



**Committee:** CABINET

**Date:** TUESDAY, 15 SEPTEMBER 2020

**Venue:** THIS WILL BE A VIRTUAL MEETING

**Time:** 6.00 P.M.

## A G E N D A

1. **Apologies**

2. **Minutes**

To receive as a correct record the minutes of Cabinet held on Monday 17 August, 2020 (previously circulated).

3. **Items of Urgent Business Authorised by the Leader**

To consider any such items authorised by the Leader and to consider where in the agenda the item(s) are to be considered.

4. **Declarations of Interest**

To receive declarations by Councillors of interests in respect of items on this Agenda.

Councillors are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 9 and in the interests of clarity and transparency, Councillors should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code Of Conduct, Councillors are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

5. **Public Speaking**

To consider any such requests received in accordance with the approved procedure.

Reports from Overview and Scrutiny

None

Reports

6. **Capital Investment Strategy 2020/24**

**(Cabinet Member with Special Responsibility Councillor Whitehead)**

Report of Director of Corporate Services (this item has been deferred to October's Cabinet meeting)

7. **Provisional Revenue, Capital and Treasury Management Outturn 2019/20** (Pages 5 - 35)

**(Cabinet Member with Special Responsibility Councillor Whitehead)**

Report of Director of Corporate Services (report published on 14 September 2020)

8. **Delivering our Ambitions Quarter 1 - 2020/21**

**(Cabinet Member with Special Responsibility Councillor Whitehead)**

Report of Director of Corporate Services (this has been deferred to the October Cabinet meeting)

9. **Covid 19 Pandemic - Policy for decision making and spending delegations within the Budget and Policy Framework - Award of contract electric pool cars** (Pages 36 - 38)

**(Cabinet Member with Special Responsibility Councillor Frea)**

Report of Director for Communities and the Environment (report published on 9 September 2020)

10. **Covid 19 Financial Update**

**(Cabinet Member with Special Responsibility Councillor Whitehead)**

Report of Director for Corporate Services (this has been deferred to the October Cabinet meeting)

11. **Repairs to Council Asset - 1 Lodge Street, Lancaster** (Pages 39 - 42)

**(Cabinet Member with Special Responsibility Councillor Hamilton-Cox)**

Report of Director for Economic Growth & Regeneration (report published on 11 September 2020)

12. **Local Plan for Lancaster District Climate Emergency Review: Formal Commencement of Review process and Launch of Scoping Consultation** (Pages 43 - 81)

**(Cabinet Member with Special Responsibility Councillor Hanson)**

Report of Director for Economic Growth & Regeneration

13. **Regulation 7 Direction under Town and Country Planning (Control of Advertisements) (England) Regulation 2007** (Pages 82 - 136)

**(Cabinet Member with Special Responsibility Councillor Hanson)**

Report of Director for Economic Growth & Regeneration

14. **Exclusion of the Press and Public**

This is to give further notice in accordance with Part 2, paragraph 5 (4) and 5 (5) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of the intention to take the following item in private.

Cabinet is recommended to pass the following recommendation in relation to the following item:-

“That, in accordance with Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item(s) of business, on the grounds that they could involve the possible disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.”

Members are reminded that, whilst the following item(s) have been marked as exempt, it is for Cabinet itself to decide whether or not to consider each of them in private or in public. In making the decision, Members should consider the relevant paragraph of Schedule 12A of the Local Government Act 1972, and also whether the public interest in maintaining the exemption outweighs the public interest in disclosing the information. In considering their discretion Members should also be mindful of the advice of Council Officers.

15. Heysham Gateway - Use of Reserves (Pages 137 - 156)

**(Cabinet Member with Special Responsibility Councillor Whitehead)**

Report of Director for Economic Growth & Regeneration (report published on 11 September 2020)

**ADMINISTRATIVE ARRANGEMENTS**

**(i) Membership**

Councillors Erica Lewis (Chair), Kevin Frea (Vice-Chair), Dave Brookes, Tim Hamilton-Cox, Janice Hanson, Caroline Jackson, Jean Parr, Alistair Sinclair, Anne Whitehead

**(ii) Queries regarding this Agenda**

Please contact Liz Bateson, Democratic Services - email [ebateson@lancaster.gov.uk](mailto:ebateson@lancaster.gov.uk).

**(iii) Apologies**

Please contact Democratic Support, telephone 582170, or alternatively email [democraticsupport@lancaster.gov.uk](mailto:democraticsupport@lancaster.gov.uk).

KIERAN KEANE,  
CHIEF EXECUTIVE,  
TOWN HALL,  
DALTON SQUARE,  
LANCASTER, LA1 1PJ

Published on Friday 4 September, 2020.

<b>CABINET</b>
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**Provisional Revenue, Capital and Treasury Management  
Outturn 2019/20  
15 September 2020**

**Chief Finance Officer**

<b>PURPOSE OF REPORT</b>			
This report provides summary information regarding the provisional outturn for 2019/20, including treasury management. It also sets out information regarding the carry forward of capital slippage and other matters for Members' consideration.			
<b>Key Decision</b>	<input type="checkbox"/>	<b>Non-Key Decision</b>	<input type="checkbox"/>
<b>Officer Referral</b>			<b>X</b>
<b>Date of notice of forthcoming key decision</b>		N/A	
<b>This report is public.</b>			

**RECOMMENDATIONS OF COUNCILLOR WHITEHEAD:**

- (1) That the provisional outturn for 2019/20 be endorsed, including the transfers to and from Reserves and Balances actioned by the Chief Finance Officer as set out in 5.1 and Appendix 5.
- (2) That Cabinet approve the treatment of year end overspends and endorse the do-nothing approach in-light of the current pandemic situation.
- (3) That the requests for capital slippage and the adjustments to reflect accelerated capital spending on projects as set out at Appendix 8 be endorsed, with the Capital Programme being updated accordingly.
- (4) That the Annual Treasury Management report and Prudential Indicators as set out at Appendix 2 be noted and referred on to Council for information.

**1. INTRODUCTION**

- 1.1. All local authorities have a legal duty to produce annual Statement of Accounts. For 2019/20 the requirements and timeline for the approval of a Local Authority's Statement of Accounts have changed. In accordance with the amended Regulations, the draft Accounts must now be published on the Council's website and submitted for audit by 31 August 2020 rather than 31 May 2020 and the timeline for the conclusion of the audit is now 30 November 2020 rather than 31 July 2020.
- 1.2. It is pleasing to report that the statutory deadline of 31 August 2020 was met, and the Statement of Accounts was completed and signed off prior to that date by the Chief Finance Officer. The audit of accounts by Deloitte is not yet underway and for information the draft Statement itself is freely available on the Council's website.

- 1.3. The report details an overspend of £668K for the financial year 2019/20. This overspend incorporates significant charges made in the year to account for future uncertainties associated with the COVID pandemic including £1.4M additional charge to the business rates appeals provision and £155K towards bad debt provision. These are sensible and prudent adjustments which will protect the Council's financial position against future inevitable impacts from the COVID pandemic.
- 1.4. Section 5 details several transfers amounting to £2.6M into earmarked reserves resulting in a higher than budgeted reserves balance at the year end.
- 1.5. Usable Reserves, often used of the key measure for local government financial health have changed only slightly from £20.66m in 2018/19 to £20.50m in 2019/20, a reduction of just over £100K.
- 1.6. Taken together, the Council remains in a reasonably strong financial position and crucially has made some provision in 2019/20 for anticipated future financial shocks arising from the ongoing COVID pandemic.

