



Jacqui Sinnott-Lacey  
Chief Operating Officer

52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

18 September 2023

**TO: COUNCILLORS Y GAGEN, G DOWLING, C COUGHLAN, V CUMMINS,  
A FENNEL, N FUREY, R MOLLOY, N PRYCE-ROBERTS AND  
A YATES**

Dear Councillor,

A meeting of the **CABINET** will be held in the **CABINET/COMMITTEE ROOM, 52 DERBY STREET, ORMSKIRK L39 2DF** on **TUESDAY, 26 SEPTEMBER 2023** at **7.00 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be 'JS', written over a circular scribble.

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** 1 – 6

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 22 September 2023.

**4. DECLARATIONS OF INTEREST** 7 – 8

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** 9 – 14

To receive as a correct record, the minutes of the meeting of Cabinet held on Tuesday 27 June 2023.

**6. PROCEDURAL MATTERS - ESTATES REGENERATION CABINET WORKING GROUP & BUDGET CABINET WORKING GROUP**

1. To note the following change of Terms of Reference of the Estates Regeneration Cabinet Working Group:  
**From:**  
Functions
  - (a) To oversee the Revival Projects.
  - (b) To oversee the development of key HRA estates improvement and regeneration schemes
  - (c) To consider innovation options in development and construction in potential schemes.
  - (d) To report recommendations to Cabinet and/or Council as appropriate.
  - (e) To monitor the Cabinet approved Asset Management Strategy to ensure appropriate investment in the asset portfolio, including consideration of proposed capital programmes and initiatives to contribute to the commitment to be a carbon neutral Borough by 2030.

**Amended to:**

## Functions

- (a) To oversee the Regeneration Projects.
  - (b) To oversee the development of key HRA estates improvement and regeneration schemes.
  - (c) To consider innovation options in development and construction in potential schemes.
  - (d) To report recommendations to Cabinet and/or Council as appropriate
2. To note the Terms of Reference of the Budget Cabinet Working Group:
- (a) To review the Medium-Term Financial Strategy (MTFS) and make recommendations to Cabinet and Council, when required.
  - (b) To consider annual budget setting matters, i.e., Council Tax, GRA (General Revenue Account) and HRA (Housing Revenue Account) requirements and the Capital Programme and make recommendations to Cabinet and Council.

## 7. MATTERS REQUIRING DECISIONS

- |    |   |          |
|----|---|----------|
| 7a | <b>Quarter 1 Council Plan Monitoring Report</b><br>To consider the report of the Corporate Director of Transformation, Housing and Resources.<br>(Relevant Portfolio Holder: Councillor R Molloy)                       | 15 - 36  |
| 7b | <b>Council Vision And Priorities 2023-2028</b><br>To consider the report of the Corporate Director of Transformation, Housing & Resources.<br>(Relevant Portfolio Holder: Councillor R Molloy)                          | 37 - 62  |
| 7c | <b>Social Value Policy</b><br>To consider the report of the Head of Finance, Procurement and Commercial Property.<br>(Relevant Portfolio Holder: Councillor R Molloy)   | 63 - 72  |
| 7d | <b>Funding for the Ormskirk - Burscough Linear Park</b><br>To consider the report of the Corporate Director of Transformation, Housing & Resources.<br>(Relevant Portfolio Holder: Councillor G Dowling)                | 73 - 84  |
| 7e | <b>Draft Community Infrastructure Levy Funding Programme 2024-2026</b><br>To consider the report of the Corporate Director of Transformation, Housing & Resources.<br>(Relevant Portfolio Holder: Councillor G Dowling) | 85 - 274 |

7f	<b>WLBC Safeguarding Policy 2023 and Reporting Procedure</b> To consider the report of the Corporate Director of Transformation, Housing & Resources. (Relevant Portfolio Holder: Councillor G Dowling)	275 - 308
7g	<b>Risk Management Framework &amp; Key Risk Report</b> To consider the report of the Head of Finance, Procurement & Commercial Services. (Relevant Portfolio Holder: Councillor R Molloy)	309 - 322
7h	<b>Q1 GRA Revenue Monitoring 2023/24</b> To consider the report of the Head of Finance, Procurement & Commercial Services. (Relevant Portfolio Holder: Councillor R Molloy)	323 - 326
7i	<b>Q1 GRA Capital Monitoring 2023/24</b> To consider the report of the Head of Finance, Procurement & Commercial Services. (Relevant Portfolio Holder: Councillor R Molloy)	327 - 334
7j	<b>Q1 HRA Revenue &amp; Capital Monitoring 2023/24</b> To consider the report of the Head of Finance, Procurement & Commercial Services. (Relevant Portfolio Holder: Councillor N Pryce-Roberts)	335 - 342
7k	<b>Q1 Treasury Management Monitoring 2023/24</b> To consider the report of the Head of Finance, Procurement & Commercial Services. (Relevant Portfolio Holder: Councillor R Molloy)	343 - 350

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

**FIRE EVACUATION PROCEDURE: Please see attached sheet.**

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

For further information, please contact:

Jacky Denning on 01695 585384

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

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

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

**IF YOU DISCOVER A FIRE**

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

**ON HEARING THE FIRE ALARM**

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

**NOTES:**

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

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

**CHECKLIST FOR PERSON IN CHARGE**

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

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

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

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

**NOTE:**

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

**CHECKLIST FOR ZONE WARDEN**

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

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

**INSTRUCTIONS FOR DOOR WARDENS**

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

## **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](mailto:member.services@westlancs.gov.uk) or by sending to:

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

- 2.2 Completed forms will be collated by Member Services and circulated via e-mail to relevant Members and officers and published on the Council website via Modgov. Only the name of the 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.)

PLEASE PROVIDE DETAILS OF THE MATTER YOU WISH TO RAISE

Agenda Item      Number .....

Title .....

Details .....

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Name .....                      Dated .....

*Completed forms to be submitted by 10.00am on the Friday of the week preceding the meeting to:-*

*Member Services, West Lancashire Borough Council, 52 Derby Street, Ormskirk, Lancashire, L39 2DF or  
Email: [member.services@westlancs.gov.uk](mailto:member.services@westlancs.gov.uk)*

*If you require any assistance regarding your attendance at a meeting (including access) or if you have any queries regarding your submission please contact Member Services on 01695 585065*

Note: This page will be circulated to Members of the Committee and published.

# 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 <b>because</b> it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) <b>and</b> the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest or it relates to the determining of any approval consent, licence, permission or registration in relation to me or a connected person or, a body described in 10.1(1)(i) and (ii) <b>and</b> the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest	<input type="checkbox"/>          <input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>          <i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>
4.	I have a disclosable pecuniary interest (Dispensation 20/09/16) or a pecuniary interest but it relates to the functions of my Council in respect of:  (i) Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease.  (ii) school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends.  (iii) Statutory sick pay where I am in receipt or entitled to receipt of such pay.  (iv) An allowance, payment or indemnity given to Members  (v) Any ceremonial honour given to Members  (vi) Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>	<i>You may speak and vote</i>          <i>You may speak and vote</i>          <i>You may speak and vote</i>          <i>You may speak and vote</i>          <i>You may speak and vote</i>          <i>You may speak and vote</i>
5.	A Standards Committee dispensation applies (relevant lines in the budget – Dispensation 15/09/20 – 14/09/24)	<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**

**HELD: Tuesday, 27 June 2023**

Start: 7.00 pm

Finish: 7.25 pm

**PRESENT:**

Councillors:

Portfolio

Councillor Gareth Dowling	Deputy Leader and Portfolio Holder for Planning & Community Safety (in the Chair)
Councillor Adam Yates	Deputy Leader & Portfolio Holder for Green Growth
Councillor Carl Coughlan	Portfolio Holder for Leisure; and Youth Champion
Councillor Vickie Cummins	Portfolio Holder for Health & Wellbeing
Councillor Anne Mary Fennell	Portfolio Holder for Communities; and Dementia Champion
Councillor Neil Furey	Portfolio Holder for Street Scene
Councillor Rob Molloy	Portfolio Holder for Finance
Councillor Nicola Pryce-Roberts	Portfolio Holder for Housing

In attendance:  
Councillors

D Westley (Virtually), Howard and Patel (Virtually)

Officers:

Jacqui Sinnott-Lacey, Chief Operating Officer  
Paul Charlson, Head of Planning & Regulatory Services (Virtually)  
Jacky Denning, Democratic Services Manager  
Tony Furber, Corporate Finance Manager (Deputy S151 Officer)  
Claire Kelly, Principal Solicitor and Deputy Monitoring Officer  
Gillian Wossick, Environmental Sustainability Manager (Virtually)  
Catherine Kirwan, Procurement Manager  
Christine Whittle, Strategic Planning Manager (Virtually)  
Rebecca Connick, Leisure Procurement Project Coordinator

## 87 **APOLOGIES**

An apology for absence was received on behalf of the Leader, Councillor Yvonne Gagen.

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

There were no items of special urgency.

**89 PUBLIC SPEAKING**

There were no items under this heading.

**90 DECLARATIONS OF INTEREST**

There were no declarations of interests.

**91 MINUTES**

RESOLVED: That the minutes of the Cabinet meeting held on Tuesday 7 March 2023 be received as a correct record and signed by the Leader.

**92 CONFIRMATION OF PROCEDURAL MATTERS**

- RESOLVED: A. That it be notes the Leader has appointed Cabinet Working Groups for 2023/24 as circulated at the Annual Meeting on 17 May 2023 with the terms of reference now included in the Constitution.
- B. That it be noted 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.

**93 MATTERS REQUIRING DECISIONS**

Consideration was given to report relating to the following matters requiring decisions and contained on pages 17 to 496 of the Book of Reports:

**94 QUARTER 4 COUNCIL PLAN MONITORING REPORT**

Councillor Rob Molloy introduced the report of the Corporate Director of Transformation, Housing & Resources, which present the performance monitoring data for the quarter ended 31 March 2023.

The minute of Executive Overview & Scrutiny Committee was circulated prior to the meeting.

In reaching the decision below, Cabinet considered the report before it and the recommendations contained therein.

- RESOLVED: A. That the Council's performance against the Council Plan for the quarter ended 31 March 2023 be noted following consideration of any agreed comments from Executive Overview & Scrutiny Committee.
- B. That the call-in procedure is not appropriate for this item as the



report was submitted to the meeting of the Executive Overview & Scrutiny Committee on 15 June 2023.

95 **COUNCIL PLAN 2023-2028 DEVELOPMENT**

Councillor Molloy introduced the report of the Corporate Director of Housing Transformation, Housing & Resources, which sought approval of the draft of the new Council Plan 2023-28 for public consultation.

The minute of Overview & Scrutiny Committee had been circulated prior to the meeting.

In reaching the decision below, Cabinet considered the report and the recommendations contained therein.

- RESOLVED: A. That the draft Council Plan 2023-2028 priorities and areas of focus at Appendix 1 to be used in public consultation, subject to the fourth priority being amended to read "Manage a resilient, financially strong Council that listens to its **residents**".
- B. That Call In is not appropriate for this item as the report was submitted to the Executive Overview and Scrutiny Committee on 15 June 2023.

96 **COMMUNITY WEALTH BUILDING STRATEGY**

Councillor Molloy introduced the report of the Corporate Director of Transformation, Housing & Resources, which sought to approve the Council's first Community Wealth Building Strategy

In reaching the decision below, Cabinet considered the report and the recommendations contained therein.

- RESOLVED: A. That the Community Wealth Building Strategy contained at Appendix A be approved.
- B. That the Director of Transformation, Housing and Resources be given delegated authority to make any minor or inconsequential amendments to the Strategy as deemed appropriate.

(Note: The report will also be considered by full Council on 19 July 2023.)

97 **LOCAL PLAN - SCOPE, ISSUES AND OPTIONS**

Councillor Gareth Dowling introduced the report of the Corporate Director of Transformation, Housing & Resources, which detailed the feedback received through the Local Plan 2040 Scope, Issues and Options consultation that ended in January 2022 and sought endorsement of the publication of the two Consultation

Feedback Reports, so that all interested parties can review what comments had been submitted to the Council.

In reaching the decision below, Cabinet considered the report and the recommendations contained therein.

- RESOLVED:
- A. That the Consultation Feedback Report on the Local Plan 2040 Scope, Issues and Options consultation (provided at Appendix A) be noted and endorsed.
  - B. That the Consultation Feedback Report on the Strategic Housing and Employment Land Availability Assessment, 2021 (provided at Appendix B) be noted and endorsed.
  - C. That the next steps in the Local Plan 2040 preparation process set out at Section 4.0 of this report are noted.
  - D. That the importance of protecting farm land in the development of the Local Plan 2040, be noted.

98 **RESULTS OF CITIZEN SURVEY 2022**

Councillor Molloy introduced the report of the Corporate Director of Transformation, Housing & Resources, which set out the action plan developed through the cross organisational officer Task & Finish Group, following the analysis of the Citizen Survey 2022.

The minute of Executive Overview & Scrutiny Committee had been circulated prior to the meeting.

In reaching the decision below, Cabinet consider the report and the recommendations contained therein.

RESOLVED: That the action plan be agreed.

99 **PROCUREMENT POLICY**

Councillor Molloy introduced the report of the Corporate Director of Transformation, Housing & Resources, which set out details of the proposed Procurement Policy.

The minutes of the Audit & Governance and Executive Overview & Scrutiny Committees had been circulated prior to the meeting.

In reaching the decision below, Cabinet considered the report before it and the recommendations contained therein.

RESOLVED: That Council be recommended to approve the Procurement Policy.

**100 UK SHARED PROSPERITY AND RURAL ENGLAND PROSPERITY FUND**

This item was withdrawn and will be considered by full Council on 19 July 2023.

**101 REGULATION OF INVESTIGATORY POWERS ACT - ANNUAL SETTING OF THE POLICY**

Councillor Dowling introduced the report of the Head of Legal & Democratic Services, which detailed the Council's use of its powers under the Regulation of Investigatory Power's Act (RIPA) and presented the RIPA Policy document for approval.

The minute of the Audit & Governance Committee had been circulated prior to the meeting.

In reaching the decision below, Cabinet considered the report before it and the recommendations contained therein.

RESOLVED: That the Council's RIPA activity and the RIPA Policy attached at Appendix 1 to the report, be approved.

**102 DEMOLITION OF 201 EGERTON AND 4 NEARBY GARAGES, SKELMERSDALE,**

Councillor Nicola Pryce-Roberts introduced the report of the Corporate Director of Transformation, Housing & Resources, which sought approval for the demolition of the Council's void property, 201 Egerton and 4 nearby garages to facilitate the development of 6 new 3 bed Council homes for affordable rent.

In reaching the decision below, Cabinet considered the report before it and the recommendations contained therein.

RESOLVED: A. That the demolition of 201 Egerton and the 4 garages, be approved, subject to relevant statutory approvals.

B. That it be noted that the report is not a planning application and due process will be undertaken in that respect.

**103 USE OF COMMUNITY INFRASTRUCTURE LEVY MONIES ON BURSCOUGH WELLBEING AND LEISURE HUB**

Councillor Carl Coughlan introduced the report of the Corporate Director of Transformation, Housing & Resources, which sought approval to authorise the allocation and expenditure of up to £320,000 of Community Infrastructure Levy monies towards the refurbishment of Burscough Racquets and Fitness Centre.

In reaching the decision below, Cabinet considered the report before it and the recommendations contained therein.

RESOLVED: That Council be recommended:

- A. The sum of £320,000 be taken from the Community Infrastructure Levy (CIL) to be used towards the refurbishment of Burscough Racquets and Fitness Centre.
- B. That the Director of Transformation, Housing and Resources and/or the Head of Finance, Procurement and Commercial Services, in consultation with the Portfolio Holder for Human Resources and Leisure and the Portfolio Holder for Resources and Transformation be granted delegated authority to utilise funding allocated CIL Funding to take all steps (including the appointment and payment to Alliance Leisure) to undertake the works set out in Section 5 of the report.

.....  
**Leader**



**EXECUTIVE OVERVIEW & SCRUTINY  
COMMITTEE: 14 SEPTEMBER 2023**

**CABINET: 26 SEPTEMBER 2023**

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**Report of: Corporate Director of Housing, Transformation and Resources**

**Relevant Portfolio Holder: Councillor R Molloy**

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

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**SUBJECT: COUNCIL PERFORMANCE DELIVERY PLAN – Q1 2023/24**

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Wards affected: Borough wide.

#### **1.0 PURPOSE OF THE REPORT**

1.1 To present performance monitoring data for the quarter ended 30 June 2023.

#### **2.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE**

2.1 That the Council's performance against the Council Plan for the quarter ended 30 June 2023 be noted and agree comments as appropriate.

#### **3.0 RECOMMENDATIONS TO CABINET**

3.1 That the Council's performance against the Council Plan for the quarter ended 30 June 2023 be noted following consideration of any agreed comments from Executive Overview & Scrutiny Committee.

3.2 That the call-in procedure is not appropriate for this item as the report was submitted to the meeting of the Executive Overview & Scrutiny Committee on 14 September 2023.

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#### **4.0 CURRENT POSITION**

4.1 Members are referred to Appendix A of this report which provides a summary of the quarterly performance in delivery of the Council Plan.

- 4.2 The Council Plan was agreed by Members in October 2020. No revisions were made to the Plan for 2023/24. The Plan provides clarity of purpose for the Council allowing efficient communication of its strategic direction with the public, stakeholders, and staff. This in turn allows effective planning and prioritisation of work and supports transparency and accountability.
- 4.3 Services developed and timetabled the actions (the "We Will..." statements) to meet those priorities over the three years of the Council Plan. This covers a large amount of work over several years across a broad spectrum of services. The suite of indicators to support evidencing delivery during 2023/24 was agreed in March 2023.
- 4.4 Draft Council Priorities are currently in development. If the new priorities are not agreed, reporting on the current Council Plan 2020-23 priorities will continue until new priorities are agreed.
- 4.5 Progress against the actions of the current Plan are summarised and provided in Appendix A along with quarterly reported KPIs, grouped by priority. Action progress is intended to provide information for those actions with activity of note, planned to conclude within the quarter or outstanding from previous quarters rather than an overview of all related work. Much of the activity will be familiar to Members having been the subject of individual reports to committees.
- 4.6 Delivery Plan at Appendix A refers to 44 items within the quarterly suite, 10 of which are 'data only' (no target). Of the 34 PIs with targets reported quarterly:

	Current Quarter	Previous Quarter	Current vs previous Quarter
Indicators meeting or exceeding target ('Green')	21	20	↑
Indicators narrowly missing target ('Amber')	6	7	↑
Indicators 5% or more off target ('Red')	5	6	↑
Data not yet available	1	0	↓
Data that will not be provided (Reason given in Appendix comments)	1	1	-

Data will not be provided for *WL132-c19 FTE working days lost due to sickness absence* due to issues with transfer to new HR system. LCC is aware of the impact of this and are in the process of addressing the issue. Data for *NI 192 % kerbside household waste sent for reuse, recycling and composting* is pending whilst it is verified.

- 4.7 Performance plans are prepared by service managers for those performance indicators where performance is below the target by 5% or more for this quarter where they can improve performance. These plans (Appendix B) provide further narrative behind the outturn.

## **5.0 SUSTAINABILITY IMPLICATIONS**

- 5.1 The information set out in this report aims to help the Council achieve its priorities and vision and should contribute to the sustainability of services and the borough as a whole. There are no significant sustainability impacts associated with this report/update and, in particular, no significant impact on crime and disorder.

## **6.0 FINANCIAL AND RESOURCE IMPLICATIONS**

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

## **7.0 RISK ASSESSMENT**

- 7.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers.

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.

We are continuing to embed risk management in the Council understanding that this will help us in the achievement of our priorities. We want to identify those risks that will stop us achieving our vision, priorities and key activities as defined by our Council Plan so that they can be mitigated, and therefore support progress and good performance. We consider where we are now, where we want to get to, and what may stop us getting there. These events, that may or may not happen, are our key risks which then need assessment, management, and reporting. These strategic, high-level council risks are currently reported to Members through the Key Risk Register report.

## **8.0 HEALTH AND WELLBEING IMPLICATIONS**

- 8.1 There are no health and wellbeing implications arising from this report. The Council Plan itself supports the improvement of health and wellbeing within West Lancashire.

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### **Background Documents**

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

### **Equality Impact Assessment**

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore, no Equality Impact Assessment is required.

### **Appendices**

Appendix A: Quarterly Corporate Performance Delivery Report  
Appendix B: Performance Plans

# CORPORATE PERFORMANCE DELIVERY

## Quarter 1 (April-June) 2023/24



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Progress on the Council Plan is evidenced through specific actions and indicators delivered by service and cross-organisation strategic plans.

### ACTION STATUS

- Completed .....
- In Progress .....
- Check Progress .....
- Overdue .....

### INDICATOR STATUS



- OK (within 0.01%) or exceeded ...
- Warning (within 5%) .....
- Alert (by 5% or more) .....
- Data only (no target) .....
- Awaiting data .....









### LEAD SERVICE

FPCPS: Finance, Procurement and Commercial Property; CCS: Corporate and Customer Services; HSG: Housing Services ; ES: Environmental Services; PRS: Planning and Regulatory Services; WLP: Wellbeing and Place Services





# Be a Financially Sustainable Council by 2023

Priority Actions			
We will...	Quarter delivery	Status	Lead
Maximise the value from existing assets and focus on value for money	<b>Requires focus/attention:</b> A plan for each identified rent review or lease renewal was due to be complete by May but has been delayed. The work commenced in August.		FPCPS
Continuously develop, find better ways to do things and embrace new technology	Process mapping across Housing services to inform service improvement plan phase 2 to include repairs services has commenced and is expected to complete for Q3. Work to incorporate new ward structure in three neighbourhood storyboards for the borough has begun. <b>Requires focus/attention:</b> Digital HR & OD induction checklist and flow now anticipated to go live in Q3, following an issue with the infrastructure		CCS








Be a financially sustainable Council by 2023 - KPIs										
Out of the 9 total KPIs within the priority, 7 are reported quarterly.										
Performance Indicator	2022/23	Q1 2022/23	Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Current Quarter Target	Outturn vs same Q previous year	Comment	Quarter Status
	Value	Value	Value	Value	Value	Value				
E01 % rent loss through empty commercial properties available to rent	6.4%	4.4%	4.7%	5.5%	6.4%	5.9%	10%			
R1 % of Council Tax collected	93.79%	26.94%	52.28%	79.02%	93.79%	27.76%	29.09%		Whilst below target we are seeing an improvement in comparison to this point last year. This is good in light of the well-publicised cost of living increases. The service will continue to monitor and review collection and also signpost those needing additional support to relevant support schemes currently in operation such as Council Tax Support and the Household Support Fund to maximise customers' income.	
R3 % of Business Rates Collected (NNDR)	95.78%	24.25%	57.42%	77.96%	95.78%	31.23%	27.76%			
TS1a Rent collected from current and former tenants as a % of	100.47	103.65	99.67	100.86	100.47	102.21	100			

### Be a financially sustainable Council by 2023 - KPIs

Out of the 9 total KPIs within the priority, 7 are reported quarterly.

Performance Indicator	2022/23	Q1 2022/23	Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Current Quarter Target	Outturn vs same Q previous year	Comment	Quarter Status
	Value	Value	Value	Value	Value	Value				
rent owed (excluding arrears b/f).										
TS11 % of rent loss through dwellings being vacant	0.97%	1.06%	1.14%	1.04%	0.97%	0.77%	1.4%	↑		✔
WL130 No. Service Now Customer Accounts	54,194	50,294	51,821	52,913	54,194	56,005		↑	We continue to promote self-serve accounts through our telephony platform (using messages) and when speaking to customers.	
WL132-c19 FTE working days lost due to sickness absence per average FTE (COVID Inclusive)	N/A	2.65	2.19	0.73	N/A	N/A	0.67	N/A	Continuing issues following the changeover of HR systems means that data is unavailable and cannot be manually calculated. The system issue is being worked on with LCC Payroll colleagues. Information will be provided in future reports when available.	N/A

# Become a Greener West Lancashire

We will...	Quarter delivery	Status	Lead
Ensure all council buildings are operating to highest efficiency standards - insulation, design, and technology	<b>Requires focus/attention:</b> Savills have completed a Stock Condition Survey on 86% of our properties and we are continuing to try to gain access to those not yet completed. The information from Savills is being analysed and moved into our Asset Management system PIMMS. The development of future investment programmes linked to the requirement to achieve Energy Performance Certificate level C in all our council homes by 2030 is currently underway.		HSG
Optimise the development of solar/wind farm investment	APSE (Association for Public Excellence) have now been formally appointed and accepted our brief to re-work a new business case. We are awaiting a response from the Distribution Network Operators with regards to direct connection and battery connection costs. <b>Requires focus/attention:</b> Supporting TVDL in the solar/wind farm development we are still waiting for and pursuing confirmation from Homes England in terms of project agreement and agreement around clawback of the land.		FPCPS
Support the development of green transport	Working Party set up with other authorities to discuss greener fleet waste vehicles. Also included is a procurement process across the county "framework". <b>Requires focus/attention:</b> ChargePoint's were anticipated to be in place for the end of March. One site was installed in April 2023. The final installation at Moor Street is anticipated to be installed following the completion of the car park and will also be dependent on the energy supplier availability.		ES
Reduce waste and improve recycling, implement a Waste strategy with a focus on sustainable solutions	<b>Requires focus/attention:</b> A project with Overview & Scrutiny to progress dual recycling points across the borough is underway. Suitable locations have been chosen and we are now waiting for delivery of the bins.		ES
Be a role model and lead good practice; develop a Climate Change Strategy and action plan	A workshop is currently being planned for Environmental Services to develop the new Climate Change Action Plan. This will take place in Q3.		ES
Commit to maximising Council energy requirements from renewable sources	The Council plans to resubmit a bid to the Public Sector Decarbonisation Scheme in Autumn 2023 to support a de-carbonisation plan for Burscough Leisure Centre and a new bid for The Beacon Centre.  The new electricity contract (in place for 2 years until March 2025) did not purchase Renewable Energy Guarantees of Origin (REGO) certified electricity. We will be purchasing the average grid mix. Given the volatile market at the time of re-procurement we felt it prudent to focus on cost, albeit on a shorter contract, allowing us to source a more sustainable solution in the future when the market has stabilised and within our timeframes to become a Carbon Neutral Council by 2030.		ES
Use green credentials to form part of our procurement selection criteria  Use the supply chain to maximise energy efficiency,	The Procurement team are still awaiting the outcome of the national procurement reform. Work has started on the new Social Value Policy which will be introduced to all appropriate tender opportunities.		FPCPS/ ES

We will...	Quarter delivery	Status	Lead
design out waste and reduce our carbon footprint			
Maximise the use of solar panels on Council owned buildings and housing stock	The data for corporate buildings is expected to be submitted once the MCS (Microgeneration Certification Scheme) certificates are received. The Feed in Tariff data from housing stock panels is submitted quarterly to Good Energy to receive regular income. Service discussions have begun for housing/corporate solar panels to be inspected and cleaned.		ES
Increase the use of environmentally friendly products	Reusable water bottles for front-line staff (Waste, Clean and Green staff) were purchased and received in late June 2023, within existing budget. The bottles were distributed to staff in late June/early July.		ES
Optimise the Council fleet; increase route efficiency and maximise low emissions	A route efficiencies project that would help drive down costs as well as emissions is currently being picked up as part of the Waste Transformation work within the Our Futures transformation programme. Mileage reviewed of Waste Vehicles and Clean vehicles to be moved to balance out mileage before return of vehicles end of contract 2026. This will support the reduction of high mileage vehicles and downtime.		ES
Develop a Local Plan policy encouraging green developments – green space, energy efficiency, sustainable supply chains	Policies requiring sustainable development will be embedded into the Local Plan development process and are currently underway.		ES
Enhance green spaces promoting diverse leisure uses and explore the option of developing an Eco Park	Consultation into future developments at Beacon country Park is underway (closing 7 August). This will help shape the future of the park. Six new orchards were developed across the borough. Upgrades to Elmers Clough completed - new paths, signage and outdoor classroom developed. Resurfacing of 1.5km of Cheshire Lines completed.		WLP

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### Become a Greener West Lancashire - KPIs

Out of the 6 total KPIs within the priority, 3 are reported quarterly.

Performance Indicator	2022/23	Q1 2022/23	Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Current Quarter Target	Outturn vs same Q previous year	Comment	Quarter Status
	Value	Value	Value	Value	Value	Value				
ES01 No. grass cuts undertaken on the highway between April-October	8	3	7	8	8	3	3			
ES02 No. grass cuts undertaken in Sheltered Accommodation between April-October	10	4	9	10	10	2	4		Due to severe weather conditions box mowing has been affected. Performance Plan provided in Appendix B1	
NI192 Percentage of kerbside household waste sent for reuse, recycling and composting	44.53% <sup>1</sup>	49.1% <sup>1</sup>	44.4% <sup>1</sup>	43.17% <sup>1</sup>	41.45% <sup>1</sup>	tbc	47.80%		Q1 figures are not yet verified/available for reporting.	

<sup>1</sup>2022/23 quarter figures have been restated through the service based on data from Waste Data Flow.

# Create empowered, engaged and inclusive communities

Priority Actions			
We will...	Quarter delivery	Status	Lead
Build on and develop strengths within local communities	<p>Meeting held with Friends of Tawd Valley group to identify a suite of potential small-scale projects that can be achieved with grant funding. Training session delivered on how to fill in funding bids.</p> <p>All Parish Councils have been asked for a list of their volunteer litter picking groups. A local scout group has received a volunteer litter picking pack including the new bags, hi-vis vests and litter pickers.</p> <p><b>Requires focus/attention:</b> Plans for ongoing engagement with groups and Keep Britain Tidy campaign planning need to be completed.</p>		WLP/ES
Use Councillors' existing reach and influence to provide community feedback to shape decision making	Project to move to committee structure of governance is on track. Public Consultation has been completed. Work is progressing to implement the changes required ahead of the Governance model change in May 2024.		LDS
Work with partners to develop a meaningful offer to support citizens to become digitally included	Specification for procuring a more targeted face to face service for residents facing barriers to digital inclusion in 2023/24 is being progressed for scheduling on the Chest, a local authority procurement portal. Procurement documents are completed and we anticipate going out on the Chest in Q2.		CCS
Develop neighbourhood plans with key partnerships committed to meeting the needs of our communities	West Lancashire Heath & Wellbeing Partnership has been re-mobilised with the Council as Chair. Programmes of work are ongoing to establish the priorities for each neighbourhood. The Community & Wellbeing Team are aligned to the overarching priorities and delivering targeted programmes of activity to engage the vulnerable population groups.		WLP

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## Create empowered, engaged and inclusive communities - KPIs

Out of the 7 total KPIs within the priority, 5 are reported quarterly.

Performance Indicator	2022/23	Q1 2022/23	Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Current Quarter Target	Outturn vs same Q previous year	Comment	Quarter Status
	Value	Value	Value	Value	Value	Value				
WL85a Website: no. visits	772,061	230,130	195,685	164,440	181,806	200,565			Most popular pages were Garden Waste, Pay a Bill and planning searches	
WL85c Website: No. of payments processed online	67,094	22,711	14,416	15,338	14,629	26,591				
WL90 % of Contact Centre calls answered	93.4%	92.6%	93.2%	94.7%	93.5%	92.8%	88.0%			
WL108 Average answered waiting time for callers to the contact centre (seconds)	94	110	99	88	77	82	145			
WL131 No. Social Media Followers (WLBC FB, Twitter)	15,647	15,145	15,391	15,523	15,647	15,779			Top performing posts were on the school uniform project, the Rural South elections and the May bank Holiday events.	

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

Priority Actions			
We will...	Quarter delivery	Status	Lead
Review WLBC/public estate land holdings	This action should be considered as superseded and therefore removed as a priority action. The Lancashire One Public Estate Partnership does not foster proactive projects, and there has been no local or regional partnership meeting for more than 12 months.		FPCPS
Develop homes to rent/buy/for shared ownership through Tawd Valley Development Company	Business Plan 2022-27 prepared for approval in July with the aim of developing an additional 77 residential units and up to 46 business units to the Business Plan that was approved by Council in February 2023. This will be subject to the usual development viability considerations. The affordable housing development at Fairlie in Skelmersdale is currently ahead of schedule. Of the 13 rent-to-buy units, seven are expected to be handed over at the end of July 2023 with six units handed over in September 2023. The remaining 37 affordable rent units are currently on track to complete no later than the end of May 2024.		TVD / HSG
Review our Housing Strategy Get the right mix of properties for each community	An indicative timetable for a revised Housing Strategy was developed but is being further refined with the intention of housing strategy development work commencing in August 2023.		HSG
Identify strategic regeneration areas and investment plans Increase the supply of homes to bring cheaper private rents/more choice	Actively working on preparation of the next consultation on the Local Plan, which has been delayed whilst new staff get up to speed and due to a number of competing demands, including responding to new legislative requirements such as mandatory Biodiversity Net Gain and the implications from national Planning reforms. A revised timetable will be published as soon as consultation dates can be confirmed.		PRS

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

Out of the 22 total KPIs within the priority, 15 are reported quarterly.

Performance Indicator	2022/23	Q1 2022/23	Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Current Quarter Target	Outturn vs same Q previous year	Comment	Quarter Status
	Value	Value	Value	Value	Value	Value				
ES04 % locations inspected falling into categories A/B - Litter (cumulative)	96.8%	95.1%	99.1%	98.2%	96.8%	96.9%	97.0%			
ES06 % locations inspected falling into categories A/B - Dog Fouling (cumulative)	96.8%	100.0%	100.0%	100.0%	96.8%	100.0%	97.0%			
ES07 % locations inspected falling into categories C/D - Overflowing Litter Bins (cumulative)	00.4%	00.0%	08.3%	00.0%	00.4%	00.0%	05.0%			
ES08 % locations inspected falling into categories A/B - grounds	100.0%	100.0%	94.8%	N/A <sup>1</sup>	100.0%	66.66%	95.0%		Performance Plan provided in Appendix B2	



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

Out of the 22 total KPIs within the priority, 15 are reported quarterly.

Performance Indicator	2022/23	Q1 2022/23	Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Current Quarter Target	Outturn vs same Q previous year	Comment	Quarter Status	
	Value	Value	Value	Value	Value	Value					
maintenance (includes grass and shrubbery) (cumulative)											
ES11 % locations inspected falling into categories C/D - Detritus (cumulative)	09.7%	16.4%	05.2%	09.9%	09.7%	12.12%	05.0%	↑	Performance Plan provided in Appendix B3	🛑	
ES19a % successful planned bin collections (grey)	99.9%	99.8%	99.8%	99.8%	100.0%	99.9%	97.0%	↑		✅	
ES19b % successful planned bin collections (blue)	99.9%	99.9%	99.9%	99.9%	99.9%	99.9%	97.0%	▬		✅	
ES19c % successful planned bin collections (brown)	99.7%	99.6%	99.8%	98.7%	99.9%	99.6%	97.0%	▬		✅	
ES19d % successful planned bin collections (green)	99.9%	99.9%	99.9%	99.8%	99.9%	99.9%	97.0%	▬		✅	
HS28 % of properties with a valid Electrical Installation Condition Report (homes and buildings)	94.5%	96.0%	96.3%	94.1%	94.5%	94.0%	100.0%	↓	<p>The compliance officers are now supporting the access process with door knocking, telephone calls, emails and referrals to Neighbourhood team to assist in making appointments. This process has improved the number of appointments made with overdue properties.</p> <p>Letters before Action have been sent to 4 properties where there have been no communication responses from the tenants to promote a response prior to going through the formal legal process.</p> <p>Performance Plan provided in Appendix B4</p>	🛑	
TSM-BS01 % Gas safety checks	Not developed at this time <sup>2</sup>						99.8%	100.0%	/	Relates to 11 properties that reached third no access and were referred to legal services to progress.	⚠️
TSM-BS02 % Fire safety checks	As above <sup>2</sup>						99.7%	100.0%	/		⚠️
TSM-BS03 % Asbestos safety checks	As above <sup>2</sup>						34.2%	100.0%	/	Performance Plan provided in Appendix B5	🛑
TSM-BS04 % Water safety checks	As above <sup>2</sup>						100%	100.0%	/		✅

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






Out of the 22 total KPIs within the priority, 15 are reported quarterly.

Performance Indicator	2022/23	Q1 2022/23	Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Current Quarter Target	Outturn vs same Q previous year	Comment	Quarter Status
	Value	Value	Value	Value	Value	Value				
WL161 Affordable Housing units via Tawd Valley Developments	37	0	17	20	0	0	0		No completions this quarter is in line with our expectations for our current development site at Fairlie in Skelmersdale.	

<sup>1</sup> Data not available as there were below expected visits for the quarter (Q3 ES08). Data cannot be provided retrospectively for the period. <sup>2</sup> From Q1 2023/24 revised PIs have been introduced to reflect new regulatory requirements.



# Everyone to be healthy, happy, safe, and resilient.



Priority Actions			
We will...	Quarter delivery	Status	Lead
Deliver our health and wellbeing strategy embedding school initiatives	<p>Ongoing work is taking place to develop the data and provide a borough wide insight as to where the local priorities are and how the council can align the corporate plan to meeting the needs identifies.</p> <p><b>Requires focus/attention :</b> The development of the Health and Wellbeing Action Plan/strategy has slipped beyond the original timescales set. The intention is to align the local place-based priorities with those identified for the Council along with the Council Plan. Staff capacity and changes in structure have also added to the delays experienced in completing this action.</p>		WLP
Deliver our people strategy with Council staff that results in a continuously improving culture	Following the implementation and launch of the new E-Learning system, virtually all staff have completed mandatory training on GDPR and Cyber Security. Training for Risk Management has now launched. We are finalising the content of the mandatory training programme considering training required for grades within the organisation. HR and OD Services delivered a well-received leadership session on induction. We have a programme of Leadership Sessions to be carried out across the year as well as Let's Connect Staff Sessions to ensure we have a communicated and engaged workforce.		CCS
Deliver our financial inclusion strategy and action plan	Work is ongoing and on track to deliver outcomes of strategy.		HSG
Develop a quality range of health, wellbeing and leisure facilities and services	<p>The project to insource the management of the three leisure centres from October is currently on track.</p> <p>Key and critical contracts that need to be in place for day one are assigned to procurement officers and are all in either planning &amp; preparation or moderation stage. LCC Digital have been notified of their requirements in terms of network, telephony &amp; hardware support and these demands are now with fulfilment officers within LCCD. Work underway with Natwest and Worldpay to ensure collection of direct debits and payments. WLBC HR is having weekly meetings with HR rep from Serco to ensure the smooth TUPE transition of staff from Serco to WLBC. Insourcing staff engagement is due to begin in August. Serco have been working closely with H&amp;S and the Facilities team to ensure all policies/procedures, risk assessments etc are all in place with WLBC branding and are aligned to our corporate policies and procedures.</p>		WLP
Work with partners to focus on prevention and reducing health inequalities	<p><i>Independent Living Schemes</i> – Delivered 'exercise bingo' at Marlborough court to 15 residents, 7 teaching staff &amp; 37 reception age children. This was in partnership with Community Safety event at Marlborough Court, Skelmersdale.</p> <p><i>Health / Buggy Walks</i>– 5 Walk Leaders for the Burscough and Ormskirk Health Walks have recently been registered to complete the Ramblers Wellbeing Walk Leaders Training. Buggy Walk was launched at Beacon Country Park at the beginning of June and attendance continues to grow. Initiated partnership with NHS Health Visitors to attend the walks on regular basis. WhatsApp group set up for all participants to engage and support each other.</p> <p><i>Natural High</i> – an interactive presentation, aimed at YR 7 age group, to inspire all individuals to use their talents to the best of their ability to get a Natural High rather than fake/destructive highs from anti-social behaviour. We have secured funding to deliver this programme across all the mainstream Secondary Schools in West Lancs.</p> <p><i>Changing Lifestyles (GP Referral Pilot)</i> – The team have designed and launched a new Exercise on Referral scheme to encourage residents specifically with long term medical conditions living in Skelmersdale to attend supported sessions in the leisure facilities. Work is ongoing to promote the scheme and gain support from the GP Practices.</p>		WLP

Priority Actions			
We will...	Quarter delivery	Status	Lead
	<p>Officers have trained 46 Workplace Health Champions in West Lancashire, organised a Wellbeing Walk for all Workplace Health Champions and delivered webinar on Alcohol Awareness in June.</p> <ul style="list-style-type: none"> <li>100% positive feedback so far on training</li> <li>The only partner to be on track for hitting/exceeding targets around participants with disabilities – Active Lancashire have come to us asking for insight into how we have done this because all other areas/partners are struggling.</li> </ul>		
Facilitate and co-ordinate Food Insecurity Action Plan	The Food Insecurities Forum was held in June with the Council and 10 other partner organisations giving updates on work across the borough meeting the Action Plan objectives.		WLP
Bring in additional money/services to support our most deprived areas	<p>Significant officer time has been allocated towards the development and allocation of UK Shared Prosperity Fund which will enable communities, businesses and residents to benefit from the funds.</p> <p>Participatory Budgeting Pilot - Approximately 150 local residents attended the Community Voice Event in June at the Hub, Banks. Eight beneficiaries successfully received funding for projects which tackle social isolation in Burscough and Northern Parishes. The event was a great success and saw Community Connectors working in partnership to support LCC Community Projects.</p>		WLP

Everyone to be healthy, happy, safe and resilient - KPIs										
Out of the 15 total KPIs within the priority, 12 are reported quarterly.										
Performance Indicator	2022/23	Q1 2022/23	Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Current Quarter Target	Outturn vs same Q previous year	Comment	Quarter Status
	Value	Value	Value	Value	Value	Value				
B5 Speed of Processing Housing Benefit (days)	4	6	5	5	4	5	12			
TS52 No. tenants accessing money advice service	2179	486	565	486	642	430				
TS53 No. tenants supported with Food Poverty advice	618	89	117	204	208	127				
TS54 No. people provided with money advice to help prevent homelessness (tenants & residents)	69	1	15	27	26	21				
TS55 No. tenants provided with fuel poverty advice	292	34	90	81	87	54				
WL150 Number of new participants engaged in	1,389	559	283	342	205	368	300			








## Everyone to be healthy, happy, safe and resilient - KPIs

Out of the 15 total KPIs within the priority, 12 are reported quarterly.

Performance Indicator	2022/23	Q1 2022/23	Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Current Quarter Target	Outturn vs same Q previous year	Comment	Quarter Status
	Value	Value	Value	Value	Value	Value				
health & wellbeing programmes/interventions										
WL151a Number of new clients attending vocational training	67	41	60	64	67	38	30	↓	Through the Business Health Matters scheme 29 people completed the NVQ with them. We also delivered a food hygiene course at the Independent Living venues where 9 people passed this course.	✅
WL151b Number of new participants engaged to enhance employability, confidence, skills and qualifications	116	41	66	94	116	30	22	↓		✅
WL153a Total no. of partners working with Wellbeing and Leisure Service	97	38	42	86	97	120	30	↑	23 new partners were engaged with including local businesses, Natural High, Community Voluntary organisations.	✅
WL157a No. visits to leisure facilities	564,061	147,055	130,045	137,495	149,466	144,218	115,000	↓		✅
WL159 No. attending parks and countryside events and activities	31,457	12,363	14,341	3,114	1,639	9,862	10,000	↓	Numerous small events, plus dog festival, coronation events, Medieval Festival and Big Pic-Nic	⚠️
WL165 % Staff Turnover Rate	N/A <sup>1</sup>	5.04%	2.57%	2.93%	N/A <sup>1</sup>	2.47%		↑	Continuing issues following the changeover of HR systems is being worked on with LCC Payroll colleagues. Data is now being manually calculated.	



<sup>1</sup> Due to the system issues Q4 data was not available and therefore annual outturn is not available for 2022/23.


# Support businesses to adapt and prosper


Priority Actions			
We will...	Quarter delivery	Status	Lead
Develop the market offer and reinvigorate Ormskirk's Eastern gateway	<b>Requires focus / attention:</b> Revised date for final works to complete was extended from end of June into July.		WLP
Promote West Lancashire as a place to invest through the Skelmersdale Place Board & Ambassadors	A portion of the UK Shared Prosperity Fund has been allocated to deliver the re-launched Skelmersdale Ambassadors events and Board meetings. <b>Requires focus / attention:</b> First Skelmersdale Ambassadors Board meeting planned for 6th July.		WLP
Lead the regeneration of Skelmersdale Town Centre	<b>Requires focus / attention:</b> Tawd Valley Developments have been asked to lead on a review of the work to date working with officers from Economic Growth & Development to look at costs, viability, deliverability, planning, placemaking and urban design. Briefing report to be taken to October Cabinet.		WLP
Support the recovery and growth of existing and new businesses	The Community Wealth Building Strategy was prepared for Council in July. <b>Requires focus / attention:</b> Reviewing timescales and outputs for the planned review of the Economic Development Strategy.		WLP
Create enlivened town centres offering diverse leisure opportunities and night-time economy	HAZ (High Street Action Zone) projects for the last year have been identified and are being actioned. <b>Requires focus / attention:</b> A Working Group has been established to respond to Audit report and review management of the markets.		WLP
Adopt an inclusive procurement approach which supports local businesses to tender for opportunities	Procurement team are developing more informative feedback letters to identify areas in which they excelled in their submissions or where they can make improvements for future bids. New Procurement Policy has been developed and approved and a policy for Social Value is being prepared.		FPCPS
Develop a strong web presence which positively promotes West Lancashire	Following a meeting with Crown Commercial Services and further exploration into possible Government Frameworks available to support awarding a contract, a corporate decision has been made on the advice of our Legal Team to go out to Tender to invite third party organisations to bid for the development work required for the Website. The Project Team are continuing to work with Procurement and Legal to complete this process as agreed.		CCS


### Support businesses to adapt and prosper - KPIs

Out of the 7 total KPIs within the priority, 2 are reported quarterly.


Performance Indicator	2022/23	Q1 2022/23	Q2 2022/23	Q3 2022/23	Q4 2022/23	Q1 2023/24	Current Quarter Target	Outturn vs same Q previous year	Comment	Quarter Status
	Value	Value	Value	Value	Value	Value				
BV8 % invoices paid on time (within quarter)	95.29%	94.12%	93.81%	97.38%	94.57%	97.03%	98.75%	↑	The Creditors Service continue to work directly with service areas who are under-performing to review processes. More detail regarding how to support and improve this performance indicator continues to be added to the monthly communication that is sent to managers, along with a review of the distribution list of the Creditor Payment Performance Summary Report. It is anticipated that performance in this area will further improve following the implementation of the new Civica system later in 2023.	⚠
ER09 Number of businesses added value to via business support, property searches, skills and employment	229	15	11	110	93	35		↑		


PERFORMANCE PLAN				
<b>Indicator</b>	<b>ES02 No. grass cuts undertaken in Sheltered Accommodation between April-October</b>			
<b>Quarter Target</b>	4	<b>Quarter outturn</b>	2	
<b>Reason(s) for not meeting target</b>				
<p>The sheltered housing accommodation gardens are on a cut and collect service, unfortunately due to the extreme weather conditions experienced in Quarter 1 2023/24, the grass cutting schedules have been affected. In addition, wet and warm conditions encourage the grass to grow at an accelerated rate making it difficult for the grass cutting equipment to cope with the volume of grass growing, which takes longer to complete the cut, collect, and remove from site.</p> <p>It is also noted that the sheltered accommodation team lost an experienced team member that also impacted on the grass cutting schedule. The team has been reviewed to ensure that the right service is maintained moving forward.</p>				
<b>Action plan</b>				
<b>Tasks to be undertaken</b>			<b>Completion due date</b>	
Review and restructure the sheltered housing gardening team to ensure that schedules are completed on time			August 2023	
Monitor the frequency of grass cutting to reach performance targets			On-going throughout the grass growing season	
A focus on inclement weather that may affect the performance of grass cutting and adjust accordingly			On-going throughout the grass growing season	
<b>Improvement expected:</b> August 2023				
Plan prepared by: Technical Services Manager				

PERFORMANCE PLAN				
Indicator	ES08 % locations inspected falling into categories A/B - grounds maintenance			
Quarter Target	95%	Quarter outturn	66.6%	
<b>Reason(s) for not meeting target</b>				
<p>There were 5 locations inspected in Quarter 1 2023/24 for Grounds Maintenance that had either had grass or shrub areas identified. The areas selected are randomised and can be located anywhere in West Lancashire.</p> <p>Out of the 5 inspections, 2 of the locations fell into category C, these grades were for grass cutting only and were below the expected target A/B.</p> <p>Overall, there were 65 randomised inspections undertaken in the borough in Quarter 1 where only 5 locations identified with grass or shrubs.</p> <p>Due to the exceptional wet and warm weather experienced in Quarter 1, grass cutting conditions have been effected resulting in Clean and Green taking longer than 28 days to complete cuts.</p>				
<b>Additional commentary / background</b>				
<p>Some changes to the inspections are required including the updating to the new electoral wards, this has now been completed.</p> <p>Further staff training has also been undertaken by APSE on the inspections system to ensure the surveys are being completed correctly.</p>				
<b>Action plan</b>				
<b>Tasks to be undertaken</b>			<b>Completion due date</b>	
A benchmarking exercise to be delivered by the Technical Services Manager to ensure consistency of grading when completing inspections for grass and shrubs			End of August 2023	
Correct quota of inspections to be carried out for a fairer representation in the inspection figures.			End of Q2	
Discussion with APSE to review how we calculate the figures when submitting this data			End of August 2023	
<b>Improvement expected:</b> End of Q2				
Plan prepared by: Technical Services Manager				

PERFORMANCE PLAN				
<b>Indicator</b>	ES11 % locations inspected falling into categories C/D - Detritus			
<b>Quarter Target</b>	05.0%	<b>Quarter outturn</b>	12.12%	
<b>Reason(s) for not meeting target</b>				
<p>In Quarter 1, 2023/24; 66 inspections were undertaken for Detritus. Out of the 66 inspections there were 8 inspections that were scored at grade C. The areas selected are randomised and can be located anywhere in West Lancashire.</p> <p>These locations were mainly in rural areas. Schedules for mechanical cleansing at on a 12 weekly cycle and the level of detritus found will dependant on the timing of the cleansing schedule.</p> <p>There are 3 HGV sweepers that operate throughout the borough on the 12-weekly cycle.</p> <p>Over quarter 1, there has been decreased cleansing in the rural locations due to a long-term sickness absence; with no provision to backfill within existing staff who do not have this qualification.</p>				
<b>Additional commentary / background</b>				
<p>There is a national shortage of trained and skilled HGV drivers across the UK. The Council is providing training for existing staff to undertake the qualification with 3 staff members who have recently been successful in achieving their HGV licence.</p>				
<b>Action plan</b>				
<b>Tasks to be undertaken</b>			<b>Completion due date</b>	
The newly qualified HGV drivers are undergoing specific HGV sweeper training to build confidence and competence when operating the mechanical sweeper.			End of Q2	
A further member of staff is due to take their HGV test by September 2023			End of Q2 dependant on test dates	
A continuous programme of multiskilling existing staff to undertake their HGV qualification to provide resilience to the Clean and Green Service			On-going	
<b>Improvement expected:</b> End of Q3				
Plan prepared by: Technical Services Manager				



PERFORMANCE PLAN				
<b>Indicator</b>	HS28: % of Properties with a Valid Electrical Installation Condition Report			
<b>Quarter Target</b>	100%	<b>Quarter outturn</b>	94.0%	
<b>Reason(s) for not meeting target</b> Outstanding electrical safety certificates are principally as a result of access issues.				
<b>Additional commentary / background</b> Whilst this performance indicator does not relate to a statutory requirement it is considered best practice to demonstrate electrical installations are kept in a good condition. It relates to public buildings, communal areas and homes. 6,184 reports were due as at the end of June 2023 and 5,812 had been completed. Failure to meet the target was principally due to issues gaining access into council housing.  The performance will improve as we gain access to the properties. A legal process based on the gas access procedure has recently been put in place with external legal support. With this additional support we anticipate the performance will steadily improve towards the end of the second quarter. The compliance officers are also supporting the process by door knocking and lettering the tenants to make appointments supplementary to the contractor no access procedures.  Proposed Actions <ul style="list-style-type: none"> <li>• Pursue access rigorously, as per gas procedure, including legal action.</li> <li>• Start the re-surveys early to ensure adequate time to resolve access issues prior to expiry.</li> <li>• Continue with ongoing attempts to gain access in parallel with legal process including home visits</li> <li>• Validation of stock reports</li> <li>• Weekly monitoring of progress</li> </ul>				
<b>Action plan</b>				
<b>Tasks to be undertaken</b>			<b>Completion due date</b>	
Secure all access information from electrical contractor.			On-going	
Support with access arrangements making direct contact with customers; phone, texts, emails and door knocking.			On-going	
Prepare Legal packs to enforce tenancy agreement.			31.07.2023 and then on-going	
Weekly and monthly monitoring of progress			On-going	
<b>Improvement expected:</b> The monitoring of the outstanding electrical testing properties will be a continual process that will be managed and monitored every week and reported monthly. This will be similar to the gas process currently undertaken and should keep the outstanding electrical properties to a manageable level.  Improvements to the performance are expected to begin to be realised in Quarter 2.				
Plan prepared by: Interim Compliance Manager				

PERFORMANCE PLAN				
<b>Indicator</b>	TSM-BS03: % of Asbestos Safety Checks			
<b>Quarter Target</b>	100%	<b>Quarter outturn</b>	34.2%	
<b>Reason(s) for not meeting target</b>				
<p>Outstanding asbestos re-inspections are the result of the requirement to procure a new supplier combined with the recommended re-inspection dates being due in March and April for most of the programme.</p>				
<b>Additional commentary / background</b>				
<p>This performance indicator does not relate to a statutory requirement as it is considered best practice to re-inspect asbestos containing materials regularly to ensure that they remain in a good and safe condition. Every building currently has a re-inspection frequency of 12 months, and this has created a peak in demand of re-inspections in March and April. This relates to all communal areas and public buildings.</p> <p>358 reports were due as at the end of April 2023 and 7 are due in May. Failure to meet the target was principally due to the annual re-inspection frequency combined with no supplier being procured in time to start the re-inspections in March 2023.</p> <p>The performance will improve as the re-inspections are undertaken to the properties. We anticipate the performance will steadily improve towards the end of the first quarter of the year with the new supplier in place.</p>				
<b>Action plan</b>				
<b>Tasks to be undertaken</b>		<b>Completion due date</b>		
Complete pre-start meeting with new supplier and identify priorities and programme of works.		19.04.23 - Completed		
Supplier to set programme and begin arrangements for access.		From 15.05.23 onwards – Programme has started		
Undertake re-inspections and identify any remedial works if required.		15.05.2023 – 31.07.2023		
Monitor progress of programme on a weekly and monthly basis until fully compliant		On-going		
<b>Improvement expected:</b>				
<p>The monitoring of the outstanding asbestos re-inspections to communal properties will be an annual process that will be managed and monitored every week and reported monthly.</p> <p>Improvements to the performance have already seen an improvement in the first quarter and these will continue into Quarter 2.</p>				
Plan prepared by: Interim Compliance Manager				



**EXECUTIVE OVERVIEW &  
SCRUTINY COMMITTEE: 14 SEPTEMBER 2023**

**CABINET: 26 SEPTEMBER 2023**

**COUNCIL: 18 OCTOBER 2023**

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**Report of: Corporate Director of Transformation, Housing & Resources**

**Relevant Portfolio Holder: Councillor Rob Molloy**

**Contact for further information: Lisa Windle  
(E-mail: [Lisa.Windle@westlancs.gov.uk](mailto:Lisa.Windle@westlancs.gov.uk))**

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**SUBJECT: COUNCIL VISION AND PRIORITIES 2023-2028**

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Wards affected: Borough Wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To approve the Council Vision and Priorities 2023-2028.

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

2.1 That the contents of this report and the draft Council Vision and Priorities 2023-2028 (attached at Appendix A) be considered and that agreed comments be referred to Cabinet for consideration.

## **3.0 RECOMMENDATIONS TO CABINET**

3.1 That the Council Vision and Priorities 2023-2028 attached at Appendix A be approved to take forward to Council for adoption with any agreed comments.

3.2 That the results of the consultation set out at Appendix B be noted.

3.3 That the proposed process for adopting a monitoring framework for the new Priorities, to be taken through Executive Scrutiny and Cabinet in February/March 2024, is approved.

3.4 That the proposed interim reporting arrangements for the remaining quarter performance reporting for 2023/24 are approved.

3.5 That Call In is not appropriate for this item as the report was submitted to the Executive Overview and Scrutiny Committee on 14 September 2023.

## **4.0 RECOMMENDATIONS TO COUNCIL**

- 4.1 That having regard to the comments from Executive Overview & Scrutiny and Cabinet along with the results from the public consultation contained in this report, the "Council Vision and Priorities 2023-2028" attached at Appendix A to this report be approved and adopted.
  - 4.2 That the proposed process for adopting a monitoring framework for the new Priorities, to be taken through Executive Scrutiny and Cabinet in February/March 2024, is approved.
  - 4.3 That the proposed interim reporting arrangements for the remaining quarter performance reporting for 2023/24 are approved.
- 

## **5.0 BACKGROUND**

- 5.1 A Council Vision and Priorities enables the Council to communicate its direction and priorities to the public, stakeholders and staff, and supports transparency and accountability. Providing a clear statement of Council priorities assists effective planning, use of resources, and prioritisation of work thus creating a golden thread through all Council activities.
- 5.2 The Council began the development of a new Council Plan for the period 2023-2028 as the current plan for 2020-2023 was coming to an end following a best practice engagement methodology. In September 2022, design principles and a development timetable were approved through committee. During the initial development, views from those most involved with the Council Plan 2020-2023 were sought through a 'pulse' survey. All Borough Councillors, key stakeholders and key staff were invited to take part in the survey.
- 5.3 This feedback, along with other insight, was used to influence and shape development of the first draft of a new plan. A cross-party Councillor workshop was held on 15 March 2023 to seek views on the draft plan.
- 5.4 Following consideration of the workshop feedback, a refined draft Council Plan 2023-2028 was developed. This outlined the strategic ambitions of the Council in terms of what we want to prioritise and improve and where we can directly make an impact or influence significant changes and improvements across the Borough. The draft plan aimed to ensure we can continue to deliver the best outcomes for West Lancashire by working with our communities and partner organisations.
- 5.5 Consultation on this draft was then undertaken with the public, Councillors, key stakeholders and staff from 29 June-10 August 2023. The consultation exercise focus was on the strategic council priorities rather than how we would achieve them through service delivery. Council services and activities that will deliver the priorities are agreed by other existing processes including through decisions of elected Members. Having a refreshed strategy will allow the Council to make sure all future agreed activity aligns to delivering the priorities underpinned by a refreshed performance management approach from April 2024.

## 6.0 CONSULTATION HEADLINES

6.1 In total, 325 consultation responses were received. Survey responses comprised of those selecting the category:

- 243 residents of the borough
- 43 staff (not living in the borough)
- 15 stakeholders/partner/business/organisation serving West Lancs
- 14 prefer not to say
- 10 Councillor

6.2 Respondents were asked whether they agreed or disagreed with the draft priorities and the draft priority areas of focus. Detail of the consultation method and survey results is given in Appendix B. Headline data below demonstrates a positive response to the consultation priorities.

*To what extent do you agree or disagree that our four priorities are focused on the right themes?*

- 90% agree/strongly agree with the priority *Create clean and environmentally sustainable places*
- 85% agree or strongly agree with the priority *Generate prosperity in our borough*
- 83% agree or strongly agree with the priority *Nurture inclusive and healthy communities*
- 90% agree or strongly agree with the priority *Manage a resilient, financially strong Council that listens to its residents*

*To what extent do you agree or disagree that we should target our resources on [the draft priority] areas of focus?*

- 87% agree/strongly agree with the areas of focus for *Create clean and environmentally sustainable places*
- 79% agree or strongly agree with the areas of focus for *Generate prosperity in our borough*
- 79% agree or strongly agree with the areas of focus for *Nurture inclusive and healthy communities*
- 86% agree or strongly agree with the areas of focus for *Manage a resilient, financially strong Council that listens to its residents*

*Overall, do you agree or disagree that our Council Plan 2023-2028 clearly outlines our strategic priorities and will be able to direct positive changes for the borough?*

- 63% agree/strongly agree

## **7.0 FEEDBACK & FINAL DRAFT**

- 7.1 Respondents who disagreed or strongly disagreed with elements of the draft Plan were then asked to explain why. In addition, all respondents were asked for any other comments about the priorities and areas of focus.
- 7.2 Detail of the consultation method and survey results is given in Appendix B. The response data indicates that as a group the majority of respondents are supportive of the consultation priorities. However, comments and key themes from the feedback were considered and changes were made to assist with clarity of the priorities and areas of focus and strengthen the final proposed priorities.
- 7.3 One of the messages from the feedback was that referring to the priorities and areas of focus as the "Council Plan" had created the expectation that a detailed action plan would be provided, rather than the strategic priorities only. In addition, having both a "Council Plan" and a "Local Plan" managed through the Council had resulted in the purpose of the survey being unclear for some respondents. To remove these issues in the future the new priorities are proposed for adoption as the "Council Vision and Priorities 2023-2028".
- 7.4 The survey feedback included some comments and themes beyond the scope of the consultation which was on the priorities and areas of focus. This feedback will however be considered when developing the future monitoring framework and will be shared with the respective service areas as appropriate. We encourage customers and stakeholders to provide comments and feedback on our services at any time (in line with our Feedback Policy) as feedback is key to improving service delivery.
- 7.5 The amendments made to the Council priorities following survey feedback are shown through tracked changes in Appendix C.
- 7.6 The final proposed Council priorities and areas of focus are given at Appendix A for approval as the Council Vision and Priorities 2023-2028.
- 7.7 Underpinning the draft Vision and Council Priorities we recognise that there are cross-cutting themes that apply to all aspects of work. Where appropriate in all areas of work the Council will reflect on what the evidence from feedback, insight and data tells us, maximise any benefits that can be brought through partnership working, and take into consideration a digital first approach.

## **8.0 FUTURE REPORTING**

- 8.1 To give an indication of how the Council would achieve the draft priorities a draft Delivery Framework (Appendix D) was provided in the reports to committee in June, ahead of the consultation. These aligned to the consultation priorities and areas of focus and are where the Council will add most value and deliver the best outcomes.
- 8.2 Further refining of this delivery framework of activity including with targets and timescales will take place upon approval of the draft Council Vision and Priorities

2023-2028 (Appendix A). This activity will be agreed through existing Council processes.

- 8.3 If the proposed Council Vision and Priorities 2023-2028 at Appendix A is adopted, the draft delivery framework will then be fully defined before approval through Executive Overview and Scrutiny and Cabinet ahead of the implementation of the new Committee Structure. It is anticipated that it will take officers some time to develop the delivery plan whilst also preparing for reporting into the new committee structure.
- 8.4 To accommodate this work it is proposed that the remaining quarter performance reporting for 2023/24 focuses on the existing KPI suite as approved through Scrutiny and Cabinet in March 2023. A new delivery plan will be adopted through Scrutiny and Cabinet in February/March 2024 ahead of the implementation of the new Committee Structure and in future years, the delivery plan will be refreshed annually within the new committee structure in line with corporate planning timescales.
- 8.5 Services will continue to progress work on activity that would form part of the new Council Vision and Priorities 2023-2028 reporting and where appropriate Members will continue to receive reports on key projects in detail as reports to committees in their own right (e.g Local Plan, UKSPF, regeneration projects, development of strategies etc). If the new Council Vision and Priorities 2023-2028 at Appendix A is not approved, reporting will continue on the existing Council Plan until new priorities are agreed.

## **9.0 SUSTAINABILITY IMPLICATIONS**

- 9.1 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 planning and approving projects to support the sustainability of services and the borough as a whole and to help the Council to improve and sustain service performance. Sustainability impacts will then be considered for individual initiatives referenced by the relevant service area.

## **10.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 10.1 There are no significant financial or resource implications arising from this report.

The draft Council Vision and Priorities 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 Vision and Priorities will assist in prioritising budget decisions and enable clear priorities to be set for services.

## 11.0 RISK ASSESSMENT

11.1 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.

## 12.0 HEALTH AND WELLBEING IMPLICATIONS

12.1 The proposed Council Priorities support health and wellbeing within West Lancashire.

The following refers to the draft Council Plan used for consultation and may therefore be subject to change if the draft Council Vision and Priorities are adopted.

<b>Priority</b>	<b>Health and Wellbeing Themes</b>
Nurture inclusive and healthy communities	Promote good health and wellbeing and enable people to flourish
	Prevent and tackle the causes of ill health
	Empower people in vulnerable, deprived and disadvantaged communities to realise their full health potential
	Develop and support effective and high quality health and wellbeing services
Encourage and enable all people to take a role in identifying and addressing barriers to improve health and wellbeing	
Nurture inclusive and healthy communities	Increase people's independence throughout their life course and ability to lead full active lives.
Generate prosperity in our borough	

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### **Background Documents**

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

### **Equality Impact Assessment**

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



## **Appendices**

- A. Draft Council Vision and Priorities 2023-2028
- B. Draft Council Plan Consultation Results
- C. Draft Council Vision and Priorities (tracked changes)
- D. Draft Delivery Plan (previously provided for June Cabinet)
- E. Equality Impact Assessment

# APPENIDIX A: DRAFT COUNCIL VISION AND PRIORITIES 2023-2028

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

Priority	Area of Focus
<b>Create a clean and environmentally sustainable borough</b>	Build resilience to climate change and reduce our carbon footprint
	Reduce waste production and increase reuse and recycling
	Enhance and improve a safe, built environment
	Preserve the natural environment, biodiversity and landscape
<b>Generate prosperity in our borough</b>	Attract investment, support businesses and direct wealth into the local economy
	Provide opportunities for regeneration, housing and economic business growth
	Identify the housing needs of the borough and work with partners to address them
	Attract high quality job opportunities and support people into employment and training
<b>Foster inclusive and healthy communities</b>	Reduce health and wellbeing inequalities
	Design services around residents and communities
	Provide safe, quality and affordable homes as a social landlord
<b>Manage a resilient, financially strong Council</b>	Maintain a balanced budget and transparent decision-making
	Continue to improve our services and deliver value for money
	Attract, retain and develop an engaged, skilled and motivated workforce

# Draft 'Council Plan' 2023-2028



## CONSULTATION RESULTS

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### 1.0 INTRODUCTION

The Council developed a new Council Plan for the period 2023-2028 since the current plan was coming to an end. The draft Council Plan 2023-2028 outlined the strategic ambitions of the Council, what we want to prioritise and improve, and where we can directly make an impact or influence significant changes and improvements across the Borough. The new priorities aim to ensure we can continue to deliver the best outcomes for West Lancashire by working with our communities and partner organisations over the next five years.

