

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 16 June 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 19 May 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.
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 Receive report of the Annual Internal Audit Report Item 6.3
 - 6.4 Receive the Annual Governance Statement (Section 1) and approve Item 6.4
 - 6.5 Receive the Accounting Statements (Section 2) and approve Item 6.5
7. Chorley Council documents
 - 7.1 Milestone Meadow play area consultation - circulated to Councillors via email 20/05/22 – to note or comment Item 7.1
Item 7.2
 - 7.2 Streetscene Strategy 2022-2025- Parish Councils – circulated to Councillors via email 06/06/22 - to comment

D. Platt
CLERK

Published: 10/06/22

Full Council meetings 2021: 16 June, 21 July, 15 September, 20 October, 17 November

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

8. Lancashire County Council documents

- 8.1 Street lighting column attachments guidance – circulated to Councillors via email 08/06/22 - for noting Item 8.1
- 8.2 Better Working Between Lancashire County Council and Parish and Town Councils: Parish and Town Council Charter 2022 – 2024 – circulated to Councillors via email 26/05/22 – for ratifying Item 8.2

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.

Papers to follow


CLERK
Published: 10/06/22

Full Council meetings 2021: 16 June, 21 July, 15 September, 20 October, 17 November

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

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 22/00525/TPO Received: Sat 14 May 2022 Validated: Fri 20 May 2022	Application for works to a protected tree - Chorley Rural District Council TPO 1 (Euxton) 1971: Horse Chestnut - Prune branches overhanging rear garden. 33 Meadowcroft Euxton Chorley PR7 6BU	Prune branches overhanging back garden
Ref. No: 22/00522/CLPUD Received: Fri 13 May 2022 Validated: Fri 13 May 2022	Application for a certificate of lawfulness for a proposed detached outbuilding to accommodate a garage and garden room Prospect House Washington Lane Euxton Chorley PR7 6DQ	The proposed building contains a small room that does not specify the use. Clarification is required.
Ref. No: 22/00485/FULHH Received: Tue 03 May 2022 Validated: Tue 03 May 2022	Single storey rear extension and conversion of part of integral garage to habitable accommodation 34 Horseshoe Drive Buckshaw Village Chorley PR7 7GQ	The application form indicates that the parking arrangements will not be changed by this application. Std B2b
Ref. No: 22/00317/FUL Received: Wed 16 Mar 2022 Validated: Mon 23 May 2022	Erection of dwelling Euxton Mill Dawbers Lane Euxton	Plot 4 of Dawbers Lane development. The dwellings on this site rely on a pump system for surface water drainage into the river. Is the proposal of a suitable size for the existing capacity of the pump?
Ref. No: 22/00588/DIS Received: Wed 25 May 2022 Validated: Wed 25 May 2022	Application to discharge condition nos.4 (materials, boundary treatments and site levels), 5 (ecology mitigation and biodiversity enhancements), 6 (bat and bird nesting survey report), and 11 (bat emergence survey) 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	4 bird boxes and 2 bat boxes will be provided on site. Method statement provided for unexpected discovery of bats during demolition work.
Ref. No: 22/00584/TPO Received: Tue 24 May 2022 Validated: Mon 30 May 2022	Application for work to a protected tree - Chorley BC TPO 11 (Euxton) 1996: Ash - Fell. 7 Badgers Walk Euxton Chorley PR7 6FH	Tree has Ash die-back disease. Std A1 & A2a
Ref. No: 22/00568/DIS Received: Mon 23 May 2022 Validated: Mon 23 May 2022	Application to discharge conditions no. 19 (estate road phasing plan), no. 20 (Management and maintenance of streets, open spaces and areas not to be adopted), no. 21 (residential travel plan), no. 23 (super-fast broadband) and no. 24 (employment and skills plan) of planning permission ref: 19/00654/OUTMAJ / appeal ref:	

	<p>APP/D2320/W/20/3247136 (Outline planning application for the erection of up to 180 dwellings including 30% affordable housing, with public open space, structural planting and landscaping, surface water flood mitigation and attenuation and vehicular access points from School Lane. All matters reserved except for means of vehicular access) Land Between Pear Tree Lane And School Lane Pear Tree Lane Euxton</p>	
<p>Ref. No: 22/00556/FULHH Received: Thu 19 May 2022 Validated: Thu 19 May 2022</p>	<p>Single storey rear extension with canopy, and associated alterations 17 Muirfield Close Euxton Chorley PR7 6FX</p>	<p>No observations</p>

Detailed Income & Expenditure by Account 30/06/2022

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available
<u>Expenditure Detail</u>					
4000 Employees	22,011	100,000	77,989		77,989
4010 Payroll Services	150	1,200	1,050		1,050
4020 Office Premises	1,971	7,000	5,029		5,029
4070 Mileage	538	3,000	2,462		2,462
4075 Employee Training	0	4,000	4,000		4,000
4080 General Office	946	5,300	4,354		4,354
4090 Communications	1,500	4,250	2,750		2,750
4100 Insurance	0	4,000	4,000		4,000
4120 Audit	(263)	1,650	1,913		1,913
4130 Legal Fees/Planning Investig	0	5,000	5,000		5,000
4211 Councillor Training	0	500	500		500
4250 Grants	0	6,000	6,000		6,000
4260 Christmas Celebrations	0	3,000	3,000		3,000
4300 Euxton Gala	0	1,500	1,500		1,500
4310 Road Safety/SPID	0	2,500	2,500		2,500
4340 Community Engagement	178	600	422		422
4350 ECO/Trees/Foot/Cycle	0	5,000	5,000		5,000
4380 Heritage Projects	0	2,000	2,000		2,000
4390 Defibrillator Project	0	4,000	4,000		4,000
4410 Monarch Passing	0	500	500		500
4500 Utilities	505	1,400	895		895
4510 Gardens/Planting/Competitions	1,821	10,000	8,179		8,179
4520 Allotments	499	1,000	501		501
4530 Millennium Green	890	8,000	7,110		7,110
4540 All Purpose Committee	0	2,500	2,500		2,500
4550 Balshaw Lane area 3 renewal	0	5,000	5,000		5,000
4560 Multi/All Weather Greenside (n	0	5,000	5,000		5,000
4570 Amenity/Open Space RRM	2,403	42,000	39,597		39,597
4581 War Memorial	0	500	500		500
4585 Street Sweeping Machine Fund	3,350	4,250	900		900
Total Overhead	36,501	240,650	204,149	0	204,149
Total Income	0	0	0		
Total Expenditure	36,501	240,650	204,149	0	204,149
Net Income over Expenditure	(36,501)	(240,650)	(204,149)		
plus Transfer From EMR	3,350				
less Transfer From EMR	0				
Movement to/(from) Gen Reserve	(33,151)				

**Bank Reconciliation Statement as at 30/06/2022
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
RBS Current Account	31/05/2022	202	588.95
RBS High Interest	31/05/2022	127	1,004.03
RBS Debit Card	31/05/2022	109	4,000.00
Public Sector Deposit Fund	31/05/2022	49	132,435.25
Unity Trust (Current)	31/05/2022	46	1,974.84
Unity Trust (Saver)	31/05/2022	35	172,754.14
TSB	02/05/2022	49	0.01
Co-op	05/04/2022	18	1.40
			<u>312,758.62</u>

<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
11/05/2022	39	Peoples Pension	178.16
16/05/2022	28	Chorley Business & Technology	402.00
30/05/2022	44	EE Mobile & Broadband	34.52
30/05/2022	46	RBS Bank	4.10
01/06/2022	53	Easy Websites	98.40
13/06/2022	54	Zoom	14.39
13/06/2022	55	JDH Business Services Ltd	405.00
13/06/2022	56	DWG (NW) Ltd	240.00
13/06/2022	57	B&D Print Svs Ltd	1,114.00
13/06/2022	58	Midstream (WestLancs) Ltd	528.91
13/06/2022	59	The National Allotment Society	85.00
13/06/2022	60	Peoples Pension	179.65
13/06/2022	61	TESCO	20.01
13/06/2022	62	Halfords	16.25
13/06/2022	63	Pole Green Nurseries	289.95
13/06/2022	68	Atlas Business Finance	157.58
15/06/2022	64	Alex Little	386.33
15/06/2022	65	HMRC	1,104.85
15/06/2022	66	Staff salaries	5,728.10
30/06/2022	66A	Staff salaries	846.00
30/06/2022	67	JRB Enterprise Ltd	2,385.60
			<u>14,218.80</u>
			298,539.82

Receipts not Banked/Cleared (Plus)

0.00

0.00

298,539.82

Balance per Cash Book is :-

298,539.82

Difference Excluding Adjustments is :-

0.00

Adjustments to Reconciliation

17/09/2020	112	TESCO	0.00
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**Bank Reconciliation Statement as at 30/06/2022
for Cashbook 1 - Current Bank A/c**

<u>Amount</u>	<u>Balances</u>
	0.00
Unreconciled Difference is :-	<u>0.00</u>

Time: 09:07

Current Bank A/c

List of Payments made between 30/05/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/05/2022	EE Mobile & Broadband	43	34.25		Mobile Apr22
30/05/2022	EE Mobile & Broadband	44	34.52		Mobile May22
30/05/2022	British Telecom	45	231.04		Telephone
30/05/2022	RBS Bank	46	4.10		Bank charges
31/05/2022	Auldene Garden Tools Ltd	47	67.00		Repairs
31/05/2022	SoloPress Printers	48	157.21		Bookmarks Jubilee
31/05/2022	Poundland	49	5.00		Stationery
31/05/2022	Instant Print	50	55.99		Correx consultation
31/05/2022	Southern Electric	51	36.73		Electricity
31/05/2022	EE Mobile & Broadband	52	31.90		Mobile
31/05/2022	EE Mobile & Broadband	52	-31.90		Mobile
31/05/2022	EE Mobile & Broadband	52	31.92		Mobile
01/06/2022	Easy Websites	53	98.40		Website & Emails
13/06/2022	Zoom	54	14.39		Virtual subscription
13/06/2022	JDH Business Services Ltd	55	405.00		Internal Audit
13/06/2022	DWG (NW) Ltd	56	240.00		Install 5 seats
13/06/2022	B&D Print Svs Ltd	57	1,114.00		June Newsletter
13/06/2022	Midstream (WestLancs) Ltd	58	528.91		Flower basket planting
13/06/2022	The National Allotment Society	59	85.00		Society membership
13/06/2022	Peoples Pension	60	179.65		Pension May22
13/06/2022	TESCO	61	20.01		Fuel
13/06/2022	Halfords	62	16.25		Plate
13/06/2022	Pole Green Nurseries	63	289.95		Plants
13/06/2022	Atlas Business Finance	68	157.58		Photocopy Jan/Jun
15/06/2022	Alex Little	64	386.33		Newsletter distribution
15/06/2022	HMRC	65	1,104.85		Tax&NI Jun22
15/06/2022	Staff salaries	66	5,728.10		June 2022
30/06/2022	Staff salaries	66A	846.00		June
30/06/2022	JRB Enterprise Ltd	67	2,385.60		Dog bags
Total Payments			14,257.78		

Current Bank A/c

Receipts received between 01/04/2022 and 30/06/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked 01/04/2022		56.83						
	CCLA	56.83			1080	220	56.83	Interest
Banked 05/04/2022		1.40						
	CoOp	1.40			1080	220	1.40	Interest
Banked 08/04/2022		2,847.42						
	GoCardless	2,847.42			1550	200	2,847.42	Allot Rentalsx37
Banked 10/04/2022		0.01						
	TSB	0.01			1080	220	0.01	Interest
Banked 11/04/2022		79.10						
	GoCardless	79.10			1550	200	79.10	Allot rentals x1
Banked 29/04/2022		176,000.00						
	Chorley Council	176,000.00			1076	220	174,291.00	Precept/Grant
					1100	140	1,709.00	Precept/Grant
Banked 29/04/2022		0.06						
	RBS	0.06			1080	220	0.06	Interest
Banked 03/05/2022		67.29						
	CCLA	67.29			1080	220	67.29	Interest
Banked 16/05/2022		78.72						
	GoCardless	78.72			1550	200	78.72	AllotSociety Fees
Banked 17/05/2022		16,606.53						
	Chorley Council	16,606.53			1620	220	16,606.53	CIL
Banked 23/05/2022		0.07						
	RBS	0.07			1080	220	0.07	Interest
Total Receipts:		195,737.43	0.00	0.00			195,737.43	



Euxton Parish Council

Internal Audit Report 2021/22

JDH BUSINESS SERVICES LTD

The internal audit of Euxton Parish Council is carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.