## 2. PROVISIONAL REVENUE OUTTURN: SUMMARY

- 2.1 A summary of the revenue outturn position for the main service accounts of the Authority is set out below.

### General Fund Revenue Outturn

	2019/20			Remove Reserve Funded Variances	Variance from Working Budget	Appendix 1 Note
	Original Budget	Working Budget	Actual			
<b>Expenditure:</b>	£000	£000	£000	£000	£000	
Central Services	270	575	615	(3)	43	
Communities & Environment	9,733	10,027	9,503	(431)	(93)	1
Economic Growth & Regeneration	6,223	6,383	6,323	(152)	92	2
Corporate Services	4,845	4,821	6,042	(77)	1,298	3
Other Corporate Income & Expenditure Items	(5,134)	(5,869)	(5,878)	663	(672)	4
<b>NET REVENUE EXPENDITURE</b>	<b>15,937</b>	<b>15,937</b>	<b>16,605</b>	<b>-</b>	<b>668</b>	

- 2.2 After allowing for various year-end adjustments, there has been a net overspend of £668K against the Original Budget for 2019/20 which has been transferred from the General Fund unallocated reserve
- 2.3 The overspending represents 4.2% of the Council's net revenue budget (*2018/19 comparative: £647K underspend, 4.0% of budget*) or 7.1% of the council tax requirement. If compared with the Council's gross budget, however, which is in the region of £100M+, the level of net overspending is less than 1%.
- 2.4 Information circulated to Members regarding the quarter 3 monitoring position indicated a General Fund projected net overspend of £320K.
- 2.5 Details of the significant variances and a detailed explanation of the major differences between provisional outturn and the quarter 3 monitoring position is provided at **Appendix 1**.

### 3. TREASURY MANAGEMENT

3.1 We are required by statute to report our annual treasury management performance. This report is attached at **Appendix 2** and sets out the performance of treasury operations for 2019/20. The Council's treasury operations are conducted in accordance with its annual Treasury Management Strategy, which was approved by Council 27 February 2019. This document identifies the investment and borrowing policies of the Council specifying various criteria for investment counterparties, maximum duration and the amount of investments together with the framework for any future borrowing.

#### 3.2 Investments

3.2.1 In 2019/20 the Council had a comparatively low risk appetite towards investments. The average daily amount invested increased slightly to £36.829M (£34.62M 2018/19) with short term investments on 31 March 2020 (all held in the balance sheet as cash and cash equivalents) totalling £40.000M (£16.000M 2018/19). The overall return on investments was £0.273M at an average interest rate of 0.74% (£0.211M and 0.61% 2018/19).

#### 3.3 Borrowing

3.3.1 The Council undertook a limited amount of short term borrowing in 2019/20 to facilitate prepayments of the Governments Small Business Fund Grant scheme ahead of the receipt of funding. Two loans totalling £15M were undertaken 24 March 2020, these were fully repaid April 2020 incurring a total interest charge of approximately £8K.

3.3.2 Total long-term debt at 31 March 2020 amounted to £61.08M (£63.239M 2018/19) all of which relates to PWLB borrowing. A further £1.04M is included within short term liabilities as payment falls due within 12 months.

### 4 HOUSING REVENUE ACCOUNT (HRA)

4.1 A summary of the HRA provisional outturn is included at **Appendix 3**. Discounting any notional and presentational variances, the main items of interest are as follows:

	<b>£000</b>
Salary savings from staff turnover and vacant posts	54
Repairs & Maintenance costs	43
Reassessment of contribution to the Bad Debt Provision	75
Increased Rental Income from tenants	114
Reduced use of Reserves	(216)
Net reduction in Capital funded from Revenue	937
Other minor variances	12
	<u>1,019</u>

4.2 Carrying on from previous good work, the empty property re-let time saw further improvement with an average of 23.8 days across a total of 323 re-lets, equating to void rent loss of 0.96%. This translates to additional income of £81K in 2019/20.

4.3 At outturn the HRA's financial standing still remains sound. As at 31 March its Balances stood at £10.578M, this being £339K higher than budgeted. A summary of all its Balances & Reserves is included at **Appendix 4**.

## 5 USABLE RESERVES AND BALANCES

- 5.1 The General Fund net overspending of £668K has been transferred from Balances. This means that as at 31 March 2020 General Fund Balances amounted to £5.045M, and the overall level of Usable Revenue Reserves £20.503M (2018/19 £20.660M). Summary details of these movement are provided in the table below. Further details of this work and analysis of the Council's Reserves is provided at **Appendix 5**.

	£000	£000
<b>Estimated Balance at 31.3.20</b>		<b>18,560</b>
<b>Add:</b>		
Transfer to BRR	1,460	
Budgeted earmarked reserves allocations not used in 2019/20	836	
Revenue Grants Unapplied:		
- Covid Support Grant not yet utilised	81	
- Brexit Support Grants not yet utilised	156	
- Community Housing fund additional grants received	79	
		2,612
<b>Less:</b>		
General Fund Overspend	(669)	(669)
<b>Balance at 31.3.20</b>		<b>20,503</b>

## 6 CARRY FORWARD OF UNDERSPENDINGS AND OVERSPENDINGS

- 6.1 Under the financial strategy, provisions exists to adjust budgets between years by carrying forward under or over spendings. These arrangements help to:
- provide some flexibility in delivering the Council's stated objectives
  - remove the incentive to spend up budgets unnecessarily by year end, and
  - promote good financial management.
- 6.2 With regard to the carry forward of revenue underspends, and given the overall outturn position, there are no requests for Cabinet to consider.
- 6.3 With regard to overspendings, arrangements require that
- any overspending on any expenditure budget, or shortfall on any income budget, under the control of a Director (or their nominated representative) will be automatically carried forward to the following year as part of the closure of accounts process except where the relevant Director and the S151 Officer agree that it does not make operational sense to do so, or where the overspending is trifling in value.
  - The S151 Officer will report to Cabinet on overspendings and their treatment as part of year-end reporting. Such reporting will also include the reasons for any overspends occurring and details of any actions taken to prevent the situation recurring.

Given the current pandemic situation it is proposed not to carry forward any overspends made within the 2019/20 accounts.



