CIL but 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</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?					Does the Parish council have local CIL monies?
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"/>	£7,612	Total cost: £10,000 CIL funding requested: £10,000 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. 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. The bids imply that the full costs of the improvements should be met from CIL but 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</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?	2020 Assessment Comments	Remove from 2020 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?
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"/>	£7,612	Total cost: £80,000 CIL funding requested: £80,000 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. 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. The bids imply that the full costs of the improvements should be met from CIL but 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</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?	2020 Assessment Comments	Remove from 2020 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"/>	£409,285	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 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	Total cost: unknown CIL funding requested: unspecified Other funding: unspecified 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/Sandy Lane, Skelmersdale	WLBC Leisure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Yes	Total cost: £116,200 CIL funding requested: £116,200 Other funding: various (detailed in bid)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£16,581	Total cost: £116,200 CIL funding requested: £116,200 Other funding: various (detailed in bid) 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

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?	2020 Assessment Comments	Remove from 2020 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?
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"/>	£4,633	CIL cannot be used to fund flooding, and this 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.
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"/>	£19,450	Total cost: £80,000 CIL funding requested: unspecified Other funding: unspecified 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"/>	£16,581	Total cost: £100,000 CIL funding requested: unspecified Other funding: unspecified 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

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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?					
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"/>	£4,633	Total cost: £9,800-£35,000 dependent on option CIL funding requested: dependent on option Other funding: dependent on option 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.
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"/>	£93,142	Total cost: £155,000 CIL funding requested: none - cannot fund with CIL Other funding: unspecified This scheme 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"/>	£75,479	Total cost: £5,000 CIL funding requested: none - cannot fund with CIL Other funding: unspecified This scheme 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

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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?					
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"/>	£16,581	Total cost: £40,000 CIL funding requested: none - cannot fund with CIL Other funding: unspecified 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	Total cost: £40,000 CIL funding requested: unspecified Other funding: unspecified 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 this year.	<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	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 checked="" type="checkbox"/>	£5,704	Total cost: unknown CIL funding requested: unspecified Other funding: unspecified 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 this 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?					
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	WLBC	<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"/>	£5,704	Total cost: unknown CIL funding requested: unspecified Other funding: unspecified 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 this year.	<input checked="" type="checkbox"/>	Does not meet a local need arising from new development
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"/>	£16,581	Total cost: unknown CIL funding requested: unspecified Other funding: unspecified 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"/>	£217,427	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"/>	£16,581	No CIL funding required - will be provided by CCG	<input checked="" type="checkbox"/>	No CIL funding required
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 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 type="checkbox"/>		No CIL funding required - will be provided by CCG	<input checked="" type="checkbox"/>	No CIL funding 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?					
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"/>	£217,427	Total cost: £30,000 CIL funding requested: unspecified Other funding: unspecified 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"/>		Total cost: unknown CIL funding requested: unspecified Other funding: unspecified 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	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"/>		Total cost: unknown CIL funding requested: unspecified Other funding: unspecified 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"/>	£217,427	Total cost: unknown CIL funding requested: unspecified Other funding: unspecified 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"/>	£217,427	Total cost: unknown CIL funding requested: unspecified Other funding: unspecified 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

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?	2020 Assessment Comments	Remove from 2020 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?
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"/>	£19,450	Total cost: £50,000 CIL funding requested: unspecified Other funding: unspecified	<input checked="" type="checkbox"/>	Does not meet a local need arising from new development
48	Not started	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"/>	£16,581	Total cost: £120,000 CIL funding requested: £60,000 (50%) Match funding: £60,000 (50%) from Football Foundation	<input checked="" type="checkbox"/>	CIL Funding was granted for this in 2018/19, but there have been issues within the football club which have resulted in this project no longer being required. Whilst the Council are currently investigating new partners, this scheme has not been delivered within the two year timeframe and so CIL monies previously allocated are to be returned to the Council funding pot for re-allocation. Should the project be supported and wanted again, this can be considered again.
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"/>	£16,581	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"/>	£16,581	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

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?	2020 Assessment Comments	Remove from 2020 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?					
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"/>	£409,285	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"/>	£93,142	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"/>	£19,450	Total cost: £30,000 CIL funding requested: unspecified Other funding required: unspecified Insufficient development has occurred in Parbold to be able to recommend this scheme for CIL funding this year.	<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	Total cost: £30,000 CIL funding requested: unspecified Other funding required: unspecified 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
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"/>	£5,704	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

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?	2020 Assessment Comments	Remove from 2020 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?					
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"/>	£217,427	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"/>	£217,427	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"/>	£217,427	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"/>	£217,427	Will not require CIL funding	<input checked="" type="checkbox"/>	CIL monies will not be required
22	Not started	Burscough library	Provision of a new library of appropriate size in central location to support additional	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"/>	£217,427	Total cost: unknown CIL funding requested: unspecified Other funding required: unspecified 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

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?	2020 Assessment Comments	Remove from 2020 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?					
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"/>	£217,427	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"/>	£217,427	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 project is intended to be delivered mainly on-site within major development sites, with those sections linking the sites funded through Section 106 contributions. A total of £95,000 has been received to date from S106, and is available to spend as the project is designed.	<input checked="" type="checkbox"/>	Not on R123 list
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

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?	2020 Assessment Comments	Remove from 2020 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?
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"/>	£409,285	Total cost: £1.7million CIL funding requested: none Other funding: unspecified This scheme cannot be considered for CIL funding.	<input checked="" type="checkbox"/>	Not on the R123 list, does not require CIL funding

ID	Status	Project name	Project description	Location	Lead Organisation	Considerations A				Considerations B		Local CIL monies available?	Short-list for potential 2021/22 strategic CIL funding?	2020 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 type="checkbox"/>	<input checked="" type="checkbox"/>	£409,285	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, there are 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.</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"/>	£73,862	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. We are aware that Up Holland Parish Council are investigating proposals, and we will continue to liaise between the parish and LCC.</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 2021/22 strategic CIL funding?	2020 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"/>	£73,862	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 & 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 2021/22 strategic CIL funding?	2020 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"/>	£71,892	No	<p>Total cost: c.£805,000 CIL funding requested: c.£395,000 Other funding required: c.£410,000 (capital / grant 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 falls as an appropriate infrastructure use, 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. In any case, CIL funding could not be made available until at least 2021/22 as this project, like others, needs to go through the year-long CFP process for consideration and is subject to a decision on funding.</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 NCIL that 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</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 2021/22 strategic CIL funding?	2020 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?				

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.

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"/>	£217,427	No	<p>Total cost: £21,040 CIL funding requested: £21,040 Other funding required: nil</p> <p>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 Town Council has received significant levels of CIL monies to date and so, in the interests of best value, it is considered appropriate that the scheme proposer approaches Burscough Town Council for neighbourhood CIL funding in the first instance.</p>				
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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 2021/22 strategic CIL funding?	2020 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?				
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	<p>Total cost: £80,000 CIL funding requested: £80,000 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. 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. The bids imply that the full costs of the improvements should be met from CIL but 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>
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"/>	£217,427	No	<p>Total cost: £60,000 CIL funding requested: £60,000 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. 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. The bids imply that the full costs of the improvements should be met from CIL but 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 2021/22 strategic CIL funding?	2020 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?				
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"/>	£409,285	No	<p>Total cost: £40,000 CIL funding requested:£40,000 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. 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. The bids imply that the full costs of the improvements should be met from CIL but 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>
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"/>	£5,704	No	<p>Total cost: £100,000 CIL funding requested: £100,000 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. 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. The bids imply that the full costs of the improvements should be met from CIL but 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 2021/22 strategic CIL funding?	2020 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"/>	£19,450	No	<p>Total cost: £100,000 CIL funding requested: £100,000 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. 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. The bids imply that the full costs of the improvements should be met from CIL but 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>
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"/>	£217,427	No	<p>Total cost: £140,000 CIL funding requested: £140,000 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. 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. The bids imply that the full costs of the improvements should be met from CIL but 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 2021/22 strategic CIL funding?	2020 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?				
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"/>	£73,862	No	<p>Total cost: £45,000 CIL funding requested: £45,000 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. 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. The bids imply that the full costs of the improvements should be met from CIL but 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"/>	£409,285	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 2021/22, 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 2021/22 strategic CIL funding?	2020 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?				
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"/>	£16,581	No	<p>Total cost: £100,000 CIL funding required: £77,000 Other funding required: £33,000</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. Some of this has now been delivered through £32K of S106 monies.</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, but these monies have now been allocated to upgrading the MUGA/football area and are therefore unavailable.</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 2021/22 strategic CIL funding?	2020 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?				
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"/>	£217,427	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 2021/22 strategic CIL funding?	2020 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 Town 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"/>	£217,427	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>
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"/>	£73,862	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 this year.</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 2021/22 strategic CIL funding?	2020 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?
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"/>	£0	No	Total cost: £165,000 CIL funding requested: £165,000 Other funding: £0. No match funding has yet been sourced for this scheme. 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.	
167	Not started	Up Holland cycle route provision and improvements	Creation of an Up Holland cycle link	Mill Lane, Up Holland	Lancashire County 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"/>	£73,862	No	Total cost: unknown CIL funding requested: none Other funding required: unspecified Whilst there has been sufficient development in the local area to warrant improved cycling facilities, there is insufficient detail in this proposal, including costs and delivery timescales, to recommend it be shortlisted for CIL funding in the following financial year.
166	Not started	Cycle route along the old Bickerstaffe-Skelmersdale rail link	New cycle route along the former railway line between Bickerstaffe and Skelmersdale, linking Jubilee Woods cycle trails with Skelmersdale via White Moss Road South.	Bickerstaffe / Skelmersdale	Lancashire County Council	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£16,581	No	Total cost: unknown CIL funding requested: none Other funding required: unspecified Whilst there has been sufficient development in the local area to warrant improved cycling facilities, there is insufficient detail in this proposal, including costs and delivery timescales, to recommend it be shortlisted for CIL funding in the following financial year.

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 2021/22 strategic CIL funding?	2020 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"/>	£73,862	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"/>	£16,581	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"/>	£119,047	No	Total cost: unknown CIL funding requested: unspecified Other funding: unspecified Lathom South has seen development of 92 homes commenced at the allocated site at Firwood 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. Lathom South Parish Council have received funds which may provide alternative funding for this scheme.

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 2021/22 strategic CIL funding?	2020 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 Town 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"/>	£217,427	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 Town Council are already in receipt of significant levels 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 2021/22 strategic CIL funding?	2020 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?
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"/>	<input type="checkbox"/>	£16,581	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).</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. £32,169 of S106 monies were assigned to some of these works (the MUGA and landscaping) in 2020, and so are no longer available as match funding for CIL. No further details have been received regarding other proposals.</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 a lack of details on the outstanding proposals, it is not recommended that this project is allocated CIL funding at this time</p>
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"/>	£409,285	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>	

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 2021/22 strategic CIL funding?	2020 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?				
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 checked="" type="checkbox"/>	<input type="checkbox"/>	£16,581	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&G) for use on cycling and pedestrian facilities and sustainable transport measures. Work continues with LCC to identify and progress such schemes.</p>
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"/>	£217,427	No	<p>Total cost:£100,000 CIL funding requested: unspecified Other funding: 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. 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 this year. Burscough Town Council also have funding available.</p>
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"/>	£409,285	No	<p>Total cost: £35,000 CIL funding requested: unspecified Other funding: unspecified</p> <p>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 this year.</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 2021/22 strategic CIL funding?	2020 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?
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"/>	£16,581	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 this year. Scheme will help accessibility improvement for vulnerable road users. This proposal is 5th in proposal priorities and has a high LTP score of 16.
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£16,581	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 this year. 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"/>	£409,285	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 this year.

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 2021/22 strategic CIL funding?	2020 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?
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"/>	£3,682	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 this year.
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"/>	£3,682	No	Total cost: £15,000 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 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 this year.
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	Total cost: unknown CIL funding requested: unspecified Other funding: unspecified Insufficient information has been provided about this scheme in relation to being able to recommend this scheme for CIL funding this year.

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 2021/22 strategic CIL funding?	2020 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?				
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"/>	£16,581	No	Total cost: £12 million CIL funding requested: unspecified Other funding: unspecified 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.
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 type="checkbox"/>	<input type="checkbox"/>	£16,581	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"/>	£409,285	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.

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 2021/22 strategic CIL funding?	2020 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?				
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 type="checkbox"/>	<input checked="" type="checkbox"/>	£409,285	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.
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"/>	£217,427	No	Total cost: £200,000 CIL funding requested: unspecified Other funding required: 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. 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.
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"/>	£217,427	No	Total cost: £5 million CIL funding requested: unspecified Other funding required: unspecified 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.

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 2021/22 strategic CIL funding?	2020 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?
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 type="checkbox"/>	<input checked="" type="checkbox"/>	£3,682	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 underway 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>
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	<p>Total cost: unknown CIL funding requested: unspecified Other funding required: unspecified</p> <p>Insufficient information has been provided about this scheme to be able to recommend this scheme for CIL funding this year.</p>
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	<p>Total cost: unknown CIL funding requested: unspecified Other funding required: unspecified</p> <p>Insufficient information has been provided about this scheme to be able to recommend this scheme for CIL funding this year. S106 monies are available to use on the linear park. Hesketh-with-Becconsall, and Tarleton, Parish Councils are in receipt of NCIL monies, which they may be interested to use to help develop this scheme.</p>

WEST LANCASHIRE BOROUGH COUNCIL

CIL FUNDING PROGRAMME 2021/22

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

2020 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 in the following financial year 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 2021/22?

Yes

ID 168

Project name **Appley Bridge – Parbold Towpath Enhancement**

Location	Appley Bridge – Parbold
Project description	Towpath enhancements along the Leeds Liverpool Canal between Bridge 42 Appley Lane South, Appley Bridge and Bridge 37 Mill Lane Parbold - a distance of approx. 3.5 miles.
Status	Not started
Lead agency	Canal and River Trust
Project partners	WLBC

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?

There has been relatively little development in Appley Bridge or Parbold with which to generate a need for this project directly. However, the scheme would form part of wider works to improve the network for cyclists and pedestrians, by connecting Appley Bridge with Parbold, and then in turn the areas beyond that including Burscough, Wigan and Southport.

Canal & River Trust are currently working with Wigan Council to secure Transport for Greater Manchester (TfGM) funding to deliver a towpath enhancement project on the Leeds Liverpool Canal linking Wigan Town Centre to the border with West Lancashire (Appley Bridge). If successful, this current scheme will be programmed for delivery in 2021.

Is it a project listed on the R123 list?

Yes

Type of infrastructure:

Strategic Green Infrastructure.

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?	No
Transport and Highways?	No
Leisure Strategy?	No
Green Infrastructure?	Yes
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:

The canal is a huge 'pull' factor in the attractiveness of this area of West Lancashire and provides a real focal point for the villages through which it passes. As a result of more houses being built within the wider area it is anticipated that into the future more people will want to use the towpath for commuting, leisure and wellbeing reasons and visit the canal as a destination. Improvements to the towpath will create economic (tourism, active travel to work), environmental and health improvements.

What level will improvements be delivered at?

Local level

Yes

Town level

Yes

Borough level

Yes

Comments:

The canal is a strategic asset which is of great importance locally in Parbold and Appley Bridge but also extends outside this boundary across West Lancashire and beyond through Wigan into East Lancashire and the Liverpool City Region. Benefits therefore extend beyond the local area, across the borough and beyond.

Does the proposal have a positive impact on equality

Yes

Comments:

The towpath is a public facility that is open on a year-round basis for use by all irrespective of gender, race, age, religion, sexuality and disability. In its current condition however use of the towpath may at times be limited for those with mobility issues. It would be our ambition through this project to provide an improved surfacing which would reduce these limitations.

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:

A Project Manager would be drawn from our existing staff to lead the delivery of this project. A full design would need to be undertaken and this work would be led by the project manager co-ordinating internal colleagues from relevant teams – environment, engineering, heritage, community engagement.

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

Major risks / impacts

Comments:

The canal is part of a wider strategic network that defines some parts of West Lancashire – indeed many of the towns along the route sprang up as a direct result of the canal. The ambition of this project is to provide a year round facility that people can use and enjoy by improving the canal towpath – the space where the majority of activity takes place along the canal corridor. This is being achieved on a piecemeal basis at the moment as funding opportunities present themselves. The impact of an increase in use

ID 168

Project name **Appley Bridge – Parbold Towpath Enhancement**

but without associated improvements would be that the towpath deteriorates further and becomes less useable.

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

No

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

Canal & River Trust are the owner of all towpath on which these works would take place.

Provide key milestones/tasks for the project:

A full design of the scheme is required before any capital works can take place. This work would be led by the Canal & River Trust.

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

Canal & River Trust

Are project costs known?

Yes

Project cost

Design £20,000
Project management £10,000
Contract costs (improvement works) £400,000
Total = £430,000

Are CIL monies requested/required

Yes

CIL / Match funding

CRT capital - £15,000 (proposed, to be secured)
Grant - £30,000 (proposed, to be secured)
CIL - £385,000

If our internal request for capital contribution to the project and our applications for grant were not successful then we would need to scale back the scheme to fit within the CIL funding available or request further CIL contribution to the project.

Has the parish council received Local CIL?

Total CIL awarded to parish council to date

£19,450

2020 Assessment Comments

Total cost: £430,00
CIL funding requested:£385,000
Other funding required:CRT capital - £15,000 (proposed, to be secured), Grant - £30,000 (proposed, to be secured)

Whilst there has been relatively little development in Appley Bridge or Parbold with which to generate a need for this project directly, the scheme would form part of wider works to improve a wide network for cyclists and pedestrians, by connecting Appley Bridge with Parbold, and then in turn the areas beyond that including Burscough, Wigan and Southport. This scheme would therefore support development in outlying areas and across the borough. CRT are working with Wigan Council and TfGM to improve part of the Wigan towpath network, which this project could connect with. Some match funding has been proposed, and the scheme can be delivered within 2 years. The scheme has the opportunity to deliver economic, GI, active travel, health and wellbeing and environmental benefits.

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.

Shortlisted for potential funding in 2021/22?

Yes

ID 169

Project name

West Lancashire Dial-a-Ride

Location

Borough-wide

Project description

Dial-a-Ride is an accessible passenger transport service for West Lancashire, already supported by Lancashire County Council.

Status

Not started

Lead agency

West Lancashire Dial-a-Ride

Project partners

LCC, WLBC

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?

Development is being delivered across the Borough, including in areas not well-served by public transport. Whilst this proposal is for the continuation of an already existing service, it will also support increasing demand as a result of new developments.

Is it a project listed on the R123 list?

Yes

Type of infrastructure:

Strategic transport

Provision of new infrastructure?

No

Improvement of existing?

Yes

Replacement of existing?

No

Operation?

Yes

Maintenance?

No

Is the project identified in strategy / policy

Yes

Local Plan 2012-2027?

No

Transport and Highways?

Yes

Leisure Strategy?

No

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?

