

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 15 October 2015, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

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

Consider the Council Minutes for the last meeting and approve their signing as a correct record (Item 3)
4. Statutory Business

Planning - consider applications, report from Lead Member for Planning (Item 4)
5. Public Participation

Matters brought to the Parish Council by residents. Residents will have twenty minutes set aside during which each resident shall have three minutes each.
6. Financial Items
 - 6.1 Receive financial reports 1, 3 and 4 and approve Expenditure report 2 (Item 6.1)
 - 6.2 Following the update of the new FSCS rules at the last meeting. Council to approve the opening of additional bank accounts, to spread Council balances amongst unconnected banks to retain balances below the upper protection limit.
7. Committee/Working Group Reports and Recommendations
 - 7.1 All Purposes Committee meeting arranged for 22 October
 - 7.2 Finance Committee - verbal update
 - 7.2.1 Receive the half year budget report (Item 7.2.1)
 - 7.2.2 Discussion regarding the early draft budget for 2016/2017 to give the Finance Committee guidance (Item 7.2.2)
 - 7.3 Other Committee/Working Group updates - verbal update
 - 7.4 Personnel Committee vacancy election - see nominations (Item 7.4)
9. Proposal regarding bowling at the Chorley Rugby Club site

Details will be provided of a project to create bowling and boules at this site, by a presenter who will then answer questions. Council to decide whether to progress by requesting fixed priced costings (at no cost to the Council) (Item 9)
10. Millennium Green tree thinning and grant allocation

Consider report and decide to spend the grant on tree thinning (Item 10)
11. Feasibility Study

To receive the costings of two contractors for a feasibility study of Greenside and a Chorley Officer, consider and decide how to this subject forward (Item 11)

12. Request for support for HCA, Locality Funding

Consider information received by a resident regarding a proposal for redevelopment of a site. Council to consider the request for to support (on paper) a funding bid to 'Locality' - supporting information sent via email to Councillors (Item 12)

13. Consultation: Chorley Council, Validation Checklist

Consider a response if required, consultation emailed to Councillors 6 October and can be viewed at <http://chorley.gov.uk/Pages/AtoZ/Consultations.aspx>

14. Matters for information

Notify the Chair prior to the meeting start 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: 06/10/15

Notes: Public Participation item will be taken whilst Standing Orders are suspended. This agenda is accompanied by public reports, as referenced at the agenda items. **End**

Meeting calendar deadline for agenda items/submit papers is 7 clear working days prior

2015: 19 November

2016: 21 January, 18 February, 17 March, 21 April, 19 May, 16 June

Newsletter calendar

Distribution 1st week of December, deadline 11 November 2015

Distribution 1st week of March, deadline early February 2016

Distribution 1st week of June, deadline early May 2016

Distribution 1st week of September, deadline early August 2015

MINUTES of the Full Council Meeting held 17 September 2015 at 7.15 pm at The Annexe, Euxton PC Community Centre, Wigan Road, Euxton.

<u>Present</u>	Cllr J Bamber (Vice Chair)	Cllr P Fellows	Cllr K Reed (Chairman)
	Cllr M Bamber	Cllr C Jones	Cllr A Reed
	Cllr A Caughey	Cllr E Jones	Cllr A Riggott
	Cllr J Caughey	Cllr A Platt	Cllr V Thornhill
	Cllr H T Cook	Cllr J Prayle	

1. Apologies Cllrs Jarnell, Parr, Matson, Wellerd.

Chair informed that the procedure for extending the meetings was legal and the clauses are in the minutes of the last meeting. Members should not be raising their voices and listen when others are speaking. The Chair will start and end the meeting.

2. Declarations of Interest

Cllr Platt declared a pecuniary interest in items forming part of agenda items 7.1, as a relative of an employee and 10, as he has been named.

3. Minutes of Council Meetings

Resolved: Minutes of the Council Meeting on 20 August 2015 were agreed to be an accurate record, and signed by the Chairman, with the change of text at 7.1 and agreement at 10.

4. Statutory Business

Planning - considered applications in report from Lead Member for Planning.

Letters to go to the TPO applications.

Clerk wrote to the developer/owner of the pub sites in the village to ask if they will give the Council information of their plans or aims. They informed that there were no plans to change the use of the Euxton Mills.

5. Dispose of business remaining from the last meeting - LALC Representatives

Councillors A Caughey, Cook, K Reed, A Caughey.

6. Public Participation - Residents and Police Matters

Resolved: Council resolved to suspend standing orders.

Mr Brotherston from the EWMG to update on the Memorial stone marks.

A resident had passed on reports of activity behind the shops and a contractor cleaning out his carpet cleaning business waste into a water waste grid beside Runshaw Lane shops. Clerk will pass on reports.

Resolved: Council resolved to restore standing orders.

7. Financial Items

7.1 Receive financial reports 1, 3 and 4 and approve Expenditure report 2

Resolved: Council received reports 1, 3 and 4 and agreed the itemised requests for payment be approved for payments on report 2, which had been checked by a Councillor prior.

Creditor	Description	Total £
LCC	VAT mistake 2014/15, cq 3902	114.71
LCC	VAT mistake 2014/15, cq 3903	114.71
LCC	VAT mistake 2014/15, cq 3904	114.71
Tell Tale Signs	Name plates for new noticeboard	24.00
Chorley Council	Half Year lease of land	6.00

SLCC	Clerks Manual inserts	35.50
Royal Mail	Freepost post charges	1.78
Go Velo Ltd	Healthy Streets Bike Event at Library	300.00
GGM Ltd	Service of vacuum and parts	361.48
Came & Company	Insurance	2656.85
E-on	Electricity at pavilion	41.92
Maxigiene Env Svs Ltd	Work at pavilion from Legion. Inspec	192.00
Townsend Print/Skipton	September newsletter print	885.00
Cash	Petty cash fund reimbursement	80.82
Employee 1	Photocopies, telephone, computer	263.10
Employee 1	Reimbursements	16.63
Employee 2	Reimbursements	43.05
Employee 3	Reimbursements	34.81
Employee 4	Reimbursements	26.60
Employee 1	Salary Sept 2015	1442.74
Employee 2	Salary Sept 2015	872.94
Employee 3	Salary Sept 2015	736.94
Employee 4	Salary Sept 2015	764.72
HMRC	Tax&NI Sept 2015	575.36

7.2 Authorise the signing of the contract and monthly Direct Debit for the website monthly fee

Resolved: Council approved the contract and direct debit to be signed.

7.3 Receive information regarding the new FSCS banking protection levels, as reported to the Risk Working Group on 17 July 2015

Resolved: Council received this information.

It was raised that the Council's balances were higher than the protective limit – this will be considered by the Finance Committee.

8. Committee/Working Group Reports

8.1 All Purposes Committee meeting 25 August - verbal update

Chair updated the meeting on the progress of the committees' decisions.

8.2 Personnel Committee meeting 26 August - verbal update

Chair updated she had been elected to the Chair again but the Committee now needed a new member. The Committee had discussed the pension timeline, finance software, Clerk hour breakdown on Facebook/Twitter and Finance Committee work, the draft calendar, it will review all the employees contracts, Clerk to research Councillor responsibilities, time extensions at meetings.

8.2.1 Calendar containing Full Council meeting dates and open dates for Committee meetings to be arranged.

Resolved: Council approved the calendar and its publication.

8.2.2 Councillor vacancy on the Personnel Committee.

Resolved: Council noted the vacancy and nomination process.

8.3 Other Committee/Working Group updates - verbal update

Bowling & Boules Committee – nothing to report.

Finance Committee – reminder to Committee Chairs to send in Precept request amounts to the Clerk for the budget.

9. Insurance Cover Review

Resolved: Council reviewed and agreed the insurance details.

Clerk to report to the insurers the ongoing contract build problem with the Memorial and have the pavilion rebuild cost re-evaluated to included demolition costs.

10. Risk Register

Council discussed some of the register items in detail. The register is meant to be a working document which will be worked from and updated on an ongoing basis.

Resolved: Council agreed the Risk Register document, as a working document with the additional of the risk clarification at 3a.

The Business Continuity Plan requires volunteer Councillors to join the working group to complete its review. Please pass your name to the Clerk.

11. North West In Bloom Awards

Resolved: Council will purchase two tickets, for the Chair and her guest.

12. Matters for information

Council was updated over the distribution problem with this newsletter issue, going forward it is hoped there will be volunteers for the areas or it will attempted to cover them with a paid deliverer.

Chair of the Bowling Committee updated that one costing for a Feasibility Study for Greenside had been received at £16,200 to £18,900.

As there was no further business, the Chairman declared the meeting closed.