## 7 CAPITAL OUTTURN

7.1 **Appendix 6** includes a provisional capital expenditure and financing statement for the year, which is summarised in the following tables:

### Capital Expenditure

Service	A	B	C	D	E
	2019/20 Gross Budget £000	2019/20 Expenditure £000	Variance £000	(Slippage)/ Accelerated Expenditure £000	Final Over/(Under) spend £000
			<b>(B-A)</b>		<b>(C-D)</b>
Communities & Environment	2,717	2,713	(4)	(4)	-
Economic Growth & Regeneration	20,043	9,050	(10,993)	(1,026)	(9,967)
Corporate Services	197	294	97	97	-
Development Pool	19	24	5	5	-
<b>Total General Fund Programme</b>	<b>22,976</b>	<b>12,081</b>	<b>(10,895)</b>	<b>(928)</b>	<b>(9,967)</b>
Housing Revenue Account	4,841	4,086	(755)	(240)	(515)
<b>Total Council Capital Programn</b>	<b>27,817</b>	<b>16,167</b>	<b>(11,650)</b>	<b>(1,168)</b>	<b>(10,482)</b>

### Capital Financing

Service	Grants & Contributions £000	Earmarked Reserves £000	Major Repairs Reserve £000	Capital Receipts £000	Unsupported Borrowing £000	Total £000
Communities & Environment	2,367	246	-	11	89	2,713
Economic Growth & Regeneration	2,811	4	-	-	6,235	9,050
Corporate Services	-	166	-	-	128	294
Development Pool	-	-	-	-	24	24
<b>Total General Fund Programme</b>	<b>5,178</b>	<b>416</b>		<b>11</b>	<b>6,476</b>	<b>12,081</b>
Housing Revenue Account	41	208	3,126	711	-	4,086
<b>Total Council Capital Programme</b>	<b>5,219</b>	<b>624</b>		<b>722</b>	<b>6,476</b>	<b>16,167</b>

## 7.2 Capital Slippage

7.2.1 Details of individual slippage requests from services have been received, a schedule of which is attached at **Appendix 7**. In considering these, Cabinet is asked to note that many of the associated capital schemes are already underway and expenditure may already have been incurred in this year – the actual carry forward of slippage can be a formality.

## 8 DETAILS OF CONSULTATION

8.1 As reflected above, the statutory arrangements regarding the public's rights in relation to the accounts provide for a fixed 30 working day period, which commenced on 1<sup>st</sup> September for this year.

**9 OPTIONS AND OPTIONS ANALYSIS**

- 9.1 The Council has a legal requirement to ensure that its expenditure is fully funded and to produce accounts in accordance with proper accounting practice. In addition, the Prudential Indicators are a statutory requirement linked to the budgetary framework. For these aspects, therefore, there are no alternative options for Cabinet to consider. Members are being asked to endorse certain actions taken by the Chief Finance Officer, and Cabinet should consider whether it has sufficient information to do so or whether it requires any further justification.
- 9.2 The report requests Cabinet to consider a number of revenue overspending, capital slippage and other budget adjustment matters. The framework for considering these is set out in the report but basically Cabinet may:
- o Endorse any number of the items / requests, in full or part.
  - o Refuse various requests and if commitments have already been incurred, require alternative funding options to be identified. Cabinet should note, however, that this may impact on other areas of service delivery.
  - o Request further information regarding them, if appropriate.

**10 OFFICER PREFERRED OPTION AND JUSTIFICATION**

- 10.1 The Officer preferred options are as set out in the recommendations, on the assumption that Members continue to support their previously approved spending plans.

**11 CONCLUSION**

- 11.1 Despite the financial challenges faced by the Council and the associated reductions in Government funding, the financial standing of the Council remains relatively healthy as at 31 March 2020. Officers are undertaking several pieces of work to understanding the areas of significant variance and where appropriate undertake corrective action going forward. This will lead to further improvements to the Council's budget setting and financial monitoring processes.

<p><b>RELATIONSHIP TO POLICY FRAMEWORK</b></p> <p>The Outturn and Statement of Accounts report on all the financial resources generated and/or used by the Council in providing services or undertaking other activities under the Policy Framework.</p>
<p><b>CONCLUSION OF IMPACT ASSESSMENT (including Health &amp; Safety, Equality &amp; Diversity, Human Rights, Community Safety, HR, Sustainability and Rural Proofing)</b></p> <p>None directly identifiable, due to the high level nature of this report.</p>
<p><b>LEGAL IMPLICATIONS</b></p> <p>There are no legal implications directly arising.</p>
<p><b>FINANCIAL IMPLICATIONS</b></p> <p>As set out in the report</p>
<p><b>OTHER RESOURCE IMPLICATIONS</b></p> <p><b>Human Resources / Information Services / Property / Open Spaces:</b></p> <p>References and any related implications are contained within the report and related appendices.</p>
<p><b>SECTION 151 OFFICER'S COMMENTS</b></p> <p>The report has been written by the Section 151 Officer.</p>

<b>MONITORING OFFICER'S COMMENTS</b>	
The Monitoring Officer has been consulted and has no further comments	
<b>BACKGROUND PAPERS</b>	<b>Contact Officers:</b> Paul Thompson Chief Finance Officer, Head of Financial Services & s151 Officer <b>Telephone:</b> 01524 582603 <b>E-mail:</b> <a href="mailto:pthompson@lancaster.gov.uk">pthompson@lancaster.gov.uk</a> <b>Ref:</b>
None.	

**Section One - General Fund Revenue Outturn as at 31<sup>st</sup> March 2020**

A summary of the revenue outturn position for the main service accounts of the Authority is set out in the table below.

	2019/20			Remove Reserve Funded Variances	Variance from Working Budget	Appendix 1 Note
	Original Budget	Working Budget	Actual			
<b>Expenditure:</b>	£000	£000	£000	£000	£000	
Central Services	270	575	615	(3)	(43)	
Communities & Environment	9,733	10,027	9,503	(431)	93	1
Economic Growth & Regeneration	6,223	6,383	6,323	(152)	(92)	2
Corporate Services	4,845	4,821	6,042	(77)	(1,298)	3
Other Corporate Income & Expenditure Items	(5,134)	(5,869)	(5,878)	663	672	4
<b>NET REVENUE EXPENDITURE</b>	<b>15,937</b>	<b>15,937</b>	<b>16,605</b>	<b>-</b>	<b>(668)</b>	

**Note 1 Communities & Environment****Employee Costs (£147K underspend)**

See also 'Provision for Staff Turnover' in the 'Corporate Services' section below. The directorate undertook a restructure at management level within the previous financial year and achieved the £151K savings target which was included in the base budget and subsequently contributed £147K to the corporate staff turnover target, once redundancy costs, supplementary agency workers plus income not achieved through turnover relating to externally funded initiatives had been accounted for.

**Salt Ayre Repairs & Maintenance (£103K cost, no overall variance)**

Repairs to poolside columns paid directly from SALC but utilising budgets held within Economic Growth & Regeneration (Property Services) where a corresponding underspend can be seen. All future R&M spend for the centre has now been mapped out, including a fully funded asset management plan, and is controllable within the budget framework.

**Disabled Facilities Grant Income (£90K additional income)**

The core capital DFG has been increasing year on year and for 2019/20 was £1.89M. Grants are allocated, and an 18% admin fee is levied on completion. More money has meant an increased number of grant allocations and streamlined procedures have increased the number of completed jobs hence the subsequent rise in admin fee income.

**Nurseries (£51K overspend)**

Long term absence of a key staff member and also the pandemic led to income targets not being achieved (from contract work and the retail outlet). In the short term this also meant plants last summer were bought in at a higher cost and not grown in-house, which increased costs. A plan for future delivery has been developed (grassland management plan) and will provide a streamlined, more cost-effective service.

