

# EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 20 October 2022, 7.15 pm start

**Annexe, Euxton PC Community Centre, Wigan Road, Euxton**

## A G E N D A

Doc. Ref

1. Apologies

2. Declarations of Interest and Dispensation Considerations

Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.

3. Minutes of Council Meetings

Approve the signing as a correct record, Full Council of 21 July 2022

4. Public Participation

Matters brought to the Parish Council by residents. The Chair may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall this section will typically be limited to 20 minutes although the Chair may, at their discretion, extend this.

Chorley Borough Council Officer, Mr C Walmsley will attend the meeting to discuss the Chorley Streetscene Strategy 2022/2025

Item 4

5. Statutory Business

5.1 Co-option – Consider letter(s) of application from interested residents

Item 5.1

5.2 Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines

Item 5.2

6. Financial Items

6.1 Approve Expenditures for this month, and any submitted after the agenda

Item 6.1

6.2 Receive financial reports

Item 6.2

6.3 CIL update

Item 6.3

6.4 Receive the External Auditor Report year ending 31 March 2022

Item 6.4

7. Council Policy updates

Item 7.1

7.1 Grievance & Disciplinary Procedure

7.2 Apologies procedure

Item 7.2

8. Yarrow Valley loop path FP22 updates

9. Matters for information

*Notify the Chair prior to the meeting starts of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.*

*D. Platt*  
CLERK

Published: 13/10/22

Full Council meetings 2021: 17 November, 2023 19 January, 16 February, 16 March, 20 April

Newsletter deadlines: 09/11/22 for December issue; 07/02/23 for March issue; 08/05/23 for June issue; 04/08/23 for September issue.

## PRIVATE, PART II ITEMS

### Exclusion of Press and Public

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Schedule 12A of the Local Government Act 1972, Part 1 s1-10 (*specifically for this item 1*). It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business (*specifically for this item*: Information relating to the financial or business affairs of any particular person (including the authority holding that information) ).

### 9. Personnel Committee

Report from the Personnel Committee meetings on the appointment to the Deputy Clerk (designate) role

  
CLERK

Published: 13/10/22

Full Council meetings 2021: 17 November, 2023 19 January, 16 February, 16 March, 20 April

Newsletter deadlines: 09/11/22 for December issue; 07/02/23 for March issue; 08/05/23 for June issue; 04/08/23 for September issue.

Date, Valid, Ref	Description/Location	Comment/Recommendation
Ref. No: 22/00986/TPO   Received: Tue 13 Sep 2022   Validated: Thu 22 Sep 2022	Application for works to protected trees - Chorley BC TPO 5 (Euxton) 2013: G1 Oak & Maple - remove re- growth as part of ongoing maintenance programme 3 Chancery Fields Euxton Chorley PR7 1DG	Std A1
Ref. No: 22/00985/TPO   Received: Tue 13 Sep 2022   Validated: Thu 22 Sep 2022	Application for works to a protected tree - Chorley BC TPO 5 (Euxton) 2013: T1 Oak - Crown thin by removal of epicormic growth and branches up to 50mm, maximum of 20% of crown mass 2 Chancery Fields Euxton Chorley PR7 1DG	Std A1
Ref. No: 22/00952/FULHH   Received: Mon 05 Sep 2022   Validated: Mon 05 Sep 2022	Single storey side extension 14 Bredon Avenue Euxton Chorley PR7 6NS	Pitched roof single storey kitchen extension – No observations
Ref. No: 22/00979/FULHH   Received: Mon 05 Sep 2022   Validated: Mon 05 Sep 2022	Two storey side extension and new roof to existing front porch 9 Woodside Euxton Chorley PR7 6AL	The proposal is for 4 bedrooms and a study at first floor level. If the study were to be used as a bedroom, then an additional off-road parking place would be required.
Ref. No: 22/00993/MNMA   Received: Fri 16 Sep 2022   Validated: Fri 16 Sep 2022	Minor non material amendment to outline planning permission 18/01162/OUTMAJ (Section 73 application to remove condition no.24 (street construction details) attached to planning permission 15/00162/OUTMAJ (Outline application for a self-build residential development comprising up to 8 detached dwellings with all matters reserved save for access)) involving the realignment of the internal access road Euxton Mill Dawbers Lane Euxton	Minor alterations to the road layout - no observations
Ref. No: 22/00975/FUL   Received: Fri 09 Sep 2022   Validated: Fri 09 Sep 2022	Erection of a modular building to the south of the school on vacant grassland and relocation of existing football pitch further west to allow the appropriate run-off. Trinity C Of E Methodist Primary School Brookwood Way Buckshaw Village Chorley PR7 7JS	No observations. Application 22/00282 was for substantially the same proposal
Ref. No: 22/01045/FULHH   Received: Wed 05 Oct 2022   Validated: Wed 05 Oct 2022	Single storey rear extension (conservatory) 8 Laurel Avenue Euxton Chorley PR7 6AY	No observations

