



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

Monday, 6 June 2016

**TO: COUNCILLORS I MORAN, Y GAGEN, T ALDRIDGE, J HODSON, J PATTERSON,
K WILKIE, K WRIGHT AND C WYNN**

Dear Councillor,

A meeting of the **CABINET** will be held in the **CABINET/COMMITTEE ROOM - 52 DERBY STREET, ORMSKIRK L39 2DF** on **TUESDAY, 14 JUNE 2016** at **7.00 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be "Kim Webber", written over a horizontal line.

Kim Webber
Chief Executive

AGENDA
(Open to the Public)

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

If a decision is urgent and 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 and 5 clear days notice is not possible) then the decision may still be taken if:

- a) The Borough Solicitor, on behalf of the Leader, obtains the agreement of the Chairman of the Executive Overview and Scrutiny Committee that the making of the decision cannot be reasonably deferred,

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

3. DECLARATIONS OF INTEREST 1 - 2

If a member requires advice on Declarations of Interest, he/she is advised to contact the Borough Solicitor in advance of the meeting. (For the assistance of members a checklist for use in considering their position on any particular item is included at the end of this agenda sheet.)

4. PUBLIC SPEAKING 3 - 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. Details are provided in the attached protocol. (The deadline for submissions is 5.00pm on Thursday 9 June 2016).

5. MINUTES 7 - 14

To receive as a correct record the minutes of Cabinet held on 15 March 2016

6. CONFIRMATION OF PROCEDURAL MATTERS

To note the Leader has appointed Cabinet, Committees, Panels and Working Groups for 2016/17, as circulated at the Annual Meeting on 18 May 2016, with the terms of reference now included in the Constitution;

To note 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.

7. MATTERS REQUIRING DECISIONS

- | | | |
|----|--|--------------|
| 7a | Use of Section 106 monies in Skelmersdale
(Relevant Portfolio Holders: Councillors Y Gagen & J Hodson) | 15 - 20 |
| 7b | Use of Section 106 monies in Up Holland
(Relevant Portfolio Holders: Councillors Y Gagen & J Hodson) | 21 - 26 |
| 7c | Adoption of the West Lancashire Statement of Community Involvement
(Relevant Portfolio Holder: Councillor J Hodson) | 27 - 112 |
| 7d | Provision for Traveller Sites Development Plan Document
(Relevant Portfolio Holder: Councillor J Hodson) | 113 -
284 |
| 7e | Environmental Improvement Budgets
(Relevant Portfolio Holder: J Patterson) | 285 -
288 |
| 7f | One for One Capital Receipts
(Relevant Portfolio Holder: Councillor J Patterson) | 289 -
292 |

7g	Whittle Drive Playing Fields (Relevant Portfolio Holders: Councillors Y Gagen & I Moran)	293 - 300
7h	Ormskirk Town Centre Research findings and Action Plan (Relevant Portfolio Holders: Councillors J Hodson & I Moran)	301 - 332
7i	Quarterly Performance Indicators Q4 2015-16 (Relevant Portfolio Holder: Councillor I Moran)	333 - 348
7j	Local Land Charges Rules 2017 (Relevant Portfolio Holder: Councillor I Moran)	349 - 368

8. EXCLUSION OF PRESS AND PUBLIC

It is recommended that members of the press and public be excluded from the meeting during consideration of the following item(s) of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 (financial/business affairs), Part 1 of Schedule 12A to the Act and as, in all the circumstances of the case, the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

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

PART 2 (Not open to the Public)

9. MATTERS REQUIRING DECISIONS

9a	Hall Green Options Appraisal (Relevant Portfolio Holder: Councillor J Patterson)	369 - 394
9b	192-198 Ennerdale (Former Housing Office) (Relevant Portfolio Holder: Councillor J Patterson)	395 - 424
9c	Ormskirk Bus Station & Potential Moor Street Gateway (Relevant Portfolio Holders: Councillors J Hodson & I Moran)	425 - 438

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

FIRE EVACUATION PROCEDURE: Please see attached sheet.

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

For further information, please contact:-

Sue Griffiths on 01695 585097

Or email susan.griffiths@westlancs.gov.uk

**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**.