As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

J D H Business Services Ltd

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	<p>The Salaries Control Account has a creditor balance at the year-end which is carried forward to the Balance Sheet as a creditor of £5752. This implies salaries payments are outstanding or the amounts due each month and the amounts paid the staff differ by a material amount.</p> <p>Review of the control account has identified that the amount is made up of £5,814.48 which is the September salaries due but with no corresponding cashbook entry in the control account to evidence they were paid, plus a difference between salaries due and salaries paid for June 2021 of £5,689.95 and £5,752.85 respectively.</p>	<p><i>The issue was notified to the clerk and the mis-postings were identified. The Rialtas Balance Sheet and income and expenditure accounts, and the AGAR accounts, were amended accordingly.</i></p> <p><i>In future, the council must review the entries in the Balance Sheet for debtors and creditors and ensure all items are valid.</i></p>	
2	<p>The Financial Regulations for fixed assets requires the following:</p> <p><i>14.6. The Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets</i></p>	<p><i>The annual physical verification of all fixed assets should be evidenced by a signed and dated schedule to evidence compliance with the Financial Regulations for fixed assets.</i></p>	<p>Clerk: must arrange for this to be done</p>

	ISSUE	RECOMMENDATION	FOLLOW UP
	<p><i>shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.</i></p> <p>We could identify no evidence of these checks annual verification checks in the information provided for internal audit.</p>		
3	<p>The council purchased SIDs in the year for a net cost of £7324.68, however, the value recorded in the asset register is £7000. The council has included the other additions in the asset register at cost plus the costs of delivery etc.</p>	<p><i>The council must be consistent in the values with which it includes additions to the asset register as all the costs of bringing a fixed asset into use including installation and delivery should be included in the cost of the fixed asset.</i></p>	<p>Clerk: updated Asset report for IA</p>
4	<p>We could not identify the following item in the fixed asset register:</p> <ul style="list-style-type: none"> - 19/10/2021 Forbes Solicitors £31,627.88 Chapel Brook Land Purchase 	<p><i>The council must review the asset register and ensure all fixed assets have been recorded, including the land purchase.</i></p>	<p>Clerk: updated Asset report for IA</p>

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

EUXTON PARISH COUNCIL
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC WEBPAGE ADDRESS www.euxtoncouncil.org.uk WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

EUXTON PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	394,732	440,488	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	164,142	165,411	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	28,439	39,021	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	79,619	81,398	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	67,206	354,338	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	440,488	209,184	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	419,991	141,525	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	928,853	969,922	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

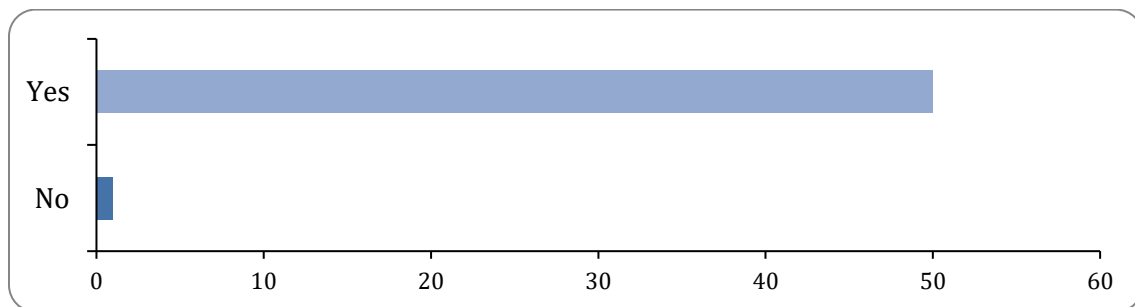
Milestone Meadow Play Area Enhancement Consultation

The consultation ran from 02/04/2022 to 29/04/2022

Responses to this survey: **51**

1: Are you in favor of improvements being made to the public open space and play area at Milestone Meadow? in favor?

There were 51 responses to this part of the question.



Option	Total	Percent
Yes	50	98.04%
No	1	1.96%
Not Answered	0	0.00%

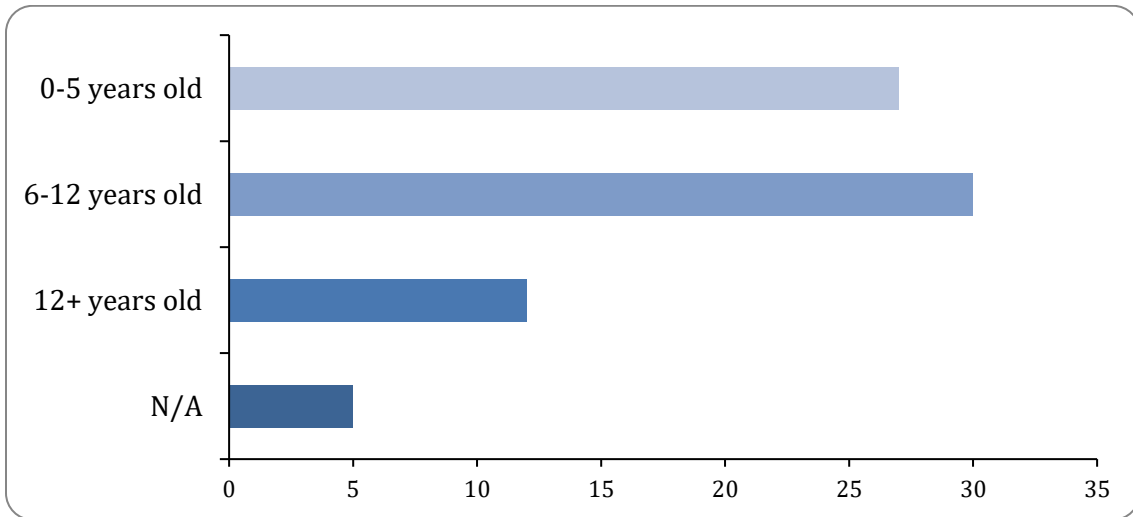
If NO, please give your reasons below

There was 1 response to this part of the question - I live on Muirfield Close. We have teenagers screening and drinking there during the summer. Cars parking blocking entrance to our road when using the Scout hall. Do not want more noise.

2: What are the ages of play area users in your household?

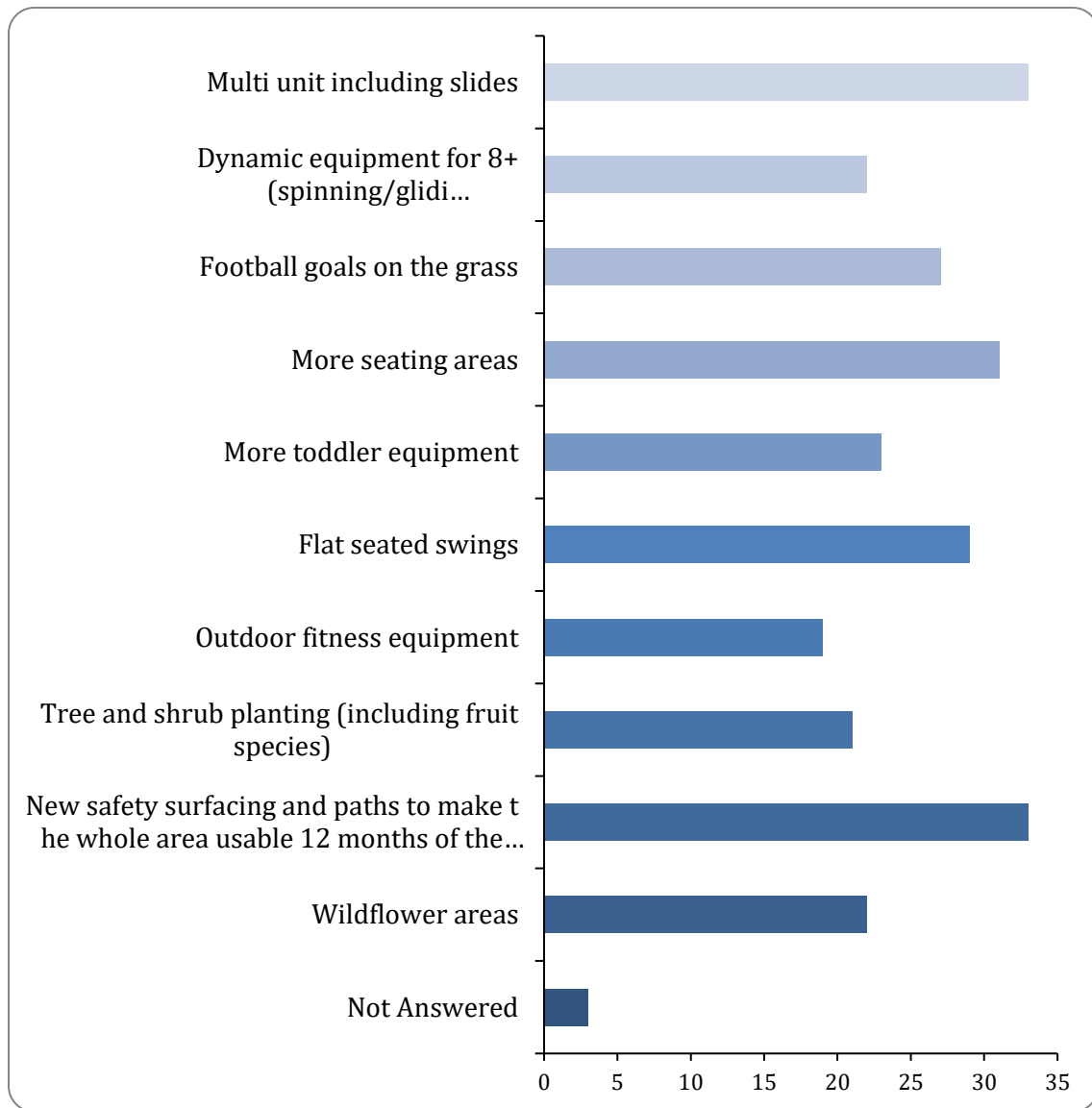
Please tick all that apply. This includes people who regularly visit you.

Ages to use play equipment



Option	Total	Percent
0-5 years old	27	52.94%
6-12 years old	30	58.82%
12+ years old	12	23.53%
N/A	5	9.80%
Not Answered	0	0.00%

3: Referring to the example play area design and your favorite play equipment at other play areas you have visited, what improvements would you like to see?



Option	Total	Percent
Multi unit including slides	33	64.71%
Dynamic equipment for 8+ (spinning/gliding)	22	43.14%
Football goals on the grass	27	52.94%
More seating areas	31	60.78%
More toddler equipment	23	45.10%
Flat seated swings	29	56.86%
Outdoor fitness equipment	19	37.25%
Tree and shrub planting (including fruit species)	21	41.18%
New safety surfacing and paths to make the whole area usable 12 months of the year	33	64.71%
Wildflower areas	22	43.14%
Not Answered	3	5.88%

Other suggestions not listed above

There were 19 responses to this part of the question.