Ref. No: 22/01029/DIS   Received: Fri 30 Sep 2022   Validated: Fri 30 Sep 2022	Application to discharge conditions 8 (dwelling emission rate) and 9 (dwelling emission rate) of planning permission ref. 22/00165/FUL (Demolition of existing dwelling and erection of a replacement dwelling (resubmission of application ref. 21/01067/FUL)) Five Acres Plant Centre Five Acres Dawbers Lane Euxton Chorley PR7 6EE	Energy use and carbon emission calculations – no observations
Ref. No: 22/00989/FUL   Received: Thu 15 Sep 2022   Validated: Thu 15 Sep 2022	Section 73 application to remove condition 3 (permission tied to named parties and dwelling) of planning permission ref. 09/00177/COU (Retrospective application for the change of use of land used as residential curtilage and an additional area of agricultural land to a mixed use of the land for residential curtilage, agricultural land and the storage of 20 touring caravans) Park View Runshaw Lane Euxton Chorley PR7 6HD	EPC objects to the application subject to additional information. The 2009 application was granted in green belt because of “very special circumstances”. No indication has been given that the circumstances have remained “very special” and may be directly related to the current occupier. If conditions are changed in the application whereby the site is sold to another occupier, then green belt land will be used for inappropriate activity. Additionally, the site has been storing more than 30 caravans, seen on Google maps.
Ref. No: 22/00983/OUTMAJ   Received: Tue 13 Sep 2022   Validated: Tue 13 Sep 2022	Outline application for erection of 11 no. self-build / custom-build houses and associated development (with all matters reserved save for access). Land To The West Of Gleadhill House Gardens Dawbers Lane Euxton	<b><i>Observations and recommendations to follow</i></b>
Ref. No: 22/01008/FUL   Received: Mon 26 Sep 2022   Validated: Mon 26 Sep 2022	Change of use from Class B2 (General Industrial) to Class E(c)(ii) (Professional Services) on an appointment basis only Lynear Technical Services Unit 29 Roundhouse Court Barnes Wallis Way Buckshaw Village Chorley PR7 7JN	No observations

**7.1 Grievance & Disciplinary Procedure**

The latest template policy is attached which can be adapted for the Council's use.

It is recommended Council consider the policy then adapt for its own use.

**Recommendation**

Agree the policy, subject to adaptation and personalisation to Euxton Parish Council.

## \*\*\*\*\* Parish Council

### Adopted April 2015 Minute Number 14/294

#### Disciplinary Procedure

This procedure is designed to help and encourage all council employees to achieve and maintain high standards of conduct whilst at work or representing the council. The aim is to ensure consistent and fair treatment for all. This procedure is prepared in accordance with the dismissal and dispute resolution procedures as set out in the Employment Act 2008 and the ACAS Code of Practice APR 2009

#### PRINCIPLES

- a) No disciplinary action will be taken against an employee until the case has been fully investigated
- b) At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.
- c) At all formal stages the employee will have the right to be accompanied by a trade union representative or work colleague during the disciplinary interview.
- d) No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty of dismissal without notice or payment in lieu of notice may be applied.
- e) An employee will have the right to appeal against any disciplinary penalty imposed.
- f) The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

#### THE PROCEDURE FOR MISCONDUCT and GROSS MISCONDUCT

**3.1.1** The following list provides examples of **misconduct** which will normally give rise to formal disciplinary action:

- Unauthorised absence from work
- Persistent short-term and/or frequent absences from work without a medical reason
- Lateness for work or poor time keeping
- Inappropriate standard of dress
- Minor breaches of Health and Safety or other Society rules or procedures
- Failure to perform your job to the standard expected or in line with your job description/objectives
- Time wasting
- Disruptive behaviour
- Misuse of the council's facilities (e.g. telephones, computers, email or the internet)
- Refusal to carry out reasonable requests or instructions

\*\*\*\*\* Parish Council Review May 2018

© Copyright 2019

SLCC Members may use and adapt these documents within their own councils on the understanding that the copyright remains with the SLCC.

The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with company registration number 10566132. Registered office: 8, The Crescent, Taunton, Somerset TA1 4EA.

- Failure to follow an agreed council Procedure

This list is not exhaustive and offences of a similar nature will result in disciplinary action being instigated N.B. persistent or frequent absence on medical grounds and long term sickness absence will be dealt with using a procedure for Incapacity, which is described in the Absence Policy.

### 3.1.2 The following list provides examples of offences which are normally regarded as **gross misconduct**:

- Theft, fraud, deliberate falsification of records, or other acts of dishonesty
- Fighting, assault on another person
- Deliberate damage to property of the council, its workers or members
- Gross incompetence in the conduct of work
- Gross negligence which results in the council or employees being put at risk.
- Being under the influence of illegal drugs or excessive alcohol
- Acts of incitement towards or actual acts of discrimination, harassment or victimisation including on the grounds of sex, race, colour, ethnic origin, disability, sexual orientation, age, religion or belief
- Serious acts of insubordination
- Serious breach of duty to keep information of the council, its service providers and its clients confidential
- Unauthorised entry to computer records
- Serious breach of the council's Security Policy, Health & Safety Policy, Confidentiality or e-mail and Internet Policy
- Any action, whether committed on or off the premises, that is likely to or does bring the council into disrepute
- Serious negligence which causes or might causes significant loss, damage or injury
- Accepting bribes or incentive payments from suppliers
- Unauthorised use of Society funds or credit
- Working with an external agency to provide information which would be detrimental to and cause commercial risk to the council.

This list is not exhaustive and other offences of a similar gravity will result in disciplinary action being instigated at Gross Misconduct level which carries a potential penalty of dismissal. Gross Misconduct is generally any conduct which places extreme pressure on the mutual trust which exists in an employment relationship.

## 3.2 INFORMAL ACTION

Minor misconduct will be dealt with informally usually in a confidential one-to-one meeting between the employee and line manager. In the case of the Clerk being the individual against whom there is a complaint or allegation the matter should be handled discreetly by members of the Staffing (or similar) committee and involve an informal meeting initially. However, where the matter is more serious or informal action has not brought about the necessary improvement the following procedure will be used:

### **3.3 FORMAL ACTION**

**3.3.1** The level of warning you may receive for misconduct/gross misconduct will depend on how serious the council considers the alleged actions to be and your previous conduct in all the circumstances. In the event of alleged gross misconduct the formal process may commence at Stage 4 –see 3.4 below.

