



Jacqui Sinnott-Lacey
Chief Operating Officer

52 Derby Street
Ormskirk
West Lancashire
L39 2DF

Wednesday, 31 May 2023

**TO: COUNCILLORS D WEST, P HOGAN, T DE FREITAS, J FINCH, J GORDON,
P HENNESSY, K JUCKES, S LAWTON, K LLOYD AND
MRS M WESTLEY**

Dear Councillor,

A meeting of the **CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE** will be held in the **CABINET/COMMITTEE ROOM, 52 DERBY STREET, ORMSKIRK L39 2DF** on **THURSDAY, 8 JUNE 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 horizontal line.

Jacqui Sinnott-Lacey
Chief Operating Officer

AGENDA
(Open to the Public)

- 1. APOLOGIES**
- 2. MEMBERSHIP OF THE COMMITTEE**
To be apprised of any changes to the membership of the Committee in accordance with Council Procedure Rule 4.
- 3. URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN**
Note: No other business is permitted unless, by reasons of special circumstances, which shall be specified at the meeting, the Chairman

is of the opinion that the item(s) should be considered as a matter of urgency.

- | | | |
|------------|--|---------|
| 4. | DECLARATIONS OF INTEREST
If a member requires advice on Declarations of Interest, he/she is advised to contact the Legal and Democratic Services Manager in advance of the meeting. (For the assistance of members a checklist for use in considering their position any particular item is included at the end of this agenda sheet.) | 1 - 2 |
| 5. | DECLARATIONS OF A PARTY WHIP
In accordance with Overview and Scrutiny Committee Procedure Rule 16, Members must declare the existence of any Party Whip, and the nature of it, when considering any matter in the following categories: <ul style="list-style-type: none">- The review of any decision of Cabinet or- The performance of any Member of the Cabinet
N.B. The Secretary of State believes whipping is incompatible with Overview and Scrutiny. | |
| 6. | PUBLIC SPEAKING
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 on Friday ?????. A copy of the public speaking protocol and form to be completed is attached. | 3 - 6 |
| 7. | MINUTES
To receive as a correct record the Minutes of the meeting held on 9 March 2023. | 7 - 10 |
| 8. | THE ROLE OF THE COMMITTEE
To receive an update from the Democratic Services Manager. | |
| 9. | TASK & FINISH GROUP - COMMUNITY ENVIRONMENTAL IMPROVEMENTS, INCLUDING COMMUNITY ORCHARDS - MINUTES OF THE MEETING HELD ON THURSDAY, 16 MARCH 2023
To note the minutes of the task and finish group and any actions contained therein. | 11 - 14 |
| 10. | TASK & FINISH GROUP - SHOP FRONT IMPROVEMENTS - MINUTES OF THE MEETING HELD ON TUESDAY, 21 MARCH 2023
To note the minutes of the task and finish group and any actions contained therein. | 15 - 18 |
| 11. | TOPIC SCORING EXERCISE AND TASK AND FINISH GROUP OVERVIEW
To consider the report of the Corporate Director of Transformation, Housing and Resources. | 19 - 24 |

12. ITEMS FROM THE MEMBERS' UPDATED INCLUDED ON THE AGENDA AT THE REQUEST OF A MEMBER

There are no items under this heading

13. MEMBERS ITEMS / CCFA (COUNCILLOR CALL FOR ACTION)

There are no items under this heading

14. WORK PROGRAMME

25 - 26

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:-

Kirsty Breakell on 01695 583312

Or email Kirsty.Breakell@westlancs.gov.uk

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

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

IF YOU DISCOVER A FIRE

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

ON HEARING THE FIRE ALARM

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

NOTES:

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

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

CHECKLIST FOR PERSON IN CHARGE

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

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

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

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

NOTE:

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

CHECKLIST FOR ZONE WARDEN

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

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

INSTRUCTIONS FOR DOOR WARDENS

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

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

‘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

Prescribed description

Employment, office,
trade, profession or
vocation

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

Sponsorship

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.