EUXTON PARISH COUNCIL

Bank Reconciliation

Financial year ending 31 March 2016

Balance per bank statement as at	01 October 2015		
		£	£
Current account balance		501.62	
High Interest Account		226,288.21	
			<u>226,789.83</u>
Less: any unpresented cheques as at the statement date			
	Cheque No	Amount	
	4119	300.00 -	
	4123	192.00 -	
	4125	80.82 -	
		-	
		-	<u>572.82</u>
Add: any unbanked cash		0.00	0.00
Net bank balances as at:	01 October 2015		<u>226,217.01</u>

<u>Cash Book</u> as at:	01 October 2015	
Opening Balance		172,524.54
Add: Receipts in the year		122,214.50
Less: Payments in the year		<u>-68,522.03</u>
		226,217.01

<u>Cash Book</u> as at:	15 October 2015	
Opening Balance		172,524.54
Add: Receipts in the year		122,214.50
Less: Payments in the year		<u>-73,927.67</u>
		220,811.37

EUXTON PARISH COUNCIL**Budget Breakdown Report 2015/2016 (cumulative for year)**

Budget Codes	Description	Comm 'ittee	Budget 2015/16	Carried fwd from 14/15	Total Budget avail15/6	Spend to Date	Income 2015/6	Budget Via	Budget Balance	Note	Budget Spend Totals
01 Employees											
01	Employees	PC	51500		51500	29055			22445		29055
02 Housekeeping											
02-1	Employee Mileage	PC	1600		1600	797			803		
02-2	General Office - stationery, copy, post, IT, tel	PC	1400		1400	726			674		
02-3	Publicity - newsletter/AnnRep/ Other	AP	3000		3000	2486	2073		2587		
02-4	Insurance	C	2500		2500	2657			-157		
02-5	Subscriptions	C	250		250	35			215		
02-6	Audit	C	1000		1000	580			420		
02-7	Legal Fees/Planning Investigations	C	2500		2500	669			1831		7950
03 Council											
03-1	Training/Conference Fees	C	350		350	165	0		185		
03-2	Elections and Parish Poll Fund	C	0	5000	5000	0			5000		
03-3	General Reserve	C	0	22803	22803	0		-500	22303	*2	165
04 Grants/S137											
04-1	Grants	AP	3000		3000	800			2200	*1	
04-2	Christmas Celebrations	AP	1000		1000	0			1000		800
05 Special Events/Projects											
05-1	Euxton Gala	AP	700		700	732			-32		
05-2	Balshaw Lane Pond	L	2500	4500	7000	0			7000		
05-3	Neighbourhood Plan	NWG	0	2000	2000	0			2000		
05-4	Quality Status renewal	C	50	200	250	0			250		
05-5	Website	AP	2000		2000	0			2000		
05-6	Comms and social media methods	AP	250		250	100			150		
05-7	Increase public involvement work	AP	250		250	0			250		
05-8	Finance software	F	2050		2050	0			2050		
05-9	Heritage Fund	AP	212		212	0			212		832
06 Amenity/Utility											
06-1	Utilities	C	1100		1100	749	55		406		
06-2	Gardens/Planting/Competitions	AP	3250		3250	1529	400		2121		
06-3	War Memorial	AP	0	2500	2500	81			2419		
06-4	Millennium Green - grass cuts, maint	L	2000	1000	3000	1550			1450		
06-5	All Purposes Committee	AP	0	4000	4000	739			3261		
06-6	Greenside Pitch Maintenance	L	3000		3000	0			3000		
06-7	Play Equipment Replace Scheme	L	13350	11774	25124	20000			5124		
06-8	Amenity/Open Space RRM	L	13500		13500	3364	575		10711		28013
07 Earmarked Reserve/Carry Forward Money											
07-1	Land Fund/Amenity	L	0	18684	18684	0			18684		
07-2	Street Sweeping Machine Fund	AP	500	3500	4000	0			4000		
07-3	Bowling/Boules Project	BC	2500	60000	62500	0			62500		0
08 Other											
08-1	Healthy Streets		0	1129	1129	250	119112	0	879		
08-2	Ransnap Brook		0	279	279	0			279		
08-3	BT Wayleave/Available		0	788	788	0			788		
08-4	Green Partnership Grant (Mgreen)							500	500		250
			115312	138157	253469	67064.87	122214.50		189507		67065

VAT total on purchases

£5,553.91

exl vat

*1 £150 library grant unclaimed yet

*2 £500 GP Grant earmarked to 8-4

EUXTON PARISH COUNCIL

Item 7.2.1

Budget Breakdown Report 2015/2016 (cumulative for year)

Budget Codes	Description	Comm 'ttee	Budget 2015/16	Carried fwd from 14/15	Total Budget avail15/6	Spend to Date	Income 2015/6	Budget Via	Budget Balance
01 Employees									
01	Employees	PC	51500		51500	25980			25520
02 Housekeeping									
02-1	Employee Mileage	PC	1600		1600	684			916
02-2	General Office - stationery, copy, post, IT, tel	PC	1400		1400	721			679
02-3	Publicity - newsletter/AnnRep/Gala day/ Other	AP	3000		3000	2327	1885		2558
02-4	Insurance	C	2500		2500	2657			-157
02-5	Subscriptions	C	250		250	35			215
02-6	Audit	C	1000		1000	580			420
02-7	Legal Fees/Planning Investigations	C	2500		2500	669			1831
03 Council									
03-1	Training/Conference Fees	C	350		350	111	0		240
03-2	Elections and Parish Poll Fund	C	0	5000	5000	0			5000
03-3	General Reserve	C	0	22803	22803	0			22803
04 Grants/S137									
04-1	Grants	AP	3000		3000	800			2200
04-2	Christmas Celebrations	AP	1000		1000	0			1000
05 Special Events/Projects									
05-1	Euxton Gala	AP	700		700	732			-32
05-2	Balshaw Lane Pond	L	2500	4500	7000	0			7000
05-3	Neighbourhood Plan	NWG	0	2000	2000	0			2000
05-4	Quality Status renewal	C	50	200	250	0			250
05-5	Website	AP	2000		2000	0			2000
05-6	Comms and social media methods	AP	250		250	100			150
05-7	Increase public involvement work	AP	250		250	0			250
05-8	Finance software	F	2050		2050	0			2050
05-9	Heritage Fund	AP	212		212	0			212
06 Amenity/Utility									
06-1	Utilities	C	1100		1100	722			378
06-2	Gardens/Planting/Competitions	AP	3250		3250	1529	200		1921
06-3	War Memorial	AP	0	2500	2500	81			2419
06-4	Millennium Green - grass cuts, maint	L	2000	1000	3000	1550			1450
06-5	All Purposes Committee	AP	0	4000	4000	739			3261
06-6	Greenside Pitch Maintenance	L	3000		3000	0			3000
06-7	Play Equipment Replace Scheme	L	13350	11774	25124	20000			5124
06-8	Amenity/Open Space RRM	L	13500		13500	2812	325		11013
07 Earmarked Reserve/Carry Forward Money									
07-1	Land Fund/Amenity	L	0	18684	18684	0			18684
07-2	Street Sweeping Machine Fund	AP	500	3500	4000	0			4000
07-3	Bowling/Boules Project	BC	2500	60000	62500	0			62500
08 Other									
08-1	Healthy Streets		0	1129	1129	250	0		879
08-2	Ransnap Brook		0	279	279	0			279
08-3	BT Wayleave/Available		0	788	788	0			788

Budget Spend Totals

25980 Slightly over 50% of budget

Under 50% of budget
Slightly over 50% of budget
Ad revenue good, so costs down
Over for Memorial add premium
Approx £185 for 2 subs due Jan
Ext Audit fee down by £200 as below threshold
7673 This is a 'maybe' budget so not allocated to anything

Another course is to be arranged Oct/Nov £190

111

* NB £140 library allocated
800 won't be spent until Dec/Jan, Proposal for new lights

£36.50 to be moved to 05-6 budget

Council decided Feb15 not to apply
Website order cost of £499 + £20pm est £619, est £250 pho
£36.50 from 05-1 to come out
Proposed by AllPurpComm for volunteer kits £480
Finance Committee to consider yet
832 AllPurpC will be considering at Oct meeting - to spend

bills for rest of year still to come in
Winter/spring plant up yet to be billed
Could allocate funds to 02-4 to cover premiums
Grass cut bills arrive new year appx £800
Have proposals at October meeting to spend some
Lcomm decided not to do maintenance 4/8/15

27434 Grass cut bills arrive new year appx £2400

Savings for possible project
Savings fund
0 Savings for project

Holding for Hlthy Streets Group
Left from Ransnap Project
250 May be spent at Oct All Purp Comm