No

Ambitious for health and wellbeing?

Yes

Comments:

The Transport Masterplan records an expected steady growth in the borough's population, including those who are aged, and expects that the transport network will be required to accommodate new development and support economic growth sustainably. In addition, the health and wellbeing strategy records that loneliness causes illness whilst reliable access to health facilities favourably impacts people's wellbeing and NHS efficiency. Whilst this proposal

is for the continuation of an already existing service, it will also support increasing demand as a result of new developments. This will enable people to access necessary services, including GPs and hospitals.

What level will improvements be delivered at?

Local level

No

Town level

No

Borough level

Yes

Comments:

Currently DAR provides transport for any qualifying resident in any part of the borough. It takes people to family and shops and to any health venue in the borough (including Southport hospital). To maintain its service, DAR needs to receive sufficient funding to maintain this inclusivity and geographic reach, particularly as the population increases.

Does the proposal have a positive impact on equality

Yes

Comments:

DAR focusses on the needs of residents who cannot access public transport because of age, disability or social isolation. Services are provided to this demographic without discrimination in any way.

Has the project already benefitted from engagement?

Yes

Comments:

DAR currently provides accessible transport with the active support of several community groups including CVS, Age UK, Mencap, vocation training providers and residential care providers.

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:

This project, which is to sustain and grow existing services, is already running.

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

Major risks / impacts

Comments:

For many years WLBC has been a significant and valued funder of this service. Recently DAR have been successful in securing renewed funding from LCC and other sources. DAR also raise significant income through fares and subscriptions. However, without support from WLBC, services will continue but at a reduced level. Because many vehicle costs are fixed, a reduction in funding would have to be accommodated by disproportionate cuts in service, in particular, in their inclusivity and borough-wide reach. Bus services may have to be concentrated around just the main population centres of Skelmersdale and Ormskirk. Booking line hours may also have to be reduced.

However, whilst this proposal is for the continuation of an already existing service, it will also support increasing demand as a result of new developments.

ID 169

Project name

West Lancashire Dial-a-Ride

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

The current operations demonstrate the demand for the service and a capacity to meet this demand. DARs achievements demonstrate the ability to adapt to changes and growth in the community

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

No. DAR is experienced at operating community transport services. Services are legally compliant, sustainable and supported by the community.

Provide key milestones/tasks for the project:

Milestones will be the month-on-month achievements in:
- Delivery of services measured as single passenger trips;
- Sustained inclusivity and reach across the borough, measured by the demographic spread of journeys.

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

The trustees of West Lancashire Dial a Ride Association

Are project costs known?

Yes

Project cost

Total cost: £186,269 (1 year)
CIL funding requested: £31,555 (17%)
Other funding required: £154,714

Are CIL monies requested/required

Yes

CIL / Match funding

Total cost: £186,269 (1 year)
CIL funding requested: £31,555 (17%)
Other funding required: £154,714

The proposal requested funding for a 3 year period, with the total cost of the scheme totalling £558,807 and seeking £94,665 of CIL funding for that period with the remaining £464,142 match funded through other sources (including fare revenues, LCC contract, transport consortium and fuel rebates). The above details show the cost of the service for 1 year. Should further CIL funds be sought after that year, then further bids can be made.

The funding sources shown above are fully assured. In particular, the funding from LCC is agreed within the terms of a three-year community transport contract with Lancashire Community Transport Consortium released in May 2020

Has the parish council received Local CIL?

Total CIL awarded to parish council to date

2020 Assessment Comments

Total cost: £186,269 (1 year)
CIL funding requested: £31,555 (17%)
Other funding required: £154,714

The proposal requested funding for a 3 year period, with the total cost of the scheme totalling £558,807 and seeking £94,665 of CIL funding for that period with the remaining £464,142 match funded through other sources (including fare revenues, LCC contract, transport consortium and fuel rebates). The above details show the cost of the service for 1 year. Should further CIL funds be sought after that year, then further bids can be made.

Development is being delivered across the borough, including that in areas which are not particularly well-served by public transport. Whilst DAR is an existing service and monies are required for its current continuation and to prevent the service being reduced, financial support of this service through CIL monies also enables the scheme to support changing needs and demand

ID 169

Project name

West Lancashire Dial-a-Ride

created by new development across the Borough.

Shortlisted for potential funding in 2021/22?

Yes

ID 170

Project name

Helmsdale Replacement Play Area

Location

Helmsdale, Birch Green, Skelmersdale

Project description

Replacement play area

Status

Not started

Lead agency

WLBC Leisure

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?

Helmsdale is play area serving the Birch Green area of Skelmersdale but the site is degraded and the currently without play equipment. There has been development within Birch Green, including Firbeck and Findon, with which to justify a need for this project as a result of new development.

Is it a project listed on the R123 list?

Yes

Type of infrastructure:

Open space; play area

Provision of new infrastructure?

No

Improvement of existing?

Yes

Replacement of existing?

Yes

Operation?

No

Maintenance?

No

Is the project identified in strategy / policy

Yes

Local Plan 2012-2027?

No

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?

No

Ambitious for our environment?

Yes

Ambitious for health and wellbeing?

Yes

Comments:

This play area would serve a whole estate and is therefore an important facility to re-instate. The Friends of Helmsdale Park was established by local residents/volunteers to try and secure external funding to fund a new play area but have been unsuccessful. WLBC Housing have been working with the group to try and re-instate the playground and improve the surrounds of the playground by

undertaking tree management work and boundary works. Therefore, this project would provide environmental improvements, as well as being of great benefit to the community and their health and wellbeing.

What level will improvements be delivered at?Local level Town level Borough level Comments: **Does the proposal have a positive impact on equality**

Comments:

Has the project already benefitted from engagement?

Comments:

Can it be delivered short-termDelivery within 1-2 years? Delivery within 3-5 years? Delivery over 5 years? Delivery unknown? Comments:

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

Comments:

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?

Are project costs known?

Project cost

Are CIL monies requested/required

CIL / Match funding

ID 170

Project name

Helmsdale Replacement Play Area

WLBC Housing can provide £20,000 towards the scheme, and the remaining £9,000 can be taken from the WLBC Playground Capital programme.

Has the parish council received Local CIL?

Total CIL awarded to parish council to date

£16,581

2020 Assessment Comments

Total cost: £48,000
CIL funding requested: £19,000
Other funding required: £29,000

Helmsdale Play area has been identified as being in need of investment and improvement to support health and wellbeing. The scheme would support new development in Skelmersdale and delivery can be undertaken in 1-2 years. Whilst NCIL monies are available in Skelmersdale, they are not at sufficient level to fund this scheme and therefore it is more appropriate to recommend that strategic CIL is used to fund this project.

Shortlisted for potential funding in 2021/22?

Yes

ID 171

Project name West End playing field, Ormskirk

Location Ormskirk

Project description Access and environmental improvements to West End playing field

Status Not started

Lead agency WLBC Leisure

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?

There has been sufficient levels of development in Ormskirk to justify a need for this project as a result of new development. West End playing field is the main green open space serving Scott ward in Ormskirk. There has been significant development in the Scott ward as a result of the Grove Farm housing development.

Is it a project listed on the R123 list?

Yes

Type of infrastructure:

Open space

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? No

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? No

Ambitious for our environment? No

Ambitious for health and wellbeing? Yes

Comments:

The site currently comprises an open grassed area with a single footpath running through, providing access to the local primary school, and towards the town centre. Requests have been received by local ward councillors for improvements to be made to this site. The proposal looks to provide safe, improved access by re-surfacing the footpath, seating places within the park and alongside the play

area, safe and secure fencing along the stream, and management of the trees to remove risk to children. This will encourage use of the open space and benefit health and wellbeing.

What level will improvements be delivered at?

Local level

Yes

Town level

Yes

Borough level

No

Comments:

This scheme will deliver benefits to residents of Scott ward, and to the rest of Ormskirk.

Does the proposal have a positive impact on equality

Yes

Comments:

Has the project already benefitted from engagement?

Yes

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:

If approved, the scheme can be implemented in 2021/22

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

Minor risks / impacts

Comments:

The improvements would not be delivered.

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

Yes

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

Without CIL funding, this scheme will not be deliverable.

Provide key milestones/tasks for the project:

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

WLBC Leisure

Are project costs known?

Yes

Project cost

Footpath Re-surfacing £27,000
 Seating Bays £6,500
 Picnic Areas £5,000
 Fencing Improvement £10,000
 Tree management £5,000
 Signage £4,500
 Total - £58,000

Are CIL monies requested/required

Yes

CIL / Match funding

Total cost: £58,000
 CIL funding requested: £58,000
 Other funding required: nil

ID 171

Project name West End playing field, Ormskirk

Has the parish council received Local CIL?

Total CIL awarded to parish council to date £409,285

2020 Assessment Comments

Total cost: £58,000
CIL funding requested: £58,000
Other funding required: nil

West End playing fields have been identified as being in need of investment and improvement to support health and wellbeing. The scheme would support new development in Ormskirk and delivery can be undertaken in 1-2 years. It would seem appropriate for the scheme to be funded by available Ormskirk NCIL monies, rather than strategic CIL, so to ensure most effective use of the Council's CIL revenue.

Shortlisted for potential funding in 2021/22? Yes

ID 172

Project name

Halsall Lane Park, Ormskirk

Location

Ormskirk

Project description

Extension of play area to include new swings and access

Status

Not started

Lead agency

WLBC Leisure

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?

There has been sufficient levels of development in Ormskirk to justify a need for this project as a result of new development.

Is it a project listed on the R123 list?

Yes

Type of infrastructure:

Open space; childrens playground equipment

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?

No

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?

No

Ambitious for our environment?

No

Ambitious for health and wellbeing?

Yes

Comments:

Halsall Lane Park has been identified within the Council's Playground Improvement Programme as a facility in need of investment.

What level will improvements be delivered at?

Local level

Yes

Town level

Yes

ID 172

Project name

Halsall Lane Park, Ormskirk

Borough level

No

Comments:

Does the proposal have a positive impact on equality

Yes

Comments:

Has the project already benefitted from engagement?

Yes

Comments:

Community engagement has been undertaken in 2019.

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:

If approved, the scheme can be implemented in 2021/22

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

Minor risks / impacts

Comments:

No improvements to the park can be delivered.

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

Following community engagement, requests from ward councillors, and an assessment of the site during 2019 a proposal to extend the playground with the addition of 2 types of swings for under 12 year olds was put forward in the improvement programme. (the current playground has no swings).

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

Only if funding cannot be awarded.

Provide key milestones/tasks for the project:

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

WLBC Leisure

Are project costs known?

Yes

Project cost

2 seat swing bay (inc fencing/surfacing) £3,000
1 basket swing (inc. fencing/surfacing) £6,000
Associated tree management works £1,000
Total £10,000

Are CIL monies requested/required

Yes

CIL / Match funding

Total cost: £10,000
CIL funding requested: £10,000
Other funding required: nil

Has the parish council received Local CIL?

Total CIL awarded to parish council to date

£409,285

2020 Assessment Comments

ID 172

Project name

Halsall Lane Park, Ormskirk

Total cost: £10,000
CIL funding requested: £10,000
Other funding required: nil

Halsall Lane Park has been identified within the Councils Playground Improvement Programme as a facility in need of investment. Following community engagement, along with requests from ward councillors, this proposal is to extend the playground to provide 2 types of swings for under 12 year olds. This provides active play and so supports health and wellbeing. The scheme would support new development in Ormskirk and delivery can be undertaken in 1-2 years. It would seem appropriate for the scheme to be funded by available Ormskirk NCIL monies, rather than strategic CIL, so to ensure most effective use of the Council's CIL revenue.

Shortlisted for potential funding in 2021/22?

Yes

ID 173

Project name Long Heyes Play area

Location Ashurst, Skelmersdale

Project description Extension of the play development project to allow it to provide play facilities for the under-6 age group, with associated parents seating facilities.

Status Not started

Lead agency WLBC Leisure

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?

There has, and is, significant development in Ashurst - most notably through the Whalleys/Cobbs Clough residential developments. This scheme would therefore help support new development in that area.

Is it a project listed on the R123 list?

Yes

Type of infrastructure:

Childrens 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? No

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? No

Ambitious for our environment? No

Ambitious for health and wellbeing? Yes

Comments:

This proposal is in keeping with the Leisure strategy for play facilities, and supports significant residential development in Ashurst (including the Whalleys/Cobbs Clough developments). It would provide wider opportunities for play facilities for younger age groups.

ID 173

Project name

Long Heyes Play area

What level will improvements be delivered at?

Local level

Yes

Town level

Yes

Borough level

No

Comments:

The project will provide improvements to the immediate locality, but also be accessible by residents of other areas of the town should they so wish.

Does the proposal have a positive impact on equality

Yes

Comments:

Has the project already benefitted from engagement?

No

Comments:

Unknown

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:

The project can be delivered within 2 years.

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

Minor risks / impacts

Comments:

The under-6s scheme could not be funded.

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?

No risks known. This scheme would complement the current play development for 6 to 14 year olds being funded by WLBC Play capital and HRA funding.

Provide key milestones/tasks for the project:

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

WLBC Leisure Services

Are project costs known?

Yes

Project cost

£30,000

Are CIL monies requested/required

Yes

CIL / Match funding

Total cost: £30,000
CIL funding requested: £30,000
Other funding required: nil

Has the parish council received Local CIL?

Total CIL awarded to parish council to date

£16,581

2020 Assessment Comments

ID 173

Project name

Long Heyes Play area

Total cost: £30,000
CIL funding requested: £30,000
Other funding required: nil

This scheme is in Ashurst, where there is significant residential development at Whalleys/Cobbs Clough. This scheme would therefore help support new development in that area. The scheme complements a current play development for 6 to 14 year olds being funded by play capital and HRA funding. The project would help support opportunities to improve health and enable play, support social interaction. The scheme can be delivered within the next 2 years.

Shortlisted for potential funding in 2021/22?

Yes

ID 174

Project name Clough Valleys environmental improvements

Location Delph Clough, Elmers Clough & Westheads Clough, Skelmersdale

Project description Access improvements, woodland management, drainage works, routine cleansing and vegetation clearance to upgrade the environment and develop the recreational and ecological potential of the three cloughs.

Status Not started

Lead agency WLBC Leisure

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?

There has been development across Skelmersdale, including that at Delph Clough (west of Evenwood Court), and so this scheme would provide central improvements to support that new development, as well as to attract residents in from other parts of the borough.

Is it a project listed on the R123 list?

Yes

Type of infrastructure:

Green infrastructure - natural spaces

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? No

Transport and Highways? No

Leisure Strategy? Yes

Green Infrastructure? Yes

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:

The scheme provides environmental, recreational and ecological improvements to three main valleys in Skelmersdale, to improve public accessibility and use of these natural spaces, providing opportunities for health/wellbeing. It also provides the opportunity

ID

174

Project name

Clough Valleys environmental improvements

to attract visitors to Skelmersdale, thereby boosting the local economy.

What level will improvements be delivered at?

Local level

Yes

Town level

Yes

Borough level

No

Comments:

The project will provide improvements to the immediate locality, but also be accessible by residents of other areas of the town and surrounding areas, should they so wish.

Does the proposal have a positive impact on equality

Yes

Comments:

The project will improve access to the cloughs

Has the project already benefitted from engagement?

No

Comments:

Unknown

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:

The scheme can be delivered within 1-2 years

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

Minor risks / impacts

Comments:

The scheme may not be delivered without CIL monies.

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 Leisure

Are project costs known?

Yes

Project cost

Delph Clough - access and woodland management works - £15,000
Elmers Clough - access, cleansing and drainage/culvert works - £20,000
Westheads Clough - access and infrastructure works - £10,000
Contingency - £5000
Total cost = £50,000

Are CIL monies requested/required

Yes

CIL / Match funding

CIL monies are required to deliver the project. Without CIL, it is likely these improvements cannot be delivered.

Has the parish council received Local CIL?

ID 174

Project name Clough Valleys environmental improvements

Total CIL awarded to parish council to date £16,581

2020 Assessment Comments

Total cost: £50,000
CIL funding requested: £50,000
Other funding required: nil

There has been development across Skelmersdale, including that at Delph Clough (west of Evenwood Court), and so this green infrastructure scheme would provide central improvements to support that new development, as well as to attract residents in from other parts of the borough as visitors. The scheme will include delivery through community engagement / volunteers, managed by the Council ranger service. The scheme will deliver a range of recreational, environmental, ecological and community improvements that will help improve the health and wellbeing of the town/borough's residents.

Shortlisted for potential funding in 2021/22? Yes

Equality Impact Assessment Form



Directorate: Growth and Development	Service: Planning
Completed by: Helen Hatch	Date: 21 July 2020
Subject Title: Draft Community Infrastructure Levy (CIL) Funding Programme 2021/22	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	No <i>*delete as appropriate</i>
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 (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes
Details of the matter under consideration:	The approval of public consultation on the proposed funding priorities for spending CIL monies in 2021/22.
<p><i>If you answered Yes to any of the above go straight to Section 3</i></p> <p><i>If you answered No to all the above please complete Section 2</i></p>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No* <i>*delete as appropriate</i>
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	-
If you answered No 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>	-
3. EVIDENCE COLLECTION	
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 2021/22, 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 2021/22 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>4. DATA ANALYSIS</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 2021/22 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 2021/22.
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?	Any completed equality surveys will be analysed and reported on.
If any further data/consultation is needed and is to be gathered, please specify:	-
5. IMPACT OF DECISIONS	
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 2021/22. 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>
6. CONSIDERING THE IMPACT	
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>
7. MONITORING AND REVIEWING	
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 Framework. Consultation methods will be reviewed annually. All comments we received

	<p>will be considered in preparing the final recommendations for CIL expenditure in 2021/22. 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: 8th September 2020

Report of: Head of Finance, Procurement & Commercial Property Services

Relevant Portfolio Holder: Councillor A Yates

Contact for further information: Rebecca Spicer (Extn. 5098)
(E-mail: rebecca.spicer@westlancs.gov.uk)

SUBJECT: RISK MANAGEMENT

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.

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 an EU Exit has been downgraded from 'concerned' to 'uneasy' as recently tested, robust Business Continuity Plans are in place.
- 4.3 The risk "Covid-19" has been downgraded from 'very concerned' to 'concerned' as Business Continuity Plans have all been updated and externally audited.
- 4.4 The risk entitled "West Lancashire Development Company" has moved from the 'content' to the 'uneasy' category as the market will have been impacted by COVID-19 and the business plan needs to be reconsidered in this light.
- 4.5 A new risk has been entered onto the register entitled "Leisure Contract" and has been scored in the uneasy category. Controls are in place to manage this risk as weekly review meetings are being held with Serco along with formal monthly reviews. A Cabinet Working Group has been established and is kept informed in relation to progress.
- 4.6 A new risk in relation to preparation of the new local plan has also been added to the register and falls within the uneasy category however several controls are in place to efficiently manage this risk.
- 4.7 There are no risks that currently fall into the very concerned category.