Page 1

	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means a member of a relevant authority;

"member" includes a co-opted member; "relevant authority" means the authority of which M is a member;

"relevant period" means the period of 12 months ending with the day on which M gives notice to the Monitoring Officer of a DPI; "relevant person" means M or M's spouse or civil partner, a person with whom M is living as husband or wife or a person with whom M is living as if they were civil partners;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

'non pecuniary interest' means interests falling within the following descriptions:

- 10.1(1)(i) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) Any body (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- (iii) Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- 10.2(2) A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a connected person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

'a connected person' means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 10.1(1)(i) or (ii).

'body exercising functions of a public nature' means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

NB Section 21(13) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

PUBLIC SPEAKING – PROTOCOL

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

1.0 Public Speaking

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

2.0 Deadline for submission

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

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

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

3.0 Scope

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

4.0 Number of items

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

5.0 At the Meeting

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

(Please see attached form.)



REQUEST FOR PUBLIC SPEAKING AT MEETINGS

MEETING & DATE

NAME

ADDRESS

.....

Post Code

PHONE

Email

Please indicate if you will be in attendance at the meeting

YES/NO*

*delete as applicable

Note: This page will not be published.

(P.T.O.)

PLEASE PROVIDE DETAILS OF THE MATTER YOU WISH TO RAISE

Agenda Item Number

Title

Details

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

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

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 published.

CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE

HELD: Thursday, 9 March 2023

Start: 7.07 pm

Finish: 8.07 pm

PRESENT:

Councillor: D West (Chair)

Councillors: Mrs M Blake D Daniels
K Mitchell P Turpin

Officers: Lisa Windle, Head of Corporate and Customer Services
Adam Spicer, Assistant Solicitor
Lyndsey Key, Environmental Health Manager
Kirsty Breakell, Democratic Services Officer

1 APOLOGIES

There were no apologies received.

2 MEMBERSHIP OF THE COMMITTEE

There were no changes to the Membership of the Committee.

3 URGENT BUSINESS, IF ANY, INTRODUCED BY THE CHAIRMAN

There were no urgent items of business.

4 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5 DECLARATIONS OF A PARTY WHIP

There were no declarations of Party Whip.

6 MINUTES

RESOLVED: That the minutes of the meeting held on the 8 December 2022, be received as a correct record and signed by the Chairman.

7 TASK & FINISH GROUP - LITTER CLEARANCE IN WEST LANCS, INCLUDING FLY TIPPING & GROT SPOTS - MINUTES OF THE MEETING HELD ON 26/01/2023

RESOLVED: That the minutes of the Task & Finish Group, Litter Clearance in West Lancashire to include fly tipping and grot spots, held on 26 January 2023 and the actions contained therein, be noted.

8 TASK & FINISH GROUP - SHOP FRONT IMPROVEMENTS. MINUTES OF THE MEETING HELD ON 17TH & 31ST JANUARY 2023

RESOLVED: That the minutes of the Task & Finish Group, Shop Front Improvements, held on 17 and 31 January 2023 and the actions contained therein, be noted.

9 PUBLIC SPEAKING

There were no items under this heading.

10 ITEMS FROM THE MEMBERS' UPDATE INCLUDED ON THE AGENDA AT THE REQUEST OF A MEMBER

There were no items under this heading.

11 MEMBERS ITEMS / CCFA (COUNCILLOR CALL FOR ACTION)

There were no items under this heading.

12 CRIME AND DISORDER SCRUTINY

The Chairman invited the Environmental health Manager to give a presentation to the Members on The Community Safety Partnership.

The presentation covered the aims and vision for Residents, Communities and Employers, living and based in West Lancashire.

Questions and Comments were raised as follows:

- Funding for workshops covering knife and gun crimes
- Areas workshops will be held and areas being targeted
- Engaging school children and being role models
- Domestic abuse and encouraging men to engage in communications
- Providing safe and open environments and signposting to other organisations
- Campaigns and education
- Joining with other organisations and doing joint work.

RESOLVED: That the presentation be noted.