#### **3.3.2 Disciplinary Letters**

If there is a concern about an employee's conduct or behaviour then a letter will be given to the employee advising him/her of the allegation(s) and reasons why this is unacceptable. The letter should invite the employee to attend a meeting at which the alleged misconduct will be discussed and will inform the employee of their right to be accompanied to the meeting. The letter will specify at which stage the disciplinary procedure is being invoked (see 4 stages below) and if invoked at Stage 4 for Gross Misconduct the letter will warn that a potential outcome could be dismissal. The time, date and venue of the meeting will also be advised. Any documents to be produced at the meeting will also be provided.

#### **3.3.3 Disciplinary Meetings**

The time and location of a disciplinary meeting should be agreed with the employee and it should be held in a private location with no interruptions. This will normally be without undue delay but allowing the employee to prepare their case e.g. within 5 days of the letter being sent, where practically possible. At the meeting the manager (or in the case of the Clerk being disciplined, the Chair of the hearing panel) will state the complaint against the employee and go through the evidence which has been gathered. The employee will also be allowed to ask questions, present evidence and call witnesses if advance notice has been given that they will do so.

If the employee is unable to attend the meeting due to unforeseeable reasons out of their control (e.g. illness) then the council will reasonably rearrange the meeting. However, if the employee fails to attend the meeting without good reason the meeting can be held in the employee's absence.

### **3.4 OUTCOMES AND PENALTIES**

#### **Stage 1 - Oral Warning**

In the instance of a first complaint that conduct does not meet acceptable standards, the employee will normally be given a formal ORAL WARNING. He or she will be advised of;

- the reason for the warning,
- that it is the first stage of the disciplinary procedure,
- the improvement that is required and the timescales for achieving this improvement, • together with a review date and any support available (where applicable) and
- his or her right of appeal.

A brief note of the oral warning will be kept but it will be spent after 6 months, subject to satisfactory conduct.



## **Stage 2 - Written Warning**

If the offence is a serious one, or if further to previous formal disciplinary action, a WRITTEN WARNING will be given to the employee by the Line Manager. This will give details of the complaint, the improvement required and the timescale. It will warn that action under Stage 3 will be considered if there is no satisfactory improvement and will advise of the right of appeal. A copy of this written warning will be kept on file but it will be disregarded for disciplinary purposes after 12 months subject to satisfactory conduct.

## **Stage 3 – Final Written Warning**

If there is still a failure to improve and conduct or performance is still unsatisfactory, or the misconduct is sufficiently serious, a FINAL WRITTEN WARNING will normally be given to the employee. This will give details of the complaint, will warn that dismissal will result if there is no satisfactory improvement and will advise of the right of appeal. A copy of this final written warning will be kept by the Line Manager (or in the case of the Clerk being disciplined by the Chair of the Hearing Panel) but it will be spent after 12 months (in exceptional cases the period may be longer) subject to satisfactory conduct.

## **Stage 4 – Dismissal or other sanctions**

If conduct is still unsatisfactory and the employee still fails to reach the prescribed standards, or where the Society reasonably believes Gross Misconduct has occurred, DISMISSAL may result. Only the appropriately convened hearing panel can take the decision to dismiss an employee. The employee will be given a written statement of allegations against him/her, invited to a meeting and then be notified in writing of the reasons for the decision taken at the hearing. Penalties at this stage may include dismissal with notice or summary dismissal (i.e. without any notice), Final Written Warning with/without demotion, loss of pay or loss of seniority. If dismissal is the outcome, the employee will be advised of the date on which employment will terminate.

In all cases the employee has a right of appeal.

Very exceptionally, if an offence of Gross Misconduct is extremely serious an employee can be dismissed immediately without a meeting. In this situation a letter setting out reasons for dismissal would be sent to the employee offering the opportunity for an appeal hearing.

## **3.5 SUSPENSION**

If you are accused of an act of gross misconduct, you may be suspended from work on full pay while the council investigates the alleged offence. Only the appropriately convened committee has the power to suspend. This enables a swift and thorough investigation to occur. Whilst suspended pending disciplinary investigation regular contact with a nominated person at the council will be maintained although access to premises, equipment or systems may be denied. The Investigator who compiles evidence for the disciplinary hearing must play no part in the subsequent decision-making to ensure impartiality. Councils need to consider the implications of such arrangements on its hearing and appeal panel plans early on in the disciplinary process.

### **3.6 APPEALS**

The Appeals stage of the disciplinary process is part of the Code of Practice to which an employee has a right. It can be exercised after any of the stages of disciplinary action for Misconduct/Poor Performance or Gross Misconduct.

An employee who wishes to appeal against a disciplinary decision should inform the Chair/Mayor (or Chair of the relevant committee) within five working days, in writing and giving reasons for the appeal. An Appeal may be raised if:

- The employee thinks the finding or penalty is unfair
- New evidence has come to light
- The employee thinks that the procedure was not applied properly

Where possible the Appeal will be heard by a separate panel of elected members who have not been involved in the original disciplinary hearing, who will view the evidence with impartiality. The employee will have the right to be accompanied by a colleague or accredited Trade Union official or lay member at the appeal hearing. The outcome of the appeal and reasons for it will be advised to the employee as soon as possible after the meeting and be confirmed in writing. At the Appeal hearing any disciplinary penalty imposed will be reviewed but it cannot be increased. The decision taken at the Appeal hearing will be final.