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.

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

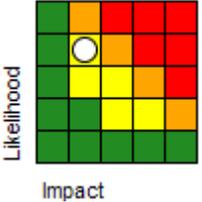
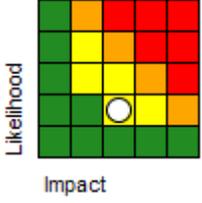
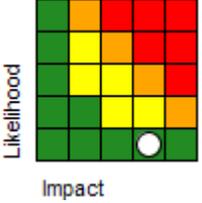
Appendix A – Key Risks Register

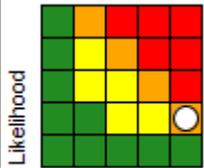
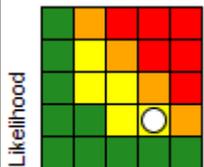
Appendix A Key Risk Register

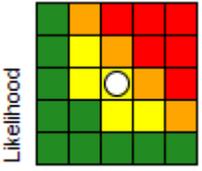


Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
Finance, Procurement & Commercial Property FRS 309	Potential Treasury Management Investment Losses.	Volatility in financial markets can create risks on investments, 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.	Head of Finance Procurement & Commercial Property	Operational arrangements continue to be reviewed and monitored in the light of current market conditions. A Prudential Indicators and Treasury Management Report was presented to Council in February 2020.		10 Concerned
Finance, Procurement & Commercial Property	Achieving a balanced General Revenue Account budget position	On-going reductions in Government funding and other financial pressures, COVID for example, 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.	Head of Finance Procurement & Commercial Property	The Sustainable Organisation Review was agreed at Council in July 2019, The main implementation is due to take place in April 2020.		10 Concerned

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
Finance, Procurement & Commercial Property	Implementing 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 regular 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>	Head of Finance Procurement & Commercial Property	The project is now in the implementation phase.	<p>Likelihood</p> <p>Impact</p>	10 Concerned
Page 310 Place & Community Directorate	Covid-19	Business continuity, staff and supplier disruption.	Business continuity plans.	Corporate Director of Place & Community	Corporate Incident Management Team & a tactical group meeting weekly. Risk based operational groups also in place. Regular teleconferencing with all Local Resilience Forum Groups. Business Continuity plans all updated & externally audited by LFRS. Service re-start work now in progress in line with national guidance. Cabinet briefings held monthly. Staff updates provided weekly from Chief Operating Officer.	<p>Likelihood</p> <p>Impact</p>	10 Concerned

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
Place & Community Directorate	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. These plans are tested on a regular basis and updated accordingly.	Corporate Director of Place & Community	All plans were updated in readiness for EU Exit and then again at the start of COVID-19.		8 Uneasy
Place & Community Directorate	EU Exit	Potential widespread disruption of Council services.	Business Control Plans strategic leadership input internal working group.	Corporate Director of Place & Community	No Government guidance being issued at present in relation to the leave date in Dec 2020. All preparations made for Jan 20 are still in place, Business Continuity plans are up to date and third party providers were contacted to ensure they had no issues		6 Uneasy
Housing & Regulatory Services	Balancing the HRA Budget	Mitigating the potential impact of the pandemic whilst ensuring appropriate investment in assets based on regulatory compliance and robust stock condition data.	Revised management structure implemented Income management and financial inclusion supplemented with additional resource Partnership arrangement with DWP 100% Stock condition survey completed, Asset Management Strategy approved and being implemented New Repairs & Maintenance contract implemented Review of HRA Business Plan to be concluded	Head of Housing & Regulatory Services	Notwithstanding the current challenges in responding to the pandemic agile financial management ensures the HRA remains healthy.		4 Content

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
Page 312 Housing & Regulatory Services	Landlord Compliance & Regulatory Requirements (Health & Safety)	Injury or death to tenants, resident or visitors. Significant adverse publicity. Regulatory impact.	There are robust processes in place to ensure the required inspection cycles are met relating to the 5 key risk areas for statutory compliance relating to; Gas Safety / Fire Safety/ Asbestos Management / Water Management and Electrical Safety.	Head of Housing & Regulatory Services	Compliance is monitored and reported to the Head of Service on a weekly basis and reported quarterly.		10 Concerned
			Review of the processes and procedures is incorporated into the internal audit programme.		Property Services Manager has reviewed the current risk assessment score and while robust procedures are in place, they are yet to be fully embedded and tested via Internal Audit.		
			Migration to system driven management is underway.		In addition, the current pandemic has inhibited property access for gas/electric inspections however this is a sector wide issue.		
Transformation & Resources Directorate	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.	Project concluded in October 2019 delivered a more coherent corporate structure for electronic records on the Council's network with appropriate management arrangements, including access permissions appropriate to job role. Work planned (RFP33180) to move databases, applications and scripts to a separate drive (in line with best practice). Staff guidance has	Corporate Director of Transformation & Resources	Information governance to be further reviewed by an Information Governance unit provided through the SORP process. The risk matrix reflects the need to keep the constant increase in creation and storage of all electronic data storage under review.		8 Uneasy

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
			been provided but will be further reviewed and enhanced by an Information Governance Manager through the SORP process to include periodic training / 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 and best practice.				
Transformation & Resources Directorate	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	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.	Corporate Director of Transformation & Resources	An Internal Audit review found shortfalls in GDPR. Subsequently an action plan is in place and is being managed. Information governance arrangements are planned to be further reviewed and enhanced by an Information Governance Unit provided through the SORP process	 <p>Likelihood</p> <p>Impact</p>	9 Uneasy

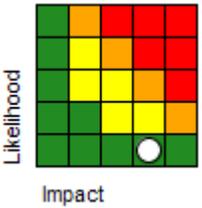
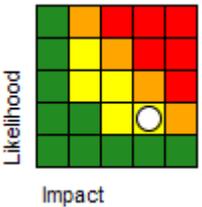
Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
		report a breach would result in a fine as well as a fine for the breach itself.	Account is taken of the emerging UK based legislation. The effect within Services was developed with the assistance of Information Asset Owners. Budget resources may be required to update processes particularly where software is to be used. The Cabinet considered a report on the proposals and known resource requirements in January 2018.				
Page 314 Transformation & Resources Directorate	Effective Management of Cyber Security	The Council controls a large amount of sensitive data and assets of value to cyber criminals, although given the nature of the Council's work unlikely to be a specific primary target in comparison with other organisations. This gives the potential for harm via unauthorised access, destruction, disclosure, modification of information and/or denial of service.	BTLS provide the technical ICT aspects of the Council's cyber security operations such as Firewall, Web and Email filtering, virus and malware protection. WLBC's role is around measures complementing this, e.g. ensuring security of buildings and policies around usage of ICT (the ICT & Data Security Policy and Data Protection policies). A Cyber Security Action Plan jointly agreed in April 2019 is in place covering e.g. security governance, technical security measures, and training and awareness	Corporate Director of Transformation & Resources	Cyber security risks occur worldwide on a daily basis and are ever evolving making it difficult to assess the risk. The assessment has accounted for the technical defences in place for all types of cyber security incidents, the nature of attacks the Council has experienced to date and the governance arrangements in place to mitigate the risk. The evidence suggests the Council is most likely to be impacted by lower level individual attacks than organisational system attacks. No technological solution		12 Concerned

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
			for staff to manage the risk further. Cyber risk is a standing item on the Information Governance and Data Protection Officer Working Group.		can stop all threats to the council and it is imperative that all users remain vigilant. As a corporate risk, the current assessment reflects the risk for an incident with organisation-wide impact, rather than for individual accounts (considered human error more likely).		
Wellbeing & Leisure Services	Procurement of new leisure provision	Impact on Council services, finances and reputation. The Council has adopted a leisure strategy which identifies new provision. 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 now well established and regularly monitoring progress. CCG partnership board	Head of Wellbeing & Leisure Services	Project Group, Project Board, and cabinet Working Group meetings continuing		9 Uneasy
Wellbeing & Leisure Services	Leisure Contract	Leisure Contract currently operating on a No Net Loss, No Net Gain arrangement with West Lancs Community Leisure Trust and Serco. This runs under a Letter of Intent until 31 July and a report is being considered by Cabinet and Council on 22 July for an 8 month extension until 31	Weekly review meetings are being held with Serco along with formal monthly reviews. Cabinet Working Group established and being informed in relation to progress	Head of Wellbeing & Leisure Services	Weekly oversight meetings programmed in. Formal monthly reviews programmed in and Cabinet Working Group meetings continuing		9 Uneasy

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
		March 2021. The Council are currently underwriting any deficits incurred by Serco during this period					
Growth & Development 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"> 1. Continue to consult with public where relevant. 2. Collaboration agreement in place. 3. Continue to engage with the "other" landowners to encourage their participation in the scheme. 4. This risk is reviewed regularly as part of the ongoing project management. 5. Maintaining regular contact with developer and potential retail/commercial/leisure occupiers. 6. Project Board meets regularly to review progress. 	Head of Growth & Development Services	Purchase of Homes England land is now complete. Initial utility works undertaken. Development Funding Agreement expected to be signed late August 2020. Works on site expected to begin Sept 2020, subject to contractor mobilisation. Discussions beginning on Phase 2 scheme		9 uneasy
Growth & Development Services	Preparation of new Local Plan	The preparation of a Local Plan is a complicated and lengthy process and so a number of factors can potentially cause delay. Should the preparation of a new Local Plan be delayed, the existing adopted Local Plan becomes more and more out-of-date over time, potentially weakening the ability of	<ul style="list-style-type: none"> • Explore all opportunities for joint working and service sharing. • Maximise flexibility across the Service. • Maintain close liaison with latest national guidance and its preparation. • Revise Local Plan timetable if 	Head of Growth & Development Services	Preparation of the new Local Plan is at an early stage, and while COVID19 pandemic has caused some delays, it is anticipated the delay will be able to be made-up later in the timetable		6 Uneasy

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
		<p>the Council to make decisions based upon it (as opposed to the NPPF or other material considerations). New opportunities for development are also restricted and likely to come forward on an ad hoc, unplanned basis if a new Local Plan is not put in place. Potential for Gov't to intervene in plan-making if insufficient progress is being made.</p>	<p>necessary.</p> <ul style="list-style-type: none"> • Adequate budgetary provision for consultancy support if required. • Keep in touch with the Planning Inspectorate and advise them of requests for Examinations at the earliest possible time. • The Council will monitor Inspector's decisions elsewhere to seek to ensure the Council is following best practice. • Ensure robust evidence base and use PAS Local Plan toolkit. • Draw on external expertise where necessary to ensure evidence and approach to policy is robust. • Ensure procedures, Acts and Regulations are complied with. • Contact external bodies at the earliest opportunity for their input and communicate clearly and regularly with them to minimise risk of no / poor responses and 				

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
			<p>therefore delays.</p> <ul style="list-style-type: none"> • Establish clear working arrangements with other local authorities when undertaking joint work on Local Plans and ensure strong programme / project management. • Local Plan timetable should be set on a realistic basis taking into account the staff resources available. • Ensure quick replacement of staff wherever possible. • Flexibility of staff within the Growth and Development Service enables opportunities for planning officers from other teams in the Service to help with workload. • Some elements of work can be undertaken by consultants, where there is financial resource available. • Early consultation and information sharing with Members will reduce the likelihood of late amendments being required or documents being 				

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
			rejected.				
Growth & Development Services Page 319	Delivery of the Housing Strategy	<p>The Housing Strategy and updated action plan for 2020-2021 is based on the following housing objectives:</p> <ul style="list-style-type: none"> . Achieve the right supply of new homes including maximising affordable housing . Regenerate and remodel areas of Skelmersdale . Make the best use of all existing homes . Encourage well managed and maintained homes across all tenures . Encourage investment to meet specialist housing requirements . Deliver the Council's Sustainable Energy Strategy 2012- 2020 Residential and Domestic Sector objectives. 	Regular monitoring will occur via the Service Action Plan (SAP) monitoring process. Each action contained in the Housing Strategy Action Plan will have its own delivery risks, however the current and target risk rating is based upon an overall consideration of risk across all the intended delivery actions that are shown in the Housing SAP.	Head of Growth & Development Services	In March 2020 Cabinet agreed a new housing strategy action plan 2020-2021. This followed a full review of all housing strategy delivery actions and achievements for the 2014-2019 period. There are no delivery concerns at this time.		4 Content
Chief Operating Officer	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.	<p>A Cabinet Working Group has been set up to Monitor Developments in this area.</p> <p>The annual Business Plan will be approved by the Council and site appraisals and further detailed analysis will determine which</p>	Chief Operating Officer	The market will have been impacted by COVID and the business plan needs to be reconsidered in this light. The score in the risk matrix has been revised to reflect this developing situation.		8 Uneasy

Service Area	Title	Potential Effect	Internal Controls	Responsible Officer	Latest Note	Current Risk Matrix	Current Risk Assessment and Score
			schemes / projects are viable. Performance against the Business Plan will be presented to Council.				



CABINET: 8 SEPTEMBER 2020

**EXECUTIVE OVERVIEW &
SCRUTINY COMMITTEE: 24 SEPTEMBER
2020**

COUNCIL: 14 OCTOBER 2020

Report of: Corporate Director of Transformation & Resources

Relevant Portfolio Holder: Councillor Ian Moran

**Contact for further information: Chris Twomey (Extn. 5262)
(E-mail: Chris.Twomey@westlancs.gov.uk)**

SUBJECT: COUNCIL VISION & PLAN 2020/21-2022/23

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

- 1.1 To report the results of the draft Council Plan consultation and agree amendments to the draft Council Plan.
- 1.2 To seek approval to adopt the document attached at Appendix A as the "Council Plan 2020/21 – 2022/23".

2.0 RECOMMENDATIONS TO CABINET

- 2.1 That the results of the consultation and responses set out at Appendix B be noted.
- 2.2 That the revised Council Plan 2020/21 – 2022/23 attached at Appendix A be approved to take forward to Council for adoption.
- 2.3 That Call In is not appropriate for this item as the report is being submitted to the next meeting of the Executive Overview and Scrutiny Committee on 24 September 2020.

3.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE

- 3.1 That the document attached at Appendix A the draft Council Plan 2020/21 – 2022/23 be considered and that agreed comments be referred to Council on 14 October for consideration.

4.0 RECOMMENDATION TO COUNCIL

- 4.1 That the document attached at Appendix A is approved and adopted as the "Council Plan 2020/21 – 2022/23".
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5.0 BACKGROUND

- 5.1 In January, a Cabinet strategy session assessed the existing Council Plan, vision, values and priorities in light of what has been achieved, the operating environment and Council's new operating model. This resulted in the development of a draft Council Plan to reflect the strategic ambitions of Cabinet. The Plan recognised the needs of the communities of West Lancashire focussing on where the Council can influence and directly realise significant change and improvement across the Borough.
- 5.2 At the Cabinet meeting on 10 March Cabinet agreed that consultation would be undertaken on the draft Council Plan. Due to COVID-19 Executive Overview and Scrutiny and Council in March and April respectively did not take place. At Executive Overview and Scrutiny in June a draft revised plan recognising the impact of COVID-19 on West Lancashire business was considered and a revised consultation process necessary due to COVID-19 was endorsed.
- 5.3 A scrutiny workshop was held on 14 July with members of both Corporate & Environmental and Executive Overview and Scrutiny. In addition, a Consultation Survey was undertaken with the public, key stakeholders and staff through an online survey (paper copies available on request). This consultation exercise focused on the vision, key priorities and high level "We want", outcome statements and ran from 7 July to 19 August. As well as publicising the online consultation the Council specifically sought views from key stakeholders including:
- LCC
 - Parish Councils
 - West Lancashire CVS
 - Citizens Advice Lancashire
 - West Lancashire Partnership
 - Groups representing those with protected characteristics under equalities legislation
 - Local businesses
 - Other local groups and partners.

6.0 CURRENT POSITION

- 6.1 In total, 484 consultation responses were received and considered in addition to the feedback from the scrutiny workshop with 17 Councillors. A further 11 emails were received in response to the consultation. Survey responses comprised of:

- 297 residents
- 24 stakeholders
- 163 staff

A summary of the feedback and responses are given in Appendix B.

- 6.2 The feedback resulted in amendments being made to the draft plan. A revised Council Plan is attached at Appendix A for approval as the Council Plan 2020/21-2022/23. A 'tracked changes' version of the draft plan is attached at Appendix C.
- 6.3 To give an indication of how the Council would achieve the priorities draft "We will" statements provide an outline of suggested supporting actions to deliver the priorities. Should Members adopt the proposed revised plan at Appendix A these actions will be developed and finalised by Officers to give a programme of work and action plan for the priorities. The "We will" statements will be dynamic and continue to be developed throughout the 3 year life of the Plan. These statements will form the basis of the delivery plans to achieve the priorities. A refresh will be considered in April 2021 and annually thereafter to ensure that the Plan remains relevant and in line with the needs of the Borough.
- 6.4 Promoting the survey also resulted in generating general feedback on the Council and its services beyond the scope of the consultation, this feedback will be shared with the respective service areas. Comments and feedback on our services are welcome at any time (in line with our Customer Engagement Strategy) as they can help us improve services and we encourage customers and stakeholders to use our Comments and Feedback page on the website.

7.0 SUSTAINABILITY IMPLICATIONS

- 7.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder. The vision and priorities of the Council should contribute to the sustainability of services and the borough as a whole. Sustainability impacts will be considered for individual initiatives referenced. The information set out in this report aims to help the Council to improve and sustain service performance. The Plan enables the Council to communicate its direction and priorities to the public, stakeholders and staff, and supports transparency and accountability. Having a clear statement of corporate priorities also assists effective planning and prioritisation of work within services, informs the development of staff work programmes and annual development appraisals, and is recognised good practice.

8.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 8.1 There are no significant financial or resource implications arising from this report. The Council Plan appended to this report aims to ensure the Council is able to continue to pursue its objectives within the resources available and can monitor and manage use of those resources. An agreed Council Plan will assist in shaping budget decisions and enable clear priorities to be set for services.

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 have been made in the relevant risk registers. Having well-defined priorities means that attention and resources can be effectively focussed on managing, monitoring and achieving the Council's core objectives and reduces the risk of not doing so.

10.0 HEALTH AND WELLBEING IMPLICATIONS

10.1 The proposal will support health and wellbeing within West Lancashire in a variety of ways. The priority *"Everyone to be healthy, happy, safe and resilient"* specifically outlines what we want and what we intend to do to achieve this. The following refers to the original draft Council Plan used for consultation and may therefore be subject to change.