115312 138157 253469 63078.51 121510.91 0 192800

63079

VAT total on purchases
£5,443.52

exl vat

EXUTON PARISH COUNCIL

Early Draft Precept Budget for 2016/2017

Budget Codes	Description	Comm 'ittee	Budget 2015/16	Carried fwd from 14/15	Total Budget avail15/16	Spend to Date	Income 2015/6	Budget Via	Budget Balance	Note	Budget Spend Totals	Est'd spend to Mar16	Estimated Budget Balance	Carry Fwd/ Allocated Funds	Budget request 2016/17	Explanations	
NB: PC Personnel, C Council, FC Finance, AP All Purposes, L Leisure, BC Bowling																	
01 Employees																	
01	Employees	PC	51500		51500	25980			25520		25980	25520	0	0	54000	PersComm asked for increase, living wage proposal	
02 Housekeeping																	
02-1	Employee Mileage	PC	1600		1600	684			916			900	16	0	1600		
02-2	General Office - stationery, copy,	PC	1400		1400	721			679			650	29		1400		
02-3	Publicity - newsletter/AnnRep/Gala	AP	3000		3000	2327	1885		2558			2300	258		3000	Need to budget for 'no revenue' situation	
02-4	Insurance	C	2500		2500	2657			-157				-157	0	2750	Increase to include ann % and memorial	
02-5	Subscriptions	C	250		250	35			215			185	30		1500	Needed to add in LALC approx £1250	
02-6	Audit	C	1000		1000	580			420				420		1000	May have new Int Audit fee? Clarify. Leave as last year	
02-7	Legal Fees/Planning Investigations	C	2500		2500	669			1831		7673		1831		2500	Not sure if this needs to remain or how much, so left in	
	New H&S working from home advice	FC													2000	New Finance Committee request	
	New Advice on NIC/VAT	FC													1500	New Finance Committee request	
	New Website maintenance	AP													240	New annual website cost added line	
	New IT/Laptop/Hardware	FC													2000	New Finance Committee request	
	New Speed Indicator Device new plates	AP													150	New All Purposes project, two plates	
03 Council																	
03-1	Training/Conference Fees	C	350		350	111	0		240			190	50		350	Council policy is £350 py	
03-2	Elections and Parish Poll Fund	C	0	5000	5000	0			5000				5000	5000	5000	Vacancy elections/Parish Polls. Saving fund for 2018 election	
03-3	General Reserve	C	0	22803	22803	0			22803		111		22803	22803		Consider a lower/upper limit required	
04 Grants/S137																	
04-1	Grants	AP	3000		3000	800			2200	*		2200	0		3000	Consider if £3000 enough for large council	
04-2	Christmas Celebrations	AP	1000		1000	0			1000		800	650	350		500	Need to cover for a tree but not lights	
05 Special Events/Projects																	
05-1	Euxton Gala	AP	700		700	732			-32			-36.5	5		500	Consider to have a banner	
05-2	Balshaw Lane Pond	L	2500	4500	7000	0			7000				7000			Decide if to carry on with budget - or delete	
05-3	Neighbourhood Plan	NWG	0	2000	2000	0			2000				2000			Decide if to carry on with budget - or delete	
05-4	Quality Status renewal	C	50	200	250	0			250				250			Council decided not to apply - suggest delete budget	
05-5	Website	AP	2000		2000	0			2000			869	1131			Website done - delete budget, ongoing budget added above	
05-6	Comms and social media methods	AP	250		250	100			150			36.5	114	50		All Purp Committee	
05-7	Increase public involvement work	AP	250		250	0			250			250	0		250	All Purp Committee	
05-8	Finance software	F	2050		2050	0			2050				2050		2000	Fin Committee to consider, then put in annual costs	
05-9	Heritage Fund	AP	212		212	0			212		832	212	0			Delete	
	New ROF Lamp Post Project	AP													2000	New All Purposes Project	
06 Amenity/Utility																	
06-1	Utilities	C	1100		1100	722			378				378		750	Electric/Water bills	
06-2	Gardens/Planting/Competitions	AP	3250		3250	1529	200		1921				1921		3500	Check new tender All Purp Comm, estimated an increase	
06-3	War Memorial	AP	0	2500	2500	81			2419				2419		500	Consider a small budget for repairs/maint or include in 06-8?	
06-4	Millennium Green - grass cuts, mai	L	2000	1000	3000	1550			1450				1450		4000	Leisure Committee Requested	
	New Millennium Green Main Plan Surve	L													4000	Leisure Committee/WG Requested	
06-5	All Purposes Committee	AP	0	4000	4000	739			3261			1030	2231		2500	Ask All Purp Committee	
06-6	Greenside Pitch Maintenance	L	3000		3000	0			3000				3000		4000	Leisure Committee Requested	
06-7	Play Equipment Replace Scheme	L	13350	11774	25124	20000			5124				5124	5124	10000	Leisure will allocate new project area	
06-8	Amenity/Open Space RRM	L	13500		13500	2812	325		11013		27434	5000	6013		13500	Need funds for repairs/emergencies/safety	
07 Earmarked Reserve/Carry Forward Money																	
07-1	Land Fund/Amenity	L	0	18684	18684	0			18684				18684	18684			Savings for possible project
07-2	Street Sweeping Machine Fund	AP	500	3500	4000	0			4000				4000	4000			Savings fund
07-3	Bowling/Boules Project	BC	2500	60000	62500	0			62500		0		62500	62500	30000	Project fund request Bowling Committee	
08 Other																	
08-1	Healthy Streets		0	1129	1129	250	0		879			0	879	879			c/f
08-2	Ransnap Brook		0	279	279	0			279			0	279	279			c/f
08-3	BT Wayleave/Available		0	788	788	0			788		250	788	0				delete budget
			115312	138157	253469	63078.51	121510.91	0	192800		66828	40744		119269	160040		
VAT total on purchases exl vat																	
£5,443.52																	

7.4 Personnel Committee vacancy election

The Council procedure for this vacancy is:

*Resolved: Council agreed that, if a Councillor wished to serve on the Personnel Committee then they needed to write a letter of nomination, which should have a proposer and seconder, from the current Councillors, submit to the Clerk 7 working days prior to the May Annual meeting. The nominations received would be voted upon, **by paper ballot** at the AGM. Councillors can withdraw before the vote and current serving members of the Committee will be noted as such on the ballot paper."*

There will be a Paper Ballot for this vacancy.

Nominations received by the deadline of Friday, 2nd October 2015.

Councillor Terry Cook

Proposed Cllr J Caughey
Seconded Cllr A Caughey

Information Sheet – Development of Brookfields Site**The Questions put to me and my responses are as follows :**

- 1) **Who owns/ runs the land?** The Chorley Community Trust own the Freehold of the Brookfield site. On completion the site will be operated by a Trust wholly owned subsidiary company Phase One Sports and Leisure CIC. Therefore, the 'Outdoor Facilities Use Agreement' will be agreed and issued by Phase One to the users of the Bowling Green, Boules Court, Tennis Courts, Grass Pitch, Artificial Grass pitch.

- 2) **Brief description of the whole site concept.** Brookfields was a single sport site operated by Chorley RUFC. In common with most single sport sites and facilities the financial challenge was too great. It became uneconomic to operate the site and in consequence both the pitches and clubhouse building fell into decay and necessary maintenance became unaffordable. In early April 2010 I was asked to 'sort out' the future of Brookfields site. I quickly decided that a Multi Sport Year Round Activity Development of the site funded by disposing of part of the site was the only sensible solution. The Chorley Community Trust (TCCT) was formed. Over the next 12 months TCCT will invest 4 million pounds in the Brookfields development comprising:
 - + 2 Full size (each 125m X 78m) floodlit grass soccer / rugby pitches
 - + 1 Full Size (100m x 70m) floodlit Artificial Grass soccer / rugby pitch
 - + Double (36.6m x 31.70m) Floodlit Artificial Grass Tennis Courts
 - + 1 Full Size (40m X 40m) grass Crown Green bowling green
 - + 1 Full Size (18m x 17m) floodlit Four Lane Boules Court
 - + Car Parking on a lit barrier controlled car park on 350 marked spaces / 6 marked disabled spaces/ marked motorcycle spaces/ marked bicycle spaces/ marked coach spaces/ ambulance loading space
 - + 2 storey Brookfields Pavilion contains:
 - [Ground Floor](#)
 - + Main Entrance Lobby
 - + Reception
 - + Phase One office and admin.
 - + Platform Lift
 - + Cool Room with food hoist to kitchen
 - + Outdoor opening fast food and drinks kiosk
 - + External Access toilets
 - + Disabled Toilet
 - + Spectator seated stand for 350 overlooking main grass pitch
 - + Exterior building security lighting
 - + Open access defibrillator
 - + Physiotherapy Clinic (franchise)
 - + Sports Injuries clinic (franchise)
 - + Two 'dry' changing rooms
 - + Four 'wet' changing rooms
 - + All internal doors hardwood and lockable

First Floor

- + Red Rose Function Suite seating 180 banqueting style and 200 lecture style
- + Red Rose Bar
- + Sprung Dance Floor
- + Seminar/ In Service Training/ Meeting rooms
- + Conference, meeting, training IT & Presentation facilities
- + Open access WiFi throughout Pavilion
- + Sound attenuation equipment and processes
- + Disabled Toilet
- + Viewing Balcony seating 100
- + Twickenham Bar and Lounge
- + Catering kitchen (franchise catering) equipped to serve up to 200
- + Fitness suite (franchise operation)

3) *The opportunity on offer and where on the land described above.*

40m X 40m Crown Green grass bowling green plus storage unit AND Four Lane 18m x 17m Boules Court adjacent. Both Boules Court and Bowling Green immediately South East of the Pavilion and South of the Site access road from Chancery Road.

4) *How will it be run/managed?*

Run as a bowling club managed by the bowling club

5) *What are the indicative construction costs and will these be fixed price contracts?*

Bowling Green Construction **£150,000** + Floodlights **£35,000** both plus VAT

Boules Court Construction **£15,000** + Floodlights **£15,000** both plus VAT

6) *What will be the ongoing costs*

ELECTRICITY FOR FLOODLIGHTS, WATER FOR SHED, GREENKEEPER all via Phase One CIC invoice plus Management Charge to be paid by The Bowling Club to Phase One Sport and Leisure CIC.