The Council's current 'Vision' agreed in October 2020 has been retained since any vision is intended to provide a long-term aspiration for an organisation. The survey therefore focused on seeking opinion on the top level priorities and areas of focus, given that services and activity to deliver the strategy are agreed through other existing processes through elected Members and within the Council.

### 2.0 METHODOLOGY

The consultation was held 29 June to 10 August principally via an on-line survey on the Council's consultation platform, Your Voice. Promotion through the platform was made to directly registered subscribers as well as introduction, reminder and final reminder emails to a stakeholder list (including LCC, West Lancs CVS, Citizens Advice, other local partners and), Councillors, Parish Councils and staff.

Once a user completes a survey, Your Voice software prompts the user to share and promote the survey through other networks that they have access to e.g Twitter, Facebook groups. This should help the Council promote its consultations within community groups that the user is active in, particularly for Councillors and staff.

## Appendix B

The consultation was promoted through:

- Your Voice registered users
- Direct mail to Councillors, Parish Councils, stakeholders and staff
- Social media
- Press Release
- Council landing page and Feedback page
- Member Update article
- Community Brief article
- Business Engagement Newsletter
- Staff 'Team West Lancs' newsletter
- Staff 'Let's Connect' briefings
- Paper copies at CSPs and Robert Hodge centre
- Advertising at libraries
- Advertising enclosed in Benefits contact letters
- Advertising in sheltered schemes (digital screens / poster)
- Stands in Ormskirk and Concourse
- Promotion through partner's social media (CVS)
- Request for officers to raise as AOB at partnership meetings
- Request to promote/make available at other Council community engagement events (e.g Beacon consultation)

Since the previous consultation on council priorities in 2020 we have lost the local Champion newspaper as a source of promotion.

Principally this is an online survey in line with the Council's digital first approach to service delivery. This removes stationery and postage costs and the keying in of data. However, we are aware that not all citizens are able to, or wish to, engage via digital methods. Paper surveys were therefore available at CSPs, at advertised stands, or on request.

### 3.0 RESPONSE RATE

The following table shows the response rate to the survey.

Number of surveys	
Residents	243
Councillors	10
Stakeholders	15
Staff	43
Prefer not to say	14
<b>Total</b>	<b>325</b>

Any comments submitted via email have been considered as part of the review of feedback themes but cannot be used in the overall consultation figures as they are not replying to specific questions or giving consent.

### 4.0 RESULTS OVERVIEW

The survey scoring strongly supports the draft priorities and areas of focus in the consultation.

Throughout the survey the opportunity was given to make comments if respondents had answered 'disagree' or 'strongly disagree' to the questions. In addition, all respondents were asked for any other comments about the priorities and areas of focus. This feedback has been considered and used to shape the draft to assist with clarity and strengthen the final proposed Priorities and Areas of Focus.

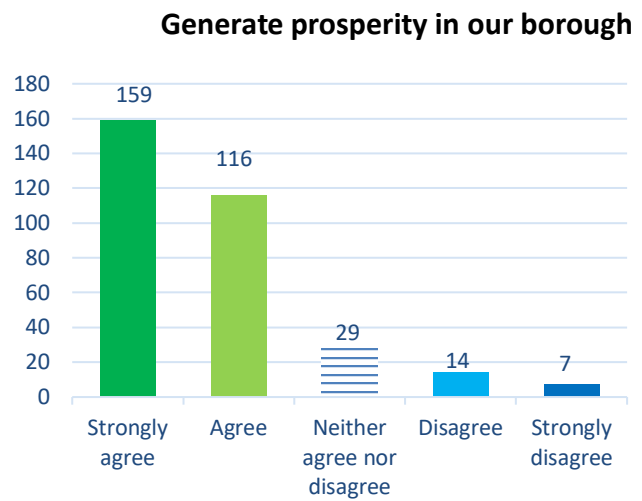
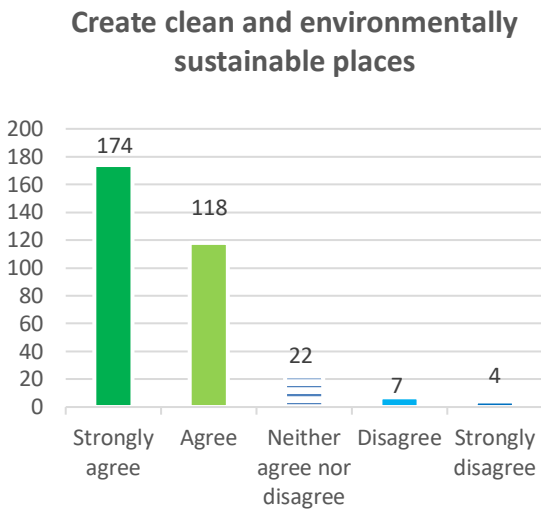
## Appendix B

As well as comments on the priorities and areas of focus, the survey generated feedback that, although outside the scope of the survey, was still relevant for WLBC as a whole. These will be considered if more relevant for the development of the delivery framework for the priorities and/or be shared with the respective service areas as appropriate.

We encourage customers and stakeholders to provide comments and feedback on our services at any time (in line with our Feedback Policy) as they can help us improve services.

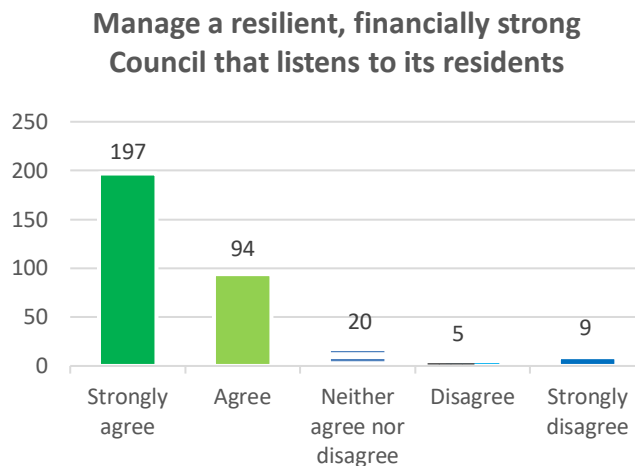
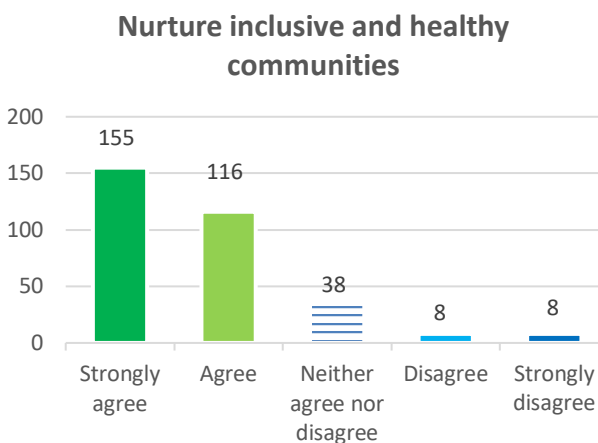
### 4.1 Survey Results – Four Priorities

**To what extent do you agree or disagree that our four priorities below are focused on the right themes?**



**90%** responded that they agree or strongly agree with the priority.

**85%** responded that they agree or strongly agree with the priority.



**83%** responded that they agree or strongly agree with the priority.

**90%** responded that they agree or strongly agree with the priority.

There is majority agreement of the four priorities. Feedback and further review has however suggested minor changes largely for clarity as indicated in Appendix C of the report.

## Appendix B

### 4.2 Survey Results - Create clean and environmentally sustainable places

Within this priority, to what extent do you agree or disagree that we should target our resources on these areas of focus?

- Reduce our carbon footprint
  - Reduce waste production and increase reuse and recycling
  - Preserve and enhance our natural and built environment
  - Enhance the natural landscape, biodiversity and green environment
- 
- **87%** agreed or strongly agreed
  - 7% disagreed or strongly disagreed
  - 7% neither agreed nor disagreed

NB: numbers may not add to 100 due to rounding

There is majority agreement with the priority areas of focus. Feedback was used in suggested changes as indicated in Appendix C of the report.

### 4.3 Survey Results - Generate prosperity in our borough

Within this priority, to what extent do you agree or disagree that we should target our resources on these areas of focus?

- Support regeneration that creates sustainable growth
  - Provide opportunities for housing and economic business growth
  - Attract investment, support businesses and direct wealth into the local economy
  - Attract high quality skills, careers and job opportunities locally
  - Support people to achieve their full potential through employment & training
- 
- **79%** agreed or strongly agreed
  - 13% disagreed or strongly disagreed
  - 7% neither agreed nor disagreed

NB: numbers may not add to 100 due to rounding

There is majority agreement with the priority areas of focus. Feedback was used in suggested changes as indicated in Appendix C of the report.

### 4.4 Survey Results - Nurture inclusive and healthy communities

Within this priority, to what extent do you agree or disagree that we should target our resources on these areas of focus?

- Work with partners to improve health and wellbeing
  - Design services around people and place
  - Working through partnerships to create better outcomes for our citizens
  - Provide safe, quality and affordable homes
- 
- **79%** agreed or strongly agreed
  - 10% disagreed or strongly disagreed
  - 10% neither agreed nor disagreed

NB: numbers may not add to 100 due to rounding

There is majority agreement with the priority areas of focus. Feedback was used in suggested changes as indicated in Appendix C of the report.

#### **4.5 Survey Results - Manage a resilient, financially strong Council that listens to its residents**

Within this priority, to what extent do you agree or disagree that we should target our resources on these areas of focus

- Maintain financial sustainability and strong council management
  - Continually improve and deliver value for money
  - Attract and retain an engaged, skilled and motivated workforce
  - Deliver great services shaped by insight and data
- 
- **86%** agreed or strongly agreed
  - 7% disagreed or strongly disagreed
  - 8% neither agreed nor disagreed

NB: numbers may not add to 100 due to rounding

There is majority agreement with the priority areas of focus. Feedback was used in suggested changes as indicated in Appendix C of the report.

#### **4.6 Survey Results - Overall, do you agree or disagree that our Council Plan 2023-2028 clearly outlines our strategic priorities and will be able to direct positive changes for the borough?**

- **63%** agreed or strongly agreed
- 15% disagreed or strongly disagreed
- 22% neither agreed nor disagreed

NB: numbers may not add to 100 due to rounding

There is a majority agreement with the statement although this was the lowest positive response within the survey.

#### **4.7 Survey Response - If you have any other comments about the priorities and areas of focus within the proposed Council Plan 2023-2028 please provide them**

Many of the comments were outside the scope of the survey itself, however still relevant for WLBC as a whole. These will be considered if more relevant for the development of the delivery framework for the priorities and/or be shared with the respective service areas as appropriate.

## 4.8 All Survey Comments

The question scores and survey responses were considered for use in shaping the final priorities and areas of focus. Changes made to the proposed final draft for approval are highlighted in the Council report for Members at Appendix C.

The survey generated comments covering a wide variety of points which were reviewed for shaping the final draft. Below are the key bulk themes that emerged.

Comments which were outside the scope of the survey itself but still relevant for WLBC as a whole will be considered if more relevant for the development of the delivery framework for the priorities and/or be shared with the respective service areas as appropriate.

Key themes	Action
There was no information about how the work to deliver the priorities would be funded	Revised Council priorities will be aligned to our available finances through our service planning processes. This ensures that finite resource is allocated where needed. The new priorities will not in themselves result in new budget requirement but rather realignment of our existing resource. The Council is externally scrutinised on its achievement of value for money obtained through the money it spends.
The consultation content was only high level ; there was no action plan; accountability	The consultation focused on seeking opinion on the top level priorities and areas of focus, given that services and activity to deliver the strategy are agreed through other existing processes through elected Members and within the Council. The proposed renaming of the final draft as Council Vision and Priorities (rather than as currently the Council Plan) makes this clearer. A draft action plan that aligns agreed activity was provided to Members in June and as Appendix D of the full Council report. This gives an indication of how the Council would achieve the draft priorities, however, it is not possible to consult on this content given that further refining including with targets and timescales cannot be completed until the high level priorities and areas of focus are approved. This delivery plan development will include consideration of the feedback from the consultation. The delivery plan will then be monitored through Committee.
Views on potential activity to deliver the priorities	These will be considered if in scope as part of the delivery framework development once the final priorities are approved and/or be shared with the respective service areas as appropriate.
Concerns around new housing / growth and impacts – e.g. infrastructure, greenbelt/greenspaces  Priorities conflict with each other	The proposed renaming of the final draft as Council Vision and Priorities (rather than as currently the Council Plan) makes the distinction between the Council Priorities and the Local Plan clearer. A number of comments were received about Planning. In summary, the comments related to: the amount and location of housing and employment land; the need to protect and improve social infrastructure such as schools and GP facilities, and green and blue spaces such as parks and rivers; the historic environment; transport and the climate. These are matters best considered through the Local Plan which is currently under development. The Council consults



Appendix B

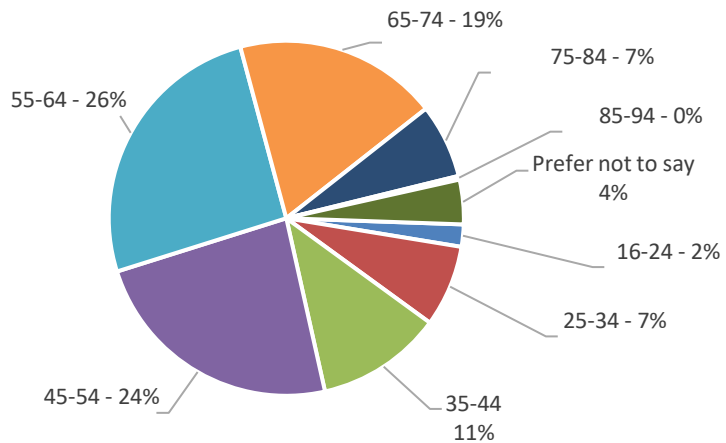
	the public and other stakeholders during the course of developing the Local Plan and any comments made to the Local Plan consultation must be taken into account in the preparation of the Local Plan.
Comments on individual service provision	Provided to the services as service feedback
Specific text/wording comments	Considered for shaping the final draft priorities and areas of focus

# APPENDIX 1 DEMOGRAPHIC PROFILE OF RESPONSES

The following provides the profile for the respondents to the survey. The purpose of this is for consideration in targeting future consultation promotion work.

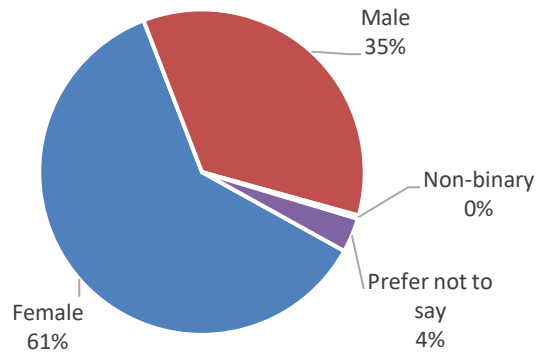
## Age

In which of the following age ranges are you?



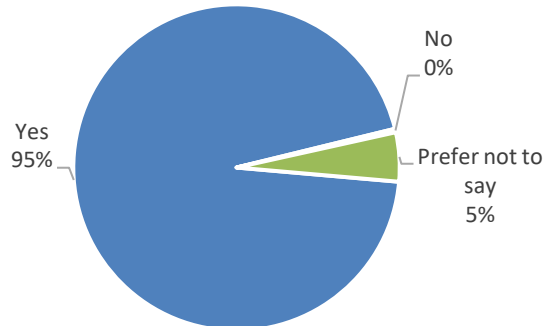
## Gender

What is your gender?



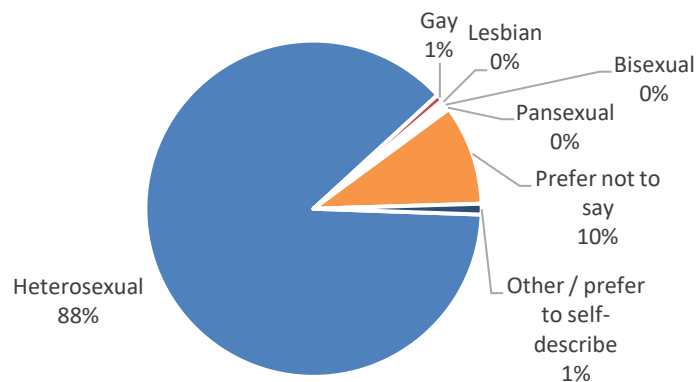
## Gender identity

Is the gender you identify with the same as your gender registered at birth?



## Sexual orientation

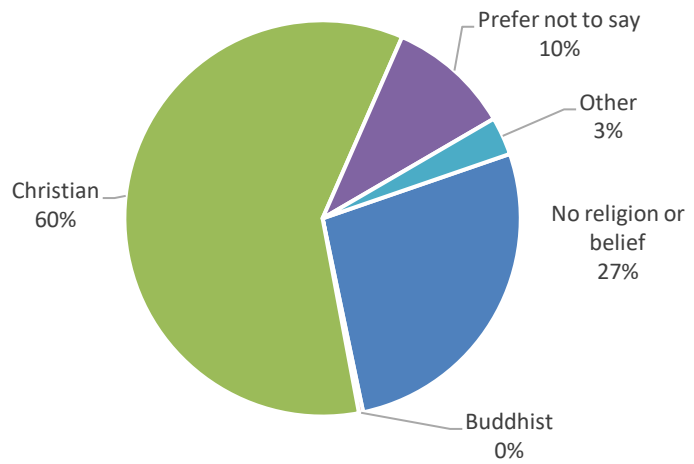
What is your sexual orientation?



## Appendix B

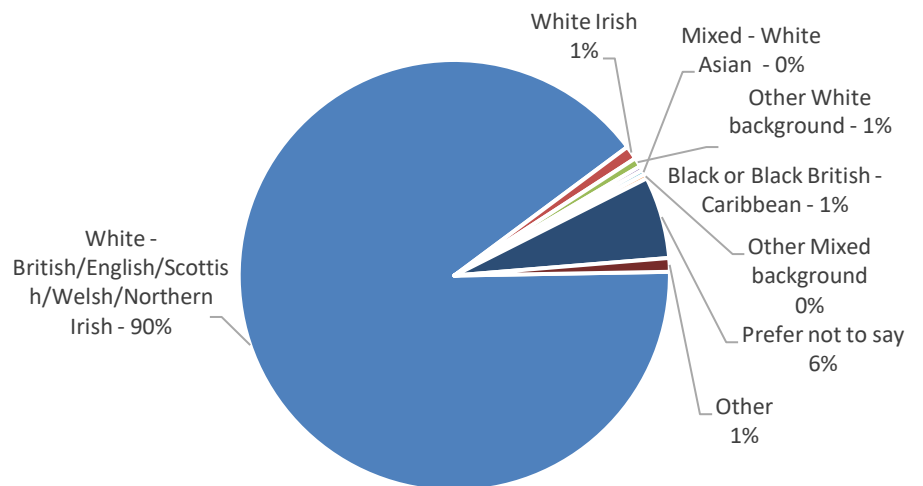
### Religion

What is your religion?



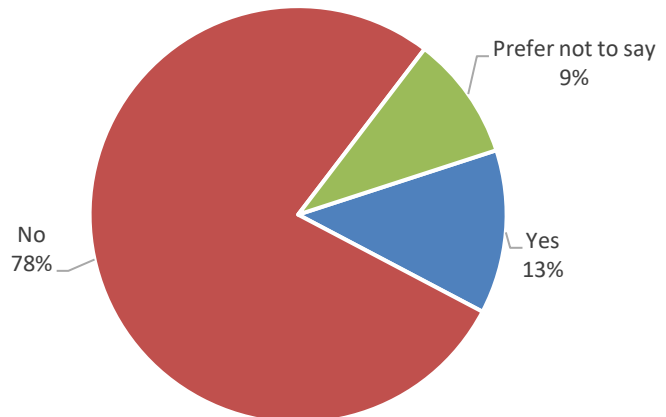
### Ethnic Group

What is your ethnicity? Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. To which of these groups do you consider you belong?



### Disability

Do you have a disability as defined by the Equality Act?



NB: numbers may not add to 100 due to rounding

Further profiling/investigation work would need to be done to understand how future consultations can encourage more representative returns reflective of the profile of the borough.

# APPENIDIX C: DRAFT COUNCIL ~~PLAN~~ VISION AND PRIORITIES 2023-2028 (tracked changes)

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

Priority	Area of Focus
Create <u>a</u> clean and environmentally sustainable <u>borough</u> <del>places</del>	<u>Build resilience to climate change and</u> reduce our carbon footprint
	Reduce waste production and increase reuse and recycling
	<del>Preserve and</del> Enhance <u>and improve a safe,</u> <del>our natural and</del> built environment
	<del>Enhance</del> <u>Preserve</u> the natural <u>environment, biodiversity and</u> landscape <del>biodiversity and green environment</del>
Generate prosperity in our borough	Attract investment, support businesses and direct wealth into the local economy ( <i>moved position in list</i> )
	Provide opportunities for <u>regeneration,</u> housing and economic business growth
	<del>Support regeneration that creates sustainable growth</del> <u>Identify the housing needs of the borough and work with partners to address them</u>
	Attract high quality <del>skills, careers and</del> job opportunities <del>locally and support people into employment and</del> <u>training</u>
	<del>Support people to achieve their full potential through employment and training</del>
<del>Nurture</del> <u>Foster</u> inclusive and healthy communities	<del>Work with partners to</del> <u>Reduce</u> health and wellbeing <u>inequalities</u> <del>and improve health and wellbeing</del>
	Design services around <u>residents and communities</u> <del>people and place</del>
	<del>Working through partnerships to create better outcomes for our citizens</del>
	Provide safe, quality and affordable homes <u>as a social landlord</u>
Manage a resilient, financially strong Council <del>that listens to its residents</del>	Maintain <u>a balanced budget and transparent decision-making</u> <del>financial sustainability and strong council management</del>
	<del>Continually</del> <u>Continue to</u> improve <u>our services</u> and deliver value for money
	Attract, retain <u>and develop</u> an engaged, skilled and motivated workforce
	<del>Deliver great services shaped by insight and data</del>

## APPENIDIX D – DRAFT DELIVERY PLAN

The following draft Plan was presented at June Cabinet. Should the draft Council Vision and Priorities 2023-2028 at Appendix A be approved and adopted the following framework will be subject to further development and revisions to support the new priorities and delivery as outlined in sections 8.2 and 8.3 of the covering report.

### Create clean and environmentally sustainable places

Area of Focus	Key draft activities to deliver this difference
Reduce our Carbon Footprint	Increase electric vehicle charging points in the borough
	Explore the potential of developing a community led energy company
	Facilitate green employment opportunities within West Lancashire
	Develop the carbon management programme
	Stipulate green build through Local Plan development
	Review our approach to printing - reduce paper systems and processes through digital transformation
	All Council homes to achieve Energy Performance Certificate 'C' rating by 2030
	Deliver our Climate Change Strategy 2022-2030
	Include low carbon design as part of the new leisure centres
Reduce waste production and increase reuse and recycling	Embed 'green' environmental considerations in our procurement process
	Develop a new recycling offer for residents and businesses
Preserve and enhance our natural and built environment	Explore supporting the creation of Pop-Up Shops for recycled & reusable goods (Community/VCSE delivered)
	Review our approach to commercial estate and clean environment
	Increase community involvement for maintaining a cleaner borough
	Introduce Cycle Schemes as part of the leisure insourcing - an outreach programming opportunity
	Improve our housing stock in the next 5 years through the investment plan
Enhance the natural landscape, biodiversity and green environment	Develop a new vision for Beacon Country Park in consultation with citizens
	Create more natural habitats within our green spaces through the rewilding of natural areas
	Seek inward investment for biodiversity projects
	Become a 'Sustainable Food Place' - take a holistic and systems approach to sustainable and healthy food
	Increase the number of allotment plots within the borough
	Increase community participation in manging greenspaces
Develop and implement a tree management strategy for West Lancashire	

## Generate prosperity in our borough

Area of Focus	Key draft activities to deliver this difference
Support regeneration that creates sustainable growth	Deliver Skelmersdale Town Centre phase 2 Review Ormskirk market operations
Provide opportunities for housing and economic business growth	Develop a new Council housing business plan to support housing growth and investment Develop a new business plan to support investment in our commercial properties Encourage the growth of business start-ups across the borough through support from partners Progress the Local Plan 2023-2040 for adoption at full council Develop new homes for shared ownership and rent to buy Explore the potential of developing new business units to support local businesses
Attract investment, support businesses and direct wealth into the local economy	Develop a calendar of events for the borough Relaunch Ambassador Programme and Skelmersdale Place Board Develop ethical local procurement spend in West Lancashire Approve new Economic Development Strategy for the borough Deliver the new Community Wealth Building Strategy
Attract high quality skills, careers and job opportunities locally	Develop commercial opportunities linked to our future housing developments Skelmersdale/Ormskirk and Burscough Master planning
Support people to achieve their full potential through employment & training	Deliver training & support to help people into employment Develop apprenticeship and graduate schemes for the Council through partnership with higher education organisations

# Nurture inclusive and healthy communities to grow

Area of Focus	Key draft activities to deliver this difference
Work with partners to improve health and wellbeing	Develop Health and Wellbeing Action Plan linked to other local priorities
	Chair the new West Lancashire Health & Wellbeing Partnership and collaboratively deliver the strategic direction
	Establish a network of Workplace Health Champions in West Lancashire businesses
	Deliver the authority's new domestic abuse duties
	Renew the Homelessness Strategy
	Support the delivery of Holiday/Hunger Campaigns (Food Insecurity Action Plan) tackling key local priorities
	Support the valuable work of our local foodbanks
	Increase Dementia Friendly facilities
	Establish a participatory budgeting exercise to tackle social isolation and loneliness in Northern Parishes
	Support introduction of Family Network Hubs
Design services around people and place	Establish face to face service to help alleviate digital exclusion
	Design and develop neighbourhood model (neighbourhood plans) addressing local needs and wider determinants of health and making a positive difference to lifestyles, homes and our communities
	Establish multi-disciplinary neighbourhood teams
	Refresh our website
	Codesign our services with partners and residents
	Target investment in housing stock based on tenant feedback and engagement
Working through partnerships to create better outcomes for our citizens	Use the UK Shared Prosperity Fund to empower communities, businesses and people to identify and build on their own strengths and needs at a local level building pride in place and life expectancy
	Deliver training, skills and employment support to improve employability for our most vulnerable
	Deliver More Positive Together
	Develop the West Lancashire Customer Engagement Strategy
	Establish West Lancashire Annual Vision Conference for partners and leaders of all sectors
	Establish West Lancashire Pride/Neighbourhood Weekender (funded through contributions)
	Host and Coordinate PIVOT - Multi agency team around vulnerable adults
Provide safe, quality and affordable homes	Implement our Damp Strategy
	Deliver Housing Standards in accordance with Housing Regulations
	Ensure compliance across all housing stock
	Deliver Housing Investment Programme based on outcome of the Stock Condition Survey
	Deliver Digmoor Regeneration Plan

# Manage a resilient, financially strong Council that listens to its residents

Area of Focus	Key draft activities to deliver this difference
Maintain financial sustainability and strong council management	Explore the potential of developing a Solar Farm for financial return
	Attract investment into the borough for Council Projects
	Undertake reviews of car parking
	Implement changed governance structure for managing council decisions
	Develop and implement income generating activities
Continually improve and deliver value for money	Refresh our Value for Money Strategy
	Design, approve and implement the Council's Procurement Strategy/Policy
	Implement Accommodation Strategy
	Deliver front line staff digitalisation transformation e.g. mobile devices for field workers
Attract and retain an engaged, skilled and motivate workforce	Review & enhance our Organisational Development Strategy (People Strategy)
	Review and roll out mandatory training programme through the Councils new E-Learning system
	Revitalise and relaunch Wellbeing Workforce Group
Deliver great services shaped by insight and data	Develop new ways to seek feedback from our customers
	Use customer feedback to improve and shape our services



# Equality Impact Assessment Form



<b>Directorate:</b> Transformation, Housing & Resources	<b>Service:</b> Business Transformation and Change
<b>Completed by:</b> Alison Grimes	<b>Date:</b> 15 August 2023
<b>Subject Title:</b> Council Vision & Priorities 2023 - 2028	
<b>1. DESCRIPTION</b>	
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 ( <b>Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations</b> ):	Yes
<p><b>Details of the matter under consideration:</b>            The assessment is for the draft Council Vision &amp; Priorities 2023-2028.</p> <p>The Council's vision, priorities and areas of focus are the overarching strategy for the Council. Well-defined priorities will be used when shaping future budget decisions and during service planning. Actions that align to the priorities may themselves involve service design, redesign or cutback, or contract specification development, or require budget considerations.</p> <p>The draft Vision and Priorities has been developed following phases of review of the existing Council Plan 2020-2023, initial targeted consultation with Councillors, key stakeholders and staff, a councillor workshop and then public consultation.</p>	
<p><i>If you answered <b>Yes</b> to any of the above <b>go straight to Section 3</b></i>  <i>If you answered <b>No</b> to all the above <b>please complete Section 2</b></i></p>	
<b>2. RELEVANCE</b>	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	
<p>If <b>Yes</b>, provide details of how this impacts on service users, staff or Councillors (stakeholders):</p> <p><i>If you answered <b>Yes</b> go to <b>Section 3</b></i></p>	
<p>If you answered <b>No</b> 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>	

<b>3. EVIDENCE COLLECTION</b>	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	<p>Delivery of the vision, priorities and areas of focus will be 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. The Vision and Priorities itself does not provide specific outline of activity. Given the wide range of priorities and areas of focus, 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 Priorities 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.</p> <p>Any specific actions aligned to achieving the priorities and that may impact upon equality groups should be subject to an individual EIA by the relevant service.</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>As above.</p> <p>The current wide-range of areas of focus included in the priorities 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 Vision and Priorities 2023-2028.</p>
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
<b>4. DATA ANALYSIS</b>	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	The Vision and Priorities apply borough-wide and beyond and will include work with partners. Given the strategic nature of the Vision and Priorities and the wide range of areas of focus included, the resulting work 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, attention and resources can be effectively focussed on achieving them. The overall impact should be positive since the priorities aim for improvements for the borough. Negative impact will be mitigated through individual EIAs conducted by the relevant service.
What are people's views about the	A draft Council Plan was developed through a review of

## Appendix E

<p>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 existing Council Plan, available insight from various sources including the Citizen/Stakeholder Survey, and a targeted survey of Councillors, key stakeholders and staff during November-December 2022 for feedback on the Council Plan 2020-2023. Emerging themes were then discussed through a cross-party Councillor workshop in March 2023. This was then used to develop a draft Plan for consultation from 29 June-10 August. Consultation feedback was then used to shape a final draft, which included entitling it Council Vision and Priorities 2023-2028.</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 to support delivery of the priorities 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 Priorities and Areas of Focus have been refined following consultation feedback.</p>
<p>If any further data/consultation is needed and is to be gathered, please specify:</p>	<p>A public consultation was held during summer 2023 to help assess whether the draft Plan proposed the right areas of focus for our priorities and where to direct our resources. A delivery framework of specific actions and measures will then be developed and used to achieve the priorities and areas of focus. The delivery framework content will be agreed through existing Council processes, and subject to regular review.</p>
<p><b>5. IMPACT OF DECISIONS</b></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 Vision and Priorities will be publicised on the website and can be provided in alternative formats on request. Impacts of changes resulting from individual aligned actions will be dealt with by the relevant service.</p>
<p><b>6. CONSIDERING THE IMPACT</b></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 to support the priorities 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><b>7. MONITORING AND REVIEWING</b></p>	
<p>When will this assessment be reviewed and who will review it?</p>	<p>The assessment will be reviewed as part of the annual refresh process. This will include review by the senior management team.</p>





**COUNCIL: 18<sup>th</sup> October 2023**

**CABINET: 26<sup>th</sup> September 2023**

**EXECUTIVE OVERVIEW &  
SCRUTINY COMMITTEE: 14<sup>th</sup> Sept  
2023**

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**Report of: Head of Finance, Procurement and Commercial Property**

**Relevant Portfolio Holder: Councillor R Molloy**

**Contact for further information: Name Catherine Kirwan (Extn. 3273 )  
(E-mail: [catherine.kirwan@westlancs.gov.uk](mailto:catherine.kirwan@westlancs.gov.uk))**

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**SUBJECT: Social Value Policy**

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Wards affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To set out details of the proposed Social Value Policy

## **2.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE**

2.1 That they note the content of this report and Social Value Policy and the agreed comments be passed to Cabinet for consideration.

## **3.0 RECOMMENDATIONS TO CABINET**

3.1 That they note the content of this report and the Social Value Policy and the agreed comments be passed to Council for consideration.

## **4.0 RECOMMENDATIONS TO COUNCIL**

4.1 That the Social Value Policy is noted and approved.

4.2 That authority is given to Head of Finance, Procurement and Commercial Property to make and approve changes to the Social Value Policy to reflect any changes to Law or Regulatory Guidance with no further reference to Council.

## **5.0 BACKGROUND**

5.1 In January 2013 the Public Services (Social Value) Act 2012 came into force which cemented the responsibilities of contracting authorities to consider wider social aspects of the relevant area when contracting for services.

- 5.2 In addition to the Public Services (Social Value) Act 2012, the Public Procurement legislation permits contracting authorities to apply the same responsibility when procuring for goods, supplies and works.
- 5.3 Following an Internal Audit Recommendation it was identified that the Procurement function would move to a centralised delivery model.
- 5.4 To support this move it is imperative that procedures and processes are reviewed. The proposed Social Value Policy will detail the required steps that must be taken in order for the Council to meet the statutory obligations of the Public Services (Social Value) Act 2012.

## **6.0 CURRENT POSITION**

- 6.1 The procurement service has historically been an advisory service and therefore service areas where responsible for ensuring that any contracts they entered delivered the required Social Value. The new centralised procurement function requires a policy that will inform officers of the Social Value considerations that must be taken in all Council expenditure.
- 6.2 The Social Value Policy has been developed in line with the Community Wealth Building Strategy and will encompass the foundations of the strategy.
- 6.3 The Social Value Policy has been developed inline with the National TOMs framework.
- 6.4 The Social Value Policy defines social value and how we as an authority put this in to practice through our tenders.
- 6.5 The policy mandates officers to consider how, whatever is being procured, could improve the social, economic and environmental wellbeing of the area in accordance to the Council's Vision and Priorities and how social value elements could be included as part of the specification and as part of the scoring and evaluation process.
- 6.6 The policy allows for the evaluation criteria weighting to be increased or decreased dependent upon the nature of the procurement at the discretion of the procurement manager.
- 6.7 The introduction and implementation of the Policy and associated guidance will mitigate the risk of non-compliance to the relevant laws, statutory guidance, internal rules and regulations and ensure all procurement activity is done so whilst upholding the principles of public procurement and in particular statutory obligations to Social Value.

## **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.

## **8.0 FINANCIAL AND RESOURCE IMPLICATIONS**

8.1 There are no significant financial or resource implications arising from this report that existing budget provisions cannot accommodate.

## **9.0 RISK ASSESSMENT**

9.1 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.

## **10.0 HEALTH AND WELLBEING IMPLICATIONS**

10.1 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**

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 Social Value Policy
2. Equality Impact Assessment







# **Social Value Policy**

**September 2023**

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DRAFT

## 1. Introduction

West Lancashire Borough Council has a vision to be 'West Lancashire together; the place of choice to live, work, visit and invest'.

The vision is realised through core priorities:

- Create empowered, engaged, and inclusive communities;
- Support business to adapt and prosper;
- Become a greener West Lancashire;
- Be a financially sustainable council by 2023;
- A clean, safe environment with affordable homes to buy or rent for everyone in West Lancashire;
- Everyone to be healthy, happy and resilient;
- Everyone to be proud of their council.

Through the vision and priorities the council aims to address some of the key challenges that are faced by the borough and whilst West Lancashire could be identified as a relatively affluent area there are still some areas with high levels of deprivation.

West Lancashire Borough Council recognises that through robust Social Value planning within all procurement activities, collectively the Council and suppliers can help to overcome these challenges and empower communities to strive for more.

Aligning the Social Value Policy with the principles of Community Wealth Building the Council will ensure that as part of every procurement exercise that it undertakes, not only will it realise the best possible price for the goods, services or works which they are looking to buy and ensure that the chosen supplier has suitable experience and history in providing good quality and similar goods, services or works. It will also ensure that the chosen supplier will bring benefits for the West Lancashire economy and its people and contribute towards addressing wider social and environmental challenges.

## 2. Background

The Public Service (Social Value) Act 2012 came into force in January 2013, cementing the responsibilities of contracting authorities before a procurement is undertaken for services contracts to consider the 'economic, social and environmental wellbeing of the relevant area'. Public Procurement legislation also permits contracting authorities to consider social aspects when assessing the quality of the tender whether relating to goods, supplies or works permitting the authority to select the most economically advantageous tender rather than at just a low price.

The Act also requires contracting authorities to consider undertaking public consultation to understand how further improvements can be realised through a services tender opportunity. For West Lancashire Borough Council our tenants could be involved in some of the housing services tenders to ensure that the solution procured not only meets the operational requirements but also works well within the community and maximising the benefit to the end users.

For Social Value to be a success and embedded across the authority it is imperative that all officers recognise that a shift away from just considering the core services is required and the overall value of the outcomes being delivered is considered and evaluated.

West Lancashire Borough Council is committed to building an approach to economic development that changes the way that the economy functions, retaining more wealth and

opportunity for the West Lancashire people. This approach is delivered through the Community Wealth Building Strategy and 'progressive procurement of goods and services' is one of the key 'pillars' of activity underpinning the strategy.

West Lancashire Borough Council is committed to the Acts requirements and intends to further commit itself, by delivering the detail and spirit of the Act, through implementing this policy into all aspects of its commercial and procurement where it is practicable to do so.

There is not a one size fits all when approaching Social Value, officers must consider each contract individually for its ability to deliver on these priorities where it is both relevant and proportional to do so.

### 3. Social Value defined

Social Value promotes a holistic approach to activities carried out by the authority to create positive benefits for both stakeholders and the local community. The Social Value Portal defines Social Value as:

*An umbrella term for the wider economic, social and environmental effects of an organisations activities. Organisations that make a conscious effort to ensure that these effects are positive can be seen as adding social value by contributing to the long-term wellbeing and resilience of individuals, communities and society in general.*

There are three main categories which are interconnected and feed off each other



West Lancashire Borough Council has partnered with the Social Value Portal in order to effectively manage and report upon the Social Value that is being realised through progressive procurement activity.

The Social Value Portal measures the impact of Social Value through the TOM system, 'Themes, Outcomes and Measures'. The themes are general categories or classifications, the outcomes focuses on what is to be achieved under the theme and the measures are the specific activities that generate the Social Value.

The five key themes are Jobs, Growth, Social, Environment and Innovation. The themes are defined below with some example outcomes and measures illustrated:

**JOBS – Opportunity for all**

**Outcomes** - More opportunities for disadvantaged people; Improved skills; Improved employability of young people; More local people in employment.

**Measures** – No. fulltime equivalent direct local employees, No. weeks of training opportunities, No. weeks spent on meaningful work placements, No. hours of 'support into work' initiatives delivered.

**Growth – Inclusive Growth**

**Outcomes** – Social value embedded in the supply chain; More opportunities for local SMEs and VCSEs; Reducing inequalities; Ethical procurement is promoted.

**Measures** – No. of voluntary hrs donated to support VCSEs, Total amount (£) spent through contract with local MSMEs, Total amount (£) spent in local supply chain through the contract.

### **Social – Empowering communities**

**Outcomes** – Vulnerable people are helped to live independently; More working with the community; Creating a healthier community.

**Measures** – Initiatives taken/supported to engage people in health interventions; Donations and /or in-kind contributions to specific local communities; No. hrs volunteering time to support local communities

### **Environment – Decarbonising and safeguarding our world**

**Outcomes** – Sustainable procurement is promoted; safeguarding the natural environment; Carbon emissions are reduced; Air pollution is reduced.

**Measures** – Reduce waste through reuse of products and materials; Carbon emissions reductions through reduced energy use and energy efficiency measures – on site; Sustainable ecosystem initiatives

### **Innovation – Promoting social innovation**

**Outcomes** – Social innovation to create local skills and employment; Social innovation to support responsible business; Social innovation to safeguard then environment and respond to climate change.

**Measures** – Delivering benefits while minimising carbon footprint from initiatives; innovative measures to enable healthier, safer and more resilient communities to be delivered on the contract.

The National Social Value Portal Framework as agreed by the Local Government Association will be used to embed Social Value into the procurement process.

## **4. Social Value in practice**

All procurements over the threshold for open tender, as defined in the Contract Procedure Rules, will be required to consider as a minimum:

- If and how what is being procured could improve the social, economic and environmental wellbeing of the area in accordance with the Councils Vision and Priorities and
- How social value elements could be included as part of the specification and as part of the scoring and evaluation process

All procurements over the UK Threshold, as defined in Public Contracts Regulations 2015, will be required to include a standard weighting for Social Value as a minimum of 10% of the overall evaluation score. Where it is feasible and beneficial the specified SV weightings may be higher than the specified minimum.

All procurements below the threshold for open tender but subject to a formal Request for Quotation, as defined in the Contract Procedure Rules, Social Value requirements will be considered on a case by case basis.

Approval for the proposed evaluation criteria and weightings shall be granted by the Procurement Manager who will have the authority to increase or decrease the weightings in line with what they consider to be proportionate and appropriate.

Further competition procurements conducted through framework agreements will need to comply with the framework process including evaluation criteria boundaries.

## **5. Commitment to Community Wealth Building**

Spending money locally generates value across our supply chain and effectively delivers it to local people. A higher proportion of money re-spent in the local economy means more income is retained locally, keeping the West Lancashire pound within West Lancashire, leading to better living standards for local people.

To achieve Community Wealth Building it is imperative that we place appropriate value on the spending of money in our local economy. To do this, where the market and law allows, we will aim to target our procurement spend towards West Lancashire and Lancashire based organisations, we will achieve this by:

- Encouraging local suppliers wherever possible to bid for opportunities, through advertising relevant opportunities via our Social Media outlets
- Training and raising awareness with all officers who may be involved in the procurement process of the importance of understanding and early proactive engagement with the local market
- When appropriate using simple streamlined, template procurement documents
- Utilising the easy to access and free of charge, regional e-portal, The Chest and offering a 'How to' guide for contractors and suppliers
- Pay our suppliers promptly and ensure prompt payments down the supply chain.

## **6. Monitoring and review**

This policy will be reviewed every 2 years by the Procurement Team taking into account any changes in legislation pertaining to the Public Contracts Regulations (2015), the Public Services (Social Value Act) 2012, the Local Government Act and any changes to the Council's visions and priorities.

All budget holders should ensure that anyone given authority to spend is aware of and supported to ensure compliance with the Social Value policy.



**EXECUTIVE OVERVIEW &  
SCRUTINY COMMITTEE:  
14 SEPTEMBER 2023**

**CABINET: 26 September 2023**

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**Report of: Corporate Director of Transformation & Resources**

**Relevant Portfolio Holder: Councillor Gareth Dowling**

**Contact for further information: Tom McGowan (Extn. 3423)  
(E-mail: tom.mcgowan@westlancs.gov.uk)**

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**SUBJECT: FUNDING FOR THE ORMSKIRK – BURSCOUGH LINEAR PARK**

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Wards affected: Ormskirk West and Burscough Town Ward(s)

## **1.0 PURPOSE OF THE REPORT**

1.1 To seek authorisation to allocate and spend Section 106 (S106) and Strategic Community Infrastructure Levy (CIL) funding to deliver a phase of the Ormskirk – Burscough Linear Park.

## **2.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE**

2.1 That the Committee note the content of this report and agreed comments be passed to Cabinet for their consideration.

## **3.0 RECOMMENDATIONS TO CABINET**

3.1 That any agreed comments from the Executive Overview & Scrutiny Committee be considered.

3.2 That Cabinet approve the use of £164,000 of S106 funding from planning permissions 2012/1224/OUT Abbey Lane, Burscough and 2017/0416/FUL Briars Lane, Burscough and £200,200 of Strategic CIL funding to deliver a phase of the Ormskirk – Burscough Linear Park.

## **4.0 BACKGROUND**

- 4.1 The Council aspires to deliver a Linear Park between Ormskirk and Burscough and this is set out in the West Lancashire Borough Council Local Plan (2013) and the West Lancashire Borough Council Green Infrastructure and Cycling Strategy (2017). The route of the Ormskirk to Burscough Linear Park is an area of land which runs alongside the railway line between Ormskirk and Burscough and is partially constructed; a section of the route from Ormskirk to Burscough was completed by Taylor Wimpey in 2022.
- 4.2 This Report seeks to allocate S106 and CIL funding to facilitate the delivery of a part of the Linear Park route between the existing footway / cycleway east of the Grove Farm development in Ormskirk to Abbey Lane in Burscough. Once provided, this will provide an off-road shared cycle and footpath connection from Ormskirk to Burscough.
- 4.3 The Council collects two different types of developer contributions: S106 and CIL. The Council adopted a CIL Charging Schedule in July 2014 and has been charging CIL since 1 September 2014. CIL is non-negotiable and is a levy on floorspace created through development. Collected CIL monies must be applied to fund the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of the Council's area.
- 4.4 Historically, S106 obligations have been used by the Council to secure affordable housing, transport and highways improvements and public open space improvements. Like CIL, S106 obligations must be used to deliver benefits to local communities to mitigate against the negative impacts caused by a specific development. Section 106 obligations must be used where they are: necessary to make a development acceptable in planning terms, directly related to the development; and fairly and reasonably related in scale and kind to the development.
- 4.5 When CIL was introduced by the Government in 2010, the Community Infrastructure Levy Regulations (2010) required that Councils published a list of infrastructure projects or types which it intended to fund wholly or partly through CIL – this list was known as the "Regulation 123 list". This was to ensure that developers were not 'double-charged' for developer contributions through both CIL and S106 and to provide clarity on what infrastructure projects were to be funded by what type of developer contribution. The Government had also stipulated that no more than five S106 planning obligations could be 'pooled' to deliver an infrastructure project or type. These measures were designed to encourage local authorities to move away from S106 towards adopting CIL.
- 4.6 In 2019, the Government introduced new legislation that abolished the Regulation 123 list and removed the 'pooling' restrictions of S106 obligations. The changes mean that Councils can use both CIL and S106 obligations towards the same project and Councils are no longer restricted in terms of how many obligations they can pool together to fund a single infrastructure project. Therefore, the Council is seeking to use both CIL and S106 to fund this project.



## 5.0 CURRENT POSITION

- 5.1 Council Officers invited new bids and updates of existing bids for CIL funding in March 2023. As set out in the September 2023 Cabinet Report "Community Infrastructure Levy (CIL) Funding Programme 2023", the Council has received 22 bids to use CIL money. One of the bids was from the Economic Development and Regeneration team at the Council for £200,200 of CIL to fund delivery of part of the Ormskirk – Burscough Linear Park.
- 5.2 The bid was made on the basis that £164,000 of S106 funding was available to be used associated with two different developments in Burscough:
- Planning permission 2012/1224/OUT – Land bounded by A59 Liverpool Road South and Abbey Lane, Burscough: £129,000 of S106 monies to be used towards the provision of sustainable transport measures or improvements in the locality in the form of a Linear Park.
  - Planning permission 2017/0416/FUL – Briars Lane, Burscough: £35,000 of S106 monies to be used towards the Ormskirk to Burscough Linear Park.

This report seeks to allocate the requested CIL and S106 monies to the project.

### **Funding Allocation Process**

- 5.3 The Council has a robust and detailed governance process in place for the allocation and spending of CIL and S106 funding as set out in the *(Update to the) Governance Framework for Community Infrastructure Levy and Section 106 Expenditure, July 2020* ('the Framework').

### **Strategic Community Infrastructure Levy funding**

- 5.4 When CIL funding is collected it is divided into three components: 5% of all income is retained by the Council as an administration fee; 15 or 25% is handed over to the Parish or Town Council in which the development occurred (the higher percentage is where the Parish has opted to make a Neighbourhood Plan), this is known as the Neighbourhood portion; and the remaining 80 or 70% is retained by the Borough Council to spend on infrastructure projects, this is known as the Strategic portion.
- 5.5 The Framework explains how the Council will invite stakeholders to submit projects that they want to be funded, either in whole or part, by CIL monies collected by the Council. These projects are then considered against set criteria, shortlisted by Council Officers and added to the Infrastructure Delivery Schedule (IDS).
- 5.6 The IDS is a working document which is regularly updated. The IDS identifies infrastructure projects and improvements which may be needed to support the growth and development set out within the West Lancashire Local Plan. It includes information on infrastructure schemes, projects costs and funding gaps along with timescales and delivery partners.
- 5.7 Of the projects contained within the IDS, further shortlisting takes place to identify suitable projects for inclusion on the draft CIL Funding Programme. The CIL

Funding Programme is a shorter list of specific, deliverable projects. Other than those strategic projects approved outside of the CIL Funding Programme, if a project is not included in the final CIL Funding Programme, the Council will not spend CIL monies on it.

- 5.8 The Framework explains that no more than £200,000 of Strategic CIL will be allocated in any single year to projects requesting less than £100,000 of CIL; this is to ensure that enough CIL is accumulated over the years to fund larger projects.
- 5.9 For projects seeking more than £100,000 of CIL, Officers can recommend funding decisions at any time of the year by taking a report direct to Cabinet seeking approval of the allocation of funding. This is because it is likely that CIL funding for these schemes will be in line with Council Strategies and Capital Programmes, whether that of the Borough and / or County Council. By taking projects forward outside of the annual CIL Funding Programme, the Council can be proactive and respond speedily to requests for CIL funding which allows strategic projects to commence delivery as soon as reasonably possible. This has recently occurred with the allocation of CIL funding towards the refurbishment of Burscough Racquets and Fitness Centre at a meeting of Cabinet in June 2023.
- 5.10 The Council identified the aspiration to deliver a Linear Park between Ormskirk and Burscough in the West Lancashire Borough Council Local Plan (2013) and the West Lancashire Borough Council Green Infrastructure and Cycling Strategy (2017). The project has featured on the IDS that was produced alongside the Local Plan and the proposed route of the Linear Park is illustrated on the Local Plan Policies Map and in the Green Infrastructure and Cycling Strategy. The Local Plan underwent several stages of public consultation from 2008 up to adoption in 2013 and public consultation took place on the Green Infrastructure and Cycling Strategy in 2017, demonstrating that public consultation has taken place. There is also public support for the project.
- 5.11 As set out at paragraph 4.6, the Government removed the 'pooling' restrictions and the requirements for Councils to state what infrastructure projects or types they will fund using CIL in the 'Regulation 123 list'. This was replaced by new reporting requirements in a document called the Infrastructure Funding Statement (IFS). This is a financial report of CIL and S106 monies collected and spent in the previous financial year and Councils are also required to say what types of infrastructure they will look to fund using CIL.
- 5.12 The Council's 2022 IFS states that the Council will use CIL to fund strategic transport and green infrastructure improvements. The Ormskirk – Burscough Linear Park is both a strategic transport and green infrastructure improvement as the shared cycle and footpath provides both sustainable transport improvements and biodiversity improvements through the creation of improved habitats along the former railway line corridor and has been identified as a key infrastructure project in both the Local Plan and the IDS. Therefore, it is recommended to Cabinet to allocate £200,200 of Strategic CIL monies to fund the delivery of part of the Ormskirk – Burscough Linear Park as described at paragraph 4.2.

**S106 funding: Planning permission 2012/1224/OUT – Land bounded by A59 Liverpool Road South and Abbey Lane, Burscough**

- 5.13 Planning permission was granted in March 2014 for housing development on land at the junction of the A59 Liverpool Road South and Abbey Lane in Burscough. The associated S106 agreement secured a financial contribution of £129,000 towards the provision of sustainable transport measures / improvements in the locality in the form of a Linear Park. This financial contribution was received by the Council in April 2020 prior to the commencement of the development.
- 5.14 There is a condition relating to the financial contribution that says that in the event that a Linear Park is not provided within 7 years from the date that the contribution is paid to the Council then the Council shall use the contribution for the provision of new and / or the enhancement of existing public open space in the locality, and if the contribution is not spent within 10 years of receipt, it is to be returned to the developer. The 7-year anniversary is in April 2027 and the 10-year anniversary is in April 2030.
- 5.15 The allocation of £129,000 towards the Ormskirk – Burscough Linear Park meets the requirements of the legal agreement. The route of the Linear Park runs adjacent to the housing site permitted under planning reference 2012/1224/OUT and therefore is in the locality of the development from which the money has come. It is therefore recommended to Cabinet that £129,000 of S106 monies from application 2012/1224/OUT is allocated to fund the delivery of part of the Ormskirk – Burscough Linear Park as described at paragraph 4.2.

**S106 funding: Planning permission 2017/0416/FUL – Briars Lane, Burscough**

- 5.16 Planning permission was granted in August 2017 for the demolition of existing buildings and the erection of housing at Briars Lane in Burscough (the development is now named 'Glovers Way'). The associated S106 agreement secured a financial contribution of £35,000 to be used towards the Ormskirk – Burscough Linear Park. This was paid to the Council in January 2018.
- 5.17 There is a legal covenant on the Council to use the financial contribution for the purposes set out in the legal agreement and to return the money to the developer on the tenth anniversary of the date of the receipt of the payment if the money is unspent and if requested to do so. The 10-year anniversary is in January 2028.
- 5.18 The allocation of £35,000 towards the Ormskirk – Burscough Linear Park meets the express requirements of the legal agreement. It is therefore recommended to Cabinet that £35,000 of S106 monies from application 2017/0416/FUL is allocated to fund the delivery of part of the Ormskirk – Burscough Linear Park as described at paragraph 4.2.

## **6.0 NEXT STEPS**

- 6.1 Should Cabinet authorise the allocation of the CIL and S106 funding as described above, WLBC Officers in Economic Development and Regeneration will work with partners to deliver the scheme.

## **7.0 OTHER OPTIONS CONSIDERED**

- 7.1 As the Council is seeking to allocate the financial contributions collected from planning permissions 2012/1224/OUT and 2017/0416/FUL for the express purpose as set out in the associated legal agreement, no alternatives have been considered for the use of the S106 funding.
- 7.2 The Council has identified that the Ormskirk – Burscough Linear Park will be delivered through a combination of developers providing part of the route on- or off-site and funded through planning obligations. The allocation and use of CIL on this project complies with the purposes intended for its collection and expenditure.

## **8.0 SUSTAINABILITY IMPLICATIONS**

- 8.1 The promotion of walking and cycling will have positive sustainability implications for Ormskirk, Burscough and the wider Borough through reducing congestion, reducing greenhouse gas emissions and will improve air quality as people change from using cars to more active forms of travel. The scheme will encourage a more active and healthier lifestyle for those travelling between Ormskirk and Burscough and beyond. This helps contribute towards achieving the objectives of "improve the health of residents through providing attractive opportunities for recreation and sustainable travel" and "capitalise on any opportunities to provide or enhance provision for cycling, whether through planning obligations, or specific funded projects" as identified in the Council's Green Infrastructure and Cycling Strategy (2017).
- 8.2 The provision of high-quality walking and cycling routes is also identified as objectives in the Council's Climate Change Strategy and Action Plan 2020 – 2030 under Priorities 3: Transport and Travel and 7: Natural Environment. The allocation of CIL and S106 funding towards the delivery of part of the Ormskirk – Burscough Linear Park would contribute significantly towards achieving the objectives of "promote sustainable travel choices such as walking and cycling" and "prioritise the development of a high quality cycling and walking network".

## **9.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 9.1 The proposal will be funded through a combination of Section 106 funding and CIL funding, as outlined at Section 5.

## **10.0 RISK ASSESSMENT**

- 10.1 There is a limited risk for the scheme's delivery given it is utilising S106 monies that the Council is already in receipt of and is facilitating the delivery of part of a key project for the Council.
- 10.2 Should the S106 monies remain unallocated or unspent by April 2030 (for the £129,000 associated with planning permission 2012/1224/OUT) or January 2028 (for the £35,000 associated with planning permission 2017/0416/FUL) then there is a risk that the Council would need to return the monies to the respective developers. However, as a scheme has been identified with delivery expected in the next 12-24 months, it is considered that there is a very minimal risk of returning the monies to the developers.
- 10.3 There is a limited risk regarding the use of CIL monies. It has been a long-held aspiration of the Council to deliver a Linear Park between Ormskirk and Burscough and part of the route has been delivered by developers.

## **11.0 HEALTH AND WELLBEING IMPLICATIONS**

- 11.1 The proposal will promote health and wellbeing by providing an opportunity to increase active travel which is proven to improve both mental and physical health. The new Linear Park route allows safe off-road routes for walking and cycling within the Borough.

### **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. Equality Impact Assessment



# Equality Impact Assessment Form



<b>Directorate: Transformation &amp; Resources, Place &amp; Community</b>	<b>Service: Planning Services</b>
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<b>Completed by: Tom McGowan</b>	<b>Date: 14/08/2023</b>
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**Subject Title: Funding for the Ormskirk – Burscough Linear Park**

## 1. DESCRIPTION

Is a policy or strategy being produced or revised:	No <span style="float: right;"><i>*delete as appropriate</i></span>
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	Yes
Is a programme or project being planned:	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:	The approval of the use of S106 funds and CIL monies on the delivery of part of the Ormskirk – Burscough Linear Park.

*If you answered **Yes** to any of the above go straight to Section 3*  
*If you answered **No** to all the above please complete Section 2*

## 2. RELEVANCE

Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes <span style="float: right;"><i>*delete as appropriate</i></span>
If <b>Yes</b> , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	The project will deliver infrastructure improvements to Ormskirk and Burscough by allowing pedestrians and cyclists to move between the towns via an off-road route.
If you answered <b>No</b> to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	

## 3. EVIDENCE COLLECTION

Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	The project will benefit those who live, work, and visit Ormskirk and Burscough by improving options for sustainable transport between the two towns.
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<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>Not applicable (N/A)</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 No No No No No No</p>
<p><b>4. DATA ANALYSIS</b></p>	
<p>In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?</p>	<p>No current service. Report seeks approval to allocate spending to provide a new piece of infrastructure.</p>
<p>What will the impact of the work being carried out be on usage/the stakeholders?</p>	<p>Provision of a shared foot- and cycle-path between Ormskirk and Burscough will benefit those who live, work and visit the two towns.</p>
<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>It would be expected that stakeholders would be in support of the improvements.</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>In relation to the S106 funds, none. The S106 funds must be spent or risk being returned to developers. In relation to the CIL monies, consultation has taken place: when the Local Plan was being prepared and when the Community Infrastructure Levy Charging Schedule was being prepared between 2010 and 2014. An EIA was undertaken at appropriate stages of the development of those two documents.</p>
<p>If any further data/consultation is needed and is to be gathered, please specify:</p>	<p>N/A</p>
<p><b>5. IMPACT OF DECISIONS</b></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>Provision of improved infrastructure can only benefit all parts of the community, including those with protected characteristics.</p>



<b>6. CONSIDERING THE IMPACT</b>	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	No negative impacts have been identified.
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>
<b>7. MONITORING AND REVIEWING</b>	
When will this assessment be reviewed and who will review it?	N/A





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**Report of:** Corporate Director of Place and Community

**Relevant Portfolio Holder:** Councillor Gareth Dowling

**Contact for further information:** Nicola Hamilton (Extn.5171)  
(Email: [nicola.hamilton@westlancs.gov.uk](mailto:nicola.hamilton@westlancs.gov.uk))

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**SUBJECT: COMMUNITY INFRASTRUCTURE LEVY ('CIL') FUNDING  
PROGRAMME 2023**

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Wards affected: Borough-wide

## **1.0 PURPOSE OF THE REPORT**

1.1 To seek authority to conduct public consultation on the draft CIL Funding Programme for 2023/24-2025/26, including options regarding which infrastructure projects might be prioritised to receive CIL funding in 2023/24 -2025/26.

## **2.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE**

2.1 That the Committee note the content of this report and agreed comments be passed to Cabinet for their consideration.

## **3.0 RECOMMENDATIONS TO CABINET**

3.1 That Cabinet, having regard to the content of this report and to the agreed comments of Executive Overview & Scrutiny Committee, approve the public consultation on a Draft CIL Funding Programme for 2023, and that the shortlist of infrastructure projects identified at paragraphs 6.1 and 6.2 of this report be included in that consultation.

3.2 That the public consultation on the spending of Neighbourhood CIL monies in Ormskirk be approved, and that the shortlist identified at paragraph 6.3 of this report be included in that consultation.

3.3 That delegated authority be given to the Head of Planning and Regulatory Services to carry out the public consultations set out in paragraphs 3.1 and 3.2.

## **4.0 BACKGROUND**

- 4.1 The Council has been charging a Community Infrastructure Levy (CIL) on certain new developments in its area since 1<sup>st</sup> September 2014. A significant portion (70 or 80%, The Strategic Portion) of the revenue that is collected is to be used to fund the provision, improvement, replacement, operation or maintenance of infrastructure to support new development in West Lancashire.
- 4.2 15 or 25% of the revenue collected is handed over to the Parish or Town Council in which the development occurred (the higher percentage is where the Parish or Town Council has opted to make a Neighbourhood Plan) – this is known as the Neighbourhood Portion. In areas where there is no Parish Council, such as Skelmersdale and Ormskirk, any Neighbourhood Portion of CIL is retained by the Council to be spent on projects in the locality.
- 4.3 The Council's Infrastructure Funding Statement sets out the types of infrastructure that will be provided using CIL monies. There are three main types of infrastructure identified:
- Strategic transport and highways improvements – to include cycle network provision and improvements, footpaths, bus stops;
  - Strategic green infrastructure – including improvements to and provisions of: parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space;
  - Community Facilities – including libraries, health facilities, community centres, public realm, leisure centres.
- 4.4 The Council approved a CIL and Section 106 Governance and Expenditure Framework (The Framework) in 2015 that set out the structure of the CIL Funding Programme for the allocation and spending of developer contributions collected through CIL and Section 106 obligations; this document was last updated in 2020.
- 4.5 The Framework explains how the Council will invite stakeholders to submit projects that they want to be funded, either in whole or part, by CIL monies collected by the Council. These projects are then considered against set criteria, shortlisted by Council Officers and added to the Infrastructure Delivery Schedule (IDS).
- 4.6 The IDS is a working document which is regularly updated. The IDS identifies infrastructure projects and improvements which may be needed to support the growth and development set out within the West Lancashire Local Plan. It includes information on infrastructure schemes, projects costs and funding gaps along with timescales and delivery partners.
- 4.7 Of the projects contained within the IDS, further shortlisting takes place to identify suitable projects for inclusion on the draft CIL Funding Programme. The CIL Funding Programme is a shorter list of specific, deliverable projects. If a project is not included in the final CIL Funding Programme, the Council will not spend CIL monies on it.
- 4.8 The shortlisting criteria is:
- a) Does it require CIL funding (value for money)?;

- b) Is the project a type of infrastructure listed under the Council's Infrastructure Funding Statement list?;
- c) Is the project required as a result of new development?;
- d) Is the project deliverable in the short term (1-2 years)?;
- e) Does the project help meet the Council's Corporate Priorities?;
- f) Is the project identified within a relevant strategy or policy document?

4.9 A round of public consultation takes place before the CIL Funding Programme is finalised and approved by Cabinet.

4.10 It is of additional note that The Framework was further updated in July 2020 to reflect legislative changes. It was also agreed that the CIL Funding Programme would focus on smaller-scale projects that required CIL funding of £100,000 or less and limit total expenditure on those projects to £200,000 each year. As a result, the majority of the Strategic Portion is saved and allocated towards larger-scale projects.

4.11 In 2022/23 the CIL Funding Programme had to be temporarily suspended pending recommencement in Spring 2023 to cover two full financial years (2024/25 and 2025/26). This was primarily due to the lack of staffing resources within the department at that time. Cabinet ratified this recommendation on the 13 September 2022.

4.12 The CIL Funding Programme subsequently recommenced in March 2023. Authority is therefore sought to publicly consult on the draft CIL Funding Programme in October 2023. There will be a final review and shortlisting of the projects received through the process and recommendations will be made to Cabinet for final decisions on the allocation of funding in November 2023.

## **5.0 CURRENT POSITION**

5.1 A total of £2,944,710.29 had already been collected during the financial year 2021/22 (i.e. financial year prior to suspension of CIL Funding Programme and therefore no CIL allocated/spent from this financial year) and £2,087,342.98 during financial year 2022/23. There has therefore been £3,880,297.50 of strategic CIL collected in the last two financial years that is available to commit to projects that meet the CIL funding spending criteria.

5.2 The Council contacted stakeholders including Members, Parish Councils, internal and external infrastructure service providers on 7<sup>th</sup> March 2023, with the invitation to provide us with any new or updated information on any existing scheme(s) contained within the IDS.

5.3 Stakeholders were also invited to submit information on new potential specific project(s) and put forward bids for CIL funds that could deliver their suitable projects in the financial years 2024/25 and 2025/26. Bids were to be received by 18<sup>th</sup> April 2023.