Theme	We want
Promote good health and wellbeing and enable people to flourish	<ul style="list-style-type: none"> • To design services that help people stay healthy and independent • To invest in sports and leisure facilities
Prevent and tackle the causes of ill health	<ul style="list-style-type: none"> • To invest in sports and leisure facilities • To design services that help people stay healthy and independent
Empower people in vulnerable, deprived and disadvantaged communities to realise their full health potential;	<ul style="list-style-type: none"> • To invest in sports and leisure facilities • To design services that help people stay healthy and independent
Develop and support effective and high quality health and wellbeing services	<ul style="list-style-type: none"> • To invest in sports and leisure facilities • To design services that help people stay healthy and independent
Encourage and enable all people to take a role in identifying and addressing barriers to improve health and wellbeing	<ul style="list-style-type: none"> • To invest in sports and leisure facilities • To design services that help people stay healthy and independent
Increase people's independence throughout their life course and ability to lead full active lives.	<ul style="list-style-type: none"> • To design services that help people stay healthy, independent

We will:

- Create a food poverty strategy and action plan
- Develop a fuel poverty strategy and action plan
- Create a Financial Inclusion strategy and plan
- Review health and wellbeing strategy embedding school initiatives
- Work with partners to focus on prevention and reducing health inequalities
- Develop a quality range of leisure services
- Bringing in additional money/services to support most deprived areas

In addition, it is anticipated a positive impact on Health & Wellbeing will also be achieved through the wider work for the other priorities of:

- A clean safe environment with affordable homes to buy or rent for everyone in West Lancashire
- Create empowered, engaged and inclusive communities

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 D to this report, the results of which have been taken into account in the Recommendations contained within this report

Appendices

- A. Draft Council Plan 2020/21-2022/23
- B. Draft Council Plan Consultation Results
- C. Draft Council Plan 2020/21-2022/23 (tracked changes)
- D. Equality Impact Assessment
- E. Minute of Cabinet – 8 September 2020 (Exec O&S & Council only)
- F. Minute of Executive O&S Committee – 24 September (Council only)

Proposed Vision

West Lancashire together; the place of choice to live, work, visit and invest

Our Priorities

❖ Create empowered, engaged and inclusive communities

We want:

- Healthy resilient and engaged communities that work together to improve the places they live and work
- Everyone to have the same opportunities
- Thriving voluntary and community groups that support innovation and collaboration
- To work with partners for the good of local people
- Our citizens to be able to access the benefits of being digitally engaged
- Councillors that are active and knowledgeable and support change at a local level
- To improve customer satisfaction

We will:

- Build on and develop strengths within local communities
- Engage with communities when making key decisions
- Use community networks to gain views from hard to reach groups
- Create innovative ways to listen to different community views
- Use councillors' existing reach and influence to provide community feedback to shape decision making
- Work with partners to develop a meaningful offer to support citizens to become digitally included
- Adopt a best practice model of consultation
- Listen and provide feedback to customers about how their views have improved things
- Develop neighbourhood plans with key partnerships committed to meeting the needs of our communities

❖ Support businesses to adapt and prosper

We want:

- West Lancashire to be the place of choice to locate your business
- Our 3 towns to be thriving hubs for their communities
- Support our businesses to succeed and grow
- A strong rural business economy
- A vibrant and modern Ormskirk market that attracts visitors to the town centre

We will:

- Support the recovery and growth of existing and new businesses
- Lead the regeneration of Skelmersdale Town Centre
- Develop the market offer and reinvigorate Ormskirk's Eastern gateway
- Adopt an inclusive procurement approach which supports local businesses to tender for opportunities
- Promote West Lancashire as a place to invest through the Skelmersdale place Board & Ambassadors
- Signpost and support businesses to innovate and diversify
- Develop a strong web presence which positively promotes West Lancashire
- Create enlivened town centres offering diverse leisure opportunities and night time economy

Become a Greener West Lancashire**We want:**

- To become a Carbon Neutral Council by 2030
- Local business and citizens to embrace the green agenda
- Council housing stock to meet high standards of efficiency - insulation, design, technology
- To minimise waste disposal and improve recycling services to meet national targets
- To embed green infrastructure into our thinking and planning for West Lancashire's future development and regeneration
- To safeguard the natural landscape and maintain our green environment

We will:

- Role model and lead good practice; develop a Climate Change strategy and action plan
- Ensure all council buildings are operating to highest efficiency standards – insulation, design, and technology
- Encourage local businesses and service providers to set their own targets for becoming carbon neutral and promote their achievements
- Commit to maximising Council energy requirements from renewable sources
- Maximise the use of solar panels on Council owned buildings and housing stock
- Increase the use of environmentally friendly products
- Optimise the development of solar/wind farm investment
- Use the supply chain to maximise energy efficiency and design out waste
- Optimise the Council fleet; increase route efficiency and maximise low emissions
- Enhance green spaces promoting diverse leisure uses and explore the option of developing an eco park

- Support the development of green transport
- Use green credentials to form part of selection criteria, using the supply chain to reduce our carbon footprint
- Reduce waste and improve recycling, implementing Waste strategy with a focus on sustainable solutions
- Local plan policy encouraging green developments – green space, energy efficiency, sustainable supply chains

❖ Be a financially sustainable Council by 2023

We want:

- To be confident, capable and financially sustainable
- To continue to improve the efficiency and effectiveness of service provision
- To be able to invest in key high priority service areas
- To maximise available government funding and generate income to reinvest in West Lancashire
- Provide value for money services

We will:

- Make sure our internal financial and decision-making processes continue to be strong
- To continue the implementation of the Council's Sustainable Organisation Review
- Maximise the returns from Tawd Valley Development Company to reinvest in West Lancashire.
- Optimise inward investment
- Review fees and charges across all council services
- Continuously develop, find better ways to do things and embrace new technology
- Consider the merits of all service options to ensure value for money is achieved
- Review existing contract savings and work with suppliers to achieve economies of scale
- Maximise commercial investment opportunities through a commercial strategy
- Maximise the value from existing assets and focus on value for money

❖ A clean safe environment with affordable homes to buy or rent for everyone in West Lancashire

We want:

- West Lancashire to be kept clean and safe
- A local plan that supports quality growth and infrastructure in the Borough
- To provide quality and genuinely affordable homes

We will:

- Deliver high quality street cleansing and clean & green services based on demand
- Develop environment ward reports for members
- Development Company bringing homes to rent/buy/shared ownership
- Increased supply bringing cheaper private rents/more choice
- Getting right mix of properties for each community
- Continue to drive forward the community safety agenda
- Review WLBC/public estate land holdings
- Estate regeneration creating attractive estates where people want to live
- Review our Housing Strategy
- Identify strategic regeneration areas and investment plans

❖ **Everyone to be healthy, happy, safe and resilient**

We want:

- To help businesses in West Lancashire to thrive, grow and connect
- An engaged and motivated Council workforce
- To design services that help people stay healthy and independent
- To invest in sports and leisure services and facilities
- To protect, invest and continue to develop our green leisure spaces

We will:

- Deliver our food poverty strategy and action plan
- Deliver our fuel poverty strategy and action plan
- Deliver our Financial Inclusion strategy and action plan
- Deliver our People Strategy with Council staff that results in a continuously improving culture
- Deliver our health and wellbeing strategy embedding school initiatives
- Work with partners to focus on prevention and reducing health inequalities
- Develop a quality range of health, wellbeing and leisure facilities and services
- Bring in additional money/services to support our most deprived areas

❖ **Everyone to be proud of their Council**



Draft Council Plan

RESULTS

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1.0 INTRODUCTION

A Council Plan enables the Council to communicate its direction and priorities to the public,

Stakeholders and staff, and supports transparency and accountability. In January 2020, a Cabinet strategy session assessed the existing Council Plan, vision, values and priorities in light of what has been achieved, the operating environment and Council's new operating model. It was recognised that there had been significant progress towards achieving the existing Council Plan and a revision to the Plan was appropriate.

Elected Members recognise the importance of the Council Plan reflecting the needs of the communities, focussing on where the Council will add most value, deliver the best outcomes and focus its resources. It was therefore agreed that a test of the ambitions of the draft Plan through consultation with stakeholders including Councillors, staff, residents, businesses and partner organisations was required.

The survey focused on the top level vision and following key priorities:

- Create empowered, engaged & inclusive communities
- Support business and town centres to recover and prosper
- Become a green council
- Be a financially sustainable council by 2022
- A clean safe environment with affordable homes to buy or rent for everyone in West Lancashire
- Everyone to be healthy, happy, safe and resilient
- Everyone to be proud of their council

2.0 METHODOLOGY

Plans were made to carry out local community based engagement and consultation, however due to COVID-19 it was not possible to take these options forward.

There are 3 surveys which have been created to capture views of our citizens, stakeholders and staff. An additional workshop has also been held with Members of Corporate & Executive Overview & Scrutiny to review and comment on the draft plan.

The consultation was held from 8th July - 19 August via an on-line survey on the Council website. In order to drive people to the website an advert was placed in the champion newsletter on 8 July and a social media campaign was used. The contact details for the customer engagement team were also given out as part of the consultation promotion to enable people to email comments directly about the plan.

Emails were sent to a stakeholder list to ask them to complete the survey as a stakeholder but also encouraging any employees to also complete the citizen survey. Partners such as CVS were also asked to distribute the link via their newsletter.

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In order to encourage business engagement a social media campaign was carried out on letstalkskelmersdale platforms and also via the Skelmersdale Ambassadors.

As we are aware that not all citizens wish to, or are able to engage via digital methods we also gave an option for customer to request a postal survey or complete over the telephone with a member of the customer engagement team.

Members of staff were also given an opportunity to take part in the survey and give their views. This was supported by a short promotion video about the importance of the Council Plan and their role in its delivery.

3.0 RESPONSE RATE

The following table shows the response rate to the survey.

	Number of replies
Citizens	297
Stakeholders	24
Staff	163
Elected Member workshop	17
Email feedback	11
Total	512

In total, 484 consultation responses were received and considered in addition to the feedback from the scrutiny workshop with 17 Councillors and 11 emails received. The data shown below uses a total of 484 data sets. This is due to the fact that the 11 emails received provided feedback on the council plan but did not reply directly to the questions asked in the consultation. This same principle applies to the scrutiny workshop held with members as there was the opportunity to carry out a more detailed consultation. The comments from the emails have been added to the relevant themes in the consultation comments. These comments and the workshop feedback has all been used in the analysis of the themes arising.

4.0 RESULTS OVERVIEW

This section provides an overview of the feedback from the consultation with citizens, stakeholders and staff.

The feedback strongly endorses the council vision and priorities and this is the consensus with all three responder groups.

Key headline data shows:

- 73% agree or strongly agree with the vision
- 88% agree or strongly agree with the priority to *Create empowered, engaged & inclusive communities*
- 84% agree or strongly agree with the priority to *Support business and town centres to recover and prosper*
- 88% agree or strongly agree with the priority to *Become a Greener Council*

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- 81% agree or strongly agree with the priority to *Be a financially sustainable Council by 2022*
- 81% agree or strongly agree with the priority to have a *Clean, safe environment with affordable homes to buy or rent for everyone in West Lancashire*
- 87% agree or strongly agree with the priority for *Everyone to be healthy, happy, safe and resilient*
- 86% agree or strongly agree with the priority for *Everyone to be proud of their Council*

Throughout the survey there was the opportunity to make comments if respondents had answered disagree or strongly disagree and where possible these have been grouped together to highlight some common themes. Despite attempts to engage with Stakeholders limited feedback has been received and no specific themes were identified. Details of all the comments received are shown as appendices to this report.

The consultation with all responder groups has provided feedback which will help to improve and strengthen the Council Plan and the overall themes should be incorporated into the revised plan.

The main themes that have emerged from the feedback are:

- Digital inclusion/engagement support
- Emphasis for support for the rural economy
- Role of Council to role model and influence citizens and business to support the green agenda
- Strengthening the approach community safety
- Strengthening opportunities for engagement

It was clear that all responder groups have an interest in understanding the key actions the Council will develop to deliver the priorities.

Another clear theme was an importance to recognise the differences in our communities and that a one size approach will not be appropriate. There was a clear desire from all groups that the plan encompasses all of the Borough.

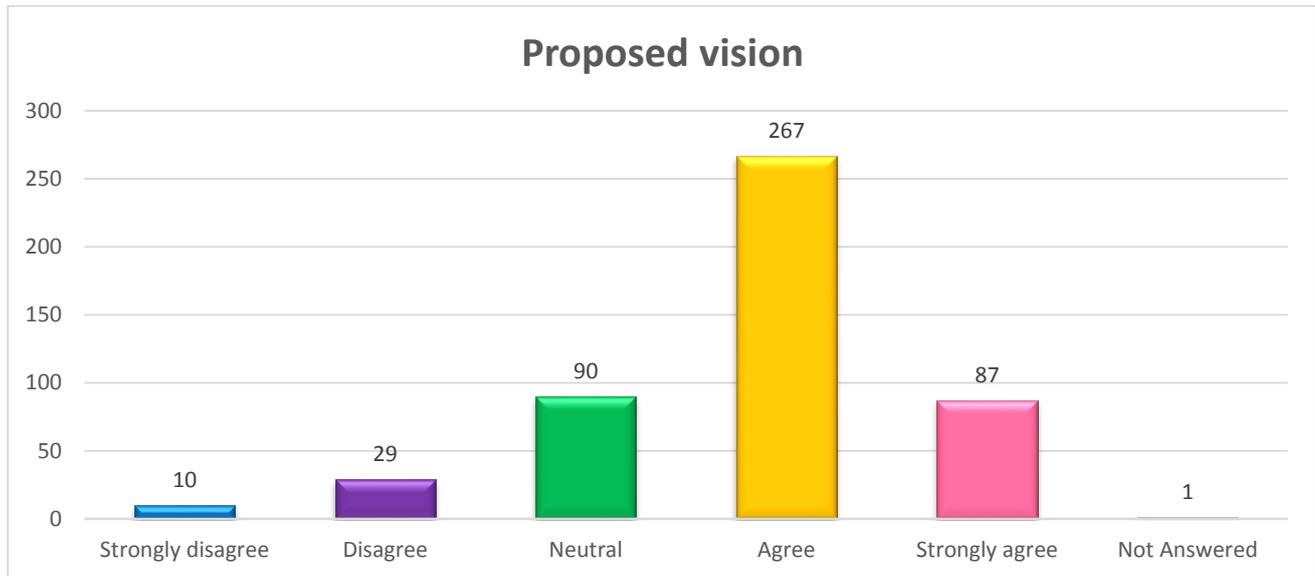
Comments have been received about issues which West Lancashire Borough Council is not responsible for such as flooding, infrastructure and public transport.

Appendix B

4.1 Vision

Do you agree with our proposed vision for West Lancashire?

West Lancashire is the place of choice to live, work, visit and invest



Of the 483 responders to this question, 73% responded that they agree or strongly agree with the proposed vision. 19% responded that they were neutral to the vision and 8% stated they disagreed or strongly disagreed.

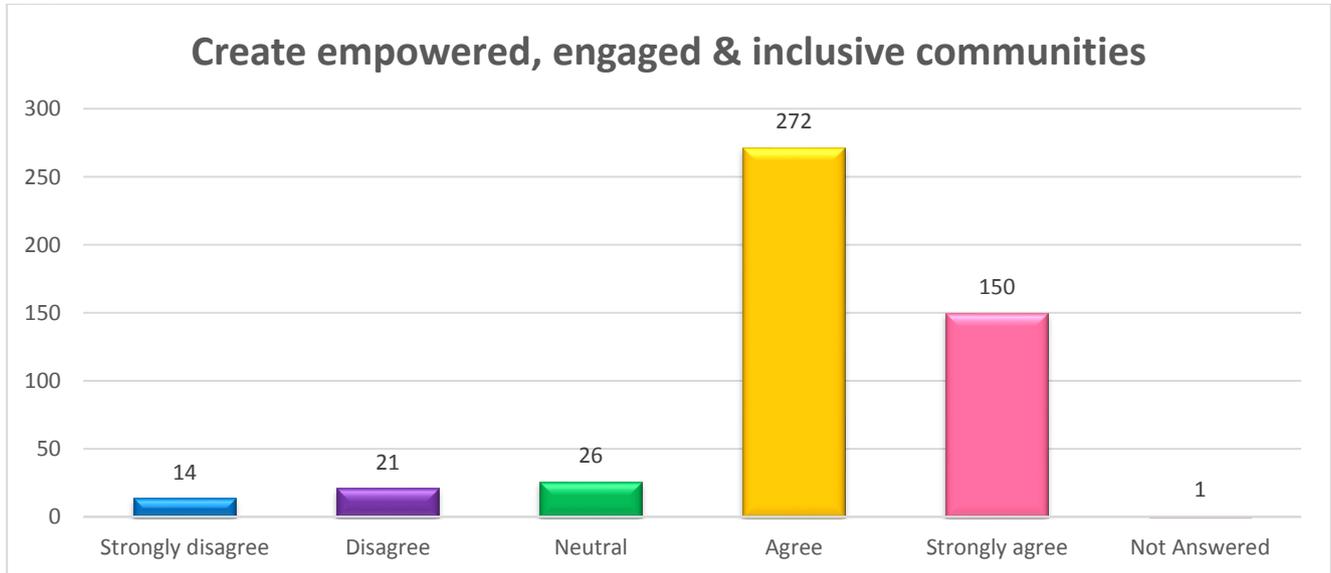
The citizen survey shows 65% answered agree or strongly which shows support for the vision. However 23% of citizens responded with a neutral reply only 12% disagree with the vision.

There is a general agreement with the vision, however a common theme in the comments is that the improvements need to benefit all of West Lancashire and not a sole focus on Ormskirk.

4.2 Create empowered, engaged & inclusive communities

Do you agree with this priority

Appendix B



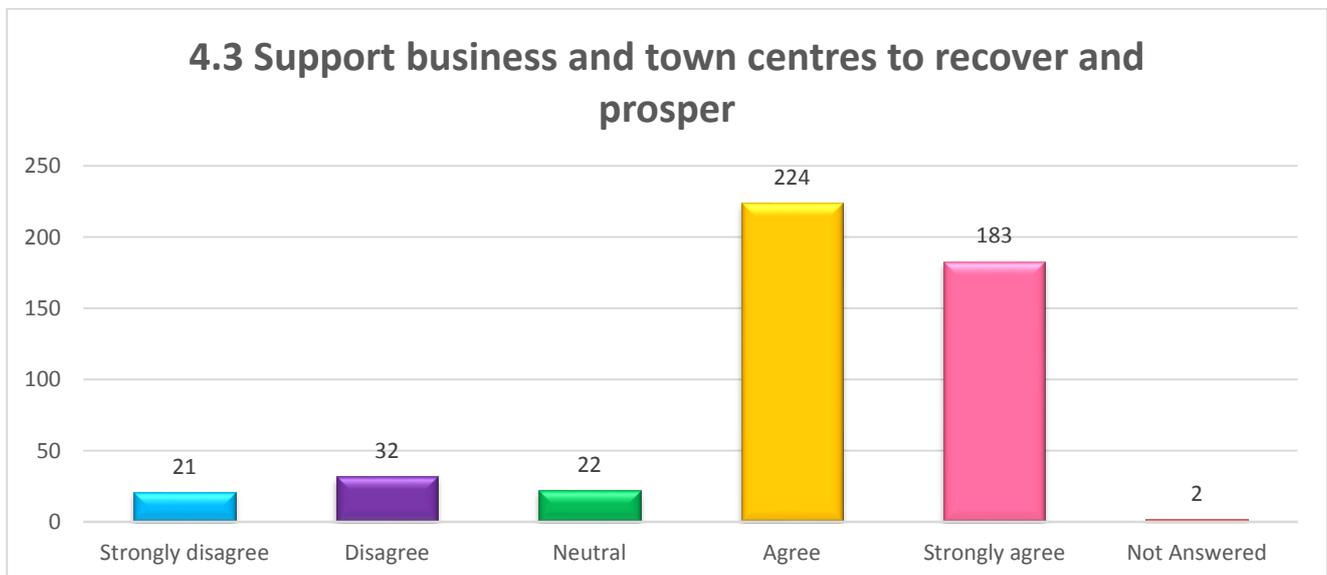
Of the 483 responders to this question, 88% responded that they agree or strongly agree with the priority to "create empowered, engaged & inclusive communities". 5% responded that they were neutral to the priority and a total of 7% stated they disagreed or strongly disagreed.

