

Lancashire County Council

Chorley Three Tier Forum

Monday, 18th November, 2013 at 6.00 pm in Committee Room 1, Town Hall,
Chorley

Agenda

- | No. | Item | |
|-----|--|-----------------|
| 1. | Appointment of Chair | |
| 2. | Appointment of Deputy Chair | |
| 3. | Membership and Terms of Reference of the Forum | (Pages 1 - 4) |
| 4. | Apologies. | |
| 5. | Lancashire County Council Budget | (Pages 5 - 16) |
| 6. | Note of the Last Meeting. | (Pages 17 - 22) |
| 7. | Action Sheet update from the last meeting. | (Pages 23 - 40) |
| 8. | 2013/14 Quarter 2 Environment Directorate Performance Dashboard | (Pages 41 - 42) |
| | The Dashboard details the performance of the Directorate between July and September 2013 in relation to delivery of the approved Chorley Commissioning Plan. | |
| 9. | 2014/15 Environment Directorate Commissioning Plan for Chorley. | (Pages 43 - 44) |
| | The attached table sets out the list of priorities identified by members since the last meeting which could be funded from the Local Priorities Response Fund. In order to support the development of the 2014/15 Commissioning Plan, the Forum is asked to consider the schemes using the allocations and information contained within the table. | |

10. Update from the Borough Council on Neighbourhood Working. (Pages 45 - 54)

11. Items raised by members of the Forum. (Pages 55 - 82)

a) Adoption of Estates O&S Task Group.
(as requested by the Forum)

The County Councils response to the recommendations set out in the Borough Councils O&S Task Group report in relation to the adoption of estates. A copy of the Task Group report is also attached for information.

b) Highways Involvement in Planning Applications. (County Councillor Holgate).

Members of the Forum are invited to feed their views into the County Council Overview and Scrutiny Task Group which is considering this matter. A short note on the processes used by highways officers when considering planning applications is attached for background information.

12. Themes for future meetings.

Any suggestions for themes to be discussed at future meetings should be forwarded to the Chair and Sarah Palmer, Localities Officer, Environment Directorate, Strategy and Policy on 07766 991872 or by email to sarah.palmer@lancashire.gov.uk

13. Urgent Business.

An item of urgent business may only be considered under this heading where, by reason of special circumstances to be recorded in the minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency

14. Date of Next Meeting.

The next scheduled meeting of the Forum will be held at 6.00pm on the 8th April 2014 in Committee Room 1 at the Town Hall, Market Street, Chorley.

I M Fisher
County Secretary and Solicitor

County Hall,
Preston

Agenda Item 3

Chorley 3 Tier Forum 18th November 2013

Membership and Terms of Reference of the Chorley 3 Tier Forum.

Summary

This report sets out the current membership of the Chorley 3 Tier Forum together with the Terms of Reference.

Membership

The Chorley 3 Tier Forum consists of all County Councillors with an Electoral Division within the District, together with an equal number of Borough Councillors and a Parish Councillor representing the Parish and Town Councils within the District.

The current membership of the Forum is as follows.

Lancashire County Council	Chorley Borough Council
County Councillor T Brown	Councillor J Cronshaw
County Councillor Miss K Snape	Councillor D Dickinson
County Councillor B Murray	Councillor A Gee
County Councillor M Devaney	Councillor M Gray
County Councillor K Iddon	Councillor A Hansford
County Councillor S Holgate	Councillor H Khan
County Councillor M Perks	Councillor J Molyneaux

The Parish and Town Councils representative on the Forum is Councillor M Miller from Ecclestone Parish Council

Terms of Reference

- The Forum is a joint business meetings of County, District, and Town and Parish Councillors, open to the public.
- The membership of each Forum will be all local County Councillors with an Electoral Division within the District and an equal number of District Councillors appointed by the District Council, and one Parish/Town Council representative nominated from the Parish Councils within the District area. District Councils and the Parish/Town Councils can nominate deputies or replacements in accordance with their own procedures. The officer(s) supporting the meeting must be notified of any changes prior to a meeting. Political balance rules do not apply to the Three Tier Forum, although districts may follow these for their nominations.
- The Forum will discuss issues that are of joint interest across the three levels of local government in the area. Agenda items will focus on strategic issues relating to all local councils in the area.

- Any member of the Forum can request that an item is considered at a future meeting of the Forum. The Chair is responsible for agreeing the agenda and deciding whether an issue raised by a member will appear on an agenda. Where issues are raised that do not fall within the remit of the Forum these will be dealt with via the appropriate mechanism.
- The Forum will make provision for public speaking and the Chorley Three Tier Forum allows public speaking on the following basis:

On each agenda item for up to 3 minutes per person, to be managed by the Chair at their discretion.

- The Chair of the meeting is responsible for managing the debate at meetings. The Chair's ruling on any aspect of a member of the Forum's right to speak will be final. Members who persistently ignore the ruling of the Chair may, after being warned, be asked to leave the room for the duration of the meeting.
- Decisions of the Forum should be by consensus wherever possible. In the event that a consensus cannot be reached, decisions are by simple 'show of hands' majority with the Chair having a casting vote.
- The Forum is not a formal committee of County, District or Parish Councils, therefore Access to Information provisions do not apply. However, as they are public meetings, agendas and minutes will be available on the County Council's website and by request can be obtained in person at County Hall, Preston.
- The Chair and Deputy will be elected at the Annual Meeting from amongst the membership of the Forum. Should a vacancy arise during the year, a new Chair or Deputy will be elected. A Chair or Deputy may be removed from their position by a vote of the Forum.
- Forum will meet 3 times a year, one of which will be the Annual Meeting. The Forum does not have the authority to establish sub groups or working groups. From April 2014, the Annual Meeting will be the first meeting of the Forum after the County Council's AGM.
- Urgent business is allowed, with the consent of the Chair. Any member wishing to raise a matter of urgent business should advise the Chair via the officer support for the Forum as soon as possible.
- The "Protocol on Public Speaking at Three Tier Forums" applies.

Protocol for Public Speaking at Three Tier Forums

For the purpose of this protocol, "members of the public" includes members of the press and parish and district councillors who are not members of the Forum. It does

not include officers of county or district authorities who are in attendance to support and advise the meeting.

Each Forum will agree at what points of the meeting members of the public will be entitled to speak.

Each Forum may also set a maximum length of time for any individual speech from a member of the public.

Public speaking must be on topics included on the agenda for the meeting

Whilst a member of the public is speaking, no interruption shall be allowed from either a member of the Forum or another member of the public.

However, the Chair of the meeting may intervene in the speech of a member of the public. This includes the right of the Chair to terminate a speech if it is felt appropriate to do so. The Chair's judgement will be informed by the following provision:

Members of the public must not

- Speak at a point in the meeting other than those specified
- Interrupt another speaker
- Speak for longer than the allotted time
- Reveal personal information about another individual
- Make a personal complaint about a service provided by County, District or Town / Parish Councils in the area
- Make individual or personal complaints against any member of the authority
- Reveal information which they know or believe to be confidential
- Use offensive, abusive or threatening language
- Ignore the ruling of the Chair of the meeting

Members of the public who breach these guidelines may, following a warning, be asked to leave the meeting. If a person refuses to leave the room, the chair shall adjourn the meeting for a short period of time and if necessary to a later date

Speeches by members of the public are not expected to be the subject of a debate, nor are any questions raised expected to be answered. The Chair may, at his or her discretion, invite a response or comment from an appropriate officer or Forum member, but it is anticipated that this will be the exception rather than the rule.

The contents of any speech by a member of the public will be noted by officers supporting the Forum and will be dealt with via the appropriate mechanism.

Action

The Forum is asked to note the current membership and Terms of Reference.

Briefing Paper for Chorley 3 Tier Forum 18th November 2013

The County Council's Financial Strategy 2014/15 – 2017/18

1. Introduction

This briefing paper sets out for the Three Tier Forums the nature of the financial challenge facing the County Council over the coming four years and provides information on the first set of proposals for addressing this challenge which the County Council's Cabinet are consulting on.

The purpose of the discussion at the Three Tier Forum meetings is to raise awareness amongst partners of both the scale of the financial challenge and the nature of the savings that will have to be identified in order to meet that challenge, while also gathering partners' views on areas of spending priority as part of a broad consultation process.

2. The Financial Context

Over the next four years, the County Council is faced with making savings of £300m, equivalent to 38% of its current budget. This reduction needs to be set within the context that between the years 2010 to 2017, the County Council will have had to make savings of over £0.5bn. This in itself sits within a national context whereby authorities are publically speaking about financial projections which may leave them no longer financially viable, or where the provision of statutory services may be significantly compromised.

At a reduction of almost 40%, the challenge facing the County Council is unprecedented.

Over the past three years the reductions in public spending following the 2010 Comprehensive Spending Review have had a significant impact on the level of resources for local government. Over that period, the County Council saw a 28% reduction in the level of resources received from the government and by the end of 2013/14, will have delivered savings of £217m over its current three year budget. The government has also stated that local government could expect to see the same level of reduction in resources over the next spending review period.

The 2013 spending review was published in June 2013 and covered the two financial years 2014/15 and 2015/16. As previously trailed by the government, local government saw further major reductions to resources. Overall, local government will face further reductions in resources of 8% in 2014/15, and 13.1% in 2015/16. With reductions expected to continue beyond this, it is clear that reductions in resources of this scale will have a significant impact on the future of the County Council.

3. The Scale of the Financial Challenge

The level of the financial challenge facing the County Council over the next four years is driven by two key issues – increased costs as well as the significant reduction in the County Council's resources as described above.

The table below summarises the position facing the County Council, and shows that over the next four years the County Council is facing:

- an increase in costs over this four year period of 21%, or £165m
- a reduction in resources of 17%, or £134m.

2.1 Forecast Increases in the County Council's Costs

	£m
The starting point – the 2013/14 Revenue Budget	776.34
<i>Add : Forecast Changes to Costs</i>	
Potential impact of pay awards	18.5
Potential impact of increased employers contribution as a result of the triennial valuation of the Pension Fund	8.4
Impact of the introduction of the single tier pension	6.0
Forecast impact of conversion to academies	2.3
Impact of inflation on the prices paid to third parties	79.2
Impact on costs of Forecast Changes to Demand for Services	50.9
<i>Total of Forecast Increases in Costs</i>	<i>165.3</i>
Budget Requirement by 2017/18	941.64

Of course, in addition to facing increases in costs, the County Council must also consider changes to its resources.

2.2 Forecast Reductions in the County Council's Resources

	£m
The starting point – the level of resources within the 2013/14 Revenue Budget	776.34
Made up of:	
• Council tax	360.21
• Revenue Support Grant	248.81
• Local share of the business rates	165.53
• New Homes Bonus	1.79
<i>Forecast Changes to Resources:</i>	
Council Tax	+4.0
Revenue Support Grant and Local share of the business rates	-133.7
Additional New Homes Bonus	+1.4

	£m
Reduction in Education Support Grant in 2015/16	-5.0
Proposed topslice to New Homes bonus	-1.0
<i>Overall Impact on resources</i>	-134.3
Forecast of resources in 2017/18	642.01

2.3 *The Overall Impact on the County Council*

The combined impact of increases in costs and reductions in resources is a gap of £300m which will have to be met by either reducing costs or increasing resources. The summary of the Financial Outlook for the County Council over the four year period is set out below.

The Overall Position	£m
<i>Budget Requirement by 2017/18</i>	941.64
<i>Forecast of resources in 2017/18</i>	642.01
Gap	299.63

This gap is profiled over the next four financial years as follows:

2014/15 £m	2015/16 £m	2016/17 £m	2017/18 £m	Total £m
76	94	67	63	300

4. The Approach to Meeting the Financial Challenge

Over the summer and early autumn period the Management Team has been working to identify either reductions in costs, or increases in resources which have no impact on the level of services provided. The outcome of the work to date is set out within this report and includes:

- Review of cost pressures within the financial forecast
- The outcome of the 10% Challenges, and
- Reducing the cost of being in business.

Given the scale of the overall challenge facing the County Council it is clear, however, that the savings cannot be achieved without impacting on services.

4.1 *Ongoing Review of Costs*

The table below summarises the changes to the overall forecast set out above as a result of the continuing review of planning assumptions and forecasts as new information becomes available.

Currently taking into account the impact of new pressures identified this review results in a reduction in the savings requirement over the four years of £17.4m. Work will continue to keep costs under review to ensure they are neither under forecast (and placing the County Council at risk of overspending) or over forecast (and at risk of reducing spend in services unnecessarily).

Area of Cost	2014/15 £m	2015/16 £m	2016/17 £m	2017/18 £m	Total £m
Impact of the proposal to implement the Living Wage	-3.000	-0.090	-0.093	-0.095	-3.278
Impact of the revised forecast of procurement savings	-5.000	-	-	-	-5.000
The full year effect of savings agreed as part of the current financial strategy but not included within the financial forecast	3.600	1.900	1.300	0.800	7.600
Review of inflation for social care providers; providing 1.75% within the 2014/15 forecast	3.245	-	-	-	3.245
Review of the level of demand incorporated within the forecast for concessionary travel	0.645	0.180	0.197	0.190	1.212
Revised forecast of the employers contribution to the local government pension fund as a result of the triennial valuation	1.500	1.553	1.541	1.538	6.132
Reflection of the government commitment to a 1% pay cap for local government in 2014/15	2.600	-	-	-	2.600
Revised forecast of council tax income arising from the previously approved review of the single persons discount and the impact of the City Deal	2.000	0.250	0.730	1.180	4.160
Impact of the review of costs	5.590	3.793	3.675	3.613	16.671

4.2 The 10% Challenge

A crucial element of the overall process is the 10% challenge. This is the challenge set by the Management Team to all employees across the County Council – to save the County Council 10% of its costs giving a continued focus on driving out waste and increasing efficiency. It is standard practice in many organisations to expect

10% savings every year from such a focus - hence the 10% challenge within the County Council. All teams across the County Council were engaged in this, and by drawing on the knowledge and experience of staff throughout the organisation further efficiency savings of £19.1m have been identified over the next two financial years.

These savings are mostly small savings identified by staff where they believe there is the opportunity to reduce costs without any impact on services. The proposals have all been agreed by Directorate Management Teams as efficiency measures and include:

- Reductions in supplies and services budgets and squeezing of costs
- Removal of vacancies and reductions in hours
- Changes in planning and processes to enable reductions in staffing levels (eg improved route planning in the delivery of routine maintenance).

The overall level of 10% challenge by Directorate is as follows:

Directorate	2014/15 £m	2015/16 £m	Total £m
Adult Services, Health and Well-being Directorate	6.266	2.005	8.271
Children and Young Peoples Directorate	2.931	-	2.931
Environment Directorate	5.156	0.779	5.935
County Treasurer's Directorate	0.307	0.025	0.332
Lancashire County Commercial Group	0.573	-	0.573
The Office of the Chief Executive	1.039	-	1.039
Total	16.272	2.809	19.081

4.3 Reducing the Costs of Being in Business

It is vital that the costs of the County Council being in business are constantly challenged; by continually seeking to reduce these costs the impact of the level of savings required on the provision of services can be reduced. A number of areas totalling £17.4m have been identified where the cost of being in business can be reduced, with no impact on the level, or quality of services provided by the County Council to communities. These are set out in the table below:

Area of Cost to be Reduced	2014/15 £m	2015/16 £m	2016/17 £m	2017/18 £m	Total £m
Contribution of Public Health to the County Council's overheads – calculation of the appropriate share in accordance with proper accounting practice	1.050	-	-	-	1.050
Reduced process costs within the Environment Direction as a result of the implementation of fit for purpose asset management systems for highways and property	-	-	-	0.900	0.900
Reduction in printing and postage costs	1.000	-	-	-	1.000
Management of business mileage through greater use of tele-conferencing and reducing the requirement to travel to meetings	1.000	-	-	-	1.000
Reduction in accommodation costs as a result of the downsizing of the County Council	-	-	-	5.000	5.000
Review of business intelligence support services to join up resources across the County Council	0.400	0.400	0.100	0.100	1.000
Reducing the cost of the County Treasurer's Directorate to reflect the downsizing of the County Council	0.303	0.180	0.707	0.229	1.419
Reflecting actual spending levels within the Corporate Expenditure budget	0.210	-	-	-	0.210
Reviewing the Treasury Management Strategy to reflect normal practice in stock lending, reduction in prices and realignment of loan charges	1.675	0.600	-	-	2.275
Reduction in the cost of waste	-	0.500	0.500	0.500	1.500
Impact of the previously approved revised approach to energy management	0.885	0.121	1.006	-	2.012
Impact of reducing the cost of being in business	6.523	1.801	2.313	6.729	17.366

4.4 Policy Options

As set out above, the County Council must deliver savings equivalent to almost 40% of its current budget. This, in addition to the £220m already delivered, cannot be achieved without impacting on services.