5.4 In total, 22 bids have been received:

- a. 8 bids from other departments/sections within WLBC;
- b. 5 bids from Parish Councils;

- c. 9 bids from external/third party infrastructure service providers.
- 4.5 An overview of all bids and projects is provided at appendix A of this report. The contents of each bid is also available at Appendix B (i – iii) of this report.
- 4.6 The total cost of all projects including match funding amounts is **£3,442,745.12**. Of which, **£1,713,308.41 (50%)** has been requested as CIL funding.
- 4.7 Following initial review, the projects have been broken down into the following categories for consideration.
- Projects where CIL requested is £100,000 or less
  - Projects where CIL requested is more than £100,000
  - Projects where Ormskirk Neighbourhood CIL/Parish portion exists for funding purposes (including the non-parished areas of Ormskirk and Skelmersdale)
  - Projects where other more suitable or alternative source of funding exists e.g. S106 monies;
  - Projects unsuitable for CIL funding/do not meet funding criteria.

## 6.0 PROPOSALS

### 6.1 Projects where CIL requested is £100,000 or less

As mentioned earlier in this report, the expenditure on those projects of £100,000 or less is limited to £200,000 each year. However, as the current CIL Funding Programme is to run for two years, this figure is increased to £400,000 to reflect this. In total, £273,100 of CIL funding has been requested.

Nine projects have been identified as requesting £100,000 of CIL funding or less.

- ***Holmeswood Play Area Fence Replacement, Rufford and Holmeswood Parish Council - £3,000*** – The total cost of this project is £7,000. The Parish Council will provide £4,000 towards the cost. This bid is to replace a perimeter safety fence, in poor state of repair, to the Holmeswood play area. Limited Parish funds are available. The works required supports green infrastructure (play area) and the project can be delivered in financial year 2023/24.
- ***Holmeswood MUGA (Phase 2), Rufford and Holmeswood Parish Council - £13,000*** - This project will provide retractable goal netting, goal posts, basketball court, 2x integrated cricket stumps and thermoplastic court markings. This second phase of the works will complete those works carried out in phase 1 for the provision of the MUGA and perimeter fencing. Limited Parish funds are available therefore CIL funding has been requested to cover the full cost of the project. The project delivers green infrastructure and a community facility (outdoor sports facility) and can be delivered in financial year 2023/24.
- ***Replacement Bus Shelters Rufford Holmeswood, Rufford and Holmeswood Parish Council - £9,900*** – This project seeks to replace three existing bus shelters located at The Hesketh Arms, Cousins Lane and Holmeswood Road, two of which have already been removed as they were in a poor state of repair. The Parish Council will provide £1,500 from it's own reserves towards this project. It is the Parish Council's responsibility to

maintain bus shelters within its own area. The project is a community facility and can be delivered in financial year 2023/24.

- **Rufford Park Play Area, Rufford and Holmeswood Parish Council - £4,500** – CIL funding is requested to fund the full cost of this project. The project involves the replacement of existing play equipment (wooden boat) with similar equipment but better quality and using materials with longevity. The project delivers green infrastructure (play area) and can be delivered in financial year 2023/24.
- **Aughton Surgery, - increase capacity to deliver GP and primary care NHS provision, NHS Lancashire and South Cumbria Integrated Care Board (ICB) - £50,000** – The total cost of this project is £250,000. The ICB propose to provide £200,000 towards the project. The allocation of CIL funding will support this proposal for ICB capital funding. The project involves the redesign, reuse of the existing building and an extension to the existing practice to provide two additional clinical rooms. The project is identified as community infrastructure (health centre) in the IDS and can be delivered in 1-2 years, expected to commence in 2023/24.
- **Hall Green Surgery, Skelmersdale - increase capacity to deliver GP and primary care NHS provision - £25,000** - The total cost of this project is £100,000, £75,000 of which is proposed to be provided by the ICB and Hall Green GP practice. It is envisaged that the allocation of CIL funding will support and ensure these other sources of funding. The surgery has seen an increase in patient numbers in recent years, attributed to new housing development within the area. The project seeks to address this by expanding room availability and providing additional accommodation for clinical services. This project will increase the number of consulting/examination rooms by redesigning existing non-clinical accommodation within the existing facility to create multi-use clinical rooms. The project is identified as community infrastructure (health centre) in the IDS and can be delivered in 1-2 years.
- **Hants Lane Clinic, Ormskirk - increase capacity for the provision of GP and primary care services, NHS Lancashire and South Cumbria ICB - £50,000** – The total cost of this project is £100,000, half of which will be funded by NHS Property Services capital. The project involves internal alterations and reconfiguration of the existing facility to create two additional consultation/examination rooms, in order to increase capacity of the facility. These rooms would be made available to GP practices of Ormskirk Primary Care network. All Ormskirk practices have seen growth in patient list sizes driven as a result of additional housing development within the area. The project is identified as community infrastructure (health centre) in the IDS and can be delivered in 1-2 years.
- **Fairy Glen Green Infrastructure Improvements, WLBC - £55,000** – This project is to improve access points, upgrade existing footpath network, provide interpretation and information signage and additional seating for visitors to this area of public open space/woodland. These improvements will also assist in the protection of woodland flora. Fairy Glen has seen a marked increase in visitor numbers over the last few years, from both Borough residents and beyond. The project is strategic green infrastructure (amenity open space/semi-natural open space) and can be delivered in 1-2 years.

- **Environmental site enhancements at Kiln Lane and Tongbarn playing fields, Skelmersdale, WLBC - £62,700** – The areas of open space at Kiln Lane and Tongbarn playing fields are geographically close. Funding has already been secured for the improvements to the Tongbarn area (Phase 1) through the Council's Housing Environmental Improvements Fund (£40,000), however the Kiln Lane area (Phase 2) cannot be funded by this source. The project seeks to combine these areas in order to deliver a co-ordinated approach to habitat creation, improved path network, seating and development of natural play features. This current bid is to enable improvements in the Kiln Lane area to enhance and add value that to be delivered in Tongbarn area. There has been significant housing development in Skelmersdale in recent years. The project is strategic green infrastructure (amenity open space/semi-natural open space) and can be delivered in 1-2 years.

All of these projects comply with the CIL spending criteria. It is therefore recommended that all nine projects outlined above be put forward for public consultation for further consideration.

#### 6.2 Projects where CIL requested is more than £100,000

Four projects have requested more than £100,000 of CIL funding. In total, £1,076,795.14 of CIL funding has been requested.

- **Halsall-Scarisbrick Canal Towpath Improvements, Canal and River Trust - £175,095.14 CIL requirement** – A new bid has been received from the Canal and River Trust to resurface the canal towpath between Summerwood Lane, Halsall and Scarisbrick Marina. This bid also seeks to utilise £15,000 of existing S106 monies received from planning permission 2013/0994/FUL for development of land at 114 Summerwood Lane, Halsall are available. This amount has been identified within this bid as part-match funding.

The S106 amount is to be used for the provision of sustainable transport measures within this area and is therefore deemed appropriate for match funding purposes. If this project is shortlisted and Cabinet is minded to approve the use of CIL funding in November 2023, Cabinet will then be requested to consider the allocation and approval of the S106 funding in conjunction with its decision for CIL funding.

- **UK Shared Prosperity Fund (UKSPF) Community Grant Scheme Match Funding, WLBC - £355,000 CIL requirement** - A bid has been received from the Economic Development and Regeneration team to use CIL as 50% match-funding for eligible projects seeking to access the Council's UKSPF Community Grant Scheme (CGS).

It is anticipated that there will be a number of projects that wish to access the CGS that may also be eligible for CIL. The supporting documentation that accompanied the Council's UKSPF bid identified a range of interventions that are aligned to the infrastructure types that CIL is used to fund in the Borough. Whilst this is a 'blind bid' so the detail behind each project is not known, Officers between Planning and the UKSPF team will work closely together to advise on the ability to use of CIL as match-funding on individual projects that come forward once the CGS is open for bids.



The CGS was provisionally allocated £1m and the CIL bid was for 50% match-funding of £500,000. However, Council approved a revised investment plan for the UKSPF funding which included a reduction in the CGS to £710,000. Therefore, a revised CIL bid has been prepared for up to £355,000 to reflect the 50% match-funding originally sought.

- **Beacon Country Park Play Area Improvements, WLBC - £346,500** - A bid has been received from the Wellbeing and Place team at WLBC to relocate, upgrade and increase the provision of play facilities at Beacon County Park as part of the wider Beacon Park Strategic Improvements Project.

It is acknowledged that match-funding might be available from the UKSPF for the wider, more strategic project of improvements at Beacon Country Park. At this stage, the costs and timeframes for delivery are unknown, nor whether there will be a request for CIL funding or the UKSPF money used to deliver this.

The CIL bid explains that the relocation and enhancement of the play equipment is required notwithstanding the Beacon Park Strategic Improvements Project. Costings are known for this element of the project identified as strategic green infrastructure and can be delivered within the next 1-2 years.

The detailed master-planning work for the Beacon Park Strategic Improvements Project is underway and currently subject to a separate public consultation. This wider, more strategic project has been added to the IDS and identified as appropriate strategic green infrastructure and a community facility.

These projects comply with the CIL spending criteria. It is therefore recommended that the three projects outlined above be put forward for public consultation for further consideration.

- **Ormskirk to Burscough Linear Park, WLBC - £200,200** - It is recognised that this project already exists on the IDS and has been subject to previous public consultation. Members will be aware of a report previously put before it for consideration at this Cabinet Meeting, seeking approval of the use of £164,000 of S106 funding from planning permissions 2012/1224/OUT Abbey Lane, Burscough and 2017/0416/FUL Briars Lane, Burscough and £200,200 of Strategic CIL funding to deliver a phase of the Ormskirk – Burscough Linear Park.

### 6.3 Ormskirk Neighbourhood CIL

£342,461.77 is currently available and unallocated in Ormskirk Neighbourhood CIL monies collected by the authority.

Five projects have been identified as suitable for allocation of Ormskirk Neighbourhood CIL monies. In total, £151,861.97 of CIL funding has been requested.

- **Whittle Drive Changing Facilities, WLBC - £40,000** - Previous funding approved and allocated by way of Ormskirk NCIL (£60,000). However, the

works now required by this revised project involving the demolition of the existing building and rebuild of a purpose built facility go beyond that already allocated.

- **West End Park Improvements, WLBC - £80,000** - This project was previously brought before Cabinet for shortlisting and approved funding in November 2020. The project was unable to be delivered by the spending deadline (2022/23). This resubmission is an amended bid with an uplift of £22,000.

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 within a close enough distance of the housing development at Grove Farm to justify a need for these improvements. The project is now in a position where it can be delivered in financial year 2023/24.

- **Halsall Lane Park Improvements, WLBC - £16,500** - This project was previously brought before Cabinet for shortlisting and approved funding in November 2020. The project was unable to be delivered by the spending deadline (2022/23). This resubmission is an amended bid with an uplift of £6,500.

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. The project is now in a position where it can be delivered in financial year 2023/24.

- **Green Lane Rugby Pitch Improvements, Ormskirk Rugby Club - £9,261.97** – This is a new project, not previously identified on the IDS. The project is to improve the playing pitch by verti-drain works, overseeding, fertilising and sand spreading for one season. It is identified as green infrastructure, outdoor sports facilities and playing pitches, has been fully costed and can be delivered at the earliest opportunity if CIL funding is secured.
- **Whittle Drive Pitch Improvements, Ormskirk West End Football Club - £6,100** – This is a new project, not previously identified on IDS. The project is to improve the playing pitch by verti-drain works, overseeding, fertilising and sand spreading for one season. It is identified as green infrastructure, outdoor sports facilities and playing pitches, has been fully costed and can be delivered at the earliest opportunity if CIL funding is secured.

All of these projects comply with the CIL spending criteria.

#### 6.4 Alternative Funding Sources Available

Two projects have been identified for suitable alternative funding from s106 sources.

- **Richmond Park Pitch Improvements, Burscough Richmond FC - £4,551.30** - S106 Obligation dated 28<sup>th</sup> August 2014 relating to the development of land adjacent to 10 Ivy Close, Burscough (Planning Application reference number 2013/0235/OUT), required the developer to pay an "Off Site Open Space Contribution" to the Council "to be used for the enhancement of existing and/or the creation of new areas of public open space within the locality". £43,507 remains unallocated and unexpended.

Ward Members and Burscough Town Council have been consulted and raised no objection to the proposed spend of these S106 monies on this project.

Expenditure Process for S106 Obligations for non-specific schemes, subject to the details being acceptable, and the value of a project being under the Council protocol limit of £10,000, officers will seek Delegated Authority from the Corporate Director of Place and Community in conjunction with the relevant portfolio holder for Planning, for authorisation to proceed with the project.

- **Abbey Lane Toucan Crossing Upgrade, Lancashire County Council Highways - £75,000** - It has been identified that Lancashire County Council's bid for the upgrade of current proposals to implement a toucan crossing adjoining the Ormskirk to Burscough Linear Park has previously been allocated s106 funding for similar/same works. As such officers have discussed the need for its duplicate CIL funding bid.

LCC have since confirmed that it would wish to withdraw this current CIL bid and will utilise the funding already allocated for this project.

#### 6.5 Projects considered unsuitable for CIL funding

It is considered that two bids do not meet the criteria required for CIL funding.

- **Hilldale Junior Play Area, Hilldale Parish Council - £32,000** - It is considered that the bid by Hilldale Parish Council for improvements to the play area at Hilldale Playing Fields, does not meet the CIL criteria as there has been little/no development within the parish area in recent years that can be attributed to impact on this infrastructure. As such, officers will direct this Parish Council towards other sources of funding that may be available.
- **Transformation of Ormskirk Tennis Club into a community health and well-being centre, Ormskirk Tennis Club - £100,000** - Whilst it is recognised that there are proposals to hire out/make the facility available to community groups/providers, this facility would remain on an advance booking basis and only when availability permits. The primary function of the tennis club will remain as a private members club only, therefore it cannot truly be considered as suitable strategic infrastructure.

## **7.0 Public Consultation**

- 7.1 Should Cabinet resolve in accordance with the recommendations at paragraph 3.1 and 3.2 of this report, the projects will be publicly consulted upon through two parallel consultation exercises.
- 7.2 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 2023 to Cabinet later in the year.
- 7.3 With regards to 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 people who live, work or visit Ormskirk in order to ensure that the respondents do have a connection to the local Ormskirk community, as only their responses will be taken into account in the consultation on these NCIL 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.
- 7.4 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 Framework. The Council are keen to encourage digital engagement and therefore consultation will be online-based, with digital publicity and online response forms, and also available in printed form.

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
- Printed information available at libraries and Council customer service points (where possible)

## **8.0 SUSTAINABILITY IMPLICATIONS**

- 8.1 There are no direct sustainability implications arising from this report because the report is recommending that public consultation takes place.

## **9.0 FINANCIAL AND RESOURCE IMPLICATIONS**

9.1 There is no additional cost to Council resources in the preparation and consultation of a CIL Funding Programme.

## **10.0 RISK ASSESSMENT**

10.1 Whilst there are outline risks relating to the timely collection of CIL monies from developers, there is already sufficient available CIL income to fund the projects set out in this report. Accordingly, the content of this report can be delivered within existing resources.

## **11.0 HEALTH AND WELLBEING IMPLICATIONS**

11.1 Many of the projects contained in this report have direct links to improved health and wellbeing. However, no further comment can be made pending the recommended public consultation.

### **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 – Overview of all Projects  
Appendix B (i – iii) – All Project Details  
Appendix C – Infrastructure Delivery Schedule  
Appendix D – Equality Impact Assessment



## Appendix A – Overview of all CIL bids received

Project Ref	Project Name	Source	Location	Parish	Total Cost of Project	Match Funding Sources	Match Funding Amount	CIL Amount Required	% CIL of Total
11	Ormskirk to Burscough Linear Park	WLBC	High Lane, Ormskirk to Lordsgate Lane, Burscough	Ormskirk (non-parished)/ Burscough	£364,200.00	S106 - 2 Sites	£164,000.00	£200,200	55%
80	Whittle Drive Playing Pitch New Changing Rooms	WLBC Leisure	Whittle Drive, Ormskirk	Ormskirk (non-parished)	£199,999	Football Foundation £99,999, Previous NCIL allocation £60k	£159,999.00	£40,000.00	20%
171	West End Park Improvements	WLBC Leisure	Ormskirk	Ormskirk (non-parished)	£80,000.00	n/a	£0.00	£80,000.00	100%
172	Halsall Lane Park, Ormskirk	WLBC Leisure	Ormskirk	Ormskirk (non-parished)	£16,500.00	n/a	£0.00	£16,500.00	100%
193	Richmond Park Football Pitch Maintenance Works	Burscough Richmond AFC	Richmond Park, Junction Lane, Burscough	Burscough	£6,068.40	Burscough Richmond FC	£1,517.10	£4,551.30	75%
194	Hilldale Junior Play Area	Hilldale Parish Council	Hilldale Playing Fields, Chorley Road, Hilldale, Nr Wigan, WN8 7AS	Hilldale	£33,420.61	Hilldale Play Reserves	£1,420.61	£32,000.00	96%
195	Green Lane - Rugby Pitch Works	Ormskirk Rugby Club	Green Lane, Ormskirk, L39 1ND	Ormskirk (non-parished)	£9,261.97	n/a	£0.00	£9,261.97	100%
196	Holmeswood Play Area Fence Replacement	Rufford and Holmeswood Parish Council	Holmeswood Village Hall	Rufford	£7,000.00	Rufford and Holmeswood parish Council	£4,000.00	£3,000.00	43%
197	Holmeswood MUGA (Phase 2)	Rufford and Holmeswood Parish Council	Holmeswood Village Hall	Rufford	£13,000.00	n/a	£0.00	£13,000.00	100%
198	Replacement Bus Shelters Rufford Holmeswood	Rufford and Holmeswood Parish Council	Bus Stops at Hesketh Arms, Cousins Lane, Holmeswood Road, Holmeswood	Rufford	£11,400.00	Rufford and Holmeswood parish Council	£1,500.00	£9,900.00	87%

Project Ref	Project Name	Source	Location	Parish	Total Cost of Project	Match Funding Sources	Match Funding Amount	CIL Amount Required	% CIL of Total
199	Rufford Park Play Area	Rufford and Holmeswood Parish Council	Rufford Park	Rufford	£4,500.00	n/a	£0.00	£4,500.00	100%
200	Halsall-Scarisbrick Canal Towpath Improvements	Canals and Rivers Trust	Leeds Liverpool Canal Scarisbrick Bridge to Halsall Warehouse Bridge	Halsall/Scarisbrick	£190,095.14	S106 Site #124 - 2013/0994/FUL to be committed and spent by Dec 2024	£15,000.00	£175,095.14	92%
201	Ormskirk West End FC - Football Pitch Works	Whittle Drive Football Club	Whittle Drive playing fields, Ormskirk	Ormskirk (non-parished)	£6,100.00	n/a	£0.00	£6,100.00	100%
202	A59 Toucan Crossing (upgrade), Abbey Lane, Burscough	LCC	Liverpool Road South (A59), between Abbey Lane and Lordsgate Lane, outside the Bull and Dog pub.	Burscough	£155,000.00	S278 (allocated for puffic crossing)	£80,000.00	£75,000.00	48%
203	Aughton surgery - increase capacity to deliver GP and primary care NHS provision	NHS Lancashire and South Cumbria ICB	Aughton Surgery, 19 Town Green, Aughton, L39 6SE	Aughton	£250,000.00	ICB - £200,000	£200,000.00	£50,000.00	20%
204	Hall Green surgery, Skelmersdale - increase capacity to deliver GP and primary care NHS provision	NHS Lancashire and South Cumbria ICB	Hall Green Surgery, 164 Ormskirk Road, Up Holland	Up Holland	£100,000.00	NHS Lancashire and South Cumbria ICB £42,000, Hall Green GP practice £33,000	£75,000.00	£25,000.00	25%
205	Hants lane clinic, Ormskirk - increase capacity for the provision of GP and primary care services	NHS Lancashire and South Cumbria ICB	Hants Lane Clinic, 43 Hants Lane Ormskirk	Ormskirk (non-parished)	£100,000.00	NHSPS - £50,000	£50,000.00	£50,000.00	50%
206	UK Shared Prosperity Fund Community Grant Scheme Match Funding	WLBC	Borough-wide	All	£1,065,000	UKSPF - £710,000	£710,000	£355,000	33%
207	Beacon Country Park Play Improvements	WLBC	Beacon Country Park	Skelmersdale (non-parished)/Up Holland	£346,500.00	UKSPF	£0.00	£346,500.00	100%



Project Ref	Project Name	Source	Location	Parish	Total Cost of Project	Match Funding Sources	Match Funding Amount	CIL Amount Required	% CIL of Total
208	Fairy Glen Green Infrastructure Improvements	WLBC	Fairy Glen, Parbold/Wrightington	Parbold/Wrightington	£55,000.00	N/A	£0.00	£55,000.00	100%
209	Environmental site enhancements at Kiln Lane and Tongbarn playing fields.	WLBC	Kiln Lane and Tongbarn Playing Fields, Skelmersdale	Skelmersdale	£109,700.00	Existing resources £7,000, Housing Environment Improvement Fund - £40,000	£47,000.00	£62,700.00	57%
210	Ormskirk Tennis Club into a community health and well-being centre	Ormskirk Tennis Club	Ormskirk Tennis Club, County Road, Ormskirk	Ormskirk	£320,000.00	Tennis Club internal funds - £75,000, Biffa Award - £75,000, LTA - £70,000	£220,000.00	£100,000.00	31%
				TOTALS	£3,442,745.12		£1,729,436.71	£1,713,308.41	50%



**COMMUNITY INFRASTRUCTURE FUNDING PROGRAMME 2023**

**APPENDIX B i**

**ALL WEST LANCASHIRE BOROUGH COUNCIL BIDS**

## 1. Project 11 - Details

Project name:	<b>Ormskirk – Burscough Linear Park</b>
Proposed location : <i>Where applicable, please provide a plan/map indicating the location of the proposed works</i>	From Taylor Wimpey Site on High Lane Ormskirk to Lordsgate Lane, Burscough
Project description: <i>Brief description of the proposal</i>	Delivery of an Ormskirk to Burscough Linear Park pathway from existing footway/cycleway that has been created as part of the Grove Farm development to Abbey Lane, Burscough .
Project details: <i>Purpose of the project and details of the works required</i>	Creation of a linear park pathway to provide a route for sustainable travel between Ormskirk and Burscough for pedestrians/cyclists. Works for construction of a cycle/footway to include drainage, fencing, signposts and all associated surveys and land works.

Is the project already on the Infrastructure Delivery Schedule?	<input type="checkbox"/> Yes - If Yes, please provide reference ..... <input checked="" type="checkbox"/> No
Has this project been started?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has this project been completed?	<input type="checkbox"/> Yes - <i>If completed, there is no need to continue with this form.</i> <input checked="" type="checkbox"/> No

## 2. Contact details

Organisation name	West Lancashire Borough Council
Project lead / contact name	Suzanne Hill, Senior Regeneration Development Project Manager

Email: Contact number:	<a href="mailto:Suzanne.hill@westlancs.gov.uk">Suzanne.hill@westlancs.gov.uk</a> 01695 585111
Project partners (if applicable):	

### 3. Identifying strategic need

<p><b>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</b></p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>Ormskirk and Burscough has experienced significant housing development over the last ten years. This has caused a rise in local traffic and visitors to the area along with the completion of Ringtail Retail Park and the expansion of Burscough Industrial Estate.</p>
<p><b>How would the project support or enable growth or planned development in West Lancashire?</b></p> <p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	<p>Maintained and improved safe pedestrian and cycle routes to provide easier access to education, employment and other key services, as well as providing a leisure and tourism offer, and offering opportunity for exercise as part of a healthier lifestyle.</p>

<p><b>Is the project identified within a relevant local strategy?</b></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Please tick those that apply and provide any relevant strategy / policy details</p>	<p><input type="checkbox"/> Local Plan 2012-2027, WLBC Please state policy/strategy.....</p> <p><input type="checkbox"/> Transport and Highways Masterplan, LCC <input checked="" type="checkbox"/> Cycling and Green Infrastructure Strategy, WLBC <input type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC <input checked="" type="checkbox"/> Health and Wellbeing Strategy, WLBC <input type="checkbox"/> Masterplan / Development Brief <input checked="" type="checkbox"/> Other (please state) West Lancashire Local Cycling &amp; Walking Infrastructure Plan, LCC</p>

<p><b>Does the project help meet at least one of the Council's Corporate Priorities?</b></p> <p><i>Please tick those that apply</i></p>	<p><input checked="" type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b> <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i></p> <p><input checked="" type="checkbox"/> <b>Become a greener West Lancashire</b></p>
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<p><a href="#">LINK to Council Priorities</a></p>	<p><i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i></p> <p><input checked="" type="checkbox"/> <b>A clean, safe environment with affordable homes</b> <i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i></p> <p><input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b> <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i></p> <p><input checked="" type="checkbox"/> <b>Support businesses to adapt and prosper</b></p> <p><input checked="" type="checkbox"/> <b>Be a financially sustainable Council by 2023</b> <i>Including: To provide value for money services</i></p>
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<p>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<p><input checked="" type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i></p> <p><input type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i></p> <p><input type="checkbox"/> <b>Community facilities</b> <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i></p>
<p>Does the project propose?</p>	<p><input checked="" type="checkbox"/> Provision of new infrastructure</p> <p><input type="checkbox"/> Improvement of existing infrastructure</p> <p><input type="checkbox"/> Replacement of existing infrastructure</p> <p><input type="checkbox"/> Operation</p> <p><input type="checkbox"/> Maintenance</p>

<p>What benefits will the scheme deliver to the local area?</p>	<p><input checked="" type="checkbox"/> Economic improvements</p> <p><input checked="" type="checkbox"/> Environmental improvements</p> <p><input checked="" type="checkbox"/> Social improvements</p>
<p>Please provide details.</p>	<p><b>Economic Improvements</b> – to open up sustainable travel options between Ormskirk and Burscough improving accessibility to non- drivers and residents and visitors who prefer to choose a sustainable transport option.</p> <p><b>Environmental Improvements</b> – Improvements to air quality due to less vehicle emissions by creation of a safe cycle route.</p> <p><b>Social Improvements</b> - Ensure key green hubs, such as parks, play spaces and woodlands, are linked by means of safe and easily accessible green networks and cycle paths and footpaths that together form a high-quality Green Infrastructure grid across the whole of the Borough.</p>

What geographic area will the project benefit?	<input checked="" type="checkbox"/> Neighbourhood / local <input checked="" type="checkbox"/> Town / large village <input checked="" type="checkbox"/> Borough wide / beyond
Please provide details	<p><b>Neighbourhood/local</b> – users travelling to existing facilities in the local area, eg retail park, nursery, football club, holiday park.</p> <p><b>Town/Large Village</b> – users/visitors travelling between the local business districts of Ormskirk/Burscough/Skelmersdale and the parishes</p> <p><b>Borough Wide/Beyond</b> – Linear Park will provide a connection between Ormskirk and Burscough and bring in visitors from the wider region</p>
Does the proposal have a positive impact on equality?  <i>This includes gender, race, age, religion, sexuality, disability</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details  <i>Please explain if and how any specific equalities groups would be affected by the project.</i>	<p>Would provide a safe environment and accessibility for users with mobility issues. Vulnerable groups such as elderly users and children</p> <p>Would benefit from a less dangerous route for walking/cycling</p>
Has the project already benefitted from stakeholder engagement / discussions with the local community?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please provide details  <i>Is there public support? To what degree?</i>	<p>The scheme would be unlikely to attract objections. Failure to continue the connection between Ormskirk and Burscough would generate more negative comments/feedback. No impact for road users during construction as all development would take place away from the highway network.</p>

#### 4. Deliverability

When can the infrastructure be delivered?	<input checked="" type="checkbox"/> Within 1-2 years (short term) <input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	<p>If known, in which financial year is the project expected to commence?</p> <p>2023/24</p> <p>If known, in which financial year is the project expected to complete?</p> <p>2024/25</p>
Are there any risks to the delivery? Is commencement of the project reliant on any planning, legal or other	<p>Project is reliant on funding availability and landowner consents which have already been sought.</p>

consents? Is the project reliant on the completion of any other projects first?	
Has any work been carried out to date to assess the feasibility of the project?	Previous feasibility work has been undertaken by officers in relation to this project
Please set out any key milestones and/or tasks for the project	Milestones and tasks for delivery of project are being developed as information needs to be updated.
Which organisation will be responsible for delivering the infrastructure?	West Lancashire Borough Council
Who will be responsible for the future management and maintenance of the infrastructure?	West Lancashire Borough Council
Are there specific implications, risks or negative impacts if this project does not come forward?	<input type="checkbox"/> Strategic risks / impacts <input checked="" type="checkbox"/> Major risks / impacts <input type="checkbox"/> Minor risks/impacts <input type="checkbox"/> No risks/impacts
Please provide details	If funding is not secured through CIL there may be no opportunity to draw on any other funding streams this year which will delay the project further

## 5. Project costs and funding

<p>What is the cost of the project?</p> <p><i>Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.</i></p>	
<b>Source</b>	<b>Estimate cost (£)</b>
<i>The estimated Design, construction and supervision costs</i>	£245,000.00
<i>Preliminaries</i>	£18,500.00
<i>contingencies</i>	£40,000.00
20% Uplift	£60,700.00
Total cost	£364,200.00

<b>Do you wish to (bid for the) use CIL monies to help deliver the project?</b>	Yes
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**Are CIL monies needed to deliver the project? What match funding is available or secured?**

*Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).*

<b>Source</b>	<b>Amount (£)</b>	<b>Status of funding</b>	<b>% of total cost</b>
Section 106	£165,000.00	Secured	45%
CIL	£200,200.00	Bid submitted	55%

*Please also set out the risks to the project if any other funding applications were not successful.*

*There is a risk of delays to deliver the project if CIL bid is not successful which could result in potential loss of S106 monies*

**Please detail why CIL funding is needed and/or how it will add value to the project?**

*Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).*

CIL funding will help to deliver this project within the projected timescales and will ensure that no existing funds will be lost due to further delays with the project  
LCC have ambitions to upgrade the crossing on the A59 from a puffin crossing to a toucan crossing and these two projects would work hand in hand to strengthen strategic links between Ormskirk and Burscough.

## 1. Project 80 - Details

Project name:	<b>Whittle Drive Changing rooms</b>
Proposed location : <i>Where applicable, please provide a plan/map indicating the location of the proposed works</i>	See attached map
Project description: <i>Brief description of the proposal</i>	Improved community facilities at Whittle Drive football pitches. We have secured £99,999 of Football Foundation, and require further match funding to ensure the project is deliverable
Project details: <i>Purpose of the project and details of the works required</i>	<p>The changing facilities at Whittle Drive football pitches are no longer fit for purpose and require extensive redevelopment to fulfil the current needs of the community-based club who lease the site from the Council. The original building was built in the early 1980's and is now beyond its useful life.</p> <p>This project has already been allocated £60,000 of CIL funding as well as the £99,999 from the Football Foundation. Due to escalating construction costs and inflation the project has suffered multiple delays therefore the original costs for the project are no longer sufficient. This project will fail unless further funding can be secured.</p>

Is the project already on the Infrastructure Delivery Schedule?	<input checked="" type="checkbox"/> Yes - If Yes, please provide reference .....
Has this project been started?	<input checked="" type="checkbox"/> Yes - the project has already had design and costing work carried out <input type="checkbox"/> No
Has this project been completed?	<input type="checkbox"/> No

## 2. Contact details

Organisation name	WLBC
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Project lead / contact name	Rebecca Connick
Email: Contact number:	Rebecca.connick@westlancs.gov.uk
Project partners (if applicable):	Football Foundation, West End Football Club

### 3. Identifying strategic need

<p><b>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</b></p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	
<p><b>How would the project support or enable growth or planned development in West Lancashire?</b></p> <p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	

<p><b>Is the project identified within a relevant local strategy?</b></p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><b>Please tick those that apply and provide any relevant strategy / policy details</b></p>	<p><input type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC</p> <p><input type="checkbox"/> Health and Wellbeing Strategy, WLBC</p>

<p><b>Does the project help meet at least one of the Council's Corporate Priorities?</b></p> <p><i>Please tick those that apply</i></p>	<p><input checked="" type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b> <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i></p> <p><input checked="" type="checkbox"/> <b>Become a greener West Lancashire</b></p>
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<a href="#">LINK to Council Priorities</a>	<p><i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i></p> <p><input type="checkbox"/> <b>A clean, safe environment with affordable homes</b> <i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i></p> <p><input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b> <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i></p> <p><input type="checkbox"/> <b>Support businesses to adapt and prosper</b></p> <p><input type="checkbox"/> <b>Be a financially sustainable Council by 2023</b> <i>Including: To provide value for money services</i></p>
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<p><b>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</b></p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<p><input type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i></p> <p><input checked="" type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i></p> <p><input checked="" type="checkbox"/> <b>Community facilities</b> <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i></p>
<p><b>Does the project propose?</b></p>	<p><input checked="" type="checkbox"/> Provision of new infrastructure</p> <p><input checked="" type="checkbox"/> Improvement of existing infrastructure</p> <p><input checked="" type="checkbox"/> Replacement of existing infrastructure</p> <p><input type="checkbox"/> Operation</p> <p><input type="checkbox"/> Maintenance</p>

<p>What benefits will the scheme deliver to the local area?</p>	<p><input type="checkbox"/> Economic improvements</p> <p><input checked="" type="checkbox"/> Environmental improvements</p> <p><input checked="" type="checkbox"/> Social improvements</p>
<p>Please provide details.</p>	

What geographic area will the project benefit?	<input checked="" type="checkbox"/> Neighbourhood / local <input checked="" type="checkbox"/> Town / large village <input type="checkbox"/> Borough wide / beyond
Please provide details	Scott Ward, Ormskirk
Does the proposal have a positive impact on equality?  <i>This includes gender, race, age, religion, sexuality, disability</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details  <i>Please explain if and how any specific equalities groups would be affected by the project.</i>	The current facility has limited access for people of restricted mobility, the new facility will cater for a wide range of ages and abilities provided a safe and secure facility for grassroots football within Ormskirk.
Has the project already benefitted from stakeholder engagement / discussions with the local community?	<input checked="" type="checkbox"/> <input type="checkbox"/> No
Please provide details  <i>Is there public support? To what degree?</i>	

#### 4. Deliverability

When can the infrastructure be delivered?	<input checked="" type="checkbox"/> Within 1-2 years (short term) <input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	<p>If known, in which financial year is the project expected to commence?</p> <p>2023</p> <p>If known, in which financial year is the project expected to complete?</p> <p>2024</p>
Are there any risks to the delivery? Is commencement of the project reliant on any planning, legal or other consents? Is the project reliant on the completion of any other projects first?	<p>Yes – planning consent.</p> <p>The previous design had been approved however due to the delays this consent has now lapsed. The new application will be seeking approval for a smaller footprint compared to the approved design, this is to help complete the project within budget.</p>

Has any work been carried out to date to assess the feasibility of the project?	Yes – costing exercise, design work, services checks,
Please set out any key milestones and/or tasks for the project	Submit Planning application Obtain approval following application Procure contractor Begin works Complete works Ongoing monitoring and evaluation
Which organisation will be responsible for delivering the infrastructure?	WLBC Wellbeing and Leisure
Who will be responsible for the future management and maintenance of the infrastructure?	WLBC – with a lease for the property to West End Football Club, with shared, allocated responsibilities
Are there specific implications, risks or negative impacts if this project does not come forward?	X <input type="checkbox"/> Strategic risks / impacts <input type="checkbox"/> Major risks / impacts <input type="checkbox"/> Minor risks/impacts <input type="checkbox"/> No risks/impacts
Please provide details	Failure to provide facilities, as required by PPS. Reputational damage to WLBC.

## 5. Project costs and funding

What is the cost of the project?	
<i>Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.</i>	
<b>Source</b>	<b>Estimate cost (£)</b>
Additional Construction costs	£40,000

<b>Do you wish to (bid for the) use CIL monies to help deliver the project?</b>	yes
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<b>Are CIL monies needed to deliver the project? What match funding is available or secured?</b>
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Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).

Source	Amount (£)	Status of funding	% of total cost
Grant (football Foundation)	£99,999	Secured (sbj to below)	50%
CIL	£60000	Secured	30%
Further CIL	£40000	This bid!	20%
<b>TOTAL COSE</b>	<b>£199,999</b>		

If the additional funding is not secured, then both the other sources of funding will be withdrawn, as the additional funding from this bid are key to ensuring the project is deliverable

Please detail why CIL funding is needed and/or how it will add value to the project?

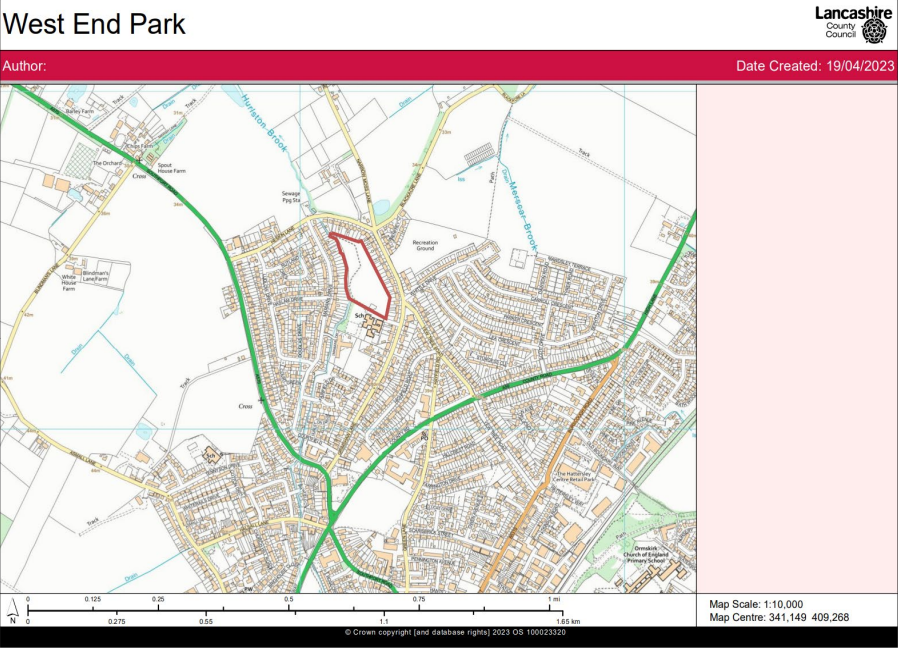
*Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).*

CIL funding required to deliver the project, the project will fail without this support.

**Thank you for completing this proforma.**

Please return to [Nicola.Hamilton@westlancs.gov.uk](mailto:Nicola.Hamilton@westlancs.gov.uk) by **12 noon of 18<sup>th</sup> April 2023**

# 1. Project 171 - Details

<p>Project name:</p>	<p><b>West End Park Improvements</b></p>
<p>Proposed location :</p> <p><i>Where applicable, please provide a plan/map indicating the location of the proposed works</i></p>	 <p><b>West End Park</b></p> <p>Author: _____ Date Created: 19/04/2023</p> <p>Map Scale: 1:10,000 Map Centre: 341,149 409,268</p>
<p>Project description:</p> <p><i>Brief description of the proposal</i></p>	<p>West End Playing Field is the main green open space serving Scott Ward in Ormskirk.</p> <p>The site comprises an open grassed area with a single footpath running through, providing access to the local primary school, and towards the town centre.</p> <p>At one end is a small play area, located alongside West End Primary School.</p> <p>Alongside the grassed area runs Hurlston Brook, which is separated from the field by an old railing fence.</p> <p>Along this fence line are numerous overgrown trees.</p> <p>There is no seating anywhere on the site.</p>
<p>Project details:</p> <p><i>Purpose of the project and details of the works required</i></p>	<p>Since receiving contact and comments in 2020 from local ward councillors for improvements to this site, some small scale patch repairs to paths and repairs to fencing have been undertaken. However, the site does now require more targeted and significant investment.</p> <p>The works now proposed are over and above that required for general maintenance and are intended to add longer term value, with additional permanent features, to encourage more local people to visit, stay longer and enjoy this open space.</p>



	<p>Footpath condition has deteriorated across the site and is of need to replacement, fencing is now beyond repair and in need of replacement in particular along the brook to provide a safe and secure environment.</p> <p>Tree management work is also required to remove future risk to the public.</p> <p>New seating bays alongside the existing play area and picnic areas are now proposed as well as active habitat management and improvement involving enhanced planting.</p> <p>Directional/informational signage within the site is also proposed.</p>
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Is the project already on the Infrastructure Delivery Schedule?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide reference .....171.....
Has this project been started?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has this project been completed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## 2. Contact details

Organisation name	WLBC
Project lead / contact name	Dan Massey
Email: Contact number:	Daniel.massey@westlancs.gov.uk
Project partners (if applicable):	None

## 3. Identifying strategic need

Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?	<p>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.</p>
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Please explain what need or demand has arisen as a result of new development.	
How would the project support or enable growth or planned development in West Lancashire?  <i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i>	

Is the project identified within a relevant local strategy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please tick those that apply and provide any relevant strategy / policy details	<input checked="" type="checkbox"/> Cycling and Green Infrastructure Strategy, WLBC <input checked="" type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC <input checked="" type="checkbox"/> Health and Wellbeing Strategy, WLBC

<p>Does the project help meet at least one of the Council's Corporate Priorities?</p> <p><i>Please tick those that apply</i></p> <p><a href="#">LINK to Council Priorities</a></p>	<input type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b> <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i>
	<input checked="" type="checkbox"/> <b>Become a greener West Lancashire</b> <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i>
	<input checked="" type="checkbox"/> <b>A clean, safe environment with affordable homes</b> <i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i>
	<input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b> <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i>
	<input type="checkbox"/> <b>Support businesses to adapt and prosper</b>
	<input type="checkbox"/> <b>Be a financially sustainable Council by 2023</b> <i>Including: To provide value for money services</i>

<p>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<p><input type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i></p> <p><input checked="" type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i></p> <p><input checked="" type="checkbox"/> <b>Community facilities</b> <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i></p>
<p>Does the project propose?</p>	<p><input checked="" type="checkbox"/> Provision of new infrastructure</p> <p><input checked="" type="checkbox"/> Improvement of existing infrastructure</p> <p><input checked="" type="checkbox"/> Replacement of existing infrastructure</p> <p><input type="checkbox"/> Operation</p> <p><input type="checkbox"/> Maintenance</p>

<p>What benefits will the scheme deliver to the local area?</p>	<p><input type="checkbox"/> Economic improvements</p> <p><input checked="" type="checkbox"/> Environmental improvements</p> <p><input checked="" type="checkbox"/> Social improvements</p>
<p>Please provide details.</p>	<p>Management of habitat will improve biodiversity.</p> <p>Provision of well-maintained greenspace has a positive impact on local communities from a recreational and mental health point of view.</p> <p>This scheme will deliver environmental improvements to the park, which will encourage social use and activity.</p>
<p>What geographic area will the project benefit?</p>	<p><input checked="" type="checkbox"/> Neighbourhood / local</p> <p><input type="checkbox"/> Town / large village</p> <p><input type="checkbox"/> Borough wide / beyond</p>
<p>Please provide details</p>	<p>Scott Ward of Ormskirk</p>
<p>Does the proposal have a positive impact on equality?</p> <p><i>This includes gender, race, age, religion, sexuality, disability</i></p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Please provide details</p> <p><i>Please explain if and how any specific equalities groups would be affected by the project.</i></p>	<p>The current path network and lack of seating restricts access and enjoyment of the site to those with limited mobility, the elderly, those with limited vision, wheelchair users, pram pushers etc</p>
<p>Has the project already benefitted from stakeholder</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

engagement / discussions with the local community?	
Please provide details <i>Is there public support? To what degree?</i>	Informally via councillors and informal discussions with site users expressing a need and support for improvements.

#### 4. Deliverability

When can the infrastructure be delivered?	<input checked="" type="checkbox"/> Within 1-2 years (short term) <input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	<p>If known, in which financial year is the project expected to commence?</p> <p>2024</p> <p>If known, in which financial year is the project expected to complete?</p> <p>2024</p>
Are there any risks to the delivery?	No
Is commencement of the project reliant on any planning, legal or other consents?	No
Is the project reliant on the completion of any other projects first?	No
Has any work been carried out to date to assess the feasibility of the project?	Yes – cost estimates made based on 300m of resurfacing, fencing prices etc
Please set out any key milestones and/or tasks for the project	None
Which organisation will be responsible for delivering the infrastructure?	WLBC Wellbeing and Leisure
Who will be responsible for the future management and maintenance of the infrastructure?	WLBC

Are there specific implications, risks or negative impacts if this project does not come forward?	<input type="checkbox"/> Strategic risks / impacts <input checked="" type="checkbox"/> Major risks / impacts <input type="checkbox"/> Minor risks/impacts <input type="checkbox"/> No risks/impacts
Please provide details	Without CIL funding, this scheme will not be deliverable. Existing infrastructure will continue to deteriorate over time and continued lack of investment, where there is clearly increasing demand and increased usage caused by new local developments will have a negative impact on existing and future users. It will be reputationally negative for the Council.

## 5. Project costs and funding

What is the cost of the project?	
<i>Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.</i>	
Source	Estimate cost (£)
Footpath Re-surfacing	35000
Seating Bays	6500
Picnic Areas	5000
Fencing Improvement	20000
Habitat management	4000
Signage	4000
<b>Total</b>	<b>£74500</b>
Management fee (10%)	£7450
<b>Bid total</b>	<b>£80000</b>

<b>Do you wish to (bid for the) use CIL monies to help deliver the project?</b>	yes
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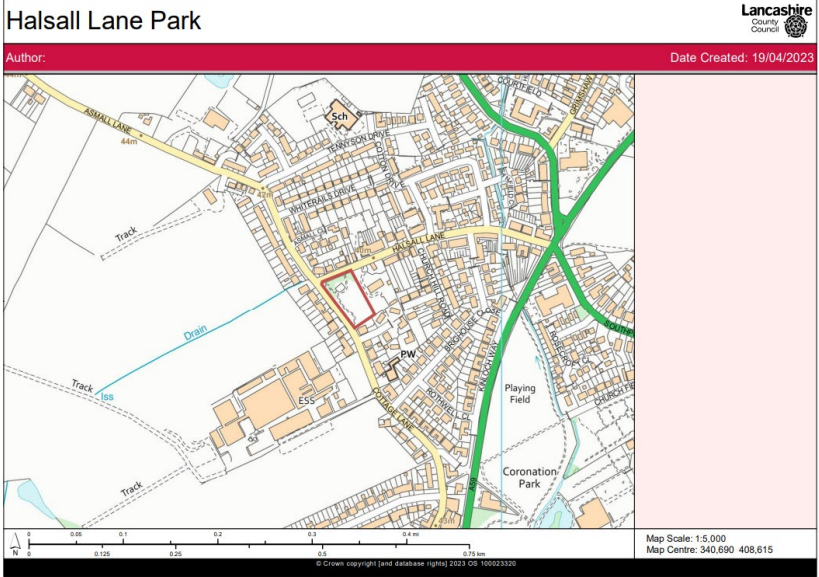
<b>Are CIL monies needed to deliver the project?</b> What match funding is available or secured?			
<i>Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).</i>			
Source	Amount (£)	Status of funding	% of total cost
None			
<i>Please also set out the risks to the project if any other funding applications were not successful.</i>			
N/A			

Please detail why CIL funding is needed and/or how it will add value to the project?

*Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).*

This project's funding is 100% CIL reliant. Therefore, if no CIL is awarded, then the project will not be delivered. The works proposed are over and above that required for general maintenance and are intended to add longer term value, with additional permanent features, to encourage more local people to visit, stay longer and enjoy this open space.

# 1. Project 172 - Details

<p>Project name:</p>	<p><b>Halsall Lane Park – Play Area Extension and Creation of Hedgehog Friendly Habitats</b></p>
<p>Proposed location :</p> <p><i>Where applicable, please provide a plan/map indicating the location of the proposed works</i></p>	<p>Halsall Lane, Ormskirk</p> <p>Halsall Lane Park</p> 
<p>Project description:</p> <p><i>Brief description of the proposal</i></p>	<p>Halsall Lane Park is identified within the Councils Playground Improvement Programme as a facility in need of investment.</p> <p>The addition of 2 types of swings for under 12 year olds is put forward in the improvement programme. The current playground has no swings.</p> <p>The Overview and Scrutiny Committee recommendation was to improve the site for wildlife (especially hedgehogs) with appropriate planting and changes to management.</p> <p>If approved this scheme can be implemented 2024</p>
<p>Project details:</p> <p><i>Purpose of the project and details of the works required</i></p>	<p>Halsall Lane Park has been identified within the Councils Playground Improvement Programme as a facility in need of investment.</p> <p>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.</p> <p>In addition to the works to that previously proposed, the recommendation is to also include the improvement of the wider site for wildlife (especially hedgehogs) involves appropriate additional planting and changes to the way in which habitat is managed. Hibernacula (hedgehog homes) have already been installed and it is proposed that additional planting will be carried</p>

	<p>out by the engagement of local community groups/schools to improve this habitat further.</p> <p>If approved this scheme can be implemented 2024.</p>
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Is the project already on the Infrastructure Delivery Schedule?	<input checked="" type="checkbox"/> Yes If Yes, please provide reference .....172..... <input type="checkbox"/> No
Has this project been started?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has this project been completed?	<input type="checkbox"/> Yes - <i>If completed, there is no need to continue with this form.</i> <input checked="" type="checkbox"/> No

## 2. Contact details

Organisation name	wlbc
Project lead / contact name	Dan Massey
Email: Contact number:	Daniel.massey@westlancs.gov.uk
Project partners (if applicable):	

## 3. Identifying strategic need

<p><b>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</b></p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>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.</p>
How would the project support or enable growth or planned development in West Lancashire?	



<p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	
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<p><b>Is the project identified within a relevant local strategy?</b></p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>
<p>Please tick those that apply and provide any relevant strategy / policy details</p>	<p><input type="checkbox"/> Local Plan 2012-2027, WLBC  Please state policy/strategy.....</p> <p><input type="checkbox"/> Transport and Highways Masterplan, LCC  <input type="checkbox"/> Cycling and Green Infrastructure Strategy, WLBC  <input checked="" type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC  <input checked="" type="checkbox"/> Health and Wellbeing Strategy, WLBC  <input type="checkbox"/> Masterplan / Development Brief  <input type="checkbox"/> Other (please state)  .....</p>

<p><b>Does the project help meet at least one of the Council's Corporate Priorities?</b></p> <p><i>Please tick those that apply</i></p> <p><a href="#">LINK to Council Priorities</a></p>	<p><input type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b>  <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i></p> <p><input checked="" type="checkbox"/> <b>Become a greener West Lancashire</b>  <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i></p> <p><input type="checkbox"/> <b>A clean, safe environment with affordable homes</b>  <i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i></p> <p><input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b>  <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i></p> <p><input type="checkbox"/> <b>Support businesses to adapt and prosper</b></p> <p><input type="checkbox"/> <b>Be a financially sustainable Council by 2023</b>  <i>Including: To provide value for money services</i></p>
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<p><b>Does the project fall under the infrastructure listed in the</b></p>	<p><input type="checkbox"/> <b>Strategic transport and highways improvements or provision</b>  <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i></p>
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<p><b>Infrastructure Funding Statement?</b></p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<p><input checked="" type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i></p> <p><input checked="" type="checkbox"/> <b>Community facilities</b> <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i></p>
<p><b>Does the project propose?</b></p>	<p><input checked="" type="checkbox"/> Provision of new infrastructure</p> <p><input checked="" type="checkbox"/> Improvement of existing infrastructure</p> <p><input type="checkbox"/> Replacement of existing infrastructure</p> <p><input type="checkbox"/> Operation</p> <p><input type="checkbox"/> Maintenance</p>

<p>What benefits will the scheme deliver to the local area?</p>	<p><input type="checkbox"/> Economic improvements</p> <p><input checked="" type="checkbox"/> Environmental improvements</p> <p><input checked="" type="checkbox"/> Social improvements</p>
<p>Please provide details.</p>	
<p>What geographic area will the project benefit?</p>	<p><input checked="" type="checkbox"/> Neighbourhood / local</p> <p><input type="checkbox"/> Town / large village</p> <p><input type="checkbox"/> Borough wide / beyond</p>
<p>Please provide details</p>	
<p>Does the proposal have a positive impact on equality?</p> <p><i>This includes gender, race, age, religion, sexuality, disability</i></p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Please provide details</p> <p><i>Please explain if and how any specific equalities groups would be affected by the project.</i></p>	<p>The proposed swing types cater for all children including those with limited mobility.</p>
<p>Has the project already benefitted from stakeholder engagement / discussions with the local community?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Please provide details</p> <p><i>Is there public support? To what degree?</i></p>	<p>Via requests from councillors and discussion with Overview and Scrutiny Committee and its liaison with local community.</p>

## 4. Deliverability

<p>When can the infrastructure be delivered?</p>	<p><input checked="" type="checkbox"/> Within 1-2 years (short term)  <input type="checkbox"/> Within 3-5 years (medium term)  <input type="checkbox"/> Over 5 years (long term)  <input type="checkbox"/> Unknown</p>
<p>Please provide details</p>	<p>If known, in which financial year is the project expected to commence? 2024</p> <p>If known, in which financial year is the project expected to complete? 2024</p>
<p>Are there any risks to the delivery? Is commencement of the project reliant on any planning, legal or other consents? Is the project reliant on the completion of any other projects first?</p>	<p>no</p>
<p>Has any work been carried out to date to assess the feasibility of the project?</p>	<p>Yes - Cost estimates for equipment identified</p>
<p>Please set out any key milestones and/or tasks for the project</p>	<p>None</p>
<p>Which organisation will be responsible for delivering the infrastructure?</p>	<p>wlbc</p>
<p>Who will be responsible for the future management and maintenance of the infrastructure?</p>	<p>wlbc</p>
<p>Are there specific implications, risks or negative impacts if this project does not come forward?</p>	<p><input type="checkbox"/> Strategic risks / impacts  <input checked="" type="checkbox"/> Major risks / impacts  <input type="checkbox"/> Minor risks/impacts  <input type="checkbox"/> No risks/impacts</p>
<p>Please provide details</p>	<p>Failure to deliver Leisure Strategy WLBC Play Strategy and climate change strategy objectives.</p>

## 5. Project costs and funding

What is the cost of the project?

*Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.*

Source	Estimate cost (£)
2 seat swing bay (inc fencing/surfacing)	£5000
1 basket swing (inc. fencing/surfacing)	£8000
Tree management for swings and habitat improvements/planting	£2000
Total	£15000
Management fee	£1500
Cil requested/project total	£16500

**Do you wish to (bid for the) use CIL monies to help deliver the project?**

yes

**Are CIL monies needed to deliver the project? What match funding is available or secured?**

*Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).*

Source	Amount (£)	Status of funding	% of total cost
N/A			

*Please also set out the risks to the project if any other funding applications were not successful.*

N/A

Please detail why CIL funding is needed and/or how it will add value to the project?

*Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).*

This project's funding is 100% CIL reliant. Therefore, if no CIL is awarded, then the project will not be delivered. The works proposed are intended to deliver a basic need expected by the community that is currently not being delivered (i.e. no swings currently in the park) and will enhance existing natural habitats in the longer term. With additional permanent features and pro-active engagement of the community/schools this will to encourage more local people to visit, stay longer and enjoy this open space.



## 1. Project 206 - Details

<p>Project name:</p>	<p><b>UK Shared Prosperity Fund Community Grant Scheme Match Funding</b></p>
<p>Proposed location :</p> <p><i>Where applicable, please provide a plan/map indicating the location of the proposed works</i></p>	<p>Borough-wide</p>
<p>Project description:</p> <p><i>Brief description of the proposal</i></p>	<p>To use CIL as match-funding for eligible projects seeking to access the Council's UK Shared Prosperity Fund Community Grant Scheme ('UKSPF CGS'). Up to £355,000 of CIL funding is sought to match-fund with UKSPF CGS on eligible projects.</p>
<p>Project details:</p> <p><i>Purpose of the project and details of the works required</i></p>	<p>The Council has been awarded approximately £4.2 million of Government funding from the UK Shared Prosperity Fund (UKSPF) based on a bid across three priorities: Community and Place, Supporting Local Business, and People and Skills.</p> <p>One such Project that the Council is seeking to deliver using the UKSPF funding is a Community Grant Scheme (CGS). This has provisionally been allocated £710,000 and it is requested to allocate up to £355,000 of Strategic CIL funding to contribute towards the Grant Scheme.</p> <p>The CGS is anticipated to run between 2023 and 2025 to comply with the UKSPF grant funding criteria.</p> <p>Once the CGS consultation has commenced and closed, should eligible projects be shortlisted for UKSPF Community Grant Scheme funding that are also eligible for CIL, the amount of grant awarded to such projects shall be split 50:50 between the UKSPF CGS and CIL. This 'frees up' UKSPF CGS money to fund more projects across the Borough.</p> <p>For example, if a project applies for £50,000 of CGS funding and that project also meets the criteria for CIL funding, it is proposed that CIL will make a 50% contribution so that £25,000 of CGS is awarded and £25,000 of CIL is awarded. This allows the Council to allocate UKSPF funding to more projects.</p> <p>It is anticipated that there will be a number of projects that wish to access the CGS that are also eligible for CIL. The supporting documentation submitted alongside the Council's bid to the Government for the UKSPF identified the following Interventions:</p>

	<ul style="list-style-type: none"> <li>• Improvements to town centres and high streets;</li> <li>• Community and neighbourhood infrastructure projects;</li> <li>• Creation of and improvements to local green spaces;</li> <li>• Enhancing existing cultural, historic and heritage institutions offer;</li> <li>• Built and landscaped environment to 'design out crime';</li> <li>• Support for active travel enhancements;</li> <li>• Local sports facilities, tournaments, teams and leagues;</li> <li>• Capacity building and infrastructure support local groups;</li> <li>• Community engagement schemes, local regeneration.</li> </ul> <p>The CGS will enable community infrastructure, both people and facilities, to be invested in building upon the resilience and assets that already exist and creating sustainable outcomes. Applications and support for projects within all areas of the borough will be made by our residents within their communities as they have the in-depth understanding of what will engender their specific communities and micro economic areas to create a pride in their homes and environs. The Community Grants fund will enable WLBC to support local Voluntary, Community and Faith Sector Enterprises to have autonomy over the ideas, concepts and interventions they believe will create safer, stronger happier and healthier communities.</p> <p>This is a 'blind bid' so the actual detail behind each project is not known. This will be remedied through the nomination of a Planning Officer (anticipated to be the Senior Planning Officer CIL and S106) to sit on the Council's UKSPF Programme Team and Programme Board to determine whether shortlisted projects are eligible for CIL. A decision about whether a project shall receive CIL funding will not be made without the approval of the Planning Officer. The UKSPF Programme Board membership consists of members of the Cabinet Working Group, the UKSPF Project Team and representatives from the Council's support services.</p> <p>Should the total amount of CIL sought not be drawn down during the period of the UKSPF funding it will return to the Strategic CIL pot.</p> <p>A maximum amount of £355,000 is sought, but subject to agreement this can be negotiated depending on the amount of CIL available at the time of project shortlisting.</p>
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Is the project already on the Infrastructure Delivery Schedule?	<input type="checkbox"/> Yes - If Yes, please provide reference ..... <input checked="" type="checkbox"/> No
Has this project been started?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has this project been completed?	<input type="checkbox"/> Yes - <i>If completed, there is no need to continue with this form.</i> <input checked="" type="checkbox"/> No

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## 2. Contact details

Organisation name	West Lancashire Borough Council
Project lead / contact name	Gilly Hodgkinson
Email: Contact number:	<a href="mailto:Gillian.Hodgkinson@westlancs.gov.uk">Gillian.Hodgkinson@westlancs.gov.uk</a>
Project partners (if applicable):	n/a

## 3. Identifying strategic need

<p><b>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</b></p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>Yes. Whilst this is a 'blind bid' for funding, bids received through the Community Grant Scheme will be assessed against the IDS Pro Formas to assess whether individual projects are eligible for CIL Funding. This includes assessing whether a project meets a local need or demand that has arisen or been exacerbated as a result of new development. CIL Funding will not be released until this assessment is undertaken and the project meets this criteria.</p>
<p>How would the project support or enable growth or planned development in West Lancashire?</p> <p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	<p>Housing and commercial development is occurring across the Borough, placing additional strain on existing infrastructure. The UKSPF has been awarded in the first instance to help the Borough Council address the Interventions that are identified in the bid to the UKSPF, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Improvements to town centres and high streets;</li> <li>• Community and neighbourhood infrastructure projects;</li> <li>• Creation of and improvements to local green spaces;</li> <li>• Enhancing existing cultural, historic and heritage institutions offer;</li> <li>• Built and landscaped environment to 'design out crime';</li> <li>• Support for active travel enhancements;</li> <li>• Local sports facilities, tournaments, teams and leagues;</li> <li>• Capacity building and infrastructure support local groups;</li> <li>• Community engagement schemes, local regeneration.</li> </ul> <p>The award of CIL Funding to match-fund the UKSPF CGS will boost the amount of funding available to enable community infrastructure, both people and places, to be invested in, building upon the resilience and assets that already exist.</p> <p>Applications for projects across the Borough will be made by residents within their communities who have an in-depth</p>



	<p>understanding of what is needed in their community and how to deliver these interventions.</p> <p>Details of specific projects will come forward as the CGS consultation and shortlisting process takes place. Whilst this is a 'blind bid' for funding, bids received through the Community Grant Scheme will be assessed against the IDS Pro Formas to assess whether individual projects are eligible for CIL Funding. This includes assessing whether a project supports or enables growth or planned development in the Borough. CIL Funding will not be released until this assessment is undertaken and the project meets this criteria.</p>
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<p>Is the project identified within a relevant local strategy?</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>
<p>Please tick those that apply and provide any relevant strategy / policy details</p>	<p><input type="checkbox"/> Local Plan 2012-2027, WLBC  Please state policy/strategy.....</p> <p><input type="checkbox"/> Transport and Highways Masterplan, LCC  <input type="checkbox"/> Cycling and Green Infrastructure Strategy, WLBC  <input type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC  <input checked="" type="checkbox"/> Health and Wellbeing Strategy, WLBC  <input type="checkbox"/> Masterplan / Development Brief  <input checked="" type="checkbox"/> Other (please state)</p> <p>Health and Wellbeing Strategy, WLBC:  Priority – ensure cross-the-board action to improve health and wellbeing across the Borough. To identify, explore and apply for relevant external funding opportunities, as appropriate.  Priority – create and sustain an environment that helps people make healthy choices.</p> <p>Other:  West Lancashire Borough Council, Economic Development Strategy 2015-2025. Themes of Revitalised Town Centres and A Better Connected West Lancashire,</p> <p>Council Vision and Priorities  Create empowered, engaged and inclusive communities.  Become a Greener West Lancashire.  Be a financially sustainable Council by 2023 (maximise the value from existing assets and <u>focus on value for money</u>).  Everyone to be healthy, happy, safe and resilient (Develop a quality range of health, wellbeing and leisure facilities and services; bring in additional money / services to support our most deprived areas).</p> <p>The award of CIL funding to this Project would lever-in match-funding to a Government grant, allowing the grant to reach more prospective partners and communities should received bids be compliant with both the CIL and UKSPF requirements. This conforms with the Council's corporate vision and priorities of creating</p>

	empowered, engaged and inclusive communities whilst ensuring value for money in the use of government grants.
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<p><b>Does the project help meet at least one of the Council's Corporate Priorities?</b></p> <p>Please tick those that apply</p> <p><a href="#">LINK to Council Priorities</a></p>	<p><input checked="" type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b> <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i></p> <p><input checked="" type="checkbox"/> <b>Become a greener West Lancashire</b> <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i></p> <p><input checked="" type="checkbox"/> <b>A clean, safe environment with affordable homes</b> <i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i></p> <p><input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b> <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i></p> <p><input type="checkbox"/> <b>Support businesses to adapt and prosper</b></p> <p><input checked="" type="checkbox"/> <b>Be a financially sustainable Council by 2023</b> <i>Including: To provide value for money services</i></p>
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<p><b>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</b></p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<p><input checked="" type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i></p> <p><input checked="" type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i></p> <p><input checked="" type="checkbox"/> <b>Community facilities</b> <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i></p>
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<p><b>Does the project propose?</b></p>	<p><input checked="" type="checkbox"/> Provision of new infrastructure</p> <p><input checked="" type="checkbox"/> Improvement of existing infrastructure</p> <p><input checked="" type="checkbox"/> Replacement of existing infrastructure</p> <p><input type="checkbox"/> Operation</p> <p><input type="checkbox"/> Maintenance</p>
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What benefits will the scheme deliver to the local area?	<input type="checkbox"/> Economic improvements <input checked="" type="checkbox"/> Environmental improvements <input checked="" type="checkbox"/> Social improvements
Please provide details.	<p>The Community Grant Scheme funding is set up to achieve Interventions in: community and neighbourhood infrastructure projects; support for active travel enhancements; local sports facilities, tournaments, teams and leagues; capacity building and infrastructure support local groups; and improvements to town centres and high streets.</p> <p>Individual, specific projects are not known given the nature of this CIL bid, however individual projects shortlisted for funding will be assessed accordingly to ensure that they meet the criteria for being awarded CIL funding, as per this Pro Forma.</p>
What geographic area will the project benefit?	<input checked="" type="checkbox"/> Neighbourhood / local <input checked="" type="checkbox"/> Town / large village <input checked="" type="checkbox"/> Borough wide / beyond
Please provide details	The CGS is Borough-wide.
Does the proposal have a positive impact on equality?  <i>This includes gender, race, age, religion, sexuality, disability</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details  <i>Please explain if and how any specific equalities groups would be affected by the project.</i>	It is anticipated that the proposal will have a positive impact on equality. The CGS applies across the Borough and the bid to Government to access the UKSPF has been subject to an Equalities Assessment as part of the application for funding. Whilst specific details are not known about the projects that could receive CIL funding, the UKSPF Programme Board will monitor progress, spends, outputs and impact, including impact on equalities, as per the Council's Equality Statement.
Has the project already benefitted from stakeholder engagement / discussions with the local community?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details  <i>Is there public support? To what degree?</i>	<p>The Council's UKSPF Investment Plan (which contains details about the proposed Community Grant Scheme) has been co-designed with the Borough's communities, public and third sector partners, politicians and private sector partners.</p> <p>There have been a number of workshops delivered by the West Lancashire Partnership over the last 12-24 months to gather insight and feedback from partners, residents, and the VCFSE to understand what the current priorities challenges and opportunities are.</p>

	The Interventions that are identified in the Investment Plan are aligned to the feedback and outcomes from the last workshop which considered the views of 120 participants.
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#### 4. Deliverability

When can the infrastructure be delivered?	<input checked="" type="checkbox"/> Within 1-2 years (short term) <input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	<p>If known, in which financial year is the project expected to commence? 2023/2024</p> <p>If known, in which financial year is the project expected to complete? 2024/25</p>
<p>Are there any risks to the delivery?</p> <p>Is commencement of the project reliant on any planning, legal or other consents?</p> <p>Is the project reliant on the completion of any other projects first?</p>	<p>No. A Programme Team will oversee day-to-day progress of the UKSPF funding and Governance arrangements are in place to effectively monitor and manage project delivery. This Governance arrangement was approved by WLBC Cabinet in March 2023.</p> <p>It is not known at this stage if any projects are reliant on any planning, legal or other consents. Individual projects will be required to obtain their own consents. Legal constraints have been considered and incorporated into the design of the CGS.</p> <p>The project is not reliant on the completion of any other projects first.</p>
Has any work been carried out to date to assess the feasibility of the project?	Stakeholder engagement has taken place which indicates that there will be high interest in the CGS and therefore the 'project' – the Community Grant Scheme match-funding proposal – is considered to be feasible.
Please set out any key milestones and/or tasks for the project	Terms of the UKSPF require the awarded funding to be spent by the end of the 2024 / 2025 financial year. Council Corporate and Environmental Overview and Scrutiny Committee will assess and appraise arrangements and performance every six months and a Place Board will meet quarterly to provide oversight and scrutiny of the delivery of the fund (and the wider UKSPF actions).
Which organisation will be responsible for delivering the infrastructure?	Not known at this stage. WLBC will administer the grant to successful bidders following the commencement and closure of a consultation process.
Who will be responsible for the future management and	Successful bidders of the UKSPF CGS.

maintenance of the infrastructure?	
Are there specific implications, risks or negative impacts if this project does not come forward?	<input type="checkbox"/> Strategic risks / impacts <input type="checkbox"/> Major risks / impacts <input type="checkbox"/> Minor risks/impacts <input checked="" type="checkbox"/> No risks/impacts
Please provide details	Risk assessments have been undertaken alongside preparation of the UKSPF bid that consider there to be no associated risk for the Council. The authority is required by law to protect the public funds it administers. A robust governance arrangement as set out above has been established to monitor and manage the UKSPF.