13 WORK PROGRAMME

RESOLVED: That the work programme be noted.

.....
Chairman

Agenda Item 9

TASK & FINISH GROUP - COMMUNITY ENVIRONMENTAL IMPROVEMENTS, INCLUDING COMMUNITY ORCHARDS

HELD: Thursday, 16 March 2023

Start: 5.30 pm

Finish: 6.10 pm

PRESENT:

Councillor: R Molloy (Chairman)

Councillors: K Mitchell (Vice Chair)

Officers: Gillian Wossick, Environmental Sustainability Manager
Dan Massey, Outdoor Recreation Manager
Helen Peek, Democratic Services Officer

19 **APOLOGIES**

Apologies for Absence were noted from Councillor: Marilyn Westley

20 **DECLARATIONS OF INTEREST**

There were no Declarations of Interest received.

21 **MINUTES OF PREVIOUS MEETING**

AGREED: That the Minutes of the meeting, held on 17 November 2022, be received as a correct record.

22 **INFORMATION DOCUMENTS.**

AGREED:

A. That the report and recommendations by Task and Finish Group, Submitted to Corporate and Environmental Overview and Scrutiny Committee 8 December 2022, and Cabinet 24 January 2023, be Noted.

B. That the Minutes, in relation to recommendations by Task and Finish Group, endorsed by Corporate and Environmental Overview and Scrutiny Committee 8 December, and Minutes containing approved recommendations by Cabinet 24 January 2023, be Noted.

**23 PROJECT PLAN REVIEW: COMMUNITY ENVIRONMENTAL IMPROVEMENTS,
INCLUDING COMMUNITY ORCHARDS**

AGREED: That the Updated Project Plan for Community Environmental Improvements, Including Grot Spots, Task and Finish Group, be Noted.

24 COMMUNITY ORCHARDS PLANTING - PRESENTATION

Members received a presentation by both the Outdoor Recreation Manager, and the Environmental Sustainability Manager, outlining The Community Consultation process, responses and outcomes:

- 164 responses, of these:
 - 124 were completed via 'Your Voice...West Lancashire'
 - 27 postal responses for all sites but Brookhouse/Cotton, 3 did not give their consent*
 - 13 postal responses for Brookhouse/Cotton (8 were received by the Community Connectors), 1 did not give their consent*
 - 9 volunteering expressions of interest, 1 did not give their consent*

*Where people did not give their consent for the council to collate and process their feedback / personal details, their responses were not included in the results.

- Comments received about the project were overwhelmingly Positive.
- In response to how people would use the Community Orchard, 80% enjoying the environment, just under 70% wildlife watching, over 60% collecting fruit.
- Brookhouse Road and Cotton Drive, Ormskirk: 25 (93%) in favour of planting out area, 2 (7%) not in favour. Majority preferring wildflowers and/or Fruit trees.
- Concerns: vandalism was highest concern, with dog fouling being of medium concern.
- Community Garden Elswick, Tanhouse: 9 in favour (no other responses). Concern vandalism
- Eskdale, Tanhouse: 14 in favour, 1 unsure. Concerns young people and vandalism, suggested measures fix fences and CCTV/security
- Kiln Lane playing fields/Greenhill: 17 in favour, 2 unsure, 1 not in favour.

**TASK & FINISH GROUP - COMMUNITY
ENVIRONMENTAL IMPROVEMENTS,
INCLUDING COMMUNITY ORCHARDS**

HELD: Thursday, 16 March 2023

Concerns Vandalism and Litter. Suggested Measures to overcome concerns: away for houses, Funding for upkeep, Maintenance.

- Manor Road Park, Burscough 20 in favour, 3 not in favour. Concerns Young People and Vandalism highest concerns. Suggested measures to overcome Concerns: Herb garden/shared allotments, more benches, do not allow dogs on site, spend money on play park, CCTV/security.
- Thompson Avenue field, Ormskirk: 21 in favour, 1 unsure 2 not in favour. Concerns Young People and Vandalism. Suggested measures to overcome concerns: Move site.