**Note 2 Economic Growth & Regeneration****Works in Default (£75K overspend)**

Mainly relates to emergency works required to a dangerous building in Carnforth which is subject to a land charge. Action will be taken to recover the costs but it is not known at this juncture as to when this will happen.

Planning Fee Income and Local Plan (£319K shortfall)

Uncertainty ahead of local plan adoption deterring developers and impact of pandemic lockdown in the final quarter led to the delay in the submission of other applications leading to a £277K shortfall in fee income. Evidence gathering and examination costs for local plan slipped from the previous financial year at a cost of £42K.

Property, Investment and Regeneration Services (£320K underspend)

As the Building Condition Works Programme draws to a close, and a lot of the essential upgrade works completed to the Council's buildings, the amount spent on one off repairs has reduced again by £86K across the service and this has been utilised to fund the repairs at SALC together with net savings of £21K on building cleaning across the municipal buildings. The drive to increase rental income also resulted in an additional £139K rental income for the year, including new property purchased at 17-21 Penny Street and the Bus Station. Additional staff time charged to the Caton Road FRMS project also resulted in a saving of £41K.

**Note 3 Corporate Services**

Provision for Staff Turnover (£518K reversal, £380K shortfall)

Each year the Council sets a target to be included within the budget to meet turnover relating to employee costs which therefore benefits the budgets and enables the support of other funding decisions. The target set was based on historic performance in this area.

Previously, the target was apportioned across services but starting this financial year, the turnover target of £518K was held centrally resulting in staffing variances being directly attributable to the appropriate directorate and not net of their turnover target. Performance on employee costs once restructuring costs, supplementary agency workers, locums and consultants plus income not achieved through turnover relating to externally funded initiatives had been accounted for, is shown in the table below :-

	<b>£000</b>
Communities & Environment	147
Economic Growth & Regeneration	45
Corporate Services	(20)
Central Services	(34)
<b>Total</b>	<b>138</b>

The employee savings of £138K achieved therefore result in a shortfall of £380K against the corporate turnover target of £518K. However, it should be noted that throughout the year, capacity was identified to deliver on corporate objectives which caused some higher one off costs in key areas, for instance specialist staff/consultants.

Bad Debt Provision (£155K increase)

Following the review of historic information and the levels of collectability regarding debt, the annual contribution was deemed insufficient and increased in-line with current income projections.

Legal Services (£165K overspend)

Due to long delays in the recruitment of replacement and new Lawyers the Legal Services needed to employ several Legal Agency Locums during the year (£69K) and engage more external professional advice (£51K). The service for 2020/21 is now fully staffed. There was also a fall in the number of Search Fees of £35K.

Housing Benefit Overpayments (£218K shortfall)

There was a reduction in 2019/20 in Housing Benefit Overpayment Recoveries of £540K as the number of claimants and overpayments reduced as more people move across to Universal Credit leaving a net cost of £218K after net spend on benefits awarded and in year overpayments are taken into account.

Collection Fund Court Cost Recovery (£167K shortfall)

There was a reduction in Court Costs income of £167K. Difficult to budget for Council Tax/NNDR Court Cost income as numbers of court cases can vary quite significantly year on year and estimates are based on previous years' numbers. 2019/20 was based on a large number of cases which didn't materialise. Reductions may be required in 2020/21.

**Note 4 Other Corporate Income & Expenditure**Green Energy Disregard (£2.081M credit)

The Council have benefitted from Renewable Energy payments due, largely from Walney Sub-Station which weren't included in estimates throughout the year. Further amounts due will be included in future income projections.

Business Rates Appeals (£1.449M provision)

An assessment of potential future appeals relating to business rates was undertaken and in particular the Power Station was scrutinised for planned maintenance programmes and possible outages, which inevitably could lead to lower income levels receivable. On this basis and following external advice, further provision was made which demonstrates prudence and should the provision not be required, it can be brought back into general fund and utilised differently at that point.

**Section Two - Quarter 3 Monitoring Position versus Provisional Outturn**

As part of the revenue closedown process an exercise to understand the differences between the quarter 3 monitoring position and provisional outturn was undertaken. The table below summarises the differences at directorate level and the notes below provide a detailed explanation for each movement in variance. Any differences between the amount listed in the table and the sum of the explanations below are attributable to notional or minor variances.

	Variance from Q3 Monitoring £000	Variance from Provisional Outturn £000	Movement £000	Appendix 1 Note
<b>Expenditure:</b>				
Central Services	69	(43)	(112)	a
Communities & Environment	386	93	(293)	b
Economic Growth & Regeneration	(386)	(92)	294	c
Corporate Services	(298)	(1,298)	(1,000)	d
Other Corporate Income & Expenditure Items	(91)	672	763	e
<b>NET REVENUE EXPENDITURE</b>	<b>(320)</b>	<b>(668)</b>	<b>(348)</b>	

**Note a Central Services (£112K adverse)**Assistant Chief Executive Position (£99K)

Reserve contribution provided for Assistant Chief Executive not required in 2019/20 as post

remained vacant. Alterations to monitoring processes will prevent this type of variance from occurring again.

**Note b Communities & Environment (£293K adverse)**

Nurseries (£51K)

As detailed in section one, the long term absence of a key member of staff resulted in plants not being grown in-house which had a detrimental impact on stock levels which alongside loss of income were not appreciated until during the closedown process.

Car Parking Income (£59K)

The pandemic hit in mid-March and a combination of lockdown and decision not to charge locally for the use of our off-street car parks was taken resulting in less income received in the final two weeks of the financial year.

Williamson Park Utilities (£29K)

During the final quarter it came to light that wastewater charges at the park had increased following a re-assessment of status by WaterPlus. This increase is currently under challenge by Officers and any refund gained will be accounted for in the 2020/21 financial year.

SALC Pool Pillar Repairs (£103K)

As detailed in section one, this variance is offset by a corresponding variance in the 'Economic Growth & Regeneration' section below, resulting in no variance overall.

**Note c Economic Growth & Regeneration (£294K favourable)**

Planning Fee Income (£248K)

No variance reported at quarter 3 monitoring. Uncertainty ahead of local plan adoption deterring developers and impact of COVID-19 lockdown in quarter 4 delaying submission of other applications into 2020/21.

Community Housing Lune Valley/Halton £199K

Grant payments reported as a £199K cost in quarter 3 monitoring were realistically a nil cost due to it being reserve funded. Alterations to monitoring processes will result in this type of variance from not occurring again.

Additional Property Rent £139K

Rental Income for new property purchased at 17-21 Penny Street of £58K not budgeted for at the time and additional recharges for Bus Station of £66K not included together with other minor variances.

Staff Time Chargeable to Capital £41K

Higher levels of staff time charged for the Caton Road FRMS project (and in particular charged within quarter 4) not previously included in the budget or reported at quarter 3 monitoring.

SALC Pool Pillar Repairs £103K

See above explanation in Communities & Environment section.