### **3.7 THE RIGHT TO BE ACCOMPANIED**

At each formal stage of disciplinary interview an employee has the right to be accompanied and can make a reasonable request for such a person to accompany them. An employee can ask any other employee or a trade union representative or an appropriately accredited official employed by a trade union to accompany them, to give support and help them prepare for the disciplinary interview. This right is enshrined in the 1999 Employment Relations Act. As this is an internal process there is no provision to have any external person accompany or represent an employee e.g. partner, parent, solicitor etc. The companion can address the hearing, put and sum up the employee's case, respond on behalf of the worker to any views expressed at the meeting, confer with the employee. The companion cannot however answer questions on the employee's behalf or address the hearing if the employee does not wish him/her to or prevent the employee explaining their case.

### **3.8 HEARING PANELS**

The SLCC advise that councils establish hearing panels to hear disciplinary and grievance hearings on an annual basis so that if a dispute does arise in the workplace the elected members involved are already trained and briefed on their duties as a hearing or appeal panel member. In situations where individual members are implicated in the dispute or have undertaken an investigatory role then they will need to be substituted as panel members.

### **3.9 NOTE-TAKING**

It is highly recommended that a note-taker be provided to every meeting/hearing which arises as a result of a disciplinary process as Employment Tribunals are particularly keen to view

contemporaneous notes of events which have led to an employment dispute. Councils will need to give this requirement careful consideration in order to respect employee confidentiality.

### **3.10 GRIEVANCES RAISED DURING DISCIPLINARIES**

In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the council or individual Members. The SLCC recommends, in line with ACAS advice, that disciplinary matters are placed on hold until grievances have been aired and actions towards a resolution have been progressed. In exceptional circumstances it is pragmatic to deal with the two disputes concurrently but SLCC would advise caution and specialist advice should be sought if this arises.

### **3.11 CRIMINAL CHARGES OR CONVICTIONS**

If an employee is charged with or convicted of a criminal offence this does not automatically give rise to a disciplinary situation. Consideration needs to be given to how a charge or conviction may affect an employee's ability to undertake his or her job duties and their relationships with the employer, colleagues, subordinates or customers.

## **4. GETTING IT WRONG**

Failure to follow the ACAS Code of Practice (available at [www.acas.org.uk](http://www.acas.org.uk)) can lead to an Employment Tribunal awarding an uplift of an award against the council of up to 25%. Tribunals dealing with unfair dismissal claims are particularly interested in whether the employer followed a procedure and whether the employer acted fairly and reasonably. One way in which to avoid such a penalty is to have an agreed procedure, communicate that procedure to staff and Members, revisit and review the procedure regularly and have some training for those who are expected to operate the procedure.

This policy was agreed in November 2006 – please review the contents.

## **APOLOGIES**

### **Best Practice**

Councillors should attend all meetings, or give apologies in advance for non attendance.

### **Law**

If a Councillor does not attend meetings for <sup>1</sup>six consecutive months and does not submit **acceptable** apologies he will cease to be a member of the Council.

It is not in any law or regulation that a Councillor must give apologies.

### **Euxton Parish Council's Current Practice**

The current practice is that Councillors message the Clerk with their apologies.

The names of the Councillors who sent apologies are submitted to the meeting and noted in the minutes under 'Apologies'.

This 'noting of the apologies' in the minutes does not constitute the apology being 'accepted' as referred to above (in the sentence headed Law).

### **Accepted Apology**

To have an apology accepted requires the Council to be presented with the reason for the absence and for Council to agree to accept that reason, or period of absence, by means of a resolution which would be minuted.

An example of an apology which may require acceptance by Council would be:

*A Councillor, with a medical condition which may result in them being unavailable for meetings for, say, six or more months but wishes to remain on the Council, would need to submit the reason and the Council must then resolve to accept this reason. This acceptance of a period of absence would be noted in the minutes thus the Councillor would not lose their place after missing 6 months of meetings - as referred to above (in the sentence headed Law).*

### **Options**

- i) Euxton Parish Council could adopt a procedure of noting apologies in the minutes, not requiring or recording the reasons or accepting them.
- ii) Euxton Parish Council could adopt a mid way point, requiring every Councillor who will not be attending a meeting to provide an apology, in advance which will be noted in the minutes. All longer term absences should be submitted in writing for the Council's approval, thus ensuring no one is excluded. All Councillors who do not attend or submit an apology would be recorded under, no apology received.

- iii) Euxton Parish Council could adopt a more rigorous system of receiving apologies by requiring each Councillor to submit an apology in advance for non- attendance of a meeting accompanied with the reason for their absence. The apology would be presented to Council which would consider the reason and decide whether it accepts that reason or not. The apology, reason and whether it is accepted by Council or not, will all be minuted.

*References*

1. *Local Government Act 1972 s.85 (1) and (2)*

Decision (taken in November 2006)

Council agreed to adopt the second option for receiving apologies which was; 'every Councillor who will not be attending a meeting is to provide an apology, in advance, which will be noted in the minutes. All longer term absences should be submitted in writing for the Council's approval, thus ensuring no one is excluded. All Councillors who do not attend or submit an apology will be recorded as 'no apology received'.

## 8. Yarrow Valley loop path FP22 updates

update to item discussed at May 2022 meeting and previously.

Attached are:

- The original letter from 2020 reporting the footpath to Chorley
- This was copied to the CEO at Chorley in 2022 and he sent a holding letter
- Followed by the last letter 5 September – with a further update and offer

### **Proposal from Chorley Council**

Chorley Council is willing to undertake the reinstatement works to the footpath where necessary. This is subject to agreement that Euxton Parish Council then take on responsibility for the path including ongoing maintenance and any subsequent engagement with Lancashire County Council in order to have the path designated as a public right of way (PRoW).