## 5. Project costs and funding

What is the cost of the project?	
<i>Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.</i>	
<b>Source</b>	<b>Estimate cost (£)</b>
UK Shared Prosperity Funding Community Grant Scheme	£1,065,000.00*

\* With maximum CIL funding awarded

<b>Do you wish to (bid for the) use CIL monies to help deliver the project?</b>	Yes
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<b>Are CIL monies needed to deliver the project? What match funding is available or secured?</b>			
<i>Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).</i>			
<b>Source</b>	<b>Amount (£)</b>	<b>Status of funding</b>	<b>% of total cost</b>
Grant	£710,000.00	Secured	66.6%
<i>Please also set out the risks to the project if any other funding applications were not successful.</i>			
£710,000 of Government grant funding is secured. It is proposed that up to £355,000 of CIL is allocated to this project to 'top up' the amount of funding available for eligible projects.			
The UK Shared Prosperity Funding must be spent by the end of the 2024 / 2025 financial year and WLBC Cabinet approved the establishment of a Programme Board – this Board will assess submitted bids.			

It is proposed that the Council's Senior Planning Officer CIL and S106 (or an Officer nominated in their place from Planning) sits on the Board and assists in determining which projects are eligible for CIL through assessing these projects against this pro forma. Projects would not be granted CIL funding without the recommendation of the Senior Planning Officer CIL and S106 (or an Officer nominated in their place from Planning).

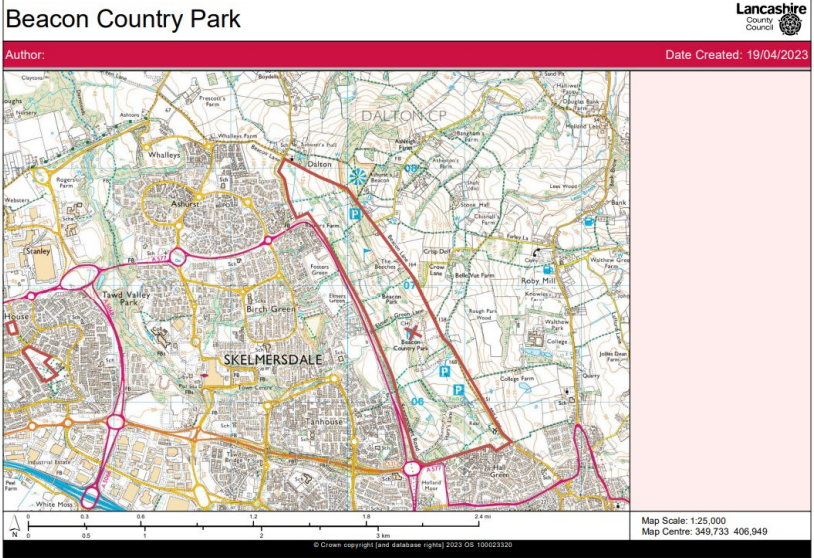
The risk of project non-delivery is therefore low as the projects will be required to go through a rigorous shortlisting process in order to be provided with the requested funding.

Please detail why CIL funding is needed and/or how it will add value to the project?

*Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).*

The provision of up to £355,000 of CIL funding to a Community Grant Scheme would 'free up' the Community Grant Scheme to stretch further to helping more projects across the Borough. A £710,000 grant would increase to up to £1,065,000.

# 1. Project 207 - Details

<p>Project name:</p>	<p><b>Beacon Country Park Play improvements</b></p>
<p>Proposed location :</p> <p><i>Where applicable, please provide a plan/map indicating the location of the proposed works</i></p>	<p>Beacon Country Park</p>  <p>Beacon Country Park</p> <p>Author: <span style="float: right;">Date Created: 19/04/2023</span></p> <p>Map Scale: 1:25,000 Map Centre: 349,733 406,949</p>
<p>Project description:</p> <p><i>Brief description of the proposal</i></p>	<p>Upgrades and increase of provision of play facilities at Beacon Country Park.</p>
<p>Project details:</p> <p><i>Purpose of the project and details of the works required</i></p>	<p>The adjoining golf course has recently closed and the café, bar and function rooms within the visitor centre have reverted to in-house operation. This is the first phase of a wider scheme to make the councils flagship countryside facility into a regional visitor attraction.</p> <p>A masterplan of the whole site is currently being developed ready for consultation and this will include the play facilities within it.</p> <p>The current play facilities were developed when the site still had the golf course next to it and therefore is no longer suited to the new larger site. It needs relocating and provision of new equipment, as appropriate to create a cohesive, inclusive, high quality facility adjacent to the café and visitor centre. Currently the play areas are on either side of the main carpark, with the bulk of provision on the 'wrong' side of the car park, away from the café/visitor centre.</p> <p>Designs will be submitted by play companies through a tendering process.</p>

Is the project already on the Infrastructure Delivery Schedule?	<input type="checkbox"/> If Yes, please provide reference ..... <input checked="" type="checkbox"/> No
Has this project been started?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has this project been completed?	<input type="checkbox"/> Yes - <i>If completed, there is no need to continue with this form.</i> <input checked="" type="checkbox"/> No

## 2. Contact details

Organisation name	WLBC
Project lead / contact name	Dan Massey
Email: Contact number:	Daniel.massey@westlancs.gov.uk
Project partners (if applicable):	

## 3. Identifying strategic need

<p><b>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</b></p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>There has been significant recent development within the immediate catchment area of Beacon Country Park, the Council's flagship countryside site. This includes larger residential developments at Whalleys Road/Cobbs Clough and Digmaor Road.</p> <p>Beacon Country Park also attracts local residents from within the wider Borough, due to it's facilities (including events), extensive footpath network and attractive location. It is an important green space for our communities.</p> <p>With additional visits each year, comes the additional pressures to maintain and improve existing facilities.</p>
<p>How would the project support or enable growth or planned development in West Lancashire?</p> <p><i>Details of why this project is required to support new development. Please</i></p>	<p>It is vital that the right infrastructure is in place to support future growth in the Borough and this includes green infrastructure.</p>



provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.	
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Is the project identified within a relevant local strategy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please tick those that apply and provide any relevant strategy / policy details	<input checked="" type="checkbox"/> Local Plan 2012-2027, WLBC Please state policy/strategy...EN3..... <input type="checkbox"/> Transport and Highways Masterplan, LCC <input type="checkbox"/> Cycling and Green Infrastructure Strategy, WLBC <input checked="" type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC <input type="checkbox"/> Health and Wellbeing Strategy, WLBC <input checked="" type="checkbox"/> Masterplan / Development Brief <input type="checkbox"/> Other (please state) .....

<p>Does the project help meet at least one of the Council's Corporate Priorities?</p> <p>Please tick those that apply</p> <p><a href="#">LINK to Council Priorities</a></p>	<input type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b> <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i>  <input checked="" type="checkbox"/> <b>Become a greener West Lancashire</b> <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i>  <input type="checkbox"/> <b>A clean, safe environment with affordable homes</b> <i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i>  <input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b> <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i>  <input type="checkbox"/> <b>Support businesses to adapt and prosper</b>  <input type="checkbox"/> <b>Be a financially sustainable Council by 2023</b> <i>Including: To provide value for money services</i>
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Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?	<input type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i>
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<p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<p><input checked="" type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i></p> <p><input type="checkbox"/> <b>Community facilities</b> <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i></p>
<p>Does the project propose?</p>	<p><input checked="" type="checkbox"/> Provision of new infrastructure</p> <p><input checked="" type="checkbox"/> Improvement of existing infrastructure</p> <p><input checked="" type="checkbox"/> Replacement of existing infrastructure</p> <p><input type="checkbox"/> Operation</p> <p><input type="checkbox"/> Maintenance</p>

<p>What benefits will the scheme deliver to the local area?</p>	<p><input checked="" type="checkbox"/> Economic improvements</p> <p><input checked="" type="checkbox"/> Environmental improvements</p> <p><input checked="" type="checkbox"/> Social improvements</p>
<p>Please provide details.</p>	<p>Improved, inclusive play will provide a range of opportunities at zero cost, accessible to residents from not only the local area, but also on a regional scale. The location will help promote the café and thus generate income for the council, as well as the local suppliers that they use</p>
<p>What geographic area will the project benefit?</p>	<p><input type="checkbox"/> Neighbourhood / local</p> <p><input type="checkbox"/> Town / large village</p> <p><input checked="" type="checkbox"/> Borough wide / beyond</p>
<p>Please provide details</p>	<p>Creating a regional quality park, which also benefits local residents</p>
<p>Does the proposal have a positive impact on equality?</p> <p><i>This includes gender, race, age, religion, sexuality, disability</i></p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Please provide details</p> <p><i>Please explain if and how any specific equalities groups would be affected by the project.</i></p>	<p>New play facilities will be made as inclusive as possible, with a range of equipment to suit all ages and abilities</p>
<p>Has the project already benefitted from stakeholder engagement / discussions with the local community?</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
<p>Please provide details</p> <p><i>Is there public support? To what degree?</i></p>	<p>Not yet, but it will be. Anecdotal evidence shows how well the current facilities are used and there is much demand for more</p>

## 4. Deliverability

<p>When can the infrastructure be delivered?</p>	<p><input checked="" type="checkbox"/> Within 1-2 years (short term)  <input type="checkbox"/> Within 3-5 years (medium term)  <input type="checkbox"/> Over 5 years (long term)  <input type="checkbox"/> Unknown</p>
<p>Please provide details</p>	<p>If known, in which financial year is the project expected to commence? 2024</p> <p>If known, in which financial year is the project expected to complete? 2024</p>
<p>Are there any risks to the delivery? Is commencement of the project reliant on any planning, legal or other consents? Is the project reliant on the completion of any other projects first?</p>	<p>If designs for equipment are over a certain height, planning permission will be required. As the desire is for high-impact and exciting play it is predicted that planning permission will be required</p>
<p>Has any work been carried out to date to assess the feasibility of the project?</p>	<p>No, masterplan being developed</p>
<p>Please set out any key milestones and/or tasks for the project</p>	
<p>Which organisation will be responsible for delivering the infrastructure?</p>	<p>Wlbc wellbeing and place</p>
<p>Who will be responsible for the future management and maintenance of the infrastructure?</p>	<p>Wlbc play inspection team</p>
<p>Are there specific implications, risks or negative impacts if this project does not come forward?</p>	<p><input checked="" type="checkbox"/> Strategic risks / impacts  <input type="checkbox"/> Major risks / impacts  <input type="checkbox"/> Minor risks/impacts  <input type="checkbox"/> No risks/impacts</p>
<p>Please provide details</p>	<p>The development of play at the site is seen as key to its enhancement.</p>

## 5. Project costs and funding

What is the cost of the project?

*Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.*

Source	Estimate cost (£)
Relocation/removal of current equipment	£45,000
Reinstatement of land of existing play area	£10,000
Groundworks/drainage	£15,000
New play facilities	£200,000
<b>Total</b>	<b>£315,000</b>
Project management	31,500
Total cil required	346,500

**Do you wish to (bid for the) use CIL monies to help deliver the project?**

yes

**Are CIL monies needed to deliver the project? What match funding is available or secured?**

*Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).*

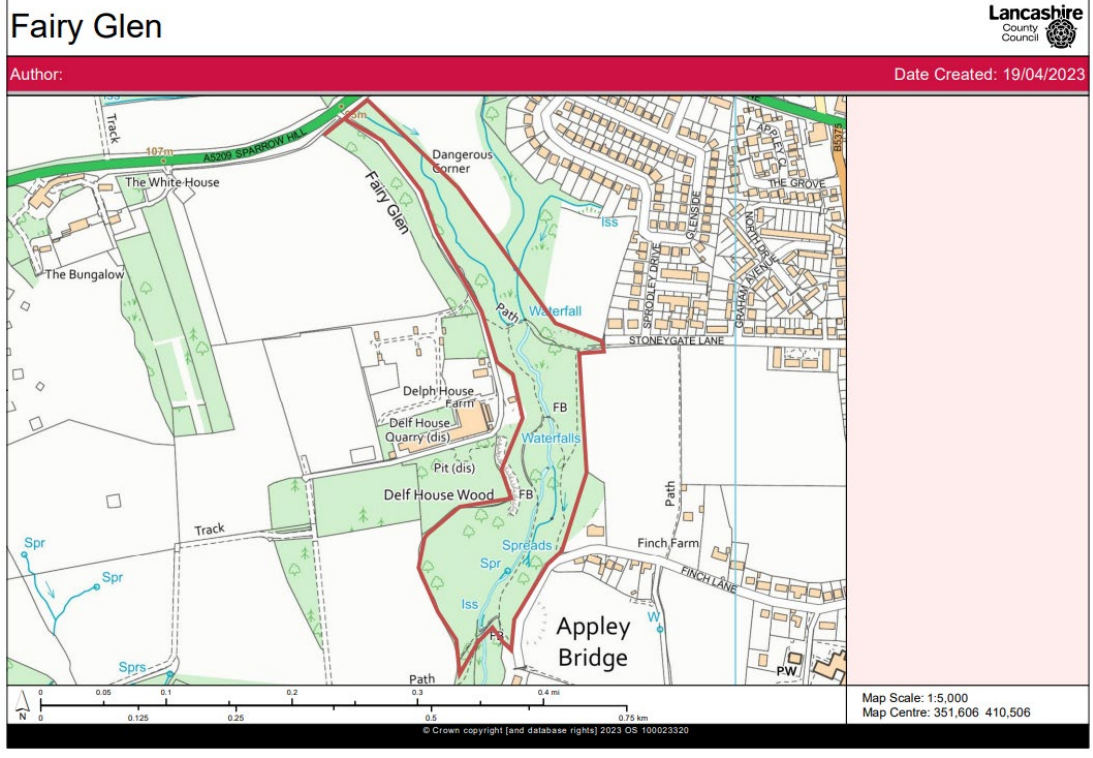

As yet it is unknown – there is UK shared prosperity funding available for use on the site, but it has not yet been apportioned.

**Please detail why CIL funding is needed and/or how it will add value to the project?**

*Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).*

To make the project achievable

# 1. Project 208 - Details

<p>Project name:</p>	<p><b>Fairy Glen Green Infrastructure Improvements</b></p>
<p>Proposed location:</p> <p><i>Where applicable, please provide a plan/map indicating the location of the proposed works</i></p>	<p>Fairy Glen, Parbold/Wrightington</p> 
<p>Project description:</p> <p><i>Brief description of the proposal</i></p>	<p>Green infrastructure improvements to Fairy Glen, involving significant upgrades to the paths, access controls, site signage and site furniture.</p>
<p>Project details:</p> <p><i>Purpose of the project and details of the works required</i></p>	<p>To improve the access points to the site          To upgrade and resurface the existing path network          To reduce trampling of woodland flora (especially bluebells) using appropriate control measures          To provide site interpretation and information          To provide seating for visitors</p>

<p>Is the project already on the Infrastructure Delivery Schedule?</p>	<p><input type="checkbox"/> Yes -          If Yes, please provide reference .....</p> <p><input checked="" type="checkbox"/> No</p>
<p>Has this project been started?</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>

Has this project been completed?	<input type="checkbox"/> Yes - <i>If completed, there is no need to continue with this form.</i> <input checked="" type="checkbox"/> No
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## 2. Contact details

Organisation name	WLBC Wellbeing and Place
Project lead / contact name	Dan Massey
Email: Contact number:	Daniel.massey@westlancs.gov.uk
Project partners (if applicable):	

## 3. Identifying strategic need

<p><b>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</b></p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>The site attracts local residents as well as those within the wider borough and beyond.</p> <p>Due to local increase in residential development across the borough, there has been unprecedented visitor numbers over the past 5 years, the site requires significant upgrades to the paths, access controls, site signage and site furniture.</p>
<p><b>How would the project support or enable growth or planned development in West Lancashire?</b></p> <p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	<p>The adjoining landowner is working to improve the access to the surrounding area by upgrading their paths and public access to their land. This will not only bring an additional benefit to residents wishing to enjoy both areas of land, but it is expected to put further pressures on the Fairy Glen site, which has already suffered considerable wear and tear.</p> <p>The ongoing improvements to the canal towpath between Parbold and Appley Bridge by the Canal and River Trust (being delivered using previously allocated CIL funding) may also open up the opportunity to widen linkages to the Fairy Glen site and further increase visitor numbers, by those using the towpath.</p> <p>This project will bring added value to these proposals and added benefits for visitors to the area.</p>

<p>Is the project identified within a relevant local strategy?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Please tick those that apply and provide any relevant strategy / policy details</p>	<p><input checked="" type="checkbox"/> Local Plan 2012-2027, WLBC Please state policy/strategy.....EN3.....</p> <p><input type="checkbox"/> Transport and Highways Masterplan, LCC <input type="checkbox"/> Cycling and Green Infrastructure Strategy, WLBC <input type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC <input type="checkbox"/> Health and Wellbeing Strategy, WLBC <input type="checkbox"/> Masterplan / Development Brief <input type="checkbox"/> Other (please state) .....</p>

<p>Does the project help meet at least one of the Council's Corporate Priorities?</p> <p>Please tick those that apply</p> <p><a href="#">LINK to Council Priorities</a></p>	<p><input type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b> <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i></p> <p><input checked="" type="checkbox"/> <b>Become a greener West Lancashire</b> <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i></p> <p><input type="checkbox"/> <b>A clean, safe environment with affordable homes</b> <i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i></p> <p><input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b> <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i></p> <p><input checked="" type="checkbox"/> <b>Support businesses to adapt and prosper</b></p> <p><input type="checkbox"/> <b>Be a financially sustainable Council by 2023</b> <i>Including: To provide value for money services</i></p>
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<p>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<p><input type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i></p> <p><input checked="" type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i></p> <p><input checked="" type="checkbox"/> <b>Community facilities</b></p>
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	<i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i>
Does the project propose?	<input checked="" type="checkbox"/> Provision of new infrastructure <input checked="" type="checkbox"/> Improvement of existing infrastructure <input type="checkbox"/> Replacement of existing infrastructure <input type="checkbox"/> Operation <input type="checkbox"/> Maintenance

What benefits will the scheme deliver to the local area?	<input checked="" type="checkbox"/> Economic improvements <input checked="" type="checkbox"/> Environmental improvements <input checked="" type="checkbox"/> Social improvements
Please provide details.	<p>Economic Improvements - Increased visitor numbers providing multiplier benefits to local businesses. People travel from outside the borough to enjoy this facility and with it they bring their money to spend in local shops and restaurants</p> <p>Environmental Improvements – Physical improvements will bring in controls to reduce trampling of woodland flora (especially bluebells) using appropriate control measures. Improved footpaths will direct footfall along routes without damaging existing habitats.</p> <p>Social Improvements – Mental and physical wellbeing opportunity and social connectivity improvements by encouraging people who visit to stay longer and enjoy the benefits of the green space. Information signboards will assist in the education of our green spaces.</p>
What geographic area will the project benefit?	<input checked="" type="checkbox"/> Neighbourhood / local <input type="checkbox"/> Town / large village <input checked="" type="checkbox"/> Borough wide / beyond
Please provide details	This facility is well used by locals and also (due to social media/trip advisor) by people from further afield. This project is required to realise the potential of the site as a high quality regional destination
Does the proposal have a positive impact on equality?  <i>This includes gender, race, age, religion, sexuality, disability</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details  <i>Please explain if and how any specific equalities groups would be affected by the project.</i>	The current access is limited due to the degraded state of the network and lacks benches etc which are required to allow people to rest
Has the project already benefitted from stakeholder	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



engagement / discussions with the local community?	
Please provide details <i>Is there public support? To what degree?</i>	No official consultation has taken place, however anecdotal evidence shows the value of the site and the demand for improvement

#### 4. Deliverability

When can the infrastructure be delivered?	<input checked="" type="checkbox"/> Within 1-2 years (short term) <input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	<p>If known, in which financial year is the project expected to commence? 2024</p> <p>If known, in which financial year is the project expected to complete? 2024</p>
Are there any risks to the delivery? Is commencement of the project reliant on any planning, legal or other consents? Is the project reliant on the completion of any other projects first?	no
Has any work been carried out to date to assess the feasibility of the project?	Rough costings of requirements developed
Please set out any key milestones and/or tasks for the project	
Which organisation will be responsible for delivering the infrastructure?	Wlbc Ranger Service
Who will be responsible for the future management and maintenance of the infrastructure?	As above
Are there specific implications, risks or negative impacts if this	<input type="checkbox"/> Strategic risks / impacts <input checked="" type="checkbox"/> Major risks / impacts

project does not come forward?	<input type="checkbox"/> Minor risks/impacts <input type="checkbox"/> No risks/impacts
Please provide details	Health and safety of the site will become a risk if work to the access network is not carried out

## 5. Project costs and funding

<p>What is the cost of the project?</p> <p><i>Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.</i></p>	
Source	Estimate cost (£)
Path upgrades	£20,000
Bridges and revetments	£15,000
Entrance upgrades	£5,000
Signage	£2,000
Interpretation	£3,500
Furniture	£3,500
Habitat surveys and public consultation	£1000
<b>Total</b>	<b>£50,000</b>
Management fee	5,000
<b>Total Cil required</b>	<b>£55,000</b>

<b>Do you wish to (bid for the) use CIL monies to help deliver the project?</b>	yes
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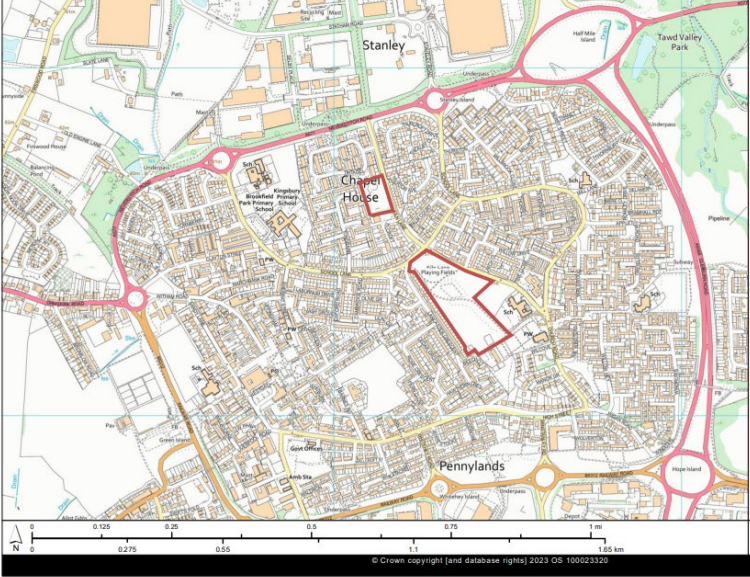
<p><b>Are CIL monies needed to deliver the project? What match funding is available or secured?</b></p> <p><i>Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).</i></p>			
Source	Amount (£)	Status of funding	% of total cost
<p><i>Please also set out the risks to the project if any other funding applications were not successful.</i></p> <p>None</p>			

Please detail why CIL funding is needed and/or how it will add value to the project?

*Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).*

Cil required to deliver project as there is no capital budget set aside for the site.

# 1. Project 209 - Details

<p>Project name:</p>	<p>Environmental site enhancements at Kiln Lane and Tongbarn playing fields.</p>
<p>Proposed location :</p> <p><i>Where applicable, please provide a plan/map indicating the location of the proposed works</i></p>	<p>Kiln Lane, Skelmersdale.</p> <p><b>Kiln Lane and Tongbarn</b></p> <p>Author: <span style="float: right;">Date Created: 19/04/2023</span></p>  <p>Map Scale: 1:10,000 Map Centre: 347,119 406,453</p>
<p>Project description:</p> <p><i>Brief description of the proposal</i></p>	<p>Site enhancements are to include habitat creation, improved path network, seating, development of natural play features.</p>
<p>Project details:</p> <p><i>Purpose of the project and details of the works required</i></p>	<p>The two sites of Kiln Lane and Tongbarn playing fields are geographically close and both require enhancements within this relatively built up and well populated area. This project has combined the two sites to provide a coordinated approach to greenspace development.</p> <p>Funding has already been secured for the improvements to the Tongbarn area (Phase 1) through the Council's Housing Environmental Improvements Fund, however the Kiln Lane area (Phase 2) cannot be funded by this source.</p> <p>This current bid is to enable improvements in the Kiln Lane area to enhance and add value that to be delivered in Tongbarn area.</p> <p>In order to provide a complimentary suite of improvements a working group had previously been set up to allow the council to work efficiently to deliver improvements for the communities it serves.</p> <p>It is expected that this working group will revisit this part of the project once further funding is secured (subject of this bid) and will include stakeholders from Wellbeing and Regeneration, Housing and Clean and Green. It has previously</p>

	<p>been guided by a number of councillors who represent their constituents, who have already asked for improved greenspace, the provision of wellbeing areas and areas to enjoy being outside.</p> <p>The work involved will include an improvement in the quality of the greenspace to add wildlife, recreational and wellbeing value to the site (see above) by altering maintenance techniques, planting locally native species of trees, fruit trees, improving the path network, adding seating, art features, natural play features and potentially other features including artwork if identified by open public consultation following approval of funding. Estimated costs have been provided as part of this bid.</p>
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Is the project already on the Infrastructure Delivery Schedule?	<input type="checkbox"/> Yes - If Yes, please provide reference ..... <input checked="" type="checkbox"/> No
Has this project been started?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has this project been completed?	<input type="checkbox"/> Yes - <i>If completed, there is no need to continue with this form.</i> <input checked="" type="checkbox"/> No

## 2. Contact details

Organisation name	WLBC
Project lead / contact name	Dan Massey
Email: Contact number:	Daniel.massey@westlancs.gov.uk
Project partners (if applicable):	

## 3. Identifying strategic need

<p><b>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</b></p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>Recent developments throughout Skelmersdale have led to increased demands/pressures on existing greenspace. The site is well used and there has been demand from local councillors to improve provision of recreational, wellbeing and wildlife opportunities.</p>
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<p>How would the project support or enable growth or planned development in West Lancashire?</p> <p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	
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<p>Is the project identified within a relevant local strategy?</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>
<p>Please tick those that apply and provide any relevant strategy / policy details</p>	<p><input type="checkbox"/> Local Plan 2012-2027, WLBC  Please state policy/strategy.....</p> <p><input type="checkbox"/> Transport and Highways Masterplan, LCC  <input checked="" type="checkbox"/> Cycling and Green Infrastructure Strategy, WLBC  <input checked="" type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC  <input checked="" type="checkbox"/> Health and Wellbeing Strategy, WLBC  <input type="checkbox"/> Masterplan / Development Brief  <input type="checkbox"/> Other (please state)  .....</p>

<p>Does the project help meet at least one of the Council's Corporate Priorities?</p> <p><i>Please tick those that apply</i></p> <p><a href="#">LINK to Council Priorities</a></p>	<p><input type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b>  <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i></p> <p><input checked="" type="checkbox"/> <b>Become a greener West Lancashire</b>  <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i></p> <p><input checked="" type="checkbox"/> <b>A clean, safe environment with affordable homes</b>  <i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i></p> <p><input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b>  <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i></p> <p><input type="checkbox"/> <b>Support businesses to adapt and prosper</b></p> <p><input type="checkbox"/> <b>Be a financially sustainable Council by 2023</b>  <i>Including: To provide value for money services</i></p>
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<p><b>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</b></p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<p><input type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i></p> <p><input checked="" type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i></p> <p><input type="checkbox"/> <b>Community facilities</b> <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i></p>
<p><b>Does the project propose?</b></p>	<p><input checked="" type="checkbox"/> Provision of new infrastructure</p> <p><input checked="" type="checkbox"/> Improvement of existing infrastructure</p> <p><input type="checkbox"/> Replacement of existing infrastructure</p> <p><input type="checkbox"/> Operation</p> <p><input type="checkbox"/> Maintenance</p>

<p>What benefits will the scheme deliver to the local area?</p>	<p><input type="checkbox"/> Economic improvements</p> <p><input checked="" type="checkbox"/> Environmental improvements</p> <p><input type="checkbox"/> Social improvements</p>
<p>Please provide details.</p>	<p>The project will improve the quality and accessibility of a piece of public open space which is close to numerous properties, it will improve habitats and biodiversity (including improving the site for hedgehogs as specified by O&amp;S committee report of 2021)</p>
<p>What geographic area will the project benefit?</p>	<p><input checked="" type="checkbox"/> Neighbourhood / local</p> <p><input type="checkbox"/> Town / large village</p> <p><input type="checkbox"/> Borough wide / beyond</p>
<p>Please provide details</p>	
<p>Does the proposal have a positive impact on equality?</p> <p><i>This includes gender, race, age, religion, sexuality, disability</i></p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Please provide details</p> <p><i>Please explain if and how any specific equalities groups would be affected by the project.</i></p>	<p>By improving the access network the site will be more accessible to wheelchair users and those with limited mobility. Provision of seating will allow those with limited mobility to enjoy the site by providing regular rest stops</p>
<p>Has the project already benefitted from stakeholder engagement / discussions with the local community?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

Please provide details  <i>Is there public support? To what degree?</i>	<p>The site has been highlighted by local councillors, who report a demand from the residents.</p> <p>The working group for this area will revisit and carry out open public consultation prior to finalising all work proposed.</p> <p>The Kiln Lane area (Phase 2) was the subject of a trial in 2022 to inform and develop the wider management of wildflower areas within the borough. Feedback received from local residents was generally positive and biodiversity of species improved.</p> <p>As part of the Council's Community Orchards project, fruit trees were planted in the Kiln Lane area in Spring 2023. This was also subject to consultation and has been positively received.</p> <p>It is clear that there is general public support for improvements to public open spaces within this location.</p>
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#### 4. Deliverability

When can the infrastructure be delivered?	<input checked="" type="checkbox"/> Within 1-2 years (short term) <input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	<p>If known, in which financial year is the project expected to commence?</p> <p>2024</p> <p>If known, in which financial year is the project expected to complete?</p> <p>2024/5</p>
Are there any risks to the delivery?	No
Is commencement of the project reliant on any planning, legal or other consents?	No
Is the project reliant on the completion of any other projects first?	No
Has any work been carried out to date to assess the feasibility of the project?	Yes – A working group has previously been set up, and public consultation is planned to relaunch this in order to finalise details of the project.
Please set out any key milestones and/or tasks for the project	See attached gantt chart



Which organisation will be responsible for delivering the infrastructure?	WLBC
Who will be responsible for the future management and maintenance of the infrastructure?	Clean and Green and Wellbeing and Leisure– C&G included from the start of the project to ensure any work is maintainable within current budget provision
Are there specific implications, risks or negative impacts if this project does not come forward?	<input checked="" type="checkbox"/> Strategic risks / impacts <input type="checkbox"/> Major risks / impacts <input type="checkbox"/> Minor risks/impacts <input type="checkbox"/> No risks/impacts
Please provide details	Consultation with no further action has reputational implications for the council (and Councillors who are championing the project)

## 5. Project costs and funding

What is the cost of the project?	
<i>Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.</i>	
Source	Estimate cost (£)
Design Work - Tongbarn (Phase 1)	£3,000
Public Consultation – Both Phases	£4,000
Tongbarn (Phase 1)	£40,000
<b>TOTAL PHASE 1 – Tongbarn</b>	<b>£47,000</b>
Path improvements/upgrades – Kiln Lane (Phase 2)	£30,000
Creation of 'natural play' features – Kiln Lane (Phase 2)	10,000
Signage/interpretation/art feature – Kiln Lane (Phase 2)	8,000
Planting/habitat creation – Kiln Lane (Phase 2)	5,000
Seating/benches – Kiln Lane (Phase 2)	4,000
Management/Maintenance fee – Kiln Lane (Phase 2)	£5,700
<b>TOTAL PHASE 2 – Kiln Lane</b>	<b>£62,700</b>
<b>TOTAL BOTH PHASES</b>	<b>£109,700</b>

<b>Do you wish to (bid for the) use CIL monies to help deliver the project?</b>	Yes
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**Are CIL monies needed to deliver the project? What match funding is available or secured?**

Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).

Source	Amount (£)	Status of funding	% of total cost
Existing resource - design work- Tongbarn Phase 1	£3,000	Secured	2.7%
Existing resources - Public consultation – Both Phases	£4,000	Secured	3.6%
Housings Environment improvement fund (on Tongbarn Phase 1	£40,000	Secured	36.5%
CIL Funding - Kiln Lane – PHASE 2	£62,700	(This bid)	57.2%

Please also set out the risks to the project if any other funding applications were not successful.

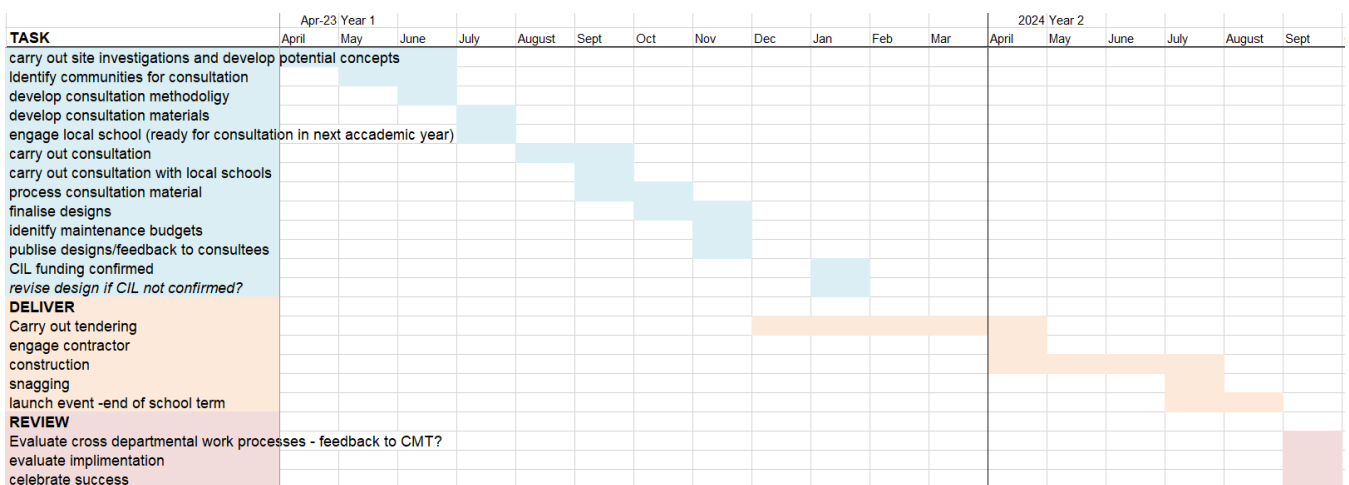
N/A

Please detail why CIL funding is needed and/or how it will add value to the project?

*Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).*

CIL funding ensures that Phase 2 of this project can be delivered at the same time as Phase 1 (where funding is already secured) in a co-ordinated way within the same geographical area. In doing so, it will enhance the quality of the overall environmental improvements planned within this area to bring a wider benefit to local residents and wildlife habitats.

## Gantt Chart



**COMMUNITY INFRASTRUCTURE FUNDING PROGRAMME 2023**

**APPENDIX B ii**

**ALL PARISH COUNCIL BIDS**

## 1. Project 194 - Details

Project name:	<b>Hilldale Junior Play Area</b>
Proposed location : <i>Where applicable, please provide a plan/map indicating the location of the proposed works</i>	Hilldale Playing Fields Chorley Road Hilldale Nr Wigan WN8 7AS
Project description: <i>Brief description of the proposal</i>	To replace the stand alone timber multi activity play structure with a multi activity structure including flat seat and team swings. The timber structure has recently been removed due to the annual inspection report highlighting significant health and safety issues due to rotten timber which was beyond repair.
Project details: <i>Purpose of the project and details of the works required</i>	To create a new play area comprising of relevant safety surface and equipment aimed at children 8 years and over which will complement the toddler play area. The up-to-date play equipment to stimulate and encourage development of children 8 years and over providing a safe place to play.

Is the project already on the Infrastructure Delivery Schedule?	<input type="checkbox"/> Yes - If Yes, please provide reference ..... <input type="checkbox"/> No
Has this project been started?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has this project been completed?	<input type="checkbox"/> Yes - <i>If completed, there is no need to continue with this form.</i> <input type="checkbox"/> No

## 2. Contact details

Organisation name	Hilldale Parish Council
Project lead / contact name	Trish Grimshaw - Parish Clerk
Email: Contact number:	<a href="mailto:clerk@hilldaleparishcouncil.com">clerk@hilldaleparishcouncil.com</a>

	07896359175
Project partners (if applicable):	n/a

### 3. Identifying strategic need

<p><b>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</b></p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>The village had a communal playground there being 2 distinct areas – one surrounded by a small fence aimed at very young children, ie toddlers and early years primary school and the other aimed at 8 years and over. The areas are used on a regular basis by over 150 school children, plus nursery and play groups and their parents.</p> <p>It also forms a very important social meeting point for the children's parents and grandparents. A place where adults meet to sit and chat with each other whilst their children play. The playground is a safe and secure place, for the children to meet and play. There are no other similar places in Hilldale so a reduction of play equipment would be keenly felt by all stakeholders and users. Parents and carers may choose to make an extended car journey outside the village to find a variety of suitable equipment for their child to play on.</p>
<p><b>How would the project support or enable growth or planned development in West Lancashire?</b></p> <p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	<p>The project would support the needs of the community by providing somewhere for children to socialise, become physically active thereby contributing positively to their health and wellbeing.</p>

<p><b>Is the project identified within a relevant local strategy?</b></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><b>Please tick those that apply and provide any relevant strategy / policy details</b></p>	<p><input type="checkbox"/> Local Plan 2012-2027, WLBC Please state policy/strategy.....</p> <p><input type="checkbox"/> Transport and Highways Masterplan, LCC</p> <p><input type="checkbox"/> Cycling and Green Infrastructure Strategy, WLBC</p> <p><input checked="" type="checkbox"/> <b><u>Leisure Strategy / Playing Pitch Strategy WLBC</u></b></p> <p><input checked="" type="checkbox"/> <b><u>Health and Wellbeing Strategy, WLBC</u></b></p> <p><input type="checkbox"/> Masterplan / Development Brief</p> <p><input type="checkbox"/> Other (please state)</p> <p>We believe the provision of play area for the over 8's fits into the leisure and health and wellbeing strategies. We see the importance</p>

of children and young people being physically active and keeping themselves fit. Our proposed new playground, with its varied of equipment, would make an important contribution to our youngster's health and wellbeing.

It should be noted that the play area was a great asset and during the Covid 19 pandemic provided much needed entertainment and exercise for our younger residents; it is local which prevented residents having to travel to use similar equipment.

As Obesity levels are increasing in children nationally and we feel it is important as parish council that we do everything in our power to ensure that the children of the village have facilities to keep them physically active and fit which recognises and subsequently supports the health and well-being strategy.

.....

<p><b>Does the project help meet at least one of the Council's Corporate Priorities?</b></p> <p><i>Please tick those that apply</i></p> <p><a href="#">LINK to Council Priorities</a></p>	<p><input type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b> <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i></p> <p><input type="checkbox"/> <b>Become a greener West Lancashire</b> <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i></p> <p><input type="checkbox"/> <b>A clean, safe environment with affordable homes</b> <i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i></p> <p><input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b> <b><u>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</u></b></p> <p><input type="checkbox"/> <b>Support businesses to adapt and prosper</b></p> <p><input type="checkbox"/> <b>Be a financially sustainable Council by 2023</b> <i>Including: To provide value for money services</i></p>
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<p><b>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</b></p> <p><i>Please tick the infrastructure type(s)</i></p>	<p><input type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i></p> <p><input type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i></p>
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<a href="#">Link to the IFS</a>	<input type="checkbox"/> <b>Community facilities</b> <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i>
Does the project propose?	<input type="checkbox"/> Provision of new infrastructure <input type="checkbox"/> Improvement of existing infrastructure <input checked="" type="checkbox"/> <b><u>Replacement of existing infrastructure</u></b> <input type="checkbox"/> Operation <input type="checkbox"/> Maintenance

What benefits will the scheme deliver to the local area?	<input type="checkbox"/> Economic improvements <input type="checkbox"/> Environmental improvements <input checked="" type="checkbox"/> <b><u>Social improvements</u></b>
Please provide details.	The play area is well used and during the Covid 19 pandemic has provided much needed entertainment and exercise for our younger residents;.
What geographic area will the project benefit?	<input checked="" type="checkbox"/> <b>Neighbourhood / local</b> <input checked="" type="checkbox"/> <b>Town / large village</b> <input checked="" type="checkbox"/> <b>Borough wide / beyond</b>
Please provide details	Currently the play area and field is used by a large geographical area, including local people, those living in neighbouring villages and further afield who come to spend an afternoon on the field enjoying a picnic on the benches with family and friends.
Does the proposal have a positive impact on equality?  <i>This includes gender, race, age, religion, sexuality, disability</i>	<input checked="" type="checkbox"/> <b><u>Yes</u></b> <input type="checkbox"/> No
Please provide details  <i>Please explain if and how any specific equalities groups would be affected by the project.</i>	
Has the project already benefitted from stakeholder engagement / discussions with the local community?	<input checked="" type="checkbox"/> <b><u>Yes</u></b> <input type="checkbox"/> No
Please provide details  <i>Is there public support? To what degree?</i>	Since the removal of the over 8's play area local residents have expressed their view for the Parish Council to seek a replacement. The Community Association (Hilldale) have received feedback at their regular coffee mornings and groups who use the village hall in

	Hilldale (which overlooks the car park) are keen to see a new play area installed. Further ongoing support is being obtained via e mail and at Parish Council meetings.
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#### 4. Deliverability

When can the infrastructure be delivered?	<input checked="" type="checkbox"/> <b>Within 1-2 years (short term)</b> <input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	<p>If known, in which financial year is the project expected to commence?</p> <p>If known, in which financial year is the project expected to complete?</p>
Are there any risks to the delivery? Is commencement of the project reliant on any planning, legal or other consents? Is the project reliant on the completion of any other projects first?	N/A
Has any work been carried out to date to assess the feasibility of the project?	N/A
Please set out any key milestones and/or tasks for the project	<p>Month 1: Obtain up to date estimates</p> <p>Month 2: Submit estimates to Parish Council meeting to select a contractor</p> <p>Month 3: Respond to any queries.</p> <p>Month 4: Place order. Equipment order lead time currently is 12 weeks.</p> <p>Month 7: Prepare surface; install equipment.</p>
Which organisation will be responsible for delivering the infrastructure?	Hilldale Parish Council
Who will be responsible for the future management and maintenance of the infrastructure?	Hilldale Parish Council
Are there specific implications, risks or negative impacts if this project does not come forward?	<input type="checkbox"/> Strategic risks / impacts <input checked="" type="checkbox"/> <b>Major risks / impacts</b> <input type="checkbox"/> Minor risks/impacts <input type="checkbox"/> No risks/impacts
Please provide details	The major risk if the project does not go forward is the loss of a well-used play area which could result in less visitors to the site and residents travelling further afield to use other play areas.



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## 5. Project costs and funding

<p>What is the cost of the project?</p> <p><i>Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.</i></p>			
<b>Source</b>		<b>Estimate cost (£)</b>	
<b>Equipment</b>			
Twist Plus (Blue/Yellow) Plastic Slide			17409.00
Timber (Double Bay) Team Swing Frame			2999.00
Flat Seat & Chains for Junior Swing Frame x 2.00			398.00
Green Team Swing Seat & Chains for Team Swing Frame			1349.00
<b>Surfacing</b>			1696.00
Black Grasslok Surfacing (30-150m2)			7304.84
Black EPDM Wet Pour 70mm thick (Sq m)			
<b>Delivery</b>			
Delivery and installation			4,480.27
<b>Discount</b>			2,215.50
<b>TOTAL COST OF PROJECT</b>			<b>33,420.00</b>
<b>Do you wish to (bid for the) use CIL monies to help deliver the project?</b>		Yes	
<p><b>Are CIL monies needed to deliver the project? What match funding is available or secured?</b></p> <p><i>Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).</i></p>			
<b>Source</b>	<b>Amount (£)</b>	<b>Status of funding</b>	<b>% of total cost</b>
Hilldale play area reserves	£2,000	Secured	6%
CIL	£32,000	Bid submitted	94%
<p><i>Please also set out the risks to the project if any other funding applications were not successful.</i></p> <p>The project will not go ahead if we are not able to secure significant funding either from CIL or alternative funders.</p>			

<p>Please detail why CIL funding is needed and/or how it will add value to the project?</p> <p><i>Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).</i></p> <p>Without CIL funding the project cannot be delivered unless the Parish Council are successful in obtaining an alternative funding source/grant aid.</p> <p>With CIL funding the project could be delivered immediately benefiting our young people now.</p>
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Thank you for completing this proforma. Please return to [Nicola.Hamilton@westlancs.gov.uk](mailto:Nicola.Hamilton@westlancs.gov.uk) by **12 noon of 18<sup>th</sup> April 2023**

## 1. Project 196 - Details

Project name:	HOLMESWOOD PLAY AREA FENCE REPLACEMENT
Proposed location: <i>Where applicable, please provide a plan/map indicating the location of the proposed works</i>	HOLMESWOOD VILLAGE HALL
Project description: <i>Brief description of the proposal</i>	PERIMETER SAFETY FENCE TO PLAY AREA TO REPLACE EXISTING FENCE THAT IS IN A POOR STATE OF REPAIR AND NOT SAFE
Project details: <i>Purpose of the project and details of the works required</i>	GREEN GALVANISED BOW TOP STEEL RAILINGS COMPLETE WITH 2 SELF CLOSING GATES. AROUND PERIMETER OF PLAY AREA TO PREVENT CHILDREN FROM ACCESSING THE CAR PARK.  AS QUOTATION

Is the project already on the Infrastructure Delivery Schedule?	<input type="checkbox"/> Yes - If Yes, please provide reference ..... <input checked="" type="checkbox"/> No
Has this project been started?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has this project been completed?	<input type="checkbox"/> Yes - If completed, there is no need to continue with this form. <input checked="" type="checkbox"/> No

## 2. Contact details

Organisation name	RUFFORD AND HOLMESWOOD PARISH COUNCIL
Project lead / contact name	MR KEVIN NEWSHAM CLERK TO THE PARISH COUNCIL
Email: Contact number:	kevin.newsham12@btinternet.com M. 07836 690094 01704 822220
Project partners (if applicable):	

### 3. Identifying strategic need

<p>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>INCREASED USE OF PLAY AREA</p>
<p>How would the project support or enable growth or planned development in West Lancashire?</p> <p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	

<p>Is the project identified within a relevant local strategy?</p>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p>
<p>Please tick those that apply and provide any relevant strategy / policy details</p>	<p><input type="checkbox"/> Local Plan 2012-2027, WLBC  Please state policy/strategy.....  <input type="checkbox"/> Transport and Highways Masterplan, LCC  <input type="checkbox"/> Cycling and Green Infrastructure Strategy, WLBC  <input checked="" type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC  <input type="checkbox"/> Health and Wellbeing Strategy, WLBC  <input type="checkbox"/> Masterplan / Development Brief  <input type="checkbox"/> Other (please state)  .....</p>

<p>Does the project help meet at least one of the Council's Corporate Priorities?</p> <p><i>Please tick those that apply</i></p> <p><a href="#">LINK to Council Priorities</a></p>	<p><input checked="" type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b>  <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i></p> <p><input type="checkbox"/> <b>Become a greener West Lancashire</b>  <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i></p> <p><input type="checkbox"/> <b>A clean, safe environment with affordable homes</b></p>
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	<p><i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i></p> <p><input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b> <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i></p> <p><input type="checkbox"/> <b>Support businesses to adapt and prosper</b></p> <p><input type="checkbox"/> <b>Be a financially sustainable Council by 2023</b> <i>Including: To provide value for money services</i></p>
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<p><b>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</b></p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<p><input type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i></p> <p><input type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i></p> <p><input checked="" type="checkbox"/> <b>Community facilities</b> <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i></p>
<p><b>Does the project propose?</b></p>	<p><input type="checkbox"/> Provision of new infrastructure</p> <p><input type="checkbox"/> Improvement of existing infrastructure</p> <p><input checked="" type="checkbox"/> Replacement of existing infrastructure</p> <p><input type="checkbox"/> Operation</p> <p><input type="checkbox"/> Maintenance</p>

<p>What benefits will the scheme deliver to the local area?</p>	<p><input type="checkbox"/> Economic improvements</p> <p><input type="checkbox"/> Environmental improvements</p> <p><input checked="" type="checkbox"/> Social improvements</p>
<p>Please provide details.</p>	<p>MAKE PLAY AREA SAFE FROM ADJACENT CAR PARK. MAKE DOG SAFE.</p>
<p>What geographic area will the project benefit?</p>	<p><input checked="" type="checkbox"/> Neighbourhood / local</p> <p><input type="checkbox"/> Town / large village</p> <p><input type="checkbox"/> Borough wide / beyond</p>
<p>Please provide details</p>	<p>FOR THE BENEFIT OF RESIDENTS SAFETY RUFFORD, HOLMESWOOD &amp; MERE BROW</p>
<p>Does the proposal have a positive impact on equality?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

<i>This includes gender, race, age, religion, sexuality, disability</i>	
Please provide details  <i>Please explain if and how any specific equalities groups would be affected by the project.</i>	SAFETY FOR ALL
Has the project already benefitted from stakeholder engagement / discussions with the local community?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details  <i>Is there public support? To what degree?</i>	PARISH COUNCIL DISCUSSION WITH RESIDENTS

#### 4. Deliverability

<b>When can the infrastructure be delivered?</b>	<input checked="" type="checkbox"/> Within 1-2 years (short term) <input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	<p>If known, in which financial year is the project expected to commence? 2023/2024</p> <p>If known, in which financial year is the project expected to complete? 2023/2024</p>
Are there any risks to the delivery? Is commencement of the project reliant on any planning, legal or other consents? Is the project reliant on the completion of any other projects first?	NO
Has any work been carried out to date to assess the feasibility of the project?	ASSESSED AND QUOTED FOR.
Please set out any key milestones and/or tasks for the project	
Which organisation will be responsible for delivering the infrastructure?	PARISH COUNCIL / YATES PLAYGROUND

Who will be responsible for the future management and maintenance of the infrastructure?	PARISH COUNCIL RUFFORD & HOLMESWOOD
Are there specific implications, risks or negative impacts if this project does not come forward?	<input type="checkbox"/> Strategic risks / impacts <input checked="" type="checkbox"/> Major risks / impacts <input type="checkbox"/> Minor risks/impacts <input type="checkbox"/> No risks/impacts
Please provide details	SAFETY ISSUES ESSENTIAL TO SEPARATE PLAY AREA FROM CAR PARK

## 5. Project costs and funding

What is the cost of the project?

Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.

Source	Estimate cost (£)
E.g. Design	£1,000
Materials	£15,000
Labour	£4,000
	<b>£20,000</b>
YATES PLAYGROUND	
COMPLETE WORKS	£ 7000.0

Do you wish to (bid for the) use CIL monies to help deliver the project?	YES
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Are CIL monies needed to deliver the project? What match funding is available or secured?

Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).

Source	Amount (£)	Status of funding	% of total cost
Eg Capital	£16,000	Bid submitted	80%
Grant	£2,000	Secured	10%
<u>CIL</u>	£2,000	Bid submitted	10%
	£ 3000		<b>43%</b>

Please also set out the risks to the project if any other funding applications were not successful.

PARISH COUNCIL WILL PROVIDE £4000

Please detail why CIL funding is needed and/or how it will add value to the project?

*Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).*

IMMEDIATE BENEFIT OF SAFETY TO RESIDENTS

Thank you for completing this proforma.

Please return to [Nicola.Hamilton@westlancs.gov.uk](mailto:Nicola.Hamilton@westlancs.gov.uk) by **12 noon of 18<sup>th</sup> April 2023**





## 1. Project 197 - Details

Project name:	HOLMESWOOD MUGA (PHASE 2)
Proposed location : <i>Where applicable, please provide a plan/map indicating the location of the proposed works</i>	HOLMESWOOD VILLAGE HALL
Project description: <i>Brief description of the proposal</i>	COMPLETION OF MUGA. (NEW FENCING ALREADY COMPLETE)
Project details: <i>Purpose of the project and details of the works required</i>	1) RETRACTABLE BLACK NETTING. 2, 4 x GOAL POSTS 3, 1 x BASKETBALL COURT 4, 2 x SETS, INTEGRATED CRICKET STUMPS 5 THERMOPLASTIC COURT MARKINGS ALL AS PER QUOTATION

Is the project already on the Infrastructure Delivery Schedule?	<input type="checkbox"/> Yes - If Yes, please provide reference ..... <input checked="" type="checkbox"/> No
Has this project been started?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has this project been completed?	<input type="checkbox"/> Yes - <i>If completed, there is no need to continue with this form.</i> <input checked="" type="checkbox"/> No

## 2. Contact details

Organisation name	RUFFORD AND HOLMESWOOD PARISH COUNCIL
Project lead / contact name	MR KEVIN NEWSHAM CLERK TO THE PARISH COUNCIL
Email: Contact number:	kevin.newsham12@btinternet.com M. 07836 690094 01704 822220
Project partners (if applicable):	

### 3. Identifying strategic need

<p>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>OUTDOOR SPORTS FACILITIES FOR INCREASING NUMBER OF RESIDENTS ESPECIALLY YOUNG PEOPLE.</p>
<p>How would the project support or enable growth or planned development in West Lancashire?</p> <p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	

<p>Is the project identified within a relevant local strategy?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Please tick those that apply and provide any relevant strategy / policy details</p>	<p><input type="checkbox"/> Local Plan 2012-2027, WLBC Please state policy/strategy.....</p> <p><input type="checkbox"/> Transport and Highways Masterplan, LCC <input type="checkbox"/> Cycling and Green Infrastructure Strategy, WLBC <input checked="" type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC <input checked="" type="checkbox"/> Health and Wellbeing Strategy, WLBC <input type="checkbox"/> Masterplan / Development Brief <input type="checkbox"/> Other (please state) .....</p>

<p>Does the project help meet at least one of the Council's Corporate Priorities?</p> <p><i>Please tick those that apply</i></p> <p><a href="#">LINK to Council Priorities</a></p>	<p><input checked="" type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b> <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i></p> <p><input type="checkbox"/> <b>Become a greener West Lancashire</b> <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i></p> <p><input type="checkbox"/> <b>A clean, safe environment with affordable homes</b></p>
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	<p><i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i></p> <p><input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b> <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i></p> <p><input type="checkbox"/> <b>Support businesses to adapt and prosper</b></p> <p><input type="checkbox"/> <b>Be a financially sustainable Council by 2023</b> <i>Including: To provide value for money services</i></p>
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<p><b>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</b></p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<p><input type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i></p> <p><input type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i></p> <p><input checked="" type="checkbox"/> <b>Community facilities</b> <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i></p>
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<p><b>Does the project propose?</b></p>	<p><input type="checkbox"/> Provision of new infrastructure</p> <p><input checked="" type="checkbox"/> Improvement of existing infrastructure</p> <p><input type="checkbox"/> Replacement of existing infrastructure</p> <p><input type="checkbox"/> Operation</p> <p><input type="checkbox"/> Maintenance</p>
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<p>What benefits will the scheme deliver to the local area?</p>	<p><input type="checkbox"/> Economic improvements</p> <p><input type="checkbox"/> Environmental improvements</p> <p><input checked="" type="checkbox"/> Social improvements</p>
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<p>Please provide details.</p>	<p>IMPROVEMENT OF LEISURE FACILITIES FOR RUFFORD AND HOLMESWOOD &amp; MERE BROW (OUTDOOR SPORTS FACILITIES)</p>
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<p>What geographic area will the project benefit?</p>	<p><input checked="" type="checkbox"/> Neighbourhood / local</p> <p><input type="checkbox"/> Town / large village</p> <p><input type="checkbox"/> Borough wide / beyond</p>
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<p>Please provide details</p>	<p>VILLAGES OF RUFFORD, HOLMESWOOD &amp; MERE BROW</p>
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<p>Does the proposal have a positive impact on equality?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
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<i>This includes gender, race, age, religion, sexuality, disability</i>	
Please provide details  <i>Please explain if and how any specific equalities groups would be affected by the project.</i>	SPORT FOR ALL
Has the project already benefitted from stakeholder engagement / discussions with the local community?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details  <i>Is there public support? To what degree?</i>	ALREADY INCREASED USE - TENNIS NEED TO COMPLETE PHASE 2 TO ALLOW USE FOR OTHER SPORTS. CRICKET, FOOTBALL, BASKETBALL ETC.

#### 4. Deliverability

When can the infrastructure be delivered?	<input checked="" type="checkbox"/> Within 1-2 years (short term) <input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	If known, in which financial year is the project expected to commence? 2023/2024  If known, in which financial year is the project expected to complete? 2023/2024
Are there any risks to the delivery? Is commencement of the project reliant on any planning, legal or other consents? Is the project reliant on the completion of any other projects first?	NO
Has any work been carried out to date to assess the feasibility of the project?	YES WORK CONTENT EVALUATED / ASSESSED AND QUOTATION PRODUCED
Please set out any key milestones and/or tasks for the project	
Which organisation will be responsible for delivering the infrastructure?	PARISH COUNCIL / YATES PLAYGROUND,

Who will be responsible for the future management and maintenance of the infrastructure?	PARISH COUNCIL RUFFORD & HOLMES WOOD
Are there specific implications, risks or negative impacts if this project does not come forward?	<input checked="" type="checkbox"/> Strategic risks / impacts <input type="checkbox"/> Major risks / impacts <input type="checkbox"/> Minor risks/impacts <input type="checkbox"/> No risks/impacts
Please provide details	MUGA NEEDS TO BE COMPLETED TO BRING FULL BENEFIT OF FACILITY TO RESIDENTS

## 5. Project costs and funding

What is the cost of the project?

Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.

Source	Estimate cost (£)
E.g. Design	£1,000
Materials	£15,000
Labour	£4,000
	<b>£20,000</b>
YATES PLAYGROUND	
COMPLETE WORKS	£13,000

Do you wish to (bid for the) use CIL monies to help deliver the project?	YES
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Are CIL monies needed to deliver the project? What match funding is available or secured?

Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).

Source	Amount (£)	Status of funding	% of total cost
Eg Capital	£16,000	Bid submitted	80%
Grant	£2,000	Secured	10%
CIL	£2,000	Bid submitted	10%
CIL	£13,000.0		28%

Please also set out the risks to the project if any other funding applications were not successful.

PHASE 1 HAS BEEN COMPLETED AT A COST £34,000.0 THIS INCLUDED TOTAL UPGRADE/REPLACEMENT OF PERIMETER FENCING.

TO ENABLE OPTIMUM USE OF THE FACILITY AND COMPLETE PHASE 2. - £13,000.0 REQUIRED

Please detail why CIL funding is needed and/or how it will add value to the project?

*Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).*

IMMEDIATE BENEFITS TO RESIDENTS IN PROVIDING A FULL SPORTS FACILITY BY EARLY DELIVERY.

Thank you for completing this proforma.

Please return to [Nicola.Hamilton@westlancs.gov.uk](mailto:Nicola.Hamilton@westlancs.gov.uk) by **12 noon of 18<sup>th</sup> April 2023**

## 1. Project 198 - Details

Project name:	REPLACEMENT BUS SHELTERS
Proposed location: <i>Where applicable, please provide a plan/map indicating the location of the proposed works</i>	RUFFORD HOLMESWOOD WARD 1, BUS STOP AT HESKETH ARMS 2, BUS STOP AT COUSINS LANE 3, BUS STOP ON HOLMEWOOD ROAD, HOLMESWOOD
Project description: <i>Brief description of the proposal</i>	NEW BUS SHELTERS TO REPLACE THOSE TAKEN DOWN FOR SAFETY REASONS (ONE HAD ALREADY FALLEN DOWN)
Project details: <i>Purpose of the project and details of the works required</i>	BUS SHELTER 2.5M L X 1.3M D X 2.4M HIGH  AS PER QUOTATION

Is the project already on the Infrastructure Delivery Schedule?	<input type="checkbox"/> Yes - If Yes, please provide reference ..... <input checked="" type="checkbox"/> No
Has this project been started?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has this project been completed?	<input type="checkbox"/> Yes - <i>If completed, there is no need to continue with this form.</i> <input checked="" type="checkbox"/> No

## 2. Contact details

Organisation name	RUFFORD AND HOLMESWOOD PARISH COUNCIL
Project lead / contact name	MR KEVIN NEWSHAM CLERK TO THE PARISH COUNCIL
Email: Contact number:	kevin.newsham12@btinternet.com M: 07836 690094 01704 822220
Project partners (if applicable):	

### 3. Identifying strategic need

<p>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>INCREASED NUMBER OF RESIDENTS NOW IN THE LOCAL COMMUNITY</p>
<p>How would the project support or enable growth or planned development in West Lancashire?</p> <p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	

<p>Is the project identified within a relevant local strategy?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Please tick those that apply and provide any relevant strategy / policy details</p>	<p><input type="checkbox"/> Local Plan 2012-2027, WLBC Please state policy/strategy.....</p> <p><input checked="" type="checkbox"/> Transport and Highways Masterplan, LCC</p> <p><input type="checkbox"/> Cycling and Green Infrastructure Strategy, WLBC</p> <p><input type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC</p> <p><input checked="" type="checkbox"/> Health and Wellbeing Strategy, WLBC</p> <p><input type="checkbox"/> Masterplan / Development Brief</p> <p><input type="checkbox"/> Other (please state)</p> <p>.....</p>

<p>Does the project help meet at least one of the Council's Corporate Priorities?</p> <p><i>Please tick those that apply</i></p> <p><a href="#">LINK to Council Priorities</a></p>	<p><input type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b> <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i></p> <p><input type="checkbox"/> <b>Become a greener West Lancashire</b> <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i></p> <p><input checked="" type="checkbox"/> <b>A clean, safe environment with affordable homes</b></p>
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	<p><i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i></p> <p><input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b> <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i></p> <p><input type="checkbox"/> <b>Support businesses to adapt and prosper</b></p> <p><input type="checkbox"/> <b>Be a financially sustainable Council by 2023</b> <i>Including: To provide value for money services</i></p>
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<p><b>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</b></p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<p><input checked="" type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i></p> <p><input type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i></p> <p><input type="checkbox"/> <b>Community facilities</b> <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i></p>
<p><b>Does the project propose?</b></p>	<p><input checked="" type="checkbox"/> Provision of new infrastructure</p> <p><input type="checkbox"/> Improvement of existing infrastructure</p> <p><input type="checkbox"/> Replacement of existing infrastructure</p> <p><input type="checkbox"/> Operation</p> <p><input type="checkbox"/> Maintenance</p>

<p>What benefits will the scheme deliver to the local area?</p>	<p><input type="checkbox"/> Economic improvements</p> <p><input checked="" type="checkbox"/> Environmental improvements</p> <p><input checked="" type="checkbox"/> Social improvements</p>
<p>Please provide details.</p>	<p>BENEFIT OF COMMUNITY</p>
<p>What geographic area will the project benefit?</p>	<p><input checked="" type="checkbox"/> Neighbourhood / local</p> <p><input type="checkbox"/> Town / large village</p> <p><input type="checkbox"/> Borough wide / beyond</p>
<p>Please provide details</p>	<p>RUFFORD AND HOLMESWOOD</p>
<p>Does the proposal have a positive impact on equality?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

<i>This includes gender, race, age, religion, sexuality, disability</i>	
Please provide details  <i>Please explain if and how any specific equalities groups would be affected by the project.</i>	USE FOR ALL
Has the project already benefitted from stakeholder engagement / discussions with the local community?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details  <i>Is there public support? To what degree?</i>	PARISH COUNCIL DISCUSSIONS WITH RESIDENTS

#### 4. Deliverability

<b>When can the infrastructure be delivered?</b>	<input checked="" type="checkbox"/> Within 1-2 years (short term) <input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	<p>If known, in which financial year is the project expected to commence? 2023/2024</p> <p>If known, in which financial year is the project expected to complete? 2023/2024.</p>
Are there any risks to the delivery? Is commencement of the project reliant on any planning, legal or other consents? Is the project reliant on the completion of any other projects first?	<p>No</p> <p>REPLACEMENT OF FORMER EXISTING SHELTER.</p>
Has any work been carried out to date to assess the feasibility of the project?	ASSESSED AND QUOTED FOR
Please set out any key milestones and/or tasks for the project	
Which organisation will be responsible for delivering the infrastructure?	PARISH COUNCIL AND YATES PLAYGROUND

Who will be responsible for the future management and maintenance of the infrastructure?	PARISH COUNCIL
Are there specific implications, risks or negative impacts if this project does not come forward?	<input type="checkbox"/> Strategic risks / impacts <input checked="" type="checkbox"/> Major risks / impacts <input type="checkbox"/> Minor risks/impacts <input type="checkbox"/> No risks/impacts
Please provide details	LOSS OF COMMUNITY AMENITY

## 5. Project costs and funding

What is the cost of the project?

Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.

Source	Estimate cost (£)
E.g. Design	£1,000
Materials	£15,000
Labour	£4,000
	£20,000
YATES PLAYGROUND	
COMPLETE WORKS £3200.0 EACH	£11400.0

Do you wish to (bid for the) use CIL monies to help deliver the project?	YES
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Are CIL monies needed to deliver the project? What match funding is available or secured?

Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).

Source	Amount (£)	Status of funding	% of total cost
Eg Capital	£16,000	Bid submitted	80%
Grant	£2,000	Secured	10%
CIL	£2,000	Bid submitted	10%
CIL	£9900		87%

Please also set out the risks to the project if any other funding applications were not successful.

PARISH COUNCIL WILL PROVIDE £1500

Please detail why CIL funding is needed and/or how it will add value to the project?

*Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).*

CIL WILL HELP DELIVER THE PROJECT

Thank you for completing this proforma.

Please return to [Nicola.Hamilton@westlancs.gov.uk](mailto:Nicola.Hamilton@westlancs.gov.uk) by **12 noon of 18<sup>th</sup> April 2023**

## 1. Project 199 - Details

Project name:	RUFFORD PARK PLAY AREA.
Proposed location : <i>Where applicable, please provide a plan/map indicating the location of the proposed works</i>	RUFFORD PARK
Project description: <i>Brief description of the proposal</i>	REPLACEMENT OF FREQUENTLY VANDALISED WOODEN BOAT
Project details: <i>Purpose of the project and details of the works required</i>	WOODEN BOAT REPLACED WITH! BOAT CONSTRUCTED OF GALVANISED STEEL AND RECYCLED PLASTIC  AS PER QUOTATION

Is the project already on the Infrastructure Delivery Schedule?	<input type="checkbox"/> Yes - If Yes, please provide reference ..... <input checked="" type="checkbox"/> No
Has this project been started?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has this project been completed?	<input type="checkbox"/> Yes - <i>If completed, there is no need to continue with this form.</i> <input checked="" type="checkbox"/> No

## 2. Contact details

Organisation name	RUFFORD AND HOLNESWOOD PARISH COUNCIL
Project lead / contact name	MR KEVIN NEWSHAM CLERK TO THE PARISH COUNCIL
Email: Contact number:	Kevin.newsham12@btinternet.com M: 01836 690094 01704 822220
Project partners (if applicable):	

### 3. Identifying strategic need

<p><b>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</b></p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>UPKEEP OF PLAYAREA TO MEET DEMAND FROM INCREASED NUMBER OF RESIDENTS FROM NEW DEVELOPMENTS</p>
<p><b>How would the project support or enable growth or planned development in West Lancashire?</b></p> <p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	

<p><b>Is the project identified within a relevant local strategy?</b></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>Please tick those that apply and provide any relevant strategy / policy details</b></p>	<p><input type="checkbox"/> Local Plan 2012-2027, WLBC Please state policy/strategy.....</p> <p><input type="checkbox"/> Transport and Highways Masterplan, LCC</p> <p><input type="checkbox"/> Cycling and Green Infrastructure Strategy, WLBC</p> <p><input checked="" type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC</p> <p><input type="checkbox"/> Health and Wellbeing Strategy, WLBC</p> <p><input type="checkbox"/> Masterplan / Development Brief</p> <p><input type="checkbox"/> Other (please state)</p> <p>.....</p>

<p><b>Does the project help meet at least one of the Council's Corporate Priorities?</b></p> <p><i>Please tick those that apply</i></p> <p><a href="#">LINK to Council Priorities</a></p>	<p><input checked="" type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b> <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i></p> <p><input type="checkbox"/> <b>Become a greener West Lancashire</b> <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i></p> <p><input type="checkbox"/> <b>A clean, safe environment with affordable homes</b></p>
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	<p><i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i></p> <p><input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b> <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i></p> <p><input type="checkbox"/> <b>Support businesses to adapt and prosper</b></p> <p><input type="checkbox"/> <b>Be a financially sustainable Council by 2023</b> <i>Including: To provide value for money services</i></p>
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<p><b>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</b></p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<p><input type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i></p> <p><input checked="" type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i></p> <p><input type="checkbox"/> <b>Community facilities</b> <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i></p>
<p><b>Does the project propose?</b></p>	<p><input type="checkbox"/> Provision of new infrastructure</p> <p><input type="checkbox"/> Improvement of existing infrastructure</p> <p><input checked="" type="checkbox"/> Replacement of existing infrastructure</p> <p><input type="checkbox"/> Operation</p> <p><input type="checkbox"/> Maintenance</p>

<p>What benefits will the scheme deliver to the local area?</p>	<p><input type="checkbox"/> Economic improvements</p> <p><input type="checkbox"/> Environmental improvements</p> <p><input checked="" type="checkbox"/> Social improvements</p>
<p>Please provide details.</p>	<p>IMPROVED PLAY AREA FOR YOUNGER CHILDREN</p>
<p>What geographic area will the project benefit?</p>	<p><input checked="" type="checkbox"/> Neighbourhood / local</p> <p><input type="checkbox"/> Town / large village</p> <p><input type="checkbox"/> Borough wide / beyond</p>
<p>Please provide details</p>	<p>RUFFORD &amp; HOLMESWOOD</p>
<p>Does the proposal have a positive impact on equality?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

<i>This includes gender, race, age, religion, sexuality, disability</i>	
Please provide details  <i>Please explain if and how any specific equalities groups would be affected by the project.</i>	BENEFIT TO ALL CHILDREN
Has the project already benefitted from stakeholder engagement / discussions with the local community?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details  <i>Is there public support? To what degree?</i>	PARISH COUNCIL DISCUSSION WITH RESIDENTS. RESIDENTS LOBBY P.COUNCIL FOR IMPROVED FACILITIES IN THE PARK.

#### 4. Deliverability

When can the infrastructure be delivered?	<input checked="" type="checkbox"/> Within 1-2 years (short term) <input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	If known, in which financial year is the project expected to commence? 2023/2024  If known, in which financial year is the project expected to complete? 2023/2024
Are there any risks to the delivery? Is commencement of the project reliant on any planning, legal or other consents? Is the project reliant on the completion of any other projects first?	NO
Has any work been carried out to date to assess the feasibility of the project?	ASSESSMENT MADE AND QUOTED FOR.
Please set out any key milestones and/or tasks for the project	
Which organisation will be responsible for delivering the infrastructure?	PARISH COUNCIL / YATES PLAYGROUND



Who will be responsible for the future management and maintenance of the infrastructure?	PARISH COUNCIL RUFFORD & HOLMESWOOD
Are there specific implications, risks or negative impacts if this project does not come forward?	<input type="checkbox"/> Strategic risks / impacts <input type="checkbox"/> Major risks / impacts <input checked="" type="checkbox"/> Minor risks/impacts <input type="checkbox"/> No risks/impacts
Please provide details	LOSS OF PLAY FACILITY IF PROJECT DOES NOT GO AHEAD.

## 5. Project costs and funding

What is the cost of the project?	
<i>Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.</i>	
Source	Estimate cost (£)
E.g. Design	£1,000
Materials	£15,000
Labour	£4,000
	<b>£20,000</b>
YATES PLAYGROUND	
COMPLETE WORKS	£4500.0

Do you wish to (bid for the) use CIL monies to help deliver the project?	YES
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Are CIL monies needed to deliver the project? What match funding is available or secured?			
<i>Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).</i>			
Source	Amount (£)	Status of funding	% of total cost
Eg Capital	£16,000	Bid submitted	80%
Grant	£2,000	Secured	10%
CIL	£2,000	Bid submitted	10%
CIL			100%
<i>Please also set out the risks to the project if any other funding applications were not successful.</i>			

Please detail why CIL funding is needed and/or how it will add value to the project?

*Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).*

ENABLE PROJECT TO GO AHEAD EARLIER.

Thank you for completing this proforma.

Please return to [Nicola.Hamilton@westlancs.gov.uk](mailto:Nicola.Hamilton@westlancs.gov.uk) by 12 noon of 18<sup>th</sup> April 2023





**COMMUNITY INFRASTRUCTURE FUNDING PROGRAMME 2023**

**APPENDIX B iii**

**ALL EXTERNAL INFRASTRUCTURE PROVIDER BIDS**

## 1. Project 193 - Details

Project name:	<b>Richmond Park – Football Pitch Maintenance Works</b>
Proposed location : <i>Where applicable, please provide a plan/map indicating the location of the proposed works</i>	Richmond Park Junction Lane Burscough L40 4SN
Project description:  <i>Brief description of the proposal</i>	Maintenance and upgrade of football pitch at Richmond Park, Burscough
Project details:  <i>Purpose of the project and details of the works required</i>	Pitch overseeding, fertilising, and rootzone for worn and untreated pitch over many seasons.

Is the project already on the Infrastructure Delivery Schedule?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please provide reference .....
Has this project been started?	<input type="checkbox"/> Yes carried out <input checked="" type="checkbox"/> No
Has this project been completed?	<input checked="" type="checkbox"/> No

## 2. Contact details

Organisation name	Burscough Richmond AFC
Project lead / contact name	Chris Clandon
Email: Contact number:	<a href="mailto:cc@bridgeconsultants.co.uk">cc@bridgeconsultants.co.uk</a> 07976896195
Project partners (if applicable):	N/A

### 3. Identifying strategic need

<p><b>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</b></p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>Public park which houses a football pitch which is used by many stakeholders that due to several years of a lack of investment is in need of investment to bring to a reasonable standard. Increased housing in the town and shortage of sporting facilities or not very well maintained facilities in need of maintenance.</p>
<p><b>How would the project support or enable growth or planned development in West Lancashire?</b></p> <p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	<p>Ensure continued upkeep of public park and sporting facility which are in short supply across the borough.</p>

<p><b>Is the project identified within a relevant local strategy?</b></p>	<p>X <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Please tick those that apply and provide any relevant strategy / policy details</p>	<p>X <input type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC X <input type="checkbox"/> Health and Wellbeing Strategy, WLBC</p>

<p><b>Does the project help meet at least one of the Council's Corporate Priorities?</b></p> <p><i>Please tick those that apply</i></p> <p><a href="#">LINK to Council Priorities</a></p>	<p><input type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b> <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i></p> <p><input type="checkbox"/> <b>Become a greener West Lancashire</b> <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i></p> <p><input type="checkbox"/> <b>A clean, safe environment with affordable homes</b> <i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i></p> <p>X <input type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b> <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i></p> <p><input type="checkbox"/> <b>Support businesses to adapt and prosper</b></p> <p><input type="checkbox"/> <b>Be a financially sustainable Council by 2023</b></p>
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	<i>Including: To provide value for money services</i>
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<p><b>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</b></p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<p><input type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i></p> <p><input checked="" type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i></p> <p><input type="checkbox"/> <b>Community facilities</b> <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i></p>
<p><b>Does the project propose?</b></p>	<p><input type="checkbox"/> Provision of new infrastructure</p> <p><input checked="" type="checkbox"/> Improvement of existing infrastructure</p> <p><input type="checkbox"/> Replacement of existing infrastructure</p> <p><input type="checkbox"/> Operation</p> <p><input type="checkbox"/> Maintenance</p>

<p>What benefits will the scheme deliver to the local area?</p>	<p><input type="checkbox"/> Economic improvements</p> <p><input checked="" type="checkbox"/> Environmental improvements</p> <p><input checked="" type="checkbox"/> Social improvements</p>
<p>Please provide details.</p>	<p>Enhancement of open green spaces used primarily by the general public but also by the football club.</p>
<p>What geographic area will the project benefit?</p>	<p><input checked="" type="checkbox"/> Neighbourhood / local</p> <p><input checked="" type="checkbox"/> Town / large village</p> <p><input type="checkbox"/> Borough wide / beyond</p>
<p>Please provide details</p>	<p>Members of community of Burscough</p>
<p>Does the proposal have a positive impact on equality?</p> <p><i>This includes gender, race, age, religion, sexuality, disability</i></p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Please provide details</p> <p><i>Please explain if and how any specific equalities groups would be affected by the project.</i></p>	<p>Richmond park is a public space available to be used by all members of the community.</p>
<p>Has the project already benefitted from stakeholder</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>



engagement / discussions with the local community?	n/a
Please provide details <i>Is there public support? To what degree?</i>	n/a

#### 4. Deliverability

When can the infrastructure be delivered?	<input checked="" type="checkbox"/> Within 1-2 years (short term) <input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	<p>If known, in which financial year is the project expected to commence?</p> <p>22-23 – the project can commence asap.</p> <p>If known, in which financial year is the project expected to complete?</p> <p>22-23 – the project will take only days to complete</p>
Are there any risks to the delivery? Is commencement of the project reliant on any planning, legal or other consents? Is the project reliant on the completion of any other projects first?	n/a
Has any work been carried out to date to assess the feasibility of the project?	n/a
Please set out any key milestones and/or tasks for the project	n/a
Which organisation will be responsible for delivering the infrastructure?	External contractor – Duncan Ross Ltd
Who will be responsible for the future management and maintenance of the infrastructure?	Jointly Burscough Richmond AFC / WLBC
Are there specific implications, risks or negative impacts if this project does not come forward?	<input type="checkbox"/> Strategic risks / impacts <input checked="" type="checkbox"/> Major risks / impacts <input type="checkbox"/> Minor risks/impacts <input type="checkbox"/> No risks/impacts

Please provide details	The football pitch is in need of some maintenance works after several years of no investment due to COVID19 and financial restrictions. The stakeholders of the park including the football club require the pitch to be invested in in order to maintain high quality facilities for all its stakeholders and the community generally as it is a multi-purpose public park.
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## 5. Project costs and funding

What is the cost of the project?	
<i>Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.</i>	
<b>Source</b>	<b>Estimate cost (£)</b>
<i>Duncan Ross</i>	<b>£6068.40</b>
Overseeding pitch area 2 passes with 10 bags seed	1320.00
Supply and apply 11 bags @ £47 per bag spring summer slow release fertiliser plus £280 for spreading	797.00
Supply and spread and drag mat 60tonne Rootzone	2940.00
VAT	1011.40

<b>Do you wish to (bid for the) use CIL monies to help deliver the project?</b>	Yes
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<b>Are CIL monies needed to deliver the project? What match funding is available or secured?</b>			
<i>Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).</i>			
<b>Source</b>	<b>Amount (£)</b>	<b>Status of funding</b>	<b>% of total cost</b>
BRFC	1517.10	In place	25%
CIL Funding	4551.30	Pending	75%
<i>If the additional funding is not secured, then both the other sources of funding will be withdrawn, as the additional funding from this bid are key to ensuring the project is deliverable</i>			

<b>Please detail why CIL funding is needed and/or how it will add value to the project?</b>
<i>Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).</i>

The football club does not have the funds required to meet the quotation for the works that need performing.

CIL monies would help enormously to ensure the maintenance and upkeep of a public open space including football pitch which has had a lack of investment over several years and is in desperate need of investment for the many stakeholders of the public park.

**Thank you for completing this proforma.**

**Please return to [Nicola.Hamilton@westlancs.gov.uk](mailto:Nicola.Hamilton@westlancs.gov.uk)**

## 1. Project 195 - Details

Project name:	<b>Green Lane – Rugby Pitch Works</b>
Proposed location : <i>Where applicable, please provide a plan/map indicating the location of the proposed works</i>	Green Lane Ormskirk L39 1ND
Project description:  <i>Brief description of the proposal</i>	Maintenance and drainage upgrade at Green Lane Rugby pitch
Project details:  <i>Purpose of the project and details of the works required</i>	Verti-Drain, Pitch overseeding, fertilising, and sand spread.

Is the project already on the Infrastructure Delivery Schedule?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  If Yes, please provide reference .....
Has this project been started?	<input type="checkbox"/> Yes carried out <input checked="" type="checkbox"/> No
Has this project been completed?	<input checked="" type="checkbox"/> No

## 2. Contact details

Organisation name	Ormskirk Rugby Club
Project lead / contact name	Brian Stevenson
Email: Contact number:	Club Chair <a href="mailto:chair@ormskirkrugby.co.uk">chair@ormskirkrugby.co.uk</a> 07976896722
Project partners (if applicable):	N/A

## 3. Identifying strategic need

Does the project meet a local need or demand that has	
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<p><b>arisen or been exacerbated as a result of new development?</b></p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>This financial support will help us create an empowered, engaged, and inclusive community. The club is not only a leisure club, our 405 members will be able to continue to play Rugby yes, but we also support businesses to adapt and prosper. We allow Slimming world, music clubs, educational partners, and the NHS to use our site to ensure that locals are healthy, happy, safe, and resilient.</p>
<p>How would the project support or enable growth or planned development in West Lancashire?</p> <p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	<p>Ensure continued upkeep of public park and sporting facility enabling our community to benefit from a safe place to play and compete.</p>

<p><b>Is the project identified within a relevant local strategy?</b></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Please tick those that apply and provide any relevant strategy / policy details</p>	<p><input checked="" type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC <input checked="" type="checkbox"/> Health and Wellbeing Strategy, WLBC</p>

<p><b>Does the project help meet at least one of the Council's Corporate Priorities?</b></p> <p><i>Please tick those that apply</i></p> <p><a href="#">LINK to Council Priorities</a></p>	<p><input checked="" type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b> <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i></p> <p><input type="checkbox"/> <b>Become a greener West Lancashire</b> <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i></p> <p><input type="checkbox"/> <b>A clean, safe environment with affordable homes</b> <i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i></p> <p><input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b> <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i></p> <p><input checked="" type="checkbox"/> <b>Support businesses to adapt and prosper</b></p> <p><input type="checkbox"/> <b>Be a financially sustainable Council by 2023</b> <i>Including: To provide value for money services</i></p>
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<p><b>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</b></p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<p><input type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i></p> <p><input checked="" type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i></p> <p><input checked="" type="checkbox"/> <b>Community facilities</b> <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i></p>
<p><b>Does the project propose?</b></p>	<p><input type="checkbox"/> Provision of new infrastructure</p> <p><input checked="" type="checkbox"/> Improvement of existing infrastructure</p> <p><input type="checkbox"/> Replacement of existing infrastructure</p> <p><input type="checkbox"/> Operation</p> <p><input type="checkbox"/> Maintenance</p>

<p>What benefits will the scheme deliver to the local area?</p>	<p><input type="checkbox"/> Economic improvements</p> <p><input checked="" type="checkbox"/> Environmental improvements</p> <p><input checked="" type="checkbox"/> Social improvements</p>
<p>Please provide details.</p>	<p>Enhancement of open green spaces used primarily by the general public but also by the football club.</p>
<p>What geographic area will the project benefit?</p>	<p><input checked="" type="checkbox"/> Neighbourhood / local</p> <p><input checked="" type="checkbox"/> Town / large village</p> <p><input type="checkbox"/> <b>X</b> Borough wide / beyond</p>
<p>Please provide details</p>	<p>Members of community of Ormskirk predominately however we do have members from all across west Lancashire.</p>
<p>Does the proposal have a positive impact on equality?</p> <p><i>This includes gender, race, age, religion, sexuality, disability</i></p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Please provide details</p> <p><i>Please explain if and how any specific equalities groups would be affected by the project.</i></p>	<p>Green Lane Playing field is a public space available to be used by all members of the community.</p> <p>In addition, the club has 405 members including 10 Junior teams, 3 adult men's teams and 1 female team.</p>
<p>Has the project already benefitted from stakeholder</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

engagement / discussions with the local community?	n/a
Please provide details <i>Is there public support? To what degree?</i>	n/a

#### 4. Deliverability

When can the infrastructure be delivered?	<input checked="" type="checkbox"/> Within 1-2 years (short term) <input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	<p>If known, in which financial year is the project expected to commence?</p> <p>2023 – the project can commence asap.</p> <p>If known, in which financial year is the project expected to complete?</p> <p>2023 – the project will take only days to complete</p>
Are there any risks to the delivery? Is commencement of the project reliant on any planning, legal or other consents? Is the project reliant on the completion of any other projects first?	No.
Has any work been carried out to date to assess the feasibility of the project?	Yes, we have secured the professional opinion of a local turf supplier.
Please set out any key milestones and/or tasks for the project	n/a
Which organisation will be responsible for delivering the infrastructure?	External contractor – Lancashire Turf Suppliers LTD
Who will be responsible for the future management and maintenance of the infrastructure?	ORC until 2036 / WLBC landlord
Are there specific implications, risks or negative impacts if this project does not come forward?	<input type="checkbox"/> Strategic risks / impacts <input checked="" type="checkbox"/> Major risks / impacts <input type="checkbox"/> Minor risks/impacts

	<input type="checkbox"/> No risks/impacts
Please provide details	The Rugby pitch needs improvement works after several years of no investment due to COVID19 and financial restrictions. Without financial support the pitch will become unplayable, and usage will eventually have to be suspended.

## 5. Project costs and funding

What is the cost of the project?	
<i>Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.</i>	
Source	Estimate cost (£)
Lancashire Turf Suppliers limited	£4,786.30
VAT	£782.06
	£3191.81
VAT	£501.80

<b>Do you wish to (bid for the) use CIL monies to help deliver the project?</b>	Yes
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<b>Are CIL monies needed to deliver the project? What match funding is available or secured?</b>			
<i>Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).</i>			
Source	Amount (£)	Status of funding	% of total cost
CIL funding	£9261.97	Pending	100%
<i>If the additional funding is not secured, then both the other sources of funding will be withdrawn, as the additional funding from this bid are key to ensuring the project is deliverable</i>			

Please detail why CIL funding is needed and/or how it will add value to the project?
<i>Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).</i>




The club is struggling to retain a fair financial position following covid. We do our very best to ensure the facility to compliant and well presented to the community but on this occasion we do need some help.

**Thank you for completing this proforma.**

**Please return to [Nicola.Hamilton@westlancs.gov.uk](mailto:Nicola.Hamilton@westlancs.gov.uk)**

# 1. Project 200 - Details

<p>Project name:</p>	<p><b>Halsall-Scarisbrick canal towpath enhancement</b></p>
<p>Proposed location :</p> <p><i>Where applicable, please provide a plan/map indicating the location of the proposed works</i></p>	<p>Leeds &amp; Liverpool Canal LL-032-004 Bridge 27A Scarisbrick Bridge to LL-032-003 Bridge 25 Hallsall Warehouse Bridge.</p> 
<p>Project description:</p> <p><i>Brief description of the proposal</i></p>	<p>Resurfacing of canal towpath between Summerwood Lane, Halsall and Scarisbrick Marina with a 2m wide crushed stone surface, 2,250m in length.</p>
<p>Project details:</p> <p><i>Purpose of the project and details of the works required</i></p>	<p>Following on from the recently completed housing development on Summerwood Lane, Halsall, there are £15k worth of o/s S106 monies allocated to sustainable transport improvements in the vicinity of the development. In order to maximise the value of this developer contribution and for a resurfacing project also to be worthwhile for all parties concerned, this project seeks to improve the existing towpath between Halsall and Scarisbrick, which currently has a poor condition (unsurfaced).</p> <p>There is a defined start/end point at either end, with a car park at the Halsall end and popular marina at the Scarisbrick end. The Halsall end connects Halsall village, The Ship Inn and nearby school with the Scarisbrick end connects with Pinfold, the A570 (for bus routes to Burscough and Ormskirk), the marina café, and two nearby schools.</p>

Is the project already on the Infrastructure Delivery Schedule?	<input type="checkbox"/> Yes - If Yes, please provide reference ..... <input checked="" type="checkbox"/> No
Has this project been started?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has this project been completed?	<input type="checkbox"/> Yes - <i>If completed, there is no need to continue with this form.</i> <input checked="" type="checkbox"/> No

## 2. Contact details

Organisation name	Canals & Rivers Trust
Project lead / contact name	Joe Hildred
Email: Contact number:	<a href="mailto:joe.hildred@canalrivertrust.org.uk">joe.hildred@canalrivertrust.org.uk</a>
Project partners (if applicable):	The CRT will lead on this project.

## 3. Identifying strategic need

<p><b>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</b></p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>The recent 14-home development at Summerwood Lane, Halsall was approved with a S106 agreement that £15k worth of sustainable travel improvements would be carried out. It has been suggested that as the development is so close to the canal, and as the towpath serves as a key active travel corridor in the area away from the busy A5147, that the monies could go towards towpath improvements. As £15k doesn't allow for significant improvements to the towpath surface, which is currently in a poor, unsurfaced condition, it makes sense for money to combine with another source in order to carry out a more substantial and worthwhile project. Scarisbrick Marina's recent expansion, including its caravan park should also be considered with regards to new development and increased demand.</p>
<p><b>How would the project support or enable growth or planned development in West Lancashire?</b></p> <p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	<p>The recent development at Summerwood Lane, whilst small in size and scale, has limited sustainable travel options, which is why the S106 agreement was drawn up in the first place. These monies still haven't been spent, hence the residents who've moved in will be reliant on private car use as there are no essential amenities or facilities nearby – certainly not journeys that can be comfortably made by foot or on bike. However, if the towpath was improved up to Scarisbrick, this would facilitate a much safer and attractive walking route to Scarisbrick (compared with the A5147), where a frequent bus service to Burscough and Ormskirk is served. This section may then pave the way for the section between Scarisbrick and Burscough to be completed, which would then ensure a complete and fully surfaced cycle route from Halsall to Wigan along the canal.</p>

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<b>Is the project identified within a relevant local strategy?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please tick those that apply and provide any relevant strategy / policy details	<input type="checkbox"/> Local Plan 2012-2027, WLBC Please state policy/strategy..... <input type="checkbox"/> Transport and Highways Masterplan, LCC <input checked="" type="checkbox"/> Cycling and Green Infrastructure Strategy, WLBC <input type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC <input type="checkbox"/> Health and Wellbeing Strategy, WLBC <input type="checkbox"/> Masterplan / Development Brief <input type="checkbox"/> Other (please state) .....

<b>Does the project help meet at least one of the Council's Corporate Priorities?</b>	<input checked="" type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b> <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i>
<i>Please tick those that apply</i>	<input checked="" type="checkbox"/> <b>Become a greener West Lancashire</b> <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i>
<a href="#">LINK to Council Priorities</a>	<input checked="" type="checkbox"/> <b>A clean, safe environment with affordable homes</b> <i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i>
	<input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b> <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i>
	<input checked="" type="checkbox"/> <b>Support businesses to adapt and prosper</b>
	<input checked="" type="checkbox"/> <b>Be a financially sustainable Council by 2023</b> <i>Including: To provide value for money services</i>

<b>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</b>	<input checked="" type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i>
Please tick the infrastructure type(s)	<input checked="" type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i>

<a href="#">Link to the IFS</a>	<input type="checkbox"/> <b>Community facilities</b> <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i>
<b>Does the project propose?</b>	<input type="checkbox"/> Provision of new infrastructure <input checked="" type="checkbox"/> Improvement of existing infrastructure <input type="checkbox"/> Replacement of existing infrastructure <input type="checkbox"/> Operation <input type="checkbox"/> Maintenance

<b>What benefits will the scheme deliver to the local area?</b>	<input checked="" type="checkbox"/> Economic improvements <input checked="" type="checkbox"/> Environmental improvements <input checked="" type="checkbox"/> Social improvements
<b>Please provide details.</b>	<p>Economic Improvements - Increased number of people using canal towpath supporting canal side businesses (Ship Inn, Marina café, caravan parks, Heaton's Bridge pub). Builds on heritage of the area making it a more attractive place to live supporting proposed development in the area.</p> <p>Environmental improvements – fully accessible cycling and walking routes enable trips to be made which may previously have been made by car, or not at all. Current towpath surface is a barrier to those on wheels, and during periods of heavy rainfall, also a barrier to those travelling on foot. There are limited alternatives in the area to actively travel off-highway. Main road (A5147) unattractive due to traffic volume while surrounding lanes all have national speed limit or 40mph limit, hence unattractive due to high traffic speeds.</p> <p>Social improvements – travelling by bicycle or on foot creates good habits for new and existing residents and improvements to existing routes only enable more trips to be made by these modes. The most vulnerable users in the local communities stand to benefit the most, as the towpath will be more accessible, and is already an attractive route, so has the added benefit of boosting mental health as well as physical. Potential benefits for local school children in the area too with three schools within close proximity of the route extents.</p>
<b>What geographic area will the project benefit?</b>	<input checked="" type="checkbox"/> Neighbourhood / local <input type="checkbox"/> Town / large village <input checked="" type="checkbox"/> Borough wide / beyond
<b>Please provide details</b>	<p>Neighbourhood / local – Benefits to the surrounding residential areas of Halsall and Pinfold, with close proximity to two primary schools, a high school, a popular marina with café and two large caravan parks, which attract many visitors per year.</p> <p>Borough wide / beyond – The towpath east of Scarisbrick Marina leads to NCN562 – cycle route between Southport and Wigan via</p>

	Burscough. Many leisure cyclists and walkers use the canal towpath as part of a larger leisure journey, and will often draw in users from more urban areas wishing to escape traffic and enjoy more pleasant routes. Improved surfaces almost invariably lead to an increase in usage – across all active modes.
Does the proposal have a positive impact on equality?  <i>This includes gender, race, age, religion, sexuality, disability</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details  <i>Please explain if and how any specific equalities groups would be affected by the project.</i>	<p>Women generally travel by foot or bicycle a lot less than men. Same is true of children, as various empirical studies have shown over time. Safe active travel routes remove severances which would otherwise prevent women and children from travelling by their own steam, particularly when alone.</p> <p>Elderly users are almost always disadvantaged by dangerous roads and severances, as well as poorly surfaced footpaths. If such users are unable to drive, dangerous road conditions and inaccessible footpaths can be a barrier to travelling independently and runs the risk of increased social isolation.</p> <p>Disabled users will benefit from improved surfacing and as a result of the crushed stone surface. Similarly, to female and elderly users, hostile roads are a major barrier to disabled users travelling on their own accord and the canal towpath here offers a much more pleasant route between the two settlements.</p> <p>In short, an improved towpath surface at this location allows a wider reach of society to access the nearby schools, marina, bus stops and canal towpath in general (for journeys onwards to Burscough and Wigan) within the immediate area, increasing social equality and removing barriers to active travel.</p>
Has the project already benefitted from stakeholder engagement / discussions with the local community?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please provide details  <i>Is there public support? To what degree?</i>	Public objections would be unlikely – no impact on highway network, no impact on local businesses or households, limited impact on heritage, ecology, and local character.

#### 4. Deliverability

When can the infrastructure be	<input checked="" type="checkbox"/> Within 1-2 years (short term)
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delivered?	<input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	<p>If known, in which financial year is the project expected to commence? 2024/25</p> <p>If known, in which financial year is the project expected to complete? 2024/25</p> <p>A Project Manager would be drawn from CRT's 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.</p>
Are there any risks to the delivery? Is commencement of the project reliant on any planning, legal or other consents? Is the project reliant on the completion of any other projects first?	<p>This project is low risk from a deliverability point of view. It does not affect the highway or PRoW network, no washwall repairs or access improvements are proposed, there is no intention to install lighting (no ecological risk), and the path is entirely owned and maintained by the CRT, who will be managing this project. The project is not reliant on any other project's completion. As always, there will be a level of risk/contingency in there for some level of unforeseen/rising costs.</p>
Has any work been carried out to date to assess the feasibility of the project?	<p>High-level feasibility work by the CRT has established the low-risk nature of this project. A cost estimate has been provided. As an additional note to this – the work that has already been done to produce this estimate is the bulk of the work prior to formal design. Everything after this is included in the estimates above.</p>
Please set out any key milestones and/or tasks for the project	<p>The CRT will project manage this scheme and can provide this information on request if necessary.</p>
Which organisation will be responsible for delivering the infrastructure?	<p>Canal &amp; Rivers Trust.</p>
Who will be responsible for the future management and maintenance of the infrastructure?	<p>Canal &amp; Rivers Trust.</p>
Are there specific implications, risks or negative impacts if this project does not come forward?	<input type="checkbox"/> Strategic risks / impacts <input checked="" type="checkbox"/> Major risks / impacts <input type="checkbox"/> Minor risks/impacts <input type="checkbox"/> No risks/impacts
Please provide details	<p>The main risk for WLBC is the outstanding S106 monies from the Summerwood Gardens development, which need to be committed by Sep 2024, or else the money is at risk of being recouped by the developer. If that's the case a suitable alternative scheme will need to be found.</p>

## 5. Project costs and funding

What is the cost of the project?

*Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.*

Source	Estimate cost (£)
2,250m long and 2m wide Crushed stone surface	£175,095.14
+8.5% contingency costs	£15,000.00
<b>Total Cost</b>	<b>£190,095.14</b>

**Do you wish to (bid for the) use CIL monies to help deliver the project?**

Yes

**Are CIL monies needed to deliver the project? What match funding is available or secured?**

*Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).*

Source	Amount (£)	Status of funding	% of total cost
S106	£15,000	Secured, but needs to be committed by Sep 2024	7.9%
CIL	£175,095.14	Proposed – to be secured	92.1%

*Please also set out the risks to the project if any other funding applications were not successful.*

N.B. The CRT have some bank repair work planned next to the length in question (on a section with heritage setts so it wouldn't be resurfaced) and could use that to demonstrate an increased match amount. For further info please contact Joe Hildred.

**Please detail why CIL funding is needed and/or how it will add value to the project?**

*Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).*

Without CIL funding, the project cannot happen and the S106 monies would need allocating to a different or much stripped down project. There may still be improvements the CRT can make with the £15k of S106, but in order to maximise its potential, the CIL top-up ensures the money can be pooled and committed to by its expiry date of Sep 2024. There are no other funding sources available that



would be able to fund this project in the immediate future as Active Travel Fund generally does not support canal towpath interventions. It must also be noted that the WLBC Green Infrastructure and Cycling Strategy (p38) identifies Improvement works to the towpath on the Leeds-Liverpool Canal between Burscough and Lydiate to provide an off-road cycle path at a cost of £2.6m, so this section would help go towards fulfilling that proposal.

Additionally, the recent towpath upgrade works between Parbold and Wigan and Appley Bridge (still in construction) show the CRT are capable and willing partners to help carry out these socially and environmentally important projects for the borough. The canal is a key green and blue asset and the more towpath sections that can be upgraded take the borough one step closer to having a fully accessible towpath from its border with Sefton to its border with Wigan.

**Thank you for completing this proforma.**

**Please return to [Nicola.Hamilton@westlancs.gov.uk](mailto:Nicola.Hamilton@westlancs.gov.uk) by 12 noon of 18<sup>th</sup> April 2023**

## 1. Project 201 - Details

Project name:	<b>Ormskirk West End FC– Football Pitch Works</b>
Proposed location : <i>Where applicable, please provide a plan/map indicating the location of the proposed works</i>	Whittle Drive Ormskirk L39 1PU
Project description:  <i>Brief description of the proposal</i>	Drainage support for the pitch at Ormskirk West End ground.
Project details:  <i>Purpose of the project and details of the works required</i>	Verti-Drain, Pitch overseeding, fertilising, and sand spread.

Is the project already on the Infrastructure Delivery Schedule?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please provide reference .....
Has this project been started?	<input type="checkbox"/> Yes carried out <input checked="" type="checkbox"/> No
Has this project been completed?	<input checked="" type="checkbox"/> No

## 2. Contact details

Organisation name	Whittle Drive Football Club
Project lead / contact name	Chris Bull
Email: Contact number:	<a href="mailto:chrissybull6@gmail.com">chrissybull6@gmail.com</a>
Project partners (if applicable):	N/A

## 3. Identifying strategic need

Does the project meet a local need or demand that has	
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<p><b>arisen or been exacerbated as a result of new development?</b></p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>This financial support will help us create an empowered, engaged, and inclusive community asset for all to enjoy.</p> <p>As the site is POS, this attracts many dog walkers and joggers/runners all year round. The condition of the site is becoming problematic for these residents in addition to pour club members.</p> <p>We cancelled multiple fixtures during the winter season due to a waterlogged pitch.</p>
<p><b>How would the project support or enable growth or planned development in West Lancashire?</b></p> <p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	<p>Ensure continued upkeep of public open space and a sporting facility enabling our community to benefit from a safe place to play and compete.</p>

<p><b>Is the project identified within a relevant local strategy?</b></p>	<p>X <input type="checkbox"/> Yes  <input type="checkbox"/> No</p>
<p>Please tick those that apply and provide any relevant strategy / policy details</p>	<p>X <input type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC  X <input type="checkbox"/> Health and Wellbeing Strategy, WLBC</p>

<p><b>Does the project help meet at least one of the Council's Corporate Priorities?</b></p> <p><i>Please tick those that apply</i></p> <p><a href="#">LINK to Council Priorities</a></p>	<p>X <input type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b>  <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i></p> <p><input type="checkbox"/> <b>Become a greener West Lancashire</b>  <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i></p> <p><input type="checkbox"/> <b>A clean, safe environment with affordable homes</b>  <i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i></p> <p>X <input type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b>  <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i></p> <p>X <input type="checkbox"/> <b>Support businesses to adapt and prosper</b></p>
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	<input type="checkbox"/> <b>Be a financially sustainable Council by 2023</b> <i>Including: To provide value for money services</i>
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<p>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<input type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i>  <input checked="" type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i>  <input checked="" type="checkbox"/> <b>Community facilities</b> <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i>
<p>Does the project propose?</p>	<input type="checkbox"/> Provision of new infrastructure <input checked="" type="checkbox"/> Improvement of existing infrastructure <input type="checkbox"/> Replacement of existing infrastructure <input type="checkbox"/> Operation <input type="checkbox"/> Maintenance

<p>What benefits will the scheme deliver to the local area?</p>	<input type="checkbox"/> Economic improvements <input checked="" type="checkbox"/> Environmental improvements <input checked="" type="checkbox"/> Social improvements
<p>Please provide details.</p>	<p>Enhancement of open green spaces used primarily by the general public but also by the football club.</p>
<p>What geographic area will the project benefit?</p>	<input checked="" type="checkbox"/> Neighbourhood / local <input checked="" type="checkbox"/> Town / large village <input type="checkbox"/> Borough wide / beyond
<p>Please provide details</p>	<p>Members of community of Ormskirk predominately however we do have members from all across west Lancashire.</p>
<p>Does the proposal have a positive impact on equality?</p> <p><i>This includes gender, race, age, religion, sexuality, disability</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Please provide details</p> <p><i>Please explain if and how any specific equalities groups would be affected by the project.</i></p>	<p>Whittle drive Playing field is a public space available to be used by all members of the community.</p> <p>The club is continuously growing with new members joining throughout each season. We have a large number of juniors and</p>

	adults training and competing on our site but due to pitch conditions we are losing the ability to train and compete regularly. We fear for the mental and physical consequences every time we must cancel.
Has the project already benefitted from stakeholder engagement / discussions with the local community?	<input type="checkbox"/> Yes <input type="checkbox"/> No n/a
Please provide details <i>Is there public support? To what degree?</i>	n/a

#### 4. Deliverability

When can the infrastructure be delivered?	<input checked="" type="checkbox"/> Within 1-2 years (short term) <input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	If known, in which financial year is the project expected to commence?  2023 – the project can commence asap.  If known, in which financial year is the project expected to complete?  2023 – the project will take only days to complete
Are there any risks to the delivery? Is commencement of the project reliant on any planning, legal or other consents? Is the project reliant on the completion of any other projects first?	No.
Has any work been carried out to date to assess the feasibility of the project?	Yes, we have secured the professional opinion of a local turf supplier.
Please set out any key milestones and/or tasks for the project	n/a
Which organisation will be responsible for delivering the infrastructure?	External contractor
Who will be responsible for the future management and	In partnership The Club and WLBC as our landlord

maintenance of the infrastructure?	
Are there specific implications, risks or negative impacts if this project does not come forward?	<input type="checkbox"/> Strategic risks / impacts <input checked="" type="checkbox"/> Major risks / impacts <input type="checkbox"/> Minor risks/impacts <input type="checkbox"/> No risks/impacts
Please provide details	Without financial support the pitch will become unplayable, and usage will eventually have to be suspended. This would be a huge lose to the Scott Ward of Ormskirk.

## 5. Project costs and funding

What is the cost of the project?	
<i>Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.</i>	
<b>Source</b>	<b>Estimate cost (£)</b>
Contractor	£6,100.00

<b>Do you wish to (bid for the) use CIL monies to help deliver the project?</b>	Yes
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<b>Are CIL monies needed to deliver the project?</b> What match funding is available or secured?			
<i>Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).</i>			
<b>Source</b>	<b>Amount (£)</b>	<b>Status of funding</b>	<b>% of total cost</b>
CIL funding	£6100.00	Pending	100%
<i>If the additional funding is not secured, then both the other sources of funding will be withdrawn, as the additional funding from this bid are key to ensuring the project is deliverable</i>			

Please detail why CIL funding is needed and/or how it will add value to the project?
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*Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).*

The club is struggling to retain a fair financial position following covid and a club house that is unsuitable for use. We do our very best with what we have but with the club house being out of action, we do not have the ability to secure profit to reinvest.

Our club is run by volunteers and due to the cost-of-living crisis we keep our fees very low to cover affiliations and coaches, we therefore require this support to keep our pitch in a playable condition.

**Thank you for completing this proforma.**

**Please return to [Nicola.Hamilton@westlancs.gov.uk](mailto:Nicola.Hamilton@westlancs.gov.uk)**

## 1. Project 202 - Details

Project name:	<b>A59 Toucan Crossing (upgrade), Abbey Lane, Burscough</b>
Proposed location : <i>Where applicable, please provide a plan/map indicating the location of the proposed works</i>	Liverpool Road South (A59), between Abbey Lane and Lorsdgate Lane, outside the Bull and Dog pub.  Please also refer to the file "2876-D001 ..." for a detailed layout plan, attached in the email as part of this submission.
Project description:  <i>Brief description of the proposal</i>	As part of a S278 agreement relating to a new development in the area, a signalised crossing is required at the proposed location stated above. Ideally, a toucan crossing would be installed here, as the crossing will form part of the Burscough Linear Park (multi-user route) once complete. The allocated budget however, does not allow for a toucan crossing, only a puffin. In order for a toucan crossing to be installed, a further £75,000 is required. This would include some footway widening on the A59.
Project details:  <i>Purpose of the project and details of the works required</i>	A full signal design review has been carried out by a contractor working on behalf of LCC, complete with technical drawings.  Please refer to the email "FW:278 Agreement ..." for further details.

Is the project already on the Infrastructure Delivery Schedule?	<input type="checkbox"/> Yes - If Yes, please provide reference ..... <input checked="" type="checkbox"/> No
Has this project been started?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has this project been completed?	<input type="checkbox"/> Yes - <i>If completed, there is no need to continue with this form.</i> <input checked="" type="checkbox"/> No

## 2. Contact details

Organisation name	Lancashire County Council
Project lead / contact name	Jason Lancaster



Email: Contact number:	jason.lancaster@lancashire.gov.uk
Project partners (if applicable):	

### 3. Identifying strategic need

<p><b>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</b></p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>South Burscough has undergone significant transformation over the past decade, with the development of the Ringtail Retail Park, the expansion of Burscough Industrial Estate, the commencement of the Yew Tree Park housing development (500+ homes), and a further 100 homes planned near Abbey Lane, which directly fronts onto this crossing point.</p> <p>A major consequence of this has been a significant rise in vehicular traffic along the A59, particularly as this crossing location is situated north of a roundabout which also has to cope with demand from Southport (B5242) as well as from Ormskirk. This increased demand, coupled with limited/unattractive alternative travel options in the area, makes for a difficult crossing over the road, and once the Burscough Linear Park is complete there will be even more need for vulnerable users to cross the road. The nearby nursery, Abbey Lane footpath and caravan park (currently undergoing significant expansion) should also be factored into the need for such a crossing.</p> <p>From a safety perspective, there have been 13 incidents in the vicinity of the crossing location over the past decade – 5 involving cyclists.</p>
<p><b>How would the project support or enable growth or planned development in West Lancashire?</b></p> <p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	<p>The project ties in with the Burscough Linear Park – more details of which can be found in the West Lancs Green Infrastructure and Cycling Strategy.</p> <p>As the crossing has been identified as part of the S278 agreement pertaining to the housing development at Abbey Lane, a signalised crossing will be installed at this location regardless of this bid. The purpose of this bid is to upgrade the crossing to "toucan" standard, which would legally and physically facilitate cyclists and other wheeled users to cross the road, whereas the current arrangement allows for pedestrians. Upgrading the crossing to this standard will improve the sustainability of the housing development at Abbey Lane, as well as for south Burscough in general. A new toucan crossing also helps enable the Burscough Linear Park project fulfil its stated aims in serving a multitude of active travel users.</p>

<p><b>Is the project identified within a relevant local strategy?</b></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>Please tick those that apply and provide any relevant strategy / policy details</b></p>	<p><input type="checkbox"/> Local Plan 2012-2027, WLBC Please state policy/strategy.....</p> <p><input type="checkbox"/> Transport and Highways Masterplan, LCC <input checked="" type="checkbox"/> Cycling and Green Infrastructure Strategy, WLBC <input type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC <input type="checkbox"/> Health and Wellbeing Strategy, WLBC <input type="checkbox"/> Masterplan / Development Brief <input checked="" type="checkbox"/> Other (please state) West Lancashire Local Cycling &amp; Walking Infrastructure Plan, LCC</p>

<p><b>Does the project help meet at least one of the Council's Corporate Priorities?</b></p> <p>Please tick those that apply</p> <p><a href="#">LINK to Council Priorities</a></p>	<p><input checked="" type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b> Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</p> <p><input checked="" type="checkbox"/> <b>Become a greener West Lancashire</b> Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</p> <p><input checked="" type="checkbox"/> <b>A clean, safe environment with affordable homes</b> Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</p> <p><input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b> To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</p> <p><input checked="" type="checkbox"/> <b>Support businesses to adapt and prosper</b></p> <p><input checked="" type="checkbox"/> <b>Be a financially sustainable Council by 2023</b> Including: To provide value for money services</p>
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<p><b>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</b></p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<p><input checked="" type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> Including: Cycle network provision and improvements, footpaths, bus stops etc.</p> <p><input type="checkbox"/> <b>Strategic green infrastructure</b> Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</p> <p><input type="checkbox"/> <b>Community facilities</b> Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</p>
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<p><b>Does the project propose?</b></p>	<p><input checked="" type="checkbox"/> Provision of new infrastructure</p> <p><input type="checkbox"/> Improvement of existing infrastructure</p> <p><input type="checkbox"/> Replacement of existing infrastructure</p> <p><input type="checkbox"/> Operation</p> <p><input type="checkbox"/> Maintenance</p>
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<p><b>What benefits will the scheme deliver to the local area?</b></p>	<p><input checked="" type="checkbox"/> Economic improvements</p> <p><input checked="" type="checkbox"/> Environmental improvements</p> <p><input checked="" type="checkbox"/> Social improvements</p>
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Please provide details.	<p>Economic improvements – provides a safer, more attractive walking and cycling route to Ringtail Retail Park and Burscough Industrial Estate, which were both designed to serve private car users. A new crossing opens up the retail park to users unable to drive and makes sustainable travel a less unattractive option.</p> <p>Environmental improvements – new crossing redresses the balance between car users and non-car users for those wishing to cross the busy/hostile A59 by enabling pedestrians and wheeled users to safely cross, i.e. it enables pedestrian / cycling priority, whereas the current situation is to wait for a gap in traffic – not desirable and not safe. Residents at new Abbey Lane development will benefit from a safe walking/cycling route to retail park and should help prevent unnecessary car trips. Less reliance on car use = less harmful emissions, improved air quality.</p> <p>Social improvements – improved mental and physical health from increase in active travel trips, which would otherwise have been avoided due to hostile nature of A59. Less reliance on private car use – financial benefits from not using car. New crossing will also help improve both perceived and actual safety for users crossing the road – especially for younger and vulnerable users. Nearby nursery currently has no safe crossing for users and new development will no doubt support young families who may also need to cross the road to access bus stops on opposite side of road.</p>
What geographic area will the project benefit?	<input checked="" type="checkbox"/> Neighbourhood / local <input checked="" type="checkbox"/> Town / large village <input checked="" type="checkbox"/> Borough wide / beyond
Please provide details	<p>Neighbourhood / local – new development immediately fronting the crossing (Abbey Lane), users travelling to Ringtail Retail Park, nursery users, football club users, caravan park users, existing residents along A59 and Lordsgate Lane.</p> <p>Town / large village – Burscough Industrial Estate more accessible once crossing is able to connect up the completed Burscough Linear Park, which also enables a safer active travel route to the town centre and rail station.</p> <p>Borough wide / beyond – Burscough Linear Park connects Ormskirk with Burscough, a new crossing here helps support those movements. The route will also entice leisure users who may travel from afar. A59 is currently a major severance – leisure users will always choose the safer, more attractive route.</p>
Does the proposal have a positive impact on equality?  <i>This includes gender, race, age, religion, sexuality, disability</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details	In particular - gender, age and disability.

<p><i>Please explain if and how any specific equalities groups would be affected by the project.</i></p>	<p>Women generally travel by foot or bicycle a lot less than men. Safe crossings remove severances which would otherwise women and girls from travelling by their own steam, particularly when alone.</p> <p>Elderly users and children are almost always the most disadvantaged by dangerous roads and severances, particularly when waiting for gaps in traffic. If such users are unable to drive, and children certainly cannot, dangerous road conditions can be a barrier to travelling independently, which runs the risk of increased social isolation.</p> <p>Disabled users will benefit from a wider crossing and wider footways because of the upgrade from puffin standard. Similarly, to female and elderly users, hostile roads are a major barrier to disabled users travelling on their own accord.</p> <p>In short, a new toucan crossing enables a wider reach of society to access such vital amenities as shops, nurseries and employment centres in the immediate area, increasing social equality and removing barriers to active travel.</p>
<p>Has the project already benefitted from stakeholder engagement / discussions with the local community?</p>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p>
<p>Please provide details</p> <p><i>Is there public support? To what degree?</i></p>	<p>Public objections would be unlikely – no loss of roadspace, no impact on local businesses or households, limited impact on highway network as the crossing will only be activated on request. Only short-term impact would be roadworks while the scheme is under construction – unavoidable.</p>

#### 4. Deliverability

<p><b>When can the infrastructure be delivered?</b></p>	<p><input checked="" type="checkbox"/> Within 1-2 years (short term)  <input type="checkbox"/> Within 3-5 years (medium term)  <input type="checkbox"/> Over 5 years (long term)  <input type="checkbox"/> Unknown</p>
<p>Please provide details</p>	<p>If known, in which financial year is the project expected to commence?  2023/24 (scheme committed to by March 2024)</p> <p>If known, in which financial year is the project expected to complete?  2024/25 (scheme likely completed by March 2025)</p>

<p>Are there any risks to the delivery? Is commencement of the project reliant on any planning, legal or other consents? Is the project reliant on the completion of any other projects first?</p>	<ul style="list-style-type: none"> <li>- Material costs are very volatile at the moment, so this would need to be taken into consideration if these works are not going to take place in the near future.</li> <li>- The necessary signal review has already been conducted by LCC officers, though may need to further review in light of an upgrade to toucan standard.</li> <li>- The project is not reliant on the completion of the Burscough Linear Park, though the S278 agreement may require a crossing to be installed by a certain date or trigger point. Further clarification required.</li> </ul>
<p>Has any work been carried out to date to assess the feasibility of the project?</p>	<p>Yes, please refer to the email "FW:278 Agreement ..." for further details.</p>
<p>Please set out any key milestones and/or tasks for the project</p>	<p>LCC Highways would be able to provide more information on timescales and milestones.</p>
<p>Which organisation will be responsible for delivering the infrastructure?</p>	<p>Lancashire County Council</p>
<p>Who will be responsible for the future management and maintenance of the infrastructure?</p>	<p>Lancashire County Council</p>
<p>Are there specific implications, risks or negative impacts if this project does not come forward?</p>	<p> <input type="checkbox"/> Strategic risks / impacts  <input checked="" type="checkbox"/> Major risks / impacts  <input type="checkbox"/> Minor risks/impacts  <input type="checkbox"/> No risks/impacts </p>
<p>Please provide details</p>	<p>If funding is not secured this financial year, a puffin crossing will need to be installed due to limited budget. Retrofitting a toucan crossing in x years' time (subject to funding) would represent a waste of time, resource and money for LCC, and would reflect negatively on both organisations, with two lots of TROs and resultant roadworks along a road which has experienced significant roadwork disruption over the past two years. There is currently no scope to draw on other funding this financial year to secure an upgrade to toucan standard, hence if funding can be gained through CIL, it may present the only opportunity to install a toucan crossing first time round, otherwise we would need to return in future years with all the subsequent negative impacts that would entail.</p>

## 5. Project costs and funding

What is the cost of the project?

Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.

Source	Estimate cost (£)
The estimated construction costs for widening the kerbline on the opposite side of the road to the development would be in the region of £60,000.00. in order to accommodate a toucan crossing rather than a puffin one to coincide with the developer related Section 278 works.	£60,000
+20% uplift	£15,000
<b>Total cost</b>	<b>£75,000</b>

**Do you wish to (bid for the) use CIL monies to help deliver the project?**

Yes

**Are CIL monies needed to deliver the project? What match funding is available or secured?**

Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).

Source	Amount (£)	Status of funding	% of total cost
S278 (for puffin crossing)	£80,000	Secured	52%
CIL (for toucan upgrade)	£75,000	Proposed – to be secured	48%

Please also set out the risks to the project if any other funding applications were not successful.

Please detail why CIL funding is needed and/or how it will add value to the project?

Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).

CIL will help secure overall delivery of a toucan crossing at the proscribed location, for all the reasons stated above. Without CIL, a puffin crossing will still proceed this financial year, or whenever the trigger has been met. As a puffin crossing would not be compliant with cycling infrastructure design standards (as set out in LTN1/20) and WLBC are still working on the multi-user Burscough Linear Park route from Ormskirk to Burscough, it would be wasteful to have to return in the future to upgrade to toucan crossing, with all the associated roadworks and financial impact it would have on LCC and its highway network. CIL funding in this instance would enhance the quality of the project, increase benefit to residents – both new and existing, and enable the benefit to be realised without further

upgrade works in the future. It would also fulfil a key component of WLBC's aspirational Burscough Linear Park route.

**Thank you for completing this proforma.**

**Please return to [Nicola.Hamilton@westlancs.gov.uk](mailto:Nicola.Hamilton@westlancs.gov.uk) by 12 noon of 18<sup>th</sup> April 2023**

## 1. Project 203 - Details

<p>Project name:</p>	<p><b>Scheme to increase capacity to deliver GP and primary care NHS provision within Aughton surgery, Ormskirk.</b></p>
<p>Proposed location :</p> <p><i>Where applicable, please provide a plan/map indicating the location of the proposed works</i></p>	<p>Aughton surgery 19, Town Green Aughton Ormskirk L39 6SE</p>
<p>Project description:</p> <p><i>Brief description of the proposal</i></p>	<p>The primary care system in West Lancs is currently facing capacity issues within its existing premises relating to a sustained and ongoing increase in demand and activity particularly within our GP practices and community health centres. The intention of this proposal is to request support for CIL funding to support this work within Aughton surgery, Ormskirk.</p> <p>The practice currently offers a range of GP services to the local residents of 6,142. Practice population has increased by 7% in the last 12 months and in addition the practice is a training practice. In order to cope with increasing demand Doctors and nursing staff numbers have increased and the primary care network for Ormskirk has received additional funding for a range of additional multidisciplinary roles in General practice including clinical pharmacy, advanced practioners and mental health practioners in order to improve accessibility and to meet demand for clinical services within practices. Aughton practice is a recipient of this support and consequently needs to expand its room availability. There is an urgent need to provide additional accommodation for these clinical services and the aim of this bid is to support a capital scheme to redevelop the accommodation and increase the number of consulting/examination rooms by two.</p> <p>The scheme involves the redesign, reuse of the existing building and an extension to the existing practice.</p> <p>A bid is being prepared to access capital grant support from the NHS Lancashire and South Cumbria ICB and the aim of this bid is to request part funding to support the scheme.</p>
<p>Project details:</p> <p><i>Purpose of the project and details of the works required</i></p>	<p>The intention of this scheme is to increase capacity within Aughton practice through capital investment to reuse existing underutilised space and to create a modest extension to create two additional consulting/examination rooms. Currently the practice has 14 clinical rooms and this would increase capacity to 16 rooms.</p> <p>The aim of this scheme is to further increase capacity through the provision of two additional clinical rooms. This would provide access to an additional 20 sessions per week to accommodate additional staff.</p> <p>Detailed plans and drawings are currently being drawn up with the intention of submitting a bid against the NHS Lancs and Cumbria Integrated care board Capital grant allocations. The initial design has</p>



	a pre-tender estimate cost of £250k. Capital contributions would be made by the practice and the ICB. The aim of this bid is to seek complementary support from WLBC CIL monies.
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Is the project already on the Infrastructure Delivery Schedule?	<input type="checkbox"/> If Yes, please provide reference ..... <input checked="" type="checkbox"/> No
Has this project been started?	<input type="checkbox"/> Yes Stage one has commenced but this bid is to support stage 2 <input checked="" type="checkbox"/> No
Has this project been completed?	<input type="checkbox"/> Yes - <i>If completed, there is no need to continue with this form.</i> <input checked="" type="checkbox"/> No

## 2. Contact details

Organisation name	NHS Lancashire and South Cumbria ICB
Project lead / contact name	Alistair Rose
Email: Contact number:	Alistair.rose1@nhs.net
Project partners (if applicable):	

## 3. Identifying strategic need

<p><b>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</b></p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>The underlying strategic need is the requirement for the NHS to provide sufficient infrastructure and estates capacity to support clinical needs within NHS primary care to deal with increasing demand arising from new home building, demographics and changes to clinical practice.</p>
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<p>How would the project support or enable growth or planned development in West Lancashire?</p> <p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	<p>This project would provide additional capital funds to allow reconfiguration and expansion of our GP and primary care services within West Lancs. Additional space is urgently required to allow the delivery of clinical care in line with current and projected demands. It is vital to provide additional clinical space to support the recruitment of clinicians required to deliver the care required. The project would support and enhance the resources planned for use within West Lancs allocated by NHS Lancashire and South Cumbria ICB and by NHSPS.</p>
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<p>Is the project identified within a relevant local strategy?</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>The proposals regarding the development of enhanced primary care and GP strategies are a key element of the West Lancs NHS estate strategy approved by the CCG. They will also form a key cornerstone of the emerging NHS Lancashire and South Cumbria NHS estate strategy. The provision of care from Aughton surgery remains a key element in this strategy.</p>
<p>Please tick those that apply and provide any relevant strategy / policy details</p>	<p><input type="checkbox"/> Local Plan 2012-2027, WLBC  Please state policy/strategy.....</p> <p><input type="checkbox"/> Transport and Highways Masterplan, LCC  <input type="checkbox"/> Cycling and Green Infrastructure Strategy, WLBC  <input checked="" type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC  <input checked="" type="checkbox"/> Health and Wellbeing Strategy, WLBC  <input type="checkbox"/> Masterplan / Development Brief  <input type="checkbox"/> Other (please state)  .....</p>

<p>Does the project help meet at least one of the Council's Corporate Priorities?</p> <p><i>Please tick those that apply</i></p> <p><a href="#">LINK to Council Priorities</a></p>	<p><input checked="" type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b>  <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i></p> <p><input checked="" type="checkbox"/> <b>Become a greener West Lancashire</b>  <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i></p> <p><input checked="" type="checkbox"/> <b>A clean, safe environment with affordable homes</b>  <i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i></p> <p><input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b>  <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i></p>
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	<input checked="" type="checkbox"/> <b>Support businesses to adapt and prosper</b>  <input type="checkbox"/> <b>Be a financially sustainable Council by 2023</b> <i>Including: To provide value for money services</i>
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<p>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<input type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i>  <input type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i>  <input checked="" type="checkbox"/> <b>Community facilities</b> <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i>
<p>Does the project propose?</p>	<input checked="" type="checkbox"/> Provision of new infrastructure <input checked="" type="checkbox"/> Improvement of existing infrastructure <input type="checkbox"/> Replacement of existing infrastructure <input type="checkbox"/> Operation <input type="checkbox"/> Maintenance

<p>What benefits will the scheme deliver to the local area?</p>	<input checked="" type="checkbox"/> Economic improvements <input checked="" type="checkbox"/> Environmental improvements <input checked="" type="checkbox"/> Social improvements
<p>Please provide details.</p>	<p>The delivery of the West Lancs NHS estate strategy will increase local access to a wide range of primary care services investing in all areas of the borough to ensure equitable availability of a range of services. Economically there will be more staff working in our local communities, reducing the need for travel for health care services and addressing health and social needs at the area of most need. The Aughton GP practice bid is a key element of this by providing additional, accessible, high quality accommodation to the local residents whilst ensuring sufficient infrastructure is available to meet demand.</p>
<p>What geographic area will the project benefit?</p>	<input checked="" type="checkbox"/> Neighbourhood / local <input checked="" type="checkbox"/> Town / large village <input checked="" type="checkbox"/> Borough wide / beyond
<p>Please provide details</p>	<p>The estate strategy will promote investment within all three Primary care networks namely Skelmersdale, Ormskirk and the north as demand and capacity issues are prevalent in all areas. This bid will specifically impact the delivery of health care to the residents of Aughton and Ormskirk.</p>

Does the proposal have a positive impact on equality? <i>This includes gender, race, age, religion, sexuality, disability</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details <i>Please explain if and how any specific equalities groups would be affected by the project.</i>	Ensuring sufficient capacity within primary care through investment in primary care buildings will also enable equity of access to a range of health care services across the borough.
Has the project already benefitted from stakeholder engagement / discussions with the local community?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please provide details <i>Is there public support? To what degree?</i>	Appropriate stakeholder engagement will be undertaken once the precise detail of the estate strategy is agreed.

#### 4. Deliverability

When can the infrastructure be delivered?	<input checked="" type="checkbox"/> Within 1-2 years (short term) <input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	If known, in which financial year is the project expected to commence? 2023/2024  If known, in which financial year is the project expected to complete? 2024/25
Are there any risks to the delivery? Is commencement of the project reliant on any planning, legal or other consents? Is the project reliant on the completion of any other projects first?	The estate strategy will need to be endorsed and approved within the ICB. Requests for capital grants and NHSPS approvals have been made. NHSPS capital of £4.5 m to replace Birleywood has been approved nationally and detailed planning will now commence. Capital grant submissions are being developed in conjunction with the development of PCN based assessments of infrastructure availability, utilisation and demand requirements. The main risk will relate to the availability and timing of sufficient funds. Our schemes will be prioritised to ensure an appropriate programme of work.  The Aughton GP practice bid is a standalone scheme consistent with the estates strategy but required urgently to address current demand constraints and issues locally.
Has any work been carried out to date to assess the feasibility of the project?	Yes. NHSPS have examined the feasibility of the scheme and drawn up initial plans. Detailed plans and costings are currently being assessed but the overall cost is likely to be approx. £250k.

Please set out any key milestones and/or tasks for the project	<ul style="list-style-type: none"> <li>• Completion of stage one</li> <li>• Bids to ICB submitted</li> <li>• Approval to proceed September /October</li> <li>• build period to be determined</li> </ul>
Which organisation will be responsible for delivering the infrastructure?	GP practice with ICB assistance will commission and undertake the work required
Who will be responsible for the future management and maintenance of the infrastructure?	GP practice.
Are there specific implications, risks or negative impacts if this project does not come forward?	<input checked="" type="checkbox"/> Strategic risks / impacts <input checked="" type="checkbox"/> Major risks / impacts <input type="checkbox"/> Minor risks/impacts <input type="checkbox"/> No risks/impacts
Please provide details	Additional space and capacity within our existing primary care estate is required to ensure the delivery of appropriate accessible primary care health services as the current accommodation is heavily utilised with no spare capacity.

## 5. Project costs and funding

What is the cost of the project?	
<i>Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.</i>	
<b>Source</b>	<b>Estimate cost (£)</b>
WLBC CIL	<b>50,000</b>
ICB	200,000

<b>Do you wish to (bid for the) use CIL monies to help deliver the project?</b>	Yes. Earmarked CIL monies to support investment required for West Lancs NHS estate strategy
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<b>Are CIL monies needed to deliver the project?</b> What match funding is available or secured?			
<i>Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).</i>			
<b>Source</b>	<b>Amount (£)</b>	<b>Status of funding</b>	<b>% of total cost</b>
ICB	200000	Proposed	80%

<p><i>Please also set out the risks to the project if any other funding applications were not successful.</i></p>			
<p><i>Approval to the capital grant application is fundamental and the scheme cannot proceed without it.</i></p>			

Please detail why CIL funding is needed and/or how it will add value to the project?

*Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).*

CIL support will be a key catalyst in ensuring support to the Capital grant reserves at the ICB.

**Thank you for completing this proforma.**

**Please return to [Nicola.Hamilton@westlancs.gov.uk](mailto:Nicola.Hamilton@westlancs.gov.uk) by 12 noon of 18<sup>th</sup> April 2023**

## 1. Project details

Project name:	<b>Scheme to increased capacity for the delivery of GP and primary care NHS provision within Hall Green surgery, Skelmersdale.</b>
Proposed location :  <i>Where applicable, please provide a plan/map indicating the location of the proposed works</i>	Hall Green surgery 164, Ormskirk road, Upholland Skelmersdale Lancashire WN8 0AB
Project description:  <i>Brief description of the proposal</i>	<p>The primary care system in West Lancs is currently facing capacity issues within its existing premises relating to a sustained and ongoing increase in demand and activity particularly within our GP practices and community health centres. The intention of this proposal is to request support for CIL funding to support this work within Hall Green Surgery, Upholland.</p> <p>The practice currently offers a range of GP services to the local residents of 8,027 patients primarily from Upholland, Pimbo, Digmoor and Elmers Green.</p> <p>The practice population has increased by 6% in the last 12 months and in addition the practice is a training practice. In order to cope with increasing demand Doctors and nursing staff numbers have increased by 30%. The primary care network for Skelmersdale has received additional funding for a range of additional multidisciplinary roles in General practice including clinical pharmacy, advanced practitioners, mental health practitioners in order to improve accessibility and to meet demand for clinical services within practices. Hall Green is a recipient of this support and consequently needs to expand its room availability. There is an urgent need to provide additional accommodation for these clinical services and the aim of this bid is to support a capital scheme to redevelop the accommodation and increase the number of consulting/examination rooms by two.</p> <p>The scheme involves the redesign and reuse of existing non-clinical accommodation upstairs to create additional multiuse clinical rooms.</p> <p>A bid is being prepared to access capital grant support from the NHS Lancashire and South Cumbria ICB and the aim of this bid is to request part funding to support the request.</p>
Project details:  <i>Purpose of the project and details of the works required</i>	<p>The intention of this scheme is to increase capacity within Hall Green practice through capital investment to reuse existing underutilised space to create two additional consulting/examination rooms. The large meeting room, office accommodation and a kitchen will be redesigned to create space. This would provide access to an additional minimum of 20 sessions per week to accommodate additional staff.</p> <p>Detailed plans and drawings are currently being drawn up with the</p>

	intention of submitting a bid against the NHS Lancs and Cumbria Integrated care board Capital grant allocations. Capital contributions would be made by the practice and the ICB. The aim of this bid is to seek complementary support from WLBC CIL monies.
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Is the project already on the Infrastructure Delivery Schedule?	<input type="checkbox"/> If Yes, please provide reference ..... <input checked="" type="checkbox"/> No
Has this project been started?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has this project been completed?	<input type="checkbox"/> Yes - <i>If completed, there is no need to continue with this form.</i> <input checked="" type="checkbox"/> No

## 2. Contact details

Organisation name	NHS Lancashire and South Cumbria ICB
Project lead / contact name	Alistair Rose
Email: Contact number:	Alistair.rose1@nhs.net
Project partners (if applicable):	

## 3. Identifying strategic need

<p><b>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</b></p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>The underlying strategic need is the requirement for the NHS to provide sufficient infrastructure and estates capacity to support clinical needs within NHS primary care to deal with increasing demand arising from new home building, demographics, changes to clinical practice.</p>
How would the project support or enable growth or planned development in West	<p>This project would provide additional capital funds to allow reconfiguration and expansion of our GP and primary care services within West Lancs. Additional space is urgently required to allow</p>



<p>Lancashire?</p> <p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	<p>the delivery of clinical care in line with current and projected demands. It is vital to provide additional clinical space to support the recruitment of clinicians required to deliver the care required. The project would support and enhance the resources planned for use within West Lancs allocated by NHS Lancs and Cumbria and by NHSPS.</p>
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<p>Is the project identified within a relevant local strategy?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>The proposals regarding the development of enhanced primary care and GP strategies are a key element of the West Lancs NHS estate strategy approved by the CCG. They will also form a key cornerstone of the emerging NHS Lancashire and South Cumbria NHS estate strategy. The provision of care from Hall Green surgery remains a key element in this strategy.</p>
<p>Please tick those that apply and provide any relevant strategy / policy details</p>	<p><input type="checkbox"/> Local Plan 2012-2027, WLBC Please state policy/strategy.....</p> <p><input type="checkbox"/> Transport and Highways Masterplan, LCC</p> <p><input type="checkbox"/> Cycling and Green Infrastructure Strategy, WLBC</p> <p><input checked="" type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC</p> <p><input checked="" type="checkbox"/> Health and Wellbeing Strategy, WLBC</p> <p><input type="checkbox"/> Masterplan / Development Brief</p> <p><input type="checkbox"/> Other (please state)</p> <p>.....</p>

<p>Does the project help meet at least one of the Council's Corporate Priorities?</p> <p><i>Please tick those that apply</i></p> <p><a href="#">LINK to Council Priorities</a></p>	<p><input checked="" type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b> <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i></p> <p><input checked="" type="checkbox"/> <b>Become a greener West Lancashire</b> <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i></p> <p><input checked="" type="checkbox"/> <b>A clean, safe environment with affordable homes</b> <i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i></p> <p><input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b> <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i></p> <p><input checked="" type="checkbox"/> <b>Support businesses to adapt and prosper</b></p> <p><input type="checkbox"/> <b>Be a financially sustainable Council by 2023</b> <i>Including: To provide value for money services</i></p>
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<p>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<p><input type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> Including: Cycle network provision and improvements, footpaths, bus stops etc.</p> <p><input type="checkbox"/> <b>Strategic green infrastructure</b> Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</p> <p><input checked="" type="checkbox"/> <b>Community facilities</b> Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</p>
<p>Does the project propose?</p>	<p><input checked="" type="checkbox"/> Provision of new infrastructure</p> <p><input checked="" type="checkbox"/> Improvement of existing infrastructure</p> <p><input type="checkbox"/> Replacement of existing infrastructure</p> <p><input type="checkbox"/> Operation</p> <p><input type="checkbox"/> Maintenance</p>

<p>What benefits will the scheme deliver to the local area?</p>	<p><input checked="" type="checkbox"/> Economic improvements</p> <p><input checked="" type="checkbox"/> Environmental improvements</p> <p><input checked="" type="checkbox"/> Social improvements</p>
<p>Please provide details.</p>	<p>The delivery of the West Lancs NHS estate strategy will increase local access to a wide range of primary care services investing in all areas of the borough to ensure equitable availability of a range of services. Economically there will be more staff working in our local communities, reducing the need for travel for health care services and addressing health and social needs at the area of most need.</p> <p>Hall Green proposal is a key element of this by providing additional, accessible ,high quality accommodation to the local residents whilst ensuring sufficient infrastructure is available to meet demand.</p>
<p>What geographic area will the project benefit?</p>	<p><input checked="" type="checkbox"/> Neighbourhood / local</p> <p><input checked="" type="checkbox"/> Town / large village</p> <p><input checked="" type="checkbox"/> Borough wide / beyond</p>
<p>Please provide details</p>	<p>The estate strategy will promote investment within all three Primary care networks namely Skelmersdale, Ormskirk and the north as demand and capacity are prevalent in all areas.</p> <p>This bid will specifically impact the delivery of health care to the residents of Skelmersdale and Upholland.</p>
<p>Does the proposal have a positive impact on equality?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

<i>This includes gender, race, age, religion, sexuality, disability</i>	
<p>Please provide details</p> <p><i>Please explain if and how any specific equalities groups would be affected by the project.</i></p>	Ensuring sufficient capacity within primary care through investment in primary care buildings will also enable equity of access to a range of health care services across the borough.
Has the project already benefitted from stakeholder engagement / discussions with the local community?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>Please provide details</p> <p><i>Is there public support? To what degree?</i></p>	Appropriate stakeholder engagement will be undertaken once the precise detail of the estate strategy is agreed.

#### 4. Deliverability

When can the infrastructure be delivered?	<input checked="" type="checkbox"/> Within 1-2 years (short term) <input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	<p>If known, in which financial year is the project expected to commence? 2023/2024</p> <p>If known, in which financial year is the project expected to complete? 2024/25</p>
Are there any risks to the delivery? Is commencement of the project reliant on any planning, legal or other consents? Is the project reliant on the completion of any other projects first?	<p>The estate strategy will need to be endorsed and approved within the ICB. Requests for capital grants and NHSPS approvals have been made. NHSPS capital of £4.5 m to replace Birleywood has been approved nationally and detailed planning will now commence. Capital grant submissions are being developed in conjunction with the development of PCN based assessments of infrastructure availability, utilisation and demand requirements. The main risk will relate to the availability and timing of sufficient funds. Our schemes will be prioritised to ensure an appropriate programme of work.</p> <p>The Hall Green GP practice bid is a standalone scheme consistent with the estates strategy but required urgently to address current demand constraints and issues locally.</p>
Has any work been carried out to date to assess the feasibility of the project?	Yes. NHSPS have examined the feasibility of the scheme and drawn up initial plans. Detailed plans and costings are currently being assessed but the overall cost is likely to be approx. £100k.
Please set out any key milestones and/or tasks for the project	<ul style="list-style-type: none"> <li>• Completion of stage one</li> <li>• Bids to WLBC NHSPS submitted July 23</li> <li>• Approval to proceed August</li> </ul>

	<ul style="list-style-type: none"> <li>8 week build period</li> </ul>
Which organisation will be responsible for delivering the infrastructure?	The GP practice with support from the ICB will manage the scheme.
Who will be responsible for the future management and maintenance of the infrastructure?	GP practice
Are there specific implications, risks or negative impacts if this project does not come forward?	<input type="checkbox"/> Strategic risks / impacts <input checked="" type="checkbox"/> Major risks / impacts <input type="checkbox"/> Minor risks/impacts <input type="checkbox"/> No risks/impacts
Please provide details	Additional space and capacity within our existing primary care estate is required to ensure the delivery of appropriate accessible primary care health services as the current accommodation is heavily utilised with no spare capacity.

## 5. Project costs and funding

What is the cost of the project?

*Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.*

Source	Estimate cost (£)
WLBC CIL	25,000
NHS Lancashire and South Cumbria ICB	42,000
Hall Green GP practice	33,000

**Do you wish to (bid for the) use CIL monies to help deliver the project?**

Yes. Earmarked CIL monies to support investment required for West Lancs NHS estate strategy

**Are CIL monies needed to deliver the project?** What match funding is available or secured?

*Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).*

Source	Amount (£)	Status of funding	% of total cost
ICB/Practice	75000	Proposed	75%

*Please also set out the risks to the project if any other funding applications were not successful. Additional capacity cannot be delivered.*

Please detail why CIL funding is needed and/or how it will add value to the project?

*Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).*

CIL support will be a key catalyst in ensuring support to the Capital grant reserves at the ICB.

**Thank you for completing this proforma.**

**Please return to [Nicola.Hamilton@westlancs.gov.uk](mailto:Nicola.Hamilton@westlancs.gov.uk) by 12 noon of 18<sup>th</sup> April 2023**

## 1. Project 205 - Details

<p>Project name:</p>	<p><b>Scheme to increase capacity for the provision of GP and primary care services within Hants lane clinic, Ormskirk.</b></p>
<p>Proposed location :</p> <p><i>Where applicable, please provide a plan/map indicating the location of the proposed works</i></p>	<p>Hants lane clinic 43, Hants lane, Ormskirk L39 1PX</p>
<p>Project description:</p> <p><i>Brief description of the proposal</i></p>	<p>The primary care system in West Lancs is currently facing capacity issues within its existing premises relating to a sustained and ongoing increase in demand and activity particularly within our GP practices and community health centres. The intention of this proposal is to request support for CIL funding to support this work within Hants lane clinic Ormskirk.</p> <p>The clinic currently offers a range of services to the residents of Ormskirk. Current services include Community nursing, Podiatry, Midwifery, Out of hours services, Ultrasound, Sexual health and speech and language. The primary care network for Ormskirk has received additional funding for a range of additional multidisciplinary roles in General practice including clinical pharmacy, advanced practitioners, mental health practitioners in order to improve accessibility and to meet demand for clinical services. There is an urgent need to provide additional accommodation for these clinical services as current health infrastructure in Ormskirk is fully utilised.</p> <p>Hants lane has been identified as a location where extra capacity can be provided from the existing centre. The aim of this bid is to support a capital scheme to redevelop the accommodation and increase the number of consulting/examination rooms.</p> <p>The scheme involves the redesign and reuse of existing non-clinical accommodation to create purpose built, fully compliant multiuse clinical rooms. Nonclinical services will be moved upstairs creating capacity for reuse on the ground floor.</p> <p>Stage one has already commenced with two additional rooms being made available from July onwards. This bid would support stage two which would be the reuse of an underutilised existing large health education room to create two consulting examination rooms.</p>

<p>Project details:</p> <p><i>Purpose of the project and details of the works required</i></p>	<p>The long-term strategic plan remains the provision of a new primary care centre for the Ormskirk population, but this is dependent upon capital funding which is being sought.</p> <p>In the short term, there is an urgent need for additional space within our existing premises at Ormskirk and Aughton. We will be assessing and requesting support for these premises based on housing developments within this area. Historic recent developments on the Atkinson site using our policy would generate a request for CIL support of £38,250. Future planning approvals would also affect this and a further earmarked allocation for future approvals will also be sought.</p> <p>The intention of this scheme is to increase capacity within Hants lane clinic through capital investment to reuse existing underutilised space to create two additional consulting/examination rooms. There are currently seven clinical rooms within this unit. An ongoing scheme will produce two additional rooms. The aim of this scheme is to further increase capacity through the provision of two further rooms. This would provide access to an additional 30 sessions with the potential for over 12,000 patient attendances and increased out of hour access. It will be a vital resource to both developing our local estate strategy and increasing access to care locally for Ormskirk residents.</p> <p>In detail the plan would involve the use of the current 34 m2 Health education room. The room is underutilised and will be converted into two multiuse clinical rooms. These will be placed on the booking system and would be available to the local GPs for bookings. Hants lane is owned and managed by NHS Property services and a bid is being submitted to access their capital to support this bid in a complementary way.</p> <p>These rooms would be available to the GP practices of Ormskirk Primary care network. All practices have seen growth in patient list sizes driven by additional housing and demand increases.</p> <ul style="list-style-type: none"> <li>• Elms practice Ormskirk 4,888 patients</li> <li>• Ormskirk medical practice 9,260 patients</li> <li>• Park gate surgery 9,484</li> <li>• Beacon primary care 17,067 patients</li> <li>• Aughton surgery 6146 patients</li> </ul>

Is the project already on the Infrastructure Delivery Schedule?	<input type="checkbox"/> If Yes, please provide reference ..... <input checked="" type="checkbox"/> No
Has this project been started?	<input type="checkbox"/> Yes Stage one has commenced but this bid is to support stage 2 <input checked="" type="checkbox"/> No
Has this project been completed?	<input type="checkbox"/> Yes - <i>If completed, there is no need to continue with this form.</i> <input checked="" type="checkbox"/> No

## 2. Contact details

Organisation name	NHS Lancashire and South Cumbria ICB
Project lead / contact name	Alistair Rose
Email: Contact number:	Alistair.rose1@nhs.net
Project partners (if applicable):	NHS Property services Ormskirk Primary care network

## 3. Identifying strategic need

<p><b>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</b></p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>The underlying strategic need is the requirement for the NHS to provide sufficient infrastructure and estates capacity to support clinical needs within NHS primary care to deal with increasing demand arising from new home building, demographics, changes to clinical practice.</p>
<p>How would the project support or enable growth or planned development in West Lancashire?</p>	<p>This project would provide additional capital funds to allow reconfiguration and expansion of our GP and primary care services within West Lancs. Additional space is urgently required to allow the delivery of clinical care in line with current and projected demands. It is vital to provide additional clinical space to support</p>



<p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	<p>the recruitment of clinicians required to deliver the care required. The project would support and enhance the resources planned for use within West Lancs allocated by NHS Lancashire and South Cumbria ICB and by NHSPS.</p>
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<p><b>Is the project identified within a relevant local strategy?</b></p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p> <p>The proposals regarding the development of enhanced primary care and GP strategies are a key element of the local NHS estate strategy approved by the previous CCG. They will also form a key cornerstone of the emerging NHS Lancashire and South Cumbria ICB estate strategy.</p> <p>Hants lane has consistently been identified as a key short term priority for delivering additional capacity to Ormskirk residents</p>
<p>Please tick those that apply and provide any relevant strategy / policy details</p>	<p><input type="checkbox"/> Local Plan 2012-2027, WLBC  Please state policy/strategy.....</p> <p><input type="checkbox"/> Transport and Highways Masterplan, LCC  <input type="checkbox"/> Cycling and Green Infrastructure Strategy, WLBC  <input checked="" type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC  <input checked="" type="checkbox"/> Health and Wellbeing Strategy, WLBC  <input type="checkbox"/> Masterplan / Development Brief  <input type="checkbox"/> Other (please state)  .....</p>

<p><b>Does the project help meet at least one of the Council's Corporate Priorities?</b></p> <p><i>Please tick those that apply</i></p> <p><a href="#">LINK to Council Priorities</a></p>	<p><input checked="" type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b>  <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i></p> <p><input checked="" type="checkbox"/> <b>Become a greener West Lancashire</b>  <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i></p> <p><input checked="" type="checkbox"/> <b>A clean, safe environment with affordable homes</b>  <i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i></p> <p><input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b>  <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i></p> <p><input checked="" type="checkbox"/> <b>Support businesses to adapt and prosper</b></p> <p><input type="checkbox"/> <b>Be a financially sustainable Council by 2023</b>  <i>Including: To provide value for money services</i></p>
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<p><b>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</b></p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<p><input type="checkbox"/> <b>Strategic transport and highways improvements or provision</b> <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i></p> <p><input type="checkbox"/> <b>Strategic green infrastructure</b> <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i></p> <p><input checked="" type="checkbox"/> <b>Community facilities</b> <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i></p>
<p><b>Does the project propose?</b></p>	<p><input checked="" type="checkbox"/> Provision of new infrastructure</p> <p><input checked="" type="checkbox"/> Improvement of existing infrastructure</p> <p><input type="checkbox"/> Replacement of existing infrastructure</p> <p><input type="checkbox"/> Operation</p> <p><input type="checkbox"/> Maintenance</p>

<p>What benefits will the scheme deliver to the local area?</p>	<p><input checked="" type="checkbox"/> Economic improvements</p> <p><input checked="" type="checkbox"/> Environmental improvements</p> <p><input checked="" type="checkbox"/> Social improvements</p>
<p>Please provide details.</p>	<p>The delivery of the West Lancs NHS estate strategy will increase local access to a wide range of primary care services investing in all areas of the borough to ensure equitable availability of a range of services. Economically there will be more staff working in our local communities, reducing the need for travel for health care services and addressing health and social needs at the area of most need. The Hants lane bid is a key element of this by providing additional, accessible, high quality accommodation to the local residents whilst ensuring sufficient infrastructure is available to meet demand.</p>
<p>What geographic area will the project benefit?</p>	<p><input checked="" type="checkbox"/> Neighbourhood / local</p> <p><input checked="" type="checkbox"/> Town / large village</p> <p><input checked="" type="checkbox"/> Borough wide / beyond</p>
<p>Please provide details</p>	<p>Our evolving estate strategy will promote investment within all three Primary care networks namely Skelmersdale, Ormskirk and the north as demand and capacity are prevalent in all areas. This bid will specifically impact the delivery of health care to the residents of Ormskirk. Some services within the building may however, be accessed by the wider West Lancs population.</p>
<p>Does the proposal have a positive impact on equality?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

<i>This includes gender, race, age, religion, sexuality, disability</i>	
<p>Please provide details</p> <p><i>Please explain if and how any specific equalities groups would be affected by the project.</i></p>	Ensuring sufficient capacity within primary care through investment in primary care buildings will also enable equity of access to a range of health care services across the borough.
Has the project already benefitted from stakeholder engagement / discussions with the local community?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>Please provide details</p> <p><i>Is there public support? To what degree?</i></p>	Appropriate stakeholder engagement will be undertaken once the precise detail of the estate strategy is agreed.

#### 4. Deliverability

When can the infrastructure be delivered?	<input checked="" type="checkbox"/> Within 1-2 years (short term) <input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	<p>If known, in which financial year is the project expected to commence? 2023/2024 Stage 2 Hants lane will commence this financial year as the need is urgent. Appropriate funding will need to be secured.</p> <p>If known, in which financial year is the project expected to complete? 2024/25</p>
Are there any risks to the delivery? Is commencement of the project reliant on any planning, legal or other consents? Is the project reliant on the completion of any other projects first?	<p>The estate strategy will need to be endorsed and approved within the ICB. Requests for capital grants and NHSPS approvals have been made. NHSPS capital of £4.5 m to replace Birleywood has been approved nationally and detailed planning will now commence. Capital grant submissions are being developed in conjunction with the development of PCN based assessments of infrastructure availability, utilisation and demand requirements. The main risk will relate to the availability and timing of sufficient funds. Our schemes will be prioritised to ensure an appropriate programme of work.</p> <p>The Hants lane bid is a standalone scheme consistent with the estates strategy but required urgently to address current demand constraints and issues locally.</p>
Has any work been carried out to date to assess the feasibility of the project?	Yes. NHSPS have examined the feasibility of the scheme and drawn up initial plans.
Please set out any key	<ul style="list-style-type: none"> <li>Completion of stage one</li> </ul>

milestones and/or tasks for the project	<ul style="list-style-type: none"> <li>• Bids to WLBC NHSPS submitted July 23</li> <li>• Approval to proceed August</li> <li>• 8 week build period</li> </ul>
Which organisation will be responsible for delivering the infrastructure?	NHSPS as landlord will commission and undertake the work required
Who will be responsible for the future management and maintenance of the infrastructure?	Combination of NHS Lancs and Cumbria, NHSPS and GP practices dependent upon building ownership.
Are there specific implications, risks or negative impacts if this project does not come forward?	<input type="checkbox"/> Strategic risks / impacts <input checked="" type="checkbox"/> Major risks / impacts <input type="checkbox"/> Minor risks/impacts <input type="checkbox"/> No risks/impacts
Please provide details	Additional space and capacity within our existing primary care estate is required to ensure the delivery of appropriate accessible primary care health services as the current accommodation is heavily utilised with no spare capacity.

## 5. Project costs and funding

<p>What is the cost of the project?</p> <p><i>Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.</i></p>	
<b>Source</b>	<b>Estimate cost (£)</b>
WLBC CIL	<b>50,000</b>
NHSPS	50,000

<b>Do you wish to (bid for the) use CIL monies to help deliver the project?</b>	Yes. Earmarked CIL monies to support investment required for West Lancs NHS estate strategy
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<p><b>Are CIL monies needed to deliver the project? What match funding is available or secured?</b></p> <p><i>Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (eg proposed, bid submitted, approved in principle, secured).</i></p>			
<b>Source</b>	<b>Amount (£)</b>	<b>Status of funding</b>	<b>% of total cost</b>
NHSPS	50000	Proposed	£50
<p><i>Please also set out the risks to the project if any other funding applications were not successful.</i></p>			

*Funding has been secured for Stage 1 of the Hants lane capacity scheme*

Please detail why CIL funding is needed and/or how it will add value to the project?

*Will CIL help secure the overall delivery of the project (i.e. the project would not proceed without CIL), the timing of delivery (i.e. would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e. CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).*

CIL support will be a major catalyst and driver in securing support from NHSPS to invest further in this building. The stage one scheme is being funded by £80k of NHSPS central capital funding.

**Thank you for completing this proforma.**

**Please return to [Nicola.Hamilton@westlincs.gov.uk](mailto:Nicola.Hamilton@westlincs.gov.uk) by 12 noon of 18<sup>th</sup> April 2023**

## 1. Project 210 - Details

<p>Project name:</p>	<p><b>Transforming Ormskirk Tennis Club into a community health and well-being centre</b></p>
<p>Proposed location:</p> <p><i>Where applicable, please provide a plan/map indicating the location of the proposed works</i></p>	<p>Ormskirk Tennis Club County Road Ormskirk Lancashire L39 3LU</p>
<p>Project description:</p> <p><i>Brief description of the proposal</i></p>	<p>To redevelop the existing Clubhouse, installing an additional storey to provide a multi-purpose open space for leisure, health and cultural related use for both existing members and the wider West Lancashire community. In addition, we are seeking to install access equipment to facilitate the delivery of disability tennis for existing members of the Club and the wider West Lancashire Community in order to facilitate the promotion of health and well-being and achieve equality in relation to access to sport.</p>
<p>Project details:</p> <p><i>Purpose of the project and details of the works required</i></p>	<p>The proposed works are:</p> <ol style="list-style-type: none"> <li>1. To redevelop the existing Clubhouse - installing an additional storey on the exiting clubhouse (transforming the Club into a two-storey building) to provide a multi-purpose open space for leisure, health and cultural related use for both existing members and the wider West Lancashire community. The additional space will be an open plan recreational area with a café, bar and office and will have the following purposes: <ul style="list-style-type: none"> <li>• To be used by existing members as a recreational space to socialise and watch tennis matches from</li> <li>• To be used by local health organisations (including Active West Lancs and local NHS bodies) for the hosting of health and well-being awareness and advice sessions</li> <li>• To be used by groups supporting families (such as the West Lancashire Children and Family Wellbeing Service), older people (such as Age UK West Lancashire) and those with disabilities (such as Activ4-All and Community Learning Disability Service)</li> <li>• To be used by the local U3A group to host a variety of sessions for the local community to access</li> <li>• To be used by the Lawn Tennis Association to offer training sessions for local young people and volunteers wishing to get involved with tennis, for example: Tennis Leaders courses, Coaching courses, Safeguarding Courses etc.</li> <li>• To be used, free of charge, by families who are eligible for free school meals, for hosting birthday parties or other family events – this would be done through our partnership with local primary and secondary schools.</li> <li>• To be used by other local community groups as a meeting/event space</li> </ul> </li> </ol> <p>It is our intention that the use of the facility will be free of charge for the above people/organisations, with the exception of any private</p>

	<p>functions such as birthday parties, christenings etc. which will be chargeable.</p> <p>The existing ground floor area will retain its current layout but will be refurbished to provide updated changing rooms, a table tennis facility (accessible to all) and a small, members only, gym area. The designs of the new building also incorporate the use of solar panels, improved insulation and the installation of a heat pump so that the Club can move to becoming carbon neutral.</p> <p>2. To install access equipment to facilitate the delivery of disability tennis, including:</p> <ul style="list-style-type: none"> <li>• Installing a ramp to access the courts</li> <li>• Installing ramp access to the clubhouse, a wider access door and a lift to the first floor</li> <li>• Relocating sections of fencing to allow a greater 'run off' area on courts 1 and 2 to allow for wheelchair movement</li> <li>• Refurbishing the current changing rooms to make them disabled friendly</li> <li>• Creation of disabled parking spaces in the car park</li> </ul> <p>The purpose of the above work is to promote, in partnership with the LTA and local health and disability organisations, disability tennis and to allow those with disabilities to be able to access any of the leisure, health and culture sessions being held on the newly installed first floor of the Club.</p> <p>The overall purpose of the project is to respond to increasing demand (brought about by a number of local housing developments) for leisure, culture and health facilities, with the aim of contributing to the building of a stronger and safer community, improving the general health of West Lancashire residents, improving accessibility of leisure and health facilities and positively contributing to climate change, which are also four of the key strategic objectives stated in the current West Lancashire Local Plan.</p>
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Is the project already on the Infrastructure Delivery Schedule?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please provide reference .....
Has this project been started?	<input type="checkbox"/> Yes carried out <input checked="" type="checkbox"/> No
Has this project been completed?	<input checked="" type="checkbox"/> No

## 2. Contact details

Organisation name	Ormskirk Tennis Club
Project lead / contact name	Rob Owens
Email: Contact number:	<a href="mailto:rdpowens@btinternet.com">rdpowens@btinternet.com</a> or <a href="mailto:chairman@ormskirktennisclub.co.uk">chairman@ormskirktennisclub.co.uk</a> 07916 139 342
Project partners (if applicable):	<p>A number of project partners are being sought including:</p> <ul style="list-style-type: none"> <li>• Lawn Tennis Association (LTA) – potential financial contributor</li> <li>• Southport and District Tennis League</li> <li>• Ormskirk and South Liverpool Table Tennis League</li> <li>• NHS</li> <li>• Active West Lancs</li> <li>• Activ4-All</li> <li>• Community Learning Disability Service</li> <li>• Age UK West Lancashire</li> <li>• West Lancashire Children and Family Well-Being Hub</li> <li>• West Lancashire School Sports Partnership</li> <li>• Ormskirk &amp; Aughton U3A</li> <li>• Ormskirk Community Partnership</li> <li>• A number of local primary and secondary schools</li> </ul>

## 3. Identifying strategic need

<p><b>Does the project meet a local need or demand that has arisen or been exacerbated as a result of new development?</b></p> <p><i>Please explain what need or demand has arisen as a result of new development.</i></p>	<p>Yes - Both the Taylor Wimpey development on High Lane and housing development on the former Hattersley site in Ormskirk have seen us gain an influx of members. We are also starting to see increased demand as a result of the multiple new housing developments in Burscough as we are the nearest tennis club to that location.</p> <p>The increased demand has primarily been experienced in relation to the desire to play tennis for leisure and/or health purposes, however as membership has increased, so too has the suggestion of developing the Club into a community hub rather than just a tennis club.</p> <p>An increasing number of members, through our annual survey, have commented that, given the easy accessibility of the Club, its size of membership, existing partnerships and and the fact club is wholly made up of West Lancashire residents, it makes sense to both offer complimentary services/opportunities to exiting members and to open the Club up to the wider local community for the hosting of a variety of leisure, health and/or cultural sessions/services.</p> <p>This opinion has been shared by our current and potential partners (as listed above) when we have been in discussion with them.</p>
How would the project support or enable growth or	This project is closely aligned to the strategic objectives of the current local plan, as outlined in Chapter 3 of the plan - the 'Vision



<p>planned development in West Lancashire?</p> <p><i>Details of why this project is required to support new development. Please provide details of any specific development proposals, sites or growth which would be supported, enabled or unlocked by the project.</i></p>	<p>for West Lancashire 2027’, and is also in synergy with the Council’s Health and Wellbeing Strategy.</p> <p>The infrastructure and Services Provision section of the Local Plan (chapter 8, page 132), cites, “Development proposals for new public facilities should be co-located where possible, creating ‘community hubs’ and providing a range of services in one sustainable and accessible location...” and “The loss of community, leisure and cultural facilities and service within town and local centres will be resisted....or it can be established that the services provided by the facility can be served in an alternative location or manner that is equally accessible by the community.”</p> <p>Given the growth of the population in West Lancashire, key leisure, health and cultural opportunities and services will inevitably face greater demand, however increased overheads and operating costs are resulting in smaller organisations being unable to continue to operate and/or being able to meet demand. This project offers the opportunity to build a new community hub that, because of its exiting operation, offers a sustainable to way to provide affordable (in many cases, free) additional capacity for those organisations to use and therefore meet current and future demand for their services. It also allows organisations/partners to access the pre-established target audience of West Lancashire residents who are current Club members.</p> <p>The project also allows for new services to be provided for West Lancashire residents that aren’t currently available. For example, partnering with schools to identify those eligible for free school meals and offering them an opportunity to host a family event at the new facility, free of charge, provides access to an important well-being opportunity that is not currently available. By creating a ‘hub’ of activity, opportunities like this become sustainable as overheads are covered by other, paid for, activities hosted at the facility.</p> <p>Finally, the project will provide key additional capacity for the core activity of the Club – tennis and table tennis; this will be provided by expanding the table tennis facilities on offer, creating an indoor mini tennis court and making the courts accessible for disability tennis, provision which is not currently available in West Lancashire.</p>
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<p>Is the project identified within a relevant local strategy?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Please tick those that apply and provide any relevant strategy / policy details</p>	<p><input checked="" type="checkbox"/> Leisure Strategy / Playing Pitch Strategy WLBC</p> <p><input checked="" type="checkbox"/> Health and Wellbeing Strategy, WLBC</p>

<p>Does the project help meet at least one of the Council's Corporate Priorities?</p> <p>Please tick those that apply</p> <p><a href="#">LINK to Council Priorities</a></p>	<p><input checked="" type="checkbox"/> <b>Create empowered, engaged and inclusive communities</b>  <i>Including: Healthy, resilient and engaged communities, improved places to live and work, equal opportunities</i></p> <p><input checked="" type="checkbox"/> <b>Become a greener West Lancashire</b>  <i>Including: To embed green infrastructure into our Borough's future development and regeneration, to safeguard the natural landscape and maintain our green environment, to become carbon neutral, encourage green space, energy efficiency, sustainable supply chains</i></p> <p><input type="checkbox"/> <b>A clean, safe environment with affordable homes</b>  <i>Including: Providing a cleaner physical environment to enhance the Borough, supporting quality growth and infrastructure</i></p> <p><input checked="" type="checkbox"/> <b>Everyone to be healthy, happy, safe and resilient</b>  <i>To invest in sports and leisure services and facilities, to protect, invest and continue to develop our green leisure spaces, to reduce health inequalities, to support our most deprived areas</i></p> <p><input checked="" type="checkbox"/> <b>Support businesses to adapt and prosper</b></p> <p><input type="checkbox"/> <b>Be a financially sustainable Council by 2023</b>  <i>Including: To provide value for money services</i></p>
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<p>Does the project fall under the infrastructure listed in the Infrastructure Funding Statement?</p> <p>Please tick the infrastructure type(s)</p> <p><a href="#">Link to the IFS</a></p>	<p><input type="checkbox"/> <b>Strategic transport and highways improvements or provision</b>  <i>Including: Cycle network provision and improvements, footpaths, bus stops etc.</i></p> <p><input checked="" type="checkbox"/> <b>Strategic green infrastructure</b>  <i>Including: Parks, amenity open space, play areas, outdoor sports facilities and playing pitches, semi-natural open space.</i></p> <p><input checked="" type="checkbox"/> <b>Community facilities</b>  <i>Including: Libraries, health facilities, community centres, public realm, leisure centres etc.</i></p>
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<p>Does the project propose?</p>	<p><input checked="" type="checkbox"/> Provision of new infrastructure</p> <p><input checked="" type="checkbox"/> Improvement of existing infrastructure</p> <p><input type="checkbox"/> Replacement of existing infrastructure</p> <p><input type="checkbox"/> Operation</p> <p><input type="checkbox"/> Maintenance</p>
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<p>What benefits will the scheme deliver to the local area?</p>	<p><input type="checkbox"/> Economic improvements</p> <p><input checked="" type="checkbox"/> Environmental improvements</p> <p><input checked="" type="checkbox"/> Social improvements</p>
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Please provide details.	<p><b>Environmental improvements</b> – the proposed project will seek to make the building carbon neutral through the utilisation of carbon neutral energy (solar panels and heat pump), LED lighting throughout and improved insulation. This will contribute environmental benefits to the local community as the current building is not energy efficient – it is poorly insulated, relies on electric heaters and offers no solar or heat pump efficiency.</p> <p><b>Social improvements</b> – the proposed project will offer numerous social benefits to the local community including:</p> <ul style="list-style-type: none"> <li>• Access to leisure, health and cultural advice and sessions for the whole community, delivered by our partners, in our new community hub</li> <li>• Improving local organisation’s ability to raise awareness of, and access, the help and support they through the use of an easily accessible outreach community hub facility</li> <li>• Improved access to health and well-being opportunities through tennis and disability tennis</li> <li>• Free access, for designated groups, to a facility that will enable them to hold events that boost personal and social well-being</li> </ul> <p>It is hoped that that new facility will offer those residents across West Lancashire, but in particular in Ormskirk and Burscough, the opportunity to access leisure, health and cultural sessions/advice that improve their well-being from social, emotional and health perspectives. It is also envisaged that, in addition to providing additional capacity for existing services, that new services, such as disability tennis, are able to satisfy previously uncatered for demand.</p> <p>Our main objective is for this project to positively affect as many West Lancashire (with a focus on Ormskirk and Burscough) residents as possible.</p>
What geographic area will the project benefit?	<input checked="" type="checkbox"/> Neighbourhood / local <input checked="" type="checkbox"/> Town / large village <input type="checkbox"/> Borough wide / beyond
Please provide details	<p>Due to the location of the proposed project, it would predominantly be Ormskirk and Burscough residents that gain the biggest benefit; however any and all West Lancashire residents would be welcome to access the facility and benefit from what is on offer.</p>
Does the proposal have a positive impact on equality?  <i>This includes gender, race, age, religion, sexuality, disability</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details  <i>Please explain if and how any specific equalities groups would be affected by the project.</i>	<p>Our research suggests that there is a perceived inequality in sport provision in the local area, with many people citing that physical disabilities are not well catered for; this project seeks to achieve</p>

	<p>equality in sport provision, specifically tennis, between able bodied and disabled individuals.</p> <p>We are also hoping the project addresses perceived inequality linked to age, with over half of those involved in our research suggesting that they felt help and support for those aged over 60 was inferior to that provided for those aged under 60.</p> <p>With respect to equality, this project seeks to offer as many positive opportunities as possible to all West Lancashire residents irrespective of age, gender, race, religion, sexual orientation or disability.</p>
Has the project already benefitted from stakeholder engagement / discussions with the local community?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details  <i>Is there public support? To what degree?</i>	<p>We have undertaken research with our Club members (including their friends and family) and a sample of our partners. In total there were 170 respondents to our research, who represented in excess of 5000 people.</p> <p>Key feedback included:</p> <ul style="list-style-type: none"> <li>• 100% support for our project</li> <li>• 100% thought that the easily accessible location of the Club made it an ideal location for the proposed project</li> <li>• 90% believed that the project would make a significant or highly significant difference to the local community</li> <li>• 90% said that they envisaged the project would have a positive benefit for them and/or their family</li> <li>• 100% of partners sampled said that they would welcome and utilise an 'outreach' facility</li> <li>• 75% of partners sampled said that the proposed new facility would help them address capacity issues</li> <li>• 50% of partners sampled said that an 'outreach facility' would help them to continue to be viable as a small local organisation</li> </ul> <p>We believe that our research demonstrates an overwhelming support for the project and that this support would only grow if we were to widen our stakeholder engagement.</p>

#### 4. Deliverability

When can the infrastructure be delivered?	<input checked="" type="checkbox"/> Within 1-2 years (short term) <input type="checkbox"/> Within 3-5 years (medium term) <input type="checkbox"/> Over 5 years (long term) <input type="checkbox"/> Unknown
Please provide details	We are seeking to commence the project in April 2024 with a completion date of December 2024, in time for a January 2025 opening.
Are there any risks to the delivery? Is commencement of	The risks to delivery are:

<p>the project reliant on any planning, legal or other consents? Is the project reliant on the completion of any other projects first?</p>	<p><b>Planning consent</b> – we have discussed the project with a planning expert and, given the location of the project, surrounding buildings and local planning regulations, they can see no reason why the project would not secure planning permission. We are scheduled to submit a planning application for the project in August 2023.</p> <p><b>Finance</b> - the inability to secure the required funding is a risk, however we have had productive discussions with the LTA and believe that, if grant funding did not achieve the required total, a loan option would be made available to us to secure any shortfall required.</p> <p>Commencement of the project is only subject to planning and funding; all other considerations have been addressed.</p> <p>Our risk register did not identify any other ‘moderate’ risks. There are no significant risks.</p>
<p>Has any work been carried out to date to assess the feasibility of the project?</p>	<p>Yes, we have undertaken RIBA stages 0, 1 and 2 (<a href="#">2020RIBAPlanofWorktemplatepdf.pdf</a>) and therefore have undertaken feasibility work including: completing an initial business case, structural and topological surveys, architectural concepts, cost plan, outline specification planning advice and a draft project programme and plan.</p> <p>We are seeking to move to RIBA stage 3 in August 2023 in order to finalise the concept, achieve planning permission and refine our cost and programme plans.</p>
<p>Please set out any key milestones and/or tasks for the project</p>	<p>The key milestones we have identified are:</p> <p><b>August 2023</b> – submit planning permission</p> <p><b>December 2023</b> – gain planning permission, finalise the concept and begin refining the cost and programme plans.</p> <p><b>January 2024</b> – secure all required funding for the project and finish the cost and programme plans - complete RIBA stage 3 (spatial coordination)</p> <p><b>February 2024</b> - submit building regs application</p> <p><b>March 2024</b> - complete RIBA stage 4 (technical design)</p> <p><b>April 2024</b> – RIBA stage 5 commences (manufacturing and construction)</p> <p><b>December 2024</b> – complete RIBA stage 5 and 6 (handover)</p> <p><b>January 2025</b> – complete RIBA stage 7 (use)</p> <p>We have allowed January 25 – March 25 as ‘contingency time’ should any of the aforementioned milestones not be met by the envisaged dates; this would still enable the project to be completed within the 24/25 financial year and be operational in spring 2025.</p>
<p>Which organisation will be responsible for delivering the infrastructure?</p>	<p>Ormskirk Tennis Club - through their Management Committee and any appointed contractors.</p>
<p>Who will be responsible for the future management and maintenance of the infrastructure?</p>	<p>Ormskirk Tennis Club - through their Management Committee and any appointed contractors.</p>

Are there specific implications, risks or negative impacts if this project does not come forward?	<input type="checkbox"/> Strategic risks / impacts <input type="checkbox"/> Major risks / impacts <input checked="" type="checkbox"/> Minor risks/impacts <input type="checkbox"/> No risks/impacts
Please provide details	<p>The implications of this project not going ahead are:</p> <ul style="list-style-type: none"> <li>• The Club is not able to meet the increased demand for its facilities and activities and therefore the health and well-being of West Lancashire residents may be negatively impacted</li> <li>• The Club is not able to effectively cater for disabled people therefore the health and well-being of affected West Lancashire residents may be negatively impacted in addition to the Club not being able to achieve its equality ambitions</li> <li>• The potential benefits identified earlier in the application cannot be realised and therefore this, indirectly, adversely impacts West Lancashire residents, and the organisations seeking to support them, as the much needed capacity for community services outlined is not provided</li> </ul> <p>In summary, whilst the implications of this project not going ahead may be classified as 'minor' to 'moderate', the missed opportunity to positively affect residents lives through the project would be 'major'.</p>

## 5. Project costs and funding

<p>What is the cost of the project?</p> <p><i>Please complete the table below with as much detail as possible – including, where known, a breakdown of the different elements of the scheme. Please make clear if funding is being sought for revenue costs (eg on-going maintenance). Costs associated with preparing the CIL funding bid should not be included.</i></p>	
Source	Estimate cost (£)
<p>Kevin Wan (architect) FCCA, FCA, FCPA, ACG, ACS, FTIHK, MHKSI</p> <p>The cost quoted is an estimated total cost for the entire project (inclusive of VAT) from RIBA stages 0 to 7, inclusive of design, materials and labour.</p> <p>The CIL funding bid has been prepared by the project lead; Rob Owens (Chairman of Ormskirk Tennis Club) free of charge.</p> <p>A detailed breakdown of the costs (our cost plan) associated with the project is available if required.</p>	<p><b>320,000</b></p>

<p><b>Do you wish to (bid for the) use CIL monies to help deliver the project?</b></p>	<p>Yes</p>
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**Are CIL monies needed to deliver the project?** What match funding is available or secured?

*Please give details of all identified sources of funding for the project, including the amount of CIL funding being sought and any match funding and its status (e.g., proposed, bid submitted, approved in principle, secured).*

Source	Amount (£)	Status of funding	% of total cost
Tennis Club internal funds	£75,000	Secured	23.44
Biffa Award	£75,000	Application Submitted	23.44
CIL	£100,000	Application Submitted	31.25
LTA	£70,000	Application Started	21.87
Tennis Club – further fundraising	£10,000	N/A	Contingency

Additional CIL funding, over and above the £100,000 applied for, would be advantageous but we appreciate that such an award may not be feasible and would be required to go through a different decision process, as per the guidance. If additional funding may be possible then we would welcome the opportunity to discuss this.

**Please detail why CIL funding is needed and/or how it will add value to the project?**

*Will CIL help secure the overall delivery of the project (i.e., the project would not proceed without CIL), the timing of delivery (i.e., would CIL enable the project to be brought forward earlier) or the longevity of the project (i.e., CIL would enhance the quality of the project, increase the benefit to residents or enable the benefit to be sustained for longer).*

The CIL funding applied for is integral to the deliverability of this project, without it the project would, in all likelihood, not be able to proceed.

**Thank you for completing this proforma.**

**Please return to [Nicola.Hamilton@westlancs.gov.uk](mailto:Nicola.Hamilton@westlancs.gov.uk)**





## Appendix C - Infrastructure Delivery Schedule 2023 – By Ward

Project Number	Current Status	Project Name	Project Description	Organisation Name	Project Partners	Parish Area	IDS Project Type - General	IDS Project Type - Detail	Are CIL monies requested/required?
182	Completed 2022/23	West Lancashire Dial-a-Ride (Year 2)	Dial-a-Ride is an accessible passenger transport service for West Lancashire, already supported by Lancashire County Council.	West Lancashire Dial-a-Ride	LCC, WLBC	Borough Wide	Strategic Transport and Highways/Community Facilities	Transport provision	Yes
192	Completed 2023/24	West Lancashire Dial-a-Ride (Year 3)	Dial-a-Ride is an accessible passenger transport service for West Lancashire, already supported by Lancashire County Council.	West Lancashire Dial-a-Ride	LCC, WLBC	Borough Wide	Strategic Transport and Highways/Community Facilities	Transport provision	Yes
7	In progress	Water supply	Upgrade the Southport boreholes and Bickerstaffe water treatment works	United Utilities		Borough Wide	None	None	No
66	Not started	Route management opportunities	Effective route management for HGVS as a result of the Switch Island link road	LCC	WLBC	Borough Wide	Strategic Transport and Highways	Highways	No
206	New 2023	UK Shared Prosperity Fund Community Grant Scheme Match Funding	To use CIL as match-funding for eligible projects seeking to access the Council's UK Shared Prosperity Fund Community Grant Scheme ('UKSPF CGS'). Up to £500,000 of CIL funding is sought to match-fund with UKSPF CGS on eligible projects.	WLBC	None	Borough Wide	All	All	Yes
212	New 2023	Estates Strategy for the provision of increased capacity within West Lancs GP and primary care NHS provision	Increase capacity of existing primary care system existing premises and provision.	NHS Lancashire and South Cumbria ICB	None	Borough Wide	Community Facilities	Health Facilities	Yes
108	Not started	Surface water flooding study investigation	Surface water study investigation into flooding	LCC	WLBC	Aughton	None	None	No
145	Not started/Updated 2023	Improvements to railway station facilities	Improvements to railway station facilities	Network Rail		Aughton	Strategic Transport and Highways	Strategic Transport and Highways	Yes
146	Not started/Updated 2023	Improvements to railway station facilities	Improvements to railway station facilities	Network Rail		Aughton	Strategic Transport and Highways	Strategic Transport and Highways	Yes
203	New 2023	Scheme to increase capacity to deliver GP and primary care NHS provision within Aughton surgery, Ormskirk.	Scheme to increase capacity to deliver GP and primary care NHS provision within Aughton surgery, Ormskirk.	NHS Lancashire and South Cumbria ICB	None	Aughton	Community Facilities	Health Facilities	Yes
123	Not started	Flood prevention works, Bickerstaffe	Installation of flood prevention infrastructure in consultation with LCC flood management team	LCC		Bickerstaffe	None	None	No

Project Number	Current Status	Project Name	Project Description	Organisation Name	Project Partners	Parish Area	IDS Project Type - General	IDS Project Type - Detail	Are CIL monies requested/required?
6	In progress	New Lane WWTW	Solution for wastewater treatment capacity issue at New Lane	United Utilities		Burscough	None	None	No
20	Not started	Extension to Burscough primary school	Potential extension to increase a 1 form entry to a 2-form entry primary school.	LCC	Developer(s)	Burscough	None	None	No
21	Not started	Increase secondary provision in the Burscough area	Increase secondary provision in the Burscough area	LCC	Developer(s)	Burscough	None	None	No
22	Not started	Burscough library	Provision of a new library of appropriate size in central location to support additional development	LCC		Burscough	Community Facilities	Libraries	No
24	Not started	Reinstatement of Burscough Curves	Reinstatement of the Burscough Curves to Link Ormskirk - Southport - Preston.	LCC / Network Rail	WLBC	Burscough	Strategic Transport and Highways	Transport	No
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.	LCC / Network Rail	WLBC	Burscough	Strategic Transport and Highways	Transport	No
27	Not started	Burscough drainage	In addition to usual on-site SuDS, surface water removal from existing system	LCC	WLBC	Burscough	None	None	No
29	In progress/ Updated 2023	Burscough Racquets and Fitness Centre	The existing sports centre will be upgraded	WLBC		Burscough	Community Facilities	Leisure Centres	Yes
30	Not started	New Burscough Park	New Park proposal as part of Yew Tree Farm Development	Developers		Burscough	None	None	No
31	Not started	Community Woodland	New community woodland to be created in Burscough	WLBC		Burscough	Strategic Green Infrastructure	Amenity Open Space/Semi-natural Public Open Space	Yes
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.	LCC		Burscough	Strategic Transport and Highways	Cycle network provisions/footpaths	No
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.	WLBC		Burscough	Community Facilities	Public Realm	No
76	Not started	Burscough-Parbold Towpath Improvements	Surface improvement works to the towpath between Parbold and Burscough, between Windmill Bridge (Bridge 37) to Glovers Bridge (Bridge 33). Approx distance of 4.5km.	Canal & Rivers Trust	WLBC / Parish Councils	Burscough	Strategic Transport/Strategic Green Infrastructure	Cycle Network Provisions/Amenity Open Space	Yes
81	Not started	New allotments in Burscough	Creation of new allotment facility	WLBC		Burscough	Community Facilities	Public Realm - Allotments	No

Project Number	Current Status	Project Name	Project Description	Organisation Name	Project Partners	Parish Area	IDS Project Type - General	IDS Project Type - Detail	Are CIL monies requested/required?
84	Not started/ Updated 2023	Investment in health facilities in Burscough	Upgrade and develop services in Burscough to address locality demand constraints and infrastructure issues	West Lancs CCGG / NHS PropCo		Burscough	Community Facilities	Health Facilities	Yes
105	Not started	Burscough Library / Transport Interchange	Relocation of existing library into a larger more suitable premises. Dual project with ticketing and transport office	Network Rail / LCC		Burscough	Strategic Transport and Highways/Community Facilities	Public Realm/Libraries	Yes
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	Burscough Town Council	LCC	Burscough	Strategic Transport and Highways/Community Facilities	Footpaths/amenity open space	Yes
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 Town Council	Lancashire County Council	Burscough	Strategic Transport and Highways	Rail	Yes
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.	Martin Mere WWT		Burscough	Strategic Green Infrastructure	Amenity Open Space	Yes
139	Not started/ Updated 2023	Improvements to railway station facilities	Improvements to railway station facilities	Network Rail		Burscough	Strategic Transport and Highways	Strategic Transport and Highways	Yes
143	Not started/ Updated 2023	Improvements to railway station facilities	Improvements to railway station facilities	Network Rail		Burscough	Strategic Transport and Highways	Strategic Transport and Highways	Yes
150	Not started	Public Right of Way (8-18-FP139 & FP140)	Improve access along footpath and to canal moorings	Lancashire County Council		Burscough	Strategic Transport and Highways	Footpaths	Yes
179	Not started	Burscough cycleway	New cycle route between Ringtail Retail Park and Burscough Industrial Estate	Lancashire County Council		Burscough	Strategic Transport and Highways	Cycling Network Provisions	Yes
193	New 2023	Richmond Park Football Pitch Maintenance Works	Maintenance and upgrade of football pitch at Richmond Park, Burscough	Burscough Richmond AFC	None	Burscough	Green Infrastructure/Community facilities	Amenity open space/Outdoor sports facilities and playing pitch	Yes
202	New/ Withdrawn 2023	A59 Toucan Crossing (upgrade), Abbey Lane, Burscough	Upgrade of puffin to toucan crossing on the A59.	LCC	None	Burscough	Strategic Transport and Highways	Cycle network provisions and improvements to footpaths	Yes
103	Not started	Refuge and footway improvement	Refuge and footway improvement on A5147 Wainshar Lane, Haskayne (35m north of Rosemary Lane)	Downholland Parish Council	LCC	Downholland	Strategic Transport and Highways	Footpaths	Yes

Project Number	Current Status	Project Name	Project Description	Organisation Name	Project Partners	Parish Area	IDS Project Type - General	IDS Project Type - Detail	Are CIL monies requested/required?
70	Completed 2023/24	Cheshire Lines Path	Improvements to access, signage, surfacing and interpretation.	WLBC		Great Altcar	Strategic Transport/Strategic Green Infrastructure	Cycle Network Provisions/Amenity Open Space	Yes
177	Not started	Shirdley Hill Cycleway	To create a new off-road cycle path along the former Cheshire Lines Extension Line from Halsall to Kew (Southport).	Lancashire County Council		Halsall	Strategic Transport and Highways	Cycling Network Provisions	Yes
200	New 2023	Halsall-Scarlsbrick Canal Towpath Improvement	Resurfacing of canal towpath between Summerwood Lane, Halsall and Scarlsbrick Marina with a 2m wide crushed stone surface, 2,250m in length	Canals and Rivers Trust	CRT	Halsall/Scarlsbrick	Strategic Transport and Highways	Cycle network provisions	Yes
153	Not started	Hesketh Bank Heritage Park	Creation of a Heritage Park/Gateway Facility for the Douglas Linear Park and Footpaths.	West Lancashire Heritage Park Trust	LCC, WLBC	Hesketh-with-Becconsall	Strategic Transport and Highways/Community Facilities	Cycle network provisions and Improvements to footpath/Community Facilities/Public Realm	Yes
127	Not started	Hilldale Jubilee Field Footpath	Reinstatement of the footpath	Hilldale Parish Council	LCC	Hilldale	Strategic Transport and Highways	Footpaths	Yes
194	New 2023	Hilldale Junior Play Area	Replacement of stand alone timber multi activity play structure with multi activity structure including flat seat and team swings.	Hilldale Parish Council	None	Hilldale	Green Infrastructure	Play Area	Yes
180	Not started	New car park at the Maharishi School, Lathom	New car park at the Maharishi School, Lathom	Maharishi School		Lathom	None	None	No
122	Not started	Swells Wood	Development as a linear park route	Lathom South Parish Council	WLBC / LCC	Lathom South	Strategic Transport/Strategic Green Infrastructure	Footpaths/Amenity open Space	No
181	Not started	Westhead nature area	To create a nature site, with wildflowers, trees, paths and benches on a 0.9ha site	Trustees of Westhead Village Hall (via Our West Lancashire / Cllr Davis)		Lathom South	Strategic Green Infrastructure	Semi-natural Public Open Space	Yes
185	Not started	Lathom South footpath network upgrades	3x footpath upgrades to accommodate pedal cycles (3m wide), new signage, new lighting, creation of new PROW between FP24 and FP101. Total length of paths = 1km.	Lancashire County Council	WLBC / Parish Council	Lathom South	Strategic Transport and Highways	Footpaths	Yes
186	Not started	Neverstitch Road Cycle Path Upgrade, Skelmersdale	Numerous upgrades required along existing cycle path along Neverstitch Road from the western end (Turnberry underpass / connection with 8-2-FP-101), in order to conform to LTN 1/20 standards:	Lancashire County Council	WLBC	Lathom South	Strategic Transport and Highways	Cycle network provision	Yes
33	Not started	New Allotments in Newburgh	New Allotments in Newburgh	WLBC		Newburgh	Community Facilities	Public Realm - Allotments	No

Project Number	Current Status	Project Name	Project Description	Organisation Name	Project Partners	Parish Area	IDS Project Type - General	IDS Project Type - Detail	Are CIL monies requested/required?
96	Not started/ Updated 2023	Newburgh-Parbold Canal towpath improvements	Improvements to the Leeds Liverpool Canal towpath between Newburgh and Parbold over a distance of approx. 1.3kms.	Canal & Rivers Trust	Parish Councils	Newburgh	Strategic Transport/Strategic Green Infrastructure	Cycle Network Provisions/Amenity Open Space	Yes
13	Not started/ Updated 2023	Banks Linear Park	New multi-use linear park providing an off-road path following former railway line	LCC		North Meols	Strategic Transport and Highways/Strategic Green Infrastructure	Cycle network provisions/footpaths/amenity open space/semi-natural open space	Yes
94	Not started	North Meols Community Centre renovations	Renovations for existing community centre	North Meols Parish Council		North Meols	Community Facilities	Community Centre	Yes
95	Not started	Hesketh Avenue / Aveling Drive sports pavilion	Construction of a new purpose-built pavilion	North Meols Parish Council	WLBC	North Meols	Strategic Green Infrastructure/Community Facilities	Parks/Amenity Open Space	Yes
113	Completed 2022/23	Thompson Avenue play area improvements	Upgrade play area at Thompson Avenue public open space	WLBC		Ormskirk (non-p)	Strategic Green Infrastructure	Play area	Yes
4	Not started	Ormskirk Town Centre Movement Strategy	Package of measures to address congestion and movement in Ormskirk.	LCC	WLBC	Ormskirk (unparished)	Strategic Transport and Highways	Improvements	No
11	Not started/ Updated 2023	Ormskirk to Burscough Linear Park	Delivery of and Ormskirk to Burscough Linear Park pathway from existing footway/cycleway that has been created as part of the Grove Farm development to Abbey Lane, Burscough	WLBC	None	Ormskirk (unparished)	Strategic Transport and Highways/Strategic Green Infrastructure	Cycle network provisions/footpaths/amenity open space/semi-natural open space	Yes
39	Not started	Ormskirk bus station	Ormskirk bus station upgrade	LCC	WLBC	Ormskirk (unparished)	Strategic transport and Highways	Transport	No
40	Not started	Coronation Park improvements	Coronation Park - final phase of environmental and facility improvements (art, water features, stone wall repairs, flower beds)	WLBC		Ormskirk (unparished)	Community Facilities	Parks	Yes
41	In progress/ Updated 2023	Ormskirk Wellbeing and Leisure Hub/Park Pool	Replacement of, or improvements to, existing facility	WLBC		Ormskirk (unparished)	Community Facilities	Leisure Centres	Yes
42	In progress/ Updated 2023	Cycle link between Ormskirk bus station and Edge Hill University	Provision of new cycle link between Ormskirk bus station and Edge Hill University	LCC	WLBC	Ormskirk (unparished)	Strategic Transport and Highways	Cycling Network Provisions	Yes
80	Not started/ Updated 2023	Whittle Drive Playing Pitch New Changing Rooms	Improve community facilities at Whittle Drive football pitches.	WLBC Leisure	Football Foundation, West End Football Club	Ormskirk (unparished)	Community Facilities	Amenity open space/Outdoor sports facilities and playing pitch	Yes

Project Number	Current Status	Project Name	Project Description	Organisation Name	Project Partners	Parish Area	IDS Project Type - General	IDS Project Type - Detail	Are CIL monies requested/required?
100	In progress/ Updated 2023	Puffin pedestrian crossing	Construct a staggered puffin pedestrian crossing on the A570 at the junction of Derby Street West / Southport Road / Church Street	LCC		Ormskirk (unparished)	Strategic Transport and Highways	Footpaths	Yes
104	Not started	Zebra crossing	Construction of a zebra crossing at junction of Aughton St / Bridge St, Ormskirk	LCC		Ormskirk (unparished)	Strategic Transport and Highways	Footpaths	Yes
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.	LCC	WLBC	Ormskirk (unparished)	None	None	No
111	Not started	Ormskirk allotments	Creation of new allotment site in Ormskirk	WLBC		Ormskirk (unparished)	Community Facilities	Public Realm/Allotments	Yes
134	Not started	Scott Estate Community Plan	Provision of increased parking area with seated section, tree planting	Scott Estate Community Plan	WLCVS	Ormskirk (unparished)	None	None	Yes
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	LCC	WLBC	Ormskirk (unparished)	Strategic Transport and Highways	Strategic Transport and Highways	Yes
142	Not started	Improvements to railway station facilities	Improvements to railway station facilities	Network Rail		Ormskirk (unparished)	Strategic Transport and Highways	Strategic Transport and Highways	Yes
151	In progress / CIL Funding secured/Updated 2023	Overhaul of UTMC system Ormskirk Town Centre	Assess and improve efficiency of signal co-ordination.	Lancashire County Council		Ormskirk (unparished)	Strategic Transport and Highways	Transport Improvement/footpaths	Yes
171	Not started/Updated 2023	West End Park Improvements	Upgrade and improvements to park.	WLBC Leisure	None	Ormskirk (unparished)	Strategic Green Infrastructure	Green Parks and amenity open space	Yes
172	Not started/Updated 2023	Halsall Lane Park, Ormskirk	Improvement of play area	WLBC Leisure	None	Ormskirk (unparished)	Strategic Green Infrastructure	Green Parks and amenity open space	Yes
175	In progress / CIL Funding secured/ Updated 2023	Ormskirk cycle improvements	Improvements to signage and a new pedestrian/cycle crossing.			Ormskirk (unparished)	None	None	No
176	Not started	Westhead Bowling Green	Creation of a bowling green, toolshed, small hut and car park	WLBC		Ormskirk (unparished)	Strategic Green Infrastructure/Community Facilities	Outdoor sports facilities	Yes
195	New 2023	Green Lane - Rugby Pitch Works	Maintenance and drainage upgrade at Green Lane Rugby pitch	Ormskirk Rugby Club	None	Ormskirk (unparished)	Green Infrastructure/Community facilities	Amenity open space/Outdoor sports facilities and playing pitch	Yes

Project Number	Current Status	Project Name	Project Description	Organisation Name	Project Partners	Parish Area	IDS Project Type - General	IDS Project Type - Detail	Are CIL monies requested/required?
201	New 2023	Ormskirk West End FC - Football Pitch Works	Drainage support for the pitch at Ormskirk West End Ground	Whittle Drive Football Club	None	Ormskirk (unparished)	Green Infrastructure/Community facilities	Amenity open space/Outdoor sports facilities and playing pitch	Yes
205	New 2023	Scheme to increase capacity for the provision of GP and primary care services within Hants lane clinic, Ormskirk.	Increase capacity of existing primary care system existing premises and provision.	NHS Lancashire and South Cumbria ICB	NHS Property services Ormskirk Primary care network	Ormskirk (unparished)	Community Facilities	Health Facilities	Yes
210	New 2023	Transforming Ormskirk Tennis Club into a community health and well-being centre	Redevelopment of existing Clubhouse, installing an additional storey to provide a multi-purpose open space for leisure, health and cultural related use.	Ormskirk Tennis Club	A number of project partners being sought	Ormskirk (unparished)	None	None	Yes
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	WLBC		Ormskirk/Skelmersdale (unparished)	Strategic Transport and Highways/Strategic Green Infrastructure	Cycle network provisions/footpaths/amenity open space/semi-natural open space	Yes
34	Not started	New Allotments in Parbold	New Allotments in Parbold	WLBC		Parbold	Community Facilities	Public Realm - Allotments	Yes
59	Not started	New changing facilities at Bramble Way, Parbold	New changing room facilities at Bramble Way, Parbold	WLBC		Parbold	Community Facilities	Outdoor Sports Facilities	Yes
121	Not started	Car parking resurfacing, Canal side, Parbold	Resurfacing works on waste ground to formal car parking	Parbold Parish Council		Parbold	Strategic Transport	Improvement	Yes
140	Not started	Improvements to railway station facilities	Improvements to railway station facilities	Network Rail		Parbold	Strategic Transport and Highways	Strategic Transport and Highways	Yes
168	In progress / CIL Funding secured/Updated 2023	Appley Bridge – Parbold Towpath Enhancement	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.	Canal and River Trust	WLBC	Parbold	Strategic Transport and Highways/Green Infrastructure	Amenity Open Space	Yes
208	New 2023	Fairy Glen Green Infrastructure Improvements	Green infrastructure improvements to Fairy Glen, involving significant upgrades to the paths, access controls, site signage and site furniture.	WLBC	None	Parbold/Wrightington	Green Infrastructure	Green Parks and amenity open space	Yes
144	Not started	Improvements to railway station facilities	Improvements to railway station facilities	Network Rail		Rufford	Strategic Transport and Highways	Strategic Transport and Highways	Yes
148	Not started	Public right of way (8-14-FP08 & FP09)	Improving the public footpath along part of Rufford Boundary Sluice	Lancashire County Council		Rufford	Strategic Transport and Highways	Cycle Network Provisions and footpaths	Yes