**Note d Corporate Services (£1,000K adverse)**

Staff Turnover (£518K)

Positive staffing variances were included in the quarter 3 monitoring position but an oversight was made not to reverse the staff turnover target to compensate and demonstrate the true position. This has been addressed within the quarter 1 monitoring report for 2020/21.

Revenues & Benefits (£212K)

As the number of claimants reduce and transfer across to Universal Credit the number of overpayments and therefore Housing Benefit overpayment recoveries has reduced by £140K more than anticipated. The amount of Legal Fees recovered from summonses in 2019/20 also reduced by a further £40K more than estimated. Both of these areas are difficult to predict during the year.

Bad Debt Provision (£155K)

The review of the bad debt provision did not take place until the closedown process.

**Note e Other Corporate Income & Expenditure Items**

Green Energy Disregard (£2.081M)

Whilst the monies were received during quarter 3, officers were unsure of its financial treatment and it was confirmed later in the year that it was to be classified as income.

Business Rates Appeals (£1.449M)

The review of the business rates appeals did not take place until the closedown process. It is hoped that in the future, collection fund monitoring information is included within the normal monitoring arrangements.



**APPENDIX 2**

**Annual Treasury Management Report**  
2019/20

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For Noting by Cabinet 15 September 2020

# Annual Treasury Management Review 2019/20

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## Purpose

The Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2019/20. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

During 2019/20 the minimum reporting requirements were that the full Council should receive the following reports:

- an annual treasury strategy in advance of the year (Council 28 February 2018)
- a mid-year (minimum) treasury update report
- an annual review following the end of the year describing the activity compared to the strategy (this report).

In addition, Members have received quarterly treasury management update reports on which were presented to Cabinet and Budget and Performance Panel.

The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is, therefore, important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.

The Council confirms that it has complied with the requirement under the Code to give prior scrutiny (by Budget and Performance Panel) to all of the above treasury management reports before they were reported to the full Council.

## Introduction and Background

This report summarises the following:-

- Capital activity during the year;
  - Impact of this activity on the Council's underlying indebtedness (the Capital Financing Requirement);
  - The actual prudential and treasury indicators;
  - Overall treasury position identifying how the Council has borrowed in relation to this indebtedness, and the impact on investment balances;
  - Summary of interest rate movements in the year;
  - Detailed debt activity; and
  - Detailed investment activity.
-

## 1. The Council's Capital Expenditure and Financing 2019/20

The Council undertakes capital expenditure on long-term assets. These activities may either be:

- financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council's borrowing need; or
- if insufficient financing is available from the above sources, or a decision is taken not to apply such resources, the capital expenditure will give rise to a borrowing need (also referred to as "unfinanced", within the tables and sections below).

The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

General Fund (GF) £M	2018/19 Actual	2019/20 Estimate	2019/20 Actual
<b>Capital expenditure</b>	<b>7.27</b>	<b>24.08</b>	<b>12.08</b>
Financed in year	(5.67)	(3.29)	(5.60)
<b>Unfinanced capital expenditure (i.e. reliant on an increase in underlying borrowing need)</b>	<b>1.60</b>	<b>8.06</b>	<b>6.48</b>

HRA £M	2018/19 Actual	2019/20 Estimate	2019/20 Actual
<b>Capital expenditure</b>	<b>3.99</b>	<b>4.77</b>	<b>4.08</b>
Financed in year	(3.99)	(4.77)	(4.08)
<b>Unfinanced capital expenditure (i.e. reliant on an increase in underlying borrowing need)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## 2. The Council's Capital Financing Requirement 2019/20

The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Council's indebtedness. The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the 2019/20 unfinanced capital expenditure (see above table), and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.

Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury function organises the Council's cash position to ensure that sufficient cash is available to meet the capital plans and cash flow requirements. This may be sourced through borrowing from external bodies (such as the Government, through the Public Works Loan Board [PWL] or the money markets), or utilising temporary cash resources within the Council.

**Reducing the CFR** – the Council's (non HRA) underlying borrowing need (CFR) is not allowed to rise indefinitely. Statutory controls are in place to ensure that capital assets are broadly charged to revenue over the life of the asset. The Council is required to

make an annual revenue charge, called the Minimum Revenue Provision – MRP, to reduce the CFR. This is effectively a repayment of the non-Housing Revenue Account (HRA) borrowing need (there is no statutory requirement to reduce the HRA CFR). This differs in purpose from other treasury management arrangements, which ensure that cash is available to meet capital commitments. External debt can also be borrowed or repaid at any time, but this does not change the CFR.

The total CFR can also be reduced by:

- the application of additional capital financing resources (such as unapplied capital receipts); or
- charging more than the statutory revenue charge (MRP) each year through a Voluntary Revenue Provision (VRP).

The Council's 2019/20 MRP Policy (as required by CLG Guidance) was approved as part of the Treasury Management Strategy Report for 2019/20 on 27 February 2019.

The Council's CFR for the year is shown below, and represents a key prudential indicator. No borrowing is actually required against these schemes, however, as cash supporting the Council's reserves, balances and cash flow has been used as an interim measure.

CFR (£M): General Fund	31 March 2019 Actual	31 March 2020 Estimate	31 March 2020 Actual
<b>Opening balance</b>	<b>43.61</b>	<b>43.15</b>	<b>43.55</b>
Add unfinanced capital expenditure (as above)	1.60	20.79	6.48
Less MRP	(1.66)	(1.57)	(1.60)
Less finance lease repayments	0.00	0.00	0.00
<b>Closing balance</b>	<b>43.55</b>	<b>62.37</b>	<b>48.43</b>

CFR (£M): HRA	31 March 2019 Actual	31 March 2020 Estimate	31 March 2020 Actual
<b>Opening balance</b>	<b>40.39</b>	<b>39.35</b>	<b>39.33</b>
Add unfinanced capital expenditure (as above)	0.00	0.00	0.00
Less Debt Repayment	(1.06)	(1.04)	(1.06)
<b>Closing balance</b>	<b>40.33</b>	<b>38.31</b>	<b>38.27</b>

CFR (£M): Combined	31 March 2019 Actual	31 March 2020 Estimate	31 March 2020 Actual
<b>Opening balance</b>	<b>84.00</b>	<b>82.50</b>	<b>82.88</b>
Add unfinanced capital expenditure (as above)	1.60	20.79	6.48
Less Debt Repayment, Finance Leases and MRP	(2.72)	(2.61)	(2.66)
<b>Closing balance</b>	<b>82.88</b>	<b>100.68</b>	<b>86.70</b>

Borrowing activity is constrained by prudential indicators for net borrowing and the CFR, and by the authorised limit.

**Gross borrowing and the CFR** - in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council should ensure that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2018/19) plus the estimates of any additional capital financing requirement for the current (2019/20) and next two financial years. This essentially means that the Council is not borrowing to support revenue expenditure. This indicator allowed the Council some flexibility to borrow in advance of its immediate capital needs in 2019/20. The table below highlights the Council's gross borrowing position against the CFR. The Council has complied with this prudential indicator.

£M	31 March 2019 Actual	31 March 2020 Estimate	31 March 2020 Actual
Gross borrowing position	63.17	62.13	62.13
CFR	82.88	100.68	86.70

**The authorised limit** - the authorised limit is the “affordable borrowing limit” required by s3 of the Local Government Act 2003. Once this has been set, the Council does not have the power to borrow above this level. The table below demonstrates that during 2019/20 the Council has maintained gross borrowing within its authorised limit.