- the park could do with some expansion and new equipment which is good to see, but I do think the introduction of football goals would really bring the use of the grass within the play park area.
- "From the plan, we love -

Coco wave group swing
Junior multi play unit especially track rider
Double bay swing
Sky carousel"
Climbing frame/ area more suitable for toddler use
- The play and football areas should be fenced off to enable dogs to be released safely and not able to enter these areas. The marshy area also needs to be incorporated, if not for play, but part of the dog area or wild flower patch. An illuminated path around and intertwined between different zones would help.
- Fitness equipment for adults
- Maybe an in floor trampoline.
- Climbing equipment
- "Basketball net/court
- All weather football goals"
- Monkey bars and ziplines
- Zip line – 2 people said this.
- New basketball nets as the nets now are really hard to shoot in and all of my friends would be very grateful and happy
- Proper basketball hoops/nets on stable ground so people have a place to practice and play basketball, because there's not many places to go near milestone meadow
- Enclosed multi-use games area - astroturf, sand pit for little children,
- "The swing we have is loved by all ages! It's like a big spiders web and try as they may the louts haven't managed to destroy it!
- We had a metal picnic bench but the less well behaved teens (louts) have taken it into the woods at the back and use it there. We could use another one as in the summer picnics are popular but nowhere to sit so they are all over the field and the bin provided is too far away or full so an extra bin would be handy as the dog walkers (lots) would be more encouraged to use it!
- I live at XXX so keep my eye on the place in the summer I use my own wheelie bin bags to pick up litter so extra bins would make life easier for me 😊
- The woods are used by dog walkers and teens. The teens could do with a friendly policeman's eye on them from time to time, I've picked up Rizla papers, shiny cylinder tubes, loads of alcohol empties etc and I for one wouldn't walk in there after dusk!
- Some new equipment would be lovely!! Thankyou!

Your Say - Citizen Space Site

- "The adjacent wooded area (forms a triangle between the West Coast Main Railway line and the line that spurs off to Buckshaw Parkway & beyond) - can all the old factory detritus (e.g. old factory metal gate frames, coils of wire, bits of old wire fence around the pond, and any other rubbish be cleared).....and maybe the path tidied up a little.....put a few bird boxes up. Not asking for the area to be landscaped or anything like that - just focus on getting rid of the rubbish.
- Around the perimeter plant a few more trees.....and if possible make a feature of the pond which is just a suggestion."
- Regular inspection and maintenance of low-beam timber boundary fencing around the green recreational areas.
- "A football that is maintained would be good especially if there was some fencing to stop the ball going into residential gardens or banging on fences.
- A basket ball court and net.
- Seating for parents/grandparents"
- The double bay swing would be great. Also the toddler multiplayer unit.

5: Thinking about the existing play equipment, is there anything you particularly like that should stay?

I really like.....

There were 41 responses to this part of the question.

The only thing that is really salvageable is the tyre net swing, everything else is very dated and never gets used. I go on the park the grass and into the woods a lot with the dogs and I never see kids on the park using anything other than the tyre swing. 19

The big yellow climbing frame 13

I think the play area equipment is quite outdated and not really suitable for toddlers/young children

Youths need to be discouraged from congregating at night. The chained swing should be removed.

Basket ball hoops 5

4 seat seesaw 5

"Nothing, it is all very dated. 7

The area is quite big and could be better equipped with more up to date equipment for young and old"

Out of my 3 children the older 2 play in the climbing frame, my 2 year old isn't interested in any of it!

Balance table"

WE NEED FOOTBALL GOALS WITH NETTING PLEASE.

Your Say - Citizen Space Site

Very poor considering the estate is full of young families. Families are forced to use play facilities on neighbouring villages

The swing that is already there is fun and I enjoy it, but I think flat seated swings would be better 2

the field to play football still

6: Please provide any further comments below which will shape the final design of the public open space and play area.

Local knowledge

There were 27 responses to this part of the question.

Make it safe and useable for toddlers and children, maybe gate the play area so children can't wander off.

Really excited to see these changes! There is an issue in the woods behind here with litter, but not sure how to stop that. We walk our dog on the field and in the woods which is great for us. I keep meaning to get a litter picker to give it a tidy up whilst I'm there. Well done Chorley Council for doing a proper consultation and these exciting proposals. We can't wait to see it finished!

I think that the whole space (park & field) could have a lot more potential and with some improvement could be a great family spot for all seasons.

Please add some lighting so the park can be used in winter and maybe put in more seating for the grandparents.

The toddler and junior multiplayer units I feel would be most beneficial as there isn't much for this age group. With the current climbing frame and swing catering for older children. Football nets on the field would be beneficial. It is a popular space for football and I often see children taking their own goals to place on the field. A permanent solution would be better.

Youths tend to gather at night, so this should be discouraged. The dog waste bin and waste sacks are a brilliant idea.

Is the forest area supposed to be open to walk through if not make it more secure or safe to use.

Play area to accommodate varying ages. We have a 2 year old and nearly 6 year old so having things they can both play on would be great.

When the estate was planned, more play areas were submitted in the plans. Develop those.

Exciting to see this space evolve and become more user friendly

There are a lot of older children on the estate so better to give them somewhere

FOOTBALL GOALS

Your Say - Citizen Space Site

Separate play area sections for differing age groups to prevent teenagers hanging round and preventing younger children using the facilities

A lot more equipment would be fantastic

Needs secure fencing from railway lines. Wooded areas also need to be secure as sometimes used as somewhere for youths to go out of sight.

Most people on the estate who use the park are older than you think, and either play basketball or football. Personally I would love to see an actual basketball court or even just one hoop on stable ground with lots of space to move around with, unlike the grass area and plastic hoops there are now. Me and my friends would love to have a basketball court close to us so we can practice and have fun

It needs railings around it so dogs cannot foul and be dangerous when the children are around and the bin needs moving as it is used for dog dirt it is too close to the childrens area

Due to dog fouling on grass could there be a designated dog area?

All above!

Picnic benches.

"Can the metal trestle table that was put in the Play Area be bolted to the floor (you will find local older kids have moved it into the wooded area - must admit I would of done the same at their ages).

Suggest any new seating is bolted down."

I would like to see litter bins strategically situated where children, especially young teens play and congregate.

There will hopefully still be adequate space for dog walking..

Separating the older and younger play items of the play park would be useful.

The current surfacing is a very unsafe trip hazard. I do hope these changes are implemented quickly before anyone is hurt.

"Dogs often exercised on the adjacent field, so impact on this area should be minimal. Fencing around the play area should be considered to keep dogs out.

Sometimes area used by older teens young adults drinking and smoking dope. Anything to minimise this would be beneficial"

I think it would be great if some outdoor gym equipment could be placed there too.

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 grot 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.

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

Green Operations

Maximising Technology

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.

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.

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"> - New footpaths - Shrub planting - Tree retention - In Bloom planting 	Q1-3		
b.	Submit application for Green Flag Awards sites – Rangletts 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		
Neighbourhood Improvements				
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			
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* 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.

Guidance for the fixing of Attachments to Street Lighting Columns



April 2022

Guidance for the fixing of Attachments to Street Lighting Columns

Contents

Section	Description	Page
1	Introduction	2
2	LCC Street Lighting Column Specification	2
3	Licence/Consents	3
4	General Considerations	3
5	Electricity Supplies	5
6	Permissions	6
7	On-going Requirements	7
8	Application Details	7
	Appendix A – Health & Safety and Other Considerations	
	Construction, Design and Management (CDM) Regulations	8
	Electrical Safety Requirements	8
	Traffic Management	9
	Installation and Maintenance	9
	Appendix B – Attachment Specific Considerations	
	Banners	10
	Bunting	10
	Catenary Arrangements	11
	CCTV Camera, Footfall attachments etc	12
	Defibrillators	13
	Electric Vehicle Charging Points	14
	Event Signage etc	16
	Festive Decorations	18
	Flower Baskets	18
	Signs	18
	Speed Indicator Devices / Temporary Vehicle Activated Signs	20
	Temporary Signs	20
	Traffic Counters - ground mounted	20
	Traffic Survey / Counting Equipment (including freestanding telescopic poles)	21
	5G Equipment	22
	Appendix C – Application to attach Item to a lighting column	25
	Appendix D – Application to attach Bunting above the Highway	26
	Appendix E – Application to place temporary signs for events or public safety campaigns in highway limits including on street lighting columns	27

1 - Introduction

This document has been written with reference to the Institution of Lighting Professionals documents 'Guidance on installation and Maintenance of Seasonal Decorations and Lighting Column Attachments' (PLG06), the 'Electrical Safety Code of Practice for Electrical Safety in Highway Electrical Operations (GP03) the county councils current lighting column specification, various legislation and appropriate Electrical Safety / Health and Safety regulations.

Due to their regular spacing and ready availability lighting columns are seen as an ideal means of promoting events and campaigns and are regularly used to support bunting, flower baskets, festive decorations, public awareness/information and event signage etc. In recent years we have started to experience a demand for lighting columns to support CCTV cameras and footfall counters and in time we expect to see a demand for other items such as 5G equipment, 'smart city' devices and electrical vehicle charging points.

There is a common misconception that lighting columns can automatically accommodate attachments of any type, size or weight. This assumption is generally incorrect as not all columns are the same and many are unsuitable due to their design, age and material type. A relatively light addition such as a sign can result in considerable extra load being exerted in a strong wind which can subsequently affect a columns structural stability leading to catastrophic failure, damage, injury or death.

The purpose of this document therefore is to set out the procedures that must be adhered to when attaching third-party equipment to county council owned street lighting columns. In order that we can confirm that the correct procedures have been followed we require all third-party attachments to lighting columns to be controlled by licence or consent in line with the provisions contained in the Highways Act 1980 and other legislation.

This guidance covers the attachment of seasonal items, such as flower baskets, festive decorations etc, items of a more permanent nature such as CCTV cameras and items of a short-term temporary nature such as signage for events, health campaigns and traffic survey equipment etc. More information relating to our detailed requirements for each attachment type be found in the Appendix B.

In applying for permission to attach items to street lighting columns we require at least 10-weeks' notice so that we can arrange site surveys and column testing works as appropriate. Where column replacements are required, works will take significantly longer than this.

2 - LCC Street Lighting Column Specification

Our street lighting column specification has changed several times over the years and the current specification is the lowest it has been in terms of our columns ability to support additional loads. In view of this, and the fact that many of our older lighting columns are now in less than prime condition, all requests will be assessed against the September 2017 column specification.

Provided columns are in an as-new condition, the current specification allows us, subject to other conditions being met, to attach one item that is no more than 0.3m² in size with a total weight of no more than 20kg. The 'as new' condition will be determined either by a columns age (i.e., <7 years old) or a condition test. In case of the latter the 'loss of section' test must be in the range of 0% to 10%.

3 - Licences / Consents

The county council as highway authority has various powers with regards to the control of the placing of equipment in the highway by third parties. The permissions relevant to street lighting columns are set out below: -

- **Highways Act 1980**

s178 (para 1) grants us powers to approve the placing of cable, wire or other similar apparatus over, along or across the highway,

s132 (para 2) grants us powers to remove any sign which has, without our consent or authorisation, been affixed to the highway, a tree, structure or works on the highway,

s149 grants us powers to remove items, including signs, placed within the highway that are considered a nuisance or a danger to highway users – including causing a danger by obstructing view.

- **New Roads and Streetworks Act 1991**

s50 (para 3) grants us powers to issue a licence that permits the placing of third-party apparatus within the highway,

- **Road Traffic Regulation Act 1984**

S65(para 1) grants us powers for the placing of temporary signs to housing sites to aid drivers to reduce unnecessary congestion and vehicle movements.

4 - General Considerations

Applicants need to make sure that where applicable, relevant planning and other consents have been obtained prior to making an application.

Where a sign or other attachment is already fitted, then no other equipment of any type will be permitted to be attached to that column regardless of its size or weight. Where there is no other attachment, we need to be sure that the proposed column is suitable, and the proposed attachment will not place too great a load in terms wind and/or weight on the column. To achieve this: -

- In terms of size – all attachments must be less than 0.3m² in area,
- Attachments, including brackets and fixings etc must collectively weigh no more than 20kg,
- We will only allow third-party equipment to be attached to steel lighting columns,
- Due to difficulties associated with testing heritage style street lighting columns and columns fitted with embellishment kits, will not permit attachments to these types of columns.

- All lighting columns over 7 years of age will be subject to a general column condition test,
- Where the column condition results show that the loss of section is greater than 10% this indicates that the column is not in an 'as new' state and it cannot be used to support an attachment.
- Attachments must not encroach within 0.5m of edge of carriageway edge and the minimum height over the footway shall be 2.5m.

