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Chief Executive  
52 Derby Street  
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West Lancashire  
L39 2DF

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Monday, 2 September 2019

**TO: COUNCILLORS I MORAN, Y GAGEN, D EVANS, J WILKIE, K WILKIE,  
K WRIGHT AND A YATES**

Dear Councillor,

**AGENDA  
(Open to the Public)**

7b Local Plan Review 451 -  
(Relevant Portfolio Holder: Councillor D Evans) 452

Recommendations of the Local Plan Working Group  
Meeting held on 4 September 2019

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

**FIRE EVACUATION PROCEDURE: Please see attached sheet.  
MOBILE PHONES: These should be switched off or to 'silent' at all meetings.**

For further information, please contact:-  
Sue Griffiths on 01695 585097  
Or email [susan.griffiths@westlancs.gov.uk](mailto:susan.griffiths@westlancs.gov.uk)

**FIRE EVACUATION PROCEDURE FOR:  
COUNCIL MEETINGS WHERE OFFICERS ARE PRESENT  
(52 DERBY STREET, ORMSKIRK)**

**PERSON IN CHARGE:** Most Senior Officer Present  
**ZONE WARDEN:** Member Services Officer / Lawyer  
**DOOR WARDEN(S)** Usher / Caretaker

**IF YOU DISCOVER A FIRE**

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

**ON HEARING THE FIRE ALARM**

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **Do NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

**NOTES:**

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

The only persons not required to report to the Assembly Point are the Door Wardens.

**CHECKLIST FOR PERSON IN CHARGE**

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the zone warden and door wardens are aware of their roles and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate / practicable).

**IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED**

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to **HOME CARE LINK** in order to ensure that a back-up call is made to the **FIRE BRIGADE**.
4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.

5. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, **i.e.** that the rooms in use have been cleared of all persons.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the Fire and Rescue Service on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE SERVICE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

**NOTE:**

The Fire Alarm system will automatically call the Fire Brigade. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

**CHECKLIST FOR ZONE WARDEN**

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

It is desirable that the **ZONE WARDEN** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

**INSTRUCTIONS FOR DOOR WARDENS**

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.





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**Report of: Borough Solicitor**

**Relevant Portfolio Holder: Councillor D Evans**

**Contact for further information: Mrs S Griffiths (Extn. 5097)**  
**(E-mail: susan.griffiths@westlancs.gov.uk)**

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**SUBJECT: LOCAL PLAN REVIEW – SUPPLEMENTAL REPORT**

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Borough wide interest

**1.0 PURPOSE OF THE SUPPLEMENTAL REPORT**

1.1 To further assist Cabinet in considering the Local Plan Review item by providing the recommendations of the meeting of the Local Plan Cabinet Working Group held on 4 September 2019.

**2.0 RECOMMENDATION**

2.1 That the recommendations of the Local Plan Cabinet Working Group Meeting held on 4 September 2019 be considered with the report and recommendations put forward in the report previously circulated for the item.

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**3.0 BACKGROUND**

3.1 The Local Plan Cabinet Working Group met on 4 September 2019 to discuss the preparation of the West Lancashire Local Plan Review.

3.2 The Working Group agreed the following option and recommendations to Cabinet:-

“The Local Plan Review Preferred Options consultation generated a significant amount of feedback on the proposals, and there are a great number of matters related to a new Local Plan that need to be given time for the Council to fully consider and ensure the right new Local Plan is prepared for West Lancashire. This includes matters relating to Climate Change and how the Local Plan might

help address this important issue. Due to the age of parts of the current evidence base, the Local Plan Review would need to progress to Submission by 31 March 2020 if it were to be taken forward, and this does not allow the time to fully consider all the matters raised by, and since, the Preferred Options consultation.

Therefore the following recommendations of the Group are made to Cabinet:-

- A. That the current Local Plan Review ceases in its entirety.
- B. That the current Local Plan Cabinet Working Group be dissolved.
- C. That a new Local Plan Cabinet Working Group be established with updated Terms of Reference to commence work imminently on a new Local Plan Review process including preparing new evidence studies where necessary in accordance with Step one as laid out by Government Guidance, in order to deliver a new 15 year Local Plan.
- D. That the Leader advise the Borough Solicitor in relation to the size and composition of the Working Group, including the nominations for Chairman and Vice Chairman”

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### **Background Documents**

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

### **Appendices**

None