**The operational boundary** – the operational boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the boundary are acceptable subject to the authorised limit not being breached.

**Actual financing costs as a proportion of net revenue stream** - this indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

	2019/20 Actual
Authorised limit	£117.00M
Maximum gross borrowing position	£63.17M
Operational boundary	£100.68M
Average gross borrowing position	£62.82M
Financing costs as a proportion of net revenue stream - GF	16.30%
Financing costs as a proportion of net revenue stream - HRA	21.10%

### 3. Treasury Position as at 31 March 2020

The Council's debt and investment position is administered to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through member reporting detailed in the summary, and through officer activity detailed in the Council's Treasury Management Practices. At the end of 2019/20 the Council's treasury position was as follows:

<b>DEBT PORTFOLIO</b>	<b>31 March 2019 Principal £M</b>	<b>Average Rate %</b>	<b>Average Life yrs</b>	<b>31 March 2020 Principal £M</b>	<b>Average Rate %</b>	<b>Average Life yrs</b>
Fixed rate funding:						
PWLB	63.17	4.66	34	62.13	4.69	33
<b>Total debt</b>	<b>63.17</b>			<b>62.13</b>		
<b>CFR</b>	<b>82.88</b>			<b>86.70</b>		
<b>Over / (under) borrowing</b>	<b>(20.76)</b>			<b>(24.58)</b>		

The loan repayment schedule is as follows:

	<b>31 March 2020 Actual £M</b>
Under 12 months	1.04
12 months and within 24 months	1.04
24 months and within 5 years	3.12
5 years and within 10 years	5.20
10 years and within 20 years	5.20
20 years and within 30 years	7.31
More than 30 years	39.22

All investments were placed for under one year.

<b>INVESTMENT PORTFOLIO</b>	<b>31 March 2019 £M</b>	<b>31 March 2019 %</b>	<b>31 March 2020 £M</b>	<b>31 March 2020 %</b>
Money Market Funds	4.11	16.37	16.00	40.00
Other Local Authorities	21.00	83.63	24.00	60.00
<b>Total investments</b>	<b>25.11</b>		<b>40.00</b>	

The average rate of interest payable on PWLB debt in 2019/20 was 4.69%. A total of £2.89M interest was incurred during the year, of which £1.89M was recharged to the HRA.

#### *Interest Payable*

	<b>2019/20</b>
Estimate	£2.89M
Actual	£2.89M

Prudential Indicators also provide exposure limits that identify the maximum limit for variable / fixed interest rate exposure, based upon the debt position. The table below shows that the outturn position was within the limits set by Members at the beginning of the year. The Council currently only has fixed interest rate debt, although again this could change in future if market conditions warrant or facilitate it.

*Fixed/Variable rate limits*

	Prudential Indicator (%)	Actual (%)
Fixed Rate	100	100
Variable Rate	30	0

## 4. The Strategy for 2019/20

Investment returns remained low during 2019/20. The expectation for interest rates within the treasury management strategy for 2019/20 was that the Bank Rate would stay at 0.75% during the year as it was not expected that the MPC would be able to deliver on an increase in Bank Rate until the Brexit issue was finally settled, but would only rise to 1.0% during 2020.

## 5. The Economy and Interest Rates (supplied by Link Asset Services)

*Rising concerns over the possibility that the UK could leave the EU at the end of October 2019 caused longer term investment rates to be on a falling trend for most of April to September. They then rose after the end of October deadline was rejected by the Commons but fell back again in January before recovering again after the 31 January departure of the UK from the EU. When the coronavirus outbreak hit the UK in February/March, rates initially plunged but then rose sharply back up again due to a shortage of liquidity in financial markets. As longer term rates were significantly higher than shorter term rates during the year, value was therefore sought by placing longer term investments where cash balances were sufficient to allow this.*

*Investment balances have been kept to a minimum through the agreed strategy of using reserves and balances to support internal borrowing, rather than borrowing externally from the financial markets. External borrowing would have incurred an additional cost, due to the differential between borrowing and investment rates as illustrated in the charts shown above and below. Such an approach has also provided benefits in terms of reducing the counterparty risk exposure, by having fewer investments placed in the financial markets.*

*Two emergency cuts in Bank Rate from 0.75% occurred in March, first to 0.25% and then to 0.10%.*

Link Asset Services Interest Rate View 31.3.20		Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22
Bank Rate View		0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
3 Month LIBID		0.45	0.40	0.35	0.30	0.30	0.30	0.30	0.30
6 Month LIBID		0.60	0.55	0.50	0.45	0.40	0.40	0.40	0.40
12 Month LIBID		0.75	0.70	0.65	0.60	0.55	0.55	0.55	0.55
5yr PVLIB Rate		1.90	1.90	1.90	2.00	2.00	2.00	2.10	2.10
10yr PVLIB Rate		2.10	2.10	2.10	2.20	2.20	2.20	2.30	2.30
25yr PVLIB Rate		2.50	2.50	2.50	2.60	2.60	2.60	2.70	2.70
50yr PVLIB Rate		2.30	2.30	2.30	2.40	2.40	2.40	2.50	2.50

## 6. Borrowing Strategy and Control of Interest Rate Risk

During 2019/20, the Council maintained an under-borrowed position. This meant that the capital borrowing need, (the Capital Financing Requirement set out in paragraph 2), was not fully funded with loan debt. This strategy was prudent as investment returns were low and minimising counterparty risk on placing investments also needed to be considered.

The policy of avoiding new borrowing by running down spare cash balances, has served well over the last few years. However, this was kept under review to avoid incurring higher borrowing costs in the future when the authority may not be able to avoid new borrowing to finance capital expenditure

Against this background and the risks within the economic forecast, caution was adopted with the treasury operations. The Section 151 Officer therefore monitored interest rates in financial markets and adopted a pragmatic strategy based upon the following principles to manage interest rate risks :

- if it had been felt that there was a significant risk of a sharp FALL in long and short term rates, (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings would have been postponed, and potential rescheduling from fixed rate funding into short term borrowing would have been considered.
- if it had been felt that there was a significant risk of a much sharper RISE in long and short term rates than initially expected, perhaps arising from an acceleration in the start date and in the rate of increase in central rates in the USA and UK, an increase in world economic activity or a sudden increase in inflation risks, then the portfolio position would have been re-appraised. Most likely, fixed rate funding would have been drawn whilst interest rates were lower than they were projected to be in the next few years.

Interest rate forecasts expected only gradual rises in medium and longer term fixed borrowing rates during 2019/20 and the two subsequent financial years. Variable, or short-term rates, were expected to be the cheaper form of borrowing over the period.