Project Number	Current Status	Project Name	Project Description	Organisation Name	Project Partners	Parish Area	IDS Project Type - General	IDS Project Type - Detail	Are CIL monies requested/required?
155	Not started	Burscough-Rufford Canal towpath improvements	Surface improvements to canal towpath between Burscough and Rufford	Canal and River Trust	Lancashire County Council	Rufford	Strategic Transport and Highways	Cycle network provisions and Improvements to footpaths	Yes
196	New 2023	Holmeswood Play Area Fence Replacement	Perimeter safety fence to play area. To replace existing fence that is in a poor state of repair and not safe	Rufford and Holmeswood Parish Council	None	Rufford	Green Infrastructure/Community facilities	Play Area	Yes
197	New 2023	Holmeswood MUGA (Phase 2)	Completion of MUGA (new fencing already complete - Phase 1)	Rufford and Holmeswood Parish Council	None	Rufford	Green Infrastructure/Community facilities	Sports facilities (MUGA)	Yes
198	New 2023	Replacement Bus Shelters Rufford Holmeswood	Replacement of 4 bus shelters	Rufford and Holmeswood Parish Council	None	Rufford	Strategic Transport and Highways	Improvements to bus stops	Yes
199	New 2023	Rufford park Play Area	Replacement of frequently vandalised wooden boat	Rufford and Holmeswood Parish Council	None	Rufford	Green Infrastructure/Community facilities	Play Area	Yes
137	Not started	Improvements to railway station facilities	Improvements to railway station facilities	Network Rail		Scarisbrick	Strategic Transport and Highways	Strategic Transport and Highways	Yes
138	Not started	Improvements to railway station facilities	Improvements to railway station facilities	Network Rail		Scarisbrick	Strategic Transport and Highways	Strategic Transport and Highways	Yes
209	New 2023	Environmental site enhancements at Kiln Lane and Tongbarn playing fields.	Site enhancements are to include habitat creation, improved path network, seating, development of natural play features.	WLBC	None	Skelmersdale	Green Infrastructure	Green Parks and amenity open space	Yes
58	Completed 2022/23	Tawd Valley Improvements	Improvements to enhance the Tawd Valley, including improved access, recreation and landscaping improvements	WLBC		Skelmersdale (non-p)	Strategic Green Infrastructure/Community Facilities	Green Parks/amenity open space/Public Realm	Yes
157	Completed 2022/23	Tawd Valley Park Play Area	High quality play facilities for all ages and abilities to complement the development of Skelmersdale Town Centre	WLBC Leisure	Groundwork Trust; Friends of Tawd Valley Park	Skelmersdale (non-p)	Strategic Green Infrastructure	Play Area	Yes
174	Completed 2022/23	Clough Valleys environmental improvements	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.	WLBC Leisure		Skelmersdale (non-p)	Strategic Green Infrastructure	Semi-natural Public Open Space	Yes
183	Completed 2022/23	Skelmersdale Active Community Hub	Creation of an active community hub at the Ecumenical centre, where people can access a range of leisure and fitness activities that enrich their lives, with particular focus on people who are older, with mobility issues, disengaged youth, refugees.	Skelmersdale Ecumenical Centre		Skelmersdale (non-p)	Community Facilities	None	Yes



Project Number	Current Status	Project Name	Project Description	Organisation Name	Project Partners	Parish Area	IDS Project Type - General	IDS Project Type - Detail	Are CIL monies requested/required?
207	New 2023	Beacon Country Park Play Improvements	Upgrades and increase of provision of play facilities at Beacon Country Park	WLBC	None	Skelmersdale (non-p)/Up Holland	Green Infrastructure	Green Parks and amenity open space	Yes
44	Not started	Skelmersdale Movement Strategy	Package of measures to improve connectivity throughout Skelmersdale and open up public realm	LCC	WLBC	Skelmersdale (unparished)	Strategic Transport and Highways/Community Facilities	Transport/Public Realm	No
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	LCC / Network Rail	WLBC	Skelmersdale (unparished)	Strategic Transport and Highways	Transport	No
48	Not started	New changing facilities at Chequer Lane	New football changing facilities at Chequer Lane, Up Holland	WLBC		Skelmersdale (unparished)	Community Facilities	Outdoor Sports Facilities	Yes
49	Not started	New Visitor Centre at Beacon Country Park	New Visitor Centre at Beacon Country Park	WLBC		Skelmersdale (unparished)	Strategic Green Infrastructure/Community Facilities	Green Parks/amenity open space/Public Realm	Yes
51	In progress/Updated 2023	Skelmersdale Wellbeing and Leisure Hub	New sports centre to replace the existing sports centre	WLBC		Skelmersdale (unparished)	Community Facilities	Leisure Centres	Yes
65	Not started	Skelmersdale Public Transport Connectivity and New Interchange	New bus station and interchange facilities to support cycling and links with rail facility	LCC	WLBC	Skelmersdale (unparished)	Strategic Transport and Highways	Highways	No
83	Not started/Updated 2023	Redevelopment of Birleywood Health Centre	Upgrade and extension to Birleywood health centre to address locality demand constraints and infrastructure issues	West Lancs CCG / NHS PropCo		Skelmersdale (unparished)	Community Facilities	Health Facilities	Yes
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	WLBC		Skelmersdale (unparished)	Strategic Green Infrastructure/Community Facilities	Amenity open space/Public Realm	No
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	LCC		Skelmersdale (unparished)	Strategic Transport and Highways	Cycle network provisions	Yes
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	LCC		Skelmersdale (unparished)	Strategic Transport and Highways	Cycle network provisions	Yes
106	Not started	Skelmersdale subway improvements	Urban Art project with local young people to repaint 8 subways	WLBC		Skelmersdale (unparished)	None	None	No
110	Not started	Cycle footpath linking to industrial estates in Skelmersdale (Nipe Lane to Pimbo Road)	Cycle footpaths linking to industrial estates	LCC		Skelmersdale (unparished)	Strategic Transport and Highways/Community Facilities	Cycle network provisions	Yes

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119	Not started	Tanhouse Environmental Improvements	Replanting the landscape area on spine road to improve street scene	Tanhouse Community Enterprise	WLBC	Skelmersdale (unparished)	Community Facilities	Public Realm	Yes
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.	WLBC Leisure	Skelmersdale Ex-Servicemans Club	Skelmersdale (unparished)	Strategic Green Infrastructure/Community Facilities	Amenity open space/Public Realm	Yes
131	Not started	Tanhouse bowling green	Construction of new bowling green	Tanhouse Community Enterprise	WLBC	Skelmersdale (unparished)	Strategic Green Infrastructure	Outdoor Sports Facilities	Yes
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.	West Lancashire Borough Council	Lancashire County Council	Skelmersdale (unparished)	Strategic Transport and Highways	Cycle Network Provisions and footpaths	Yes
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.	Lancashire County Council	WLBC	Skelmersdale (unparished)	Strategic Transport and Highways/Green Infrastructure	Cycling Network Provisions	Yes
170	Not started	Helmsdale Replacement Play Area	Replacement play area	WLBC Leisure		Skelmersdale (unparished)	Strategic Green Infrastructure	Play Area	Yes
184	In progress / CIL Funding secured/Updated 2023	Installation of a 1 mile running track and trim trail	Installation of a 1 mile running track and trim trail	St James Catholic Primary School, Ashurst Road, Ashurst		Skelmersdale (unparished)	Community Facilities	Outdoor sports facility	Yes
187	Not started	Community MUGA, St James' Primary School	Installation of an all-weather sports pitch (MUGA).	St James Primary School		Skelmersdale (unparished)	Community Facilities	Outdoor leisure facilities	Yes
189	Not started	Skelmersdale-Up Holland cycle proposals - Section A	Creation of a cycle-path to link to cyclepath over Stannanought Road bridge	LCC		Skelmersdale (unparished)	Strategic Transport and Highways	Cycling Network Provisions	Yes
211	New 2023	Beacon Country Park Masterplan	Beacon Country Park improvements	WLBC	None	Skelmersdale (unparished)	Green Infrastructure	Green Parks and amenity open space	Yes
36	Not started	Green Lane link road	Required to remove HGV traffic off rural road network in Tarleton.	LCC	WLBC	Tarleton	Strategic transport and Highways	Transport	No
82	Not started/Updated 2023	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	West Lancs CCGG / NHS PropCo		Tarleton	Community Facilities	Health Facilities	No
109	Not started	Installation of dedicated highway surface water drainage system	Installation of dedicated highway surface water drainage system - Tarleton Highway surface water infrastructure	LCC		Tarleton	None	None	No

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10	Not started	River Douglas Linear Park	New multi use linear park providing an off road path linking Hesketh Bank to Tarleton	WLBC	LCC	Tarleton and Hesketh Bank	Strategic Transport and Highways/ Strategic Green Infrastructure	Cycle network provisions/footpaths/amenity open space/semi-natural open space	Yes
89	In progress	(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	WLBC		Up Holland	None	None	No
125	Deleted 2023	Up Holland library and community meeting room	Internal re-arrangement work to provide flexible space for community facilities	Up Holland Parish Council	LCC	Up Holland	Community Facilities	Libraries/Community Centres	Yes
136	Not started	Improvements to railway station facilities	Improvements to railway station facilities	Network Rail		Up Holland	Strategic Transport and Highways	Strategic Transport and Highways	Yes
158	Deleted 2023	Refurbishment of Wesleyan Chapel to provide community facilities	Refurbishment of Grade II Listed Chapel to provide community facilities	Up Holland Parish Council		Up Holland	Community Facilities	Community Centre	Yes
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	Up Holland Parish Council	LCC; WLBC; Up Holland PC; Ibstock Bricks	Up Holland	Strategic Green Infrastructure	Footpath	Yes
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	Orrell Sporting Club Ltd		Up Holland	Strategic Green Infrastructure	Outdoor sports facilities and football pitches	Yes
167	Not started	Up Holland cycle route provision and improvements	Creation of an Up Holland cycle link	Lancashire County Council	WLBC	Up Holland	Strategic Transport and Highways/Green Infrastructure	Cycling Network Provisions	Yes
190	Not started	Skelmersdale-Up Holland cycle proposals - Section B	Creation of a cycle-path to link	LCC		Up Holland	Strategic Transport and Highways	Cycling Network Provisions	Yes
191	Not started	Skelmersdale-Up Holland cycle proposals - Section C	Would create an off-road cyclepath to the south of Up Holland, to connect Up Holland with Tontine/Orrell	LCC		Up Holland	Strategic Transport and Highways	Cycle Network Provisions	Yes
204	New 2023	Scheme to increase capacity for the delivery of GP and primary care NHS provision within Hall Green surgery, Skelmersdale.	Increase provision and capacity of primary care system within Hall Green Surgery, Upholland.	NHS Lancashire and South Cumbria ICB	None	Up Holland	Community Facilities	Health Facilities	Yes

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32	Not started	Appley Bridge Park and Ride	Park and Ride facilities and accessibility improvements at - Appley Bridge	Network Rail	WLBC	Wrightington	Strategic Transport and Highways	Transport	No
98	Not started	Improvements to play area/field at Appley Lane South	Improvements to play area/field at Appley Lane South	WLBC	Wrightington Parish Council	Wrightington	Strategic Green Infrastructure	Outdoor Sports Facilities and Playing Pitches	Yes
99	Not started	Improved drainage at Mossy Lea playing fields	Improved drainage at Mossy Lea playing fields	WLBC	Wrightington Parish Council	Wrightington	Strategic Green Infrastructure	Outdoor Sports Facilities and Playing Pitches	Yes
141	Not started	Improvements to railway station facilities	Improvements to railway station facilities	Network Rail		Wrightington	Strategic Transport and Highways	Strategic Transport and Highways	Yes

# Equality Impact Assessment Form



<b>Directorate: Place and Community</b>	<b>Service: Planning and Regulatory Services</b>
<b>Completed by: Nicola Hamilton</b>	<b>Date:</b>
<b>Subject Title: Allocation of Strategic CIL Monies</b>	
<b>1. DESCRIPTION</b>	
Is a policy or strategy being produced or revised:	No <span style="float: right;"><i>*delete as appropriate</i></span>
Is a service being designed, redesigned or cutback:	No
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	Yes
Is a programme or project being planned:	Yes
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty ( <b>Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations</b> ):	Yes
Details of the matter under consideration:	The allocation of CIL monies to infrastructure projects
<p><i>If you answered <b>Yes</b> to any of the above go straight to Section 3</i></p> <p><i>If you answered <b>No</b> to all the above please complete Section 2</i></p>	
<b>2. RELEVANCE</b>	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes/No* <span style="float: right;"><i>*delete as appropriate</i></span>
If <b>Yes</b> , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered <b>Yes</b> go to <b>Section 3</b></i>	-
If you answered <b>No</b> to both Sections 1 and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>	-
<b>3. EVIDENCE COLLECTION</b>	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	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 businesses within the Borough by delivering improvements to infrastructure. Infrastructure

	<p>projects considered in this report 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>The schemes proposed for funding serve to provide or make improvements to community infrastructure, the need for which has arisen 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>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><i>*delete as appropriate</i></p> <p>Yes Yes Yes Yes No No No No No</p>
<p><b>4. DATA ANALYSIS</b></p>	
<p>In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?</p>	<p>Service-users will include, but not be limited to, members of the public and local community groups.</p>
<p>What will the impact of the work being carried out be on usage/the stakeholders?</p>	<p>Provision of improved infrastructure can only benefit stakeholders.</p>
<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 Council consults on proposals for spending CIL each year and seeks ideas and input from members of the public, key stakeholders and infrastructure providers. The proposals for the Wellness and Leisure Hubs have been consulted on and gained public support.</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>Any completed equality surveys have been analysed and reported on.</p>
<p>If any further data/consultation is needed and is to be gathered, please specify:</p>	<p>-</p>

<b>5. IMPACT OF DECISIONS</b>	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	Provision of improved infrastructure can only benefit all parts of the community, including those with protected characteristics.
<b>6. CONSIDERING THE IMPACT</b>	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	No negative impacts have been identified.
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>
<b>7. MONITORING AND REVIEWING</b>	
When will this assessment be reviewed and who will review it?	An Infrastructure Funding Statement is prepared each year by the Council, which provides opportunity to review the decisions on how CIL funding is being allocated.







**EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE: 14  
SEPTEMBER 2023**

**CABINET: 26 SEPTEMBER 2023**

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**Report of: Head of Planning and Regulatory Services**

**Relevant Portfolio Holder: Councillor G Dowling**

**Contact for further information: Name Paul Charlson (Extn 5246)  
(E-mail: paul.charlson@westlancs.gov.uk)**

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**SUBJECT: SAFEGUARDING POLICY AND REPORTING PROCEDURE**

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Wards affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To approve an updated Safeguarding Policy and Reporting Procedure.
- 1.2 To provide an update on the work currently being undertaken in relation to the Council's safeguarding arrangements.

## **2.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE**

- 2.1 That the report be noted and any agreed comments be referred to Cabinet for consideration.

## **3.0 RECOMMENDATIONS TO CABINET**

- 3.1 That any agreed comments from the Executive Overview & Scrutiny Committee be considered.
- 3.2 That Cabinet approve the updated Safeguarding Policy and Reporting Procedure attached as Appendix 1 to this report.
- 3.3 That delegated authority be given to the Head of Planning and Regulatory Services in consultation with the relevant Portfolio Holder to make amendments to the Safeguarding Policy and Reporting Procedure Holder during the lifetime of the document.

## **4.0 BACKGROUND**

- 4.1 Safeguarding, in the context of this report, is how agencies and organisations working with children and vulnerable adults take all reasonable measures to ensure the risks of harm to the individual's welfare are minimised. Section 11 of the Children's Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children. Similarly, Section 2 of the Care Act requires Local Authorities to ensure that the wellbeing and the rights of adults at risk must always be promoted and poor practice challenged.
- 4.2 Whilst this function is primarily the responsibility of Adult and/or Children services provided by Lancashire County Council, it is a statutory duty for all organisations, including the Council, that work with children and vulnerable adults to share the commitment and responsibilities of upper tier authorities in relation to the safeguarding requirements.
- 4.3 Under the Council's duty to comply with upper tier authorities in their safeguarding responsibilities, an annual Section 11 audit is undertaken. This audit contains information on how Council seeks to comply with the requirements to safeguard children and vulnerable adults.
- 4.4 The Council's arrangements for safeguarding are therefore contained in its Safeguarding Policy 2019.

## **5.0 CURRENT POSITION**

- 5.1 Having reviewed previous Section 11 Audit submissions and the 2019 version of the Policy, it was felt appropriate to seek input from various sections of the Council to confirm that the previously stated position remains valid.
- 5.2 This exercise highlighted that more work was needed to:
- Update the Council's Safeguarding Policy.
  - Formalise staff training at all levels, dependent upon their interaction with children and/or vulnerable adults.
  - Ensure suitable corporate participation in safeguarding meetings at County level.
  - Raise awareness of the Policy and how to respond to concerns.
  - Review the Section 11 Audit to determine any future actions.

## **6.0 ISSUES**

### *Safeguarding Policy*

- 6.1 An updated draft version of the Policy is attached to this report, which includes a concise reporting procedure. The document replaces the 2019 version and has been subject to consultation with those members of staff that are named in the Policy.

### *Staff training*

- 6.2 In order to comply with the minimum requirement of the Section 11 Audit, all staff are required to complete Level 1 safeguarding training. Level 1 training has been offered to all staff via the Council's new e-learning platform as a mandatory requirement. A 'toolbox talk' will also be developed and delivered to operational staff.
- 6.3 For those staff who have significant unsupervised access to children, young adults and/or vulnerable adults, Level 2 training is deemed necessary. This will primarily impact on Leisure Services and particularly the insourcing of relevant staff. A training needs analysis is required to highlight the number of staff employed by the Council who would be required to complete Level 2 training. Level 3 training is also typically undertaken by the Lead District Safeguarding Officer [and deputy]. As the named Officers are new to these roles, this training has been arranged at the earliest opportunity, which is September 2023.

### *Corporate participation in County safeguarding meetings.*

- 6.4 The updated Policy states the names of lead officers who will ensure appropriate participation in such meetings.

### *Raise awareness of the Policy*

- 6.5 As part of the Section 11 review [stated below], routine communication will be provided to all staff on the requirements of the Policy. This will be facilitated by those named members of staff withing the Policy.

### *Review the Section 11 Audit*

- 6.6 The Section 11 audit template will be used to determine future actions to ensure the adequacy of the Council's safeguarding arrangements.

## **7.0 SUSTAINABILITY IMPLICATIONS**

- 7.1 The adoption of an updated Safeguarding Policy, as well as the review of the Section 11 Audit [and associated action plan] will aim to ensure that Council is compliant with statutory safeguarding responsibilities.

## **8.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 8.1 Much of the issues in this report can be addressed within existing resources; however, additional resources will be identified following the completion of the training needs analysis and the Section 11 action plan. At this stage it is anticipated that the total cost of all external training would not exceed £3k and be met from the corporate training budget.

## **9.0 RISK ASSESSMENT**

9.1 Safeguarding is a statutory responsibility for Local Authorities, and whether directly through its own actions and operations or indirectly through a duty to support and share the commitment and responsibilities of the upper tier authority, a failure to comply with the safeguarding regulations could result in legal action against the Council.

## **10.0 HEALTH AND WELLBEING IMPLICATIONS**

10.1 Appropriate safeguarding measures link directly to the health and wellbeing of those relevant individuals who use, or are affected by, Council services.

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### **Background Documents**

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

### **Equality Impact Assessment**

This report 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 1 – Safeguarding Policy and Reporting Procedure 2023

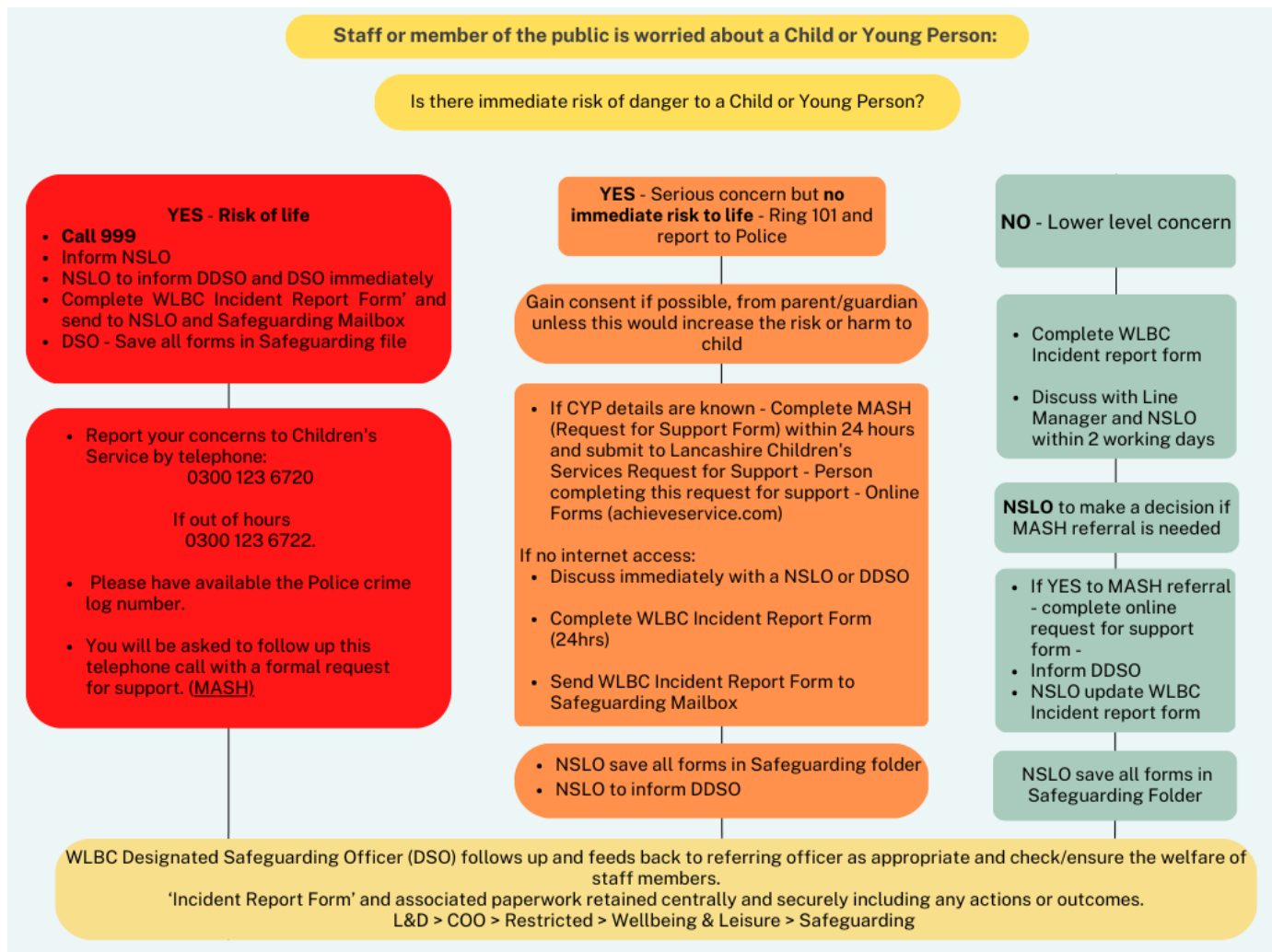


# Safeguarding Policy & Reporting Procedure 2023 - 2026

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**Taking Action – flowcharts**  
**Child or Young Adult**  
**[Definitions contained in Appendix D]**

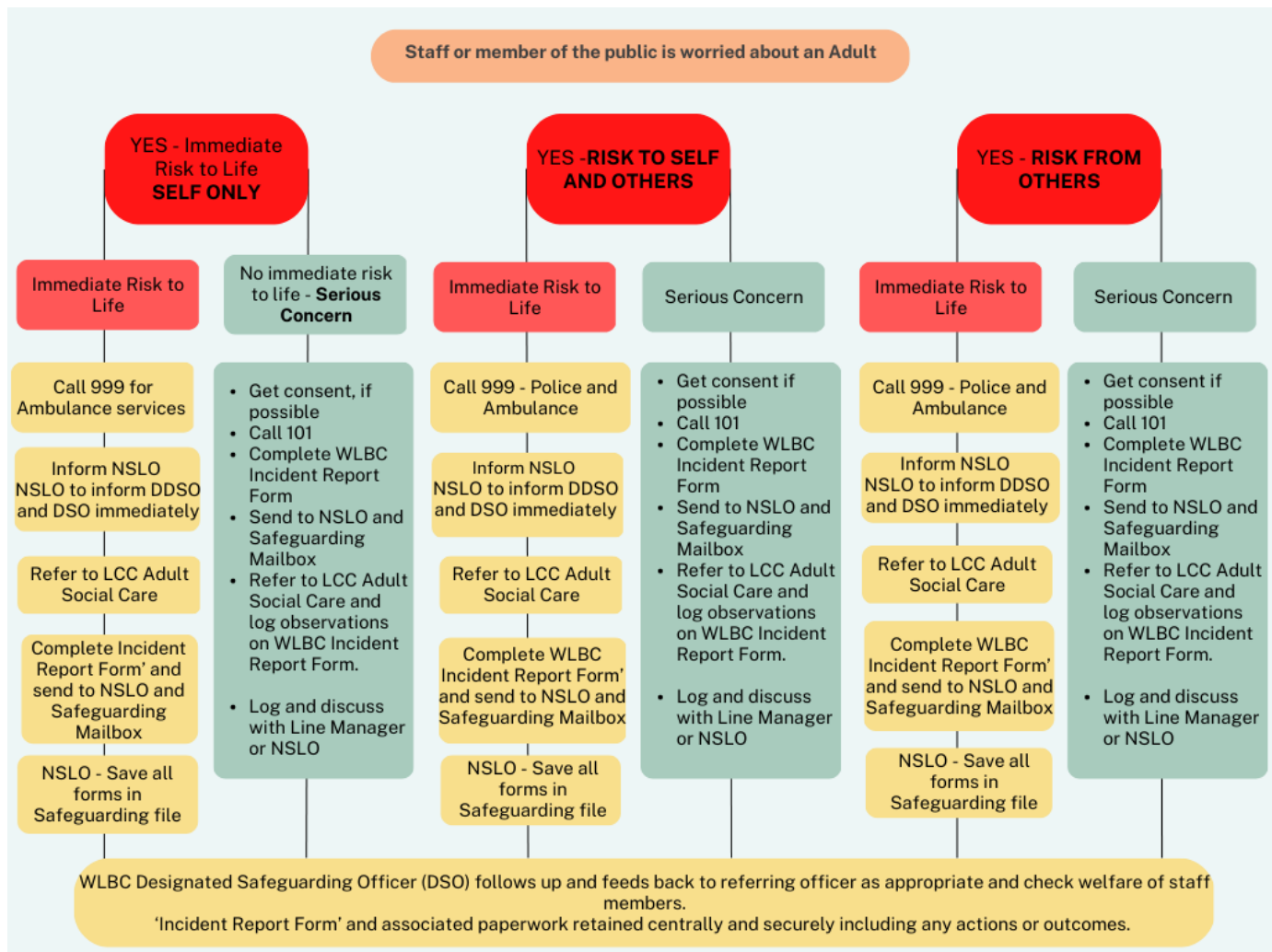


A separate incident reporting form is available on the intranet [insert link]

More information relating to how to report concerns can be found at:

[https://lancashire-self.achieveservice.com/service/Lancashire Childrens Services Request for Support](https://lancashire-self.achieveservice.com/service/Lancashire_Childrens_Services_Request_for_Support)

**Adults**  
**[Definitions contained in Appendix D]**



A separate incident reporting form is available on the intranet [\[insert link\]](#)

More information relating to how to report concerns can be found at:

<https://www.lancashire.gov.uk/health-and-social-care/adult-social-care/report-a-concern-about-an-adult/>



## **1.0 Introduction**

- 1.1 The welfare and safeguarding of children, young adults and adults is paramount and is always the primary concern of West Lancashire Borough Council (the Council). This Safeguarding Policy and Reporting Procedure reinforces that commitment and provides assurance that the Council will act in the best interests of the local community.
- 1.2 Safeguarding cannot be achieved by one organisation alone. The Council has strong and productive working relationships with its partners and will expect similar high standards for safeguarding in the delivery public services.
- 1.3 All children, young people and adults have the right to participate and be safe whatever their age, gender identity, marriage and civil partnership, pregnancy and maternity, sexual orientation, race, religion or belief, disability, culture or circumstance. This includes a right to protection from abuse, neglect and any form of exploitation.
- 1.4 This Policy aims to ensure a consistent approach to safeguarding across all Council services to embed related controls into the Council's everyday business. It provides guidance on how to deal with concerns relating to the safeguarding of vulnerable people and sets out the roles and responsibilities of all Council's representatives, for whom this Policy is mandatory.
- 1.5 This Policy came into force from XXXX 2023 and will last for three years. It will be reviewed by XXXX 2026.
- 1.6 The term "staff" or "employee" also relates to any person paid or unpaid working on behalf of the Council. The terms "Adult", "Young Adult" and/or "Child" is referred to as "vulnerable people/person", unless otherwise stated. All other definitions used in this Policy are provided at Appendix D.

### **Reporting concerns – everyone's responsibility**

- 1.7 It is not the role of the Council's staff and/or representatives to establish whether abuse is taking place or not, but it is everyone's responsibility to report any concerns over the welfare of vulnerable people at risk. This responsibility includes; spotting signs of abuse, reporting concerns and handling any allegations reported by members of the public.
- 1.8 As a rule, if something does not feel right, it may not be, and should be reported.

## 2.0 Policy Statement

- 2.1 This Policy applies to all employees, elected Members, volunteers and everyone working on behalf of, or representing, the Council (referred to as Council representatives).
- 2.2 The Council will ensure that it complies with all relevant safeguarding legislation, data protection legislation and Government guidance. Accordingly, the Policy provides all Council representatives with a clear understanding of the issues around safeguarding including their responsibilities and what to do to report a safeguarding concern.
- 2.3 The Council will ensure that staff are trained to an appropriate level and encouraged to think of safeguarding as being their responsibility. The reporting of abuse and exploitation is encouraged, and all Council representatives must feel supported to do so.
- 2.4 Robust safeguarding procedures must be applied when entering into contracts and service level agreements. It is the responsibility of the Officer managing the agreement or contract to check that the organisation has appropriate safeguarding procedures in place and that their staff have relevant training and are Disclosure and Barring Service (DBS) checked where necessary. Such procedures should be the same [or equivalent] those in this Policy or the contractor agrees to following this Policy.
- 2.5 The Council is committed to the following principles and actions:
- The Council will ensure that a protective safeguarding culture is in place and will work collaboratively with partners to safeguard vulnerable people.
  - The Council will implement procedures to protect vulnerable people.
  - The Council will have a Designated Safeguarding Officer (DSO) and Deputy Safeguarding Officer(s).
  - That all Council representatives will be required to adopt and abide by this Policy and any other relevant procedures that are in place for specific job roles.
  - Basic safeguarding training is compulsory for all staff. Additional commensurate training is required for those holding higher risk roles and/or those with designated roles as detailed in Section 6.
  - The Council will ensure its representatives are routinely provided with relevant safeguarding information that is easily available and accessible.
  - The Council will have a safe recruitment and selection process, ensuring all relevant staff are DBS checked at the appropriate level. Where volunteers are being used for one-off events then a self-disclosure form will be required.
  - Council representatives have the responsibility to report safeguarding concerns and the Council will have a clear reporting process to follow.
  - The Council will take all safeguarding concerns seriously and will respond in a swift and appropriate manner.
  - Safeguarding concerns made against an employee will be dealt with appropriately following the Disciplinary Policy and Procedure.
  - This Policy will be reviewed every three years or whenever there is a

- major change in the organisation / relevant legislation or any other adopted standard of best practice.
- Within any safeguarding report or concern, confidentiality will be upheld in accordance with the current General Data Protection Regulation (GDPR) 2018.

### **Modern Slavery / Human Trafficking**

Within this Policy, the Council recognises that it has a responsibility to take a robust approach to slavery and human trafficking. It is absolutely committed to preventing slavery and human trafficking in its activities, and to ensuring that its supply chains are free from slavery and human trafficking.

By the nature of its services, the risk of slavery and/or human trafficking [in the delivery of these services] is low. However, the Council does understand that its operations run deep into the community in which it serves and as such its staff are well placed to recognise slavery and/or human trafficking in the wider community. This is directly addressed in this Policy but is directly linked to the Council's Modern Slavery Policy.

The Council's Procurement processes will address modern slavery risks, where relevant, and the Council will investigate any such instances with the same approach as detailed in this Policy. Accordingly, the following corporate documents are relevant:

- Whistleblowing policy
- Employee code of conduct
- Procurement Policy
- Recruitment/Agency policies

### 3.0 Roles and Responsibilities

#### Designated Safeguarding Officer (DSO)

3.1 The Council has an appointed Strategic Safeguarding Lead who acts as the appointed Designated Safeguarding Officer. Paul Charlson, Head of Planning and Regulatory Services, undertakes this role. Alan Leicester, Head of Housing Services, will directly support the DSO and act in their absence.

#### Deputy Designated Safeguarding Officers (DDSO)

3.2 The Council's Senior Officers responsible for deputising for the DSO and for leading on aspects of the Policy relating to their normal area of work.

The Council's Deputy Designated Safeguarding Officers are:

- Alan Leicester – Lead on Council housing and residential accommodation
- Sharon Lewis – Lead on Safer Recruitment
- Lyndsey Key – Lead on Licensing
- Cliff Owens – Lead on Prevent / Community Safety
- Kathryn Moffitt – Lead on Leisure / Wellbeing

#### Nominated Lead Safeguarding Officers (NLSO)

3.3 These Officers act as a first point of contact for other Council employees and advise on safeguarding issues:

3.4

- Lol Aitchison – Planning & Building Control Services
- Emma Davies - Leisure & Wellbeing
- Kay Lovelady - Legal and Democratic Services
- Paul Waring - Housing Services
- Kathy Sephton – Environmental Services
- Christina Docherty – Customer Services
- Sue Wright – Property Services

3.5 The responsibilities of the above roles are contained within Appendix A. Contact details for the above Officers is contained in Appendix B.

#### CMT / Managers

3.6 Will:

- Make sure that all their staff are aware of and understand the importance of this Policy and related guidance.
- Arrange any compulsory training for their staff and maintain a log of this training, [where corporate training systems do not].
- Make sure that any contractors, agents or other representatives who will be engaged to undertake duties on behalf of the Council involving contact with vulnerable people understand and comply with this Policy.
- Ensure that safe working practices are in place for their staff and ensure that any staff without appropriate DBS clearance are never placed in a situation where they have significant and/or unsupervised access to vulnerable people and take all practicable steps to avoid any avoidable sole contact with vulnerable people by any of their staff.
- Work with HR to ensure that all staff are compliant with the Council's provisions relating to DBS Disclosure. This includes assessing whether new positions or changes to job descriptions will require DBS disclosure.

### **Monitoring Officer**

3.7 Has responsibility for receiving safeguarding concerns and allegations made against Elected Members. The Monitoring Officer, in liaison with the DSO and Chief Operating Officer, will determine the most appropriate course of action.

The Council's Monitoring Officer is:  
Kay Lovelady – Head of Legal & Democratic Services

### **Human Resources and Organisational Development Manager**

3.8 Is responsible to:

- Ensure DBS checks and references that refer to the candidates' suitability to work with vulnerable people are taken up for all appropriate posts as part of the recruitment and selection processes.
- Include appropriate training in the corporate learning and development programme and ensure that Safeguarding training is available for Line Managers to include as part of the induction programme, for all new staff who are appointed to posts which required enhanced DBS clearances.
- Ensure that details of DBS checks (record of date and reference number) and any details of child protection and vulnerable adults, substantiated allegations directly about our staff / representatives are kept securely and uphold confidentiality in line with best practice and relevant legislation.
- Maintain a record of all staff that have completed a DBS check and are considered suitable for work involving substantial and/or unsupervised access to vulnerable people.

The Council's Human Resources and Organisational Development Manager is Sharon Lewis.

### **All Staff and Councillors**

3.9 Are responsible to: -

- Be aware of this Policy and should commit themselves to safeguarding vulnerable people.
- Undertake appropriate safeguarding training as defined in this Policy.
- Not begin any unsupervised activity involving substantial and/or unsupervised access to vulnerable people prior to receiving a satisfactory enhanced DBS clearance.
- Comply with this Policy's guidance on best practice, appropriate and inappropriate behaviour for staff working with/or in charge of vulnerable people.
- [For anyone with a specific role that is directly related to safeguarding (i.e., leisure centre staff)] to comply with any additional safeguarding controls that are specific to a role and/or work activity.
- Understand the Council's procedures for reporting concerns and know who their NLSO is.
- Act on any suspected or potential case of vulnerable person's abuse. In line with the existing 'Whistle Blowing' Policy, the Council will support anyone who, in good faith, reports their concerns that a vulnerable person is being abused or is at risk of abuse, even if those concerns prove to be unfounded.
- Challenge poor practice as appropriate.

## 4.0 Recognising Abuse

### Facts about abuse

- 4.1 Vulnerable people of all ages may be abused. The abuser may be a family member, or they may be someone the person encounters within the community, including during sports and leisure activities. Abusers can be found in all areas of society, and from any professional, racial and religious background.
- 4.2 Contrary to the popular image, abusers often appear kind, concerned and caring towards children and vulnerable adults. But this is deliberate – by forming close relationships, abusers can build their trust and help prevent adult suspicion. Often an abused child and vulnerable adult will suffer more than one type of abuse at the same time. For example, parents who physically abuse their children may also be neglectful.
- 4.3 Recognising abuse is not easy. It is not the responsibility of Council representatives to decide whether abuse has taken place or if a vulnerable person is at significant risk.
- 4.4 However, Council representatives do have a responsibility to act on any concerns by reporting any suspicions to your line manager and NLSO. If there is a risk to life or immediate harm contact the Police.
- 4.5 A list of relevant legislation and guidance is provided at Appendix C.

### Understanding abuse against adults

- 4.6 Abuse is defined within Government guidance (Care Act 2014). There are several types of abuse that can intend harm or create risk against vulnerable adults:
- **Physical Abuse**  
*Physical abuse includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. Physical abuse signs can include injuries that cannot be explained in the context of the person's lifestyle, multiple injuries including bruises, welts, cuts and burns.*
  - **Neglect and Acts of Omission**  
*Neglect and acts of omission includes ignoring medical or physical care needs, failing to provide access to appropriate health, social care or educational services, withholding the necessities of life such as medication, adequate nutrition and heating. Neglect also includes a failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental capacity to assess risk for themselves.*
  - **Financial or Material Abuse**  
*Financial or material abuse includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs, exploitation, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.*

- **Modern Slavery**  
*Modern slavery includes slavery, human trafficking, forced labour or domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.*
- **Sexual Abuse**  
*Sexual abuse such as; rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.*
- **Radicalisation**  
*Radicalisation is a psychological process where a vulnerable and/or susceptible person is groomed to engage into criminal, terrorist activity. Radicalisation is the action or process of causing someone to adopt radical positions on political or social issues.*
- **Domestic Violence**  
*Domestic violence includes an incident or incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. (It can include psychological, physical, sexual, financial or emotional abuse; so called 'honour' based violence; Female Genital Mutilation; forced marriage).*
- **Psychological Abuse**  
*Psychological abuse such as; emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or withdrawal from services or supportive networks. Although emotional abuse does not leave physical marks it can be extremely damaging to the victim.*
- **Self-Neglect**  
*Self-neglect occurs where the extent of the behaviour endangers their own health, safety or wellbeing. This includes a wide range of behaviour such as neglecting to care for one's personal hygiene, health or surroundings and can include behaviour such as hoarding.*
- **Discrimination**  
*Discrimination includes racism, sexism or acts based on a person's disability, age or sexual orientation or religion. It also includes other forms of harassment, slurs or similar treatment such as disability hate crime.*
- **Organisational Abuse**  
*Organisational abuse can occur when the needs of a person are overridden by the needs of the institution. Examples include lack of staff supervision and management support, poor nutrition and hydration of service users, lack of respect shown to service users and lack of privacy.*

## Understanding Abuse against Children and Young Adults

4.7 Defined within Government guidance (Working Together to Safeguard Children 2018). There are four types of child abuse that should be safeguarded against:

- **Physical Abuse**  
*Physical abuse may involve hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.*
- **Emotional Abuse**  
*The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or only valued if they meet the needs of another person. It may include not giving a child the opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participation in normal social interactions. It may involve seeing or hearing ill-treatment of another. It may involve serious bullying, cyber bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child.*
- **Neglect and Acts of Omission**  
*The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:*
  - *Provide adequate food, clothing and shelter (including exclusion from home or abandonment).*
  - *Protect a child from physical and emotional harm or danger.*
  - *Ensure adequate supervision (including the use of inadequate caregivers).*
  - *Ensure access to appropriate medical care or treatment.*
  - *It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.*
- **Sexual Abuse, Child Sexual Exploitation (CSE):**  
*Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).*



*Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.*

- 4.8 Other examples of abuse:
- Sexually exploited children.
  - Child victim of trafficking.
  - Child criminal exploitation.
  - Female genital mutilation.
  - Forced marriage and honour based violence.
  - Child abuse linked to 'spirit possession'.
  - Radicalisation.
  - Grooming for sexual/criminal activities.

### **Signs and indicators of abuse**

4.9 Sometimes a vulnerable person who is being abused may show some of the following signs:

- A change in their general behaviour. For example, they may become unusually quiet and withdrawn, or unexpectedly aggressive. Such changes can be sudden or gradual.
- He or she appears distrustful of a particular adult, or a parent/carer/guardian or a coach with whom you would expect there to be a close relationship.
- He or she may describe receiving attention from an adult that suggests they are being 'groomed' for future abuse.
- He or she is not able to form close friendships.
- The vulnerable person refuses to remove clothing for normal activities or wants to keep covered up in warm weather.
- The child shows inappropriate sexual awareness or behaviour for their age.
- The vulnerable person has unexplained injuries such as bruising, bites or burns – particularly if these are on a part of the body where you would not expect them.
- The vulnerable person has an injury which is not explained satisfactorily or properly treated.
- Deterioration in the vulnerable person's physical appearance or a rapid weight gain or loss.
- Pains, itching, bruising, or bleeding in or near the genital area.
- Unexplained disappearances or suddenly having unexplained gifts such as mobile phones, new clothes, money.

4.10 Concern does not necessarily need to be related to a single specific incident. It may also arise from the accumulation of minor concerns. Every vulnerable person is unique, and it is difficult to predict how their behaviour will change because of their experience of abuse.

4.11 It is important to remember that these signs do not always mean that a vulnerable person is being abused – there may be other explanations. But if you think that the person may be being abused, it is important that you discuss your concerns with your Line Manager or NLSO.

### **Warning Signs: Behaviours Common to Abusers**

4.12 Those who represent a threat of sexual abuse to children and vulnerable adults are often skilled at avoiding detection. The following list of warning signs should help Council representatives in their role of exercising vigilance to safeguarding and may alert them to the possibility that someone's intentions towards children and vulnerable adults are suspicious.

4.13 Council representatives should look out for those who:

- Display inappropriate behaviour, or talk inappropriately, to vulnerable people.
- Avoid co-working or supervision of their work with vulnerable people.
- Seek out opportunities to spend time with individuals or with small groups on a regular basis, particularly vulnerable people, e.g., those who may be disabled.
- Encourage secretiveness about their activities with vulnerable people.
- Pay an unusual amount of attention to individuals or groups and particularly the provision of presents, money or favours to vulnerable people.
- Takes a vulnerable person or a small group of vulnerable people to their own home.
- Are vague about previous employment or gaps in their employment history.

## 5.0 What to do and who to tell

5.1 Early sharing of information is the key to providing an effective response where there are emerging concerns. Council representatives must not assume that someone else will pass the information on.

5.2 You may become aware of possible abuse in various ways:

- see the abuse happening or receive a direct disclosure of abuse.
- suspect or have concerns because of signs such as those listed in Section 4.
- have concerns reported to you by another party.

5.3 If a vulnerable person indicates that he/she is being abused, or information is obtained which raises concern of abuse, you should act immediately irrespective of whether they are in receipt of services from the Council.

5.4 It is important that if a vulnerable person discloses abuse or neglect to you, you must:

- Stay calm and listen carefully.
- Respond sensitively, providing reassurance and taking the matter seriously.
- Let the vulnerable person know that you cannot 'keep a secret' and must disclose any evidence of abuse or neglect.
- If the vulnerable person is in serious threat you must dial 999. You must also inform your line manager and NLSO without delay.

5.5 If the vulnerable person is not in serious threat you must discuss the matter with either your line manager and/or relevant NLSO. The NLSO must then make a referral to the relevant agency. **The referral process is detailed within the "Taking Action – flowcharts" section of this Policy. This information is also available on the intranet.**

5.6 A shared email inbox is operated so that any reported matters can be held centrally and brought to the attention of DDSOs and the DSO. NLSOs should provide copies of their actions to this inbox [safeguarding@westlancs.gov.uk](mailto:safeguarding@westlancs.gov.uk)

5.7 Links to Trauma Informed Practice are helpful and are provided through separate staff training.

### Approach by a potential abuser following referral

5.8 Should a member of staff be approached by someone who has been identified as a potential abuser, the staff member should not comment on the case but contact the NLSO as soon as possible. If the representative believes that such an approach now means that the child or vulnerable adult may be in immediate danger of harm, they should personally contact the Police ensuring that the NLSO is made aware at the earliest opportunity. (The Police will automatically inform LCC Services). Maintain surveillance of the individual if possible. A record should be made of the name and title of the Police Officer to whom the concerns were passed together with the time and date of the call in case any follow up is needed.

## **Confidentiality and information sharing**

- 5.9 The legal principle that the welfare of the individual is paramount may mean that usual considerations of confidentiality which would apply in other situations, should not be allowed to override the Council's exercising of a duty of care and the protection of children and vulnerable adults from harm. However, every effort shall be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need to know basis only.
- 5.10 This could include sharing certain information with the following parties to safeguard children and vulnerable adults:
- Statutory protection agencies: LCC Children and Adult Services or the Police.
  - DSO and Head of HR & OD, Monitoring Officer.
  - The parents of the person who is alleged to have been abused (only following advice from LCC Children and Adult Services).
  - The person making the allegation. (Feedback will only be provided if appropriate).
  - OFSTED in the case of a child or young person making a disclosure regarding a staff member of an OFSTED registered facility.
  - The alleged abuser and parents - if the alleged abuser is a vulnerable person. (Following advice from LCC Children and Adult Services).
- 5.11 Information shall be stored in a secure location on the G drive known to the DSO, DDSOs and NLSOs; relevant measures will be taken to ensure confidentiality when sharing information to ensure the protection of vulnerable people. If information is shared with other agencies, a secure method of transfer will be used.

## **Approaches from the press regarding a safeguarding incident**

- 5.12 Should a Council representative be approached by a member of the press in relation to a safeguarding incident or ongoing investigation relating to a Council representative, they should not make any comment but should refer the member of the press to the Council's Communications team or the DSO or DDSO, details of which are contained in Appendix B or on the intranet.

## 6.0 Recruitment and Training

### Recruitment

- 6.1 The Council will take all reasonable steps to ensure that unsuitable people are prevented from working with vulnerable people in the services it provides. This procedure extends to people who are working on behalf of the Council as well as employees; including all permanent and temporary employees, agency workers, volunteers and casual staff.
- 6.2 The Council will ensure that practices and standards are consistent across all services in the recruitment and selection of staff/volunteers that will be working/having access to vulnerable people. Following the requirements within the Protection of Freedoms Act 2012, the People and Policy Team will:
- Assess all posts to identify which posts will undertake regulated activity. Managers/Heads of Service will be notified as appropriate.
  - Explicit the need for a DBS Clearance Check on all advertising of regulated posts.
  - Complete and refresh DBS Clearance Checks as appropriate.

### Training

- 6.3 Compulsory training will be provided as follows:

Role	Safeguarding training
All staff	Level 1 (E-Learning)
Staff with greater contact with vulnerable people	Level 2
DSO and DDSOs	Level 3 - Designated Safeguarding Officer training
Councillors	Basic safeguarding training offered through the 'Member Training Programme'
Line Managers of Staff with Greater Contact with Vulnerable People	Safer Recruitment

- 6.4 Refresher training for the above will be completed every two years or following a significant change to legislation or significant incident. Efforts will be made to deliver training in a format suitable for relevant operational staff.

## **7.0 Safeguarding allegations against Staff, Councillors, Third Parties or Volunteers**

7.1 If an allegation of abuse or neglect is made against staff, Councillors, Third Parties or volunteers are serious and so the DSO must be informed immediately, and considerations will be given to suspending the employee from work or moving them to an alternative duty not involving contact with a vulnerable person.

### **Allegations concerning the Safeguarding of Adults**

7.2 Relevant allegations of harm or inappropriate behaviour made against staff, Councillors, Third Parties or volunteers, must be dealt with by the Local Authority Designated Officer (LADO), who has been appointed by the Lancashire Safeguarding Adult Board.

7.3 You can contact the LADO by either calling 01772 536 694  
Or, by emailing LADO.Admin@lancashire.gov.uk.

### **Allegations concerning the Safeguarding of Young Adults and Children**

7.4 Allegations of harm or inappropriate behaviour made against staff, Councillor, Third Party or volunteer must be dealt with by Lancashire County Council Social Care Services, who will appoint of a professional person.

7.5 Both the LADO and Lancashire County Council Social Care Services appointed professional will:

- Manage and provide oversight of individual cases.
- Provide advice and guidance to employers and voluntary organisations.
- Liaise with the Police and other agencies.
- Monitor the progression of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.

### **Guidance for staff, Councillors, Third Parties or volunteers on dealing with an allegation**

7.6 If someone makes an allegation against yourself, staff, Councillor, Third Party or volunteer:

- Do NOT investigate the allegation but speak to your line manager or the DSO.
- The DSO will contact either the LADO or Lancashire County Council Social Care Services directly at the earliest available opportunity.
- LADO or the Lancashire County Council Social Care Services will advise the DSO on the correct course of action.

7.7 Suspension of staff is not automatic, and neither is an assumption of guilt. Each situation will need to be dealt with in a robust and sensitive manner.

7.8 If you have concerns about your line manager, the DSO or another officer's ability to deal with a safeguarding concern, please refer to the council's Whistle Blowing Policy.

## **8.0 Partners, Community & Voluntary Sector Organisations & Contractors**

### **Partners, Community and Voluntary Sector Organisations**

8.1 Where services are undertaken by partners on the behalf of the Council or the Council fund voluntary or community organisations, whose work will involve access to vulnerable people through, for example, the provision of grants, the Council will seek assurance that such bodies either have their own Safeguarding Policy in place or have accepted those of the Council. In the case of organisations receiving significant funding provision from the Council to deliver services for vulnerable people, the receipt of such assurances will be a prerequisite for funding and form part of the application process if appropriate.

### **Contractors**

8.2 Any contractor or sub-contractor, engaged by the Council in areas where workers may have substantial and/or unsupervised access to vulnerable people should ensure that their procedures are in accordance with this Policy. Contractors will be responsible for ensuring that workers with substantial and/or unsupervised access to vulnerable people are subject to the necessary DBS disclosure. This includes sub-contracted workers employed through agencies.

8.3 Early engagement with the Council's Procurement Team is essential to ensure that any safeguarding controls form part of the tender specification. Mangers can contact the Procurement Team via [procurementinstructions@westlancs.gov.uk](mailto:procurementinstructions@westlancs.gov.uk)

### **Users/Hires of Council Assets**

8.4 Part of the terms and conditions for hirers or lease holders of Council managed or owned Community Centres or other Council buildings for events / activities aimed at vulnerable people must include a requirement to comply with this Policy or have one of their own that meets the same standards.

### **Licensing and Related Regulation**

8.5 The Council has regulatory responsibilities that directly relate to safeguarding. Much of these relate to the Council's licensing functions that ensure those individuals that hold a licence are 'safe and suitable' to undertake the work the licence permits. The most significant of these are the licensing of taxis and drivers, but the Council undertakes similar functions relating to street trading, gambling and alcohol sales.

8.6 The Council maintains detailed policies which describe how these licensing duties are put into practice, including related enforcement. These policies can be found at [www.westlancs.gov.uk/licensing](http://www.westlancs.gov.uk/licensing)

**9.0 Further Enquiries and Policy Review**

9.1 This policy shall be reviewed every three years.

9.2 All further enquiries regarding this Policy should be directed to:

Paul Charlson  
Head of Planning and Regulatory Services  
West Lancashire Borough Council, Robert Hodge Centre, Stanley Way,  
Skelmersdale, West Lancashire WN8 8EE  
Tel: 01695 585246

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## **Appendix A: Roles and Responsibilities of Designated Officers**

### **Designated Safeguarding Officer (DSO)**

This role has overall safeguarding responsibility, namely:

- Reporting incidents and seeking advice from the relevant agencies (Police/ LCC Children or Adults Services) within 24 hours of receipt of an Incident Reporting Form
- Liaising with all Service areas to maintain and update the Council's Safeguarding Policy at a minimum of once every three years.
- Keeping an up-to-date knowledge and understanding of the area of child or vulnerable adult protection. This will include attending relevant identified training.
- Acting as a first point of contact for the Council on safeguarding issues, both internally, for members of the public and other external contacts.
- Ensuring all relevant information is communicated to the DDSOs and the NLSOs where applicable. Regular meetings will be co-ordinated by the DSO, in order that experiences be shared, updates be given, and issues be raised and dealt with as appropriate.
- Providing guidance on relevant matters to DDSOs and NLSOs as and where necessary.
- Representing the Council on local safeguarding groups.
- Promoting safeguarding throughout the Council in conjunction with Corporate Management Team. For example, publicising new editions of the Policy.
- Delegating responsibilities as and when this proves necessary.
- Receiving and acting upon any reports or incidents of suspected or actual abuse.
- Storing information in a secure place with limited access by designated people and taking relevant measures to ensure confidentiality and security when sharing information.
- Advising the referrer of the action they will take (further feedback will only be provided if appropriate).

### **Deputy Designated Safeguarding Officers (DDSO's)**

To directly and actively support the DSO to deliver their role as outlined above. The persons in these roles are responsible for:

- Supporting and Deputising for the DSO as appropriate, or as delegated by the DSO, and undertaking any necessary actions [detailed above] in their absence.
- Receiving reports or incidents of suspected or actual abuse in liaison with the DSO where necessary and according to this Policy.

## **Nominated Lead Safeguarding Officers (NLSO's)**

To act as the main contact for safeguarding for their relevant service area. The persons in these roles are responsible for:

- Being the first point of contact for staff within the relevant Service area who have any safeguarding concerns.
- Reporting the incident / seeking advice from the relevant agencies within 24 hours of receipt of an Incident Reporting Form.
- Advising the referrer of the action they will take (further feedback will only be provided if appropriate).
- Ensuring that staff in their service are familiar with the Policy.
- Passing on records and reports of any incidents of suspected or actual abuse to the DSO / DDSO for secure storage.
- Providing guidance on any other relevant matters to staff in their service.

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## Appendix B: Contacts

<b>Designated Safeguarding Officer (DSO):</b>		
Paul Charlson	Head Planning and Regulatory Services	01695 585246
<b>DSO in absence of nominated DSO:</b>		
Alan Leicester	Head of Housing Services	01695 585425
<b>Deputy Designated Safeguarding Officers (DDSO):</b>		
Clifford Owens	Community Safety Officer	01695 585394
Sharon Lewis	Head of Human Resources & Organisational Development	01695 585027
Lyndsey Key	Environmental Health Manager	01695 583236
Kathryn Moffitt	Community and Wellbeing Manager	01695 585027
<b>Nominated Lead Safeguarding Officers (NLSO):</b>		
Emma Davies	Partnership Officer	01695 585145
Kay Lovelady	Head of Legal and Democratic Services (and Monitoring Officer)	01695 585075
Paul Waring	Senior Housing Officer	01695 585217
Lol Aitchison	Building Control Manager	01695 585188
Kathy Sephton	Head of Environmental Services	01695 585211
Christina Docherty	Customer Contact Centre Manager	01695 585095
Sue Wright	Facilities Manager – Property Services	01695 585023
<b>External Contacts:</b>		
Police	Non-Emergency Contact	101
	Emergency Contact (if a child or vulnerable adult is in danger)	999
	General	0845 1253545

## Appendix C: Relevant Legislation/Guidance

### **Working Together to Safeguard Children (2006, 2013 & 2015)**

A guide to inter-agency working to safeguard and promote the welfare of children. The Department for Education published an updated version of the key statutory guidance for anyone working with children in England in March 2015. It sets out how organisations and individuals should work together and how practitioners should conduct the assessment of children, with the key message that safeguarding is everyone's responsibility. The latest guidance updates the previous version published in 2013 and does include changes:

- Referral of allegations against those who work with children
- Clarification requirements on local authorities to notify serious incidents
- A definition of serious harm for the purposes of serious case reviews.

<https://www.nspcc.org.uk/preventing-abuse/child-protection-system/england/legislation-police-guidance/>

### **Children and Families Act 2014**

Introduced several reforms including:

- Encourages 'fostering for adoption' which allows approved adopters to foster children while they wait for court approval to adopt
- Introduces a 26 week time limit for the courts to decide whether a child should be taken into care. In some cases, this limit is extended to 8 weeks
- 'Staying put' arrangements which allow children in care to stay with their foster families until the age of 21 years with both parties' agreement.
- Introduces a single assessment process and an Education, Health and Care (EHC) plan to support children, young people and their families from birth to 25 years which replaces Statements of Special Educational Need.

<http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

### **The Children Act 2004**

The Children Act 2004 strengthens the 1989 Act. It puts into practice the proposals set out in the Green Paper Every Child Matters (2003) and places a duty on key statutory agencies to safeguard and promote the welfare of children.

The Act embodies five principles that are key to well-being in children and young people and later life:

- Being healthy • Staying safe • Enjoying and achieving • Making a positive contribution
- Achieving economic wellbeing

The Council has a responsibility to provide a safe environment for children and young people in which their welfare is of paramount importance.

<https://www.nspcc.org.uk/preventing-abuse/child-protection-system/england/legislation-police-guidance/>

### **Care Act 2014**

The Care Act 2014 replaces a host of out-of-date care laws. The legislation sets out how people's care and support needs should be met and introduces the right to an assessment for anyone, including carers and self-funders, in need of support.

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

### **The Protection of Children Act 1999**

Creates a framework operating across the different sectors that work with children to identify those considered unsuitable to work with children. Includes listing their names on the POCA list and the (former) education List 99.

<http://lx.iriss.org.uk/content/protection-children-act-1999-practical-guide-act-all-organisations-working-children>

### **The Children Act 1989 (England and Wales)**

The act that currently provides the legislative framework for child protection in England. Key principles established by the Act include:

- The paramount nature of the child's welfare
- The expectations and requirements around duties of care to children

<http://www.legislation.gov.uk/ukpga/1989/41/contents>

### **Prevent Duty Guidance 2015**

Guidance for specified authorities in England and Wales on the duty in the Counter Terrorism and Security Act 2015 to have due regard to the need to prevent people (including children and young people) from being drawn into terrorism.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445977/3799\\_Revised\\_Prevent\\_Duty\\_Guidance\\_England\\_Wales\\_V2-Interactive.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf)

### **Criminal Justice and Court Services Act 2000 & 2015**

Provides a comprehensive definition of working with children. Refers to the responsibility of public bodies to prevent unsuitable people from working with children and provides criminal sanctions for those who breach the disqualification.

<http://services.parliament.uk/bills/2014-15/criminaljusticeandcourts.html>

### **Protection of Freedoms Act 2012**

Merged the Independent Safeguarding Authority with the Criminal Records Bureau (CRB) to form a single, non-Nominated public body called the Disclosure and Barring Service (DBS).

<http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>

### **Education Act 2011**

Made changes to provisions on school discipline and places restrictions on the public reporting of allegations made against teachers.

<http://www.legislation.gov.uk/ukpga/2011/21/contents/enacted>

### **Safeguarding Vulnerable Groups Act 2006**

Established a single body to make decisions about individuals who should be barred from working with children and young people and to maintain a list of these individuals.

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

### **Sexual Offences Act 2003**

Introduced a package of measures to give children the greatest possible protection from sexual abuse, extending the abuse of a position of trust offences, and creating a new offence to tackle off line and online grooming.

[http://www.cps.gov.uk/legal/p\\_to\\_r/rape\\_and\\_sexual\\_offences/soa\\_2003\\_and\\_soa\\_1956/](http://www.cps.gov.uk/legal/p_to_r/rape_and_sexual_offences/soa_2003_and_soa_1956/)

### **The Police Act 1997**

Changes the route by which employers can check whether a potential employee has committed criminal offences against children, or whether there is a reason for that person to be considered inappropriate to work with children. Contains provision for the creation of the Disclosure and Barring Service (DBS) for England and Wales.

<https://www.health-ni.gov.uk/articles/police-act-1997>

### **The Human Rights Act 1998**

Sets out the rights of children to be protected by a series of Articles covering specific areas.

<https://www.equalityhumanrights.com/en/human-rights/human-rights-act>

### **The Data Protection Act 2018**

Relate to the recording of information, including information about children. States that information must be obtained fairly and processed lawfully, shared only in certain circumstances and kept securely.

<http://www.legislation.gov.uk/ukpga/1998/29/contents>

### **Children and Social Work Act 2017**

<https://www.legislation.gov.uk/ukpga/2017/16/contents/enacted>

### **Mental Capacity Act 2005**

<https://www.legislation.gov.uk/ukpga/2005/9/contents>

### **Counter Terrorism and Security Act 2015**

<https://www.legislation.gov.uk/ukpga/2015/6/contents/enacted>

### **Modern Slavery Act 2015**

<https://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>

## **Housing Act 2004**

<https://www.legislation.gov.uk/ukpga/2004/34/contents>

## **Adult Workforce Guidance**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/577320/Adult\\_workforce\\_guidance\\_v9.0\\_111216.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/577320/Adult_workforce_guidance_v9.0_111216.pdf)

## **Children's Workforce Guidance**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/577077/Child\\_workforce\\_guidance\\_v9.0\\_091216.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/577077/Child_workforce_guidance_v9.0_091216.pdf)

## **Other Workforces Guidance**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/577079/Other\\_workforce\\_guidance\\_v7.0\\_091216.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/577079/Other_workforce_guidance_v7.0_091216.pdf)

## **Regulated Activities with Children**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550197/Regulated\\_activity\\_in\\_relation\\_to\\_children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf)

## **Regulated Activities with Adults**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf)

## **Safer Recruitment**

Recruitment and Selection Code can be found on Staff Intranet / Pentana.

## Appendix D: Key Definitions

### Safeguarding

Is the generic term which refers to ensuring that children and vulnerable adults are protected from harm.

### Child Protection

The process of protecting individual children identified as either suffering or at risk of suffering, significant harm because of abuse or neglect.

### Vulnerable Adults (18yrs +)

Are people who receive or may need community care services by reason of disability, age or illness; and who are or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

### Children/Young people

In line with the Children Acts 1989 and 2004 a child is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout this policy. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, in prison or in a young offenders' institution, does not change their status or entitlement to services or protection under the Children Act 1989.

**The Council's representatives** are defined as:

- Employees
- Agency and casual Staff
- Elected Members
- Contract Staff
- Volunteers (including people under 18) and Work Experience placements - when working for and on behalf of the Council

### Prevent

The *Prevent* strategy, published by the Government in 2011, is part of the overall Counter-terrorism strategy-CONTEST. The aim of the *Prevent* strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. In the Act, this has simply been expressed as the need to "prevent people from being drawn into terrorism."

### Channel

Channel, which is part of the *Prevent* strategy, is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

- identifying individuals at risk
- assessing the nature and extent of that risk
- developing the most appropriate support plan for the individuals concerned



### **Disclosure and Barring Service (DBS)**

This is the agency that administers applications for criminal records. Legislation, guidance and local job descriptions indicate which representatives need to undergo a DBS check prior to working with children and vulnerable adults.

### **Designated Safeguarding Officer (DSO)**

The Council's Senior Officer with overall responsibility for ensuring the Council's obligations and responsibilities regarding safeguarding issues are carried out.

### **Deputy Designated Safeguarding Officer (DDSO)**

The Council's Senior Officers responsible for deputising for the DSO and/or for leading on aspects of the policy.

### **Nominated Lead Safeguarding Officer (NLSO)**

A role undertaken by identified Council officers following appropriate training. These officers act as a first point of contact for other Council employees and advise on safeguarding issues.

### **Lancashire County Council Children or Adult Care Services**

The upper tier authority service responsible for delivering safeguarding services across the County.

**Children's Safeguarding Assurance Partnership Blackburn with Darwen, Blackpool and Lancashire Children's Safeguarding Assurance Partnership (CSAP)** - The Children's Safeguarding Assurance Partnership (CSAP) has replaced the 3 x former Local Safeguarding Children Board (LSCB) arrangements across the Pan-Lancashire region.

### **Local Authority Designated Officer (LADO)**

This is a specific designated officer within Lancashire County Council involved in the management and oversight of individual cases of allegations of abuse made against those who work with children.

Their role is to give advice and guidance to employers and voluntary organisations; liaise with the Police and other agencies and monitor the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process. The Police also have an identified officer to fill a similar role.

**Local Safeguarding Children's Board (LSCB)/Local Safeguarding Adults Board (LSAB)** – the statutory, multi-agency body that have strategic oversight for the delivery of safeguarding issues. The overall role of the LSCB/LSAB is to coordinate local work to safeguard and promote the welfare of children and vulnerable adults and to ensure the effectiveness of what the member organisations do individually and together.

**Monitoring Officer** – a statutory Council appointment held by the Head of Legal and Democratic Services the Council. The role includes the responsibility for ensuring Elected Members actions and activities are within set standards.

**Parent** is used throughout this document as a generic term to represent parents, carers and guardians.

**Substantial and/or unsupervised access to children and vulnerable adults** is defined as:

- Where individuals are regularly caring for, in contact with, training or supervising a child/vulnerable adult.  
and/or
- Where an individual has sole charge of children or vulnerable adults.

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**EXECUTIVE OVERVIEW & SCRUTINY  
COMMITTEE: 14<sup>th</sup> September 2023**

**CABINET: 26<sup>th</sup> September 2023**

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

**Relevant Portfolio Holder: Councillor R Molloy**

**Contact for further information: Jacqui Pendleton  
(E-mail: [Jacqui.pendleton@westlancs.gov.uk](mailto:Jacqui.pendleton@westlancs.gov.uk))**

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**SUBJECT: RISK MANAGEMENT FRAMEWORK & KEY RISK REPORT**

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## **Borough Wide Interest**

### **1.0 PURPOSE OF THE REPORT**

- 1.1 To provide an update on the council's Risk Management Framework.
- 1.2 To set out details on the Key Risks facing the council and how they are being managed.

### **2.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW & SCRUTINY COMMITTEE**

- 2.1 That the progress made in relation to the management of the risks shown in the Key Risk Register (Appendix A) be considered and agreed comments be forwarded to Cabinet for consideration.