Applicants must: -

- agree to the contents contained in this Guidance Document
- agree to our terms and within the licence/consent and return a signed licence/consent form prior to works starting on site,
- indemnify the council against any claims, costs and proceedings, howsoever arising, as a result of an attachments erection, retention and maintenance, and must provide evidence of Public Liability Insurance cover of at least £10m for any one incident,
- provide emergency contact details,
- agree to pay our reasonable costs associated with each application, costs to include but not limited to column testing, site/inventory investigations, costs associated with providing an electricity connection etc.
- agree to pay our licence fees and all column testing costs
- comply with all statutory requirements including the General Data Protection Regulations 2018 where appropriate,
- for items that are to be connected to an electricity supply, provide evidence that a Meter Point Administration Number (MPAN) is in place and agree to pay all resulting electricity charges.

We will not allow: -

- the attachment of litter bins and dog excrement receptacles,
- attachments that relate to any form of advertising, or obstruct or distract from traffic signals or highway signs,
- attachments that wish to make use of concrete, aluminium, cast iron, stainless steel, GRP (glass-reinforced polyester), passive safe or hinged columns,
- attachments that involve the use of traffic signs or traffic signal installations

Whilst we will automatically refuse applications that involve columns manufactured from material types that are unsuitable for attachments, we will endeavour to work with the applicant to find a suitable alternative. Where the column location is of strategic importance to the applicant and the column condition results indicate that the column is not suitable, we will consider replacing the existing column with a new one in the same place. In such cases the applicant is expected to pay all our costs associated with the supply, erection and connection of a new column and the disconnection and disposal of the old column. The new column can be supplied to a higher strength specification if appropriate.

The Highway Asset Manager reserves the right to refuse permission to attach any item to any lighting column which is considered to be unsuitable.

5 - Electricity Supplies

In order that we can consider requests for attachments that require an electricity supply, the applicant must provide evidence of a MPAN (Meter Point Administration Number). If a new MPAN is required these can be obtained free of charge from the relevant Distribution Network Operator, details as below: -

Distribution Network Operator	Email address
Electricity North West Ltd	Unmeteredsupplies@enwl.co.uk
Scottish Power (Manweb)	unmeteredsuppliesenquiries@sppowersystems.com
Northern Powergrid (YE)	Unmetered.supplies.operator@northernpowergrid.com

The county council is bound by the terms of the Connection Agreements in place with Electricity North West Ltd, Scottish Power and Northern PowerGrid. Under these terms, the county council is prohibited from providing unmetered connections to third parties without their express permission.

To date, the only approved third-party connections ENWL have authorised are those where the third-party equipment is directly attached to a lighting column. Whilst we are able to provide temporary supplies to festive decorations fixed to approved columns or adjacent property, this is on the condition that supplies are fed via waterproof sockets from inside the lighting column which are left unplugged outside of the festive period. When not in use, these should be attached directly to the lighting column and not left hanging freely.

Where we find permanent connections from our equipment to third party equipment other than legacy supplies to Christmas Tree feeder pillars, located anywhere other than on our columns, these will be removed without warning. We will also turn down requests for electricity supplies into nearby third-party columns, poles, feeder pillar junction boxes or other equipment types etc and we will remove any instances where such connections are found.

All electrical connection works must comply with the Electrical Safety Requirements outlined in Appendix 2

6 - Permissions

Once permission has been granted the Licensee assumes the primary responsibility for ensuring that the attachments and the work to install, operate, inspect, maintain and remove them, does not present a potential hazard to the public under the Health and Safety at Work Act and is fully compliant under both the Construction (Design and Management) Regulations and Electrical Safety Regulations as appropriate. Attention is drawn to Appendix A & B which contain specific advice with regards erecting attachments.

In granting permissions, the county council as highway authority may attach any reasonable terms and conditions to their licences/consents as considered appropriate. As all roads, location, column and attachment type combinations are different, such conditions are likely to be site specific.

In line with guidance contained in PLG06, licences or consents will be valid for no more than 30 months and may be less in certain situations. Following the expiry of a licence/consent period the applicant will need to re-apply for permission for the equipment to be re-affixed or remain in place for a further period and pay a further licence fee as appropriate.

Where we find that: -

- attachments have been fixed to lighting columns contrary to the provisions contained in this document, or
- the attachment differs in size or weight from that which was originally approved, or
- MPANS haven't been updated to reflect changes in electrical load or periods of operation, or
- attachments are considered to be unsafe or dangerous to the general public, or at an incorrect height or,
- attachments are in place outside of specified periods

licences / consents will be declared null and void and attachments may be removed without warning. Where this happens, they will only be returned once our reasonable removal and storage costs have been met in line with provisions contained in the Highways Act 1980.

Where permission is granted the Licensee: -

- is responsible for the Health and Safety of the general public, its own staff and any contractors appointed by the Licensee when carrying out any works associated with the equipment for which a Licence/Consent has been granted, and attention is drawn to Appendix 1 of this document,
- must not impede the progress of traffic and pedestrians during the erection or removal of any attachment and traffic management must be carried out in accordance with Chapter 8 of the Traffic Signs Manual,
- must not obscure any traffic signs, streetlights, CCTV cameras or signals or restrict the visibility of motorists.
- ensure that during the erection and removal of attachments that particular consideration is given to visually impaired, disabled and persons with prams and wheelchairs
- will arrange for and meet the cost of any traffic management measures considered necessary by the county council during the erection or removal of any attachment,

7 - Ongoing Requirements

Once permission has been granted it is the Licensee's responsibility to fix the attachment in line with the provisions contained within this document and attention is drawn to Appendix 2 which contains additional information that is 'Attachment Specific'.

The Licensee must, at their own expense continue to maintain the attachment and associated infrastructure in good repair throughout the licencing/consent period and carry out any periodic testing/inspections that is required. Where the Licensee refuses or neglects to carry out necessary works of maintenance, then the county council reserves the right to require immediate removal of the equipment at the expense of the Licensee. The county council reserves the right to disconnect and remove any equipment, which is considered to be unsafe, or a danger to the public. This work will be rechargeable to the Licensee.

The Licensee will be liable for any damage / injury caused to third parties that can be directly attributable to the attachment. Where the attachment causes damage to the lighting column this should be notified to the county council as soon as possible in order that remedial works can be carried out at the earliest opportunity. The Licensee will be invoiced for all remedial works and a failure to pay our costs or notify us of damage may result in the licence/consent being revoked.

If any street furniture to which an attachment is fixed becomes damaged or vandalised the county council will endeavour to retain the equipment, however the county council will not be held responsible for any consequential loss.

8 - Application Details

The Applicant is required to complete the Application Form at Appendix C which requests details relating to: -

- Proposed location of attachment – road name, column numbers,
- Proposed date of installation and proposed date of removal,
- A copy of current certificate of public liability insurance, covering duration of event
- Description of attachment to be used,
- Contact details of the applicant, including mobile and daytime/out of hours telephone number(s), e-mail address and postal address,

Health and Safety and Other Considerations

Accidents have happened where inappropriate attachments or fixing methods have been used to attach items to lighting columns. It is the legal duty of the person organising the attachments to ensure competent people are used for these works.

Construction, Design and Management (CDM) Regulations

Any works carried out in the public domain must be compliant with the current edition of the Construction, Design and Management (CDM) Regulations. These regulations place responsibility, and a legal duty, on the person organising, or project managing, works for ensuring the right people are engaged on the various aspects of the work.

This includes ensuring:

- that anyone hired to attach, remove or maintain attachments on a street lighting column is competent to do so and has the necessary skill, knowledge and/or experience of the particular type of work to be undertaken so as to identify and avoid danger,
- that the person carrying out the work is competent to use equipment needed to install, maintain and remove the attachment,
- that the person carrying out the work is competent to work on the highway is suitably proficient to work at height
- that sufficient time allowed to undertake the work,
- information about risks, hazards or other special arrangements, are shared with all parties,
- risk assessments and method statements are in place before works commence,
- that appropriate permissions have been obtained to work on the highway,
- where necessary a principal designer and principal contractor are appointed.

Electrical Safety Requirements

Where attachments involve an electricity supply, all equipment is to be installed in full compliance with the current edition of: -

- BS 7671: 2018 IET Wiring regulations 18th edition,
 - Electricity at Work Regulations 1989,
 - The Electricity Safety, Quality and Continuity Regulations 2002
 - Institution of Lighting Professionals 'Guidance on installation and Maintenance of Seasonal Decorations and Lighting Column Attachments' (PLG06)
 - Institution of Lighting Professionals 'Code of practice for electrical safety in highway electrical operations' (PLG03)
-
- All installed equipment should be subject to regular inspections and electrical testing, the results of which should be made available to county council upon request,

- Equipment shall be installed to the same standards as a permanent installation although it is appreciated that for installations of this nature cables may be installed temporarily. Cable supports must be arranged so that no appreciable mechanical strain is placed on any cable termination or joint,
- All plugs, sockets and connectors shall comply fully with BS4343/EN60309 and shall have an IP rating of not less than IP66 according to BS EN 60529:1992+A2:2013 unless used within a weatherproof enclosure with an IP rating of not less than IP66 according to BS EN 60529:1992+A2:2013,
- Any electrical cables less than 3 metres above ground level shall be fully enclosed in a high impact plastic or heavy-duty galvanised steel conduit that is securely fixed to a wall or lighting column. Where the conduit is attached to a lighting column the conduit shall be secured by means of 25mm stainless steel "Band and Buckle" tape and buckles at centres no greater than 1000mm. The top and bottom tapes shall be placed no more than 500mm from the end of the conduit. The conduit and/or its fixings must not obstruct the column door, or any traffic sign attached to it or impair normal maintenance.
- All steel conduits shall be effectively earthed
- Cables emerging from lighting column doors are not permitted

All persons who carry out any electrical works must be suitably experienced, qualified and competent to do so,

Traffic Management

In addition, when working on the highway, works need to be carried out with reference to -

- The Department of Transport's Traffic Signs Manual (Chapter 8) - Traffic Safety Measures and Signs for Road Works and Temporary Situations Part 1: Design 2009,
- Safety at Street Works and Road Works - A Code of Practice 2013
- New Roads and Street Works Act 1991,
- Traffic Management Act 2004
- Health and Safety at Work etc. Act 1974

Installation and Maintenance

It is highly recommended that where the Licensee's staff and/or appointed contractors are required to carry out works installation or maintenance on high-speed roads or on highway electrical equipment that all such personnel have been trained to the relevant National Highways Sector Schemes and are competent to do so.

In respect of high-speed roads, the National Highways Sector Schemes are 12A and 12B. For works on the public highway involving highway electrical equipment the relevant details are National Highway Sector Scheme 8 and the Highway Electrical Registration Scheme (HERS).

All the information above is provided as guidance only – it is the Licensee's responsibility to ensure that all works are carried out and are compliant with the appropriate legislation / regulations in force at the time

Attachment Specific Considerations

Banners

In applying for permission to attach banners, the applicant agrees to adhere to all sections and appendices of this document **and receives confirmation from the county council that the proposed columns and proposed attachments are suitable prior to works commencing**. Our additional banner specific requirements are set out below: -

- the content displayed on banners must not be of a commercial, political or offensive nature. We reserve the right to request details of all banner content prior to approval being given,
- wind deflecting brackets are used
- banners must be securely affixed to the lighting column with a 5mm thick neoprene gasket between the column and fixing bracket to avoid damage to the surface protection of the lighting column.
- catenary arrangements spanning the road between lighting columns are not permitted because of the potential loading on the columns – see section below about catenary arrangements
- banners must not encroach within 0.5m of edge of carriageway edge and the minimum height over the footway shall be 2.5m

Bunting

For the purpose of this guidance, bunting is defined as a street decoration consisting of a collection of small flags strung together, most commonly used for street carnivals for decoration.