Policy options are those budget proposals which have an impact on the services received by Lancashire's communities.

The County Council's Cabinet at its meeting on 7th November approved the beginning of consultation on a number of policy options and proposals for reshaping the way in which services are delivered.

Proposals for reshaping services are concentrated within the Adult Services, Health and Well Being Directorate, reflecting the various drivers in this area towards greater service integration. The other major area of focus is the Council's work on the skills agenda which is to be looked at from the perspective of getting the most out of the myriad of funding streams supporting this service. A summary is provided below and further information is attached.

Area of Service to be Reshaped	2014/15 £m	2015/16 £m	2016/17 £m	2017/18 £m	Total £m
Reshaping and Recommissioning of Domiciliary Care		2.000			2.000
Recommissioning Telecare		0.500	1.000	2.500	4.000
Learning Disability Remodelling Supported Living	4.000	4.000	4.000		12.000
Recommissioning of Mental Health Services	0.060	0.970	0.160	0.160	1.350
Integration of health and care services in Lancashire	1.000	1.900	3.800	4.300	11.000
Review of skills provision - using it differently and contributing to overheads	0.500	0.500	1.000		2.000
Total Reshaping of Service Delivery	5.560	9.870	9.960	6.960	32.350

A summary of the proposals which impact on services by Directorate is given below:

Policy Option	2014/15 £m	2015/16 £m	2016/17 £m	2017/18 £m	Total £m
Adults Services, Health and Well-Being Directorate					
Supporting People	1.000	3.000	---	---	4.000
Fairer Charging	1.250	1.500	---	---	2.750
Review and re-design of residential substance misuse services	0.250	0.250	---	---	0.500
Arts Development service	0.020	---	---	---	0.020
Leisure Link (providing additional respite to Unpaid Carers)	0.275	---	---	---	0.275
Remodelling workforce in former NHS operated learning disability (LD) supported living schemes	3.430	0.500	0.400	---	4.330
Older people day time support	0.300	0.300	0.400	---	1.000
Self Directed Supports	0.100	0.150	0.150	0.150	0.550
Total	6.625	5.700	0.950	0.150	13.425

Children and Young Peoples Directorate					
Youth Services	0.600	1.000	1.400	---	3.000
Discretionary Mainstream Home to School Transport (including unsuitable routes)	0.616	0.482	0.041	0.020	1.159
Parent participation and engagement for children and young people with Special Educational Needs and Disability (SEND) and their families	0.078	---	---	---	0.078
Charging for post 16 Special Educational Needs and Disabilities (SEND) transport	0.088	0.096	0.096	---	0.280
Review of CYP traded services	0.063	---	---	---	0.063
Review of Lancashire Outdoor Education Provision	0.039	0.068	0.050	---	0.157
Review of Quality & Continuous Improvement - Lancashire Schools Effectiveness Service (QCI-LSES) services provided to schools	0.025	0.119	0.088	---	0.232
Review of school attendance responsibilities.	0.065	0.099	0.031	---	0.195
Virtual School Review	0.250	---	---	---	0.250
Review of Early Years services and responsibilities	1.507	1.451	---	---	2.958
Improve efficiency of Adoption Service	0.117	---	---	---	0.117
Increase efficiency in Fostering Service	0.150	---	---	---	0.150
To develop and reshape services to children, young people and families to ensure the services are aligned efficiently and effectively	2.800	0.861	---	---	3.661
Right-size Children's Trust Budget	0.100	---	---	---	0.100
Total	6.499	4.176	1.706	0.020	12.401

Environment Directorate					
Street Lighting Energy	0.170	0.100	0.230	---	0.500
Highway infrastructure sponsorship	0.050	0.050	---	---	0.100
Members priority contingency	0.042	0.100	0.078	---	0.220
Targeted Parking Enforcement	0.050	---	---	---	0.050
Environment & Community Projects and Forest of Bowland Area of Outstanding Natural Beauty	0.118	---	0.612	---	0.730
Public Rights of Way & Countryside Service Reductions	0.094	---	0.454	---	0.548
Winter Service	0.447	---	---	---	0.447

Close waste transfer stations and landfill sites on bank holidays	---	0.030	---	---	0.030
Sustainable Drainage Consenting & Enforcement	0.150	---	---	---	0.150
Joint Production of Local Transport Plan	---	0.030	---	---	0.030
Withdrawal of Adult Cycle Training	0.014	0.015	0.006	---	0.035
Safer Travel Unit training	0.018	0.024	0.020	---	0.062
Business Travel Planning	0.003	---	0.017	---	0.020
Speed management provision	0.040	---	---	---	0.040
Operational Learning and Development within Highways Services	0.025	0.040	---	---	0.065
New Traffic Systems Maintenance Contract	0.100	---	---	---	0.100
Transfer of Parking Services front line call handling into Parking Services	0.075	---	---	---	0.075
District/Parish Public Realm Agreements - Highway - Green Space maintenance	0.144	0.137	0.123	---	0.404
Bus Shelter Maintenance	0.015	0.010	---	---	0.025
Vehicle and associated checks carried out on subsidised services	0.025	---	---	---	0.025
Total	1.580	0.536	1.540	---	3.656

Services within the Office of the Chief Executive					
Review of Voluntary, Community and Faith Sector (VCFS) Grants	0.500	---	---	---	0.500
Total	0.500	---	---	---	0.500

Total All Policy Options	15.204	10.412	4.196	0.170	29.982
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4.5 The Impact of the Proposals Currently Being Consulted On

When taken together the impact of the proposals identified to date on the forecast budget gap is as follows:

	2014/15 £m	2015/16 £m	2016/17 £m	2017/18 £m	Total £m
Savings Requirement Identified	76.000	94.000	67.000	63.000	300.000
<i>Savings Identified:</i>					
Review of Costs	5.590	3.793	3.675	3.613	16.671
10% Challenge	16.272	2.809			19.081
Reducing the Cost of Being in Business	6.523	1.801	2.313	6.729	17.366
Reshaping Service Delivery	5.560	9.870	9.960	6.960	32.350
Policy Options	15.204	10.412	4.196	0.170	29.982
Total Savings Identified	49.149	28.685	20.144	17.472	115.450
Remaining Savings Requirement	26.851	65.315	46.856	45.528	184.550

Thus, while the proposals identified to date represent significant progress and equate to saving the entire waste budget the remaining savings which need to be found equates to saving the County Council's entire spending on Older People.

5. Moving Forward From Here

The County Council's Cabinet have asked the Management Team to develop further proposals to meet the remainder of the savings requirement in 2014/15 and these will come forward to the meetings of the Cabinet in December and January and be consulted on. By focussing on balancing the 2014/15 budget, this will enable time to be devoted to the huge challenge of downsizing the County Council to a new budget level of £640m by 2017/18.

This reduction needs to be set within the context that between the years 2010 to 2017, the County Council will have had to make savings of over £0.5bn. This in itself sits within a national context whereby authorities are publically speaking about financial projections which may leave them no longer financially viable, or where the provision of statutory services may be significantly compromised.

At a reduction of almost 40%, the challenge facing the County Council is unprecedented. Delivering this level of saving whilst seeking to deliver effective services for our communities cannot be achieved without a radically different approach which focuses on service delivery within a budget envelope of £642m by 2017/18. Reshaping public services across Lancashire will require innovative thinking and leadership to secure effective services for our communities and ensure a sustainable future.

The Cabinet has requested the Interim Chief Executive to bring a report back to a future meeting of Cabinet, setting out the approach to reshaping the County

Council's organisation and services to secure effective services for our communities and ensure a sustainable future.

6. Conclusion

As is the case with all local authorities the County Council faces significant financial challenges going forward and it is important that in meeting those challenges the views of key local partners on budget proposals are heard. The Three Tier Forums are a key part of this and views both on the specific proposals being consulted on and the wider issues raised in balancing the budget are welcomed.

Gill Kilpatrick

County Treasurer

November 2013

Further information regarding the County Councils 2014/15 budget proposals, as presented to the Cabinet on the 7th November, 2013, can be viewed at <http://council.lancashire.gov.uk/ieListDocuments.aspx?CId=122&MId=1900&Ver=4>

Agenda Item 6

Chorley Three Tier Forum

Note of the Meeting held on Tuesday, 10th September, 2013 at 6.00 pm in Committee Room 1, Town Hall, Chorley

Present:

Chair

County Councillor M Devaney, Lancashire County Council

Forum Members

County Councillor T Brown, Lancashire County Council
County Councillor S Holgate, Lancashire County Council
County Councillor B Murray, Lancashire County Council
County Councillor M Perks, Lancashire County Council
County Councillor Miss K Snape, Lancashire County Council
Councillor J Cronshaw, Chorley Borough Council
Councillor M Gray, Chorley Borough Council
Councillor H Khan, Chorley Borough Council
Councillor J Molyneaux, Chorley Borough Council
Parish Councillor M Miller, representing Parish and Town Councils.

Also in attendance

Mr J Carson, Director for People and Places, Chorley Borough Council.
Ms C Russell, Democratic Services Manager, Chorley Borough Council.
Ms S Palmer, Locality Officer, LCC Environment Directorate.
Mr M Neville, Senior Committee Support Officer, LCC Office of the Chief Executive.

1. Apologies.

Apologies for absence were presented on behalf of County Councillor K Iddon, Councillor D Dickinson and Councillor A Hansford.

2. Note of the Last Meeting.

When considering the Note of the last meeting members of the Forum raised the following issues.

- Reference was made to the decision of the Forum at the previous meeting to receive a report from the Borough Councils O&S Task Group on the adoption of estates, so that members could discuss the content and submit views to the County Council cabinet member, though it was noted that the report did not appear on the agenda

In response the Chair informed the meeting that at the agenda setting meeting he had taken the decision to defer the report until the Forum met in November in order to give time for the County Council Cabinet Members to consider the Task Group recommendations. Officers would then be in a position to provide the Forum with an update on progress made in relation to the recommendations and the Forum would be better informed in relation to the County Councils position before discussing the matter.

- In relation to the Manchester to Preston Electrification plans concern was expressed regarding the potential impact of bridgeworks on businesses in Brook Street, Harper Street and Lions Lane in Chorley and information was requested in relation to any proposed traffic management measures which would be in place during the works. In response Ms Palmer informed the meeting that she was aware of the issue and Environment Directorate colleagues were waiting for a response from Network Rail about the nature of the works/timescales involved.

It was also requested that Adlington Town Council be involved in any discussions around the planned bridgeworks and associated traffic management.

Ms Palmer suggested that once the timing and extent of the works was known arrangements would be made for a briefing for local councillors and other interested parties.

- In response to a query regarding the previous removal of the arches which secure the side embankments on the Buckshaw side of the Hartwood tunnel it was reported that the arches would not be put back until such time as Network Rail had completed the works associated with electrification of the railway line.

Agreed:

1. That the comments of the Forum set out above be noted and the Note of the meeting held on the 2nd April 2013 confirmed as an accurate record and signed by the Chair.
2. That once the timing and extent of the bridgeworks in the vicinity of Brooke Street, Chorley and Arthur Street are known arrangements be made for a briefing for local councillors and other interested parties regarding the works and associated traffic management.

3. Action Sheet update from the last meeting.

When considering the updates set out in the Action Sheet members of the Forum made the following comments.

- The Chair reported that having visited Bournes Row in Chorley he had been unable to identify where the carriageway resurfacing work had been done and asked for an update in relation to the scheme. He added that the section which required attention was from No 10 in a southerly direction towards the railway line.
- With regard to Lancaster Lane, Clayton le Woods it was reported that the flooding on the south side in the vicinity of Nos 70-66 and 26-24 was the result of building work in gardens which had affected the natural drainage of the area rather than the highway gully.
- It was noted that a response was still awaited from Officers at the County Council with regard to issues raised by Adlington Town Council in connection with the park and ride facilities at Adlington Station. In response Ms Palmer informed the meeting that there had been an initial delay due to concerns regarding the adoption of the highway, though this had now been resolved. It was also reported that colleagues were waiting

for a response from a colleague at the Borough Council and further information would be reported via the Action Sheet.

Agreed: That the comments set out above be noted and that where appropriate further response be provided via the Action Sheet or outside of the meeting.

4. 2013/14 Quarter 1 Environment Directorate Performance Dashboard.

Members of the Forum made the following comments in relation to information set out on the Dashboard.

- Further information was requested in relation to the planned surface dressing of Moor Road in Anglezarke
- It was noted that as part of the nationwide Rogue Trader week leaflets had been delivered to a number of 'hotspot' areas Lancashire and clarification was sought as to which, if any, areas in the borough had been targeted.
- Reference was made to the contribution made by local PCSOs and the Parish Council towards the ongoing success of the Euxton healthy streets initiative.
- Several members of the Forum expressed their concern and disappointment regarding the removal of the 125 bus service which had provided a direct route to Chorley Hospital. In response to a comment that the operator may have been instructed by the Traffic Commissioner to remove the service it was suggested that the matter be raised with the County Councils Cabinet Member for Highways and Transportation in order to seek clarification on the reasoning behind the removal of the service.

Agreed: That the comments of the Forum are noted and where appropriate further updates be provided in due course either via the Action Sheet or outside of the meeting.

5. 2014/15 Environment Directorate Draft Commissioning Plan for Chorley.

Ms Palmer reported that the Forum had an opportunity to put forward suggestions about priorities which should be included in the 2014/15 Commissioning Plan for Environment Directorate services. It was noted that all responses received would be collated and put before the Cabinet Member for Highways and Transportation for consideration, with an update on the outcome being presented to the next meeting of the Forum.

In considering the matter the following initial comments were made by members of the Forum.

- The introduction of fingerposts
- Greater promotion of the work of the Young Peoples Service in relation to bike ability and cycling proficiency and also in relation to the availability of cycle routes, with possible future updates to be included in the Dashboard.
- Renewal of the white lining on roads in Coppull and also at the junction of Devonshire Road/Gillibrand Walks in Chorley.
- The pruning of trees which obscured street lighting.

It was noted that the Locality Officer would email all members of the Forum a form on which they could list any additional schemes/priority issues which they may wish to be considered for inclusion in the Plan.

Agreed:

1. That the comments/suggestions of the Forum as set out above regarding potential schemes and priorities for the 2014/15 Commissioning Plan be noted.
2. That any additional priorities from members of the Forum, other elected representatives from the Borough Council or Parish/Town Councils be forwarded to the Locality Officer before the 27th September 2013.

6. Item raised by member of the Forum.

Mr Carson presented a progress report in connection with the Borough Councils Neighbourhood Working initiative and informed the meeting that each of the 8 Areas had submitted three priorities which they wished to see progressed.

When considering the priorities identified by the Neighbourhood Areas members of the Forum recognised that some issues may inform the 2014/15 Commissioning Plan and it was suggested that further updates be presented to future meetings of the Forum.

In response to a query regarding action to improve hedges/trees on private land in Clayton le Woods Mr Carson undertook to speak with colleagues about arranging a meeting with local councillors.

Further information was also requested in relation to the Community Food growing planned in the Southeast Parishes Area.

Agreed: That the report is noted and that further updates be presented to future meetings of the Forum.