**PWLB borrowing rates** - the graph and table for PWLB rates below show, for a selection of maturity periods, the average borrowing rates, the high and low points in rates, spreads and individual rates at the start and the end of the financial year:





	1 Year	5 Year	10 Year	25 Year	50 Year
01/04/2019	1.46%	1.52%	1.84%	2.41%	2.24%
31/03/2020	1.90%	1.95%	2.14%	2.65%	2.39%
Low	1.17%	1.00%	1.13%	1.73%	1.57%
Date	03/09/2019	08/10/2019	03/09/2019	03/09/2019	03/09/2019
High	2.47%	2.45%	2.76%	3.25%	3.05%
Date	21/10/2019	19/03/2020	19/03/2020	19/03/2020	31/12/2019
Average	1.83%	1.77%	2.00%	2.56%	2.40%

## 7. Borrowing Outturn for 2019/20

### Borrowing

No long-term borrowing was undertaken during the year.

### Rescheduling

No rescheduling was done during the year as the average 1% differential between PWLB new borrowing rates and premature repayment rates made rescheduling unviable.

## 8. Investment Outturn for 2019/20

**Investment Policy** – the Council's investment policy is governed by MHCLG investment guidance, which has been implemented in the annual investment strategy approved by the Council on 27 February 2019. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data (such as rating outlooks, credit default swaps, bank share prices etc.).

The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.

**Resources** – the Council's cash balances comprise revenue and capital resources and cash flow monies. The Council's core cash resources comprised as follows:

Balance Sheet Resources (£M)	General Fund		HRA		TOTAL	
	31/03/19	31/03/20	31/03/19	31/03/20	31/03/19	31/03/20
Balances	5.71	5.05	2.24	2.86	7.95	7.91
Earmarked reserves	14.84	15.32	10.54	10.59	25.38	25.91
Provisions	4.04	6.23	0.00	0.00	4.04	6.23
Working Capital	6.88	21.06	2.30	2.89	9.18	23.95
<b>Total</b>	<b>31.47</b>	<b>47.66</b>	<b>15.08</b>	<b>16.34</b>	<b>46.55</b>	<b>64.00</b>
<b>Amount Over/(Under) Borrowed</b>						<b>(24.58)</b>
<b>Baseline Investment Balances</b>						<b>39.42</b>
<b>Actual Investment Balances</b>						

**Investments held by the Council** - the Council maintained an average investment balance of £36.8M of internally managed funds. The average rate of interest earned for the year as a whole was 0.74%. The weighted average rate of interest being earned on the investment portfolio at the end of both years is also given. These rates are compared to the base rate and average 3-month LIBID rate at the end of the year.

	2018/19	2019/20
Lancaster CC Investments full year	0.61%	0.74%
Lancaster CC Investments weighted average at 31 March	0.87%	0.80%
Base Rate	0.75%	0.10%
3 Month LIBID	0.67%	0.70%

The actual interest earned in 2019/20 was £272K.

## 10. Other Risk Management Issues

Many of the risks in relation to treasury management are managed through the setting and monitoring of performance against the relevant Prudential and Treasury Indicators and the approved Investment Strategy, as discussed above.

The Authority's Investment Strategy is designed to engineer risk management into investment activity by reference to credit ratings and the length of deposit to generate

a pool of counterparties, together with consideration of other creditworthiness information to refine investment decisions. The Council is required to have a strategy is required under the CIPFA Treasury Management Code, the adoption of which is another Prudential Indicator. The strategy for 2019/20 complied with the latest Code of Practice (December 2017) and relevant Government investment guidance.

**LANCASTER CITY COUNCIL**  
**TREASURY MANAGEMENT POLICY STATEMENT**

**Last reported to Council on 26 February 2020**

This reflects the revised CIPFA Treasury Management Code of Practice (Code updated in 2017).

1. This organisation defines its treasury management activities as:  
  
“The management of the authority’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.
  
  2. This organisation regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation and any financial instruments entered into to manage these risks.
  
  3. This organisation acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.
-

## Treasury Management Glossary of Terms

- **Annuity** – method of repaying a loan where the payment amount remains uniform throughout the life of the loan, therefore the split varies such that the proportion of the payment relating to the principal increases as the amount of interest decreases.
- **CIPFA** – the Chartered Institute of Public Finance and Accountancy, is the professional body for accountants working in Local Government and other public sector organisations, also the standard setting organisation for Local Government Finance.
- **Call account** – instant access deposit account.
- **Counterparty** – an institution (e.g. a bank) with whom a borrowing or investment transaction is made.
- **Credit Rating** – is an opinion on the credit-worthiness of an institution, based on judgements about the future status of that institution. It is based on any information available regarding the institution: published results, Shareholders' reports, reports from trading partners, and also an analysis of the environment in which the institution operates (e.g. its home economy, and its market sector). The main rating agencies are Fitch, Standard and Poor's, and Moody's. They currently analyse credit worthiness under four headings (but see changes referred to in the strategy):
  - **Short Term Rating** – the perceived ability of the organisation to meet its obligations in the short term, this will be based on measures of liquidity.
  - **Long Term Rating** – the ability of the organisation to repay its debts in the long term, based on opinions regarding future stability, e.g. its exposure to 'risky' markets.
  - **Individual/Financial Strength Rating** – a measure of an institution's soundness on a stand-alone basis based on its structure, past performance and credit profile.
  - **Legal Support Rating** – a view of the likelihood, in the case of a financial institution failing, that its obligations would be met, in whole or part, by its shareholders, central bank, or national government.

The rating agencies constantly monitor information received regarding financial institutions, and will amend the credit ratings assigned as necessary.

- **DMADF and the DMO** – The DMADF is the 'Debt Management Account Deposit Facility'; this is highly secure fixed term deposit account with the Debt Management Office (DMO), part of Her Majesty's Treasury.
  - **EIP** – Equal Instalments of Principal, a type of loan where each payment includes an equal amount in respect of loan principal, therefore the interest due with each payment reduces as the principal is eroded, and so the total amount reduces with each instalment.
  - **Gilts** – the name given to bonds issued by the U K Government. Gilts are issued bearing interest at a specified rate, however they are then traded on the markets like shares and their value rises or falls accordingly. The Yield on a gilt is the interest paid divided by the Market Value of that gilt.
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E.g. a 30 year gilt is issued in 1994 at £1, bearing interest of 8%. In 1999 the market value of the gilt is £1.45. The yield on that gilt is calculated as  $8\%/1.45 = 5.5\%$ .

See also PWLB.

- **LIBID** – The London Inter-Bank Bid Rate, the rate which banks would have to bid to borrow funds from other banks for a given period. The official rate is published by the Bank of England at 11am each day based on trades up to that time.
- **LIBOR** – The London Inter-Bank Offer Rate, the rate at which banks with surplus funds are offering to lend them to other banks, again published at 11am each day.
- **Liquidity** – Relates to the amount of readily available or short term investment money which can be used for either day to day or unforeseen expenses. For example Call Accounts allow instant daily access to invested funds.
- **Maturity** – Type of loan where only payments of interest are made during the life of the loan, with the total amount of principal falling due at the end of the loan period.
- **Money Market Fund (MMF)** – Type of investment where the Council purchases a share of a cash fund that makes short term deposits with a broad range of high quality counterparties. These are highly regulated in terms of average length of deposit and counterparty quality, to ensure AAA rated status.
- **Policy and Strategy Documents** – documents required by the CIPFA Code of Practice on Treasury Management in Local Authorities. These set out the framework for treasury management operations during the year.
- **Public Works Loans Board (PWLB)** – a central government agency providing long and short term loans to Local Authorities. Rates are set daily at a margin over the Gilt yield (see Gilts above). Loans may be taken at fixed or variable rates and as Annuity, Maturity, or EIP loans (see separate definitions) over periods of up to fifty years. Financing is also available from the money markets, however because of its nature the PWLB is generally able to offer better terms.
- **Link Asset Services** – Link Asset Services are the City Council's Treasury Management advisors. They provide advice on borrowing strategy, investment strategy, and vetting of investment counterparties, in addition to ad hoc guidance throughout the year.
- **Yield** – see Gilts

Members may also wish to make reference to *The Councillor's Guide to Local Government Finance*.