Delegated Powers were Given by Cabinet in January 2023, for action to proceed based upon 50%+ positive feedback from consultation. Therefore the following actions will be in place to proceed:

AGREED:

- A. Brookhouse Road and Cotton Drive: Over 50% positive response rate. Proceed with the project but to consider planting areas in relation to the feedback. To attend the site when the ground surveys are taking place to identify the final sites for trees and wildflowers, with the aim to locate them where they will not stop residents from using the shared space.
- B. The Community Garden, Elswick, Tanhouse: Over 50% positive response rate. Proceed with the project.
- C. Eskdale, Tanhouse: Over 50% positive response rate. Proceed with the project.
- D. Kiln Lane playing fields, Greenhill: Over 50% positive response rate. Proceed with the project.
- E. Manor Road Park, Burscough: Over 50% positive response rate. Proceed with the project. Rats have been an issue in this area. To make sure fruit is picked up off the floor.
- F. Thompson Avenue field, Ormskirk: Over 50% positive response rate. Proceed with the project but to change the planting design. To move the orchard from a group to a row that follows the boundary of the allotment hedge.
- G. Signs: To attach QR Codes to at least one tree stake at each site. The QR code will take the visitor to the Council website where they can learn about the orchards, tree types and when to pick the fruit.
- H. To plant root stock fruit trees, which should only grow to

approximately 15' tall.

- I. To plant bulbs around base of trees, to add colour, at each site where possible.

25 FORWARD PLAN / NEXT STEPS

AGREED: The following next steps:

- A. March 2023 - Order maps that show utilities.
- B. March 2023 - Risk Assessments.
- C. Before planting - Ground Surveys.
- D. End of April 2023 -Planting.
- E. May 2023 – Signs.
- F. May 2023 – Webpage.
- G. August 2023 - Staff training.
- H. T&FG Concluding Meeting June – Findings & Recommendations to be submitted to Corporate & Environmental Overview and Scrutiny Committee September 2023, and on to Council & Cabinet as appropriate.

26 DATE OF NEXT MEETING

AGREED: The date of the next meeting be held 29 June 2023, at 17:30hrs, Via TEAMS.

TASK & FINISH GROUP - SHOP FRONT IMPROVEMENTS

HELD: Tuesday, 21 March 2023

Start: 5.30 pm

Finish: 6.10 pm

PRESENT:

Councillor: K Mitchell (Chairman)

Councillors: A Blundell

Officers: Gilly Hodgkinson, Economic Development & Regeneration Manager
Helen Peek, Democratic Services Officer
Duncan Jowitt, Democratic Services Officer (Observing)

19 APOLOGIES

There were no apologies for absence.

20 DECLARATION OF INTERESTS

There were no declarations of interest.

21 MINUTES OF THE PREVIOUS MEETING

Members considered the Minutes of the previous meeting held on 31 January 2023 (deferred from 17 January 2023).

AGREED:

- A. That the minutes of the meeting held on 31 January 2023, be received as a correct record.
- B. That it be noted that the minutes of the meetings held 17 January 2023, and 31 January 2023, were submitted to Corporate and Environmental Overview and Scrutiny Committee 9 March 2023, for Endorsement, and;
- C. That it be noted that, due to absence, a Supporting Report was not submitted to Corporate and Environmental Overview and Scrutiny Committee, on behalf of the Task and Finish Group, with the minutes. therefore the Recommendations from the meeting on 31 January were not highlighted to Committee for formal agreement, or action, and had therefore only been noted.
- D. That it be noted that any recommendations on behalf of Task and Finish Group will need to go to the next meeting of Corporate and Environmental Overview and Scrutiny on 8 June 2023.