7. Themes for future meetings.

It was noted that further to the discussion earlier in the meeting a report on the County Councils response to the recommendations set out in the Borough Councils O&S Task Group in relation to the adoption of estates would be presented to the next meeting.

The following additional items were also suggested as potential topics for discussion at future meetings.

- An explanation of the processes used by officers from the County Council when considering the implications of potential residential developments as part of the consultation process in connection with planning applications. Some members of the Forum were concerned that often no objections were raised on highways grounds when local elected representatives had concerns about the impact a new residential development would have of traffic.

- A review of the County Council real estate across the Borough with particular emphasis on any property which was currently vacant (such as Shaftsbury House on Stratford Road and the former Open Mind Centre on Stump Lane) measures which are in place to prevent vandalism to such property and any plans for disposal/future use.

The Chair suggested that the County Councillor concerned raise the issue with the relevant Cabinet Member at the County Council ahead of the next meeting.

Agreed: That reports regarding the above be presented to future meetings of the Forum for discussion.

8. Developing the Three Tier Forums.

The Chair informed the meeting that the County Councils current administration was seeking the views of 3 Tier Forums as to how the meetings should develop in the future. Members of the Forum discussed the current operational arrangements and also referred to those of the previous Lancashire Locals (which had been replaced by the Forums) and the following comments/suggestions were made.

- It was felt the County Council had become remote and in future the 3 Tier Forums should be more inclusive, with greater involvement for all Parish and Town Councils.
- The potential role for the Forum in scrutinising issues before they go to Lancashire County Council's Cabinet so that members could give an indication of their views and thoughts.
- The importance of allowing each Forum to develop differently as a single approach may not be the best fit in different Districts.
- Meetings should be open to the public and the notes of the meetings made available to the public.
- Many Parish and Town Councils did not feel that they were actively engaged with the Forum as issues raised were often answered outside of the meeting rather than debated at the Forum.

Councillor Molyneaux left the meeting at 7.00pm

- As the Borough Council already had an established Parish Liaison Committee it was suggested that issues of concern could be referred from the Committee to the Forum for discussion and a response.
- There should be less emphasis on the work of the Environment Directorate and the Forum should look to examine service provision in other areas, particularly with regard to public health.
- The Forum should continue to receive reports from the Borough Council, particularly with regard to the Neighbourhood Areas.

Agreed: That the views of the Chorley 3 Tier Forum as set out above be referred to the County Councils Management Group for consideration in relation to the future development of the role/operation of all Forums.

9. Urgent Business.

There were no items of urgent business for discussion at the meeting.

10. Date of Next Meeting.

It was noted that the next scheduled meeting of the Forum would be held at 6.00pm on the 18th November 2013 in Committee Room 1 at the Town Hall, Market Street, Chorley.

Ian Fisher
County Secretary and Solicitor

County Hall
Preston

Chorley Three Tier Forum: Action Sheet

Meeting Date: 10 September 2013

Lead Officer Comments Needed By: See target date for completion

Item / Action	Lead Officer(s)	Action Needed / Action Taken	Target Date for Completion
Rollout of Superfast Broadband from August 2012 Three Tier Forum	Andrew Halliwell	<p>In April 2012 members received an update on the roll out of superfast broadband in Lancashire. Officers agreed to provide future updates to members of the Forum as appropriate.</p> <p>A further update is attached at Appendix A.</p>	See Appendix A
Respite Care for Children and Parents from April 2013 Three Tier Forum	Audrey Swann	<p>At the April Chorley Three Tier Forum meeting members considered a brief report outlining proposed changes to services for children and young people with disabilities. With regard to respite care it was noted that the County Council proposed to close the 8 existing overnight units in a coordinated manner, and establish over a phased period 4 new overnight residential units in accessible locations across Lancashire.</p> <p>It was agreed that when available details of the proposed locations for the four new overnight residential units would be circulated to members via the Action Sheet.</p> <p>An interim progress update has been circulated to members. It is also attached at Appendix B.</p>	<p>Ongoing</p> <p>See Appendix B</p>
Chorley Borough Council O&S Task Group on the adoption of estates	Rachel Crompton, LCC VIP 5373	<p>County Councillor Fillis has met with LCC officers to consider the recommendations within the report along with proposals for action. This issue is an agenda item.</p>	Agenda item for November

Manchester to Preston Electrification Plans	Andrew Burrows, LCC VIP 5374	<p>The work is not due to start for several months and LCC will meet with Network Rail in the coming weeks to discuss their proposals and find ways to minimise disruption as far as possible in agreeing any road closures and diversions which may be needed. Our highways team need to get an initial understanding of the scope and impact of the proposals, as well as discuss what alternative arrangements may be put in place by Network Rail to mitigate any disruption to both pedestrians and motorists.</p> <p>At the request of the Three Tier Forum, Network Rail has agreed to set up a briefing for councillors (county, district and parish) on the proposals at the earliest opportunity so that members views can be taken into account.</p>	Ongoing
Bournes Row in Chorley	Duncan Reeve, LCC VIP 5375	<p>LCC carried out some minor carriageway repairs to this stretch of road in Quarter 3 of the last financial year and had no further works programmed in the current Capital programme.</p> <p>The site has been inspected and LCC have identified some areas along the carriage where there are signs of deterioration. Officers have asked our local team to arrange for the areas to be repaired</p>	Ongoing
Park and ride facilities at Adlington Station	Nicola Hopkins, CC	An update is attached at Appendix C	See Appendix C
Planned surface dressing of Moor Road in Anglezarke	Andrew Burrows, LCC	Road surfacing works at Moor Road from Knowsley Lane in Anglezarke is in the Commissioning Plan for 2013/14 and will be completed.	In Commissioning Plan for 2013/14.
Nationwide Rogue Trader week leaflets delivered to a number of 'hotspot' areas Lancashire	Amanda Maxim VIP 5376	Members asked which areas in Chorley Borough have been targeted. This information has been circulated to members and is also attached at Appendix D.	See Appendix D

Commissioning Plan Q1 Dashboard	Hussein Mulla / Sarah Palmer / Joanne Reed	Q2 dashboard to include information on partnership working between Environment Directorate and the Young Peoples Service in relation to bike ability and cycling proficiency and also in relation to the availability of cycle routes in the borough.	As part of dashboard production process.
Developing the Commissioning Plan for 2014/15	Hussein Mulla / Sarah Palmer / Joanne Reed	<p>The following suggestions were put forward for consideration by members of the Forum:</p> <ul style="list-style-type: none"> • Renewal of the white lining on roads in Coppull and also at the junction of Devonshire Road/Gillibrand Walks in Chorley • The pruning of trees which obscure street lighting across the borough <p>Members were asked to respond to Sarah Palmer with additional suggestions before 27.9.13.</p>	<p>As part of the process of developing the commissioning plan</p> <p>Complete</p>
Neighbourhood Working	Jamie Carson, CC	<p>Jamie to progress action for arrangements for a meeting for local councillors in relation to improving hedges/trees on private land in Clayton le Woods.</p> <p>Jamie to circulate further information to members in relation to Community Food growing in the Southeast parishes Area.</p>	<p>Awaiting update from officers.</p> <p>Awaiting update from officers.</p>
Future Agenda Items		<p>Neighbourhood Working Update (suggested by the Forum)</p> <p>County Councils response to the recommendations set out in the Borough Councils O&S Task Group in relation to the adoption of estates (suggested by the Forum)</p> <p>An explanation of the processes used by officers from the County Council when considering the highways implications of potential residential developments as part of the consultation process in connection with planning applications (County Councillor Holgate)</p>	<p>November agenda item</p> <p>November agenda item</p> <p>November agenda item</p>

		A review of the County Council real estate across the Borough with particular emphasis on any property which is currently vacant (such as Shaftsbury House on Stratford Road and the former Open Mind Centre on Stump Lane) measures which are in place to prevent vandalism to such property and any plans for disposal/future use	Councillor Brown is progressing outside of the meeting.
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SUPERFAST
LANCASHIRE
COUNTYWIDE FIBRE BROADBAND



Chorley Three Tier Meeting Superfast Lancashire Network Rollout

John Pilkington
BT Group



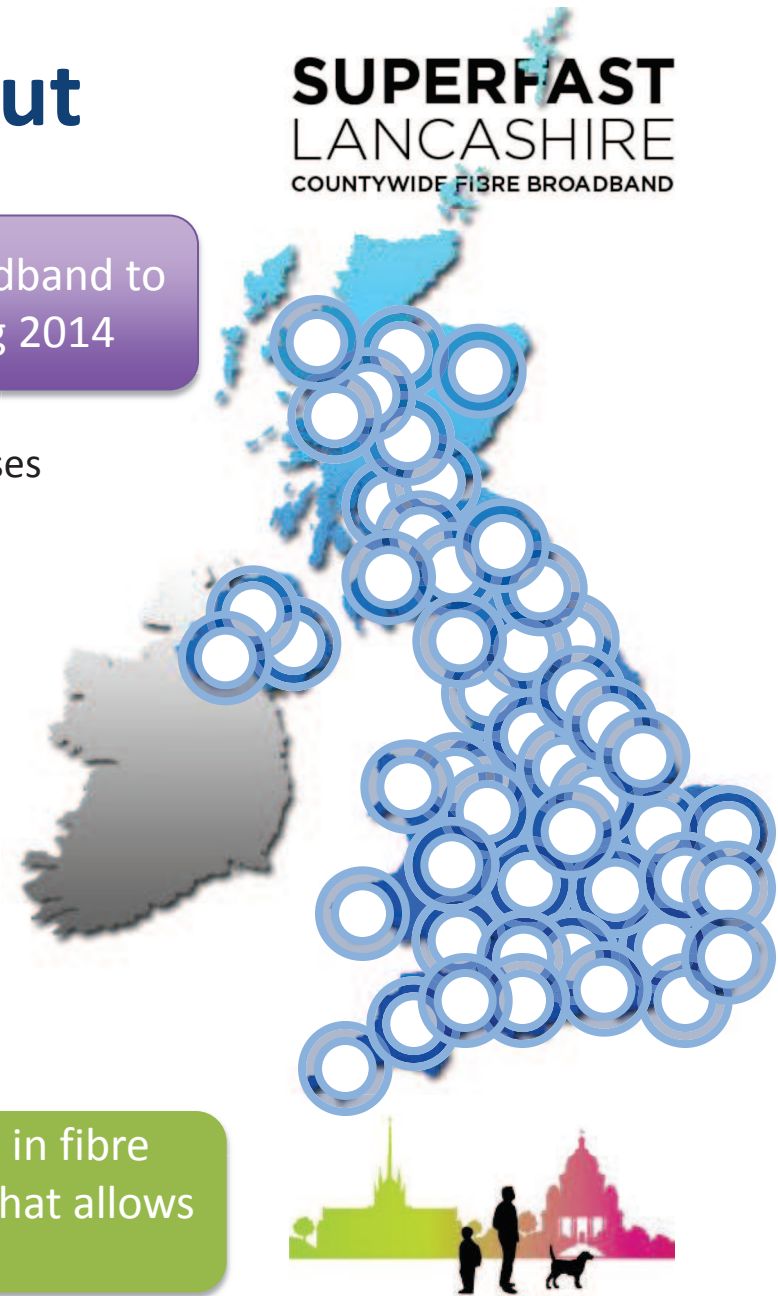
BT's fibre broadband roll-out

SUPERFAST
LANCASHIRE
COUNTYWIDE FIBRE BROADBAND

£2.5bn investment to bring “superfast” fibre broadband to around two-thirds of UK premises during Spring 2014

- Available to more than 15 million homes and businesses
- A mixture of fibre to the cabinet (FTTC) and fibre to the premise technology (FTTP)
- FTTC delivers wholesale speeds up to 80Mbps download and 20Mbps upload
- FTTP delivers wholesale speeds up to 330Mbps download and 30Mbps upload
- This Spring: FTTP available “on demand” for anyone in our FTTC footprint
- Through partnerships, we believe we can extend fibre broadband to more than 90% of UK premises.

No other company in the world is investing as much in fibre without public sector support or a regulatory regime that allows for far greater returns



Superfast Lancashire Overview

SUPERFAST
LANCASHIRE
COUNTYWIDE FIBRE BROADBAND

- £130m invested in Lancashire's 'Big Build' : One of the largest builds of a fibre broadband infrastructure in a rural area anywhere in the world
 - More than **97%** of the county will have access to fibre broadband services (this is the combined coverage from the existing BT commercial rollout and the Superfast Lancashire partnership)
 - Superfast Lancashire is funded by Lancashire County Council, BT, ERDF, BDUK, Blackpool Council, and Blackburn with Darwen Council
 - Investing **£3m in Business Support**, including a state of the art SME show case and concept centre in Leyland

Superfast Lancashire has the potential to enable economic growth but further initiatives to boost take up and exploitation of technologies is essential





Openreach engineers working on the fibre spine network between Lancaster and Galgate.



Cabinets in the villages of Chatburn and Sawley, in the process of build.



Fibre distribution network splicing in Blackburn



Overall County Coverage

- **Lancashire will achieve at least 97% coverage, based on:**
 - 67% BT/Openreach commercial fibre rollout
 - 21% intervention (public/private funded) fibre rollout (the Superfast Lancashire programme)
 - 9% other operators' high speed broadband services

We're also working with LCC on options for the final 3% hard-to-reach communities

BT Commercial Rollout Position:

- 37 exchange areas live in the commercial rollout footprint.
- 286k premises live and able to access service (43% of county)
- Remaining premises scheduled for completion between now and Spring 2014



Chorley – District Coverage

SUPERFAST
LANCASHIRE
COUNTYWIDE FIBRE BROADBAND

- Approximately 60% of premises are covered by the BT/Openreach commercial rollout. A large proportion of this is live already with any outstanding coverage to be delivered by Spring 2014.
- A further 35% of premises will be covered by the Superfast Lancashire rollout.
- Majority of work for Chorley serving exchanges falls into Phases 4 to 6 of the programme (for completion between June and December 2014).
- More details will be published on the website – superfastlancashire.com – as detailed planning progresses.

Overall speed expectations are 90% of the 18k premises eligible for public funding will get download speeds of 30Mbit/s and above.



Further and faster....

Rural Communities (the final 3%)

BT and LCC are working together to try to do more, including...

- **Community Projects**
- **Additional Funds Being identified**
RCBF (DEFRA) + Lancashire County Council + BT investment
- **What can we do:**
 - **Build & Benefits** – can be tailored depending on how much the community are able to help, e.g wayleaves, fundraising, and actual dig works
 - **New Technologies** - “wireless cabs” currently being rolled out in live trials.
 - Much more in the pipeline to help us get “further...faster” . BT is at the heart of this innovation.

exploring every opportunity to go further and faster



Spreading the word

SUPERFAST
LANCASHIRE
COUNTYWIDE FIBRE BROADBAND

Twitter - building our followers @superfastlancs

www.superfastlancashire.com constantly being developed.

Links to our Twitter feed.

Comprehensive availability checkers

Putting articles in local partner magazines, e.g. CoC, FSB, Regenerate

Direct marketing soon underway following intervention rollout

Monthly programme newsletters

First rural cabinet launch, 26 September 2013



Update on restructuring of Lancashire Residential Overnight Break Service

Oct 2013

Background

The Overnight Residential Short Break Service provides overnight breaks and day activities for children with disabilities across Lancashire. Currently there are 8 units, some of which have limited accommodation and capacity to meet the needs of all children. There are also some buildings which require significant refurbishment. Following a review of buildings and the changing demands on the service a proposal to restructure the service was developed with the involvement of parents and other interested parties. Following a period of consultation Cabinet approved the proposal in March 2013. Part of the proposal involved the replacement of the current provision with 3 or 4 purpose built units. The approval was made for the building of 4 units.

Current Situation.

The process to take the new builds forward is being led by ACERS service with support from Property Services, Estates and Inclusion and Disability Support Service.

It has been proposed to phase the building of the units in order to evaluate and learn from the process of building the first unit to inform any future changes or improvements.