Anthony J Callander

Chairman The Chorley Community Trust

Managing Director Phase One Sport and Leisure CIC.

7th October 2015

Euxton Millennium Green

Justification for allocating £500 for work on tree maintenance at Millennium Green.

1 Before Council abandoned the Balshaw Lane Ponds Scheme earlier this year the Green Partnership had (somewhat prematurely as they were advised that the Council could not confirm that the scheme would proceed) awarded the scheme a grant of £500. When Council advised that the scheme would not proceed The Partnership asked that, rather than return the money, it should be spent in the current financial year on suitable alternative works that would be supportive of their aims.

2 As the Council may well wish to apply for grants from the (successor organisation to) The Partnership in future it would be prudent to meet their request. The Clerk identified options for using the funding on the Millennium Green. The most appropriate, as it is undoubtedly required, is overdue and could, if necessary, be constrained by a fixed budget of £500, would be the thinning of the areas of dense tree planting.

3 These were planted at the time of the Green's creation, are an integral part of the Green and contribute much to its attractive appearance. However they are now very crowded and in need of thinning if the remaining trees are to continue to grow in good shape and health.

4 I suggest that the Clerk should ask selected tree surgeons to define the works that they would be willing to undertake for the sum of £500. Alternatively the Clerk could seek quotations from tree surgeons for the work of thinning all the planted areas and advise the Council of the additional sums that may be required if Council wishes to do more of the work than would be possible for the sum of £500.

5 The winter will probably be the most suitable time for undertaking the work

23rd September 2015

Debra Platt
Clerk
Euxton Parish Council
9 Ambleside Avenue
Euxton
Chorley
PR7 6NX

Email: euxtoncouncil@btinternet.com

Dear Debra,

IDENTIFICATION OF POTENTIAL OPTIONS FOR CONSIDERATION IN RELATION TO THE FUTURE DEVELOPMENT OF THE GREENSIDE PLAYING PITCH & CHANGING PROVISION WITHIN EUXTON PARISH

Thank you for your initial contact and telephone discussion regarding the above. We really appreciate you requesting work from Strategic Leisure Limited (SLL).

Further to our telephone discussion, and a short desktop review with regards the Greenside site, I have set out below a summary approach and methodology to undertake the above.

Given the work we have already undertaken in the locality for Chorley Borough Council, we have a good background knowledge of the local area, and have significant knowledge and experience of this type of work. We have tried to reflect this knowledge in the fees for the work.

I have set out below our understanding of the work needed; we are more than happy to discuss and review this to ensure it meets your requirements.

CONTEXT

Our understanding is that Euxton Parish Council is considering the options available to it for the potential future development of the Greenside outdoor pitch and changing room provision and wishes to understand in more detail potential development options for consideration in any future decision making process.

This work has been prompted by the ongoing desire to provide an outdoor bowling green for the Parish, to address the potential loss of a portion of the Greenside site to housing highlighted within the Borough Council's local plan and the need to upgrade and improve the site infrastructure such as changing rooms and car parking provision

Based on the recent discussion, our understanding of the work required on behalf of the Parish Council is as follows:

SCOPE OF WORK

- A review of local context to include Chorley Borough Council's local plan and playing pitch strategy; relevant National Governing Body strategies for the locality;
- Consultation with current and potential key stakeholders to include the Parish Council, Chorley Borough Council, appropriate national governing bodies of sport and

- The identification of the potential options available to the Parish Council for the future development of the Greenside site and the identification of each option's potential for future development.
- Production of draft and final options report and presentation to the Parish Council

OUR APPROACH

Our approach to the above work will be:

Site visit and initial meeting with key members of Parish Council (1 day)

We would commence the project with an initial meeting with Parish Council and site visit to

- **Meet the parish council members**
- **Finalise the parish council's objectives**
- **Agree key outputs and date for completion and presentation of report outcomes**
- **Finalise a list of key partners/stakeholders**
- **Discuss key issues, opportunities and constraints**

Consultation (1 day)

Carry out project consultation through a combination of telephone and face to face meetings where appropriate to identify future priorities of current stakeholders and potential key partners in relation to future development of the Greenside site.

Working up of potential options and Draft and Final report (3.5 days)

The next stage of work will be the working up of a long list of potential options available to the Parish Council for the future development of the Greenside site and the identification of each option's potential for future development. This would include an analysis of key documents, appraisal of consultation discussions and carrying out a brief appraisal of the likelihood of each option's development potential being realised.

Analysis will then inform a reduced number of options to produce a recommended short list of options available to the Parish Council moving forward, and will be able to be used to inform any future decision making process.

We would produce a short report for the Parish Council summarising the above and setting out both the long list of options available and how the options recommended for potential development in the future have been reached, with an explanation of reasons for inclusion/exclusion.

Presentation of final report to Parish Council (0.5 day)

We would wish to meet with the Parish Council to discuss and present the findings of the report.

We will liaise with Parish Council throughout the undertaking of this work and to keep them apprised of progress

FEES

Based on the above approach, we would be able to complete this work for a fee of £3,000 plus expenses based on 60p per mile, plus VAT. These expenses would be capped at £300 equating to a total cost for completing the work required of **£3,300 plus VAT**. This fee is based on the equivalent of 6 days work at the equivalent rate of £500 plus VAT per day.

CONSULTANCY TEAM

The consultants undertaking this work will be Rachel Fowler, Managing Director, Richard Lewis, Associate Principal Director and Carol Lewis, Associate Consultant. Rachel will be Project Director and Richard working in conjunction with Carol will be Project Lead.

Strategic Leisure has completed several similar feasibility projects to this one. Richard has recently been involved in feasibility work considering options for future development of sports facilities and pitches in Richmondshire, East Lincolnshire and Redcar and Cleveland and has worked with Town and Parish Councils. He has also completed similar work in the last two years on behalf of Council and the Universities of Hull, Portsmouth and Sheffield.

I trust that our proposal is self-explanatory and accurately reflects the needs of the Parish Council. Should you wish to discuss matters further or require any further information, please do not hesitate to contact me.

Yours faithfully
For **Strategic Leisure**

A handwritten signature in black ink that reads "Rachel Fowler". The signature is written in a cursive style with a horizontal line under the name.

Rachel Fowler
Managing Director

KNIGHT KAVANAGH & PAGE



Having considered our conversation last week I would anticipate that the requirements of a study as you described would entail the following work

Initial meeting - to discuss the scope of the study, review the site and existing facilities, agree the key consultees and contractual arrangements - 1 day

Background context and research - profile of area, housing and population growth, mosaic profiling, competitor analysis, etc - 2 days.

Consultation - with key stakeholders.....parish council representatives, clubs, local authority, local schools, governing bodies of sport (as appropriate) - circa 3 to 5 days depending on numbers consulted.

Identification of need - KKP to determine from consultation process the need for facilities in the area and to articulate a vision for this - 3 days

Master plan development - Architects to develop a space plan for the site based on the identification of need. This will be a site masterplan reflecting the vision for the development - 4 days.

Phasing - Architects to develop a phasing action plan to identify the order in which specific developments might take place in order to deliver the vision - 2 days.

Cost Plan - cost plan developed for the overall masterplan to identify the potential overall capital investment requirements of the site - 2 days.

Revenue business plan - KKP to develop the revenue business plan for the development to determine how it can be financially sustainable - 3 days

Report - KKP to develop an overarching report for the development and also outline the potential sources of funding to deliver the development - 4 days

Presentation - KKP to deliver a presentation to the Parish Council on the report findings and the way forward for the development - 1 day

Project management - update meetings with the PC x 2 and internal project management - 2 days.

Therefore, I would anticipate the study taking approximately 27 consultant days (however this really depends on the scope of the study). We would anticipate charging approximately £600 to £700 per day, giving a total project fee in the region of £16,200 to £18,900 plus VAT.

Hope this helps. If you require any further information please feel free to give me a call.

Spoke again to Lee Boyer at CBC

Simon Forster, Parks & Open Spaces Officer of Chorley Council

Offered to visit Greenside and discuss options and offer his assistance with any designs or ideas before you might want to go down the route of employing contractors.

He designs and delivers all the new or redesigned play schemes for Chorley Council.

Site Re-development for two houses and 8 energy efficient bungalows

Email received 5 October 2015

Dear Councillors

I am writing to ask for your support for a proposal that I and my neighbours have for a piece of land in Euxton North West.

Firstly, I want to say that I am not a private developer – I grew up in Euxton and still live nearby. I am a JP and a foster parent and have worked in non-profit social housing for twenty-five years. My sister and I have inherited the very dilapidated property where we grew up and, along with the next-door neighbours (also long-term Euxton residents) we have a building proposal which we strongly believe will benefit Euxton people.

We want to rebuild the two houses but in addition, build 8 highly energy-efficient, easy-to-manage bungalows for older people alongside these. This will be on land at 65-67 Wigan Road. These bungalows would release other houses in Euxton for families, but mainly, would provide something that the private developers have not really been building (bungalows not being as profitable a use of land).