In applying for permission to attach bunting, the applicant agrees to adhere to all sections and appendices of this document **and receives confirmation from the county council that the proposed columns and proposed attachments are suitable prior to works commencing**. Our additional bunting specific requirements are set out below: -

- bunting will not be permitted where the speed limit is above 30mph
- catenary arrangements spanning the highway using lighting columns are not permitted because of the potential loading on the columns – **where bunting is to span the highway using adjacent properties, the applicant needs to additionally read and comply with the provisions detailed in catenary arrangements below.**
- any damage found or caused to a lighting column must be reported immediately to the county council and the column should not be used for attachment
- bunting shall only be erected for the period agreed by the county council and shall be removed at the end of such period unless an extension of that period has been granted in writing by us
- bunting must not interfere with or obscure the column access door, lantern, attached road signs or column identification number

- bunting may be wrapped around the vertical part of the column only, and securely fixed. If installed, bunting is not permitted to be attached to bracket arms.
- no bunting shall be suspended or allowed to hang so that any part of it is less than 5.8 metres above the public highway or 2.5m above a footway, or as otherwise stated by the county council
- bunting should preferably be made of a water-resistant material to avoid extra weight in rain or snow,
- the maximum size of individual pennants to be 300mm long by 230mm wide,
- all fixings securing bunting are deemed to be temporary (permanent fixings on buildings accepted). Metal fixing clips, bands etc. are to be from galvanised or stainless steel with a 5mm thick neoprene rubber insert to prevent damage to the column surface coatings.

Catenary Arrangements

Prior to proceeding it is highly recommended that the applicant refers to the Institution of Lighting Professionals 'Guidance on installation and Maintenance of Seasonal Decorations and Lighting Column Attachments' (PLG06), relevant guidance notes issued by the Constructions Fixing Association and other guidance as appropriate.

In applying for permission to attach catenary arrangements, the applicant agrees to adhere to all sections and appendices of this document **and must obtain our approval prior to works commencing**. Our additional catenary arrangements requirements are set out below: -

The applicant needs to: -

- be aware that LCC lighting columns are not designed to accommodate catenary wires and permission is expressly forbidden to attach these.
- satisfy the county council that if cable spans are to be attached to adjoining buildings then they have secured the necessary agreements from the building owners
- ensure that the fixings are selected, supplied, installed and tested in accordance with BS 8539:2012+A1:2021 'Code of practice for the selection and installation of post-installed anchors in concrete and masonry,'
- ensure that the fixings are installed by persons who have acquired the necessary competencies to install anchorage systems,
- arrange for a structural survey to be carried out annually in accordance with BS 8539:2012+A1:2021 by a competent person to determine that fixings and fabric of the structure are still capable of withstanding the load prior re-use,

The Applicant shall

- ensure by means of calculations submitted by a Chartered Structural Engineer for **each** decorated cable span above the highway with a different space or windage area, that the proposed cable span(s) and associated attachments shall be of sufficient size and strength to support the decoration when subject to a wind pressure and exposure class as prescribed in the current Lighting Column Design Standard.

- ensure that no attachment shall be suspended or allowed to hang so that any part of it is less than 5.8 metres above the public highway or 2.5m above a footway, or as otherwise stated by the county council
- All cross road cable spans or spans greater than 30 metres are to be supported by means of a separate high tensile galvanised steel or stainless steel catenary wire or wires either continuously bound to the cable or attached at intervals not exceeding 250 mm by means of purpose designed clips. Alternatively, the span may be supported by means of an integral catenary wire incorporated into the cable during manufacture.
- The catenary wire must be securely attached at each end and at any intermediate supports.
- All catenary wires and intermediate supports shall be effectively earthed.

In respect of bunting catenary arrangements

- In line with the above, the Applicant needs to ensure that the bunting is fit for purpose
- that adjoining property owners have given permission
- that bunting is strong enough for the length of spans required without sagging below the minimum heights stated below
- no attachment shall be suspended or allowed to hang so that any part of it is less than 5.8 metres above the public highway or 2.5m above a footway, or as otherwise stated by the county council
- the bunting is not strengthened with poly cord, cables or catenary wires or be too strong that it would cause damage to the structure it is attached to, if for example it were to be caught by a vehicle,
- that the bunting does not cause damage to the structures it is attached to as a result of its weight, the materials used and/or other factors such as wind, rain or snow etc,

CCTV Camera, Footfall attachments and other items that collect or capture images (Also see Traffic Survey Equipment)

In applying for permission to attach CCTV and Footfall etc equipment, the applicant agrees to adhere to all sections and appendices of this document **and receives confirmation from the county council that the proposed columns and proposed attachments are suitable prior to works commencing.**

Where works are being carried out for a 'relevant authority, the licence needs to be issued to the public body, but the sub-contracting third party who carries out the work needs to provide evidence to the county council that they hold the requisite qualifications as outlined below.

Our additional CCTV/Footfall etc equipment requirements are set out below: -

- In considering such applications we can only allow applications from 'relevant authorities' their officers, employees, agents and contractors (providing they hold suitable qualifications) as defined by Section 33(5) of the Protection of Freedoms Act 2012.
- Applicants must agree to abide by [Surveillance Camera Code of Practice and 12 Guiding Principles 2013](#) or any successor legislation/guidance,

- Applicants must agree to abide by the county council's Closed-Circuit Television Policy
- Applicants must have registered as a data controller with the Information Commissioner's Office and will need to provide details of their registration number as evidence of their licence as part of the application,
- Applicants must have a Data Protection policy in force and make this available upon request
- Applicants comply with all statutory requirements including but not limited to UK GDPR and the Data Protection Act (2018), or any successor legislation/guidance
- the fixing bracket must not require the drilling of the column and must be attached using purpose made brackets with a 5mm thick neoprene gasket between the column and fixing bracket to avoid damage to the surface protection of the lighting column.
- the apparatus must not interfere or obscure the clear sight line for any traffic signage, traffic signals or junction

In terms of electricity supply the Licensee or the Licensee's appointed contractors are not permitted under any circumstances to remove or interfere with column door or other electrical cover to access the internal electricity supply. An external electricity connection will be provided via a waterproof 'commando' type socket. It is the Licensee's responsibility to attach the equipment to the column and connect it to the external waterproof socket. Should the county council find evidence that the electrical connection has been tampered with, the Licence will be withdrawn with immediate effect.

In addition, the Licensee is required to: -

- comply with the unmetered supply regulations in force at the time of connection until the total removal of Apparatus has been completed
- ensure that the attachment complies with appropriate electrical regulations and is free of electrical defects,
- that an electrical test has been carried out of the attachment upon connection and the test results are made available to the county council upon request,

Defibrillators

We will not normally allow defibrillators to be fixed to lighting columns and will only consider requests on a case-by-case basis.

In applying for permission to use street lighting columns the Applicant acknowledges that we will accept no liability for any loss caused as a result of the electricity supply within the column not working sufficiently to enable the defibrillator to work when required.

The applicant also agrees to adhere to all sections and appendices of this document **and receives confirmation from the county council that the proposed columns and proposed attachments are suitable prior to works commencing.** Our additional defibrillator equipment requirements are set out below: -

In considering such requests: -

- we can only consider requests from public bodies such as district or parish councils,

- there must be no other suitable premises close-by,
- the equipment must meet all our requirements in terms of weight and size,
- the applicant must have an unmetered MPAN in place to cover the cost of all electricity used,
- the siting of a defibrillator on a column must not cause the footway to be narrowed or to be otherwise obstructed,
- we will only columns to used that are supplied by an independent / distribution network operator (i.e. IDNO or DNO) electricity cable
- we will only allow columns to used which have not had a recent history of electricity supply failures

In addition, the Licensee is required to: -

- comply with the unmetered supply regulations in force at the time of connection until the total removal of Apparatus has been completed,
- ensure that the defibrillator is installed and maintained by a competent person
- ensure that the defibrillator attachment complies with appropriate electrical regulations, and is free of electrical defects,
- that an electrical test has been carried out of the attachment upon connection and the test results are made available to the county council upon request,
- that a record of maintenance visits is kept and that these are made available to the county council upon request

Electric Vehicle Charging Points

In order to expand the number of electric vehicle charging points in Lancashire, the county council will consider requests, from organisations who have been appointed by the council to run an EVCP network within Lancashire, to use lighting columns in this manner.

In applying for permission to use street lighting columns the Applicant agrees to adhere to all sections and appendices of this document **and receives confirmation from the county council that the proposed columns and proposed attachments are suitable prior to works commencing.**

Our additional vehicle charging point requirements are set out below: -

All installations must be designed with reference to appropriate guidance including: -

- Institution of Engineering and Technology – 'Code of Practice for Electric Vehicle Charging Equipment Installation'
- Institution of Engineering and Technology – ' Guide to Highway Electrical Street Furniture'
- BS 7430:2011+A1:2015 - Code of practice for protective earthing of electrical installations.
- Institution of Lighting Professionals GP03: Code of Practice for Electrical Safety in Highway Electrical Operations

In considering such requests: -

- we will only allow suitable steel columns, in an as new condition to be used to support external retro fit EVCP units,
- where columns are not as new the county council will at the Applicants request consider replacing existing columns on a rechargeable basis with columns that have integrated vehicle charging point,
- the county council consider the impact the charging point will have on the highway and highway users in terms of on-street parking implications, street clutter, mobility and accessibility etc and will only consider columns located towards the front of footways to be used
- we may wish to make changes to the highway to accommodate the proposed vehicle charging points. Such works may include, but may not be limited to, amending road layouts, amending on-street parking regulations, erection of additional signage and the use of white lines to create parking bays etc. It will be a condition of the licence being granted that the Applicant reimburses the county council for all such work,

With regards the electricity supply to the lighting column, it is the Applicants responsibility to: -

- contact the local Distribution Network Operator (DNO) in accordance with Energy Networks Association's 'Electric vehicle charging infrastructure installation notification procedure' with regards an 'adequacy of supply' assessment.
- determine the 'characteristics of supply' in accordance with BS 7671 and asses any special requirements that will affect the proposed works,
- note that where the supply characteristic of the lighting column is to remain PME (protective multiple earthing), a supply will only be granted if permission is provided by the appropriate DNO and the requirements of BS 7671 (Section 3.5.1) are met. The Applicant will also need to address and provide assurances with regards earth resistance readings.
- note that where the column uses a PME supply, the Applicant can only provide a trickle charge facility.
- note that where the Applicant wishes to change the supply characteristic of the lighting column from PME to a TT (Terre-Terre) supply, this can only be done with the prior agreement with the relevant Street Lighting Operations Manager (Design).
- consider the impact that the change to a TT supply will have on the lighting column the charging point is to integrated into / attached to, and all other equipment located within a 2-meter radius in the public realm and will be responsible for providing and installing earthing mats etc and meeting all costs associated with aligning the 'characteristics of supply of all affected equipment,

Prior to connection works the Applicant needs to: -

- Provide the necessary documents as outlined in General Considerations of this document,
- Provide evidence that the above factors have been considered and provide a summary of changes carried out to lighting columns electricity supply and earthing arrangements

Once approved the Licensee will need to

- Carry out periodic inspection and testing at suitable frequencies to ensure that the vehicle charging point doesn't pose a danger to the general public,
- Adhere to any all other terms contained within the county councils EVCP contract

Event Signage etc

Organisers of events or public safety campaigns need to seek the county council's permission prior to placing of temporary signs within the highway limits, including the fixing of such signs to street lighting columns or other highway furniture.

Where persons place signs in highway limits without our permission they are committing an offence and may be liable: -

- for a fine (maximum £2,500),
- to pay our costs associated with their removal
- to pay damages arising as a result of erecting the sign

In applying for permission to use street lighting columns the Applicant agrees to adhere to all sections and appendices of this document **and receives confirmation from the county council that the proposed columns and proposed attachments are suitable prior to works commencing.** Our additional Event Signage requirements are set out below.

Temporary signs which may be permitted include: -

- Direction signs to a **major** public event which will relieve associated traffic problems (This excludes events at locations which are adequately signed and is unlikely to apply to the typical car boot sale or antique fair,
- Signs advertising or giving directions to events promoted by a charity or non-profitmaking organisation,
- Road safety and other signs in the public interest
- Signs to housing developments in limited circumstances – these will be charged for in line with the provisions of the Road Traffic Regulation Act 1984
- Signs indicating the route of an approved rally etc
- Direction signs to the opening of a **major** retail or entertainment outlet (excluding seasonal and other occasional events).