Currently the priorities are to:

- **Identify the location for the first build.**

The Central/South has been identified as the area for the first unit, due, in part, to the need to replace Maplewood which requires significant refurbishment. Estates and Property services have explored a number of alternatives. Considerations have been good transport links, room for outdoor space and proximity to other facilities such as leisure facilities. Two preferred sites have been identified, Lynnhurst and Rydale House. A report has been presented to cabinet in October to request approval to consult on the location of the first build and planning for the mergers of existing homes with the new provision.

- **To ensure that the specification for the building meets all requirements for the service to meet the children's', families' and commissioner needs and is 'future proof' for changing needs.**

A revised commissioning document has been provided by IDSS that details the service that is required. A working group, involving Senior Managers of the overnight service, operational staff and surveyors are developing the building specification. This involves looking at examples of similar service buildings, such as those of Adult Services and consulting with medical professionals. Meetings are underway and good progress being made. It is estimated that only one more meeting will be required.

- **Consultation Process**

If the request to consult is approved, ACERS managers will work with Communications to set up a consultation process which is planned to be 8 weeks duration.

Timescale: December 2013

To plan for transition into new buildings.

Agree the existing units that will move to the new building and to ensure that high quality provision for the children and families continue during any period of transition. Devise a staffing structure for the new provision and plans to address any possible impact on current staff.

Timescale: January 2014

Projected Timescales

When the appropriate site is agreed and secured, it is hoped that building may be able to commence as soon as possible. Factors impacting on the timescales include any environmental issues around the site (bats/newts), building regulations, and the tendering process.

Adlington Park and Ride – Update

The Section 106 obligations for the Park and Ride Facility are as follows:

- Upon construction of the 26th dwelling the area is to be fully surfaced & marked out
- Upon occupation of the 26th dwelling this area is to be transferred.

Bellway Homes have confirmed the following completions/ construction update:

- Show units – 2no. units (Plots 1 & 2)
- Occupied units - 17no. units (Plots 3-5, 54-55, 40-47, 61-63 & 67)
- Stock Plots (completed units not sold) – 9no. units (Plots 6, 48, 49, 51, 52, 53, 56, 64, 66)
- Completed units not yet legally complete – 7no. units (Plots 7, 8, 9, 50, 57, 58, 65)
- Units under construction (released for sale) – 12no. units (Plots 10, 11, 12, 13, 14, 15, 16, 59, 60)

As such the trigger point for transferring the facility has not yet been reached although Bellway Homes have confirmed that they will advise the Council when the 26th dwelling has been occupied. Bellway Homes have made the assumption that this may be achieved later on in the year/ early into next year.

Nicola Hopkins
Principal Planning Officer, Chorley Council

Rogue Trader Week - Chorley

Rogue Trader Week this year took place in w/c 22 April. Around 300 leaflets were delivered by Police and Trading Standards to streets and sheltered accommodation areas in Chorley district including:

Devonshire Court
Collinson Ave
Rookery Close
Beaconsfield Terrace
Railway Road
Calder Ave
Hodder Ave
St Eldon House (Brook Street)
Pikestone court
Long Croft Meadow
Fosterfield Day Care Centre

Also, police patrols in the area accompanied by Trading Standards Officers spoke to 7 companies carrying out work at residential houses advising and raising awareness of Rogue Trader Week.

Chorley Police arranged a community event in Chorley town centre assisted by Help Direct for which Trading Standards provided literature on awareness of bogus callers and scams.

Since rogue trader week we have leafleted areas in Chorley on 2 occasions, once as a result of a report of a cold caller in the area, and once as a result of an 89 year old victim losing £5,000 to a roofer. The areas involved were: Cranbourne Drive, Atholl Grove, Richmond Road, Fife Close, Balshaw Lane, Chorley- all houses and warnings/requests for information displayed in 2 rows of adjacent shops.

In addition, a No Cold Calling Zone is currently being implemented in Heath Charnock area of Chorley.

CAPITAL PROGRAMME UPDATE

PROGRESS AS EXPECTED

2013/14 Capital schemes programmed for delivery in quarter 2

9 out of 15 capital schemes, due for delivery in quarter 2, have either been completed or are progressing as planned, and are detailed below. For details of the remaining schemes please see the 'Progress not as Expected' section below.

A, B and C Roads

- **Westhead Road/Town Road from 19 Westhead Road to 21 Town Road in Croston (Chorley Rural West)** – carriageway resurfacing works have been carried out.
- **Meadow Lane in Croston (Chorley Rural West)** – surface dressing works have been carried out.
- **Southport Road from New Lane to Lydiate Lane (Chorley Rural West)** - carriageway patching and surface dressing works have been carried out.

Footways

- **A6 Preston Road from Euxton Lane to Harpers Lane (Chorley West/Chorley East)** – footway resurfacing and slurry seal works have started and it is anticipated that works will be completed in quarter 3 2013/14.

Local Priorities Response Fund

- **Hall Lane from Dark Lane to The Red Lion in Mawdesley** – carriageway resurfacing works have been carried out.

Capital schemes carried over from 2012/13 for delivery in quarter 2 2013/14

Local Priorities Response Fund

- **A6 Preston Road (Chorley East)** – carriageway resurfacing works have been carried out.

A, B and C Roads

- **Riley Green Switch Road from the A674 to a 130m westwards** – carriageway surfacing dressing works have been carried out.

Bridges

- **Woodart Bridge on Bannister Lane in Eccleston (Chorley Rural West)** – work to strengthen the bridge have been completed and the bridge re-opened three weeks earlier than anticipated. The filling over the bridge has been removed and replaced with concrete along with the stonework being re-pointed. The existing gullies have been cleaned out and new ones have been constructed to improve the road drainage at the bridge.
- **Stump Lane Railway Bridge (Chorley East)** – parapet safeguarding works have been completed. A wooden fence has been replaced with a brick wall to reduce the likelihood of an out of control vehicle landing on the railway.

PROGRESS NOT AS EXPECTED

Capital schemes carried over from 2012/13 for delivery quarter 2 2013/14 but have now been delayed

A, B and C Roads

- **Moor Road from Knowsley Lane in Anglezarke (Chorley Rural East)** – the type of carriageway work required is under review and awaiting programming. It is anticipated that the scheme will start in quarter 3 2013/14.

Bridges

- **Charnocks Railway Bridge on Church Lane in Charnock Richard (Chorley West)** – this will involve LCC funding a scheme that will be delivered by Network Rail. We are currently in negotiations with Network Rail to discuss the programme and will review the progress of it in quarter 3 2013/14.
- **Houghton New Railway Bridge on the A675 Houghton Road in Houghton** – works to install the safety fences to safeguard the bridge parapets had started but as the foundations were removed numerous buried utilities(cables, pipes etc) were found. LCC are undertaking extensive consultations and negotiations to find a resolution to determine the problems and are close to being able to implement a solution. The progress of this scheme will be reviewed during quarter 3 2013/14.

Footways

- **Footway resurfacing and slurry seal will be carried out in October 2013 for the following schemes** – Town Lane from the junction of A49 Preston Road to outside No 6 in Charnock Richard and Bankside from the A6 to the end (Chorley North).

Urban Unclassified

- **Carr Lane from number 147 to the end (Chorley South)** – carriageway resurfacing and micro asphalt will be carried out in quarter 3 2013/14.

Road Safety

- **A59 at Bretherton** – this scheme has been amended following a safety audit and cycle group consultation. The revised design is complete and is shortly to be re-issued to Safety Audit and cycling groups for further consultation. The programming of these works is depend on the ongoing utility works in the area. It is anticipated that this scheme will start in quarter 4 2013/14 and is expected to be delivered during quarter 1 2014/15.

SERVICE UPDATE

Road and Street Maintenance: Pothole Repair

2013/14	Apr	May	Jun	Jul	Aug	13/14 Target	
Chorley							
Monthly % of potholes filled within 30 days	100%	100%	100%	99%	100%	90%	
Total % of potholes filled within 30 days	100%	100%	100%	99.9%	99.9%		
Lancashire							
Total % of potholes filled within 30 days						99%	90%

The 2013/14 directorate year-end target for fixing potholes identified through Highway Safety Inspections (HSIs) within a 30 day period is 90%. This target is currently being achieved in Chorley and Lancashire. In Chorley 966 potholes were identified through HSIs between April and August 2013, of which 965 (99.9%) were repaired within 30 days.

Trading Standards

Prosecution

A company in Chorley which buys and sells machinery such as ride-on mowers and small tipper vehicles was found guilty of a combination of offences relating to descriptions of six machines. The charges related to the age of the machines and the number of hours of usage per machine. The company was fined £7,000 with over £2,000 of costs awarded to Trading Standards.

Environment and Community Projects

Chisnall Hall Community Woodland, Coppull Moor

An opening event to mark Chisnall Hall being designated as one of Lancashire's Diamond Jubilee Woodlands took place in September 2013. The event was well attended by local residents, members of Coppull Parish Council, and staff and pupils from Coppull St John's Primary School.



The new woodland will be established at Chisnall Hall over the next 5-7 years with the planting of approximately 60,000 trees. Following on from this a 'Friends of' group is to be established so that the local community can have a say in how the woodland is developed over the next few years.

Cycling in Chorley Bikeability

Bikeability is 'cycling proficiency' which is designed to give the next generation the skills and confidence to ride their bikes on today's roads. The programme is available to all primary schools in Chorley with training provided to years 5 and 6 depending on cycling ability. The training is provided by the members of the Environment Directorate's Road Safety team or through a training provider. There are three Bikeability levels, with each level designed to help improve cycling skills. Levels 1, 2 and 3 teach the basics of balance and control, all the way to cycling on a busy road on your own.

Cycle Routes

Chorley has a growing cycle network consisting of 11 cycle routes all across the district. The routes range from cross country and downhill mountain bike trials to routes across the countryside. A number of cycle paths and tow paths have been improved across the district to ensure journeys are safe and comfortable. More information on Chorley's cycle routes can be found on LCC's website.

Central Lancashire Highways and Transport Master plan

The Masterplan Delivery team is now in place. Following the signing of the City Deal the team is formulating a programme for the delivery of the highway schemes included in the Masterplan to concord with the acceleration of the Masterplan afforded by the City Deal. The schemes are Preston Western Distributor, Penwortham Bypass, and the improvements to the A582 corridor through South Ribble and Preston.

Appendix A: Member suggestions for the Chorley 2014/15 Capital Programme to be funded from the Local Priorities Response Fund

Key

- Indicates if a scheme has already been identified by officers, and therefore could be funded through the main capital programme
- Indicates if a scheme has been identified by officers but is unlikely to receive funding as it is a lower priority on the main capital programme ranking list
- Schemes proposed for funding from the Local Priorities Response Fund (see adjacent section for any remaining allocation available)

"Rank" Suggested works which have been ranked based on condition

"Draw the Line Exercise" - Potential Allocation Available for Chorley: £156,455

Number of schemes proposed for funding from the Local Priorities Response Fund = 2
 Total cost of schemes = £149,375 Remaining allocation available for schemes = £7,080

Summary

- Total number of member suggestions = 94
- Number of member suggestions which could be costed by officers = 51
- Number of schemes which could not be costed = 43 (Refer to Appendix B on reverse)

Whose Suggestion	Suggestion	Reason / Comment for suggestion	Officer comments regarding priority	Estimated Cost (incl. overheads)	Technical Ranking
FOOTWAY WORKS					
CC Michael Devaney	Pear Tree Road, Clayton le Woods North	Top dress pavements	(AD) In current list as Pear Tree Lane AA for works Scheme has been identified on commissioning list 14/15 subject to approval	£59,750	1
CC Bev Murray	All of Pilling Lane	Footpath and road resurface	Footways are a high priority as starting to pothole especially on drives,	£89,625	1
CC Mark Perks	Greenside Euxton, Chorley North	Various road resurfacing projects across various housing estates in the division	Carriageway/Footway patch and slurry works could be required Carriageway works have been identified on the commissioning list for 14/15 subject to approval	£47,800	2
CC Bev Murray	Southdowns Road	Footpath and road resurface	Footways starting to pothole both considered to be high - medium priority Footways would also need rekerbing if footways resurfaced	£28,680	3
CC Kim Snape	Footpaths A674 Wheelton	There are some particularly bad stretches of footpath through Higher Wheelton in particular throughout the residential stretch. They would value from remedial works	Footways on south side of road in worst condition, some areas will need resurfacing some areas could be slurry sealed priority is high to medium as some areas are not to bad possible drainage issues arising from resurfacing works	£23,900	4
Euxton Parish Council	Southport Road junction	Zebra Crossing off the Southport Road junction with the path leading to the Skate Park.	Further investigation will have to be undertaken to establish the need for this safety scheme	£20,000	4
CC Bev Murray	Tintern Ave	Footpath and road resurface	Footways not as bad a condition and little pedestrian footfall considered medium priority	£11,950	5
CC Bev Murray	Furness Close	Footpath and road resurface	Footways not as bad except in turning head but little pedestrian footfall considered medium priority	£5,975	5
CC Bev Murray	Cheam ave	Footpath and road resurface	Footways considered to be a medium priority crazed in parts but no dangerous areas	£5,975	6
CC Bev Murray	Queens road	Footpath and road resurface	Footways considered to be a medium priority crazed in parts but no dangerous areas,	£5,975	6
CC Bev Murray	Kings road	Footpath and road resurface	Footways considered to be a medium priority crazed in parts but no dangerous areas	£11,950	6
CC Bev Murray	Princess road	Footpath and road resurface	Footways considered to be a medium priority crazed in parts but no dangerous areas	£5,975	6
Doug Cridland Chorley Council	Park Road entrance to Astley Park in front of the newly-refurbished Grade-1 listed memorial arch	Resurfacing Scheme Is Supported by Leader of CBC Alistair Bradley, Lindsay Hoyle MP	Red slurry seal on footway by park, (suggest could in future black slurry seal footway on same side towards hospital as another scheme)	£5,975	7
CC Bev Murray	Fountains Close	Footpath and road resurface	Footway also both still in reasonable shape with no dangerous defects	£8,365	7
NON FOOTWAY WORKS					
CC Kim Snape	Chorley Rural East – Highfield Road/Highfield Road North, Adlington	The holes have been temporary filled below stands numerous times the road is in need of resurfacing. The holes were filled a couple of months ago and already it is bad again.	Carriageway resurfacing considered high priority lots of potholes	£83,650	1
CC Michael Devaney	Town Brow, Clayton le Woods West and Cuerden ward	General road surface improvements	Carriageway inlay works could be required	£96,198	2
CC Kim Snape	Windsor Avenue, Adlington	The road in parts is a mess with holes and the road surface	Carriageway resurfacing considered high priority lots of potholes	£71,700	2
CC Mark Perks	Juniper Croft in Clayton	Road surface is still heavily pitted and has not been patched or resurfaced	Carriageway inlay works could be required	£19,120	3
CC Michael Devaney	Shady Lane, Clayton le Woods West and Cuerden ward	Road edge repairs	Patch and surface dressing works could be required	£22,944	3
CC Michael Devaney	Junction of Pear Tree Road and Sheep Hill lane, Clayton le Woods North	Resurface road		£5,975	3
CC Kim Snape	Highfield Close, Adlington	The road is in serious need of repair due to the bad pot holes	Carriageway resurfacing considered high priority lots of potholes	£17,925	3
CC Michael Devaney	Spring Meadow near to numbers 23 – 59, Clayton le Woods West and Cuerden ward	Resurface	Patch and Micro includes other links of Spring Meadow in similar condition	£11,950	4
CC Michael Devaney	Sandy lane from Marsh Lane to Blackburn Road, Hoghton and Brindle ward	Top dress/resurface	RS suggest Surface dressing The scheme suggested by officers is for a longer section (est 119k)	£77,675	5
CC Michael Devaney	Nell lane, Clayton Le Woods West and Cuerden ward	Road edge repairs	Patch and surface dressing works could be required	£6,573	5
CC Steve Holgate	Chapel Lane in Coppull	Surface treatments	Patch carriageway and microasphalt	£78,000	5
CC Michael Devaney	Duxon Hill, Hoghton and Brindle ward	Renew road surface	RS Poor condition but Low traffic ~ possible retreat	£17,925	5
CC Mark Perks	A49 Euxton, Chorley North	Various road resurfacing projects across various housing estates in the division		£119,500	5
CC Bev Murray	Tintern Ave	Resurface road	Carriageway in need of resurfacing especially at junction with Ferness Close	£11,950	6
CC Bev Murray	Furness Close	Resurface road	Carriageway in need of resurfacing especially at junction with Tintern Avenue	£5,975	6
CC Michael Devaney	Stoney Holt, Clayton le Woods West and Cuerden ward	Resurface	Carriageway inlay works could be required	£8,365	7
CC Bev Murray	Southdowns Road	Resurface road	Carriageway has poor trench reinstatements and footways starting to pothole both considered to be high - medium priority	£16,730	8
CC Michael Devaney	Pendle Road , Clayton le Woods West and Cuerden ward	Various works	Patch and slurry at most could be required	£17,925	9
CC Michael Devaney	Hunters Road, Clayton le Woods West and Cuerden ward	Top dressing	Patch and slurry at most could be required	£23,900	9
CC Michael Devaney	Great Greens Lane east of Tunley Holme(downhill beyond chicane), Clayton le Woods North	Repair road surface	Patch and slurry seal could be required	£143,400	9
CC Bev Murray	Bolton St	Cobbles showing and pot holes	Carriageway considered high to medium priority main road with high volumes of traffic and bus route with several dangerous defects	£59,750	10
CC Michael Devaney	Quaker Brook Lane, Hoghton and Brindle ward	Resurface	Few potholes would require some works	£59,750	10
CC Bev Murray	Fountains Close	Resurface road	Carriageway considered medium to low priority	£8,365	11
CC Bev Murray	All of Pilling Lane	Resurface road	Carriageway low to medium priority due to majority being in resonable condition	£71,700	12
CC Bev Murray	Duke Street junction Pall Mall to Brindle St	Cobbles are coming through road surface	Resurfacing of Duke Street carriageway considered medium as there are no dangeroud defects, whole lenght should be considered due to high amount of patchinh on the rest of its length	£35,850	13
CC Kim Snape	Improvments to crossing at junction of Chorley Road and Babylon Lane, Adlington	Has been a bad spot to cross for a long time		£71,700	14
CC Bev Murray	Burlington St	Cobbles showing and pot holes	Carriageway considered meium - Low priority due to no dangerous defects	£11,950	15
CC Steve Holgate	Devonshire Road in Coppull	Carriageway is in similar a condition all the way down so we have included the whole length of the road	Resurfacing required, overall condition is relatively good	£83,650	15
CC Bev Murray	Beacon St	Cobbles showing and pot holes	Carriageway considered meium - Low priority due to no dangerous defects	£11,950	15
CC Bev Murray	Cheam ave	Resurface road	Carriageway considered to be low priority no dangerous defects	£5,975	16
CC Bev Murray	Queens road	Resurface road	Carriageway considered to be low priority no dangerous defects	£5,975	16
CC Bev Murray	Kings road	Resurface road	Carriageway considered to be low priority no dangerous defects	£11,950	16
CC Bev Murray	Princess road	Resurface road	Carriageway considered to be low priority no dangerous defects	£5,975	16
CC Kim Snape	Fredericks parking, Heath Charnock	Parking is an issue, cars are parked on the grass verges going towards Chorley past the fredericks traffic lights and also in the Heath Charnock part.	Parking bay previously suggested by member, high cost because of needs for service diversion to create bay. Possible to put bollards on verge to prevent parking but this may lead to parking issues elsewhere with displaced parking. No accidents recorded with parked vehicules on this stretch of road.	£119,500	17
CC Bev Murray	Oxford Street	Cobbles showing	Carriageway considered meium - Low priority due to no dangerous defects	£5,975	17
CC Mark Perks	Astley Village along Chancery Road	Complete resurfacing of the cycle lane	With few defects this is considered a low priority	£101,575	17
CC Kim Snape Anderton Parish Council	Adlington/Anderton. Cross Roads – A673/Railway Road/ Babylon Lane	Improvement of pedestrian crossing facilities/ increased pedestrian safety. It is proposed to install additional pedestrian crossing indication on both Babylon Lane and Railway Road to be synchronised with existing pedestrian crossing on Chorley Road (A673).	Comments from Localities Officers: Proposal put forward by County Cllr. Snape to LCC Traffic Systems for evaluation. Traffic Systems consider solution to be feasible with an installation cost estimated at £60,000. Officer involved is Keith Walker (Traffic Systems ref. EDD3990)	£71,700	