I know that a presentation was made to you in November last year by the architect involved. We hope to be able to apply for a small grant to further the scheme, from an organisation called Locality – but to do this, we will need explicit support from the Parish Council. Can I ask you to consider this at your next Council Meeting? I'll be happy to meet beforehand to explain why we need your support, or to come along to the meeting if that is easier.

We really want to do something of public benefit. If we can't, then we will have to sell the land to a private developer (who will inevitably build more of the same type of houses that we see everywhere else).

My phone number is 07762762712 and my email address is terrif_99@yahoo.co.uk. I'd appreciate an opportunity to have a chat with you about what we are trying to do – we're quite proud of the scheme!

Yours,

Terri Farrow

Clerk responded with request for any plans or further information. Does the scheme have planning permission, is it within the Local Plan guidelines – all this information would be needed. This will be sent along. Ms Farrow was unable to attend on the 15 October.

Clerk queried, predetermination. Response is that the support request above is for 'supporting the idea that this type/style of older persons bungalows are needed in the area' rather than the development itself. Predetermination is judged at the time and not on previous stages or actions, such as supporting a bid for funding to assist these people to apply for planning.

<http://locality.org.uk/news/community-led-project-support-fund/>

Community led project support fund

[Community Rights](#), [Localism](#), [Neighbourhood Planning](#)

From community centres to brand new social housing schemes, the new £14 million Community Led Project Support fund is opening up possibilities for communities to push forward local building projects right across the country.

Locality is in touch with dozens of local groups and parish councils interested in taking up the grants to improve their communities. It is operating a free advice line through the My Community Rights support service to enable many more to come forward and discuss the options.

The grant pot managed by the HCA (Homes and Communities Agency) can be used to cover the cost of getting ideas for community building development off the drawing board and up to planning application stage, including paying for detailed site plans and professional fees.

Locality Development Officer Lyn Kesterton said, “Until relatively recently, this grant was only available to projects using the Community Right to Build, but now the eligibility criteria has been widened to include projects of all types moving towards planning permission.

This makes it really attractive to all sorts of organisations working to improve their communities through local building projects, whether they are community halls, houses, shops, pubs or other community facilities. “

Among the projects that have applied for funding so far is a reinvigorated plan to rebuild Repton’s ailing village hall, which had suffered from a reduced funding regime and rising development costs.

John Perks, a Director of the Repton Village Hall Company explained. “Over the years we have done a lot of detailed work to move the project forward and local people have put their hearts into supporting it, but we failed to win the grants we were relying on and this set us back.

However when the Homes and Communities Agency recently opened up its fund to projects moving towards planning permission, we were immediately enthused again and everyone now feels there is a much more realistic chance of making progress.”

The Margate Caves Community Education Trust is also applying for funding to help it progress to planning permission for a community centre on the old Margate Caves site. To support the project the Caves will be re-opened as a tourist attraction and the building will therefore also include a gift shop, café and exhibition space.

The Community Led Project Support Fund is offered to groups in England (outside London) by the Homes and Communities Agency and is linked to the programme of Community Rights introduced under the Localism Act, which also includes the Community Right to Bid, the Community Right to Challenge and Neighbourhood Planning. Groups based in the Greater London area should contact the Greater London Authority.

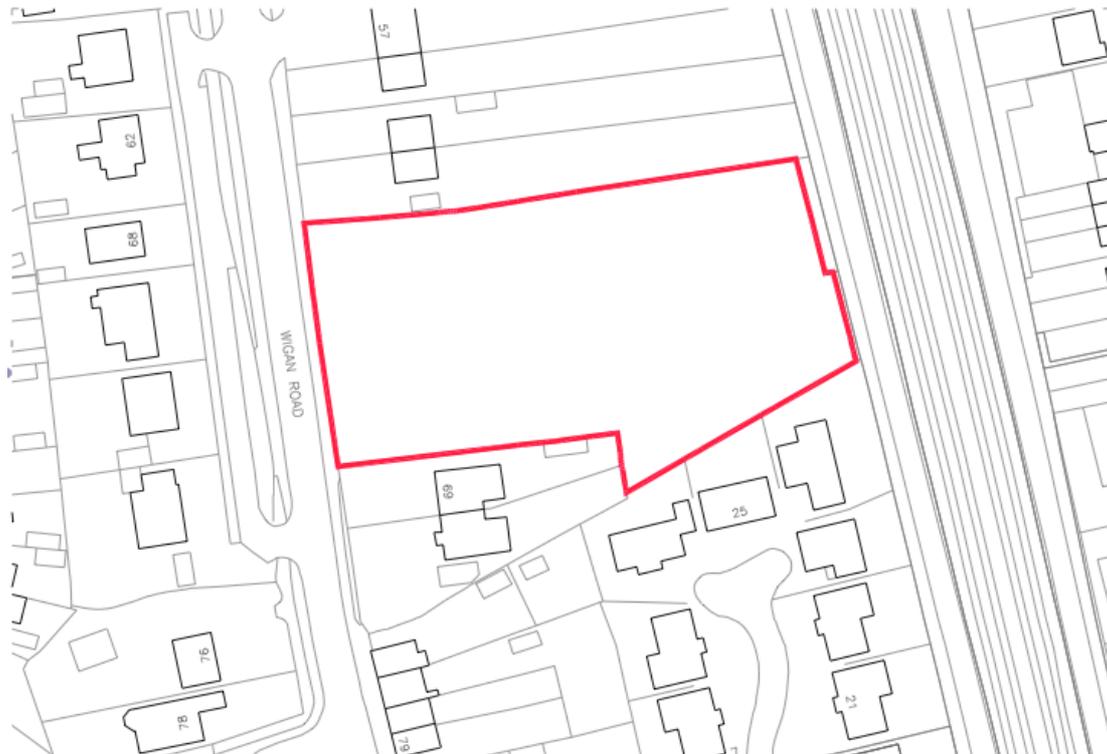
Advice and support on all the Rights is being provided by Locality, which is the leading network of community groups in the country, with 700 members. Guidance on how to apply for Community Led Project Support funding is available through the My Community Rights advice service at www.mycommunityrights.org.uk or by visiting the Homes and Communities Agency website www.homesandcommunities.co.uk or the GLA <http://www.london.gov.uk/>

Land at 65-67 Wigan Road, Euxton, Chorley, Lancashire

Planning, Design and Access Statement

Outline application for erection of 10 dwellings

November 2014



Revision: -
Author: JA Foster
Status: Approved version

Contents

1. Introduction
2. Planning Policy
3. Site and Context assessment
4. Evaluation
5. Design & Access
6. Planning Considerations
7. Conclusion

1. INTRODUCTION

This planning, design and access statement has been prepared by the applicant to support a full planning application for residential development at 65 & 67 Wigan Road, Euxton, Chorley. The proposed development is for the erection of 10 dwellings (8 bungalows and 2 houses) on a brownfield infill plot within the village of Euxton. The application provides full details of the siting, design, size and landscaping.

It is our intention that the bungalow accommodation is targeted at the over 55s population of Euxton, whose down-sizing will release housing for younger families.

In accordance with best practice this document is structured under the following headings:

- Planning Policy;
- Site and Context assessment;
- Evaluation;
- Design & Access;
- Planning Considerations;
- Pre-application advice; and
- Precedent.

The information and plans provided demonstrate that the proposed development accords with wider planning policy objectives and requirements and represents a sustainable and positive addition to the local area. The intention is to develop high quality new dwellings fully in accordance with the density and scale of surrounding buildings.

The application proposes the demolition of two existing properties and the erection of 8 bungalows and 2 houses. The development will form a small new cul-de-sac off Wigan Road, accessing directly onto the main road.

This planning application is accompanied with the following plans / reports:

- Application form
- Planning, design and access statement
- Location plan
- Site layout plan
- Elevation plans
- Affordable housing statement
- Sustainability statement
- Landscape strategy

The addition of new bungalows in Euxton represents a much-needed contribution to housing supply in an area of high demand and relatively low supply. More importantly the development is on a brownfield site and is highly sustainable, within a short walk of a range of village services and on a road with extensive and high frequency bus services to link to Chorley, Wigan, Preston and beyond.

The applicant has taken on board the recommendations made by the local planning authority in a Pre-Application Enquiry in an attempt to reach a positive outcome for all parties with the development of this scheme. Correspondence has taken place with the LPA, the outcome of which has resulted in the evolution of the original proposals.

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It is the applicant's intention to develop a highly sustainable approach to the design of the new houses, adopting the most advanced design standards available to ensure that the environmental impact of the proposed development is as low as possible.

In line with Central Government recommendations, the applicant has committed to adopt Modern Methods of Construction (MMC) and Off-Site Manufacture (OSM) in the development of this scheme and the dwellings will be designed to PassivHaus Principles. The project will achieve a minimum of Level 4 of the Code for Sustainable Homes, with a number of units achieving Code Level 5 (zero carbon).

The development is also in accordance with comments made by the the Secretary of State for Communities and Local Government, Eric Pickles, and the former Minister for Housing, Nick Boles, that more bungalow accommodation should be provided for our aging population (Appendix 1).