The reinstatement work is a significant undertaking with current estimates of circa £25,000 in materials plus labour.

The works would include some banking revetment work as well as the repair or replacement of:

1. 8 Stiles
2. 65 Steps
3. 35m of boardwalk
4. 30 m of footpath/revetment/fencing
5. Stock fencing replacement

### **Decision to consider**

Euxton Council consider the proposal from Chorley to bring the YV path up to a better standard on the understanding EPC “then take on responsibility for the path including ongoing maintenance and any subsequent engagement with Lancashire County Council in order to have the path designated as a public right of way (PRoW)”

### **Budget implications**

It may be an option to allocate some of the forthcoming CIL receipts in to a specific Yarrow Valley Walk budget and then maintain an ongoing budget in future years so this does not fall in to disrepair again.

Date: 05 September 2022  
Our Ref: CE774

Dear Cllr Platt

**Loop 22 Yarrow Valley Country Park**

The reinstatement works for this footpath have now been discussed in more detail and given that there are several unknowns in respect of the PRoW status and ongoing maintenance liabilities,

Chorley Council is willing to undertake the reinstatement works to the footpath where necessary. This is subject to agreement that Euxton Parish Council then take on responsibility for the path including ongoing maintenance and any subsequent engagement with Lancashire County Council in order to have the path designated as a public right of way (PRoW).

The reinstatement work is a significant undertaking with current estimates of circa £25,000 in materials plus labour. The works would include some banking revetment work as well as the repair or replacement of:

1. 8 Stiles
2. 65 Steps
3. 35m of boardwalk
4. 30 m of footpath/revetment/fencing
5. Stock fencing replacement

Please let me know if the parish council are able to agree to the above the proposal in order to plan in the work.

Yours sincerely



Gary Hall  
Chief Executive  
Email: [gary.hall@chorley.gov.uk](mailto:gary.hall@chorley.gov.uk)  
Tel: 01257 515104

Date: 16th August 2022  
Our Ref: CE774

Dear Debra

**PROW Loop 22 Yarrow Valley Country Park**

I apologise for the lengthy delay the parish council has experienced in getting a response on this matter. We have not received a response from Lancashire County Council to some queries raised with them.

This matter has been discussed with the senior management team but given the scale of the reinstatement works and the associated costs we need to consider our options. I understand that you met Chris Walmsley on the 28<sup>th</sup> July to walk the path and highlight your concerns so these will be included in our considerations.

It would be helpful if the parish council could engage LCC as we would be looking for the path to be adopted as a public right of way should we proceed with the reinstatement work

I will be in touch once a decision on how to proceed has been made.

Yours sincerely



Gary Hall  
Chief Executive  
Email: [gary.hall@chorley.gov.uk](mailto:gary.hall@chorley.gov.uk)  
Tel: 01257 515104



# Streetscene Strategy

2022-2025



# Streetscene Strategy 2022-2025

## Purpose

The Streetscene service is responsible for ensuring that the borough's streets and local areas are clean, safe and well-maintained, delivering a range of services including street cleaning and sweeping, grass cutting, litter and fly tipping, trees and hedges, plants and wildflower planting.

Chorley Council's Streetscene Strategy 2017-2020 has enabled the achievement of significant transformation and modernisation of the Streetscene service, and this has been delivered through considerable changes in management, culture, technology, processes, and the performance of the service.

The Streetscene Strategy has now been refreshed for 2022-2025 to build on the existing work that has been carried out and ensure that the council continues to deliver modern and efficient services that also support the green agenda and our clean air ambitions. To do this, the strategy sets out the vision for Streetscene services from 2022-2025 and outlines the actions that will be carried out to enable us to meet our key objectives.

## Vision

Our vision is to have **'cleaner, greener streets and neighbourhoods across the borough, delivered by a modern Streetscene Service that works effectively to deliver improvements to local areas and protect the local environment'**

The following aims outline how we will achieve our vision:

- Continue to deliver service improvements and modernisation, utilising the benefits achieved through the previous strategy to reinvest in service delivery.
- Maximise the use of technology, data, and information for recording and reporting on performance and productivity.
- Work with parish councils and their local communities to deliver enhanced services and improve local areas.
- Deliver a biodiversity programme that aligns with the council's ambitions to protect the local environment
- Make service delivery improvements to support the green agenda including a review of equipment and resources.
- Ensure service resilience in the delivery of the strategy through a focus on training, developing skills and workforce planning.

## Strategies and Policies

The Streetscene strategy links to other strategies and policies across the council and is closely aligned to the ambitions of the corporate strategy:



Chorley Council aims to achieve these priorities through actions including:

- Delivering street level improvements to ensure cleaner, greener streets and neighborhoods across the borough
- Leading activity to address climate change including tree planting
- Achieving 70% satisfaction with street cleanliness

The Streetscene strategy also links closely to the council's ambitions to support the green agenda. The council declared a climate emergency in 2019, pledging to work to make the Borough carbon neutral by 2030, and has carried out work to help protect the local environment and tackle climate change. The current climate change programme includes work related to nature and biodiversity, and clean air quality which relates directly to the work of the Streetscene service.

## Where are we now?

### Technology and assets

Recording and reporting on productivity and performance has been key to the modernisation of the service, with the phased introduction of new technology offering improved data and information to support decision making and offer more efficient recording of activity. Asset based QR codes and optimised routing have been introduced, and work continues to maximise the use of this technology.

An exercise to verify and correct asset details has also added confidence to the setting of work schedules, and reporting through new technology has enabled managers to understand how resources, both staffing and fleet, may be re-distributed to achieve the most economic and efficient results. Further changes, as required, to asset details has now become business as usual.