Appendix B: Member suggestions for the Chorley 2014/15 Capital Programme which could not be costed

Whose Suggestion	Suggestion	Reason / Comment for suggestion	Officer comments regarding priority	Estimated Cost (incl. overheads)	Technical Ranking
FOOTWAY WORKS					
Doug Cridland Chorley Council Suggested by Executive Member for Places, Cllr Adrian Lowe	Adlington pavement and streets throughout the Village	Poor surface condition of pavements and streets throughout the village, particularly noticeable where weeds are repeatedly growing through	Several schemes on commissioning plan which recognise that several roads in adlington need attention	n/a	n/a
CC Kim Snape	Footpath signs around Heapey and White Coppice	Heapey Parish Council have put small funding a side also. They would like to see improvements to the signage on the paths. Because there a lot of varying walker ability paths and it would be good for walkers to know that before commencing the path. Also there is a massive heritage to the area and a lot of the landmarks aren't marked up either	This kind of footpath signing should be considered by Chorley Borough Council with input from the Public Right of Way team.	n/a	n/a
CC Kim Snape	Footpath Woodville Road, Heath Charnock	Badly worn away footpath	Revenue type works - therefore depending on the works required it could be reviewed against other revenue works	n/a	n/a
CC Bev Murray	Sandgate Lighthurst Lane	Developer has not completed footpath	The road has not yet been adopted	n/a	n/a
NON FOOTWAY WORKS					
Adlington Town Council	Railway Road, Adlington	As part of the electrification of the Manchester to Preston railway line major works will be taking place on the road bridge which crosses the railway line near to Adlington Station. The Town Council would like priority to also be given at this time to widening of both the road and the pavement at this point to improve visibility for road users and safety for local pedestrians and users of the railway service who currently need to cross the road twice when changing platforms in order to avoid a very narrow stretch of pavement	Big Scheme, bridge is believed to be likely to be included in works, bridge needs about 3 to 4 m widening to bring up to standard suggested - bridge is railtrack bridge - cost likely to be outside scope of this exercise - may be being considered by bridges	n/a	n/a
Adlington Town Council	Chorley Road, Adlington	Business owners and residents have expressed concern that the section of Chorley Road opposite its junction with Daisy Hill Drive suffers from poor visibility at night. Following a recent burglary at "Bargain Booze" located in this area it was reported that the light was too low for the number plates of the car involved to be picked up by the CCTV	Street lighting team will need to review to ensure lighting for highway is adequate ~ only one highway accident has been recorded but was not related to the junction. Police/community issue, suggest possible Crime prevention scheme	n/a	n/a
Adlington Town Council	Harding Street, Adlington	In order to encourage use of the local facilities of the Higher Adlington shopping area the Town Council feels that an extension to the parking facilities currently available on Harding Street would be desirable	Car park is not part of adopted highway may need to be referred back to Chorley BC?	n/a	n/a
Anderton Parish Council	Anderton. Grimeford Lane/New Road/Major Bottoms	In response to residents' requests it is proposed to trial a limited period extension of the current 3/3A bus service and route to cover the areas of Anderton indicated, in order to establish the long term feasibility and viability of such a service.	This proposition has been input via consultations on transport policy to both LCC and Chorley Council. The scheme is currently listed as an objective in the Chorley Local Plan (2012-2026) and may have to be reviewed by the Public Transport Team	n/a	n/a
CC Bev Murray	Sandgate near new development	Bollard missing on access	This has not been adopted yet	n/a	n/a
CC Bev Murray	Calder hodder ave eaves green rd Queens st bolton rd	Sheltered accommodation tackling doorstep crime scheme	Police /Trading Standards issues	n/a	n/a
CC Bev Murray	Liptrott rd	Tackling door step crime illegal money lending	Police /Trading Standards issues	n/a	n/a
CC Bev Murray	Buttermere green project	Tackling door step crime illegal money lending	Police /Trading Standards issues	n/a	n/a
CC Mark Perks	Road markings and highway work at the entrance to Yarrow Valley car park		This issue has been sorted out with the PC who will work with Chorley BC to provide a road hump and some signing in the vicinity of the access on their land. No further action needed at this stage.	n/a	n/a
CC Mark Perks	For one or both the bus stops near the shops on Runshaw		Could be District funded	n/a	n/a
Chorley Council Neighbourhood Priority	Bretherton	Sarah Lane and Back Lane used as a 'rat run'	Police issue regarding enforcement - LCC officers previously investigated and wasn't considered a big issue	n/a	n/a
Doug Cridland CBC Officer	Wheulton - Mill Street	The cobble stones/sets are in a poor condition for motorists and pedestrians with very uneven surfaces and trip hazards. Could the cobbles/sets/paving stones be re-layed?	Mapzone road classification and adoption layers show this road is not adopted	n/a	n/a
Doug Cridland CBC Officer	Whittle-le-Woods - Factory Lane	Significant number of deep potholes on a street which supports considerable vehicle movements.	Mapzone road classification and adoption layers show this road is not adopted	n/a	n/a
Doug Cridland CBC Officer	Parker Street	Cobbled street that was replaced with blacktop surface; can the cobbles/sets be reinstated	Beyond scope of current exercise	n/a	n/a
Cllr Adrian Lowe (CBC)				n/a	n/a
CC Kim Snape	Railway Road, Adlington	The state of patches of the whole road is terrible and a danger as it is used like a main road in Adlington	Top section with Chorley Road to be resurfaced this year (13/14 Programme)	n/a	n/a
Chorley 3TF	White lining on roads in Coppull		Revenue type works - therefore depending on the works required it could be reviewed against other revenue works	n/a	n/a
Chorley 3TF	White lining at the junction of Devonshire Road/Gillibrand Walks in Chorley		Revenue type works - therefore depending on the works required it could be reviewed against other revenue works	n/a	n/a
Chorley Council Neighbourhood Priority	Coppull	Parking restrictions on Spendmore Lane Coppull acting as a deterrent to footfall for local shops and business	Revenue type works - therefore depending on the works required it could be reviewed against other revenue works	n/a	n/a
Chorley Council Neighbourhood Priority	Adlington and Heath Charnock Areas	On street parking is a particular problem in some areas. Fairview estate A6 around Skew Bridge	Revenue type works - therefore depending on the works required it could be reviewed against other revenue works	n/a	n/a
CC Kim Snape	A traffic light junction of Chorley Road and Westhoughton Road, Heath Charnock	Pothole near the traffic light	Revenue to repair pothole	n/a	n/a
CC Kim Snape	Church Street parking, Adlington	In need of a residents parking scheme due to cars from the business across the road parking at the front of people properties, creating upset and a safety situation for passing traffic	Revenue (With no capital funding allocated for residents parking schemes, this scheme will not be considered at the present time.)	n/a	n/a
Chorley 3TF	Pruning of trees	The pruning of trees which obscure street lighting across the borough	Rev works or private trees - local agreement currently that Chorley BC do inspections for private trees	n/a	n/a
CC Bev Murray	10 11 12 Tennyson Ave	Gully needed to stop water entering properties		n/a	n/a
CC Bev Murray	Ash Grove	Residents often complain of road being used as a rat run		n/a	n/a
CC Bev Murray	Carr Lane near roundabout with Pilling lane	Pot holes	Revenue type works - therefore depending on the works required it could be reviewed against other revenue works	n/a	n/a
CC Bev Murray	Gilbert st	Painting of no entry on road	Revenue type works - therefore depending on the works required it could be reviewed against other revenue works	n/a	n/a
CC Bev Murray	Various pot holes and man holes Weldbank lane		Revenue type works - therefore depending on the works required it could be reviewed against other revenue works	n/a	n/a
CC Bev Murray	Harrison Rd (Brindle St to Pall Mall)	Issue of pavement parking	Revenue type works - therefore depending on the works required it could be reviewed against other revenue works	n/a	n/a
CC Bev Murray	24 Ashby St	Grid on road sunk down	Revenue type works - therefore depending on the works required it could be reviewed against other revenue works	n/a	n/a
CC Bev Murray	Kerbs end of Poplar St junction Pilling Lane	Uneven trip hazard	Revenue type works - therefore depending on the works required it could be reviewed against other revenue works	n/a	n/a
Adlington Town Council	Chorley Road, Adlington	Tesco Stores are in the process of developing the former Ridgway Arms into a small supermarket. Much use is currently made of parking spaces on the small section of Chorley Road in front of the building. The Town Council considers that short stay parking restrictions in this area would encourage shoppers to use the official car park and reduce congestion in front of the store	This is a potential revenue scheme. The parking will be monitored after Tesco has been built and any measures to control parking will be introduced accordingly using the SIGN&LINE BUDGET.	n/a	n/a
Doug Cridland CBC Officer	Yarrow Road/Croft Road backs	An unclassified but adopted back street, the poor condition of which generates multiple/ongoing complaints from residents & councillors (inc. Cllr Terry Brown).	U8920 Croft Road (rear) Aesthetic/low priority - prohibitive costs to relay cobbles, suggest possible weedtreatment and some minor local patching around some gullies ~ possible revenue works	n/a	n/a
CC Mark Perks	Watkins Rd Clayton, Chorley North	Various road resurfacing projects across various housing estates in the division	Watkin Road in very good condition unsure if road condition is the reason for submission AD	n/a	n/a
CC Bev Murray	Yarrow Valley Way between gillibrand north and south estates	Street lights on footpath	Street Lighting team will need to review	n/a	n/a
CC Bev Murray	Grovensor rd to gillibrand north and south estates	Street lights on footpath	Street Lighting team will need to review	n/a	n/a
Bretherton Parish Council	Improved bus service for the Bretherton area	Currently there is an extremely limited service, of one bus per week, which is only really available in winter. as in the summer the bus is full before it reaches Bretherton		n/a	n/a
CC Kim Snape	Speeding across all the villages	Purchase a SPID for Chorley Rural Division	Contact speed tasking group will need to investigate further	n/a	n/a
CC Kim Snape	Flooding Oakmere Avenue, Withnell	In the past 12 months the Council has implemented a form of curb at the junction near Oakmere (unadopted) near the adopted section. Unfortunately this curb has made the situation worse and when it rains cars with the exception of farm vehicles cant get out of the lane and the water is flooding 1 Oakmere Avenue	will need to be referred to MSFW and Flood Risk Mgt Team ~ unadopted road, not relating to issues on adopted highway	n/a	n/a
CC Mark Perks	Pedestrian crossing to be provided on Village Way, Buckshaw Village adjacent to the school	It would provide a clear single focal point for crossing Village Way. School could use a walking bus route scheme, complement current traffic scheme and road safety measures, will help reduce speed limit in the area.	Village way is not yet an adopted highway. Developer support team will need to check the location as there may already be a proposal for a future crossing	n/a	n/a