Temporary signs which may NOT be permitted include: -

- Any which obstruct or interfere with the safe and convenient use of the highway

- Any form of advertising

Standard conditions which apply to permitted signs: -

- PERMISSION: - is granted by the county council in its role of the Highway Authority. Other permission (e.g. Local Planning Officer, Police etc) may also be required,
- CONTENT: – event name, location and/or directional arrow only. Capitals to be between 60mm and 280mm high, and lower-case height to be between 40mm and 200mm. Directional signs shall be black on yellow or white, or white on blue, or blue on white, except to housing developments which shall comply with DTp Drg (P)2701
- SIZE: - Rectangular, or with pointed end if directional, of minimum size necessary to accommodate the approved content, and not exceeding 1sq metre. Where signs are to be attached to lighting columns the size shall not exceed 0.3m². All to be non-luminous, non-reflective and non-illuminated.
- CONSTRUCTION AND FIXING: - Signs shall be weather resistant non-ferrous and of rigid material. Fixings shall be non-ferrous or plastic coated of a nature not to cause damage. Under no circumstance shall direct adhesion be used.
- DURATION: -
 - Non-commercial advertising: from 1 week before to 24 hours after the event.
 - Direction Signs: from 24hours before to 24hours after the event.
 - Direction Signs to opening of a new retail/entertainment outlet: from 24hours before to a maximum of 4 weeks.

Damaged, unsightly or dangerous signs shall be removed forthwith by the applicant at their own expense and similarly on expiry of the approved duration.

- LOCATION: - Duration signs are limited to the most appropriate route(s) between the event and major road(s). Advertising signs shall not be more the 2 miles from the event location. Attachment to existing street furniture is normally limited to lighting columns excluding any with permanent signs (other than parking restrictions or speed limit repeaters). In unlit rural areas permission may be given to their erection on the posts of simple informatory signs (but not regulatory or warning signs). Signs shall not cause obstruction and the full footway width shall be maintained, unless a reduced width (minimum 1.8m) is specifically agreed. Signs shall only be permitted over verge or footway and not encroach within 0.5m of edge of carriageway. Maximum height shall be 4.0m and minimum height over footway 2.5m.
- INDEMNITY The person receiving permission shall at all times keep the county council and its agents fully and effectively indemnified from any consequences attributable to the proposal, arrange insurance cover to meet the cost of any potential claims and be able to produce evidence of public liability insurance cover with a minimum limited of indemnity of £10million

Applications to fix temporary signs etc within the highway should be submitted to the county council using the form at Appendix E

Festive Displays

In applying for permission to attach festive decorations, the applicant agrees to adhere to all sections and appendices of this document **and receives confirmation from the county council that the proposed columns and proposed attachments are suitable prior to works commencing**. Our additional festive decoration requirements are set out below: -

- If appropriate, please see Catenary Arrangements above also
- No decorations that contain flashing red, yellow or green lamps will be allowed within 10 metres of a set of traffic lights or a pelican crossing
- No decoration or its support shall project over the carriageway or within 0.5 metres of the kerb face at a height less than 5.8 metres above the road surface
- As the transit of large loads may be carried out at short notice, certain routes throughout the county may be designated as high load routes. No crossroad obstructions will be allowed below 7.5 metres above the carriageway on these routes. For further details of high load routes consult the Highway Asset Manager
- A clear 2.5 metres headroom shall be provided over any area open to pedestrian movement. Where pedestrian areas also permit vehicular access for emergency services and delivery vehicles, no decorations shall be mounted less than 5.8 metres above the road / pedestrian surface.
- The Applicant shall ensure by means of calculations submitted by a Chartered Structural Engineer for **each** decorated lighting column that 'an as new' column fully loaded with lantern, the decoration and its associated wiring and attachments shall comply with the requirements of the current LCC Lighting Column Specification with regard to strength and deflection. Similar calculations shall be submitted to show the adequacy of the attachments to the lighting column
- All brackets, clips, attachments, etc are to be manufactured from non-corrosive materials (e.g. galvanised steel or stainless steel) and shall be fitted with a 5mm thick neoprene rubber insert between the lighting column and the fixing.
- All festoon lamp holders shall be made from suitable materials sonically welded onto the outer sheath of the cable and shall preferably be suitable for Edison screw lamps. No "pinprick" type lamp holders are to be used unless applied by a purpose design machine that ensures proper connection and sealing.
- All electrical equipment mounted below 2.5 metres above ground level shall be supplied at a maximum 110 volts via a centre tapped transformer (55_0_55 volts) and shall incorporate a residual current circuit device (RCD) with a 30 milliampere rating. The RCD shall be installed in a suitable IP66 weatherproof enclosure next to the point of supply and shall be on the primary side of the transformer.
- Both the transformer and the RCD shall be located as close as practicable to the point of supply.
- Due to the potentially dangerous situation associated with large ground mounted Christmas trees, set pieces and tableaux, additional consideration should be given to the electrical safety of the installation and the use of a 25 volt AC Safety Extra Low Voltage power supply should be investigated. The reduced voltage should be provided by means of a safety isolating transformer to BS 3535-2:1990, BS 3535-1:1990, EN 60742:1989.

- Where the decorations or set pieces are mounted at ground level then additional precautions such as a barrier of suitable design and construction should be considered as a means to keep the public at a safe distance.

In terms of electricity supply the Licensee or the Licensee's appointed contractors are not permitted under any circumstances to remove or interfere with column door or other electrical cover to access the internal electricity supply unless they are competent to do so and hold a current G39 Electrical Safety qualification. An external electricity connection will be provided via a waterproof 'commando' type socket. It is the Licensee's responsibility to attach the equipment to the column and connect it to the external waterproof socket. Should the county council find evidence that the electrical connection has been tampered with, the Licence will be withdrawn with immediate effect.

In addition, the Licensee is required to: -

- comply with the unmetered supply regulations in force at the time of connection until the total removal of Apparatus has been completed
- ensure that the attachment complies with appropriate electrical regulations and is free of electrical defects,
- that an electrical test has been carried out of the attachment upon connection and the test results are made available to the county council upon request,

Flower Baskets

In applying for permission to attach flower baskets, the applicant agrees to adhere to all sections and appendices of this document **and receives confirmation from the county council that the proposed columns and proposed attachments are suitable prior to works commencing**. Our additional flower basket requirements are set out below: -

- The basket must have a minimum height above the footway or carriageway of 2.5m and must be a minimum of 0.5m from kerb edge and be of a 'wrap around' type, supported by its own brackets
- The basket must be securely affixed to the lighting column with a 5mm thick neoprene gasket between the column and fixing bracket to avoid damage to the surface protection of the lighting column.
- The fixing bracket must not require the drilling of the column and must be attached using purpose made brackets.
- Banding will not be allowed as a method for fixing temporary brackets to support the baskets to any tubular steel column.
- Total weight of the basket not to exceed 20kg in weight, to include basket, fittings, plants, soil when fully saturated

Signs

(For temporary event signage guidance, please see Event Signage as above)

These are signs which are not maintained by us but do require our approval before they are attached to lighting columns and include, neighbourhood watch, decorative village or parish boundary name signs and tourist signs etc

In applying for permission to attach signs, the applicant agrees to adhere to all sections and appendices of this document **and receives confirmation from the county council that the proposed columns and proposed attachments are suitable prior to works commencing**. Our additional sign requirements are set out below: -

- the content displayed on signs must not be of a commercial, political or offensive nature
 - we reserve the right to request details of all sign content prior to approval being given,
- signs must comply with size requirements stated in General Considerations,
- sign locations to be agreed with us prior to being attached and must not: -
 - interfere with or obscure the column access door, or the column identification number
 - be sited in such a way that they distract drivers / pedestrians at roundabouts, crossings etc obscure sightlines or other traffic signs
- must be fixed to lighting columns in such a way as to not damage the column or the protective coating
- banners must not encroach within 0.5m of edge of carriageway edge and the minimum height over the footway shall be 2.5m

Speed indicator devices/temporary vehicle activated signs

In applying for permission to attach speed indicator/vehicle activated signs, the applicant agrees to adhere to all sections and appendices of this document **and receives confirmation from the county council that the proposed columns and proposed attachments are suitable prior to works commencing**. Our additional speed indicator/vehicle activated signs requirements are set out below: -

- As these are generally temporary in nature – we will only allow battery powered devices to be attached,
- these items must comply with provisions contained in General Considerations with regards size and weight
- must be fixed to lighting columns in such a way as to not damage the column or the protective coating
- fixing brackets must be securely affixed to the lighting column with a 5mm thick neoprene gasket between the column and fixing bracket to avoid damage to the surface protection of the lighting column.

Temporary signs – please see Event Signs above

Traffic Counters – ground mounted

These are temporary devices that utilise carriageway tubes, cables or loops to count and collect traffic data. Whilst not specifically attached to lighting columns and not weight-bearing, these are still required to be licenced.

In applying for permission to attach traffic counter and similar equipment, the applicant agrees to adhere to all sections and appendices of this document **and receives confirmation from the county council that the proposed columns and proposed**

attachments are suitable prior to works commencing. Our additional traffic counter and similar equipment requirements are set out below: -

- Where security attachments are used to prevent theft, the outer sleeve must be such that it doesn't damage the column base or the column protection finish and must comprise of materials such as a rot-proof textile outer sleeve for chains or the use of plastic coated braided steel.
- Data Boxes or any associated component part of the data recording installation must not cause an obstruction or unduly affect Highway users.

Traffic Survey / Counting Equipment attached to lighting columns (including freestanding telescopic poles)

These provisions are intended to cover instances where battery powered video/radar and similar traffic survey / counting equipment is used for short periods of time that are either physically attached to a lighting column or are mounted on a telescopic pole that uses the column for support.

In applying for permission to attach traffic survey equipment, the applicant agrees to adhere to all sections and appendices of this document **and receives confirmation from the county council that the proposed columns and proposed attachments are suitable prior to works commencing.**

Where equipment is attached to a freestanding pole – and uses a column for support

- The mast should be installed vertically and in direct contact with the ground. The placement of the mast utilising the lighting column should be such that it places no stress or load bearing strain on the column.
- All lighting columns should be examined prior to installing the mast to make sure it is stable and safe to proceed. Applicants should look for any obvious signs of damage or fault with the structure such as bends, rust, loose inspection panels or possible exposed wiring and if there is any doubt about the suitability of the column it must not be used.
- The mast should be positioned so that when extended it does not block or obscure any signage already attached to the column.
- The mast should not obstruct access to the column door.
- Equipment must not mark or damage the lighting column. The mast should not come into direct contact with the lighting column and should be mounted using blocks and/or brackets which should be adjusted so the top mounting position is as high as possible (on the first section) and the lower around 20cm from ground level, this will provide maximum support to the mast while maintaining a vertical install.
- The mast should be secured to the lighting column with a minimum of two ratchet straps with a rating of 800kg or higher. More attachments points can be used to increase the stability of the install if required.
- Where used, metal fixing clips, bands etc. are to be from galvanised or stainless steel and should be used in conjunction with a 5mm thick neoprene gasket which should be inserted between the column and fixing to avoid damage to the surface protection of the lighting column.

- Where security attachments are used to prevent theft, the outer sleeve must be such that it doesn't damage either the column base or the column protection finish and must comprise of materials such as a rot-proof textile outer sleeve for chains or the use of plastic-coated braided steel.
- All ratchets, clips, bands and cable ties should be left tidy with no loose ends so that they do not represent a hazard to members of the public or distraction to drivers from ends flapping around.