The service now needs to utilise the efficiencies that have been delivered through service modernisation to focus on improvements to the environmental impact of the service and to deliver enhanced area improvements such as in 'grot spot' areas.

### **Service Delivery**

Despite the impact of the Covid-19 pandemic, the teams have continued to deliver an excellent service across the borough, maintaining productivity, achieving awards and responding to customer requests and feedback. Examples of this include:



#### **Environmental:**

created 46 Wildflower areas  
planted 6,000 wildflower bulbs  
planted 2,870 trees throughout the borough

#### **Work with parishes:**

Lamp post baskets and bedding in local parishes  
10,000 spring bedding bulbs



#### **Awards:**

Green Flag awards for 4 of the borough's parks and recreation spaces  
In Bloom- Recognition Awards for: Gold Award-Small City Category and Astley Park- Best Large Park

**Events:**  
Supported events across the borough including:  
Remembrance Day  
A Taste of Chorley  
Holocaust Memorial Service  
Book Bench Project



## Delivering the Strategy

### Our Key Areas of Focus:

The following five key areas of focus have been identified to demonstrate what the Streetscene service aims to achieve over the next three years.

**Green Operations:** The council declared a climate emergency in 2019 and since then has been working to help protect the local environment and reduce impact on climate change through a corporate strategy project to support the green agenda. We want to ensure that the fleet, tools, equipment and processes in Streetscene have a minimal impact on the environment, including reducing carbon emissions and considering environmentally friendly alternatives.

**Biodiversity:** The Streetscene service will deliver a biodiversity programme to further support the council's commitment to the green agenda. This will cover a wide range of different environments and methods including parks and open spaces, wildflower planting, and tree planting to create attractive neighbourhood environments that support a diverse range of wildlife.

**Neighbourhood Improvement:** Wildflower planting and the biodiversity programme has reduced the resources required for scheduled maintenance and grass cutting, and the previous modernisation programme means that the service operates effectively and with high productivity. These factors mean that capacity will be able to be reinvested into the service and refocused on delivering a programme of enhanced neighbourhood improvements to local areas, working with parish councils and local communities, to continue to improve the service that we provide across all areas of the borough.

**Maximising technology and information:** The service will continue to invest in technology and will ensure that we are maximising the resources that we have in place to make informed decisions to develop Streetscene further. Service efficiencies will ensure that we can do more with our resources to offer an improved service for residents.

**People and culture:** The strategy will aim to empower employees with the right tools, skills and culture to continue to deliver excellent services. In addition to the Organisational Development Strategy that is in place for all staff across the council, the Streetscene strategy will deliver specific training, well-being and resilience support, and health and safety to reflect the needs of the Streetscene service and ensure that flexible capacity is in place to meet key challenges.

## Action Plan

The following key actions set out how we aim to achieve our vision through our main areas of focus.

**Further the council's commitment to the Green Agenda through the promotion and delivery of diverse natural environments:**

- Further improvements to parks and green open spaces including identifying new areas for Green Flag Awards
- Enhancing wildflower meadows and wildflower corridors including bulb planting.
- Tree planting in line with the Council's commitment for 'a tree for every resident'

## Biodiversity Programme

## Neighbourhood Improvements

**Deliver enhanced neighbourhood improvements to ensure clean, safe and attractive local areas across the borough:**

- Implement a process that works with local communities, councillors and other council services to identify and target grot spots and areas for enhanced street cleaning.
- Carry out a review of street signage and bus shelters to ensure that they are in good condition and well maintained.
- Review working patterns and schedule of works for street cleansing to ensure that they are efficient and make best use of resources.

Review litter bins to ensure that the street litter and recycling bins are in the right places to meet demand.

## People & Culture

**Ensure that Streetscene has the right skills and capacity in place to meet current and future service demand, with staff that are empowered to continue to deliver excellent services:**

- Develop succession plans for the service, identifying development needs and rotating staff through teams to ensure skills across service areas.
- Deliver a staff training programme, including HGV training to upskill current staff where appropriate and develop capacity to support external contractors for the Waste Service.
- Develop a programme to support staff well-being and resilience.
- Enable flexibility in responding promptly and appropriately to requests from customers.

## Green Operations

**Review the operation of Streetscene services to ensure reduced environmental impact whilst maintaining service delivery and meeting customer demand:**

- Review use of weed control methods and pesticides to promote the use of more environmentally friendly methods.
- Review travel and fuel usage review to consider the feasibility of alternative forms of power such as electric powered fleet vehicles or biofuel.
- Carry out a review into alternative power tools to evaluate whether battery operated alternatives are viable.

## Maximising Technology

**Continue to maximise the use of technology and resources to ensure an efficient and effective service:**

- Fleet Renewal including tipper vehicles and ride on mowers.
- Increased mobile and digital working to remove all paper forms and use of QR codes for example playground equipment and trees.
- Investigate the use of CCTV in fly tipping hotspots and Astley Park.
- Comprehensive reporting on performance to monitor the benefits of new technology and impact on service delivery and make informed decisions about future service development.



## Key Measures

The success of the strategy will be monitored and measured through corporate and service level indicators, which aim to reflect the improvements to the service and new ways of working:

No	Description	Target
1	Grass cutting schedule work completed on time	85%
2	Street cleansing schedule routes completed on time	85%
3	Scheduled litter bins emptied on time	85%
4	Grounds maintenance service requests completed on time	85%
5	Streetscene service requests completed on time	85%
6	Call backs completed on time	95%

The strategy action plan will also be refreshed annually through the council business planning process and will allow for regular monitoring and evaluation of service delivery against the strategy's objectives.