<u>N'hood Area</u>	<u>Priority</u>	<u>Outline</u>	<u>Possible Actions?</u>	<u>Lead Officer</u>	<u>Action to Date</u>
Chorley Town East Group Chair – Cllr M Lowe	Alleys and Back Streets	Improve the cleanliness & environment through a combination of interventions including resurfacing; weed spraying, patrol and clean up and use of alley gates.	Prioritised list of alleys and back streets. Seek residents views on possible actions. Extent weed spray contract to include identified alleys	Paul Lowe - HEN	3 Year Programme agreed: Year 1 - Rear of Mayfield Road, Briercliffe Road. Rear of Eaves Lane, alley between Kershaw St and Stump Lane. Rear of Stratford Road, alley entrance from rear of Stump Lane and rear of Primrose Street. Rear of Bannerman Terrace and Garfield Terrace. Consultation stage with residents now being executed
Chorley Town East Group Chair – Cllr M Lowe	Improving health literacy and access to health/ wellbeing activities	Creating a health hub in the neighbourhood area using existing community assets. Using voluntary and expanding existing health provision to provide health and wellbeing services locally. Using a canal improvement activity to mobilise the community into exercise.	Engage PCT/CCG and CRT. Identify community assets – Tatton etc. Identify and support existing groups to extend their offer Create a programme of health related services using existing and new provision. Launch using a canal clean up as a starting community activity.	Paul Carter- HEN	We have met with LCC Public Health Professionals to further understand the concept of Health Literacy and the existing toolkits available. CBC supported Health Mela on Saturday 29th June at Tatton Community Centre. We have met with representatives at Tatton Community Centre to discuss the proposal to utilise it as a local health hub. The Health Calendar activities so far have focused on Chorley Town East wherever necessary. Q&A session with CCG and community arranged for late November at Tatton

<p>Chorley Town East</p> <p>Group Chair – Cllr M Lowe</p>	<p>South Ave – Environmental Improvements</p>	<p>Area of land requiring improvement through the provision of managed open space including the possible provision of allotments</p>	<p>Consult residents on a range of possible improvements Draw up a scheme that meets the results of the consultation. Plan the delivery of the scheme Undertake works</p>	<p>Jo Oliver- SLC</p>	<p>Land ownership enquiries have been made and this area of land is owned by the housing developer, Barratts. This parcel of land is not part of the S106 agreement for the nearby housing estate. An approach will need to be made to Barratts to see if they would be willing to allow the Council to improve the land before any consultation with residents can start.</p>
<p>Chorley Town West</p> <p>Group Chair – Cllr P Phipps</p>	<p>Utilisation of existing recreation and open space with particular reference to Coronation Recreation Ground and Buttermere Green</p>	<p>Increase and encourage greater community use of space. Provide a programme of event and activity. Improve maintenance</p>	<p>Change in maintenance regime. Improvements for tennis courts -safety issues to be addressed. Consultation with residents about potential utilisation schemes</p>	<p>Bob Webster - SLC</p>	<p>Meeting with Cllr Phipps at Coronation and repair work to paths identified. Cllr Snape informed. Identified that £50k allocated to Coronation Rec 2014/15 to resurface and improve tennis courts as long term plan. Drainage survey identified some drainage issues and the work will need to go out to tender and increase in estimated costs. Community Development and Sports teams to support groups to increase use. Work on pathways at Buttermere Green being undertaken as part of wider project linked to development of Community Centre. Repair work to paths at Coronation Rec programmed</p>

<p>Chorley Town West Group Chair – Cllr P Phipps</p>	<p>Action to improve hedge and trees on private land that give rise to light interference issues and anxiety in relation to safety.</p>	<p>Several areas of private land have overgrown trees/planting impacting on neighbouring land and property. Establish a FOC or subsidised tree service with info to landowners on impact of overgrown vegetation</p>	<p>Determine extent of issue. Review tree policy. Develop information programme. Consult LCC, RSL's and residents. Design service</p>	<p>Bob Webster - SLC</p>	<p>Completed. Business as usual within new tree policy, which has been accepted by members.</p>
<p>Chorley Town West Group Chair – Cllr P Phipps</p>	<p>Improvements to Hallwood Allotments agreed at June 13 meeting as an alternative to original proposal.</p>	<p>Improvement to 3 plots so that they can be re-let</p>	<p>Plot number 262 – Complete clearance and get in good condition ready to let as 2 separate allotments Plot number 234 & 232 – Fell & remove 3 mature conifers, reduce other 4</p>	<p>Sarah Leach - SLC</p>	<p>Streetscene to carry out proposed works to 3 plots once agreed with local Cllrs/representatives. Works being completed by Streetscene.</p>
<p>Eastern Parishes Group Chair – Cllr M Gray</p>	<p>Business Map Website for Eastern Parish Villages</p>	<p>Develop a website that provides details and promotes local business in the Eastern Parishes</p>	<p>Consult with local business. Website design. Identify local community group or volunteer effort to engage. Establish control/editorship of site</p>	<p>Nuala Lewis – ECDEV</p>	<p>Initial business data cleansing exercise underway and will filter out Eastern Parishes data to produce a mapped subgroup business location plan for our website.</p>

<p>Eastern Parishes</p> <p>Group Chair – Cllr M Gray</p>	<p>Provision of open space amenity on currently waste packet of land at Boars Head Hoghton</p>	<p>Create an area of seating and sympathetic planting on an area of waste ground to improve both visual amenity and create a useful open space for residents of the village</p>	<p>Consult with Cllr Dickinson on potential ideas and options. Draw up plans based on information gathered Consult wider community and cost up proposals. Implement works</p>	<p>Lesley Miller- HEN</p>	<p>Plans submitted to Cllr Dickinson for him to consult on options with land owner and PC. Options being priced.</p>
<p>Eastern Parishes</p> <p>Group Chair – Cllr M Gray</p>	<p>Repair cobble/set walkway at Victoria Street Wheelton</p>			<p>Doug Cridland – SLC</p>	<p>Site meeting with Cllr Hansford to discuss scope of project. Agreed to examine possibility of improving surface of cobbled walkway for pushchairs (users of nursery), inc gate and steps;</p>
<p>Western Parishes Group Chair – Cllr D Dickinson</p>	<p>Increasing community resilience to flood risk and improving community flood response in the event of a flood.</p>	<p>Croston is a flood risk area and is subject to proposals to improve flood defence both from surface water and river flooding through projects being undertaken by UU and the EA. There is an additional need to support the community resilience to flood events and response during a flood as well as in the recovery stage.</p>	<p>Bid into Community Pathfinder fund. Support establishment of FAG. Public meetings/ engagement. Support survey/mapping work. Improve sandbag provision</p>	<p>Simon Clark- HEN</p>	<p>Lower Yarrow Flood Action Group (LYFAG) established and in direct liaison with Croston Parish Council. Parish Council have agreed oversight of LYFAG spend as part of neighbourhood priorities. Env Agency in partnership with UU and CBC have held an initial consultation on flood defence options. LYFAG supported by CBC conducted a successful a ditch clearing day on 15th June.</p>

Western Parishes Group Chair – Cllr D Dickinson	Resolve the use of Back Lane/Sarah Lane/ Bamford Lane Bretherton as a ‘Rat Run’ past the village	This minor road is used repeatedly as a cut through Bretherton despite ‘access only’ signs. Action required to deter its use	Enforcement of existing traffic Order. Awareness raising of the status of the road. Deterrent measures installed	Paul Lowe - HEN	Site visited to identify the problem area and any residences or businesses that are accessible on the route. The 2 routes have also been timed and checked to determine if the cut through is the quicker option- it was not the faster choice. Key stakeholders are now being identified to include the elected members for the area for a meeting to be convened to discuss the project in more detail.
Western Parishes Group Chair – Cllr D Dickinson	Social Isolation - Increase participation in activities to reduce isolation particularly amongst the elderly population and young families.	Improve the range of village events and the ability to network between community groups across villages. Networking existing groups and activities; increasing volunteering capacity and publicising offers would address this	Establish the current offer and range of community groups. Transport links between villages at times of activities	Simon Clark- HEN	Survey of over 50’s demographic undertaken. Identified majority of respondents engaged with local groups but a barrier to engagement is transport to events and the timing of events. Work starting on projects to address these issues.
Southern Parishes Group Chair – Cllr H Heaton	Play and Open Space provision in the area with particular reference to establishing a play area in Charnock Richard area and additional provision in Coppull	Proposal to create a parking area for the church and community centre and a woodland retreat area at Orchard Garden Charnock Richard. Additional provision of play equipment already recognised for Coppull- Longfield	Increase/encourage volunteer effort. Facilitate networking of groups. Review and extend activity offer	Bob Webster - SLC	Options presented to PC and design agreed. CBC to assist in preparatory works including tree survey, eco survey and planning app. PC to find funds for implementation of works. Play provision in Coppull being considered as part of the Play and Open Space strategy. Waiting for procurement for tree survey to be agreed.

Southern Parishes Chair – Cllr H Heaton	Redevelopment of land with garages at Byron Crescent.	Area of land with dilapidated garages being a source of ASB. Seek demolition of garages and establish future use of the land	Confirm land ownership and use of garages. Seek demolition of buildings and clear land. Consult on possible future uses of land.	Lesley Miller- HEN	Works completed to demolish garages. Cllrs asked to consider future development options for next round of Neighbourhood Working projects
Southern Parishes Chair – Cllr H Heaton	Review and improve accessibility to the Southern parishes villages in relation to parking provision and accessibility of shops and amenities	Extend economic development activity to outlying villages with more targeted promotion of village centres.	Establish needs and consult on actions required to support villages. Provide small grants to enhance shop fronts Review accessibility and parking provision	Gill Barton – ECDEV	The Council is adding a Southern Parishes Shop Floor Refurbishment Grant/Business Rate Subsidy scheme to the portfolio of available Chorley grants, in the Local Service Centres of Charnock Richard, Heskin and Coppull. The project paperwork is in place and placed on the Chorley website, and additional marketing will be carried out.
South East Group Chair – Cllr J Molyneux	Road Safety – Speed control and road safety awareness	Procure and deploy SPIDs on a programmed rota of sites using trained CBC, community and PC people. Develop a local speed awareness campaign utilising existing road safety resources	Purchase SPID machines. Develop programme for deployment, and train staff to fix at existing fitted locations. Start campaign to raise speed awareness in identified areas.	Paul Lowe - HEN	Multi-agency/ members meeting, four areas have been identified as requiring the devices, Rivington, Adlington, Anderton and Heath Charnock. The next stages for the project will be to purchase the SPIDs and arrange deployment and to develop and implement, along with the communications team, the road safety awareness campaign linked to this project. Training organised for September.

<p>South East Group Chair – Cllr J Molyneaux</p>	<p>Estate Parking</p>	<p>Joint work with LCC and CCH to tackle increasing parking issues on some estates in the area.</p>	<p>Identify priority estates/streets for action. Agree consistent policy for drop kerb and verge crossings. Awareness campaign for considerate parking</p>	<p>Jo Oliver- SLC</p>	<p>Members of the SE Parishes group have been contacted and asked for details of problem areas. These will be collated with a draft action plan circulated to the group by the end of July.</p>
<p>South East Group Chair – Cllr J Molyneaux</p>	<p>Community Food Growing</p>	<p>Chester Place identified as food growing area. Work with CCH and LWT to start a community food growing group</p>	<p>Provision of raised beds. Provision of equipment/plants Mobilise community group and volunteer effort</p>	<p>Lesley Miller- HEN</p>	<p>Natalie has met with CCH. Initial consultation event carried out at Fairview Youth & Community Centre. Sam Horsby officer from CCH leading on this. 10-15 interested people. Mike Murphy needs to address some land issues regarding on-going maintenance.</p>
<p>Clayton & Whittle-le-woods Group Chair – Cllr E Bell</p>	<p>Footpath network around Martins Farm WLW – path no.s 15, 16, 17 and 18. Area of path missing and requires making up.</p>	<p>Complete the footpath network in WLW area where the path is missing</p>	<p>Establish the extent of new path required and works involved.. Explore range of local community groups who would support work Cost the works required. Either contract works , utilise supervised volunteering effort or a combination</p>	<p>Simon Forster - SLC</p>	<p>Work scoped, quotations obtained and work completed. Arranging a date for ‘opening’</p>

Clayton & Whittle-le-woods Group Chair – Cllr E Bell	Provision of a Youth Shelter in WLW area	Provide a youth shelter at an agreed location	Consult residents, youth groups and young people on preferred location; style and design of youth shelter. Draft a scheme. Seek external funded support	Lee Boyer-HEN	Scoping of this project to start quarter 3
Clayton & Whittle-le-woods Group Chair – Cllr E Bell	Tree maintenance programme in Clayton Brook	Utilise existing tree management capability to introduce a programme of tree maintenance and removal in Clayton Brook area	Establish partner tree maintenance programmes Seek to combine and coordinate programmes. Consult residents on additional tree work required. Implement programme	Bob Webster - SLC	Info regarding Tree policy and LCC enforcement gone to group for approval, awaiting final response. Tree team carrying out work as part of long term schedule.
Euxton, Astley & Buckshaw Group Chair – Cllr A Platt	Enhancing the eastern approach to Euxton village with environmental screening.	Proposal to undertake some planting/ screening on the approach to Euxton from Ackhurst. Use of trees, planting and other environmental screening	Meeting arranged with Cllr Goldsworthy to scope. Explore orchard planting. Boundary 'welcome' stone	Bob Webster - SLC	Land owners identified as Runshaw College on Euxton Lane. Tarmac Co. have carried out some work to quarry entrance on Dawbers Lane. CBC to carry out sympathetic planting to our land around junction with central Ave and other land owners to be approached. Planning to be approached regarding Euxton design guide to ensure future development is appropriately landscaped and existing screening is retained or replaced with similar- enquiries ongoing.

<p>Euxton, Astley & Buckshaw Group Chair – Cllr A Platt</p>	<p>Improving the roadside planting to Chancery Road Astley including work to the green space at the school entrance.</p>	<p>Improve 'blind spot' on exit from school to Chancery Road. Assess current planting in area and replace some tree planting with low level plants</p>	<p>Scope applicable work Engage school, LCC, PC Scheme design implementation</p>	<p>Bob Webster - SLC</p>	<p>Plan developed to be circulated to group and site meeting to be organised.</p>
<p>Euxton, Astley & Buckshaw Group Chair – Cllr A Platt</p>	<p>Review the parking, planting and footpath provision at Greenside Euxton with a view to developing a multi-agency scheme of improvements.</p>	<p>Assessment of area with respect to parking, pedestrian and open space provision.</p>	<p>Consult with CCH, LCC and residents on possible solutions</p>	<p>Lesley Miller- HEN</p>	<p>Plan developed to be circulated to group and site meeting to be organised. Work done by Streetscene as Business as usual, Cllrs to be asked if they want to invest in additional works, estimated additional cost of 2K- so this will remain allocated to project for time being.</p>

**Chorley 3 Tier Forum
18th November 2013**

Adoption of Estates O&S Task Group: The County Councils response to the recommendations set out in the Borough Councils O&S Task Group in relation to the adoption of estates

Dear Ms Scambler

Thank you for providing a copy of Chorley Borough Council's report of the Overview and Scrutiny Task Group – Adoption of Estates. I apologise that we have not responded more promptly. I have identified that the following recommendations relate to the County Council and I would respond as follows:

Recommendation 1

Road and adoption discussions already commence at the earliest possible stages of the planning process with due consideration given to the following issues:

- Construction Management Plans are considered on a site-by-site basis with input from planning officers, to establish and condition the use of matters including agreed access routes, working times and control of nuisances such as noise/dust/mud.
- Phased implementation of larger developments is already an integral part of the Section 38 agreements to encourage the developer to plan his construction/sales profiling in consultation with Council officers.
- Targeted advice is provided to residential developers throughout the development process about the need for adoptable highway layouts and construction methods and how these might be achieved. Adoption will not always be possible, for example where the developer chooses not to meet adoptable standards, or where the development relies on some basic features outside the limits of what will be safe to use or practical to maintain (for example substandard road widths or turning facilities).

Recommendation 2

The County Council is willing to work with Chorley Borough Council Planning Officers to explore in more detail the prospect of using the Department for Transport-approved draft conditions, requiring that highway adoption and management matters are secured at the earliest possible stage of the planning process.

Recommendation 3

The County Council's Section 38 caseload is already under review as part of our ongoing commitment to continuous improvement. As soon as the Chorley Borough information is available it will be issued to Chorley Borough Council Officers. I anticipate that the first tranche of information will be available by the middle of November 2013.

Recommendation 4

The County Council already has a flexible approach to setting bonds as part of the Section 38 processes. They are established on a site-by-site basis, using a formula that accurately reflects the current costs of road construction and the scale of the highway areas to be offered for adoption on each site.