83% answered agree or strongly from the Citizen Survey which shows support for this priority.

Identified themes from the feedback are the role of Elected Members in the community, a desire for empowered and engaged communities throughout the Borough.

4.3 Support business and town centres to recover and prosper

Do you agree with this priority?



Of the 482 responders to this question, 84% responded that they agree or strongly agree with the priority to "support business and town centres to recover and prosper". 5% responded that they were neutral to the priority and a total of 11% stating they disagreed or strongly disagreed.

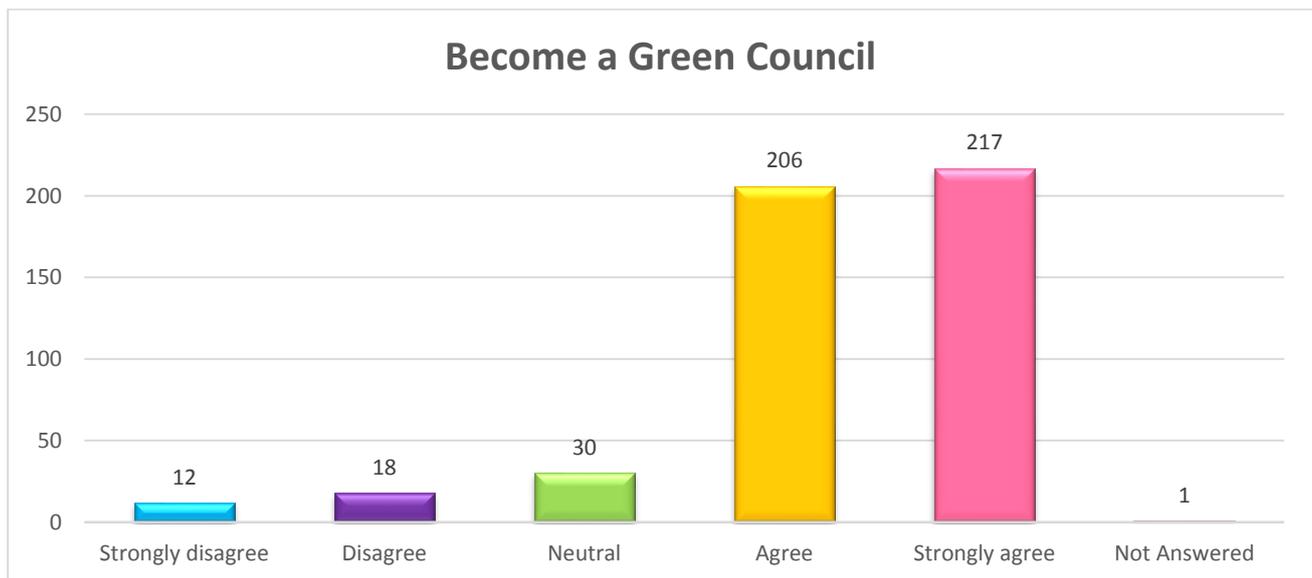
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78% answered agree or strongly from the responders to the Citizen Survey which shows support for this priority.

Identified themes suggest a need to ensure businesses are supported all over the Borough and not just a concentration in Ormskirk and also included the agricultural industry and rural economy. Car parking charges in Ormskirk were also highlighted.

4.4 Become a Green council

Do you agree with this priority?



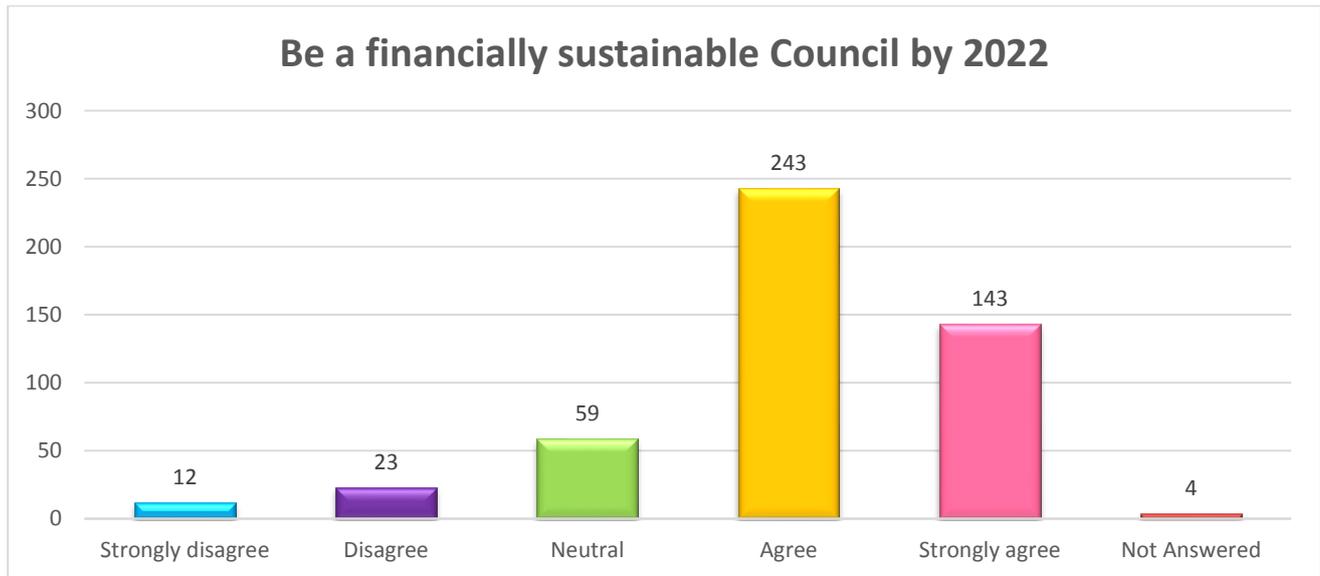
Of the 483 responders to this question, 88% responded that they agree or strongly agree with the priority to "become a green council". 6% responded that they were neutral to the priority and a total of 6% stating they disagreed or strongly disagreed.

83% of responders from the citizen survey answered agree or strongly agree.

Identified themes are green belt land and wildlife habitat should be protected, support for an increase in recycling opportunities, including the waste centres and ensuring the infrastructure to support being green is created.

4.5 Be a financially sustainable Council by 2022

Do you agree with this priority?



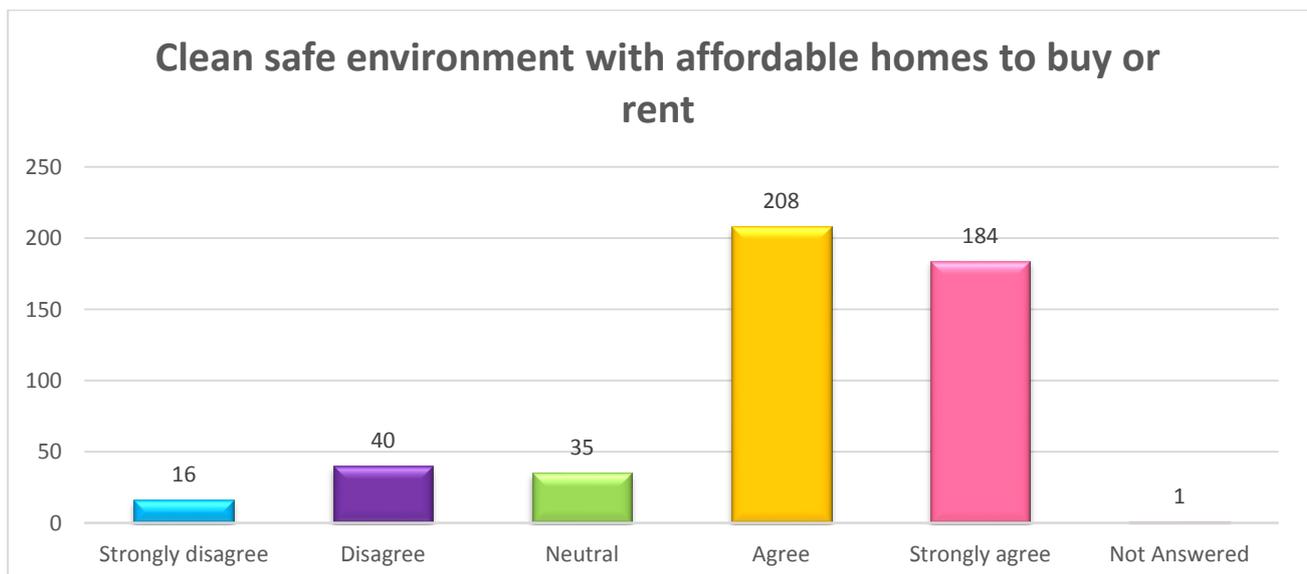
Of the 480 responders to this question, 81% responded that they agree or strongly agree with the priority to "be a financially sustainable Council by 2022". 12% responded that they were neutral to the priority and a total of 7% stating they disagreed or strongly disagreed.

72% of responders from the citizen survey answered agree or strongly agree. 10% answered disagree or strongly disagree with 18% neutral for this question.

Concerns are raised in the comments about the impact of COVID-19 and therefore if this could still be delivered within timescale. There are also comments that the generation of income should not come with increases to council tax or at a detriment to other services.

4.6 A clean safe environment with affordable homes to buy or rent for everyone in West Lancashire

Do you agree with this priority?



Appendix B

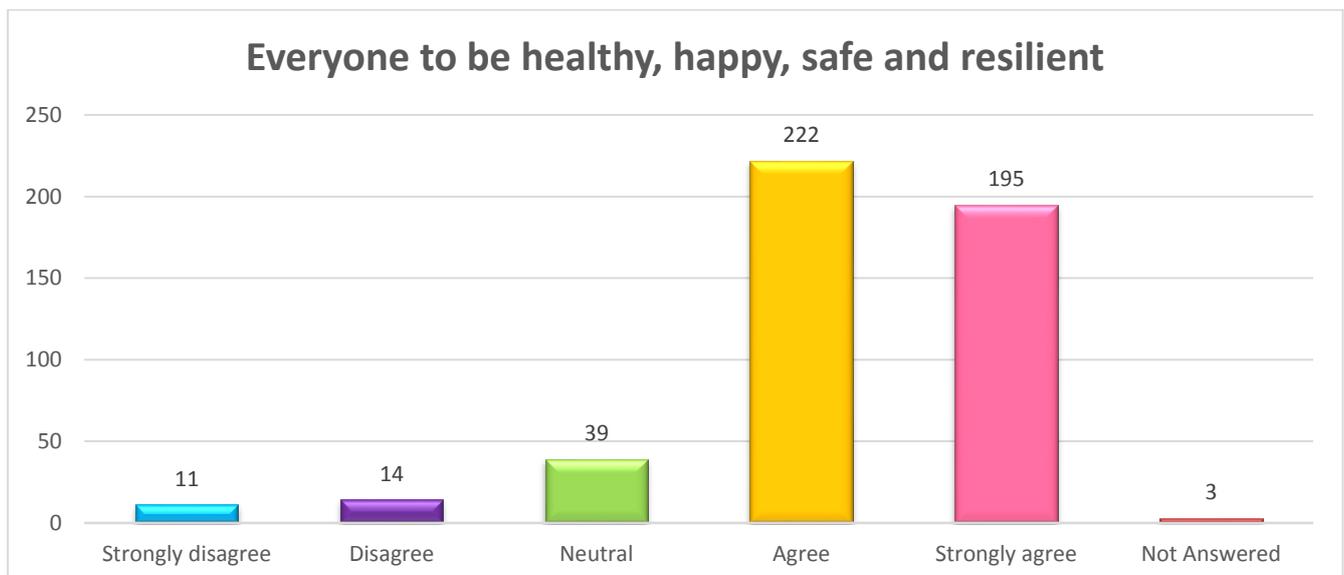
Of the 483 responders to this question, 81% responded that they agree or strongly agree with the priority to "a clean safe environment with affordable homes to buy or rent for everyone in West Lancashire". 7% responded that they were neutral to the priority and a total of 12% stating they disagreed or strongly disagreed.

72% of responders from the citizen survey answered agree or strongly agree.

Feedback themes included the needs to have improved infrastructure to cope with new housing and on the loss of green belt.

4.7 Everyone to be healthy, happy, safe and resilient

Do you agree with this priority?



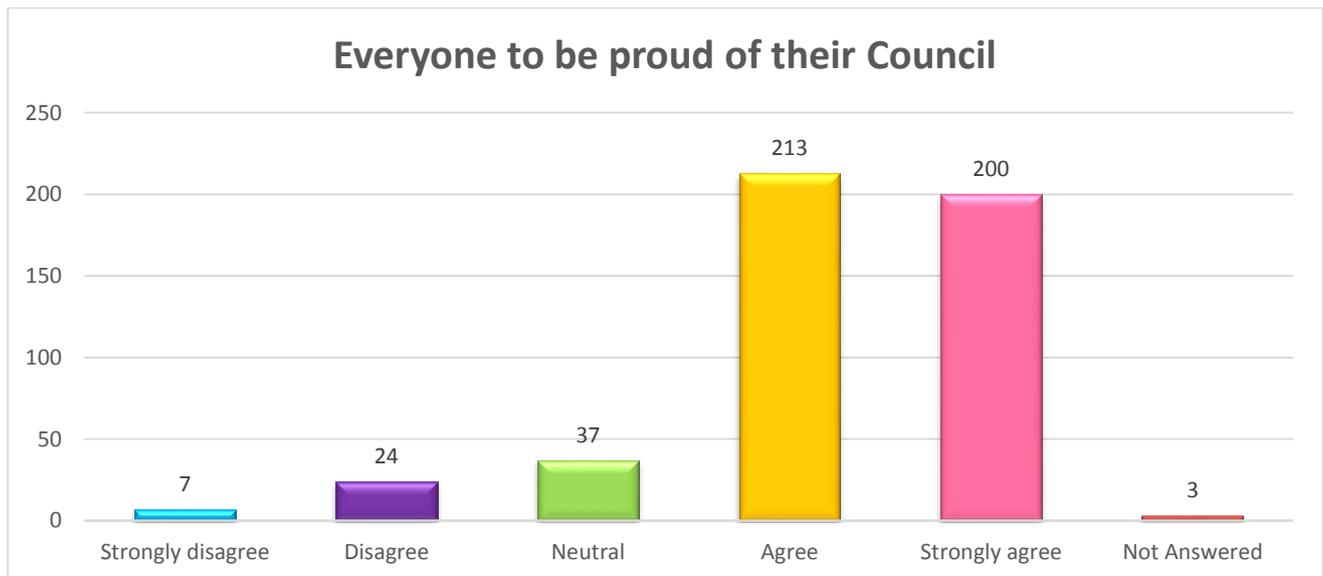
Of the 481 responders to this question, 87% responded that they agree or strongly agree with the priority to "everyone to be healthy, happy, safe and resilient". 8% responded that they were neutral to the priority and a total of 5% stating they disagreed or strongly disagreed.

82% of responders from the citizen survey answered agree or strongly agree. 7% answered disagree or strongly disagree.

The comments for this priority relate to a need for more than just sport facilities including and increased range of social activities and an improved night-time economy. The protection and use of green and outdoor areas was also highlighted.

4.8 Everyone to be proud of their Council

Do you agree with this priority?



Of the 481 responders to this question, 86% responded that they agree or strongly agree with the priority to "everyone to be proud of their Council". 8% responded that they were neutral to the priority and a total of 6% stating they disagreed or strongly disagreed.

The citizen survey shows 80% support for this priority.

An identified theme is the importance of further engagement to enable resident's voices to be heard and to be inclusive.

4.9 Overall do you think the priorities outlined in the plan clearly show what we want to achieve and will enable us to achieve our proposed vision?

There was a general appreciation that the plan shows what the Council wants to achieve and support that this will achieve the vision. Participants have an interest in understanding the key actions the Council will develop to deliver the priorities.

4.10 Do you think there is anything else the council should be doing to achieve our proposed vision?

A strong theme shown in the comments was that there should be reference to more engagement and consultation carried out, overall and at a local level about the work of the Council. Comments were received about the number of HMO's and requests the need to improve the range of businesses, events and tourism in the area.

4.11 Do you have any further comments about the council's proposed vision and priorities?

A number of comments were received which are shown on the appendix to this report. The comments raised have been covered in the previous themes.

5.0 NEXT STEPS

We asked participants if they would like to receive a summary of the results and actions taken as a result of the survey. This is to help evidence our "You Said, We Did" approach outlined in the Customer Engagement Strategy.

The summary document will also be required to be published on the Council website and details about next steps. Participants were also asked if they wanted to be contacted about further consultations and they will be contacted directly when appropriate.

Proposed Vision

West Lancashire **together** is the place of choice to live, work, visit and invest

Commented [TC1]: Based on feedback from Member scrutiny event. Reflecting the need for the vision to be owned by everyone in West Lancashire and building on the newly established partnerships developed through Covid-19.

Our Priorities

❖ Create empowered, engaged and inclusive communities

We want:

- Healthy resilient and engaged communities that work together to improve the places they live and work
- Everyone to have the same opportunities **regardless of where they live**
- Thriving voluntary and community groups that support innovation and collaboration
- To work with partners for the good of local people
- **Our citizens to be able to access the benefits of being digitally engaged**
- Councillors that are active and knowledgeable and **are catalysts to** support change at a local level
- To improve customer satisfaction

Commented [TC2]: Based on feedback from citizens & Members: suggestion that we recognise the need for equality of opportunity and remove reference to geography

Commented [TC3]: Based on feedback from Member scrutiny event. Recognition of the Council's role is addressing the digital divide.