Public Consultation

A presentation was made to Euxton Parish Council at their meeting of 20 November 2014 to more fully explain the need for this type of development, to give them an opportunity of interrogating the proposals more fully and to explain the social, economic and environmental benefits to Euxton of delivering this development using Advance Housing Manufacture techniques.

The architect representing DMC UK Ltd delivered an overview of the development, explaining the aesthetic qualities of the proposals and the economic and environmental benefits of using Advanced Housing Manufacturing techniques and Modern Methods of Construction, while a Director of DMC UK Ltd explained the social benefits to the local community, whereby purpose-designed accommodation is provided for the elderly population of Euxton and where the dwellings will be constructed with the input of local students, apprentices and trainees from local skills centres, thereby giving valuable construction site experience to young people.

The new bungalow accommodation will allow older persons to downsize, releasing larger housing for young families in the area.

The proposals were met with huge interest and support, as indicated by the level of supportive questions from the 18-strong parish councillors present.

When our planning application is successful, we intend to advertise the proposals in local newspapers to generate interest in the new development and to stimulate pre-sales.

2. PLANNING POLICY

This section sets out the key planning policies relevant to the application site and proposed development and includes the following sections:

- National Planning Policy Framework (2012);
- Central Lancashire Core Strategy (2012);
- Chorley Local Plan (2012 – 2026); and
- Planning Policy Conclusions

National Planning Policy Framework

The National Planning Policy Framework (NPPF) was published in March 2012 and provides national level guidance, which is a material consideration in determining planning applications. The proposed development should be considered in the context of paragraph 14 of the NPPF, which applies the presumption in favour of sustainable development. The NPPF states that applications for development should be approved, except in cases where;

- *any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in the Framework as a whole; or*
- *specific policies in the Framework indicate development should be restricted.*

Paragraph 49 states that housing applications should be considered in the context of the presumption in favour of sustainable development. Relevant policies for the supply of housing should not be considered up-to-date if the local planning authority cannot demonstrate a five-year supply of deliverable housing sites.

Paragraph 53 states that local planning authorities should consider the case for setting out policies to resist inappropriate development of residential gardens, for example where development would cause **harm** to the local area (my emphasis). Harm is therefore an important consideration in the context of assessing this development proposal.

Central Lancashire Core Strategy (July 2012)

Core Strategy Policy 1: Locating Growth identifies the hierarchy of settlements in Central Lancashire where growth and investment will be concentrated. Euxton is identified as an Urban Local Service Centre and is therefore a favoured location for new development. This policy acknowledges that these centres benefit from short transport connections with services in the nearby towns. Other relevant policies include:

- Policy 5: Housing Density
- Policy 17: Design of New Buildings
- Policy 27: Sustainable Resources and New Developments

Chorley Local Plan (2012 - 2026)

The Chorley Borough Local Plan was adopted in 2003. Whilst not replaced by a revised plan yet, the Inspector has now reported into the revised Local Plan and found it to be largely sound. As such, and whilst accepting it does not carry full weight until adoption, it is considered that the plan does carry significant weight.

Policy VS1 states that when considering development proposals the Council should take a positive approach that reflects the presumption in favour of sustainable development contained in the NPPF. The Council should work proactively with applicants jointly to find solutions, which mean that proposals can be approved wherever possible, and to secure development that improves the economic, social and environmental conditions in the area.

Policy V2 states that within the settlement areas there is a presumption in favour of appropriate sustainable development, subject to material planning considerations and the other Policies and Proposals of the Plan. Development proposals will be judged by their compatibility with existing surrounding development and their ability to satisfy material planning criteria. This includes factors such as access, parking, servicing, design and amenity, including an assessment of noise, emissions, disturbance because of anti-social hours of operation and traffic generation. Also of relevance is the impact on the character and distinctiveness of the area a development may have, including visual intrusion for existing residents.

Paragraph 5.16 addresses the importance of windfall sites and that their development can be in sustainable locations and can enable the effective use of brownfield land, help to regenerate areas, and provide a mix of housing in terms of tenure and price. Accordingly, the development of windfall sites should be considered favourably, subject to accordance with other relevant policies in the development plan. The paragraph goes on to state that the Council will resist **inappropriate** windfall development on private residential gardens (my emphasis).

In response to the above criterion there are a number of factors to consider:

- The proposed development site has been sensitively planned to ensure that the relationship of development to the surrounding area in terms of density, siting, layout, massing, scale, design, materials, and landscaping do not harm the character of the area;
- The site is in a highly sustainable location with excellent access to public transport, schools, businesses and local services and facilities;
- The development is considered to be infill. The specific issues which relate to this site, particularly the irregular building lines, varying scale and massing of neighbouring development, and existing similar infill development nearby, mean that the proposed development cannot be considered to be inappropriate;

Planning Policy Conclusions

As is evident from the planning policies highlighted above the proposed development overwhelmingly accords with national and local planning policy:

- NPPF – the key issue to consider is the presumption in favour of sustainable development, and the site is highly sustainable in terms of land use efficiency, access to public transport and services and the low carbon approach to design and materials. Development of residential gardens is addressed, but the key consideration is whether the proposed development results in any ‘harm’ – this is addressed below.
- Central Lancashire Core Strategy – the site is located within the defined settlement of Euxton and as such the development should be considered under Core Strategy 1, which supports growth in Urban Local Service Centres.
- Chorley Local Plan – the housing trajectory within the plan relies on the delivery of windfall sites, of which this proposed development can be considered. The site is viable and highly deliverable, thereby providing certainty that it be come forward if consent is granted thus providing an effective contribution to housing supply.

Policy HS3 of the Local Plan is clearly irrelevant to the consideration of this application since the land comprising 0.44 hectares is a significant development site. However, this report provides robust evidence in demonstrating that the proposed development is not inappropriate and will not result in any harm to the character of the local area.

In addition, there is a strong call from government ministers for more provision of bungalow accommodation to cater for the needs of elderly persons in society, and we attach evidence to this effect in Appendix A.

3. SITE CONTEXT & ASSESSMENT

Strategic Location

The site is well connected to the strategic highway network, a contributing factor to the village’s success as a predominantly commuter location. The site is in close proximity to Junction 26 of the M6 (Leyland), with connections to the larger conurbations of Preston, Manchester and Liverpool are highly feasible.

Public Transport

Euxton has a train station which connects the site with major location stations including Preston, Wigan and Liverpool. The train station is within 10 minutes walk of the site. In addition Buckshaw Parkway is a 20 minute walk from the site with direct connections to Manchester. There are also a number of bus stops in very close proximity to the site on Wigan Road which connect to local destinations and towns, including Chorley, Leyland, Preston and Wigan.

The site is thus a highly accessible and sustainable location for additional residential development as public transport facilities are nearby, frequent and provide access to useful and desirable locations.

Land Use and Services

The area immediately surrounding the site is predominantly residential in character with varying scales and design of predominantly semi and detached properties. To the south of the site along Wigan Road is a small section of terraces, and to the north a short distance away is an old petrol filling station which is now used as a car wash. The varying scales and irregular positioning of buildings creates an uneven local character.

Adjacent to the site on either side are existing houses and bungalows which front onto Wigan Road, to the south east are the residential gardens of the properties of an existing cul-de-sac (Grange Drive). To the rear of the property is the West Coast Mainline railway.

Euxton has a variety of facilities available to residents, including primary schools, churches, community centre, library, doctors surgery, dentist, chemist, post offices, extensive range of convenience shops, takeaways, hairdressers and pubs. There are also local employment / commercial activities which offer local job opportunities.

The Site and Surroundings

The site is a 0.44Ha plot and fronts onto Wigan Road, from which it is directly accessed.

The proposed development area contains a number of scrub trees, hedgerows and shrubs of limited landscape value.

The site is relatively flat, with the railway line at the rear being in a deep culvert. The site is very well contained with restricted views into the proposed development, thereby maintaining privacy for the new dwellings and for existing neighbours. It is intended to maintain existing mature trees and to enhance hedgerows immediately adjacent to Wigan Road to ensure privacy within the site.

Site Evolution

The part of Wigan Road (and beyond) has historically seen the subdivision of plots and more significant development stepped back from the road, with extensive examples punctuating this stretch. Significant infill development is seen in the wider area, with prominent examples characterising the locality such as:

- Grange Drive;
- Rose Hill;
- The secondary road with setback development opposite the site; and
- The infill developments which punctuate this section of Wigan Road, including the site adjacent the Railway public house (Springfield Gardens).

As such the proposed infill development is very much in accordance with how the wider area has been developed historically.

Building Line

The typology of historic development highlighted above demonstrates the very varied type and scale of development, which has been permitted over the years in this location. This backdrop offers great potential to explore more efficient use of land, without having a damaging impact on the character of the surrounding area.

In addition, and following the demolition of the existing two bungalows on the site, there would be the potential for an uncharacteristically large gap to emerge in comparison to the wider street scene. As such the space that is left undeveloped would constitute a break in the standard rhythm of buildings and space, resulting in an area of inactivity and break in local character.