Where equipment is to be attached to a lighting column

- the fixing bracket must not require the drilling of the column and must be attached using purpose made brackets with a 5mm thick neoprene gasket between the column and fixing bracket to avoid damage to the surface protection of the lighting column.
- the apparatus must not interfere or obscure the clear sight line for any traffic signage, traffic signals or junction

Where the survey equipment captures images

- We can only allow applications from 'relevant authorities' their officers, employees, agents and contractors (providing they hold suitable qualifications) as defined by Section 33(5) of the Protection of Freedoms Act 2012, so we will need to know on whose behalf the surveys are being carried out.
- The applicant must agree to abide by [Surveillance Camera Code of Practice and 12 Guiding Principles 2013](#) or any successor legislation/guidance,
- The applicant must agree to abide by the county council's Closed-Circuit Television Policy
- The applicant must have registered as a data controller with the Information Commissioner's Office and will need to provide details of their registration number as evidence of their licence as part of the application,
- The applicant must have a Data Protection policy in force and make this available upon request
- The applicant complies with all statutory requirements including but not limited to UK GDPR and the Data Protection Act (2018), or any successor legislation/guidance,
- We will not allow concrete, aluminium, cast iron, stainless steel, GRP (glass-reinforced polyester), passive safe or hinged columns to be used for this purpose,
- Equipment must not present a safety risk to members of the public whilst in situ. This includes potential trip hazards or an unreasonable physical obstruction that impacts the free passage of pedestrians, wheelchair users or prams, which forces them onto roads or presenting a risk of physical injury if struck etc.

5G Equipment

In order to improve the connectivity of residents and businesses of Lancashire we will work with Ofcom approved mobile network operators (MNOs) with regards the deployment of 5G equipment (including small cells, base stations, cell sites, repeaters, boosters, Wi-Fi-access points etc.) on lighting columns across Lancashire.

In applying for permission to attach 5G equipment, the applicant agrees to adhere to all sections and appendices of this document **and receives confirmation from the county council that the proposed columns and proposed attachments are suitable prior to works commencing**. Our additional 5G and similar equipment requirements are set out below: -

- we will only licence 5G equipment attachments to Ofcom approved MNOs
- we will provide 'open access' to suitable lighting columns – i.e. we will not enter into exclusive use of column agreements with single MNO's,
- 5G attachments must be capable of hosting multiple MNO's concurrently and applicants must be prepared to enter into Network Sharing Agreements if required, with other Ofcom approved MNO 5G providers in order to reduce the demand for use of lighting column assets,
- Licences will only be issued on a column by column basis,
- Licences will need to be renewed every 30 months in line with Institution of Lighting Professionals 'Guidance on installation and Maintenance of Seasonal Decorations and Lighting Column Attachments' (PLG06),
- Approved 5G equipment may need to be removed should the supporting column be damaged, requires replacing or is being relocated due to highway works etc,
- The county council will not be liable for loss of performance due to electricity supply issues,
- All installed 5G equipment must comply with: -
 - the International Commission on Non-Ionizing Radiation Protection 2020 document 'Guidelines for Limiting Exposure to Electromagnetic Fields (100 khz to 300 ghz) and all subsequent updates or amendments
 - the OFGEM document 'Implementation of measures to require compliance with international guidelines for limiting exposure to electromagnetic fields (EMF)'
- MNO's to comply with the Electronic Communications Code 2017 or any successor legislation
- these items must comply with provisions contained in General Considerations with regards size and weight,
- must be fixed to lighting columns in such a way as to not damage the column or the protective coating
- fixing brackets must be securely affixed to the lighting column with a 5mm thick neoprene gasket between the column and fixing bracket to avoid damage to the surface protection of the lighting column

In terms of electricity supply the Licensee or the Licensee's appointed contractors are not permitted under any circumstances to remove or interfere with column door or other electrical cover to access the internal electricity supply unless they are unless they are competent to do so and hold a current G39 Electrical Safety qualification. An external electricity connection will be provided via a waterproof 'commando' type socket. It is the Licensee's responsibility to attach the equipment to the column and connect it to the external

waterproof socket. Should the county council find evidence that the electrical connection has been tampered with, the Licence will be withdrawn with immediate effect.

In addition, the Licensee is required to: -

- comply with the unmetered supply regulations in force at the time of connection until the total removal of Apparatus has been completed
- ensure that the attachment complies with appropriate electrical regulations and is free of electrical defects,
- that an electrical test has been carried out of the attachment upon connection and the test results are made available to the county council upon request

Application to attach temporary item to a lighting column (s)	
Details of the Applicant:	
Name of Applicant:	
Address:	
Mobile telephone No	
Daytime telephone No:	Evening telephone No:
Email address	
Details the Attachment	
Attachment Type:	
Attachment Details (weight/dimensions)	
Period of attachment From To	
Location of attachment (s) include street names and column numbers – where column number is faded, missing or obscured, please include house numbers or building names to enable column identification	
Details of Emergency Contact	
Name:	
Address:	
Mobile telephone No.	
Daytime telephone No:	Evening telephone No:
Copy of £10m Public Liability insurance attached?	YES / NO
If Electrical Equipment – MPAN details attached?	YES / NO / Not Applicable
I have read the Guidance for the Fixing of Attachments to Street Lighting and Appendix 1 and Appendix 2 of this document.	YES / NO
I understand and agree to abide by the conditions in this document	YES / NO
Signature of Applicant:	
Date:	
If the location is within these district areas Lancaster, Ribble Valley, Burnley, Pendle, Hyndburn or Rossendale	Email this form to: - Streetlightae@lancashire.gov.uk
If the location is within these district areas Wyre, Fylde, Preston, West Lancashire, Chorley, or South Ribble	Email this form to: - streetlightingwest@lancashire.gov.uk
TO BE COMPLETED BY THE COUNCIL On behalf of Lancashire County Council - Permission is hereby granted / granted as amended / refused	
Signed _____ Dated _____	

Appendix D

Application to attach bunting over the highway (In accordance with s.178 of the Highways Act 1980)	
Details of the Applicant:	
Name of Applicant:	
Address:	
Mobile telephone No	
Daytime telephone No:	Evening telephone No:
Email address	
Details the of Event	
Name of Event:	
Date bunting to be erected: Date bunting to be removed.....	
Location of bunting (include house or building names and numbers, street names and other highway fixtures that bunting is proposed to be attached to):	
Details of Emergency Contact	
Name:	
Address:	
Mobile telephone No.	
Daytime telephone No:	Evening telephone No:
Copy of £10m Public Liability insurance attached	YES / NO
I have read the Guidance for the Fixing of Attachments to Street Lighting and Appendix 1 and Appendix 2 of this document.	YES / NO
I understand and agree to abide by the conditions in this document	YES / NO
Signature of Applicant:	
Date:	
If the location is within these district areas Lancaster, Ribble Valley, Burnley, Pendle, Hyndburn or Rossendale	Email this form to: - Streetlightae@lancashire.gov.uk
If the location is within these district areas Wyre, Fylde, Preston, West Lancashire, Chorley, or South Ribble	Email this form to: - streetlightingwest@lancashire.gov.uk
TO BE COMPLETED BY THE COUNCIL On behalf of Lancashire County Council - Permission is hereby granted / granted as amended / refused	
Signed _____ Dated _____	

Application Form

To place temporary signs for events or public safety campaigns in highway limits including on street lighting columns

Event/Campaign _____

Start Date _____ **End Date** _____

Nature of Event / Campaign _____

Promoter's Name: Promoter's Status: (commercial, charity, non-profit making etc)

Estimated daily attendance: _____

Area of interest: (National / Regional / Local) _____

Other relevant information: _____

I (name) _____ on behalf of the Promoter apply for permission to display signs in respect of the above event as illustrated on the attached schedule and agree to comply with the conditions set out in the Event Signage section - Appendix B of the 'Guidance for the fixing of Attachments to Street Lighting Columns

The schedule on a separate sheet should state for each sign the content, size, location and item fixed to. A sketch showing locations would assist.

Please reply to: -

PRINT NAME: _____ **Capacity** _____

Email address: _____ **Phone number** _____

Signature _____ **Date** _____

This form can be returned via email to enquiries@lancashire.gov.uk or via post to Lancashire Highway Services, Cuerden Way, Bamber Bridge, Preston, PR5 6BS

TO BE COMPLETED BY THE COUNCIL
 On behalf of Lancashire County Council
 Permission is hereby granted / granted as amended / refused

Signed _____ Dated _____



Better Working Between Lancashire County Council and Parish and Town Councils

Parish & Town Council Charter 2022-2024

Communication • Consultation • Contacts

Foreword

Parish and Town Councils are an important part of local government and have a vital role in acting on behalf of the communities they represent. Lancashire County Council is committed to working with Parish and Town Councils across the County to connect with local communities, understand their needs and respond to their priorities. In turn, the local councils recognise the strategic role of Lancashire County Council and the equitable distribution of services.

This revised Charter has been developed in partnership with representatives of Parish and Town Councils in Lancashire and sets out how we will work together. I very much welcome this revised Charter and look forward to continuing to work closely with our local Councils over the coming period.

County Councillor Peter Buckley

Cabinet member for community and cultural services

February 2022

Introduction

We aim for Lancashire to be the best place to live, work, visit and prosper.

We want Lancashire to be the county people choose to create a home, raise their children, develop a career and grow old in. We are committed to developing and celebrating our diverse communities, heritage and landscape to create a strong sense of place that we can all be proud of.

This is reflected in our Corporate Priorities of Delivering better services; Protecting our environment; Supporting economic growth; and Caring for the vulnerable. It is further underpinned by our values of being Supportive, Innovative, Respectful and Collaborative.

Working across the three levels of local government in Lancashire

In Lancashire there are three levels of local government, namely the County Council, 12 District Councils and 212 Parished areas (represented by over 180 Parish Councils, 19 Town Councils and 1 Neighbourhood Council). Only half of Lancashire's residents are currently represented by a Parish or Town Council, with the remainder living in an Unparished area.

Generally, the County Council is responsible for the more strategic functions and services such as education and social care whereas the Districts Councils provide services such as household waste collection, environmental health and housing. Whilst some functions are shared between County and District, the County Council has the strategic role of achieving equitable, efficient and cost-effective distribution of services.

The Local Government Association has provided a useful overview of the different responsibilities between County and District Councils, and Unitary Councils such as our neighbours in Blackpool and Blackburn with Darwen. This report can be accessed [here](#). The Government have also produced a guide to help understand how councils work, which can be viewed [here](#).

Parish and Town Councils in Lancashire are very diverse in their geographical locations, size, budget, aspirations and socio-demographic factors. In their role as democratically accountable bodies, Parish and Town Councils offer a means of directly shaping the important decisions which affect their locality. They offer a means of decentralising the provision of certain services and of revitalising local communities. Parish and Town Councils offer local knowledge and intelligence, links to community groups and other grass-roots organisations.

The map at Appendix A illustrates the complex structure of local government in Lancashire showing Parished and Unparished areas within each of the 12 Districts.

About this Charter

This Charter sets out the relationship between Lancashire County Council and Parish and Town Councils in Lancashire. We aim to work effectively together for the benefit of local people, whilst recognising our respective responsibilities as autonomous democratically elected, statutory bodies.

The Charter is the result of experience and local consultation about establishing better ways of working and to confirm existing good practice. The document is not a service level agreement, nor does it specify key performance indicators or list target response times as these will vary from service to service and the severity of the issue raised. It is intended as a high-level framework for better working between Lancashire County Council and the Parish and Town Councils across Lancashire.

The relationship between individual Districts and the Parish and Town Councils that are located within their geographical boundary do not form part of this Charter, nor does the relationship between the County Council and each of the 12 District Councils. That is the subject of separate District liaison meetings and Lancashire Leaders' meetings which are outside the scope of this document.

How we will work better together:

1. Improving communication

Effective communication is the basis for any successful working relationship.

Lancashire County Council will:

- Nominate a County Councillor to serve as Parish and Town Council Champion, and an appointed County Council Cabinet Member. These elected members will lead on ways to sustain and improve effective partnership working and will have officer support from members of the Partnerships Development Team.
- Maintain an up-to-date list of Parish & Town Council Clerk contact details (contact name, email, phone & postal address).
- Provide clear details for Parish and Town Councils on how to report specific issues and service requests. (eg. [Report It](#) for highways issues).
- Respond to service requests and queries promptly in line with agreed corporate customer service standards, providing acknowledgement and regular updates as required. (eg. [response times for pothole repairs](#)).
- Encourage and support County Councillors to work closely with their local Parish / Town Council(s) and to be a link between the County Council and local council.
- Operate a dedicated email address (parishcouncils@lancashire.gov.uk) which will be monitored by officers, for queries about general matters that Parish and Town Councils may wish to raise, such as co-ordinating responses to Neighbourhood Plan consultations.