22 PRESENTATION - PROGRESS TO DATE

The Economic Development and Regeneration Manager gave apologies for the absences of the Supporting Officers, and proceeded to provide Members with a Verbal Update, relating to the following:

- Formal agreement required for recommendations made at the previous meeting, from Committee, Cabinet and Council: to agree for existing budget carry over to 2023/24, and That the Choice of Ormskirk to be the designate area for improvements to be ratified. Powers to be given to the Head of Wellbeing and Place Services, to look at actual work involved and parameters of grants/matched finding.
- Need for direction from T&FG what parameters of Grants and match funding would be.
- Possible allocation of funding and transfer over. DLUC (Departments of Levelling Up & Communities). Successful in getting UK prosperity fund. A Governance structure and specific requirements in place to be met to successfully apply for use.
- Payment & monitoring: need business & finance partner to be brought in possibly need to use agreed funding in place to fund resources.
- Scope, timescales, and outcomes to be determined: who responsible and what match funding required.
- Feasibility of continuing with T&FG: need Finance, Procurement and Legal teams, to look at project. To see if feasible to carry out.

The Following points were discussed:

- Current lack of resources
- Possibility of Economic Development and Regeneration Manager to speak to various teams (comms procurement finance legal, to get idea of timescales).
- Feasibility of not proceeding with project.
- Possibility of invitation to apply via Press release or Mail shot to all businesses
- Ground floor and two floor businesses
- How to apply/bid for funding, and who would create the submission.

AGREED:

- A. That The Economic Development and Regeneration Manager provide a Briefing Note to Task and Finish Group Members, outlining all the requirements covered in their Verbal Update, to be sent out with the minutes of the meeting.
- B. Members of Task and Finish Group to share the Briefing Note within their political groups, and request that comments be submitted to The Chair of Task and Finish Group, in sufficient time ahead of the next meeting, for consideration and Recommendation

to Corporate and Environmental Overview and Scrutiny Committee, Cabinet and Council if required.

- C. Another Task and Finish Group Meeting be Scheduled after the Annual Meeting in May, ahead of the next meeting of Committee in June, if possible.

23 UPDATED PROJECT PLAN

AGREED: That the Updated Project Plan be Noted.

24 FORWARD PLAN/NEXT STEPS

- A. That The Economic Development and Regeneration Manager provide a Briefing Note to Task and Finish Group Members, outlining all the requirements covered in their Verbal Update, to be sent out with the minutes of the meeting. (early April).
- B. Members of Task and Finish Group to share the Briefing Note within their political groups, and request that comments be submitted to The Chair of Task and Finish Group, prior to the date of the next meeting.
- C. Consideration of the Briefing Note and any received comments at the next Task and Finish Group Meeting, and Recommendations to be made for submission to Corporate and Environmental Overview and Scrutiny Committee, Cabinet and Council if required.
- D. Another meeting be arranged after the Annual Meeting, ahead of Corporate and Environmental Overview and Scrutiny Committee.
- E. The Economic Development and Regeneration Manager to submit a report to Corporate and Environmental Overview and Scrutiny Committee, with recommendations from the Previous meeting in January.
- F. The Economic Development and Regeneration Manager to submit to Corporate and Environmental Overview and Scrutiny Committee detailing any recommendations made at the next meeting, which is scheduled to take place two weeks prior to the next Committee meeting.

25 DATE OF NEXT MEETING

AGREED: That the date of the next meeting be held Tuesday 23 May 2023, at 17:30 hours, via Teams.



Corporate & Environmental Overview & Scrutiny Committee: 8 June 2023

Report of: Corporate Director of Transformation, Housing & Resources

Contact for further information: Helen Peek, Democratic Services Officer
(Extn. 5168) (E-mail: helen.peek@westlancs.gov.uk)

SUBJECT: OVERVIEW & SCRUTINY COMMITTEE - TOPIC SCORING EXERCISE 2023/2024, AND TASK & FINISH GROUP OVERVIEW.

1.0 PURPOSE OF THE REPORT

- 1.1 To advise on the progress of the four Task & Finish Groups (T&FG), previously established under the remit of the Corporate & Environment Overview & Scrutiny Committee, and agree that no additional topics be sought for 2023/24, given the proposed changes to the Council's governance arrangements, ie. moving to a Committee system from May 2024.