There is an absence of a clear existing building line in this location, with a number of different sized properties at varying distances between each other and set back from the main road at different depths. As such there is greater flexibility in terms of potential development layouts, which can be achieved without impacting adversely on the local vernacular.

4. EVALUATION

A wide range of site issues and policy aspirations have been identified in the review and analysis described in Sections 2 and 3. This section clarifies the site's key constraints and opportunities and defines a series of site-specific design principles.

Site Constraints & Opportunities

Site Constraints:

- The size and shape of the plot acts as a constraint which will determine the layout of the proposed development to ensure residential amenity is retained for the neighbouring properties;
- The potential impact of the development on neighbouring residential properties in terms of potential overlooking and overshadowing;
- The heights of the new dwellings are constrained by the existing general pattern of building heights in the locality;
- The need to retain existing trees and hedgerows of value and where possible within the site; and
- The proximity of the railway line to rear of the site.

Opportunities:

- To provide additional accommodation of a type and in an area where there is high demand and where the impact is minimal;
- To improve the viability of local services;
- To provide a development of architectural merit which will make a positive addition to this part of Wigan Road;

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- The site offers an opportunity to predominantly bungalow accommodation, responding to a specific demand as well as having less visual impact due to scale;
- The development would make a very efficient use of land, as well as being in keeping with other similar infill developments in the locality; and
- There will be no requirement for additional infrastructure to support the development.

Site Design Principles

The design principles set out below provide a detailed explanation of the proposed development.

Character – the location, scale and massing of the proposed development is designed to specifically respond to the locality. The proposed development will be modest in scale and will be in keeping with the design of the properties locally, in accordance with **Policy 17** of the Adopted Central Lancashire Core Strategy. The new properties fronting onto Wigan Road will be larger in scale to maintain the strong street presence prevalent in the area, but are designed to be sympathetic to the scale of the adjacent properties. The bungalows will form the rest of the development and are in keeping with the scale of the existing units which occupy the site.

Continuity and enclosure – the frontage onto the public realm of Wigan Road will be enhanced with active building fronts to create overlooking, as well as within the new cul-de-sac. The new dwellings and their surrounds have been designed to clearly distinguish between public and private areas to ensure security and create clearly defined spaces which are legible. New 1.8m high concrete post and timber panel fencing will be provided to the north and south boundaries, with existing landscaping reinforced where necessary.

Ease of movement – the design will provide safe and convenient site access for vehicles onto Wigan Road. Pedestrian access will be convenient, safe and obvious from the public realm.

Adaptability – the internal layout of the new bungalows has been specifically designed to Lifetime Homes standards to ensure flexibility to respond to potential future adaptations.

Environment – the new development will create high quality living conditions through ensuring the houses and bungalows are naturally well lit and ventilated. The new dwellings will be designed to use innovative Modern Methods of Construction and PassivHaus Principles to create high-quality low-carbon and low-maintenance bungalow accommodation.

Development Form and Appearance

The external appearances of the proposed dwellings have been carefully considered, based on an extensive assessment of the local context. This has informed the designs of the buildings, particularly in relation to the scale of development in both height and massing. These factors are considered in more detail below.

Scale: Height – the two houses proposed which front onto Wigan Road will be two storey and of a scale which matches the majority of the other properties in the vicinity – these will act as a defined gateway into the site to create a sense of place. The new dwellings within the cul-de-sac will all be single storey bungalows, in keeping with the bungalows in Grange Drive. Given this responsive approach and blend of scale the buildings will assimilate naturally into the surroundings and balance with the scale of existing adjacent properties.

Scale: Massing – the combined massing of the houses and bungalows are designed to match the surrounding context to ensure they visually relate to the existing buildings. This means the floor-plates of the buildings combined with the heights will ensure that the scale is in keeping with surrounding properties.

Windows – to be similar in style to those used nearby at the William Marsden development, Springfield Gardens.

Doors – to be similar in style to those used nearby at the William Marsden development, Springfield Gardens.

Materials – A palette of acceptable materials will be developed in association with the Local Planning Officer to ensure local character is maintained. It is expected these will be similar in style to those used nearby at the William Marsden development, Springfield Gardens.

Sustainability – applying low carbon design techniques to the new dwellings has been at the core of what the applicant is seeking to achieve through the development of the site. Details of the design standards are set out in detail in the next section. In addition to the design specification, the site is considered to be highly sustainable for the following reasons:

- It is a more efficient use of an existing brownfield site;
- The site has excellent access to public transport (both bus and rail);
- The site is within very close proximity to a range of employment opportunities, facilities and services; and
- The density of the proposed development makes for a very efficient use of land in the supply of new housing.

5. DESIGN & ACCESS

Scheme Overview

There are currently two existing properties at 65 and 67 Wigan Road, which will be demolished as part of these proposals. The two new dwellings fronting onto Wigan Road will be 1½ & 2 storey properties and will have a similar design palette to the new houses recently developed by William Marsden Homes at Springfield Gardens, Wigan Road, Euxton.

To the rear of these properties, lying behind trees, sheds, bushes and hedges, is a large area of unused land which has no previous development history. An additional 8 properties are proposed in this part of the site, which will be detached bungalows and dormer-bungalows intended for older people. This will appeal to people who wish to downsize from their existing property, as well as having the added advantage of releasing bigger properties for larger families wishing to remain in the locality.

The proposed development will therefore consist of 10 new dwellings (8 bungalows and 2 houses) set around a new cul-de-sac which will be accessed directly from Wigan Road. The proposed development:

- Is of an appropriate layout, scale and massing to be consistent with neighbouring properties and will assimilate well into the wider street scene;
- Has minimal impact on surrounding properties;
- Promotes material choices and architectural style that complements the local townscape and creates visual interest and a sense of place;
- Retains existing trees and hedgerows where possible within the site; and
- Proposes strong boundary treatment solutions to ensure that the development is self-contained and reduces impact on neighbours and responds to minimise the impact of the railway line.

Site Layout

The development proposes 10 new dwellings located around a new cul-de-sac, carefully located to maximise efficiency. The units are situated to respond to both neighbouring development and each other, creating attractive and low maintenance spaces around the new dwellings.

Use

The site is proposed solely for residential development to provide 10 new detached dwellings with car parking spaces and front and rear gardens. The remainder of the site will be for the creation of the new road (cul-de-sac) and footways.

Amount

The size of the site is 0.44ha. The new residential units vary in floorplate size from 57 sqm to 195 sqm. The dwellings have been designed to allow for comfortable, detached units with appropriate internal and external spaces.

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Access

The proposals will require a new access road which will be constructed to adoptable standards and which will have a similar appearance to that at Grange Drive nearby. The site will be accessed directly off Wigan Road.

Density

The density of the development is approximately 11 dwellings per acre. This could be considered low for a development in an urban area. However Policy 5 of the Adopted Central Lancashire Core Strategy states that the density of development should be in keeping with the surrounding area.

The area is characterised by terraced, semi-detached and detached properties and as such the density of the surrounding area varies considerably. It is considered that the proposed properties are of an acceptable density in this location, particularly for bungalow accommodation.

Design & Sustainability

The proposed development will be modest in scale and will be in keeping with the design of the properties locally, in accordance with **Policy 17** of the Adopted Central Lancashire Core Strategy. The new properties fronting onto Wigan Road will be larger in scale to maintain the strong street presence prevalent in the area, but are designed to be sympathetic to the scale of the adjacent properties.

In accordance with the provisions of **Policy 27** of the Core Strategy, we propose to use PassivHaus Principles and a Fabric First approach to achieve a minimum of Code Level 4 of the Code for Sustainable Homes.

It is intended to use an innovative super-insulated form of construction, which has exceptional levels of quality and thermal performance, and it is anticipated that Code Level 5 will be achieved within some dwellings with the use of appropriate renewable technologies.

This development will address the pressing need in the area for high-quality, low carbon bungalow accommodation, which is low in maintenance and low in running costs, and which is clearly encouraged by central government with recently published articles of support – see Appendix 1.

Suitable dwellings will be fitted with highly efficient solar thermal technologies to achieve Code Level 5 (net zero carbon), and materials used will be agreed in advance with the Council, though it is expected that all materials will be similar to those used at Springfield Gardens; a recent development of 12no detached executive houses on Wigan Road just to the north of the application site.

PLANNING CONSIDERATIONS

This section addresses a range of other planning issues associated with the development, providing more information about the proposals as well as exploring some of the impacts.

Impact on Neighbours

Consultation with the immediate neighbours at 63 and 69 Wigan Road has been carried out and it is understood that no objections were raised. The development has no direct neighbours on the eastern boundary, only the dwellings on the other side of the railway which is some distance from the development boundary. The proposed use of bungalows adjacent to the north and south boundaries will minimise impact on the visual amenity of neighbours and will preserve privacy for all.

In terms of the properties on the western side of Wigan Road, the retention of existing trees and hedges (wherever possible) will result in no detrimental impact to neighbouring properties some 30m away and opposite the development site.

It is envisaged that the dwellings to the eastern edge of the site will be developed first and the site 'built out' towards Wigan Road. The existing properties at 65 and 67 Wigan Road will be retained as long as possible during operations on site to shield the development from Wigan Road and the houses opposite.