## Financing

During the lifetime of the previous Streetscene Strategy, savings identified through efficiencies in working practices, including external contractor costs and procurement, were mainly invested back into the service to offer a better all- round service to the public. This is evidenced by bonus grass cuts, in-house tree work and additional town centre cleaning.

Costs for the delivery of the new strategy will be contained within existing budgets as far as possible, with any additional costs identified for further improvements to the service through 2022-23 to be subject to an appropriate report which will be submitted if the need for additional budget allocation becomes clear.

## High Level Timetable

Task		2022/2023	2023/2024	2024/2025
Green Operations				
a.	Review effectiveness of weed control methods while maintaining service levels and meeting customer demand *	Q1-4	Q1- draft a policy document for weed control	
			Q2- ongoing- implement policy and monitor impact	
b.	Review the HVO test results, with a view to implementation across the fleet to reduce carbon emissions.	Q3- review and report		
		Q4- implement recommendations		
c.	Use of alternative fuel methods to replace fleet vehicles.	Q1- soft market testing		
		Q3- procurement of replacement vehicles		
d.	Review of trash screens including ensuring that the GIS layer is accurate and up to date, and a suitable inspections process is in place to assess condition	Q2		



e.	Implementation of debris screens at Astley Park to help reduce flood risk	Q1		
f.	Research and report into battery operated hand tools to support the clean air strategy.	Q4- research and report		
		Q4- implement recommendations		
Biodiversity Programme				
a.	Identify further improvements to parks and green open spaces <ul style="list-style-type: none"><li>- New footpaths</li><li>- Shrub planting</li><li>- Tree retention</li><li>- In Bloom planting</li></ul>	Q1-3		
b.	Submit application for Green Flag Awards sites – Rangleys Recreation Ground and Carr Brook Linear Park	Q1		
c.	Evaluation of the success of the current wildflower meadows and wildlife corridors	Q1	Q3 -review, report and agree program for following year	Q3 -review, report and agree program for following year

d.	Annual perennial planting in wildflower meadows	Q1- annual perennial planting	Q1- annual perennial planting	Q1- review and expand if approved
e.	Annual bulb planting in wildflower corridors.	Q3	Q3	Q3
f.	Tree planting in line with corporate commitment.	Q3-4	Q3-4	Q3-4

## People and Culture

a.	Review management structure including proof of concept to ensure a sustainable and fit for purpose structure.	Q2		
b.	Develop succession planning in the service, building resilience through rotation of staff within teams.	Ongoing from Q1	Ongoing	Ongoing
c.	Develop a programme to support staff wellbeing and resilience including health and safety training		Q1	
d.	HGV training to develop service resilience and capacity to support		Q1	

	external contractors for the Waste Service.			
e.	Support development and business team to identify a new location for the Streetscene depot in line with the Workplace Strategy and review of work sites.	Q1		
<b>Neighbourhood Improvements</b>				
a.	Assess 10-week scheduling for clearing grot spots against customer feedback.	Assess and implement recommendations	Continuous review	
b.	Review Bus Shelters – Ensure GIS layer is accurate and up to date, inspect bus shelter to assess condition, agree bus shelter specification	Q1		
c.	Review and replace street signage to ensure that they are well maintained	Ongoing from Q1	Ongoing	Ongoing
d.	Review scheduled and ad-hoc working patterns to assess success in response	Q1- review working patterns	Continuous review.	

	to customer feedback	Q2-4- implement recommendations		
e.	Litter bin review and rationalisation to ensure that the street litter and recycling bins service operates effectively	Q3- review		
		Q3-4- implement recommendations		
f.	Review of by-laws for parks and recreation grounds to ensure that they are updated and enable clean and safe spaces for all.		Q1- review	
			Q2- report and implement recommendations	
g.	Options appraisal for crime and grime enforcement	Q2-3		

## Maximising Technology and Information

a.	Complete implementation plan for asset management technology.	Q1		Q4- develop and update asset management technology as required
b.	Review asset management technology for Parish council maintained services to align processes for maintain and inspecting Parish council assets	Q1		

c.	Investigate the feasibility of installing static columns in known fly tipping hotspots to facilitate portable CCTV to aid enforcement.	Q2- report and recommendations		
d.	Fleet renewal – small panel vans, tipper vehicles, mechanical sweepers and ride on mowers	Q1 – develop specification and undertake procurement exercise ride on mowers	Q1 – develop specification and undertaken procurement exercise for Tipper vehicle	
		Q1 – develop specification and undertake procurement exercise small panel vans		
		Q2 – develop specification and undertake procurement exercise mechanical sweepers		
e.	Comprehensive reporting on performance	Q1-4	Ongoing	Ongoing
f.	Deliver increased mobile working- all staff, all processes and removal of all paper forms.	Q1-4	Monitor impact and benefits realisation	
g.	Implement increased use of QR codes for playgrounds and trees to ensure items are tagged for ease of	Q1-4		

	inspections and to avoid ambiguity			
--	------------------------------------	--	--	--

\* In response to residents' concerns about the efficacy of using the hot air kits for weed treatment, alternative methods need to be explored that focus not only on minimising the councils use of glyphosate but also provide a high level of weed control. The use of hot air kits has seen repeated customer contact due to control being limited to the foliage and not the roots, this has resulted in regeneration of weeds after a short time frame of only 3-4 weeks. Whilst the council is committed to reducing its glyphosate usages as far as practicable it is vital that this does not come at the cost of the effectiveness of control and the overall impact on the visual appearance of the borough and the resources required to maintain it.