Elements of the bonds are released before full completion of the roads subject to satisfactory completion of the necessary works at each stage of bond release.

Our approach is frequently benchmarked against other highway authorities around the country; at the current time it is significantly more flexible than many and it compares favourably on comparisons of cost to the developers.

Recommendation 6

The County Council has recently completed a review of its resources and operational practices relating to the highways aspects of new development, including adoption procedures. This has resulted in updated procedures being established across the County.

Recommendation 7

The County Council endorses the need for and benefits of improved communications. We shall provide relevant and timely information on progress with developments to Chorley Borough Council in parallel with our communications to other interested people and organisations.

Recommendation 8

There are no arrangements in place for the County Council to charge fees for pre-application highways and transport related advice. All the potential implications of introducing such a charge would need to be considered before forming a view on whether this would be an appropriate change to make to our service. It is therefore not possible to respond on this point at the present time.

Recommendation 10

The County Council already provides map-based information on highway adoptions through the Map Zone facility, available to Chorley Council Members and officers on a confidential basis. We welcome suggestions for optimising the use of this information.

Recommendation 11

Following completion of our internal review (6 above) we are in the process of updating our website-based frequently-asked questions (FAQs) on the County Council's web site. I regret that I cannot indicate timescales for this process because of the need to fit into a wider corporate project, but I can assure you that the work is being completed as quickly as possible.

Thank you for inviting the County Council to consider how to work with you to improve our services to local developers, residents and others with an interest in adoptions in new estates. I am sure the measures already in hand and outlined above will be of value in this regard.

Yours sincerely

Phil Barrett
Director Lancashire Highway Services

Report of the Overview and Scrutiny Task Group – Adoption of Estates

March 2013



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1. PREFACE

The Scrutiny inquiry into the Adoption of Estates was requested by Members of Chorley Council after very many requests by residents across the borough to address the growing number of estate and open space adoption issues.

We discussed in detail the present problems that many of our constituents face when trying to get their estates adopted. It was accepted that there are some real issues for residents across the Borough and Members thought that they needed to look at past performance to identify areas where the process of adoption of estates has been both successful or less successful, lessons could be learnt from those experiences and ways to improve the process could be identified for the future and further failures prevented.

We identified a mix of small and large housing estates across the Borough that had or were still having adoption issues to be used as case studies from which to identify the concerns and issues that existed. The Group then interviewed the developers of these estates, along with borough and county officers and residents.

The estates chosen were

- Gillibrand, Chorley
- Buckshaw Village
- Kittiwake, Heapey
- Fairview Farm, Adlington

It was also highlighted that the Council needed to improve relations and communications with existing developers and other partner organisations in the Borough and to better engage with the public to develop their understanding and knowledge of the adoption process.

Whilst undertaking the review we were informed about a national review that is taking place by the Department for Transport (DoT) and Department of Communities and Local Government (DCLG) and a similar scrutiny review that had been undertaken by Northamptonshire County Council that provided us with a platform from which to start.

I would like to thank the Task Group Members for their deliberations, the officers and external representatives and those residents of Chorley who made a contribution to this report. The representations that we received have proved extremely invaluable and enabled us to produce a set of recommendations that we feel will improve the present procedures and policies to better serve the residents in their experience of adoption processes.



Councillor Matthew Crow (Chair)

2. EXECUTIVE SUMMARY

The Overview and Scrutiny Committee asked the Task Group to undertake a scrutiny inquiry to look at the Adoption of Estates.

Objectives

- 2.1 Look at past performance and identify areas where the process of adoption of estates has been both successful and less successful and learn from those experiences; and
- 2.2 make recommendations to Executive Cabinet as to how processes may be improved for the future.

Desired Outcomes

- To recommend ways to improve the process for the adoption of new housing estates across the Borough.
- Improve relations and communications with existing developers and other partner organisations in the Borough.
- To work through targeted studies of un-adopted sites of varying sizes in Chorley and to make recommendations to both rectify existing sites and prevent further failures in the adoption process
- To have engaged in effective public consultation and to develop residents and future residents' knowledge and understanding of adoption processes.

Task Group Membership

Councillor Matthew Crow (Chair)
Councillor Julia Berry
Councillor Jean Cronshaw
Councillor Steve Holgate
Councillor Roy Lees
Councillor June Molyneaux
Councillor Dave Rogerson
Councillor Kim Snape
County Councillor Mike Devaney

Officer Support:

Lead Officers

Jamie Carson	Director of People and Places
Jennifer Moore	Head of Planning

Support Officers:

Alex Jackson Senior Solicitor
Paul Whittingham Development Control Team Leader
Robert Rimmer Business Support Team Leader

Democratic Services

Dianne Scambler Democratic and Member Services Officer

Meetings

The meeting papers of the Group can be found on the Council's website:
www.chorley.gov.uk/scrutiny. This includes the inquiry project outline and other relevant information on policy and procedures.

Contribution of Evidence

The Task Group would like to thank all those who have provided evidence and contributed to the Inquiry. Section 4 contains the details of those involved.

2. LIST OF RECOMMENDATIONS

The Executive Cabinet is asked to consider the following recommendations:

- 1. That the Executive Cabinet asks Lancashire County Council to consider building on existing work with local planning authorities to put in place arrangements to ensure the consideration of road and highways adoption issues commences at the planning application stage of the planning process, including:
 - Designing developments to provide separate access routes for residential and construction traffic
 - Phased implementation of larger development
 - Laying out and constructing roads to adoptable standards**
- 2. That the Executive Cabinet be asked to approve the use of a draft set of national planning conditions seeking pre-commencement on adoption matters, drawn up by the Department of Transport to be trialled by our planning service.**
- 3. That the Executive Cabinet be requested to commission a study of the existing adoptions 'caseload' in the Borough, to provide a full picture of all completed and partially completed agreements, including Section 38's and 106's.**
- 4. That the Executive Cabinet request Lancashire County Council to consider adopting a more flexible approach to the setting of bonds with developers, that are required before a Section 38 Agreement is made to enable the level of bond to be set on a site-by-site basis that reflects the actual cost of completing the road concerned to the required state of adoption.**
- 5. That the Executive Cabinet agrees to make representations to the National House-Building Council (NHBC) urging it to encourage developers to recognise potential benefits to them of the introduction of a mandatory requirement relating to Section 38 Agreements.**
- 6. That Lancashire County Council review their operational practices and resources to ensure a more timely response for developers to secure adoption.**
- 7. That both Chorley and Lancashire County Council consider developing a more co-ordinated approach to the process of adoption and that regular reports on the current status of adoptions across the borough be reported to the Neighbourhood Meetings of the Council**
- 8. That Lancashire County Council considers the introduction of a pre-application service with associated fees that would not only generate additional income and focus service delivery but would also benefit the early identification of estates for adoption.**

9. That a policy be adopted by the Parks and Open Spaces Team which provides for a risk based approach for the exercise of officer discretion when deciding whether or not to complete adoptions of open spaces; such policy to attach significant weight to outstanding maintenance issues likely to raise a public liability issue and less weight if the maintenance issues are minor and relate for example to soft landscaping.
10. That the Executive Cabinet considers putting into place arrangements for the development of a map based system to be accessed on or via the Council's website to show information about the status of the roads in the borough for use by the community. For example, an area specifically relating to "would you like to live in Chorley" be developed that could potentially be linked to the County's website. Individual roads would be tagged according to status and actively used by Contact Chorley for the provision of information to residents.
11. That a list of Frequently Asked Questions (FAQ's) about the adoption of estates be published on the Council's website.
12. That Chorley Council considers a pilot for the introduction of Development and or Site Exit meetings with developers, to identify new sites coming on stream.
13. That the Executive Cabinet agrees to make representations to the Law Society and the Council for Licensed Conveyancers urging them to consider whether conveyancers provide clients with sufficient information about the estate adoptions process and how they will be affected by the status of roads serving a property.
14. That developers be encouraged to nominate a dedicated officer that would work proactively with officers of both borough and county Councils on the adoption processes and be asked to consider reviewing their complaints procedures to improve relations with residents on their developments.

3. BACKGROUND AND CONTEXT

It is part of the County Council's role to adopt new roads as part of the public highway network, as long as they are built to adoptable standards. This process is often long and drawn out and in some disappointing cases still not completed after many years.

The adoption of a road refers to the process by which a road in private ownership but that is in public use, is formally taken on by the local highway authority as a public highway to be maintained at public expense. The Highways Act 1980 provides the legal basis for this process. This Act enables the highway authority (Lancashire County Council) to reach a legal agreement commonly referred to as a Section 38 Agreement, with the owner and developer of a site (usually the same) that a road will become a highway maintainable at public expense when completed to the highway authority's satisfaction. However this is a voluntary agreement between the highway authority and the developer as the 1980 Act does not give authorities any power to compel developers to enter into such an agreement. The developer has to want it and be prepared to pay the required inspection and legal fees and provide the necessary construction records etc.

The Agreement cannot set a fixed timescale on the process. The timescale generally depends on the process the developer makes with the selling of property (typically houses) along the road, as this is the main project cash-flow consideration. If houses don't sell quickly, the developer may not be able to afford to complete all aspects of the highway work to the agreed standard as quickly as was originally planned.

If a further phase of building is added at a later date leading off the original new road, the developer is unlikely to finish the new original road until he has stopped taking heavy delivery wagons and construction traffic over it, to reduce the risk of accidental damage.

4. METHOD OF INVESTIGATION

Evidence

The Group were provided with a pack of relevant information which had been collated for each of the housing estates that were identified and which included information on:

- The planning background
- Various planning applications
- Section 106 Agreements (Town and County Planning Act 1990)
- Section 38 and 278 Agreements (Highways Act 1980)
- Highways information
- Section 104/102 Agreements (Water Industry act 1991)
- Any issues that had arisen
- Public Open Spaces and Leisure facilities

- Site Plans
- Planning permissions that had been granted.
- Open Spaces provision
- Update from Lancashire County Council on adoption status

Presentation

Members received a presentation by Chorley Council officers and summary documentation from Lancashire Council County Council at a Member Learning Hour on 13 August 2012 for background information to the review, including the legal processes which make up adoption.

Northamptonshire Scrutiny Review

Chris Bond, Development Control and Road Adoptions Manager from Northamptonshire County Council attended a meeting to talk to the Group about a scrutiny review that his authority had undertaken on the adoption of new roads in their county area.

National Review

We also received information about a scrutiny review that had been undertaken between the Department of Transport, and the Department of Communities and Local Authorities regarding adoptions on a national scale. Problems associated with the status and safety of un-adopted new streets had been raised by a number of MP's in the Commons.

The Task Group received representations from:

Officers:

Rachel Crompton, Development Support Manager – Lancashire County Council
Nicola Hopkins, Principal Planning Officer, Chorley Council

Resident Representatives from:

- Buckshaw Village
- Fairview Farm, Adlington
- Gillibrand Chorley

Developer Representatives:

Phillip Powell, Development Engineer – Arley Homes North West Ltd
Peter Dartnell, Technical Director – Redrow Homes Ltd
Adam Ripplingham, Engineer – Redrow Homes Ltd
Stewart Gower, Adoptions Co-ordinator – Taylor Wimpey Homes

5. FINDINGS AND RECOMMENDATIONS

The findings of the Task Group and the specific recommendations resulting from them are set out in this section of the report and are for improvements for the customer and developer, adoption processes and partnership working.

The Task Group recognises that some of the recommendations will have financial implications for both the Borough and County Council, and will therefore need to be given particular consideration by both Executive Cabinets, given the current financial pressures on the public sector.

NATIONAL REVIEW

We received information about a scrutiny review that had been undertaken between the Department of Transport, and the Department of Communities and Local Authorities regarding adoptions on a national scale. Problems associated with the status and safety of un-adopted new streets had been raised by a number of MP's in the Commons.

Concerns included:

- A lack of knowledge or understanding by some parties of the existing complex and extensive system and how it is intended to work.
- Poor advice to those purchasing properties in explaining the processes, roles, responsibilities and liabilities that they and others have.
- Inconsistent processes and procedures used by Local Highways Authorities, (LHAs).
- How such processes can vary considerably across the Country with further differences between Unitary and Two Tier authorities.

In response to the House of Commons debates, the Department for Transport, (DfT) and Department of Communities and Local Government (DCLG) met with Local Highway and Planning Authorities to discuss options and opportunities to improve the existing systems associated with the adoption of new streets in developments and any legislative requirements that would assist. The resultant Policy and Legislative Review Working Party commissioned a sub group of LHA's, led by Northamptonshire County Council, to consider the matter in greater detail and prepare a paper for further discussion.

NORTHAMPTONSHIRE SCRUTINY REVIEW

An officer from Northamptonshire County Council attended one of our meetings to talk about a scrutiny review that his authority had undertaken on the adoption of new roads in their county area following the adjournment debates that had taken place in the House of Commons in relation to adoptions.

One important issue they felt had to be addressed was the part played by district and borough councils in the adoption process and the need for them to be involved from the very start on a partnership basis.

It had been considered extremely important to understand the current position in Northamptonshire and information collected about the current status of adoptions formed an important part of the evidence base for their scrutiny review that assisted the Group when considering possible action to address the associated challenges.

The biggest single issue affecting the road adoptions process that needed to be addressed was the voluntary element of the process.

Northamptonshire County Council highlighted that the Local Planning Authority (LPA) have no power to compel a developer to enter into a Section 38 Agreement or do anything more than encourage a developer to negotiate a draft agreement. At the same time, it became apparent that various factors can discourage a developer from seeking an agreement and then from constructing roads to an adequate standard.

They considered whether there were other ways in which the County Council could compel developers to complete Section 38 agreements or that could give developers a greater incentive to do so. Members were advised that it was not currently possible to set a planning condition that a developer must enter into an agreement, reflecting the fact that Section 38 agreements were based on highways rather than planning legislation.

Northamptonshire County Council had agreed to build on existing work with local planning authorities to put in place arrangements ensuring consideration of road adoption issues that commenced at the planning application stage of the process.

The planning process and adoption of new roads was a key factor in the process. It is extremely important that the local authority should be allowed significant opportunity to exert leverage over developers at the point when they are looking to secure planning permission.

A draft set of planning conditions was published in late September 2012 by Norman Baker, Minister of the Department for Transport. The minister was requesting local planning authorities to test these conditions and report back by April 2014. It was considered that the feedback from those authorities applying the conditions could be used to make the case for legislative change.

Recommendations:

- 1. That the Executive Cabinet asks Lancashire County Council to consider building on existing work with local planning authorities to put in place arrangements to ensure the consideration of road and highways adoption issues commences at the planning application stage of the planning process, including:**
 - **Designing developments to provide separate access routes for residential and construction traffic**
 - **A phasing implementation of larger development**
 - **Laying out and constructing roads to adoptable standards**
- 2. That the Executive Cabinet be asked to approve the use of the draft set of planning conditions seeking pre-commencement on adoption matters to be trialled by our planning service.**

Taking on board the recommendation that Northamptonshire County Council had implemented at an early stage in their review, the Group recognised the need for a clear picture of the size of the authorities existing 'caseload' and the factors preventing process from being progressed in each case. Upon its completion, a prioritisation programme could then be devised that would address the particular barriers to progressing the adoption process more effectively.

Officers from Lancashire County Council had extended their willingness to work together with Chorley on the issues surrounding adoption and thought that they could assist by sharing intelligence about developments across the borough.