2.0 RECOMMENDATIONS

- 2.1 That the decision of the Annual Council held on 17 May 2023, not to establish Task and Finish Groups under the remit of the Corporate and Environmental Overview and Scrutiny Committee, be noted.
- 2.2 That given the change of governance arrangements in May 2024, to a Committee system, no additional topics be sought for 2023/24.
- 2.3 That the work undertaken and current position in relation to the four Task and Finish Groups, as set out in paragraph 4, be noted.
- 2.4 That the outstanding tasks in relation to 'Community Environmental Improvements, Including Community Orchards T&FG', and the 'Litter Clearance In West Lancs, Including Fly-tipping and Grot spots T&FG', be continued in 2023/2024, and reported directly to this Committee.
- 2.5 That following the decision at Annual Council, 17 May 2023, work in relation to Ormskirk Market T&FG, and the Shop Front Improvements T&FG, be ceased with immediate effect and it be noted that the £50k budget provision allocation to Shop Front improvements will remain unspent.

3.0 BACKGROUND

- 3.1 December 2021, the Councils Corporate and Environmental Overview and Scrutiny Committee, invited Members, Officers, Parish Councils and the Public, to submit Topic Suggestions for consideration as Scrutiny Topics for inclusion in the Work Programme for 2022/23.
- 3.2 Following receipt of submitted topics, Topic Scoring exercises were carried out, to score each submission against the Councils Core Aims and Objectives. Following initial scoring, Submissions were then put before and considered by a Topic Scoring Panel, and each individual who submitted a Topic Suggestion was invited to attend to make representation to the Panel on 22 February 2022.
- 3.3 The Topic Selected for in depth scrutiny at a Task & Finish Group, was
- 'Litter Clearance in West Lancs, including Fly-Tipping and Grot Spots'.
- 3.4 At the Council Budget Setting Meeting, 23 February 2022, Task and Finish Groups were also agreed to consider the following Topics:
- Community Environmental Improvements, including Community Orchards
 - Shop Front Improvements
- 3.5 At Council on 20 July 2022 a further Task and Finish Group was also agreed to undertake a review of market operation across the borough, which would include potential rent incentives for new market traders to ensure markets continue to be the best possible offer and service within Wellbeing and Place.
- 3.6 At the Annual Council Meeting 17 May 2023, the decision was made not to establish the above Task and Finish Groups.

4.0 CURRENT POSITION OF TASK AND FINISH GROUPS (T&FG)

- 4.1 'Litter Clearance in West Lancs, including Fly-Tipping and Grot Spots'.
Have met twice, 21/9/2022 and 26/1/23. The next T&FG meetings were scheduled 20/6/23 and 28/9/23, with September anticipated to be the concluding meeting.
Much work has been conducted during the life of this project, not least with schools, educating and introduction of a competition for pupils to design a poster, with opportunity to win character themed litter bin for their School.
- Work has started on Grot Spots – Team is currently working in East Gillibrands.
 - School Competition has ended, with over 50 entries. Date to be arranged to judge the entries.
 - All Parish Council's have been contacted in relation to the collaborative working on Community Skip Days.
 - A database of volunteers has been established, and all Parish Councils have been asked to supply details of any known volunteer groups.

- The Volunteer Group Handbook has been compiled and shared with Digital Comms. Arrangements are to be made regarding completing a DPIA.
- Funding has been granted and various items have been ordered including Hi-Vis Vests for voluntary litter groups, Green Litter Bags and litter picking sticks.

4.2 'Community Environmental Improvements, including Community Orchards'.

Has met three times, 28/10/22 and 17/11/22 following which recommendations went to Committee and Cabinet requesting Community Consultation within the surrounding areas of suggested Community Orchards, put forward by our Members; and seeking delegated powers to the Corporate Director of Place and Community, to act upon the outcomes of consultation if over 50% positive feedback. This was due to time constraints to ensure consultation was conducted outside of Purdah in relation to the By-Election for West Lancs MP, and planting to be carried out within the planting season.