Commented [TC4]: Based on feedback from Member scrutiny session: use plain English

We will:

- Build on and develop strengths within local communities
- **Engage with communities when making key decisions** **Carry out consultation in high footfall areas**
- Use community networks to gain views from hard to reach **groups people**
- Create innovative ways to listen to different community views
- Use councillors' existing reach and influence to provide **community feedback to shape decision making**
- **Work with partners to develop a meaningful offer to support citizens to become digitally included**
- Adopt a best practice model of consultation
- Listen and provide feedback to customers about how their views have improved things
- Develop neighbourhood plans with key partnerships committed to meeting the needs of our communities

Commented [TC5]: Based on feedback from citizens: recognise the importance of citizens influencing decision making

Commented [TC6]: Based on citizen feedback: recognising the importance of community views influencing decision making

Commented [TC7]: Based on feedback from Member scrutiny session

❖ Support businesses **and town centres** to **recover adapt** and prosper

Commented [TC8]: Feedback from citizens; a significant focus on town centres. Is this right or should our focus be more widely on economic recovery?

Commented [TC9]: Based on feedback from citizens; this is recognising that Covid-19 may continue to impact for a sustained period of time in a number of different ways, e.g. 2nd wave, continued social distancing. Businesses and Council are needing to innovate. Town centres may be quite different in the future than pre Covid-19.

We want:

- West Lancashire to be the place of choice to locate your business
- **Our 3 towns centres** to be thriving hubs for their communities
- **Support our businesses to succeed and grow**

Commented [TC10]: Feedback from citizens; there is a need to reflect all of West Lancs and not just Ormskirk or Skelmersdale. This wording is more inclusive.

- A strong rural business economy
- A vibrant and modern Ormskirk market that attracts visitors to the town centre

Commented [TC11]: Feedback from Member Scrutiny and Citizens; need to reflect all of West Lancs economy & agriculture being a key part of this.

We will:

- Support the recovery and growth of existing and new businesses
- Lead the regeneration of Skelmersdale Town Centre
- Develop the market offer and reinvigorate Ormskirk's Eastern gateway
- Adopt an inclusive procurement approach which supports local businesses to tender for opportunities
- Promote West Lancashire as a place to invest through the Skelmersdale place Board & Ambassadors
- Signpost and support businesses to innovate and diversify
- Develop a strong web presence which positively promotes West Lancashire
- Create enlivened town centres offering diverse leisure opportunities and night time economy

Commented [TC12]: Based on Member feedback; in line with Community Wealth Building approach

Become a Greener Council West Lancashire

We want:

- To become a Carbon Neutral Council by 2030
- Local business and citizens to embrace the green agenda
- Council housing stock to meet high standards of efficiency - insulation, design, technology
- To minimise waste disposal and improve recycling services to meet national targets
- To embed green infrastructure into our thinking and planning for West Lancashire's future development and regeneration
- To safeguard the natural landscape and maintain our green environment

Commented [TC13]: Based on feedback from Member scrutiny session: suggestion Council ambition should go beyond just the actions of the Council. Suggestion focus on the Council's role as an influencer of business & citizen behaviour.

Commented [TC14]: Based on feedback from Member scrutiny and citizens. Recognition that to make a real difference the Council has a wider role.

We will:

- Role model and lead good practice; develop a Climate Change strategy and action plan
- Ensure all council buildings are operating to highest efficiency standards – insulation, design, and technology
- Encourage local businesses and service providers to set their own targets for becoming carbon neutral and promote their achievements
- Commit to maximising Council energy requirements from renewable sources
- Create-Maximise the use of solar panels on Council owned buildings and housing stock
- Increase the use of environmentally friendly products
- Optimise the development of solar/wind farm investment
- Use the supply chain to maximise energy efficiency and design out waste

Commented [TC15]: Based on feedback from Member scrutiny and citizens. Recognition of how a long term plan and commitments will support success.

Commented [TC16]: Based on feedback from Member scrutiny and citizens.

Commented [TC17]: Based on Member feedback; suggestion to maximise impact include housing stock

Commented [TC18]: Based on Member feedback; suggestion to positively impact on our environment

- Optimise the Council fleet; increase route efficiency and maximise low emissions
- Enhance green spaces promoting diverse leisure uses and explore the option of developing an eco park
- Support the development of green transport
- Use green credentials to form part of selection criteria, using the supply chain to reduce our carbon footprint
- Reduce waste and improve recycling, implementing Waste strategy **with a focus on sustainable solutions**
- Local plan policy encouraging green developments – green space, energy efficiency, sustainable supply chains

Commented [TC19]: Based on feedback from Member scrutiny; recognition of the importance the council's approach supports sustainable solutions

❖ **Be a financially sustainable Council by 2032**

We want:

- To be confident, capable and financially sustainable
- To continue to improve the efficiency and effectiveness of service provision
- To be able to invest in key high priority service areas
- **To maximise available government funding and generate income to reinvest in West Lancashire reduce our reliance on government grant funding**
- **Provide value for money services**

Commented [TC20]: Based on feedback from Member scrutiny and citizens: Covid-19 has had a significant impact and timescale should be revised accordingly.

Commented [TC21]: Feedback from citizens and Members: recognise the importance of maximising Gov funding and also articulate that all income will be directly invested back into West Lancashire

Commented [TC22]: Based on Officer feedback: ambition should be to achieve VFM in all service areas

We will:

- Make sure our internal financial and decision-making processes continue to be strong
- To continue the implementation of the Council's Sustainable Organisation Review
- Maximise the returns from **the Tawd Valley Development Company to increase revenue to reinvest in West Lancashire.**
- Optimise inward investment
- Review fees and charges **including the implementation of a charging strategy for garden waste across all council services**
- Continuously develop, find better ways to do things and embrace new technology
- Consider the merits of all service options to ensure value for money is achieved
- Review existing contract savings and work with suppliers to achieve economies of scale
- Maximise commercial investment opportunities through a commercial strategy
- **Maximise Sweat the value from** existing assets and focus on value for money

Commented [TC23]: Feedback from Citizens and Members; recognise that all returns will be reinvested back into West Lancashire

Commented [TC24]: Feedback from Member scrutiny: Reflect the need to sustainably manage all fees and charges not just garden waste.

Commented [TC25]: Feedback from Member Scrutiny & Members: use plain English

❖ **A clean safe environment with affordable homes to buy or rent for everyone in West Lancashire**

We want:

- West Lancashire to be kept clean and safe
- A local plan that supports quality growth and infrastructure in the Borough
- To provide quality and genuinely affordable homes

We will:

- ~~Increase~~ Deliver high quality the frequency of street cleansing and clean & greening services based on demand in residential areas
- ~~Provide a best value service for cleansing, waste and recycling~~
- Develop environment ward reports ~~for~~ members
- Development Company bringing homes to rent/buy/shared ownership
- Increased supply bringing cheaper private rents/more choice
- Getting right mix of properties for each community
- ~~Continue to drive forward the community safety agenda~~
- Review WLBC/public estate land holdings
- Estate regeneration creating attractive estates where people want to live
- Review our Housing Strategy
- Identify strategic regeneration areas and investment plans

Commented [TC26]: Officer recommendation: Propose we move to a demand led service based on evidence.

Commented [TC27]: Recognition that this should be the case for all services. This has been moved under finance section and broadened to cover all services

Commented [TC28]: Based on feedback from citizens; recognising the importance of community safety and addressing ASB.

❖ Everyone to be healthy, happy, safe and resilient

We want:

- To help businesses in West Lancashire to thrive, grow and connect
- ~~Secure the benefits of high quality growth~~
- ~~An engaged and motivated Council workforce~~
- To design services that help people stay healthy and independent
- To invest in sports and leisure ~~services and~~ facilities
- To ~~protect, invest and continue to develop our green leisure spaces~~

Commented [TC29]: Feedback from staff: this outcome is not clear

Commented [TC30]: Based on feedback from Member scrutiny

Commented [TC31]: Based on feedback from staff and citizens: recognising the use of outdoor space.

Commented [TC32]: Based on citizen and Member feedback; reflect the Council's commitment to providing high quality outdoor leisure space for citizens to enjoy. It is noted the key role this has played for many during Covid-19.

We will:

- ~~Create a~~ Deliver our food poverty strategy and action plan
- ~~Develop a~~ Deliver our fuel poverty strategy and action plan
- ~~Create~~ Deliver our Financial Inclusion strategy and action plan
- ~~Develop~~ Deliver our People Strategy with Council staff that results in a high performing ~~culture~~ continuously improving culture
- ~~Review~~ Deliver our health and wellbeing strategy embedding school initiatives
- Work with partners to focus on prevention and reducing health inequalities
- Develop a quality range of ~~health, wellbeing and~~ leisure ~~facilities and~~ services
- Bring in additional money/services to support ~~our~~ most deprived areas

Commented [TC33]: Based on feedback from Member scrutiny

Commented [TC34]: Based on Member and Officer feedback; wording amendment to acknowledge the need to continuous improvement

Commented [TC35]: Based on staff feedback and citizen feedback;

❖ Everyone to be proud of their Council

Equality Impact Assessment Form



Directorate: Transformation & Resources	Service: Partnership & Performance
Completed by: Alison Grimes	Date: 20 August 2020
Subject Title: Council Plan 2020/21-2022/23	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	Yes
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:	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 (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes
<p>Details of the matter under consideration: The assessment is for the Council Plan 2020/21-2022/23. The Council Plan reflects the Council's vision and priorities.</p> <p>The Council Plan is the overarching strategy for the Council and sets the vision and priorities for the Council. The Plan sets well-defined priorities to be used when shaping future budget decisions and during service planning. The plan actions may themselves involve service design, redesign or cutback, or contract specification development, or require budget considerations. The plan has been developed in line with the new target operating model for the Council and following public and stakeholder consultation.</p> <p><i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i></p>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes
<p>If Yes, provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i></p>	Delivery of the vision and priorities is through a broad range of actions. Specifying priorities assists with managing resources. Outcomes and outputs will impact on a variety of customers, service users, communities, Councillors and employees depending on the action.
<p>If you answered No 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></p>	

3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Given the wide range of actions included in the Plan, there is unlikely to be a disproportionate effect on any single group with protected characteristics, or on any stakeholder group across the whole of the plan. The plan directly or indirectly impacts on all Council services and therefore all who work for the Council, those who use Council services or engage with the Council. Any specific actions covered by the Plan that may impact upon equality groups should be subject to an individual EIA by the relevant service.
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)?	As above. The current wide-range of actions included in the whole plan across many service areas means that there is unlikely to be 'most relevant' protected characteristics affected, or any particular group affected more than others. This may change with content in the lifetime of the plan.
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	No No No No No No No No No No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	The plan applies borough-wide and beyond and will include work with partners. Given the strategic nature of the plan and the wide range of priorities and actions included, the work outlined will therefore impact on a broad range of service users and stakeholders in different ways.
What will the impact of the work being carried out be on usage/the stakeholders?	By having a clear statement of priorities through the Plan, attention and resources can be effectively focussed on achieving the Council's core objectives. The overall impact should be positive since the priorities of the plan aim for a positive impact on the borough. Negative impact will be mitigated through individual EIAs conducted by the relevant service.
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	A draft Council Plan was developed by Cabinet working with senior Council management. The Plan containing the strategic ambitions was subject to

Appendix D

<p>affected by the proposals?</p>	<p>Councillor, staff and stakeholder consultation. A public consultation was held 7 July – 19 August to gather views on the proposed new Council Plan. Comments were considered for final refinements to the plan.</p> <p>Council priorities are additionally informed by the Citizen/Stakeholder Survey which gathers views on a range of issues including the Council’s budget. The survey results can assist the Council in making plans to deliver services and make efficiency improvements.</p> <p>Views on services are gathered through informal and formal contacts/consultation throughout the year to provide a wide range of views to service managers about Council services. These will inform planning of services/changes alongside the financial constraints the Council works within.</p>
<p>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?</p>	<p>As above. Individual projects that may impact upon equality groups should be the subject of EIAs themselves by the relevant service with involvement/consultation as appropriate. The final proposed Plan has been refined following consultation feedback.</p>
<p>If any further data/consultation is needed and is to be gathered, please specify:</p>	
<p>5. IMPACT OF DECISIONS</p>	
<p>In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?</p>	<p>Outlining the Council’s priorities should provide reassurance that resources are being carefully managed. There is unlikely to be a disproportionate effect on any single group with protected characteristics, or on any stakeholder group. The plan can be provided in alternative formats on request. Impacts of changes resulting from individual actions will be dealt with by the relevant service.</p>
<p>6. CONSIDERING THE IMPACT</p>	
<p>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.).</p>	<p>Any initiatives within the plan that may impact upon equality groups should be subject to an individual EIA conducted by the relevant service.</p>
<p>What actions do you plan to take to address any other issues above?</p>	<p>The effectiveness and impact of Council priorities are assessed through responses to the annual Citizen/Stakeholder Survey.</p>
<p>7. MONITORING AND REVIEWING</p>	
<p>When will this assessment be reviewed and</p>	<p>The assessment will be reviewed as part of the</p>

who will review it?	annual refresh process. This will include review by the senior management team.
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CABINET: 8 SEPTEMBER 2020

**CORPORATE & ENVIRONMENTAL
OVERVIEW & SCRUTINY COMMITTEE:
17 SEPTEMBER 2020**

Report of: Corporate Director of Transformation and Resources

Relevant Portfolio Holder: Councillor I Moran

**Contact for further information: Ms A Grimes (Extn. 3211)
(E-mail: alison.grimes@westlancs.gov.uk)**

SUBJECT: QUARTERLY PERFORMANCE INDICATORS (Q1 2020/21)

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To present performance monitoring data for the quarter ended 30 June 2020.

2.0 RECOMMENDATIONS TO CABINET

2.1 That the Council's performance against the indicator set for the quarter ended 30 June 2020 be noted.

2.2 That the revised targets outlined in s.4.6 and Appendix A are approved.

2.3 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 17 September 2020.

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 2020 be noted.

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 The suite of indicators for 2020/21 includes the quarterly indicators provided in Appendix A.
- 4.3 There are 47 items within the quarterly suite. Due to temporary suspension of some SLAs relating to the Revenues and Benefits Service this increases the number of data only items to 11. Other than Emergency Repairs, Housing Repairs PI(s) through the contractor Wates Living Space cannot yet be reported due to the impact of COVID-19. Of the 36 PIs with targets reported:
- 27 indicators met or exceeded target
 - 3 indicators narrowly missed target
 - 6 were 5% or more off target.

A direct comparison with the same quarter of the previous year is not possible due to changes in indicators and targets, however performance in Q1 2019/20 gave 24 (from 42) performance indicators on or above target at that time.

- 4.4 Performance plans are prepared by service managers for those indicators where performance falls short of the target by 5% or more for this quarter. These plans provide the narrative behind the outturn. Progress on actions from previous Performance Plans where indicators are no longer red are provided in Appendix C.
- 4.5 The quarterly suite of indicators was agreed to be continued from the 2019/20 suite until at least October 2020 pending new KPIs to reflect the development of a new Council Plan.
- 4.6 Following comments from Members, there has been a review of some targets where performance has been consistently strong. These are given below and highlighted in Appendix A. Cabinet is asked to approve these targets.
- ES04 % locations inspected falling into categories A/B - Litter : 85% changed to 90%
 - ES06 % locations inspected falling into categories A/B - Dog Fouling : 85% to 90%
 - ES11 % locations inspected falling into categories C/D - Detritus : 15% to 10%

6.0 SUSTAINABILITY IMPACTS

- 6.1 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.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

7.1 There are no direct financial or resource implications arising from this report.

8.0 RISK ASSESSMENT

8.1 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.

9.0 HEALTH AND WELLBEING IMPLICATIONS

9.1 There are no health and wellbeing implications arising from this report.

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 2020/21

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	27		Improved	16
	Warning (within 5%)	3		Worse	17
	Alert (by 5% or more)	6		No change	10
	PIs awaiting data	0	/	Comparison not available	4
	Data only	11		Awaiting data for comparison	0
	'Data only' awaiting data	0		Total number of indicators/data items	47

Shared Services ¹

Page 354 Code & Short Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Q3 2019/20	Q4 2019/20	Q1 2020/21	Current Target	Comments	Bench mark ²	Q1 20/21 vs Q1 19/20	Quarter Status
	Value												
ICT1 Severe Business Disruption (Priority 1)	100%	100%	100%	100%	100%	100%	100%	100%	99%		/		
ICT2 Minor Business Disruption (P3)	99%	99%	99%	100%	99%	100%	99%	100%	97%		/		
ICT3 Major Business Disruption (P2)	100%	100%	100%	100%	100%	100%	100%	100%	98%		/		
ICT4 Minor Disruption (P4)	99%	99%	99%	100%	100%	100%	100%	100%	98%		/		
R1 % of Council Tax collected	56.10%	83.81%	96.46%	28.96%	56.04%	83.52%	96.29%	27.55%		Decisions taken by the council in support of residents and businesses with regards to COVID have severely impacted revenue collection activity. Targets on all recovery SLAs are therefore temporarily suspended and contractual discussions are ongoing.	^L 19/20 Lower Quartile		

PI Code & Short Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Q3 2019/20	Q4 2019/20	Q1 2020/21	Current Target	Comments	Bench mark ²	Q1 20/21 vs Q1 19/20	Quarter Status
	Value												
R2 % council tax previous years arrears collected	17.14%	21.85%	25.88%	8.1%	13.74%	20.02%	23.68%	4.66%		As above	/		
R3 % of Business Rates Collected (NNDR)	55.08%	81.05%	98.22%	29.65%	56.14%	80.98%	98.02%	24.16%		As above	^L 19/20 Second Quartile		
R4 Sundry Debtors % of revenue collected against debt raised	83.96%	87.41%	96.95%	51.95%	75.49%	89.93%	94.36%	29.26%		As above	/		
B1 Time taken to process Housing Benefit/Council Tax Support new claims and change events	6.05	6.41	6.16	6.11	7.37	7.79	7.73	17.63	12.00	Performance Plan attached at Appendix B1.	^L Q1 19/20 Second Quartile		
B2 Overpayment Recovery of Housing Benefit overpayments (payments received)	£178,006	£270,313	£370,939	£104,163	£186,937	£282,724	£377,501	£52,607	£44,147		/		

Corporate & Customer Services

PI Code & Short Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Q3 2019/20	Q4 2019/20	Q1 2020/21	Current Target	Comments	Bench mark ²	Q1 20/21 vs Q1 19/20	Quarter Status
	Value	Value	Value	Value	Value	Value	Value	Value					
BV8 % invoices paid on time	98.14%	97.85%	98.59%	98.99%	98.49%	97.73%	98.21%	96.70%	98.75%	Relates to payment of over 5,000 invoices. The main reason for the reduction in numbers is due to the impact of COVID-19	/		
WL85a Website: no. visits	143,749 ³	152,659	167,748	202,891	115,041	144,440	186,128	174,099		55% accessed the website using a mobile phone	/		
WL85b Website: no. online forms submitted	4,150	3,429	2,190	10,996	7,195	4,239	4,150	28,451		Just short of 27,000 online forms were submitted through Service Now the majority being for Garden Waste. This has been a major step forward for digital transformation with one week alone seeing over 9,000 new accounts created by residents.	/		
WL85c Website: No. of payments processed	14,393	12,943	13,065	21,067	17,820	14,092	12,011	33,173		Q1 peak due to garden waste subscriptions	/		