Recommendation:

- 3. That the Executive Cabinet be requested to commission a study of the existing adoptions 'caseload' in the Borough, to provide a full picture of all completed and partially completed agreements, including Section 38's and 106's.**

PROCESS

The key steps that will bring a developer to the point of offering a road for adoption can be broadly summarised as follows:

- A developer decides to develop a parcel of land for housing.
- A planning application is made to the local planning authority (LPA) to build a housing estate.
- The LPA registers the application and then seeks views from the public and from relevant public bodies on the impact of the proposed development. The County Council is one of those public bodies and is able to make recommendations to the LPA on several matters, including transport issues. Its recommendations may include requesting that a planning condition or obligation requiring that roads are built to an adoptable standard be linked to the granting of planning permission.
- The LPA considers all recommendations made during the consultation period, although it is not obliged to accept them. It is the Development Control Committee who will take a decision to grant or refuse the planning application.
- Once planning permission is granted and the developer wants to start building work the developer contacts Lancashire County Council to discuss having roads that serve more than five dwellings adopted under a Section 38 Agreement. When a road has been constructed in accordance with specification set by Lancashire County Council, the developer is able to meet the conditions required and complete a Section 38 agreement and the road connects directly onto an

adopted highway or one which is subject to a Section 38 Agreement, the road is taken into a maintenance period of (minimum) one year. This period allows for any defects to be apparent and for any resulting remedial measures to be completed by the developer.

- The road is then formally adopted as a public highway that is maintainable by public expense.

Lancashire County Council requires that a developer must be able to meet the following criteria to complete a Section 38 Agreement:

- The developer can demonstrate title to the land making up all parts of the road to be dedicated; this should be relatively straight forward but can be complicated if there is more than one title to the land, more than one landowner involved, or the developer changes during negotiations.
- The developer has put in place a bond to the value of the works required to complete roads to an adoptable standard. If the developer fails to complete the roads (for example if it goes out of business) the County Council may call on the bondsman to pay a sum equal to the value of carrying out the works required or total bond sum, whichever is the lesser.
- The road is of sufficient 'public utility'; a development of five houses or less can be served by a private drive and will therefore not be taken into public maintenance as it would not be of sufficient 'public utility'.
- All other consents by relevant public bodies have been obtained; principally that the sewers beneath the road have been adopted by a water company (United Utilities) through an agreement under Section 104 of the Water Industry Act 1991 between the developer and the water authority. The County Council requires completion of such an agreement before a Section 38 Agreement is completed and the adoption of the sewers before the roads subject to the Section 38 Agreement are adopted. This is to protect the authority against future liabilities arising from problems with the sewers.

As a result of this a Section 38 Agreement can remain in draft status because one or more of the above criteria cannot be demonstrated. Similarly, it is not always in the public interest for Lancashire County Council to take on obligations or potential liabilities without assessing level of risk involved.

The Developer is required to deposit a Bond of Surety with Lancashire County Council to cover the cost of the adoptable highway works. This Bond ensures that the County Council does not incur any costs if the highway works are stalled, changed or aborted by the Developer. If the Developer fails to perform or observe any of the Agreement's conditions, the County Council can use the Bond to complete the highway works, recover fees and charges, and retain the Commuted Sums to cover future maintenance costs. The County Councils fees and charges element of the Bond must be deposited with them prior to any design works being undertaken. The cost of the highway works and Commuted Sums must be deposited with the County Council prior to any works commencing on site.

The Bond is released back to the Developer incrementally in accordance with the table below, except where a Commuted Sum is due from the Developer as part of the S38

Agreement – if this remains outstanding, the Bond shall not be reduced to a value less than the Commuted Sum.

Stage	Bond Value Reduced to % of original Value
Part 1 Certificate	55%
Part 2 Certificate	10%
Final Certificate	0%

At present the usual practice for County Councils is to set a bond on a nominal cross section on a per linear metre basis representing 100 per cent of the theoretical cost of constructing the road(s) in question to an adoptable standard. Northamptonshire County Council had given delegated authority to their designated officer to set the bonds to reflect more closely the likely cost of construction in the actual case concerned, based on constructional details that had been approved. This was an approach already being used by other highways authorities and was proving successful. The value of bonds would be reduced by much greater amounts than at present, when key milestones were reached, such as when roads were put on maintenance.

Recommendation:

- 4. That the Executive Cabinet request Lancashire County Council to consider adopting a more flexible approach to the setting of bonds with developers, that are required before a Section 38 Agreement is made to enable the level of bond to be set on a site-by-site basis that reflects the actual cost of completing the road concerned to the required state of adoption.**

It was also recognised that the National House-Building Council (NHBC) represents a powerful voice in the industry as they act as a bondsman for many developers entering onto Section 38 Agreements. The NHBC, rather than the developer, is therefore directly affected if the County Council are required to call in a bond because work required to complete a road to adoptable standard has not been carried out.

Recommendation:

- 5. That the Executive Cabinet agrees to make representations to the National House-Building Council (NHBC) urging it to encourage developers to recognise potential benefits to them of the introduction of a mandatory requirement relating to Section 38 Agreements.**

When a developer is ready for adoption, they make a request for Lancashire County Council to inspect their works and a list of snags on the site is produced, for example, broken curbs. The County Council will then either ask for all the remedial work to be completed by the developer or negotiate which jobs they may take responsibility for.

Once these works have been undertaken they will make an assessment. At this stage all completed highways works must be considered to be of low level risk before the County Council will adopt. Throughout the review it was brought to our attention that a key issue was time delays in the County Council responding to the requests to inspect. Developers liked the familiar, slightly informal service but frustrations occurred if not done in a timely fashion.

Recommendation:

- 6. That Lancashire County Council review their operational practices and resources to ensure a more timely response for developers to secure adoption.**

The highways design is key to the development and subsequent adoption of the site and effective partnership working between borough and county officer was key to maintain progress. A number of recent staffing changes at County had also meant a lack of continuity in the process and officer from both authorities felt that there were merits for a more co-ordinated approach to provide an enhanced level of co-ordination to the adoptions process and to oversee the recommendations of this Task Group and status updates could be reported to the eight Neighbourhood Area meetings of the Council.

Recommendation:

- 7. That both Chorley and Lancashire County Council consider developing a more co-ordinated approach to the process of adoption and that regular reports on the current status of adoptions across the borough be reported to the Neighbourhood Meetings of the Council.**

It was explained that officers from Chorley Council explained that they currently did a lot of work around pre-application processes and had implemented a scheme of fees and charges associated with this process. The service had become more customer focused and encouraged officers to work in a more business-like fashion to ensure that deadlines were adhered to and ensured smoother delivery. The pre-application process enables officers to sort out a number of issues that are associated with a development prior to an actual application for development being submitted and established and maintained good working relationships with developers.

It is the Council's understanding that Lancashire County Council does not offer such a service, although they undertake a lot of the work that is necessary for us to complete this process. It is considered that taking early advice of a pre-application opportunity allows for the planning of effective adoption.

Recommendation:

- 8. That Lancashire County Council considers the introduction of a pre-application service with associated fees that would not only generate additional income and focus service delivery but would also benefit the early identification of estates for adoption.**

Developers commented that the transfer of open space to a management company instead of the local authority was mainly down to cost implications. If the costs were lower, the developer would probably hand this land over more readily. There was a view

that often after around ten years, the land was often neglected and was at this stage that the ownership for its maintenance was taken on by the Council. Members felt that the authority may be able to take on this work sooner and asked for alternatives from the present policy to be explored, particularly on smaller developments in the Borough.

Recommendation:

- 9. That a policy be adopted by the Parks and Open Spaces Team which provides for a risk based approach for the exercise of officer discretion when deciding whether or not to complete adoptions of open spaces; such policy to attach significant weight to outstanding maintenance issues likely to raise a public liability issue and less weight if the maintenance issues are minor and relate for example to soft landscaping.**

RAISING AWARENESS/COMMUNICATION

Group Members brought to the review, many examples of how the road adoptions process had affected local residents and evidence taken throughout the review had highlighted the difficulties and frustrations experienced by members of the public.

There was also recognition by Members that the requirements of the road adoptions process and respective responsibilities of the County Council and developers would not be apparent to members of the public.

Developers remained responsible for maintenance and other amenities such as street lighting and litter picking until a new road was adopted, but residents did not necessarily seek redress from them if these responsibilities were not being met.

It also became apparent that even if the first owners of a new property were aware of any local adoption issues, subsequent purchasers may not have the same knowledge so the Group sought to identify different ways of supporting greater understanding of the roads adoption process and its implications for residents.

The Group were advised that issue often became more complicated when developers went bankrupt and were taken over by other companies. The new developers often had differing ideas about what they wanted to build and amended applications were often submitted, which in turn generated amended Section 38 and 106 agreements and planning permissions. This was a common occurrence and slowed progress down quite considerably. This also contributed to an issue that was considerable highlighted by residents, regarding inconsistencies surrounding the information issued on the status of the adoption of different developers on the same site. Although there was admittance by developers that staffing changes exacerbated the problem, there was also an acceptance that a more co-ordinated approach needed to be taken going forwards and there was a willingness to work with the Councils to improve the customer experience.

Members thought that an information portal could be developed on the Councils website that would enable members of the public to access information about the status of particular roads, potentially using the information that would be gathered from the

requested commissioned study and may be linked into areas within the Lancashire County Council's website.

It was also considered that the introduction of Development and or Site Exit meetings that would specifically deal with adoption of sewers, roads and green spaces, to include compliance with conditions would be beneficial. This would not only assist with the identification of new sites coming on stream and provide better working arrangements with developers regarding all matters to do with adoption but would also allow provide any future website with the required updated information, enabling search information to be accurate and would help to reduce back office questions about the compliance of developments with conditions. It would contribute to an end to end delivery of development and provide a degree of certainty for all involved in the development process including existing and new residents and developers.

Even with the proposed measures to include more information for members of the public on the Council's website, the Group recognised that it was not realistic to expect prospective home buyers to be experts in highways and planning law and its implications for them. Speaking with various residents, it became apparent that there are inconsistencies in the provision of information provided by legal professionals involved in the conveyancing process.

Recommendations:

- 10. That the Executive Cabinet considers putting into place arrangements for the development of a map based system to be accessed on or via the Council's website to show information about the status of the roads in the borough for use by the community. For example, an area specifically relating to "would you like to live in Chorley" be developed that could potentially be linked to the County's website. Individual roads would be tagged according to status and actively used by Contact Chorley for the provision of information to residents.**
- 11. That a list of Frequently Asked Questions (FAQ's) about the adoption of estates be published on the Council's website.**
- 12. That Chorley Council consider a pilot for the introduction of Development and or Site Exit meetings with developers, to identify new sites coming on stream.**
- 13. That the Executive Cabinet agrees to make representations to the Law Society and the Council for Licensed Conveyancers urging them to consider whether conveyancers provide clients with sufficient information about the estate adoptions process and how they will be affected by the status of roads serving a property.**
- 14. That developers be encouraged to nominate a dedicated officer that would work proactively with officers of both borough and county Councils on the adoption processes and be asked to consider reviewing their complaints procedures to improve relations with residents on their developments.**

5. CONCLUSION

The issues associated with the process of adoption are not just limited to this authority. It is recognised that changes are needed on a national scale and can only be achieved by changes to legislation.

That is not to say that Chorley Council can't play its part in ensuring that these changes are made. By developing existing procedures and policies and working more effectively with both our County Council colleagues and developers we believe that we can progress current practices and improve the customer experience of the adoption process.

6. GLOSSARY OF TERMS

Adopted Highway

An adopted highway is one where the authority has taken on the responsibility for maintenance.

Developer Bond

The developer is required to deposit a Bond of Surety with the Highways Authority to cover the costs of adoptable highways works. This Bond ensures that the County Council does not incur any costs if the highway works are stalled, changed or aborted by the developer.

LHA

Local Highway Authority (Lancashire County Council)

LPA

Local Planning Authority (Chorley Council)

Private Road

Roads that are intended to remain in private ownership.

Section 38 Agreement (Highways Act 1980)

A Section 38 Agreement is completed to secure adoption by the Highway Authority of new estate roads on private land owned by a Developer. The estate road may be either residential or commercial.

Planning permission is initially obtained in respect of an indicative layout. Following this the Developer prepares detailed technical drawings and these are forwarded to County for approval. Once satisfactory, these drawings are added to the completed Section 38 agreement and used to supervise the construction works. The works are carried out by the Developer entirely at their own expense.

Under the terms of the Section 38 Agreement the Developer is required to provide either a cash deposit or other form of security is provided to prevent any purchasers of properties being liable for any street works charges. Once the roads have been completed in accordance with the terms of the agreement, the County Council will adopt the roads as highways maintainable at the public expense.

Section 104/102 Agreements (Water Industry Act 1191)

These are sewers bonds as required by local authorities, including the Scottish Irish equivalents. Other highways bonds can also be facilitated. A statutory agreement for adoption, or Section 104 agreement (so called because it is made under section 104 of the Water Industry Act 1991), is an agreement between the owners of a private sewer (usually a developer) and the water authority whereby, subject to the owner constructing

the sewer to an agreed standard and maintaining it for an agreed period the water authority will adopt it and it will thereafter become a public sewer.

Section 106 Agreement (Town and Country Planning Act 1990)

S106 of the Town and Country Planning Act 1990 provides for agreements to control the development or use of land. A Local Planning Authority (District Council or County Council) may enter into a Section 106 Agreement with a Landowner which, for example, prevents a certain activity being carried out on a site, or which prevents the development proceeding until a particular time.

Councils also use Section 106 Agreements as a way of approving and securing works to the existing highway. Where a Developer requires work to be carried out on the existing highway (other than a simple access) and the Council is satisfied that the works will be of benefit to the public, an Agreement will need to be completed between the Developer and the County Council under Section 106. Traffic calming, a new roundabout or other junction improvement are a few examples where such an Agreement would be necessary. Under no circumstances shall works be permitted within the limits of the publicly maintained highway until the Section 106 Agreement and bond or cash deposit is secured.

As a minimum, the general arrangements for the highway works must be agreed prior to the signing of the Section 106 Agreement and bond after which full engineering drawings will need to be formally approved prior to works starting on site.

Unadopted Highway

Roads that are constructed under a Section 38 agreement that are not adopted yet.



Chorley 3 Tier Forum
18th November 2013

Highways Involvement in Planning Applications

Lancashire County Council officers work closely with Local Planning Authorities following national planning policy and local policy/guidance.

As the Local Highway Authority, LCC is a statutory consultee to the Local Planning Authorities and has no higher status than any other statutory consultee.

Whilst LCC officers work closely with Local Planning Authorities it is important that members of the public do not think that LCC is 'making a planning decision' on applications and if LCC officers are present in Planning Committee meetings to discuss the merits/demerits of an application this could perpetuate this misunderstanding.

LCC officers regularly meet with the local planning officers. This is a very important element of LCC's support, we aim to achieve this routinely on a weekly or 2-weekly cycle subject to the planners' preferences - so we can communicate about upcoming or current applications.

Officers provide detailed comments on applications including the cumulative impacts, covering highway issues raised by local objectors and in accessible language as well as the technical information we normally refer to, in order to help inform all interested parties as fully as possible about our advice and the reasons behind it. As part of joint working officers do highlight potential problems/concerns with planning officers in advance, and informally as an update when objections are provided at short notice. Highway officers do attend informal or preparatory meetings (e.g. Parish Council meetings, Chair's briefing) where key matters need to be explained and local concerns heard in advance of a decision-making meeting.

Officers give the planning authorities every support and detailed comments in understanding our position outside of the decision-making meeting so that our absence from the meeting is not a barrier to good decision-making. This overcomes additional resourcing issues that would be created with planning cycles every 4-6 weeks of which some are outside normal working hours. In addition it is important that LCC support is fair to all 13 Local Planning Authorities with recommendations consistent throughout Lancashire.

As well as this local protocol, highway officers must act within the National Planning Policy Framework (NPPF published March 2012) following other guidance and best practice such as Guidance on Transport Assessment. This policy framework and guidance gives highway officers very clear instructions that we must not raise highway objections to an application unless the residual impacts (i.e. after all reasonable remedial measures have been taken into account) result in a severe impact which cannot be accepted. This approach requires a very robust appraisal process and meaningful dialogue with the developer consultants/representatives to

overcome all concerns and provide an opportunity for these to be addressed before conclusions are provided from the Local Highway Authority.

In practice, NPPF means that highway-related concerns can often be overcome as a consequence of better/updated information/analysis or better remediation measures provided by the developer.

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