## **Streetscene Strategy 2022-2025**

### **Background**

1. This paper presents the new Streetscene Strategy for 2022-2025 which is available at Appendix A.
2. The strategy builds on the previous Streetscene Modernisation Strategy from 2017-2020, which focused on improving processes and dealing with specific operational challenges through the following areas:
  - i. A review of policies
  - ii. Grass cutting
  - iii. Digital Systems Review
  - iv. Performance reporting and data quality
  - v. Standards and quality checking
  - vi. Workforce related issues
  - vii. Resourcing/ productivity
  - viii. Asset maintenance
3. The previous strategy has delivered several successful outcomes for the council and has improved performance and productivity. The previous strategy has delivered several successful outcomes for the council and has improved performance and productivity. Steady progress was made across the three-year period of the strategy which means that a review of service indicators in July 2021 increased the service targets from 80% to 85%. Examples of performance improvements for 2019/20 to after the end of the strategy in 2020 are outlined below:
  - % of grass cutting completed on time has increased from an average of 85.4% in 2019/20 to 92.6% in 2021/22.
  - % of ground maintenance requests completed on time has increased from an average of 83.3% in 2019/20 to 84.9% in 2021/22
  - % of litter bins emptied on time has increased from an average of 84.8% in 2019/20 to 85.9% in 2021/22
4. Efficiencies generated through the strategy have been reinvested back into the service and mean that Streetscene has been able to meet the following demands within existing capacity:
  - Maintained performance throughout the Covid-19 pandemic.
  - Met increased service demands such as in relation to fly tipping and burial.
  - Taken on additional work to support short-term priorities such as supporting the contracted FCC service with the management of domestic waste collections.
  - Absorbed additional work to support the Council's commercial priorities and supporting expanding sites at Market Walk, Primrose Gardens, Strawberry Fields and Tatton.
  - Successfully double shifted the RCV for street cleansing to ensure that we are making best use of our resources to deliver an even better service.
5. The work of the service in delivering the council's mini meadows and wildflower corridor programme has also generated positive feedback from residents.
6. The Streetscene service represents a large proportion of the council's total revenue budget and staffing FTE. The strategy is therefore important for ensuring a strategic

approach and clear action plan for the development of a key area of council service delivery.

7. This paper summarises the main themes and areas for development within the new Streetscene Strategy. The full strategy at appendix A includes:
  - i. Purpose of the strategy
  - ii. Vision
  - iii. Links to current strategies and policies
  - iv. Current service context
  - v. Key focuses for delivery
  - vi. Key measures for success
  - vii. Financing
  - viii. Action plan

## Key themes

8. The strategy builds on existing work carried out through the previous Streetscene Modernisation Strategy which has delivered significant changes in behaviour and culture, together with a greater focus on performance and productivity of the service. This means that it is now timely to further align the Streetscene service to the council's priorities through a focus on environmental and technological changes to the service, alongside a greater focus on working with Members and local communities to identify and deliver enhanced neighbourhood improvements to areas across the borough.
9. Areas of service delivery for the strategy are centred around several key themes which are outlined below:
  - **Green operations-** to help meet the council's ambitions around the green agenda and addressing climate change, the Streetscene service will review the fleet, tools, equipment and methods used in service delivery to consider how to reduce environmental impact whilst maintaining service delivery and meeting customer demand.
  - **Biodiversity-** the service will deliver a biodiversity programme to support the natural environment including wildflower planting, tree planting, and further improvements to parks and open spaces.
  - **Neighbourhood improvements-** capacity in the service which is freed up through efficiencies will be re-invested into the service through the delivery of enhanced neighbourhood improvements including enhanced street cleaning and the targeting of grot spots. A review of litter bins will also be carried out to ensure that the right bins are in the right places to meet demand.
  - **Maximising technology and information-** the service will continue to invest in technology to make sure that we are maximising the resources that we have in place. This will include increased mobile and digital working to enable efficiencies, the investigation of new technologies and comprehensive reporting on performance.
  - **People and culture-** to ensure that the service is sustainable and can meet current and future service demand, the strategy will ensure that the right skills



and capacity are in place across Streetscene teams through succession planning and training and development programmes.

10. The expected benefits and outcomes to be achieved through the strategy include:

- **More efficient services-** efficiencies driven through modernisation, new technology and review of service schedules.
- **Cleaner, safer and more attractive local areas-** capacity available for additional and enhanced cleaning in local neighbourhoods and hot spot areas to reflect member and customer requests.
- **Reduced environmental impact whilst maintaining service standards-** this supports the delivery of other council programmes such as the Climate Change and Clean Air Strategies.
- **A flexible and sustainable workforce-** able to adapt to areas of service demand with in-built service resilience to meet succession planning requirements and future need.

### **Implementation and monitoring**

11. This strategy includes a substantial programme of work which is expected to be delivered over a three-year period from 2022- 2025. A high-level action plan is set out at the end of the strategy and has been developed to identify the expected timescales for the delivery of the work aligned to the key areas of focus.
12. The strategy has been developed in line with service priorities and sets out the work to be carried out as part of the service business plan. As such, the strategy will be refreshed annually throughout the 3-year period through the annual business planning process which will also allow for engagement with staff on the content of the actions plans.
13. It is suggested that an initial review of the strategy is carried out at a 6-month mark to evaluate key outputs, outcomes and benefits realised. This will then be able to inform any changes to the strategy when it is refreshed through the business planning processes.
14. Key corporate and service level indicators are outlined within the strategy to identify how the success of the strategy will be monitored and measured. This will monitor the impact of the strategy on areas of service delivery including grass cutting schedules, street cleansing, litter bins, service requests and call backs.