PI Code & Short Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Q3 2019/20	Q4 2019/20	Q1 2020/21	Current Target	Comments	Bench mark ²	Q1 20/21 vs Q1 19/20	Quarter Status
online												↑	
WL90 % of Contact Centre calls answered	89.3%	87.7%	61.6%	76.1%	84.6%	92.2%	93.4%	95.6%	88.0%		/	↑	✓
WL108 Average answered waiting time for callers to the contact centre (seconds)	100	117	326	185	141	82	74	37	145		/	↑	✓
WL130 No. Service Now Customer Accounts	N/A - PI not developed at this time			10,085	20,794	22,861	24,734	32,072			/	↑	
WL131 No. Social Media Followers (WLBC FB, Twitter)	N/A - PI not developed at this time			7,167	7,660	8,115	9,567	10,865	10,045	Twitter remains our strongest channel with 6,060 followers. Facebook has 3,872 and Homefinder Facebook is increasing steadily to 933.	/	↑	✓
WL132 FTE working days lost due to sickness absence per average FTE	N/A - PI not developed at this time			2.38	2.95	2.55	2.59	1.94	2.02	Performance Plan progress attached at Appendix C.	/	↑	✓
WL143 % of external calls back office answered	N/A - PI not developed at this time			85%	85%	84%	82%	74%		Relates to over 37.5K attempted calls into back office	/	↓	

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Environmental Services

PI Code & Short Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Q3 2019/20	Q4 2019/20	Q1 2020/21	Current Target	Comments	Benchmark ²	Q1 20/21 vs Q1 19/20	Quarter Status
	Value	Value	Value	Value	Value	Value	Value	Value					
ES01 No. grass cuts undertaken on the highway between April-October	N/A - PI not developed at this time			3	6	7	7	4	3		/	↑	✓
ES02 No. grass cuts undertaken in Sheltered Accommodation between April-October	N/A - PI not developed at this time			3	7	9	9	4	4		/	↑	✓

ES04 % locations inspected falling into categories A/B - Litter (cumulative)	N/A - PI not developed at this time	98.31%	98.74%	98.99%	99.15%	99.81%	90.00%	Period reported is April/May' Following the first year the target has been revised to 90%. Data for this work is limited at the moment for more significant change.	^A Q1 20/21 Top quartile		
ES06 % locations inspected falling into categories A/B - Dog Fouling (cumulative)	N/A - PI not developed at this time	100.00%	100.00%	100.00%	100.00%	100.00%	90.00%	As above	^A Q1 20/21 Top quartile		
ES07 % locations inspected falling into categories C/D - Overflowing Litter Bins (cumulative)	N/A - PI not developed at this time	08.70%	12.50%	12.12%	10.53%	00.00%	10.00%	Period reported is April/May' Performance Plan progress attached at Appendix C.	^A Q1 20/21 Top quartile		
ES08 % locations inspected falling into categories A/B - grounds maintenance (includes grass and shrubbery) (cumulative)	N/A - PI not developed at this time				92.53%	100.00%	85.00%	Period reported is April/May. Target unchanged due to limited data.	^A Q1 20/21 Top quartile	/	
ES11 % locations inspected falling into categories C/D - Detritus (cumulative)	N/A - PI not developed at this time	04.41%	05.30%	04.94%	04.16%	0.39%	10.00%	Period reported is April/May' Following the first year the target has been revised to 10%. Data for this work is limited at the moment for more significant change.	^A Q1 20/21 Top quartile		
ES14 Average of missed bins per fortnight (recycling / green)	N/A - PI not developed at this time	131 ⁶	53	104	102	61	50	There is an overall positive direction of travel in recent quarters. Performance Plan attached at Appendix B2.	/	/	
ES15 Average of missed bins per fortnight (recycling / blue)	N/A - PI not developed at this time	131 ⁶	49	123	122	76	50	As above	/	/	
ES16 Average of missed bins per fortnight (garden waste / brown)	N/A - PI not developed at this time	41	55	75	67	68	50	As above	/		
ES17 Average of missed bins per fortnight (refuse / grey)	N/A - PI not developed at this time	66	58	136	172	73	50	As above	/		

ES18 Flytip incidents reported	N/A - PI not developed at this time			338	345	263	337	343			/		
NI191 Kerbside residual household waste per household (Kg) ⁵	118.11	120.55	122.11	118.91	136.35	144.36	144.26	85.13	125		^L 2018/19 Third quartile		
NI192 Percentage of kerbside household waste sent for reuse, recycling and composting ⁵	44.84%	43.00%	40.21%	49.31%	43.37%	37.42%	35.07%	52.50%	50.00%	Performance Plan progress attached at Appendix C.	^L 2018/19 Second quartile		
WL122 % Vehicle Operator Licence Inspections Carried Out within 6 Weeks	100%	100%	100%	100%	98.72%	100%	100%	100%	100%				

Growth & Development Services

PI Code & Short Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Q3 2019/20	Q4 2019/20	Q1 2020/21	Current Target	Comments	Benchmark ²	Q1 20/21 vs Q1 19/20	Quarter Status
	Value												
PI 157a Processing of planning applications: Major applications	100.00%	88.89%	100.00%	100.00%	92.86%	100.00%	85.71%	100.00%	75.00%	The Planning Service will undergo a Service Review due to start in the autumn. As part of this processes and PIs including targets will be reviewed.	^L 2018/19 Top quartile		
PI 157b Processing of planning applications: Minor applications	92.31%	90.16%	86.79%	84.48%	93.55%	86.27%	84.91%	85.96%	80.00%		^L 2018/19 Second quartile		
NI 157c Processing of planning applications: Other applications	93.84%	95.27%	90.68%	93.62%	90.78%	87.97%	92.50%	91.38%	85.00%		^L 2018/19 Second quartile		

Housing & Regulatory Services

PI Code & Short Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Q3 2019/20	Q4 2019/20	Q1 2020/21	Current Target	Comments	Benchmark ²	Q1 20/21 vs Q1 19/20	Quarter Status
	Value	Value	Value	Value	Value	Value	Value	Value					
HS27 % of properties with a valid Landlord Gas Safety Record (homes and buildings)	100.0% ⁴	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	99.5%	100.0%	The high access refusal rate across the social housing sector due to COVID is now beginning to improve. The contractor has a full risk assessed method of	/		

PI Code & Short Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Q3 2019/20	Q4 2019/20	Q1 2020/21	Current Target	Comments	Benchmark ²	Q1 20/21 vs Q1 19/20	Quarter Status
	Value	Value	Value	Value	Value	Value	Value	Value					
										<p>working within tenants homes.</p> <p>The annual gas appliance servicing letters are being posted in sufficient time for the anniversary date to be met.</p> <p>Where access is not provided and the anniversary date is not met there is a full audit trail of no access letters and notices seeking possession served along with engineers' abortive visits. Warning flags on the properties within the housing management system alert staff of the need for access.</p> <p>In addition all properties without a valid LGSR are 'cold called' outside of 'normal office hours' [evening and weekends] to see if access can be gained this way.</p> <p>Dependent on the court services being fully operational and there being no further lockdowns performance criteria may be achieved by Q3 for properties with no related CV19 issues.</p>			
HS28 % of properties with a valid Electrical Installation Condition Report (homes and buildings)	93.4% ⁴	96.0%	98.8%	95.1%	95.4%	97.2%	97.6%	97.5%	100.0%	<p>Wates Property Services began delivering the EICR programme from April 2020. The high access refusal rate across the social housing sector due to COVID is now beginning to improve. The contractor has a full risk assessed method of working within tenants homes.</p> <p>Where access is not provided and the anniversary date is not</p>	/	↑	▲

PI Code & Short Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Q3 2019/20	Q4 2019/20	Q1 2020/21	Current Target	Comments	Benchmark ²	Q1 20/21 vs Q1 19/20	Quarter Status	
	Value	Value	Value	Value	Value	Value	Value	Value						
										met there is a full audit trail of no access letters and notices seeking possession served along with engineers' abortive visits. Warning flags on the properties within the housing management system alert staff of the need to gain access. Providing there are no further lockdowns it is anticipated that performance criteria may be achieved by Q3.				
HS29 % non-domestic that require an asbestos management survey/re-inspection	92.4% ⁴	99.7%	100.0%	100.0%	99.4%	100.0%	100.0%	100.0%	100.0%		/			
HS30 % of non-domestic properties with fire risk assessment in place	100.0% ⁴	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%		/			
HS31 % of properties covered by water hygiene risk assessment (homes and buildings)	100.0% ⁴	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%		/			
HS32 % Emergency Repairs completed within target	N/A - PI not developed at this time								100%	100%	Wates Living Space began delivering the responsive maintenance service from April 2020. In common with other authorities routine day-to-day repairs were suspended due to COVID with only emergency repairs undertaken from the 23 March until the 13 July. Routine responsive repairs are being re-introduced over 3 phases which will see the return of a full responsive repairs service by the end of August (subject to no further lockdowns). Further data	/	/	

PI Code & Short Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Q3 2019/20	Q4 2019/20	Q1 2020/21	Current Target	Comments	Benchmark ²	Q1 20/21 vs Q1 19/20	Quarter Status
	Value	Value	Value	Value	Value	Value	Value	Value					
										relating to repairs performance will be reported from September onwards. Performance is monitored and managed through the WLBC/Wates contractual meetings.			
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	100.55	102.53	101.74	101.12	100.04		^H 19/20 Top quartile		
TS11 % of rent loss through dwellings being vacant	1.1%	1.01%	0.94%	0.7%	0.72%	0.79%	0.87%	1.36%	0.99%	Performance Plan attached at Appendix B3.	^H 19/20 Second quartile		

Wellbeing & Leisure Services

PI Code & Short Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Q3 2019/20	Q4 2019/20	Q1 2020/21	Current Target	Comments	Benchmark ²	Q1 20/21 vs Q1 19/20	Quarter Status
	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	3,238	2,292	1,892	0		All activities, courses etc ceased during this period due to Covid 19	/		

Notes:

¹ 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.

² Benchmarking information is provided as an indication of the Councils performance compared with other Councils. Most PIs are locally developed and therefore do not have comparison data. Where the Council is a member of a benchmarking group (^a APSE 'Whole service', ^H Housemark Peer Group) that source is used otherwise information is taken from published sources in ^L LGA Inform against All English District Local Authorities. Data periods available for comparison due to collection and verification mechanisms and comparator groups are therefore dependent on the information source.

³ WL85a Website: no. visits Q2 19/20 - Due to a change in data collection technology data collected between 21 August to 10 October is not complete. The issue has been resolved.

⁴ Compliance data. New for Q2 2018/19, data was reported as at end of October.

⁵ 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.

⁶ ES14 & 15: Q1 19/20 reflected outturn for both blue and green bins. The data is split for Q2 19/20 onwards.

PERFORMANCE PLAN	
Indicator	B1 Time taken to process Housing Benefit/Council Tax Support new claims and change events
Reason(s) for not meeting target	
Impact from increased benefits workload as a result of COVID 19	
Additional commentary / background	
<p>The significant increase in Universal Credit claims received via the DWP continues to impact on performance.</p> <p>Q1 has seen more than double the volume of new CTS claims within the working age caseload compared with the same period last year (487 to 977). This unprecedented increase impacts on the time taken to process new claims and changes to existing claims.</p> <p>Although as explained above performance in this area has been impacted significantly due to the increase in CTS new claims and changes in circumstances received via DWP on a positive note performance in respect of processing Housing Benefit new claims and change in circumstances has remained within the overall 12 day target.</p> <p>Proposed actions Managing resource to help improve performance includes staff working overtime and at weekends.</p>	
Resource implications	
As outlined above	
Priority	
Resources are being prioritised to mitigate impact.	
Future targets Target is contractual. No change currently planned.	
Action plan	
Tasks to be undertaken	Completion due date
Managing resource to help improve performance includes staff working overtime and at weekends.	Action is currently being implemented.

PERFORMANCE PLAN	
Indicator	ES14: Average of missed bins per fortnight (recycling/green) ES15: Average of missed bins per fortnight (recycling/blue) ES16: Average of missed bins per fortnight (garden waste/brown) ES17: Average of missed bins per fortnight (refuse/grey)
Reason(s) for not meeting target	
<p>The target has not been achieved for Q1 2020/21. The Q4 219/20 performance plan committed to improvements by Q3.</p> <p>During Q1, additional vehicles have been introduced to the deployment arrangements for waste collection services to comply with social distancing. The introduction of the vehicles and the separation of staff from one another on site has slowed down daily operations.</p>	
Additional Commentary and proposed actions	
<p>Q1 has been entirely delivered during the COVID-19 period with differing deployment arrangements in place which did not enable the PI monitoring to be measured.</p> <p>However, there has been a marked reduction in missed bins and therefore the direction of travel is encouraging and will be built upon further.</p> <p>Improvements should start to be realised in Q3 2020/21</p>	
Resource Implications – None, resources exist within budget	
Priority – Medium	
Future Targets - No change to current target of 50 missed bins per fortnight per waste stream	
Action Plan	
Tasks to be undertaken	Completion Date
Intensively monitor performance	Weekly
Establish and implement a process to ensure individual team performance is reviewed to establish root causes – originally planned for JULY 2020	Delayed due to COVID-19, revised timescale Sept 2020
Establish performance management dashboard in conjunction with business analyst colleagues – originally planned for JULY 2020	Delayed due to COVID-19, business analyst colleagues committed to Corporate COVID response work stream.
	Revised timescale Sept 2020

PERFORMANCE PLAN	
Indicator	TS11 - % rent loss through dwellings being vacant
Reason(s) for not meeting target	
Change over from previous response maintenance and void contractor to new provider compounded by COVID19 pandemic and introduction of national lockdown in March 2020.	
Additional commentary / background	
<p>From the 1st April 2020 response and void maintenance switched from DLP Services Ltd to Wates Property Services Ltd [WPSL]. Due to the government response to the COVID19 pandemic all void work was suspended in March which meant that WPSL inherited a back log of void properties which could not be worked on until movement restrictions were eased and safe methods of working developed to ensure social distancing measures were adhered to for both the council's surveying staff, WPSL staff and operatives and potential tenants viewing properties.</p> <p>Included in the development of safe method of working is a quarantine period which includes provision of deep cleaning prior to and after works start / complete – this has extended the period void properties remain empty.</p>	
Proposed actions	
<ul style="list-style-type: none"> • Quarantine period has been revised downwards to 5 working days and the contract KPI's amended so that all void properties received from the 1st July are to be delivered within the contract performance criteria [subject to no further national or local lockdowns being introduced] • For the backlog of properties inherited by WPSL there is an action plan in place with each property assigned a date for its return back to the Council. Performance is monitored on a weekly basis and reported to the Head of Housing and Regulatory Services at the end of each week. 	
Improvement expected:	
Backlog properties scheduled to be completed by the 31 st August 2020 – performance for void properties received from the 1 st July will continue to be monitored through the monthly contract operational meetings which are subsequently reported up to the Director of Place and Community and Head of Housing and Regulatory Services.	
Resource implications	
No impact on staff resources however additional costs are being incurred regarding the requirement to undertake deep cleans to void properties – this is being managed within the central COVID19 budget.	

Priority High

Future targets

Void performance for properties received from the 1st July 2020 will be monitored and managed through the contract KPI's which are reported on a monthly basis – however these may change if national or local lockdowns are introduced to manage further outbreaks of COVID19.

Action plan

Tasks to be undertaken

Proposed actions as outlined above.
Backlog properties scheduled

Completion due date

Completion of backlog properties [i.e. those received / void prior to the 1st July 2020 – will be the 31st August 2020.

Plan prepared by; Frank Lee Property Services Manager

ACTIONS FROM PREVIOUS PERFORMANCE PLANS

APPENDIX C

Indicator	Task created following Q	Tasks to be undertaken	Completion Date	Progress	Comment/Impact
NI192: Percentage of kerbside household waste sent for reuse, recycling and composting Page 367	Q4 19/20	Continue to monitor performance	Monthly	A dedicated post of Waste & Recycling Promotions Officer took up post on 1 July 2020. Improvements were anticipated from Q4 2020/21.	Outturn for Q1 is 52.5% (Green)
		Contact high performing LA's to discuss best practice	July 2020	New employee has been fully committed to promoting the Garden Waste Collection Service; the contacting of other LA's will commence in August 2020.	
		Identify areas of low recycling participation	September 2020	On target	
		Develop & deliver promotional campaigns	October 2020 onwards	On target	
ES07 % of locations inspected falling into categories C/D – Overflowing Litter Bins	Q4 19/20	Continue to monitor performance	Monthly	An update on the Policy for the Provision of Litter Bins will be provided to the September Corporate and Environmental Overview and Scrutiny Committee	Outturn for Q1 is 0% (Green)
		Place order for 53 litter bins to replace those identified as category C or D in condition survey (timescale could be impacted by COVID restrictions for production)	June 2020	Litter bin manufacturers were impacted by COVID-19, manufacturing was delayed or stopped in some cases. Order for bins will now be placed in August 2020.	
		Agree locations with provider for trial of compaction bins (timescale	July 2020	Following discussion with Portfolio Holder, this trial will be postponed	

		could be impacted by COVID restrictions for installation)		until Spring 2021 as some of the bins will be in areas of high footfall and the data gathered may not be fully reflective given that footfall remains lower than normal at present. It would be questionable data being gathered and not provide a true representation. A RoD will be produced to reflect this. Locations will still be agreed with provider by Sept/Oct 2020 dependent upon their availability but actual trial will be delayed.	
		Commence anti-littering campaigns / educational and promotional activities utilising support materials from partner agencies such as Keep Britain Tidy and Hubbub	August 2020	The first Clean Up campaign takes place in September and is the Keep Britain Tidy Great British September Clean. Other campaigns will follow accordingly.	
WL132 FTE working days lost due to sickness absence per average FTE	Q4 19/20	Deliver HR actions from the Workforce Health and Wellbeing (HWB) Action Plan	July 2020	The Employee Assistance Programme offered through Able Futures is now being accessed; Menopause training is about to be launched; Mental Health First Aiders Training had to be postponed due to COVID, but is due to run in Sept & Oct 2020. A number of actions in addition to the HWB action plan have been undertaken in the last 3 months to support staff through the initial	Outturn for Q1 is 1.94 (Green)

			stages of the COVID Pandemic including: launch of home working guidance and DSE guidance; mental health support guidance; telephone support increased from HR PB's to Line Mangers in the transitional arrangements; 17 eLearning courses issued to address specific home working and COVID related issues including stress and isolation; HR assisted with comms plans to keep staff updated; introduced the concept of a COVID buddy system to support staff; promoted Men's health week in June. Videos of Desk Exercises are currently being developed.
		Produce an Action Plan to address findings around staff wellbeing from the joint ICT and Staff wellbeing survey.	3 months from issue of survey Survey issued 26 June closing 15 July (19 July Env Services staff). Plan will be developed once the findings have been reviewed.