### **3.0 RECOMMENDATIONS TO CABINET**

- 3.1 That subject to consideration of the agreed comments of the Executive Overview & Scrutiny Committee, the progress made in relation to the management of the risks shown in the Key Risk Register (Appendix A) be endorsed.

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## **4.0 BACKGROUND**

- 4.1 The Council continues to recognise the importance of identifying, evaluating, and managing all key and service risks that could affect the achievement of its priorities, objectives, and activities. Risk management is fundamental to the

council's governance and contributes greatly to the successful delivery of services, and the key priorities.

- 4.2 Dealing with risk is very much a management activity but there is clear responsibility and accountability for Members in the operation of the council's business which directly involves issues of risk management. This report provides Members with an oversight of the effectiveness of the risk management framework and enables Members to seek assurance about the effectiveness of control arrangements.
- 4.3 Within this report is a summary of the management of the council's key risks so that Members may satisfy themselves that the risks are being adequately managed. The Key Risk Register is reported to Members on a biannual basis.

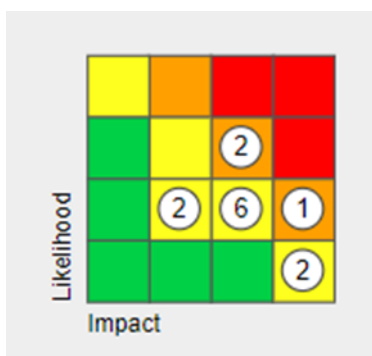
## **5.0 RISK MANAGEMENT FRAMEWORK**

- 5.1 The framework has continued to operate effectively over the last 6 months and has operated in accordance with the Risk Management Cycle Work Plan.
- 5.2 Annual risk refresher training for all staff commenced in June 2023. Training takes the form of a webinar and for those without intranet access, a toolbox talk is available. Risk training for Members took place on 13<sup>th</sup> June 2023.
- 5.3 The risk recommendations from the Zurich health check continue to be implemented. Risk training for Champions took place in May 2023 and all Heads of Service attend one to one risk management sessions with Zurich and the Council's Risk and Insurance Officer. The aim of the sessions was to strengthen operational risk registers.
- 5.4 Lunch and Learn risk management sessions continue, as does the council's risk newsletter, the Risk Roundup.
- 5.5 The Risk Management Working Group were shortlisted at the ALARM Risk Awards 2023, for Team of the Year.
- 5.6 The Council's Risk and Insurance officer left the post to take a different position in the Council, in June 2023 and the post has not yet been recruited to.

## **6.0 KEY RISK REGISTER**

- 6.1 It is considered good practice to update Members periodically on progress against key risks. This monitoring should summarise the general direction of travel to clearly demonstrate the progress being made on specific risk items (see section 6.7). If all is well then no discussion may be required; if all is not well then it is easy to identify the issues to pursue. As part of the council's risk management framework, key risks are reviewed quarterly by CMT and Members every 6 months.
- 6.2 Service risks are reviewed quarterly by Heads of Service. It is not necessary for Members to know about every risk but rather to know what the key risks are, whose job it is to deal with them, and that they are being actively managed.

- 6.3 Key risks are those risks which if they occur would have the greatest impact on the Council, the achievement of its priorities, objectives, and activities. They are strategic high-level Council risks. The Key Risk Register (Appendix A) gives a summary of the 13 risks assessed as being key risks. The register details the residual risk score 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, more detailed information regarding each of the key risks, the scoring, and internal controls that mitigate the risk are contained on the council's Pentana risk management information system.
- 6.4 The assessment methodology used to score the risks is detailed in the council's Risk Management Policy.
- 6.5 A new risk has been added to the register since it was last presented, this is the risk entitled "Failure to comply with regulatory corporate compliance."
- 6.6 Three risks have been removed from the register since it was last presented.
- Tawd Valley Developments operating without an agreed business plan - A cross party Council committee has been established, and the new business plan was agreed at Council in February 2023. This risk has therefore been downgraded to a service risk.
  - Ability to transform into a digital Council and deliver technological changes in line with customer expectation due to the investment required to upgrade an ageing ICT estate – This will remain as a service risk.
  - Effective Management of Cyber Security - Downgraded from a key risk to a service risk as effective management of cyber security is a control in the prevention of the key risk, "Failure or prolonged loss of ICT."
- 6.7 The wording of the risk "Landlord Compliance & Regulatory Requirements (Health & Safety)" has been changed to "Failure to comply with Housing Regulatory Compliance Requirements" to describe the risk more specifically.
- 6.8 There are currently no key risks that fall into the "critical" category and no risk scores have changed. An overview of risk scoring is detailed in the diagram below.



## **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.

## **8.0 FINANCIAL AND RESOURCE IMPLICATIONS**

8.1 The successful management of the key risks facing the council will ensure that resources are used effectively and efficiently.

## **9.0 RISK ASSESSMENT**

9.1 The continued review of the risk management framework is essential to ensure the successful achievement of the council's objectives, demonstrate effective provision of its services and the maximisation of opportunities. If we are unable to maintain an effective framework, we could endanger the achievement of our vision and priorities. By continually monitoring and reviewing the risk management framework it should continue to improve, develop and meet best practice requirements.

## **10.0 HEALTH AND WELLBEING IMPLICATIONS**

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

### **Appendices**

Appendix A – Key Risk Register

Appendix B – Minutes from Executive Overview & Scrutiny Committee 14.09.2023

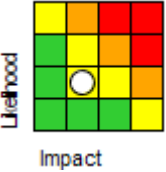
# Appendix A - Key Risk Report September 2023



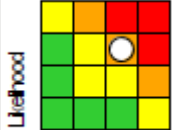
Responsible Service Area	Head of Service	Title of Risk	Potential Effect	6 Monthly Controls Summary	6 Monthly Notes Summary	Current Risk Matrix
Page 313 CMT	CMT	Cost of Living Crisis	<p>The cost-of-living crisis will impact on all areas of the Council and our stakeholders (e.g., citizens, suppliers, staff etc).</p> <ul style="list-style-type: none"> <li>• It will increase demand for certain services e.g., money advice</li> <li>• It will impact on the ability to pay Council Tax/Rent/other charges</li> <li>• The financial issues around inflation, the weak pound and increased interest rates may impact service delivery/growth/achievement of the Council priorities</li> <li>• Our contractors/suppliers be unable to maintain current service delivery</li> <li>• Staff may leave the organisation to take up higher paid jobs or take on</li> </ul>	<p>A review of fraud arrangements for the Council is taking place.</p> <p>Procurement are carrying out increased due diligence with regards to financial checks on suppliers.</p> <p>Human Resources have offered lunchtime learning sessions on the financial inclusion services that could benefit employees. External webinars are being offered to staff in relation to pre-retirement and financial awareness in February and March 2023.</p> <p>We have social media campaigns aimed at directing residents towards support services.</p> <p>Our housing benefit team are processing household support fund applications.</p> <p>We have set up a cost-of-living support hub, we have gathered a range of support across the Council and are signposting residents to these.</p> <p>We currently have a residential money advisor who is supporting residents with any financial issues, debt issues, and mental health support.</p> <p>In addition to supporting Council Tax Bands A – D we have put together a reserve fund of 260k to support residents in council tax bands E-H. We also have an additional</p>	<p>There are various initiatives in place to support staff and residents through the cost-of-living crisis. In addition, increased checks on the financial stability of contractors reduces the risk of service delivery being disrupted. The council will continue to develop initiatives to provide support to residents and staff where appropriate.</p>	<p>Likelihood</p> <p>Impact</p>

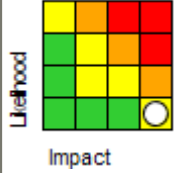
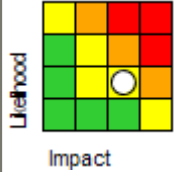
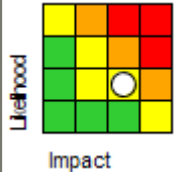
Responsible Service Area	Head of Service	Title of Risk	Potential Effect	6 Monthly Controls Summary	6 Monthly Notes Summary	Current Risk Matrix
Page 314			<p>second jobs which may lead to burnout.</p> <ul style="list-style-type: none"> <li>The rising costs of fuel, food and other essentials are combining with existing disadvantage and vulnerability within our communities to put many households at greater risk of both immediate hardship and reduced opportunity and wellbeing.</li> <li>Demand for services is continuing to rise just as the price of providing them is also escalating dramatically.</li> <li>An increase in Fraud &amp; Corruption caused by the Current Economic Environment</li> </ul>	<p>£260k that we have allocated towards supporting any resident struggling with energy costs.</p> <p>We have set a funding scheme with citizens advice for all residents of West Lancs to assist with payment of credit utility meters.</p> <p>Food banks continue to operate.</p> <p>We are working with multiple charities in relation to replacement of essential items.</p> <p>We are working with charities in relation to baby clothes and baby items.</p> <p>We have a hardship fund set up for tenants. This will support tenants through one-off life events.</p>		
	Corporate & Customer Services	Lisa Windle	Difficulty with Recruitment and Retention of Staff	<ul style="list-style-type: none"> <li>Adverse impact on services unable to meet key priorities.</li> <li>Additional pressure on existing staff covering workloads in the absence of a replacement</li> <li>Difficulty meeting regulatory</li> </ul>	<p>Exit Interviews are used to identify trends where action can be taken to improve retention.</p> <p>Utilising annual appraisals to identify issues and support personal and team development.</p> <p>Exploring alternative method to education managers with Coaching skills other than through the apprenticeships route.</p> <p>Development of Manager and aspiring manager apprenticeships to assist with growing our own talent.</p>	<p>The risk remains of concern. Recruitment has become increasingly challenging at all levels and is experience nationally.</p> <p>Professional and management posts are key risks if we are unable to recruit suitable candidates, but we are reviewing the recruitment trends on this level of post to ensure we have the right tools in place.</p> <p>The Council continues to review its recruitment and retention initiatives to address any difficulties.</p> <p>We are also exploring the enhancement of personal development opportunities to help retain staff and</p>

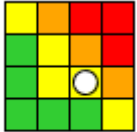



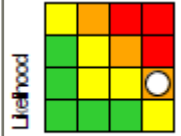


Responsible Service Area	Head of Service	Title of Risk	Potential Effect	6 Monthly Controls Summary	6 Monthly Notes Summary	Current Risk Matrix
			compliance requirements e.g., planning	<p>Use of Agency staff through neutral vendor agency provider Matrix.</p> <p>Workforce planning is integrated into the annual service business planning process. Vacant and new posts are advertised promptly following a robust approval process.</p> <p>Utilising on-line recruitment methods for ease of application and reduction of cost. Monitoring timescales and addressing blockages to reduce recruitment timescales</p> <p>Launching a new induction process to support new employees settle into the authority and understand it's visions and objectives.</p> <p>Effective probation to establish areas of support for new employees.</p> <p>Development of Mandatory training to ensure all new employees receive the initial training they need to become effective in their role.</p>	<p>this I will be enhanced by the launch of the eLearning tool.</p> <p>We are also promoting our offer flexible working arrangements to help attract candidates who may not be local to the West Lancs area.</p>	
Corporate & Customer Services	Lisa Windle	Failure or Prolonged Loss of ICT	<ul style="list-style-type: none"> <li>• Data Integrity Issues with one or more systems</li> <li>• Security Breaches including System Attack (hacking, malware and virus injection)</li> <li>• Infrastructure Failure (hardware or software)</li> <li>• Inadequate Resilience (Infrastructure Hardware or Systems)</li> <li>• Inadequate Measures against theft or</li> </ul>	<p>Corporate sign-off of critical systems</p> <p>Business Continuity arrangements for Services (WLBC)</p> <p>Failover testing of power and infrastructure (LCC Digital)</p> <p>Formal ICT change management process (LCC Digital)</p> <p>Strategic (LCC Digital) roadmap for system upgrades and replacement to deliver a more robust infrastructure.</p> <p>Strategic move from on-premises to hosted infrastructure.</p> <p>LCC Digital has a robust infrastructure to prevent cyber-attacks that could cause</p>	<p>We are currently in the process of reviewing ICT systems to ensure they are at the latest level. This is in relation to hardware and software. Those systems that can be updated will be and others will require replacement or decommissioning.</p>	

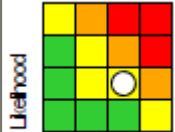

Responsible Service Area	Head of Service	Title of Risk	Potential Effect	6 Monthly Controls Summary	6 Monthly Notes Summary	Current Risk Matrix
Page 316			unauthorised removal of ICT equipment <ul style="list-style-type: none"> <li>Lack of Resource (Staffing) due to high absence levels</li> </ul> Possible consequences of any of the above  <ul style="list-style-type: none"> <li>Loss of ICT (Systems, Data, Access, or Connectivity)</li> <li>Inability to provide business critical systems or services (i.e., contact centre, planning) etc.</li> <li>Loss of reputation</li> <li>Loss of productivity</li> </ul>	failure or prolonged loss of ICT that is updated on a frequent basis.  LCC Digital has a specialist team trained and certified to implement and maintain this infrastructure.  Staff are trained to identify threats and are educated in the basics of cyber security.		
	Corporate Compliance & Governance Services	Jacqui Pendleton	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	22 controls have been recorded against the risk to evidence the various elements of compliance. All controls have been scored as to their current adequacy and effectiveness. 3 have been scored as fully effective where system enforced controls are in place i.e., system access controls, corporate mobile device security features and system back up. 16 have been scored as partially effective as there is an element of manual intervention i.e., E Learning modules (generic for all staff and bespoke for Information Asset Owners) Policies and	There is a clear organisational structure for managing Data Protection and Information Governance, which provides strong leadership and oversight, clear reporting lines, responsibilities and effective information flows i.e. Senior Information Risk Officer (SIRO) Data Protection Officer (DPO) Information Governance Officer, Information Asset Owners and Information Governance Link Officers within each service area who also attend the bi monthly Information Governance Committee from which key information is disseminated down to individual service areas and acted upon where necessary.  Following the Effective Data Management (EDM)





Responsible Service Area	Head of Service	Title of Risk	Potential Effect	6 Monthly Controls Summary	6 Monthly Notes Summary	Current Risk Matrix
			requirements as well as some new elements. Compliance had significant resource implications in terms of budget, IT, Governance, and communications. There are a range of sanctions for breaches including fines and damages. Failure to report a breach would result in a fine as well as a fine for the breach itself.	Procedures, Corporate Privacy Notice, Record of Processing Activities (which now combines the detail previously captured on the Retention and Disposal Schedule and the Information Asset Register) and the Data Protection Impact Assessments and Data Sharing Agreements. 3 areas have been scored as not effective with work either underway or in the pipeline to address. All control elements will continue to be examined and enhanced as work continues to strengthen our GDPR compliance.	project significant work has been undertaken to strengthen the controls we have in place and the education of our staff. This work will continue through future data workstreams and the coordination of those activities via the bimonthly Information Governance Committee. To reflect this work, controls have been added to the risk and scored as to their adequacy and effectiveness which has resulted in the risk being re assessed as 4 Cautious.	
Environmental Services	Kathy Sephton	Failure to respond to the climate emergency.	Contributing further to the impacts of climate change from lack of progress in the council achieving its carbon neutral target by 2030, by: 1. Lack of effective strategic planning for mitigation of climate change. * Failure to reduce energy use and from fossil fuels. * Failure to protect and enhance the natural environment. 2. Lack of effective adaptation to climate change. * Failure to adapt	The Council's Climate Change Strategy 2030 has 7 key priorities that covers all aspects of activity, they are 1. Delivering a Carbon Neutral Council 2. Sustainable Procurement 3. Travel and Transport 4. The Domestic Sector 5. The Commercial Sector 6. Community Action 7. The Natural Environment.	<b>Communications:</b> Raised staff awareness of the Climate Change Strategy through three Let's Connect Sessions, personal action through Lunchtime Learning and a Climate Change Risk workshop. Engaging with the public through the Community Orchards Consultation, social media, community group and primary school presentations, and community events: Flourish Cafe and Lancashire Community Climate Action Forum. Updated the solar webpage.  <b>Key Council Projects:</b> New leisure centre designs. Existing solar and heat projects. The roll-out of the newest electric vehicle charging infrastructure is nearly complete. Two of the 6 community orchard sites are planted. New wildflower area in Skelmersdale.	 <p>Liethood Impact</p>

Responsible Service Area	Head of Service	Title of Risk	Potential Effect	6 Monthly Controls Summary	6 Monthly Notes Summary	Current Risk Matrix
			to climate change.			
Finance, Procurement & Commercial Services	James Pierce	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.	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.	The GRA and HRA yearend position show there are material shortfalls in investment returns. The increase in interest rates in response to the inflationary situation in the UK in anticipated to have a favourable impact upon Treasury Management returns in 22-23. Treasury management training has been provided by the Council's TM advisors, Link, on the 26th of October 2022.	
Finance, Procurement & Commercial Services Page 318	James Pierce	Not achieving a balanced budget position	On-going reductions in Government funding and other financial pressures will need to be addressed to meet the statutory requirement to set a balanced budget.	Regular Review and update of medium-term financial forecast. Review of any savings requirement & delivery to close any budget gap Provision of regular monthly financial monitoring. This is conducted by the finance team to budget holders. Quarterly reporting to Members. Regular review and update of reserves. CMT are actively managing the pressures identified within the MTFs. Weekly finance update meetings are held with the COO, Corporate Directors, and the S151 officer and Deputy.	The latest iteration of the Medium-Term Financial Strategy indicates a budget gap of c£500k in 23/24 rising to £2.9m in 25/26. It is clear that the current economic conditions are adversely impacting on the Council's finances generally. A savings plan to address the budget gap has been drawn up for consideration by Members.	
Finance, Procurement & Commercial Services	James Pierce	External Funding Uncertainty	Impact on delivery of strategic projects and priorities	Medium Term Financial Strategy in Place. Regularly updated with changes and assumptions revisited. Ensure commercial strategy is fit for purpose. Ensure that all our investments generate a positive financial return for the Council To manage and grow our development company. To ensure our development company continues to generate a profit through its business activities. Regular review of fees and charges.	The commercial strategy has been updated to reflect changes in the PWLB rules (the inability to invest purely for yield purposes). This does not affect development within the Borough. Close attention is being paid to the impact of interest rate rises on proposed capital schemes.	

Responsible Service Area	Head of Service	Title of Risk	Potential Effect	6 Monthly Controls Summary	6 Monthly Notes Summary	Current Risk Matrix
Finance, Procurement & Commercial Services	James Pierce	Failure to ensure an effective procurement process in place to facilitate ethical, complaint and legally sound contracts and service level agreements that provide value for money.	Procurement activities or contracts which are not compliant with PCR 2015 regulations and local procurement policy, could potentially be subject legal challenge from suppliers. This could not only lead to costly financial implications if fines were imposed, but also wider reputational damage to the Council if the process was challenged or projects were delayed or terminated.	<p>The procurement team continue to work across the Council providing advice to service areas relating to compliance with both external and internal procurement rules. As the Council moves to a more centralised function our department is encouraging all areas to liaise with Procurement at an early stage to ensure we can provide comprehensive support to all areas running procurement activities. Regular meetings are now taking place with service areas such as Housing and Environmental Services to discuss upcoming projects. This gives procurement a longer-term forecast of activities requiring the team's involvement. Although no further update has been given by the Government, the team are still preparing for the introduction of the new bill scheduled for 2024. Recent work has taken place to put a new Conflicts of Interest process into place which will support not only the Council's Code of Conduct process, but the new focus on transparency through the new procurement bill.</p> <p>The procurement team are working closely with service areas to ensure all procurements are run in line with current PCR 2015 rules and our internal local procurement policy. Focused on early engagement with procurement is being encouraged across Council, as this will strengthen compliance with contracts and the procurement process holistically. The new procurement bill is due to become law in Spring 2024, however the team are already reviewing policies and procedures to support the new changes which will be included in the new legislation. Representatives from Procurement, Legal</p>	<p>As the procurement team build their relationships across the Council, we are also improving our own internal processes and improving how the team works. A monthly procurement pipeline is now uploaded to the intranet to give a clearer visibility of what work is being planned for the council going forward. This will also feed directly into the proposed new bill due in 2024 as the focus shifts to transparency. Planning future spending activities and embedding processes such as pre-authority and early engagement forms are formalising new processes to ensure we have a clear audit and budgetary approval process in place. The procurement team meet monthly to discuss how we can further improve our procurement function and are currently working on our intranet page to help service areas understand the correct procurement routes to follow.</p> <p>The Procurement team are working closely with other departments including Legal and Audit to ensure that we are running complaint procurement activities. We are also focusing on building relationships with Service Areas to encourage positive early engagement with procurement to ensure their procurements are efficiently run. Ongoing work to understand and begin embedding the new procurement rules coming into law early Spring 2024. Procurement continues to drive value for money and are beginning to focus on capturing savings for all procurement activities.</p>	 <p>Likelihood</p> <p>Impact</p>

Responsible Service Area	Head of Service	Title of Risk	Potential Effect	6 Monthly Controls Summary	6 Monthly Notes Summary	Current Risk Matrix
				and Audit will be attending a conference early 2023 which is being held to update delegates on the new bill. As procurement moves to a central function, it is anticipated that contract compliance will increase across the council.		
 Finance, Procurement & Commercial Services, Housing Services, Wellbeing & Leisure Services.	James Pierce, Alan Leicester, Simon Kirby	<b>Failure to comply with regulatory corporate compliance</b>	Failure to comply with regulatory corporate compliance could lead to serious harm to people and property, legal penalties, monetary fines, and considerable reputational damage.	<p>A series of performance indicators are constantly monitored to ensure that compliance is achieved.</p> <p><b>Commercial Property Portfolio:</b></p> <p>Responsibility for statutory compliance is passed to tenants through their leases. We are however in the process of preparing a protocol to add to those protections. External legal advice is being sought in this regard.</p> <p><b>Investment Centre:</b></p> <p>We have in place robust management processes and documented auditing to ensure compliance.</p>	<p>Work remains ongoing to ensure that we comply with regulatory corporate compliance.</p> <p>We are in the process of identifying the correct specialist compliance system to support transparent management of compliance.</p>	 Likelihood Impact
 Housing Services	Alan Leicester	Failure to comply with Housing Regulatory Compliance Requirements	Injury or death to tenants, resident, or visitors. Significant adverse publicity. Regulatory impact.	<p>Following a compliance audit conducted by an external consultant, all key areas of compliance including gas, electrical, fire risk, water hygiene, lifting equipment &amp; asbestos management were checked and have now been validated.</p> <p>Following the external audit all policies, processes and procedures were revised and updated and will continue to be reviewed regularly.</p> <p>Compliance will continue to be monitored and reviewed by internal Audit in line with required Audit programmes.</p> <p>We enforce a no access and escalation procedure with legal intervention where possible to ensure all properties are inspected within the appropriate</p>	<p>Work continues to ensure all Audit actions are completed within timeframes and weekly compliance meetings ensure a continued focus on compliance. We continue to work closely with Pennington Choices to support effective compliance and we are in the process of agreeing a follow up wider compliance check.</p>	 Likelihood Impact

Responsible Service Area	Head of Service	Title of Risk	Potential Effect	6 Monthly Controls Summary	6 Monthly Notes Summary	Current Risk Matrix
				timescales.  We are increasing resources to enable us to meet our regulatory compliance obligations.		
Planning & Regulatory Service Page 321	Paul Charlson	Failure to ensure appropriate business continuity and emergency plans, procedures and processes are in place, resulting in an ineffective response to an event.	The impact could be significant dependent on the nature of the emergency. A serious emergency could take large parts of the organisation offline and significantly hinder operations with resultant risks. Delivery of essential services may not be possible.	The service action plan defines frequency of plan review. Plan reviews, updates and tests are routinely scheduled on a proactive basis. Critical services are defined and have specific business continuity plans. A review of the critical business continuity plans is currently underway. For all other services and general Council operations the central Council Emergency Plan exists as an overarching tool. This is also kept up to date and reviewed on a more regular interval than the service level plans. The service also participates actively in real and test emergency planning exercises and updates plans as appropriate based on 'lessons learnt'. Changes will also be made to plans reactively because of changes including when managers change, when new legal requirements or best practice emerges or in response of other factors.	The likelihood of an emergency is low to possible. However, the impact could be significant dependent on the nature of the emergency. A serious emergency could take large parts of the organisation offline and significantly hinder operations with resultant risks. The business continuity plans are in place to help mitigate against these risks.	
Wellbeing & Place Services	Simon Kirby	Not agreeing on the financial capital investment to deliver a sustainable and affordable leisure provision.	If we are not able to deliver this there will be a continued need to subsidise existing buildings and the inability to develop new provision.	Project Governance.  Internal project team meetings in place comprising financial, procurement and legal representatives.  Regular meetings with CMT and Cabinet.  Working Groups to progress sustainable and affordable options.	The contract will be extended to enable the procurement exercise to be undertaken in a full and detailed manner – which in the long term should offer value for money for the Council.  The record of decision does enable the Council to extend for an additional six months although the new contract start date we will be working to is at the latest October 2023. Officers will continue to review the timescale throughout the procurement process and make amendments as necessary in the interests of the Council.	

Risk Status	
	Critical
	Concerned
	Cautious
	Comfortable





Executive Overview & Scrutiny Committee:  
14 September 2023

CABINET: 26 September 2023

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**Report of:** Head of Finance, Procurement and Commercial Services

**Relevant Portfolio Holder:** Councillor Rob Molloy

**Contact for further information:** Tony Furber (ext 5777)  
E-mail: [tony.furber@westlancs.gov.uk](mailto:tony.furber@westlancs.gov.uk)

Peter Quick (ext 5203)  
E-mail: [peter.quick@westlancs.gov.uk](mailto:peter.quick@westlancs.gov.uk)

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**SUBJECT: 2023/24 GRA REVENUE Q1 MONITORING**

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Wards affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To provide a summary of the General Revenue Account (GRA) position for the 2023/24 financial year at quarter 1.

## **2.0 RECOMMENDATIONS**

### **TO OVERVIEW & SCRUTINY**

- 2.1 That the 2023/24 GRA Q1 financial position be noted and agreed comments be forwarded to Cabinet for consideration.

### **TO CABINET**

- 2.2 That, subject to consideration of any agreed comments from the Executive Overview & Scrutiny Committee, the 2023/24 GRA quarter 1 position be noted.

## **3.0 BACKGROUND**

- 3.1 In February 2023, Council agreed the 2023/24 GRA Net Budget of £16.327m.
- 3.2 May 2023 consumer price index (cpi) remains high, at 8.7% This means there is likely to be ongoing contract inflation pressures to fund or manage in year and

beyond. In addition, the 2023/24 pay offer has been made at £1,925 per full time employee. Although no agreement has been reached on this yet, this is in excess of the 3% budgeted and will therefore be a pressure in the current year of approximately £500k.

#### 4.0 GENERAL REVENUE ACCOUNT: QUARTER 1 POSITION

4.1 The table below provides quarter 1 forecast outturn estimates against the revised budget. The Q1 net forecast position is a shortfall of £583K. Further details are provided below.

	FY Bud £000's	FY Var £000's	Commentary
Corporate & Customer Services	5,890	-400	Mainly telephony & software licences
Environmental Services	6,658	587	Staff & agency costs, pay settlement partially offset by fuel costs below budget
Finance Procurement & Commercial Services	1,376	50	
Housing Services (incl. Estates)	-923	0	
Legal & Democratic Services	1,128	50	
Planning & Regulatory Services	1,845	100	Staff & agency costs, pay settlement
Wellbeing & Place Services	1,457	408	Leisure Contract. Staff costs, pay settlement. Parking income down
Other Corporate Budgets	501	0	
<b>Total Net Service Budgets</b>	<b>17,932</b>	<b>795</b>	
Interest Receivable (net)	-225	-212	Rising interest rates.
Minimum Revenue Position	400	0	
Contribution to/from reserves	-1,780	0	
<b>Total Net Budget</b>	<b>16,327</b>	<b>583</b>	<b>Estimated pay settlement shortfall £535k</b>
<b>GRA Net Funding</b>	<b>-16,327</b>	<b>0</b>	

4.2 Overall budget pressure primarily relates to the provisional pay settlement of £1,925 per full time employee. Budgets were set assuming a 3% increase, the current offer is closer to 6% on average. Negotiations are ongoing so it is possible that the settlement may increase further.

4.3 At service level there are various additional service-specific pressures as identified in the table above, these are largely offset by service-specific budget savings plus treasury interest income being better than budget due to rising interest rates.

4.4 It should be noted that the 2023/24 staff vacancy factor of around 6% has been moved from the central corporate pot where it was held for many years, and is now split proportionally between each service. This is expected to support closer operational monitoring and control of both Service staff costs and Service vacancies.

- 4.5 It was reported in 2022/23 that agency staff were being used to help fill vacant posts, so maintaining service delivery. The use of agency staff is being closely monitored in 2023/24 with the intention of reducing reliance on this type of staff.
- 4.6 Savings proposals are currently being drafted in order to address the budget gap within the Medium-Term Financial forecast. These will be built into budgets for 204/25 and will comprise a combination of one -off and recurring measures to reduce expenditure and increase income where possible.

## **5.0 SUSTAINABILITY IMPLICATIONS**

- 5.1 Careful monitoring of the budget position helps ensure that the GRA remains able to deliver services and is financially sustainable in the medium term.

## **6.0 RISK ASSESSMENT**

- 6.1 The formal reporting of performance on the General Revenue Account is part of the overall budgetary management and control framework that is designed to minimise the financial risks facing the Council. This process is resource intensive for both Members and Officers but ensures that a robust and achievable budget is set.

### **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.



## Agenda Item



**Executive Overview & Scrutiny  
Committee: 13 September 2023**

**Cabinet: 26 September 2023**

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**Report of: Head of Finance, Procurement and Commercial Services**

**Relevant Corporate Director: Housing, Transformation and Resources**

**Relevant Portfolio Holder: Councillor R. Molloy**

**Contact for further information: Cathy Murphy (Ext. 5057)  
(E-mail: [Cathy.Murphy@westlancs.gov.uk](mailto:Cathy.Murphy@westlancs.gov.uk))**

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**SUBJECT: CAPITAL MONITORING FOR QUARTER 1**

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Wards affected: Borough wide

### **1.0 PURPOSE OF REPORT**

1.1 To note the Revised General Revenue Account (GRA) Capital Programme for 2023/24 and provide an update on progress on capital schemes.

### **2.0 RECOMMENDATIONS**

2.1 That the revised Capital Programme, including the re-profiling, virements and budget adjustments contained within Appendix A, be noted.

2.2 That progress against the Revised Capital Programme at Quarter 1 be noted.

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### **3.0 BACKGROUND**

3.1 The Capital Programme is set on a three-year rolling basis and the Programmes for 2023/2024, 2024/2025 and 2025/2026 were approved by Council in February 2023.

3.2 In accordance with best practice, the Capital Programme is subject to revision during the year to ensure that it is based on the latest available information and to make monitoring of the Programme more meaningful. It enables Managers to review their schemes with the most up to date information and to review the resources available. It also provides a base upon which to build future Capital Programmes.

3.3 Members are kept informed of the financial position of the Capital Programme through monitoring reports. The Housing Public Sector programme is the subject of a separate report elsewhere on the agenda and will be also presented to this Cabinet meeting. This report concentrates on the GRA programme.

#### **4.0 REVISED CAPITAL PROGRAMME**

4.1 The original Capital Programme that was set for the 2023/2024 financial year together with underspends brought forward from the previous financial year totals £13.971m of which £3.346m is funded by Capital Receipts as shown in Appendix A - 2023/2024 Revised Capital Programme Spend to Date Against Budget.

#### **5.0 CAPITAL EXPENDITURE**

5.1 Generally, capital schemes are profiled with relatively low spending compared to budget in the early part of the financial year with increased spending as the year progresses. This reflects the fact that many new schemes have considerable lead in times. Other schemes are dependent on external partner funding and can only begin once their funding details have been finalised. Other related issues include contract retentions or contingencies that will only be spent some time after completion of the contract.

5.2 For the current year, £102k (2.96%) of expenditure from Capital Receipts has been incurred by the end of Quarter 1.

5.3 It was agreed at Cabinet in November 2020 that the £247k for Affordable Housing that was originally agreed in 2011 be utilised by Tawd Valley Developments. This was because the arrangement with Regenda Housing was ended.

#### **6.0 CAPITAL RESOURCES**

6.1 There are sufficient resources identified to fund the 2023/2024 Revised Capital Programme as shown in Appendix A.

6.2 The main area of the capital resources budget that is subject to variation is in relation to capital receipts. These are the useable proceeds from the sale of Council assets (mainly houses under Right to Buy legislation) that are available

to fund capital expenditure. These receipts can vary significantly depending on the number and value of assets sold.

- 6.3 The budget for useable capital receipts (including the affordable housing element) to be generated from Council House sales in the year is set at £0.960m from 50 sales. At quarter 1, 12 sales had been completed and the target for the year is expected to be met.
- 6.4 The Council is allowed to keep all capital receipts from Right to Buy sales for 2022/23 and 2023/24 on the condition that they are utilised only for projects within the HRA. Receipts from prior years are still allowable for GRA projects as set out in 4.1.

## **7.0 SUSTAINABILITY IMPLICATIONS**

- 7.1 The Capital Programme includes schemes that the Council plans to implement to enhance service delivery and assets. The Capital Programme also achieves the objectives of the Prudential Code for Capital Finance in Local Authorities by ensuring capital investment plans are affordable, prudent, and sustainable. This report provides an updated position on project plans and shows progress against them.

## **8.0 RISK ASSESSMENT**

- 8.1 Capital assets shape the way services are delivered for the long term and, as a result, create financial commitments. The formal reporting of performance against the Capital Programme is part of the overall budgetary management and control framework that is designed to minimise the financial risks facing the Council. Schemes within the Programme that are reliant on external contributions and/or decisions are not started until funding is secured. Other resources that are subject to fluctuations are monitored closely to ensure availability. The Capital receipts position is scrutinised on a regular basis and managed over the medium term to mitigate the risk of unfunded capital expenditure.

## **9.0 HEALTH AND WELLBEING IMPLICATIONS**

- 9.1 Some of the Capital Schemes will enhance the Health and Wellbeing of residents and the management of the delivery is ensured via the reporting mechanism.

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### **Background Documents**

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

### **Equality Impact Assessment**

The majority of the budget issues set out in this report have been the subject of previous reports to committees and consequently an Equality Impact Assessment has already been prepared for them where relevant.

### **Appendices**

A 2023/2024 Revised Capital Programme Spend to Date Against Budget



APPENDIX 1: GRA CAPITAL PROGRAMME 2023/24 - 2025/26

Funding LU	Cost Code	concatenate	Service	Capital Scheme	Total Budget	2023/24					2024/25					2025/26			
						Q1 Actual Spend	Q2 Forecast	Q3 Forecast	Q4 Forecast	total spend	Remaining Budget	Recurring and Continuation of Schemes	Approved Budget Feb 2022	Slippage from 2023/24	New Capital Bids Feb 2023	Total Budget	Recurring and Continuation of Schemes	New Capital Bids Feb 2023	Total Budget
						£'000						£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Receipts	7146	7146ReceiptsEtarms	Corporate and Customer Services	Etarms System	£17	£0		£17	£17	£0									
Receipts	7055	7055ReceiptsICT	Corporate and Customer Services	J C T Infrastructure	£150			£150	£150	£0	£50				£50				
Receipts	7064	7064ReceiptsCT Dev	Corporate and Customer Services	ICT Development Programme	£623			£623	£623	£0	£200				£200				
Receipts	7065	7065ReceiptsWebsite	Corporate and Customer Services	Website	£20			£20	£20	£0									
Receipts	7103	7103ReceiptsCRM Sy	Corporate and Customer Services	CRM System	£67			£67	£67	£0									
Receipts	7106	7106ReceiptsRight Kit	Corporate and Customer Services	Right Kit Right Role Right Refresh - support agile working	£96			£96	£96	£0									
Receipts	7108	7108ReceiptsMicros	Corporate and Customer Services	Microsoft Enterprise Site Licence	£66		£66		£66	£0									
Receipts	7109	7109ReceiptsCorpor	Corporate and Customer Services	Corporate wifi upgrade	£85			£85	£85	£0									
Borrowing	7110	7110BorrowingWeb	Corporate and Customer Services	Website development	£200			£200	£200	£0									
Receipts	7111	7111ReceiptsComm	Corporate and Customer Services	Communication devices	£40			£40	£40	£0									
Receipts	7067	7067Receiptsinvest	Corporate and Customer Services	Invest to Save Digital Services	£59			£59	£59	£0									
Receipts	7068	7068ReceiptsEgress	Corporate and Customer Services	Egress Secure Email & File Transfer	£0				£0	£0									
Receipts	7107	7107ReceiptsDigital	Corporate and Customer Services	Digital Transformation - Implementation of IT Strategy	£218			£218	£218	£0									
Receipts	7107	7107ReceiptsLess HR	Corporate and Customer Services	Less HRA funding for Strategy	(£200)			(£200)	(£200)	£0									
Receipts	7153	7153ReceiptsHybrid	Corporate and Customer Services	Hybrid, Remote and Streaming Council Meetings	£92			£50	£50	£42									
Receipts	7112	7112ReceiptsMaster	Corporate and Customer Services	Mastercard Gateway Upgrade	£7			£7	£7	£0									
Receipts	7108	7108ReceiptsMicros	Corporate and Customer Services	Microsoft M365 Phase 3	£100			£50	£100	£0									
Receipts	7113	7113ReceiptsDigital	Corporate and Customer Services	Digital innovation and the continued development of ServiceNow	£80			£80	£80	£0									
Receipts	7155	7155ReceiptsShop Fr	Corporate and Customer Services	Shop Front Improvement Fund	£50				£0	£50									
Receipts	7195	7195ReceiptsDigital	Corporate and Customer Services	Digital Transformation	£6				£6	£0									
Receipts	7603	7603ReceiptsCulvert	Environmental Services	Culvert Debris Screens	£2				£2	£0									
Receipts	7781	7781ReceiptsPurchase	Environmental Services	Purchase of Vehicles	£2				£2	£2									
Receipts	7126	7126ReceiptsPurchase	Environmental Services	Purchase of Wheelie Bins	£0				£0	£0									
Receipts	7125	7125ReceiptsExpand	Environmental Services	Expand in Cab System	£1				£0	£1									
Receipts	7770	7770ReceiptsWaste	Environmental Services	Waste Collection Projects	£0				£0	£0									
Receipts	7134	7134ReceiptsLitter B	Environmental Services	Litter Bin Policy Review (Cabinet November 2019)	£62	£23			£23	£38	£0	£30			£30				
Receipts	7129	7129ReceiptsStreet	Environmental Services	Street Cleansing Tools	£0				£0	£0									
Receipts	7137	7137ReceiptsLiverpo	Environmental Services	Liverpool Road Cemetry	£1				£0	£1									
Receipts	7136	7136ReceiptsWaste	Environmental Services	Waste Management Service	£35				£0	£35									
Receipts	7148	7148ReceiptsGlutton	Environmental Services	Glutton Vacuum Cleaner	£0				£0	£0									
Receipts	7149	7149ReceiptsBecons	Environmental Services	Beconsall Closed Church Yard	£30				£0	£30									
Receipts	7150	7150ReceiptsTree M	Environmental Services	Tree Management	£100				£0	£100									
Receipts	7603	7603ReceiptsCulvert	Environmental Services	Culvert Management	£100				£100	£0									
Receipts	7151	7151ReceiptsReplace	Environmental Services	Replace faulty domestic bins	£19		£15	£4		£19	£0	£10			£10				
Receipts	7152	7152ReceiptsS addit	Environmental Services	5 additional mobile CCTV bundles to address flytipping	£0				£0	£0									
Borrowing	7057	7057BorrowingLitter	Environmental Services	Littering T&F 23/24	£23	£1			£1	£22									
Borrowing	7058	7058BorrowingStreet	Environmental Services	Street Recycling Bins 23/24	£10				£0	£10									
Receipts	7400	7400ReceiptsFree Tre	Environmental Services	Free Trees	£23				£0	£23									
Receipts	7402	7402ReceiptsConser	Environmental Services	Conservation Area Enhancement	£12				£0	£12									
Receipts	7428	7428ReceiptsAbbey	Environmental Services	Abbey Lake Quarry	£0				£0	£0									
Receipts	7442	7442ReceiptsMill Da	Environmental Services	Mill Dam Lane	£2			£2	£2	(£0)									
Receipts	7444	7444ReceiptsAlder L	Environmental Services	Alder Lane	£5			£5	£5	£0									
Receipts	7534	7534ReceiptsElectric	Environmental Services	Electric Vehicle Charging point	£0				£0	£0									
Receipts	7140	7140ReceiptsParish	Finance Procurement and Commercial Services	Parish Capital Schemes	£31	£1			£30	£31	£0	£30			£30				
Receipts	7787	7787ReceiptsRestruc	Finance Procurement and Commercial Services	Restructuring Costs	£152				£0	£152	£0								
Receipts	7784	7784ReceiptsCapital	Finance Procurement and Commercial Services	Capitalise revenue transformation costs.	£300				£0	£300									

Notes
Delayed as dependant on Lancashire County Council Negotiations
Delayed as dependant on Lancashire County Council Negotiations
Delayed as dependant on Lancashire County Council Negotiations
Delayed as dependant on Lancashire County Council Negotiations
Delayed as dependant on Lancashire County Council Negotiations
Delayed as dependant on Lancashire County Council Negotiations
plan is not to require all of this, looks like only 50k only needed not yet confirmed
this is be looked into further as the task and finish groups for this have been disbanded and this project is on hold.
Previously funded by HRA
release no longer required
release no longer required
The £5k that is in recurrence of schemes is not required in 2023/24 so has been removed
White Paper has been released now awaiting LCC
This is with legal and hopefully won't be needed
awaiting quotes for a consultant, 1st quote is £30k
The cameras were deployed in November 2022 and the success of this will be reviewed in late January 2023 and at which point a decision will be made as to whether to buy the extra cameras and utilise the remaining budget
Currently looking at places that these could be stored and residents could collect from
This project has been confirmed as complete with the budget manager and the £20k is no longer needed and has been released back for other projects.
This has been funded by an external grant
These are 2 year schemes we expect to spend most in Q4 These schemes are to be identified as part of 2023/24 budget setting and the exploration of the use of flexible capital receipts in line with guidance. These schemes are to be identified as part of 2023/24 budget setting and the exploration of the use of flexible capital receipts in line with guidance.

spoke to chris walker









## AGENDA ITEM:

Executive Overview & Scrutiny Committee:  
14 September 2023

CABINET: 26 September 2023

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**Report of: Head of Finance, Procurement and Commercial Services**

**Relevant Portfolio Holder: Councillor N. Pryce-Roberts**

**Contact for further information: Peter Quick (Extn. 5203)**  
**([peter.quick@westlancs.gov.uk](mailto:peter.quick@westlancs.gov.uk))**

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**SUBJECT: HRA REVENUE AND CAPITAL QUARTER ONE (Q1) REVIEW**

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Wards affected: Borough wide

### **1.0 PURPOSE OF THE REPORT**

1.1 To provide a summary of the Housing Revenue Account (HRA) and Housing capital programme positions for the 2023/24 financial year.

### **2.0 RECOMMENDATIONS TO EXECUTIVE OVERVIEW & SCRUTINY**

2.1 That the 2023/24 HRA and Housing capital programme positions be noted and any comments forwarded to Cabinet for consideration.

### **3.0 RECOMMENDATIONS TO CABINET**

3.1 That the 2023/24 HRA and Housing capital programme positions be note

### **4.0 BACKGROUND**

4.1 In February 2023, Council agreed the HRA revenue and capital budgets for the 2023/24 financial year. May 2023 cpi is 8.7%

4.2 The Government's current rent policy confirms annual increases of up to cpi + 1% until 2025/26. The cpi + 1% increase is applied to the cpi rate from the September before, so for 2024/25 rent setting it will be based on September 2023 cpi.

4.3 Government guidance is awaited as to the rent increase policy after 2025/26, in the interests of prudence the HRA business plan assumes annual increases thereafter will be cpi only.

## 5.0 HRA – 2023/24 Q1 Projected Outturn

- 5.1 A summary of the projected HRA revenue outturn against budget is set out in the table below. The HRA is expected to outturn in line with budget.
- 5.2 The table below seeks to improve clarity by presenting the electrical testing budget with revenue void and response repairs because it is carried out by the same, main repairs contractor. The electrical testing budget was previously presented within other premises costs. No change has been made in the ledger and no budget has been moved compared to the HRA budget approved in appendix one of the February 2023 Council report. The change is purely presentational.

Budget Area	2022/23 Budget £000	Outturn Var. £000	Comment
Employee Expenses	4,304	150	Pay settlement partially offset by vacancies (after vacancy factor).
Void and response repairs plus electrical testing	5,370	0	Void & response repairs budget is £5,100k, plus electrical testing £270k. (see paragraph 4.2)
Other premises costs	4,241	0	Overall shortfall in District Heating Scheme expected, cannot yet quantify. Heating outturn will be zero through y/e debtor.
Transport costs	191	0	
Budget contingency	390	0	Various plans that will require use of contingency.
Supplies and Services	1,527	0	
Support Services and internal income (net)	2,905	0	
Loan interest & Contribution towards Repayment	3,492	0	£3,432k is 'fixed' interest and debt repayment. Additional £60k depends on level of additional borrowing for capital programme and TVDL works
Contributions to capital	7,455	0	
Dwelling rents	-25,900	-100	Fairlie and rtb sales (50) assumed to offset one another.
Other external income	-3,975	-50	Furnished likely to be ahead of budget.
<b>Total</b>	<b>0</b>	<b>0</b>	

- 5.3 Energy cost pressures on the **district heating scheme** (DHS) were reported throughout 2022/23. Final outturn recognised a shortfall within the account overall of around £370k, which will need to be recovered from DHS customers over time.

An overall shortfall in 2023/24 is also expected though with timing delays in billing it is too early in the year to provide an accurate forecast. As in 2022/23, any shortfall will be treated as a debtor at year-end so the overall DHS accounting outturn position in year will be zero.

- 5.4 Budget pressure identified at Q1 primarily relates to the provisional pay settlement of £1,925 per full time employee. Budgets were set assuming a 3% increase, the current offer is closer to 6% on average. Negotiations are ongoing so it is possible that the settlement may increase further.
- 5.5 Salary budget pressures are expected to be offset by rental and furnishing service income.
- 5.6 There are a number of provisional calls on the budget contingency so it is assumed that all contingency will be required in 2023/24 once plans are firmed up.

## 6.0 HRA Business Plan Pressures

- 6.1 May 2023 cpi remains high at 8.7% Rents are generally increased by September cpi plus 1% 2023/24 rents were limited by Government in most cases to a 7% increase because cpi in September 2022 was 10.1%. There is a possibility that Government might choose to intervene again if cpi remains at very high levels, thus limiting rental income in 2024/25 and beyond. Meanwhile contract inflation will probably continue to rise.
- 6.2 If the standard rent setting approach of cpi plus 1% is allowed by Government and cpi remains high, this could have a detrimental impact on some tenants. However, in February 2023 rent setting a budget issue was approved to provide up to £250k of additional hardship support in 2024/25 as well as £500k in the current financial year.

## 7.0 CAPITAL INVESTMENT PROGRAMME

- 7.1 The table below shows the 2023/24 Housing Capital budget approved in February 2023; the capital budget issues; the HRA element of the TVDL business plan also approved in February 2023; plus the 2022/23 outturn slippage reported to Members in July 2023. This created the revised 2023/24 budget of £35.228m highlighted below.

Scheme	2023/24 Budget £000's	2023/24 Budget Issues £000's	2022/23 slippage	2023/24 Revised £000's
Kitchens	842		731	1,573
Walls	1,566			1,566
External Areas	1,067		280	1,347
Heating	936			936
Bathrooms	225		464	689
Roofing	550		129	679
Windows & Doors	361		275	636

Electricals	608			608
Communal Services	173		45	218
<b>Housing Capital Investment Plan</b>	<b>6,328</b>	<b>0</b>	<b>1,924</b>	<b>8,252</b>
Digmoor Regeneration	4,000		1,000	5,000
Decarbonisation – wave 2.1		4,556		4,556
Environmental Programme	418		263	681
Salary costs & Professional Fees	600			600
Disabled Adaptations	502		64	566
Disrepair mitigation		500		500
Sheltered Housing Upgrades	140		234	374
Change in Standard for Smoke Detection	330			330
Contingency	330			330
Fire Safety Works	101		35	136
Lifts			115	115
Abritas upgrade		15		15
Digital Schemes Sheltered			12	12
<b>Other Housing Schemes</b>	<b>6,421</b>	<b>5,071</b>	<b>1,723</b>	<b>13,215</b>
<b>Capital Expenditure</b>	<b>12,749</b>	<b>5,071</b>	<b>3,647</b>	<b>21,467</b>
TVDL Expenditure	10,219		3,542	13,761
<b>Total Expenditure</b>	<b>22,968</b>	<b>5,071</b>	<b>7,189</b>	<b>35,228</b>

Funded by	2023/24 Budget £000's	2023/24 Budget Issues £000's	2022/23 slippage	2023/24 Revised £000's
Revenue contributions/MRR	7,455			7,455
Capital Receipts				
Borrowing	12,778	3,883	6,689	23,350
Decarbonisation grant funding		1,188		1,188
Homes England Grants	2,735		500	3,235
<b>Total Funding</b>	<b>22,968</b>	<b>5,071</b>	<b>7,189</b>	<b>35,228</b>

7.2 The table below shows total Q1 expenditure of £1.34m on the revised capital programme, this represents 6% of the revised budget. In addition, a further £0.868m has been invested in building new HRA homes through TVDL, also 6% of budget. The expenditure profile at Q1 2022/23 was 5% of budget.

7.3 Capital budgets will be reviewed at mid-year to identify any amendments required. Typically, capital programme outturn is around 70% of mid-year revised budget. Outturn in 2022/23 was £7.6m excluding TVDL works, so this years budget of £21.5m prior to mid-year review is very ambitious.



Scheme	2023/24 Revised £000's	2023/24 Q1 Actual £000's	% of revised budget
Kitchens	1,573	11	1%
Walls	1,566	0	0%
External Areas	1,347	23	2%
Heating	936	372	40%
Bathrooms	689	3	0%
Roofing	679	529	78%
Windows & Doors	636	114	18%
Electricals	608	11	2%
Communal Services	218	10	5%
<b>Housing Capital Investment Plan</b>	<b>8,252</b>	<b>1,073</b>	<b>13%</b>
Digmoor Regeneration	5,000	0	0%
Decarbonisation – wave 2.1	4,556	0	0%
Environmental Programme	681	179	26%
Salary costs & Professional Fees	600	4	1%
Disabled Adaptations	566	72	13%
Disrepair mitigation	500	0	0%
Sheltered Housing Upgrades	374	0	0%
Change in Standard for Smoke Detection	330	0	0%
Contingency	330	0	0%
Fire Safety Works	136	0	0%
Lifts	115	0	0%
Abritas upgrade	15	0	0%
Digital Schemes Sheltered	12	12	100%
<b>Other Housing Schemes</b>	<b>13,215</b>	<b>267</b>	<b>2%</b>
<b>Capital Expenditure</b>	<b>21,467</b>	<b>1,340</b>	<b>6%</b>
TVDL Expenditure	13,761	868	6%
<b>Total Expenditure</b>	<b>35,228</b>	<b>2,208</b>	<b>6%</b>

Funded by	2023/24 Revised £000's	2023/24 Q1 Actual £000's	% of revised budget
Revenue contributions/MRR	7,455	1,340	18%
Capital Receipts			
Borrowing	23,350	868	4%
Decarbonisation grant funding	1,188		0%
Homes England Grants	3,235		0%
<b>Total Funding</b>	<b>35,228</b>	<b>2,208</b>	<b>6%</b>

- 7.4 On 31 March 2023 – after WLBC 2023/24 budget setting – Government advised that for the years 2022/23 and 2023/24, the share of right to buy (RTB) capital receipts that normally gets paid straight to Government, known as the 'Treasury share', will be available for local authorities to use instead. Government further advised that local authorities should seek to incorporate these additional receipts into their plans as soon as possible. These are a separate element of RTB receipts than the 141 receipts which WLBC still hold.
- 7.5 The value of the 2022/23 'Treasury share' receipts was £811,471.80. Subject to final confirmation from Government on any particular stipulations attached to using these additional receipts, it is proposed that as part of the mid-year report to full Council, these receipts will be allocated towards existing HRA expenditure incurred during 2023/24 on new housing stock through TVDL. This will reduce the amount of HRA borrowing required in year.
- 7.6 In addition, there was a capital receipt of £10k in 2022/23 from the sale of a piece of HRA land. It is proposed to also allocate this receipt against TVDL expenditure, further reducing the need for HRA borrowing in year.

## **8.0 SUSTAINABILITY IMPLICATIONS**

- 8.1 Careful monitoring the budget position helps ensure that the HRA remains able to deliver services and is financially sustainable in the medium term. This supports the aim that local people should receive good quality homes for a fair and appropriate rent

## **9.0 RISK ASSESSMENT**

- 9.1 The formal reporting of performance on the Housing Revenue Account is part of the overall budgetary management and control framework that is designed to minimise the financial risks facing the Council. This process is resource intensive for both Members and Officers but ensures that a robust and achievable budget is set

## **10.0 HEALTH AND WELLBEING IMPLICATIONS**

- 10.1 The health and wellbeing implications arising from this report will be dependent on the budget proposals put forward at the Council meeting. Details of any significant implications will be provided at the Council meeting if required.

### **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.







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**Report of: Head of Finance, Procurement and Commercial Services**

**Relevant Corporate Director: Housing, Transformation and Resources**

**Contact for further information: Mr J Smith (Extn.5093)  
(E-mail: [Jonas.Smith@westlancs.gov.uk](mailto:Jonas.Smith@westlancs.gov.uk))**

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**SUBJECT: TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS Q1  
MONITORING 2023-24**

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Wards affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To set out details of Treasury Management operations for the first quarter of 2023/24 and to report on the Prudential Indicators, where available.

## **2.0 RECOMMENDATION**

- 2.1 To note the Treasury Management activity and Prudential Indicator performance for the first quarter of 2023/24.

## **3.0 BACKGROUND**

- 3.1 The Council has adopted the CIPFA Treasury Management Code of Practice in Local Authorities. One condition of the Code is that a report must be made quarterly to the Council on the activities of the Treasury Management function including the exercise of Treasury Management powers delegated to the Head of Finance, Procurement and Commercial Services.
- 3.2 The CIPFA Prudential Code for Capital Finance sets out a range of prudential indicators to assess whether an authority's financial position is prudent, affordable and sustainable. It is best practice that performance on these indicators is reported to Members on a regular basis.

## 4.0 ECONOMICS UPDATE AND INTEREST RATE FORECAST

- 4.1 The economy has weathered the drag from higher inflation better than was widely expected. The 0.2% m/m rise in real GDP in April, following March's 0.3% m/m contraction will further raise hopes that the economy will escape a recession this year. Some of the strength in April was due to fewer strikes by train workers and teachers in that month. Moreover, some of the falls in activity in other areas in April were probably temporary too.
- 4.2 CPI inflation stayed at 8.7% in May (consensus 8.4%) and, perhaps more worryingly, core CPI inflation rose again, from 6.8% to a new 31-year high of 7.1%. The rise in core inflation built on the leap from 6.2% in March to 6.8% and means it is accelerating in the UK while it is slowing in the US and the Euro-zone (both fell to 5.3%). A further decline in fuel inflation, from -8.9% to -13.1%, and the second fall in food inflation in as many months, from 19.3% to 18.7%, explained why overall CPI inflation didn't rise. And the scheduled fall in the average annual utility price from £2,500 to £2,074 on 1st July means overall CPI inflation will probably ease in the coming months. But the problem is that the recent surge in core inflation and the reacceleration in wage growth shows that domestic inflationary pressures are still strengthening.
- 4.3 The Bank of England has now increased interest rates fourteen times in as many meetings and raised rates to their highest level since the Global Financial Crisis. As can be seen in the table below it is Link's view that they will further increase Bank Rate in the second quarter of 2023 to combat stubborn inflationary pressures. It is not expected to raise rates beyond 5.50%, but it is possible.

Link Group Interest Rate View		26.06.23												
		Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26
<b>BANK RATE</b>		5.00	5.50	5.50	5.50	5.25	4.75	4.25	3.75	3.25	2.75	2.75	2.50	2.50
3 month ave earnings		5.30	5.60	5.50	5.30	5.00	4.50	4.00	3.50	3.00	2.70	2.60	2.50	2.50
6 month ave earnings		5.80	5.90	5.70	5.50	5.10	4.60	4.00	3.50	3.00	2.70	2.60	2.60	2.60
12 month ave earnings		6.30	6.20	6.00	5.70	5.30	4.80	4.10	3.60	3.10	2.80	2.70	2.70	2.70
5 yr PWLB		5.50	5.60	5.30	5.10	4.80	4.50	4.20	3.90	3.60	3.40	3.30	3.30	3.20
10 yr PWLB		5.10	5.20	5.00	4.90	4.70	4.40	4.20	3.90	3.70	3.50	3.50	3.50	3.40
25 yr PWLB		5.30	5.40	5.20	5.10	4.90	4.70	4.50	4.20	4.00	3.90	3.80	3.80	3.70
50 yr PWLB		5.00	5.10	5.00	4.90	4.70	4.50	4.30	4.00	3.80	3.60	3.60	3.50	3.50

- 4.4 Gilt yield curve movements have shifted upwards, especially at the shorter end of the yield curve since our previous forecast but remain relatively volatile. PWLB 5 to 50 years Certainty Rates are, generally, in the range of 4.90% to 5.60%. We view the markets as having built in, already, nearly all the effects on gilt yields of the likely increases in Bank Rate and the elevated inflation outlook.

## 5.0 INVESTMENTS

- 5.1 The Treasury Management Strategy Statement (TMSS) for 2023/24, which includes the Annual Investment Strategy, was approved by the Council on 22<sup>nd</sup> February 2023. In accordance with the CIPFA Treasury Management Code of Practice, it sets out the Council's investment priorities as being:
- Security of capital
  - Liquidity
  - Yield

The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with the Council's risk appetite. In the current economic climate, it is considered appropriate to keep investments short-term to cover cash flow needs, but also to seek out value available in periods up to 12 months with high credit rated financial institutions.

5.2 As a result of the SORP review, there were several changes to the criteria used for deciding upon counterparties for investment purposes as set out below.

Type of Counterparty	Maximum loan by Council	Maximum Period
Major British Based Banks and Subsidiaries with at least A- credit rating.	£5m	Up to £5m 364 days Up to £3m 3 years
British Based Building Societies. – Only those with at least A- credit rating as advised by Link.	£5m	Up to £5m 364 days Up to £3m 3 years
Other Local Authorities, where agreed.	£5m	Up to 5 years
Property Funds, Corporate Bonds, Infrastructure Investments	£3m	Up to 3 years for Corporate, and 5 years for Property and Infrastructure
Money Market Funds AAA rated	£3m	N/A Callable deposits

5.3 The following table provides details on investment activity during the first 3 months of this year and last year.

<b>INVESTMENT PORTFOLIO</b>	31.3.23 Actual £000	31.3.23 Actual %	30.6.23 Actual £000	30.6.23 Actual %
<b>Treasury investments</b>				
Banks	5,000	45%	10,000	63%
Building Societies - rated	1,000	9%	1,000	6%
Building Societies – unrated		0%		0%
Local authorities	5,000	45%	5,000	31%
DMADF (H M Treasury)		0%		0%
etc				
<b>Total managed in house</b>	<b>11,000</b>	<b>100%</b>	<b>16,000</b>	<b>100%</b>
Bond funds				
Property funds				
Cash fund managers				
<b>Total managed externally</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>TOTAL TREASURY INVESTMENTS</b>	<b>11,000</b>	<b>100%</b>	<b>16,000</b>	<b>100%</b>

<b>Non Treasury investments</b>				
Third party loans				
Subsidiaries	1,300	100%	1,300	100%
Companies				
Property				
etc				
<b>TOTAL NON TREASURY INVESTMENTS</b>	<b>1,300</b>	<b>100%</b>	<b>1,300</b>	<b>100%</b>

<b>Treasury investments</b>	11,000	89%	16,000	92%
<b>Non Treasury investments</b>	1,300	11%	1,300	8%
<b>TOTAL OF ALL INVESTMENTS</b>	<b>12,300</b>	<b>100%</b>	<b>17,300</b>	<b>100%</b>

The maturity structure of the investment portfolio was as follows:

	31.3.23 Actual £000	30.6.23 Actual £000
Investments		
Longer than 1 year		
Up to 1 year	12,300	17,300
Total	12,300	17,300

The gross interest earned was as follows:

	31.3.23 Actual £	30.6.23 Actual £
Gross interest earned	476,111	169,145



- 5.4 The 2023/24 gross investment income budget was agreed at £438.8k in February 2023 which reflected the anticipated increase in interest rates during the year and resulting increase in investment returns.
- 5.5 As part of the ongoing work to achieve best value in Treasury Management, we continually monitor our performance against a benchmark figure of the average 3-month SONIA interest rate. The average rate of interest earned at the end of June 2023 was 4.064% which was less than the benchmark average of 4.37%.
- 5.6 At the end of Q1, higher than anticipated base rate increases mean that it is projected that the overall surplus will be £191k, of which it is estimated to be a £212k surplus attributable to the GRA and a £21k shortfall attributable to the HRA. The HRA shortfall is due to the under-borrowing position of the capital programme which attracts an item 8 charge on its Capital Financing Requirement (CFR).

## **6.0 BORROWING**

- 6.1 No long-term borrowing was undertaken during the first quarter of 2023/24, however, given the ongoing large scale capital investment it is almost certain that there will be a need to borrow during 2023/24.
- 6.2 The Treasury Management function has managed cash flows in such a way as to avoid incurring borrowing costs despite the Council's GRA capital financing requirement (CFR), i.e. its underlying need to borrow to finance capital expenditure, being £23.1m at the end of 2022/23 as per the table in 7.3 below. Based on current 50-year PWLB rates 5.28% this would have cost the Council £1.22m in interest per annum.
- 6.4 HM Treasury issued new guidance in November 2020 in relation to borrowing from the PWLB. It outlined permissible categories of local authority capital expenditure (service delivery, housing, regeneration, preventative action and treasury management). Any investment asset bought primarily for yield which was acquired after 26 November 2020 would result in the authority not being allowed to access PWLB borrowing in that financial year nor could they refinance the transaction at any point in the future.
- 6.5 The change in PWLB lending criteria is likely to impact the Commercial Property Strategy agreed at Council in July 2020 as part of the SORP process. It was agreed to invest up to £30m over three years for the purchase/construction of commercial properties. If the purchase is primarily for yield rather than for say regeneration, then PWLB borrowing to finance the Council capital programme would not be available.

## **7.0 PRUDENTIAL AND TREASURY INDICATORS**

- 7.1 It is a statutory duty for the Council to determine and keep under review the affordable borrowing limits. During the quarter ended 30<sup>th</sup> June 2023, the Council has operated within the treasury and prudential indicators set out in the Council's Treasury Management Strategy Statement for 2023/24. The Head of Finance,

Procurement and Commercial Services reports that no difficulties are envisaged for the current or future years in complying with these indicators.

7.2 All treasury management operations have also been conducted in full compliance with the Council's Treasury Management Practices.

7.3 The prudential and treasury indicators are shown below. It should be noted that a reconciliation of the Council's CFR position was carried out after the February 2023 Council meeting and the agreed slippage from the July 2023 capital outturn report have been incorporated into the revised budget for 2022/23 resulting in a change to the budgeted GRA and HRA figures although the overall CFR remained unchanged.

Treasury Indicators	31.03.23 Actual £'000	2023/24 Original Budget £'000	2023/24 Revised Budget £'000	2023/24 Forecast outturn £'000
Authorised limit for external debt	88,212	146,514	146,514	146,514
Operational boundary for external debt	88,212	136,014	136,014	136,014
Gross external debt	88,212	88,212	88,212	88,212

Prudential Indicators	31.03.23 Actual £'000	2023/24 Original Budget £'000	2023/24 Revised Budget £'000	2023/24 Forecast outturn £'000
<b>Capital expenditure</b>				
Non - HRA	7,709	2,987	13,976	7,123
HRA	13,097	21,955	25,009	16,506
Total	20,806	24,942	38,985	23,629
<b>Capital Financing Requirement (CFR)</b>				
Non - HRA	23,177	29,339	28,083	27,567
HRA	92,957	106,675	108,555	108,448
Total	116,134	136,014	136,638	136,015
<b>Annual change in CFR</b>				
Non - HRA	-86	947	4,390	4,390
HRA	4,528	12,437	15,491	15,491
Total	4,442	13,384	19,881	19,881
<b>In year borrowing requirement</b>				
Non - HRA	228	1,347	4,790	4,790
HRA	4,890	12,812	15,866	15,866
Total	5,118	14,159	20,656	20,656
<b>Ratio of financing costs to net revenue stream</b>				
Non - HRA	-0.61%	0.47%	0.47%	0.47%
HRA	12.02%	11.29%	11.29%	11.29%

## 8.0 SUSTAINABILITY IMPLICATIONS

8.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder. The report has no significant links with the Sustainable Community Strategy.

## 9.0 RISK ASSESSMENT

- 9.1 The formal reporting to Council of Prudential Indicators and Treasury Management performance is part of the overall framework set out in Codes of Practice to ensure that the risks associated with this area are effectively controlled. Given the Council's strict investment criteria the risk of loss of investment funds is low, the sums invested can be very large, so treasury management activities are included in the Council's Key Risk Register.

### **Background Documents**

The following background documents (as defined in Section 100D (5) of the Local Government Act 1972) have been relied on to a material extent in preparing this Report.

<u>Date</u>	<u>Document</u>	<u>File Ref</u>
2017	CIPFA Updated Prudential Code for Capital Finance in Local Authorities	Accountancy Office
2017	CIPFA Updated Treasury Management Code of Practice	Accountancy Office

### **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.