- Share relevant information directly with Parish and Town councils in a timely way by email on appropriate issues (eg. [Public Rights of Way](#)).
- Produce and issue two newsletters per year for Parish and Town Councils under the guidance of the Parish and Town Council Champion.
- Provide up to date communications on corporate and community matters via the Lancashire County Council Parish and Town Council website pages and via social media channels.
- Host an annual conference which will address themes determined collaboratively with Parish and Town Council representatives and Lancashire County Council. This will be attended by the Cabinet member and Parish and Town Council Champion and senior officers, who will offer the opportunity for direct discussions with representatives from local councils.
- Offer signposting to grant funding opportunities and other relevant service offers e.g. utility companies. This includes supporting access to the communities grant portal which can be accessed at [Lancashire County Council 4 Community](#).
- Make best use of the information technology available to promote quick and efficient communication.
- Hold all contact details in compliance with all relevant legislation and corporate policies (e.g. Information Governance policy, GDPR and Data Protection) as set out in the [LCC corporate privacy notice](#).

Parish & Town Councils will:

- Provide up-to-date contact details (contact name, corporate email, phone & postal address) and appropriate GDPR authorisation for the principal contact (usually the Clerk).
- Encourage Clerks to have access to a computer and dedicated email account.
- Assist and encourage Parish Councillors to have access to and use of electronic communication.
- Make best use of the available information technology to deliver communication with Lancashire County Council.
- Disseminate information and updates sent to the main contact to Parish and Town Councillors and across the local community as appropriate.
- Use a variety of appropriate methods to communicate and consult with their communities.
- Act as a conduit between the local community and Lancashire County Council enabling issues to be raised and responded to quickly.
- Report specific local issues to the relevant department(s) at Lancashire County Council in a timely manner using the contact details list in Appendix B.
- Use the dedicated email address (parishcouncils@lancashire.gov.uk) for queries about general matters that Parish and Town Councils may wish to raise.

- Keep their local County Councillor(s) informed about key parish/town issues and decisions and invite them to meetings.
- Provide their local County Councillor(s) with agendas and minutes of meetings (if requested).
- Use and locally promote the County Council's Customer Service Centre and website to resolve 'day-to-day' issues.

2. Consulting with others

It is essential that Lancashire County Council and Parish and Town Councils work together when making decisions to shape services and policies that affect our communities.

Lancashire County Council will:

- Engage with Parish and Town Councils on all issues that are likely to affect their area.
- Consult with Parish and Town Councils on issues and services that impact their residents and allowing sufficient time for an effective response.
- Work with the Lancashire Association of Local Councils (www.lalc.org.uk) and the Society of Local Council Clerks (www.slcc.co.uk) as representative organisations.
- Provide feedback to Parish and Town Councils on the outcomes of consultation in which they have been invited to participate.
- Whenever possible give at least six weeks to respond to formal consultations or set deadlines that consider parish meeting cycles.
- Make sure our service managers know of the need to consult Parish and Town Councils.

Parish & Town Councils will:

- Take responsibility for engaging with their local community on matters relevant to their area, involving as many people in the local community wherever possible in consultation responses.
- Wherever possible respond within consultation deadlines set by Lancashire County Council unless otherwise agreed.
- Recognise that the County Council frequently has limitations and constraints when working on consultations, most notably timescales that cannot be influenced.
- Consult the County Council and other Parish and Town Councils about decisions which affect those councils.
- Work with local District Councillor(s) and Councils where appropriate.
- Provide local knowledge of issues/concerns of the communities they serve.
- Recognise the strategic role of Lancashire County Council in tackling issues that look beyond individual Parish and Town Council boundaries.

3. Providing access to services

Parish and Town Councils are close to their communities and are best placed to understand their needs. Many are able to provide and operate some services and this can be developed through closer working. This will vary between Parish and Town Councils depending on capability, size, budget and demography but could include services such as public rights of way maintenance and Parish lengthsman services.

Lancashire County Council will:

- Recognise the key role of Parish and Town Councils in representing local communities and understanding and responding to local needs.
- Work with Lancashire Association of Local Councils to develop a toolkit and training for newly elected Parish and Town Councillors.
- Where appropriate, work with Parish and Town Councils on options for delegating services to individual local councils.
- Develop closer working relationships with District Councils at both an Officer and Councillor level and via the Lancashire Leaders' meetings.
- Work with Parish and Town Councils to support the health and wellbeing of their communities through health promotion, information sharing and environmental improvement schemes.

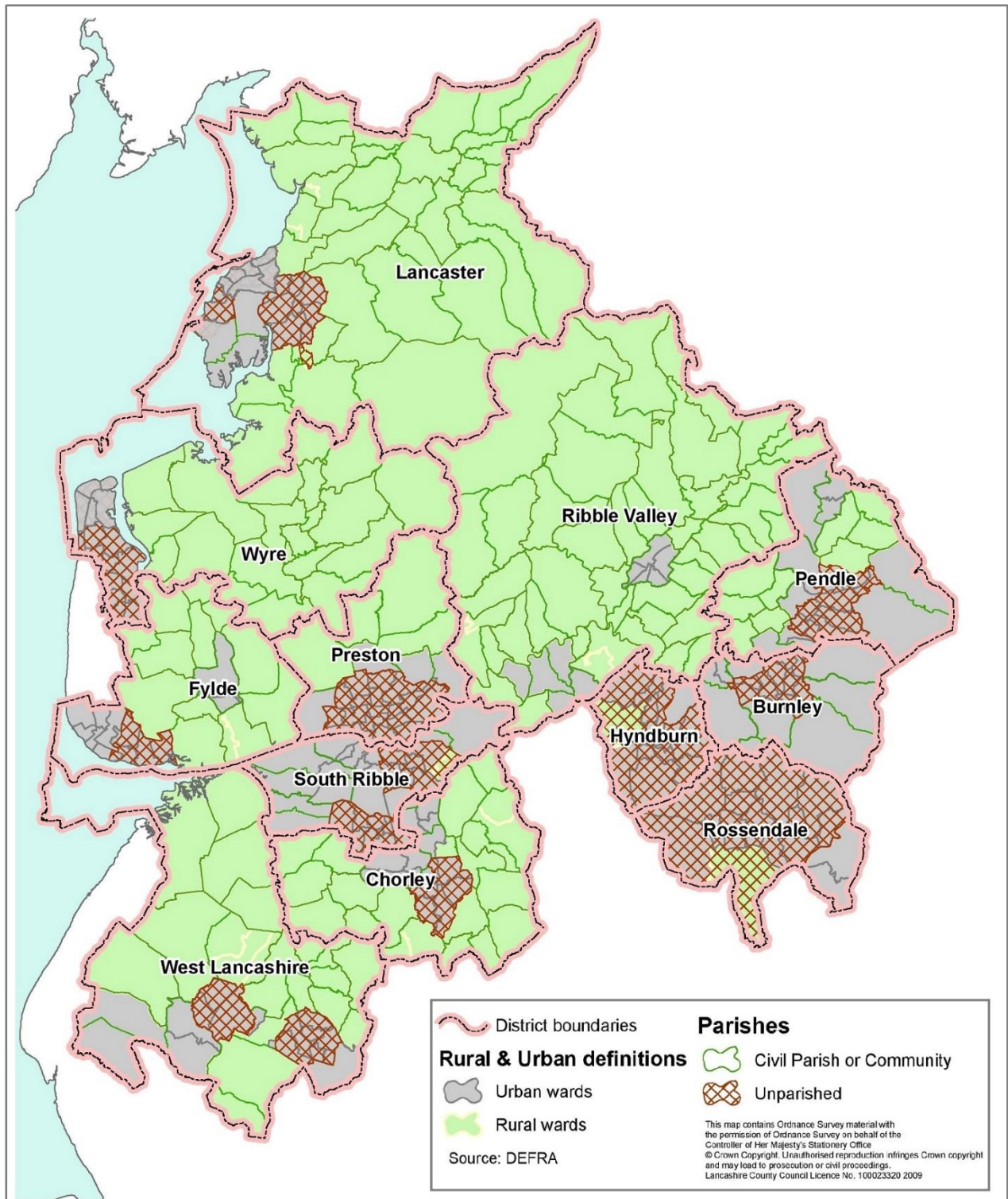
Parish & Town Councils will:

- Work with Lancashire County Council on options for delivering delegated services where appropriate.
- Identify training opportunities and needs regarding County Council services.
- Support grant funded projects to deliver improved services to their communities.
- Encourage cross-Parish Council working and collaboration possibly via local area committees.
- Promote and encourage their communities to support public health messages and environmental improvement initiatives.

4. Implementation, monitoring and review

Implementation of the Charter will be regularly monitored, and updates provided at the annual Parish and Town Council Conference. The Charter will be reviewed in 2024.

Parished and Unparished areas and Urban & Rural definitions



How to contact LCC

Contact Us webpage:

<https://www.lancashire.gov.uk/council/get-involved/contact/>

Parish and Town Council webpage:

<https://www.lancashire.gov.uk/parish-and-town-councils/>

Highways matters:

Report IT webpage: <https://www.lancashire.gov.uk/roads-parking-and-travel/report-it/>

Team mailbox: highwaysdistrictlead@lancashire.gov.uk

Send a compliment or comment or make a complaint to the Council:

<https://www.lancashire.gov.uk/council/get-involved/compliments-comments-complaints/>

List of County Councillors:

<https://council.lancashire.gov.uk/mgMemberIndex.aspx>

Parish and Town Council general enquiries email:

parishcouncils@lancashire.gov.uk

Useful LCC Phone Numbers

General Enquiries (Mon-Fri, 8am-5pm):

Email enquiries@lancashire.gov.uk

Telephone 0300 123 6701 Fax 01772 536 199

Lancashire County Council, PO Box 78 County Hall, Fishergate, Preston, PR1 8XJ

Out of hours emergency contact details:

Social care 0300 123 6722

Highways 101 (For LCC highways and police non-emergency calls)

Libraries:

Library service automated renewal line 0300 123 6704

Libraries 0300 123 6703

Schools:

School admissions and appeals 0300 123 6707

School transport 0300 123 6738

Highways, NoWcard and Blue Badges:

Highways 0300 123 6780

NoWcard 0300 123 6737

Blue Badges 0300 123 6736

Waste and Recycling:

Waste helpline 0300 123 6781

Births, deaths and marriages:

Registrars and certification service 0300 123 6705

Social care:

Social care 0300 123 6720 (8am-8pm)

Safeguarding adults 0300 123 6721

SEND information and advice 0300 123 6706

SMS text 07860 031294

Partner Organisations Emergency Phone Numbers

Gas leaks and major electricity hazards (e.g. overhead cables, pylons)

Gas: National Grid UK & Cadent 0800 111 999

Electricity: National Grid UK 0800 40 40 90

Personal gas & electricity issues (e.g. interruption of supply):

Contact your own supplier/s (British Gas, Electricity North West etc)

Powercut reporting 105

Water (e.g. bursts/leaks, flooding involving sewers, loss of supply):

United Utilities plc 0345 672 3723

Yorkshire Water plc 0345 124 2424

Environment Agency (e.g. pollution, flooding involving rivers/sea):

Working hours (Mon-Fri, 8am-6pm) 03708 506506

Out of hours 101 for police support & EA attendance

District Council Contact Details

Burnley Borough Council	01282 425011	www.burnley.gov.uk
Chorley Borough Council	01257 515151	www.chorley.gov.uk
Fylde Borough Council	01253 658658	www.fylde.gov.uk
Hyndburn Borough Council	01254 388111	www.hyndburnbc.gov.uk
Lancaster City Council	01524 582000	www.lancaster.gov.uk
Pendle Borough Council	01282 661661	www.pendle.gov.uk
Preston City Council	01772 906900	www.preston.gov.uk
Ribble Valley Borough Council	01200 425111	www.ribblevalley.gov.uk
Rossendale Borough Council	01706 217777	www.rossendale.gov.uk
South Ribble Borough Council	01772 625625	www.southribble.gov.uk
West Lancs Borough Council	01695 577177	www.westlancs.gov.uk
Wyre Borough Council	01253 891000	www.wyre.gov.uk