Outcomes of consultation were reported to T&FG 16/3/23. The concluding T&FG meeting was scheduled for 29/6/23.

- This Project has nearly reached conclusion.
- Funding has been used to purchase all Tree's and Bulbs, and planting of sites are underway, with two sites planting completed at Thompson Avenue and Brookhouse.
- QR Codes to be displayed, with link to/and Website page, are to be developed, to provide the public with information regarding the type of plants, fruits and harvest times.

4.3 'Shop Front Improvements'.

Has met on three occasions to date. 17/1/23, 31/1/23 and 21/3/23. The initial meeting was adjourned, and officers requested to provide further information/clarity. The remaining Agenda Items were deferred to 31/1/23.

The next meeting is scheduled 29/6/23. This was initially anticipated to be the concluding meeting, however further clarity has been sought from Officers, to assist Members to confidently make recommendations regarding this Project. As a consequence, no work has commenced in relation shop front improvements to date, therefore work has ceased following decision at Annual Council.

Budget provision of £50k, allocated

4.4 'Ormskirk Market'.

No meetings have been agreed for this Task and finish Group. The Project Plan was still in its infancy, awaiting Lead officer input, prior to proposed meeting dates being put to T&FG Members.

Therefore, following Annual Council this T&FG will not commence. There was no budget allocated to this project.

4.5 All Task and Finish Group Meetings Minutes have been submitted to Corporate and Environmental Overview and Scrutiny Committee to advise of progress. Recommendations requiring decisions during the project lifespan, and any concluding findings/recommendations were also reported to Corporate and Environmental Overview and Scrutiny Committee for endorsement and forwarding to Council and/or Cabinet as required.

5.0 CONCLUSION

- 5.2 No work had commenced in relation to implementing the Shop Front Improvements or Ormskirk Market Projects, therefore those T&FG's ceased with immediate effect.
- 5.3 However given the progress and commitments in relation to works, relations, consultations, and provisions, already undertaken in relation to 'Community Environmental Improvements, including Community Orchards T&FG' and the 'Litter Clearance in West Lancs, including Fly-tipping and Grot Spots T&FG', it is proposed that work continue on those two projects, until conclusion reached, with progress and conclusions being reported directly to Corporate and Environmental Overview and Scrutiny Committee, during the 2023/24 municipal year.
- 5.4 £50k Budget allocation was allocated for Shop Front Improvements, which will remain unspent.
- 5.5 The Council are currently preparing to introduce new governance arrangements in 2024, therefore it is proposed that in order to conclude the current work programme, that no additional topics be sought for 2023/24, as there may not be sufficient time to successfully complete a further in-depth review.

6.0 SUSTAINABILITY IMPLICATIONS

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

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 7.1 There are no significant financial or resource implications arising from this report, should the recommendations be supported, the 50k allocation to Shop Front Improvements will be unspent.

8.0 RISK ASSESSMENT

- 8.1 There are no formal risks associated with this report. The Council will continue to carry out its Scrutiny work at the 2 main Overview & Scrutiny Committees.

9.1 HEALTH AND WELBEING IMPLICATIONS

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

Background Documents

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

Equality Impact Assessment

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

Appendices

None

CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE WORK PROGRAMME 2023/24

September 2023	<ul style="list-style-type: none"> • West Lancashire Leisure (WLCL) Annual Report (Sirco) • Items from the Members' Update (as advised) • Members' ItemsCCFA (as advised) • Future Work Programme
December 2023	<ul style="list-style-type: none"> • The Council Performance Delivery Plan 2023/24 (as advised) • Climate Change Review • Items from the Members' Update (as advised) • Members' Items/CCFA (as advised) • Future Work Programme
March 2024	<ul style="list-style-type: none"> • Crime and Disorder Scrutiny – To consider a presentation from a representative of West Lancashire Community Safety Partnership (CSP) Paul Charlson / Cliff Owen • Items from the Members' Update (as advised) • Members' Items/CCFA (as advised) • Future Work Programme