The layout has met the Council's required 10m distance between a first floor habitable room and the site boundary, and within the site a minimum distance of 21m will be maintained between facing habitable room windows of the dwellings, and as such the required separation distances are achieved.

Open Space

It is expected that a contribution will be required towards the provision off-site open space. On-site provision is not viable in this location due to site constraints. The applicant is open to negotiation on this matter via a legal agreement, subject to an assessment of planning policy, demonstrating that it is reasonable and necessary and wider viability considerations.

Trees and Landscape

There are a number of fruit trees on the site. A landscape plan has been submitted with the application that indicates which trees will be retained and which will be lost as a result of the proposals. The approach underpinning this plan has been to retain as much of the existing trees and hedges as possible. None of the trees in the locality are subject to Tree Preservation Orders.

The trees that are proposed to be removed are predominantly small, unmanaged and scrub Conifer trees located in distinct locations, and which currently form the natural separation between private amenity garden and open site. It is proposed to retain the mature trees and hedge fronting onto Wigan Road.

A landscape buffer is proposed to the east of the site along the boundary of the railway line to assist in mitigating potential visual and noise impact.

Noise Impact

There are two potential noise sources: Wigan Road and the West Coast Railway line which are adjacent to the western and eastern boundaries of the site respectively. An acoustic report will be commissioned to support this planning application, the findings of which will clearly demonstrate that the proposed new dwellings will not be unduly impacted by either the road or railway because of the high inherent acoustic insulation qualities of the construction system proposed.

The approach to dealing with these issues has been threefold: setting the dwellings as far away as achievable from the noise sources, appropriate planting and landscape strategy; and the use of modern construction materials and windows with very high insulation specification which acts as efficient sound buffers.

Traffic and Transport

The proposals require the formation of a new access road within the site. This will be constructed to adoptable standards and with the appropriate turning head requirements.

An improved access into the site off Wigan Road will be required, which again will be constructed to Lancashire County Council Design Standards.

The highway design demonstrates on the proposed layout that a minimum of 2 cars can be adequately accommodated within the curtilage of each new property, and a minimum of 3 cars to the larger properties fronting Wigan Road.

Drainage and Sewers

Separate foul and surface water sewers will be provided within the curtilage of the development site, and will connect to existing combined sewers in Wigan Road. It is understood that there are no capacity issues in the locality and that the connections are achievable.

The design of the surface water drainage will be in accordance with SUR1 of the Code for Sustainable Homes, and water butts will be provided to each home for the collection and recycling of rainwater. Percolation tests will be carried out to confirm design requirements. The intention is that the drainage strategy will be designed to incorporate retention of water to achieve a similar run off rate to that which currently exists on-site i.e the proposed development will not result in a worsening of the current position.

Waste Collection and Storage

Each property will have a suitable level access route for refuse bins and room for storage within their curtilage. Arrangements will be made with the Council for the provision of bins and for the collection of refuse and recycled materials.

Planning History

The existing properties have enjoyed minor extensions in the past but there is no other relevant planning history on the site.

Planning Precedent

As articulated in Section 3 there are a number of recent, similar infill developments which have been consented in the locality (and elsewhere in the Borough) which provide a compelling precedent to this application. Of most relevance are the following:

- Springfield Gardens – William Marsden Homes Ltd;
12 no detached executive properties at 37 Wigan Road, Euxton;
- Kendal Gardens – Wainhomes Ltd - 15no detached executive properties at Lancaster Lane, Clayton-le-Woods
- Grange Close – Wainhomes Ltd - 12no detached executive properties at Lancaster Lane, Clayton-le-Woods

A number of factors emerge from the following sites which provide support for the proposed development. These can be summarised as follows:

Affordable Housing Provision

As stipulated within item 11 of the Affordable Housing Supplementary Planning Document (SPD) - Post consultation version August 2012 - the threshold for implementation of Affordable Homes policy in urban parts of Chorley is 15 dwellings per site (or 0.5 hectares or part thereof).

The area of this application site is 0.44 hectares and there is therefore no requirement to provide affordable homes on this site.

Pre-application advice

The planning department at the Council have been consulted in relation to the proposed development. In pre-application discussions with officers and correspondence (Ref: 2013/00195/PREAPP, dated 8th August 2013), a number of observations were made, as well as concerns in relation to the principle of development.

In terms of the principle of development (also addressed in Section 2) the applicants view is that each application should be regarded on its own merits and in this case the merits are clear. Approval of this planning application would be in accordance with wider planning policy (particularly the NPPF and the presumption in favour of sustainable development). The site is in a highly sustainable location.

The critical issue to consider is the extent to which other supporting policies (including the presumption in favour of sustainable development) are considered against Policy HS3 and the extent to which the proposed development gives rise to any harm. As is clearly demonstrated throughout this report, and in the sensitive approach taken to the layout and design of the development, it is clear that the development will not result in any harm. Rather the layout, scale and landscape strategy will result in a low impact scheme, which will provide much-needed smaller accommodation for more elderly members of the community.

In response to the observations made in the Pre-Application Report we have made a number of changes to the proposals, which can be summarised as follows:

- The dwellings to plots 1 and 10 have been dramatically altered to reduce the overall mass of the proposals, despite them being very well screened by existing hedges and bushes.
- The gardens of plots 8 and 9 have been increased in size to give more private amenity space.
- The length of tandem drives has been increased to a minimum of 11m, and single drives are a minimum of 6m in length as recommended.
- A full Tree Survey and Root protection plan will be commissioned to ensure mature high-value trees are protected, though we intend to use piled foundations throughout to ensure that potential damage to tree roots is minimised.
- A noise impact assessment will be commissioned for proposed dwellings close to the railway line, though the advanced timber frame construction system to be used has excellent sound insulation properties. Double or triple glazed fenestration will be used in addition.
- Unsurpassed levels of sustainable construction and innovation will be used throughout the proposed development to achieve a minimum sustainability rating of Code Level 4.
- Timber used in the superstructure will have full chain of custody documentation to ensure it is from renewable sources. The insulation is made from recycled vegetable oil and has Zero ozone depleting potential.
- The dwellings are designed to PassivHaus principles, ensuring that their energy requirements are exceptionally low, and suitable properties will be fitted with solar-thermal installations to help achieve net Zero Carbon (Code Level 5).
- All properties will achieve AECB 'Silver' standard.

6. CONCLUSION

This planning, design and access statement has been prepared in support of the proposed development of 10 new dwellings at a site in Wigan Road, Euxton. The application has been developed in consultation with the local planning authority and will deliver sustainable development, which is at the heart of the NPPF and the Chorley Local Plan, for which there is a presumption in favour of sustainable development.

The proposed development will make a positive contribution towards housing supply in a growth location, as expressed through Policy V2 in the Chorley Local Plan. As well as being located on brownfield land, the development will also have a positive impact on the locality and has been designed in a sensitive way to minimise impact and to provide much-needed accommodation for a growing sector of the local community.

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The following key factors should be taken into account in determining the planning application:

- the site is accessible to employment, shops and community services by non-car modes;
- the existing social and physical infrastructure in the locality, has the capacity to absorb further development;
- the proposed development is compatible with the surrounding uses, both in terms of the amenity of the future residents, and the impact of the development upon the surrounding users;
- the development can be satisfactorily accommodated on the site and will not harm the amenities of local residents;
- the site will have adequate road access, foul and surface water drainage arrangements and other services;
- there are no suitable allocated or previously developed sites available in Euxton; and
- there is no conflict with other Policies or the Local Plan.

In addition to the above material considerations, the development will provide the following benefits:

- Housing supply
- CIL
- its location to the east of the A6 justifies the ability for it to be assessed separately from the larger scale of development across this western area of the Strategic Location as confirmed in the Site Allocation Preferred Option Draft DPD at Policy MD2 delivering much needed housing immediately;
- providing immediate and much needed housing within Chorley to meet demand and addressing the fact the Chorley Council does not have significant supplies of high quality bungalow accommodation;
- an immediate 10 homes can be delivered without the need for strategic infrastructure investment and delivery;
- providing the right type of housing to support the economic growth of Chorley.

The new dwellings will be designed to use innovative Modern Methods of Construction and PassivHaus Principles to create much needed high-quality low-carbon bungalow accommodation in the locality, which in turn will facilitate the release of larger homes for local families in the area.

Based on clear planning policy support, the contribution the scheme makes towards housing supply and the sustainability credentials on offer, it is considered that the application be supported and approved by the local planning authority. The granting of consent for 10 residential units will facilitate much needed local housing, thereby delivering sustainable development with immediate effect.



○ trees to be retained
 ○ trees to be removed

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NOTES

1. DO NOT SCALE THIS DRAWING
2. ALL DIMENSIONS TO BE CHECKED AND VERIFIED ON SITE
3. ANY DISCREPANCIES IN THE DRAWINGS ARE TO BE REPORTED TO HDC IMMEDIATELY

Client	Farrow	Job No.	A/1312302	Date	February 2013
Project	Wigan Road, Euxton	Scale	1:500 @ A3	Drawn	JF
Drawing	proposed site plan	Drawing	03	Revision	#

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