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:

8 SEPTEMBER 2020

Report of: Corporate Director of Place and Community

Relevant Portfolio Holder: Councillor David Evans

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

SUBJECT: USE OF S106 FUNDS ON THE EDGE HILL CYCLE LINK

Wards affected: Derby

1.0 PURPOSE OF THE REPORT

- 1.1 To seek authorisation to spend Section 106 funds on the next phase of the Edge Hill Cycle Link.

2.0 RECOMMENDATIONS TO CABINET

- 2.1 To agree the use of £103,860 of S106 monies from planning permission 2009/1052/FUL on the improved provision for cycling and walking access between Ormskirk town centre and Edge Hill University on Ruff Lane and St Helens Road and the junction of these roads with Park Road as outlined in this report.

3.0 BACKGROUND & PROPOSALS

- 3.1 The Edge Hill Cycle Link has been a long-held aspiration of this Council and Lancashire County Council (LCC) for some years now, with the recently completed improvements to the path between the rail and bus station in Ormskirk providing the first phase in delivering the cycle link. Officers have been working with LCC colleagues to work-up plans for the remainder of the cycle link, which will travel across the bus station site, along St Helens Road and then along Ruff Lane, and plans for the next phase of delivery have now been prepared and can be delivered by LCC subject to agreement of this Council to spend a further tranche of S106 monies on the next phase.

- 3.2 The next phase will involve changes to the junction of St Helens Road / Ruff Lane / Park Road to introduce improved footpaths, dedicated cycle lanes and a dedicated phase on the traffic signals to allow bicycles to cross from Ruff Lane to the western (north-bound) side of St Helens Road. This will involve making Ruff Lane one-way between Knowsley Road and St Helens Road for vehicles and so preventing access for vehicles onto Ruff Lane from the junction of St Helens Road / Ruff Lane / Park Road. The Plan at Appendix A shows the improvements proposed.
- 3.3 This phase of the cycle link will cost in the region of £240,000 and can be delivered by LCC this financial year (i.e. by 31st March 2021).
- 3.4 Overall, the Edge Hill Cycle Link is being funded by a combination of S106 monies secured from developments at Edge Hill University (which must be used to improve accessibility to the university campus by means other than the private car) and LCC Local Transport Plan funding. It is proposed that this phase be funded through £103,860 of S106 monies from planning permission 2009/1052/FUL, with the remaining costs being met from LCC's Local Transport Plan funding.
- 3.5 The S106 funding has been earmarked for use on the Edge Hill Cycle Link for some time, but given the passage of time since the funding was first earmarked, and the slightly different proposals being put forward now, the recommendation at paragraph 2.1 above seeks Cabinet's approval of the use of the Section 106 funds to be put towards this phase of the Edge Hill Cycle Link and so improve connectivity to the university campus by walking and cycling.

4.0 SUSTAINABILITY IMPLICATIONS

- 4.1 The promotion of walking and cycling will have positive sustainability implications for Ormskirk and West Lancashire, encouraging travel to the Edge Hill University campus by means other than the private car, will reduce congestion, improve air quality and encourage a more active lifestyle for those travelling to/from the University.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 5.1 The Edge Hill Cycle Link proposals will be funded through a combination of Section 106 funding (as per the recommendation at 2.1 above) and Local Transport Plan funding from LCC.

6.0 RISK ASSESSMENT

- 6.1 There is limited risk associated for the Council with a decision in line with the recommendation at paragraph 2.1 above given it is utilising Section 106 monies that the Council is already in receipt of and is facilitating a scheme that will be delivered by LCC, who are a reliable public sector delivery partner with a great deal of experience of managing such projects. The project will also reinforce the

Council's image as a "green" Council committed to delivery improvements to walking and cycling, but also making connections that enhance the economy of the borough (in this case in relation to connections between Ormskirk Town Centre and Edge Hill University).

- 6.2 However, there is a risk for the Council should no decision be made on the use of these specific S106 funds or should it be decided not to utilise them on this project, as there is a requirement within the Section 106 Agreement for planning permission 2009/1052/FUL that the monies must be "expended or otherwise committed" for a use in line with that specified in the agreement within 10 years of the date when the monies were received, which was in December 2010. As such, the agreement of Cabinet on the use of these S106 monies is required in September in order to ensure that the project can be committed by LCC on their programme of works for the remainder of this financial year. If such a "commitment" is not demonstrable by December 2020, under the terms of the Section 106 Agreement, the S106 monies would need to be passed back to Edge Hill University.

7.0 HEALTH AND WELLBEING IMPLICATIONS

- 7.1 The promotion of walking and cycling through the Edge Hill Cycle Link will have positive health and wellbeing implications for those that use it and, indirectly, by reducing the number of private vehicles using the borough's roads, thus improving air quality.

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. Edge Hill Cycle Link improvements - junction of St Helens Road / Ruff Lane / Park Road
2. Equality Impact Assessment



Page 375

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No.	DATE	AMENDMENT DETAILS	CHECKED BY	DRAWN BY
REVISIONS				



Design and Construction



PROJECT TITLE		ORMSKIRK EASTERN GATEWAY ST HELENS ROAD	
DRAWING TITLE		CYCLE IMPROVEMENTS & LINK TO UNIVERSITY OVERALL LAYOUT	
DRAWN BY	K.Holliday	DATE	AUG 2020
CHECKED BY	D.Davies	DRAWING No.	1662-SHR-100-001
PROJECT No.	1662	SHEET No.	1 of 1.
SCALE @ A1	SCALE 1:200	REVISION	0
ISSUE PURPOSE		DRAFT	

Equality Impact Assessment Form



Directorate: Place and Community		Service: Growth and Development	
Completed by: Peter Richards		Date: 10/08/2020	
Subject Title: USE OF S106 FUNDS ON THE EDGE HILL CYCLE LINK			
1. DESCRIPTION			
Is a policy or strategy being produced or revised:	No	<i>*delete as appropriate</i>	
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 (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	No		
Details of the matter under consideration:	Allocation of S106 funds towards the Edge Hill Cycle Link		
<p><i>If you answered Yes to any of the above go straight to Section 3</i></p> <p><i>If you answered No to all the above please complete Section 2</i></p>			
2. RELEVANCE			
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No*	<i>*delete as appropriate</i>	
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>			
If you answered No 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>			
3. EVIDENCE COLLECTION			
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	General public and businesses		
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)?	Cyclists, pedestrians and highway users will be affected by the proposals (mainly to their benefit). This would include a number of groups with protected characteristics, although only one is likely to be relevant to the work		

	being carried out.
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	<i>*delete as appropriate</i> No No Yes No No No No No No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	All those that use the adopted highway in this location.
What will the impact of the work being carried out be on usage/the stakeholders?	Pedestrians and Cyclists will benefit, vehicle drivers and businesses/residents on one section of Ruff Lane will be negatively affected in a minor way.
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?	N/A – adopted highway is managed by Lancashire County Council. There have been no surveys of views on this particular section of adopted highway.
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:	LCC as Highways Authority will notify affected businesses and residents prior to works commencing.
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	Generally no impact. Precise details of materials to be used on improvements may affect those with a disability, but LCC are aware of the requirements of (for example) those who are visually impaired.
6. CONSIDERING THE IMPACT	
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.).	As above, use of appropriate materials to aid those with visual impairments will be a decision for LCC as highways authority.
What actions do you plan to take to address any other issues above?	No actions for WLBC

7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	N/A



CABINET:

8 SEPTEMBER 2020

Report of: Corporate Director of Place and Community

Relevant Portfolio Holder: Councillor David Evans

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

SUBJECT: Ormskirk Market and Pay & Display Car Parks

Wards affected: Derby, Knowsley and Scott

1.0 PURPOSE OF THE REPORT

1.1 To seek authorisation to re-commence charging on Pay & Display Car Parks in Ormskirk and to implement a reduced Ormskirk Market capacity (compared to pre-COVID expectations) for a temporary period until 31st March 2021 or the end of social distancing restrictions due to COVID-19 (whichever occurs first).

2.0 RECOMMENDATIONS TO CABINET

2.1 That a reduced capacity, and therefore income, for Ormskirk Market of 95 stall pitches be approved until 31st March 2021 or the end of social distancing restrictions due to COVID-19 (whichever occurs first), as per the layout provided at Appendix A.

2.2 That it be agreed to re-commence charging on Pay & Display Car Parks in Ormskirk from 5th October 2020.

3.0 BACKGROUND & PROPOSALS

Ormskirk Market

3.1 Ormskirk Market usually operates on a Thursday and Saturday throughout the year and can accommodate up to 103 stall pitches. When the COVID pandemic

struck the UK, the market was closed from 23rd March until 18th June. Initially, the re-opened market was much reduced (only a dozen stalls at first) but has gradually expanded as restrictions have eased and traders and shoppers have become more confident following the lockdown. However, the decision by the Council to re-open the market was predicated on a maximum capacity of 75 stall pitches until the end of August.

3.2 Since the market has re-opened, officers have trialled various layouts to the market to find the right balance between:

- helping traders, businesses, shoppers and visitors to maintain social distancing restrictions;
- supporting hospitality businesses in the town centre by enabling appropriate outdoor pavement cafes;
- maximising the number of traders returning to the market; and
- helping to ensure businesses are as visible as possible on market days.

3.3 As a result, officers consider that the proposed layout set out in the plan at Appendix A provides the best balance of the above considerations and allows the capacity of the market to increase slightly to 95 stall pitches whilst COVID restrictions are still in place. This increase is compared to the recent capacity since lockdown as eased, but this capacity is of course lower than the pre-COVID capacity. This capacity will allow the Council to accommodate all the permanent traders and most of the casual traders that were on the market pre-COVID and that wish to return at this time.

3.4 In addition, the management of the market since it re-opened has been much more intense than usual given the need to adapt week by week as restrictions have changed, town centre businesses have re-opened, footfall has increased and more traders have sought to return. As such, it is proposed that the new layout at Appendix A be agreed as the new temporary layout for the foreseeable future until 31st March 2021 or social distancing restrictions are removed (whichever happens first) in order to provide stability for the market traders and their customers and ease the workload involved in managing the market. In the event that social distancing restrictions are removed the market would return, as soon as possible, to full capacity.

Pay & Display Car Parks

3.5 Charges on the Council's pay & display car parks have been suspended since 23rd March, initially due to the need to reduce opportunities for transmission of COVID-19 on the ticketing machines and then, as the town centre re-opened, to ensure that visitors to the town centre were not discouraged by the need to use the ticketing machines.

3.6 As the town centre has re-opened, the lack of charges on the car parks have had certain unintended consequences centred around users of the car parks staying far more than 3 hours (in some cases all day, and even overnight). Where shoppers and visitors to the town centre struggle to find a parking space we risk them choosing to take their custom elsewhere, where parking is not so difficult, including to centres outside West Lancashire and out-of-centre retail parks. If car

parks continue to be free, this situation may even get worse as students return to Edge Hill University in late September for the new academic year, as there are a significant number of students who live in the town centre and so the number of town centre residents who may be tempted to park in the Council's car parks over-night and throughout the day, because there is no charge, may increase.

- 3.7 Furthermore, having surveyed other Lancashire and Merseyside authorities, West Lancashire is now the only authority locally who has not re-introduced their parking charges after the lockdown.
- 3.8 Based on the above, it is now considered the right time to start charging again on Ormskirk's pay & display car parks in order to be able to manage the use of the car parks better, especially as more and more shoppers and visitors are returning to the town centre and as we get closer to the busy pre-Christmas period. The proposal to recommence charges from 5th October will allow time to put up notices at the car parks warning users of the forthcoming re-introduction of charges.

4.0 SUSTAINABILITY IMPLICATIONS

- 4.1 Ormskirk Market helps make the town a better, richer, more diverse place and also attracts more visitors to both Ormskirk and the West Lancashire Borough. As well as providing employment opportunities and livelihoods for traders, markets have the potential to evolve as dynamic, entertaining places at the heart of local communities, making the most of regeneration opportunities and strengthening the economic health and social fabric of local communities.
- 4.2 Markets are the original business incubators and as accessible open workspaces they offer a unique, low-risk opportunity for people to test business ideas and learn new skills. For many people they provide the initial step into self-employment and open up routes to different types of work. The Council needs to be seen to be fully supporting the market and assisting in developing it further into becoming a "destination" market to draw visitors in from further afield.
- 4.3 However, the Council also has to ensure that the market can operate safely and in a way that enables social distancing while the restrictions related to the COVID-19 pandemic remain in place. As such, the recommendation in this report seeks to strike the appropriate balance that supports the market but ensures that people will be able to use it in a safe manner. Also, the recommendation will allow the arrangements and layout for the market to settle down and stabilise after a period of frequent change since the Market re-opened, and this will be beneficial for traders and customers alike.
- 4.4 Car Parking is key to the sustainability of Ormskirk Town Centre and the Council must strike a balance that encourages use of public transport, cycling and walking ahead of the private vehicle but ensures sufficient parking spaces are available at an affordable cost for those who have to use a private vehicle in order to enable and encourage shoppers and visitors to use Ormskirk Town Centre over other, competing centres outside the borough or to out-of-town retail parks.

- 4.5 Since the town centre re-opened (and there has been a suspension of parking charges on the Council's pay & display car parks), some of the car parks have been much busier than normal because, anecdotally, it appears that people have started parking on the car parks all day because there is no charge and no reliable way (through ticketing) of monitoring how long a car has been on the car park. This has had the impact of reducing availability of parking spaces for shoppers and visitors, and so runs the risk of those shoppers and visitors choosing to take their custom elsewhere because they cannot get a parking space. By re-introducing the very reasonable £1 for three hours parking charges, this issue will be removed instantly, and shoppers and visitors will be able to easily find parking spaces, as they were able to pre-COVID.

5.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 5.1 In relation to the market, compared to the income anticipated pre-COVID, the proposed temporary capacity will see a reduction of 8 stall pitches, and so an 8% reduction in income from the market compared to what would have been expected from now until the end of the financial year pre-COVID. However, compared to the income that has been generated from the pitch rents since the market re-opened at a reduced capacity (and, for a short period, reduced rent), the income should the recommendation at 2.1 be agreed will be 25-30% higher given that the maximum number of pitches the market has been able to accommodate since it re-opened has only been 75 pitches (and significantly lower than this maximum on some market days).
- 5.2 With regard the pay & display car parking, since the decision was taken to suspend parking charges in March, the loss of income to the Council from parking charges has been approximately £300,000, while the cost of the contracts with external suppliers for managing the car parks have still had to be paid (£27,000 since parking charges were suspended), and a further month's income will be lost in September (together with a further month's costs being incurred with external suppliers).
- 5.3 If car parking charges were not re-introduced in October as proposed, the Council would be losing on average over £50,000 per month while still incurring the monthly costs required to pay the external suppliers (£5,400 per month). By re-introducing the car parking charges, the Council will minimise any further loss of income from this source over the rest of the financial year, which is particularly significant given that the next quarter will include the period running up to Christmas, when visits to the town centre typically increase.

6.0 RISK ASSESSMENT

- 6.1 In relation to the market, the continued reduced income from the market is a clear risk of the recommendation at paragraph 2.1, although this should be tempered with the fact that we would see more income each market day than we have since the market re-opened after lockdown. However, the health and safety risk and risk to the image of the Council if the market were to be returned to full

capacity while social distancing restrictions are still in place is greater, and so it is appropriate that the capacity of the market be capped until such time as COVID-related restrictions are eased or the matter can be reviewed in time for the new financial year if COVID-related restrictions are still in place.

- 6.2 With regard the car parking charges, there is no real risk to the Council from re-introducing car parking charges, as it will not "put-off" shoppers and visitors because of cost, and may even encourage more shoppers and visitors because parking spaces will be easier to find. However, given that users of the car park will now have to use the pay & display machines, there is a slight increased risk of transmission of COVID-19 through touching the machines, but the machines will be disinfected every hour during the day on Monday-Saturday (when parking charges apply) and officers are exploring the possibility of introducing a pay-by-phone option as soon as possible (which will incur an additional cost to the Council).

7.0 HEALTH AND WELLBEING IMPLICATIONS

- 7.1 Aside from the COVID-19 related considerations discussed in this report, there are no health and wellbeing implications arising from this report.

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

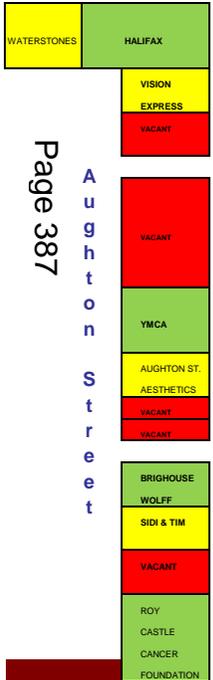
There is a direct impact on members of the public, employees, elected members and / or stakeholders, therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as an Appendix to this report, the results of which have been taken into account in the Recommendations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

Appendices

1. Proposed Market layout plan
2. Equality Impact Assessment



Church Street



Moor Street



Proposed market layout from September 2020

-  95 MARKET PITCH LOCATIONS
-  PERMANENT RETAIL BUSINESSES
-  REGULAR STALL POSITIONS ON CENTRAL MOOR STREET THAT WILL NOW BE USED FOR UNLOADING UP TO 9AM AND THEN STAGGERED LOADING AFTER 3PM
-  STREET FURNITURE ON MOOR STREET

Equality Impact Assessment Form



Directorate: Place and Community		Service: Growth & Development	
Completed by: Peter Richards		Date: 13th August 2020	
Subject Title: THE IMPACTS OF COVID-19 ON ORMSKIRK MARKET AND PAY & DISPLAY CAR PARKS			
1. DESCRIPTION			
Is a policy or strategy being produced or revised:	Yes	<i>*delete as appropriate</i>	
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:	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 (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	No		
Details of the matter under consideration:	The reintroduction of charges at Pay & Display car parks in Ormskirk, and a new temporary capacity / layout for the market.		
<p><i>If you answered Yes to any of the above go straight to Section 3</i></p> <p><i>If you answered No to all the above please complete Section 2</i></p>			
2. RELEVANCE			
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No*	<i>*delete as appropriate</i>	
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>			
If you answered No 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>			
3. EVIDENCE COLLECTION			
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	The public, Market Traders and local businesses		

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)?	The public
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	<i>*delete as appropriate</i> No No No No No No No No No
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	The public use both the market and car park services.
What will the impact of the work being carried out be on usage/the stakeholders?	Increase the use of both the market and car park services.
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?	Recommendations aim to increase satisfaction with services.
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?	Informal consultation has taken place with market traders and businesses.
If any further data/consultation is needed and is to be gathered, please specify:	Ongoing informal consultation will take place with market traders and businesses.
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	No discrimination is prevalent. Recommendations will impact all equally.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or	No negative impact anticipated.

desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	
What actions do you plan to take to address any other issues above?	No actions. <i>If no actions are planned state no actions</i>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	1 st March 2021, Principal Economic Regeneration Officer.