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# HOUSING REVENUE ACCOUNT OUTTURN 2019/20

For Consideration by Cabinet 15 September 2020

	Original Budget £	Actual £	Variance £	Adjusted Variance £
<b>INCOME</b>			<b>(Adverse) / Favourable</b>	<b>(Adverse) / Favourable</b>
Rental Income - Council Housing	(13,529,700)	(13,643,402)	113,702	113,702
Rental Income - Other (Shops and Garages etc.)	(290,900)	(276,066)	(14,834)	(14,834)
Charges for Services & Facilities	(1,553,000)	(1,595,716)	42,716	42,716
Grant Income	(7,700)	(7,736)	36	36
Contributions from General Fund	(105,000)	(86,237)	(18,763)	(18,763)
<b>Total Income</b>	<b>(15,486,300)</b>	<b>(15,609,157)</b>	<b>122,857</b>	<b>122,857</b>
<b>EXPENDITURE</b>				
Repairs & Maintenance	5,141,600	5,124,432	17,168	17,168
Supervision & Management	3,342,400	3,694,674	(352,274)	162,720
Rents, Rates & Insurance	193,300	159,913	33,387	33,387
Contribution to Provision for Bad and Doubtful Debts	183,800	108,776	75,024	75,024
Depreciation & Impairment of Fixed Assets	2,786,100	6,154,103	(3,368,003)	(399,707)
Debt Management Costs	1,100	0	1,100	1,100
<b>Total Expenditure</b>	<b>11,648,300</b>	<b>15,241,898</b>	<b>(3,593,598)</b>	<b>(110,308)</b>
<b>NET COST OF HRA SERVICES</b>	<b>(3,838,000)</b>	<b>(367,259)</b>	<b>(3,470,741)</b>	<b>12,549</b>
Capital Grants and Contributions Receivable	0	(40,774)	40,774	40,774
Interest Payable & Similar Charges	1,845,000	1,889,173	(44,173)	(44,173)
Premiums & Discounts from Earlier Debt Rescheduling	0	0	0	0
Interest & Investment Income	(72,900)	(89,829)	16,929	16,929
Pensions Interest Costs & Expected Return on Pensions Assets	177,800	199,434	(21,634)	0
Self Financing Debt Repayment	1,041,400	1,041,366	34	34
<b>(SURPLUS) OR DEFICIT FOR THE YEAR</b>	<b>(846,700)</b>	<b>2,632,111</b>	<b>(3,478,811)</b>	<b>26,113</b>
Adjustments to reverse out Notional Charges included above	0	(2,968,296)	2,968,296	0
Net Charges made for Retirement Benefits	0	(536,628)	536,628	0
Transfer to/(from) Earmarked Reserves - for Revenue Purposes	142,700	249,479	(106,779)	(106,779)
Capital Expenditure funded from Major Repairs Reserve	1,099,200	0	1,099,200	1,099,200
Transfer from Earmarked Reserves - for Capital Purposes	(405,000)	(207,828)	(197,172)	(197,172)
Financing of Capital Expenditure from Earmarked Reserves	405,000	207,828	197,172	197,172
<b>TOTAL (SURPLUS) / DEFICIT FOR THE YEAR</b>	<b>395,200</b>	<b>(623,334)</b>	<b>1,018,534</b>	<b>1,018,534</b>
Housing Revenue Account Balance brought forward	(2,010,436)	(2,235,286)	0	0
<b>HRA BALANCE CARRIED FORWARD</b>	<b>(1,615,236)</b>	<b>(2,858,620)</b>	<b>1,018,534</b>	<b>1,018,534</b>

Note: The shaded items relate directly to financing the capital programme, and comprise depreciation on Council Dwellings, grants and contributions, use of the Major Repairs Reserve and specific Earmarked Reserves.

## HRA RESERVES BUDGET SUMMARY - 2019/20 OUTTURN

<b>2019/20</b>					
<b>HOUSING REVENUE ACCOUNT</b>	<b>Balance as at 31/03/19</b>	<b>Contributions to Reserve</b>	<b>Contributions from Reserve</b>		<b>Balance as at 31/03/20</b>
	£	From Revenue £	To Capital £	To Revenue £	£
<b>HRA General Balance</b>	<b>(2,235,285)</b>	<b>(623,334)</b>	<b>0</b>	<b>0</b>	<b>(2,858,619)</b>
<b>Earmarked Reserves:</b>					
Business Support Reserve	(8,265,179)	0	168,156	0	(8,097,023)
Major Repairs Reserve	0	(3,145,231)	3,145,231	0	0
Flats - Planned Maintenance	(611,874)	(133,000)	39,672	12,976	(692,226)
I T Replacement	(574,889)	(57,000)	0	49,053	(582,836)
Office Equipment Reserve	(39,009)	0	0	0	(39,009)
Sheltered - Equipment	(343,582)	(47,734)	0	16,725	(374,591)
Sheltered - Planned Maintenance	(196,369)	(95,467)	0	8,651	(283,185)
Sheltered Support Grant Mtce	(505,624)	(47,734)	0	44,051	(509,307)
<b>Total Earmarked Reserves</b>	<b>(10,536,524)</b>	<b>(3,526,166)</b>	<b>3,353,059</b>	<b>131,456</b>	<b>(10,578,175)</b>



## APPENDIX 5

<b>General Fund Usable Reserves</b>				
	<b>31/03/19 £000</b>	<b>Transfer (From) Reserve £000</b>	<b>Transfer To Reserve £000</b>	<b>31/03/20 £000</b>
<b>General Fund Balance</b>	<b>5,714</b>	<b>(670)</b>		<b>5,044</b>
<b>Earmarked Reserves</b>				
Business Rates Retention Reserve	6,283	(367)	1,461	7,377
Corporate Priorities Reserve	2,532	(379)		2,153
Invest to Save Reserve	1,450	(53)		1,397
S106 Commuted Sums Reserve	1,147	(357)	415	1,205
Revenue Grants Unapplied Reserve	694	(121)	254	827
Restructure Reserve	531			531
Corporate Property Reserve	372	(33)		339
Welfare Reforms Reserve	349	(24)		325
Renewals Reserves	330	(434)	485	381
Economic Growth Reserve	204	(445)	367	126
Other Earmarked Reserves	951	(347)	55	659
<b>Total Earmarked Reserves</b>	<b>14,843</b>	<b>(2,560)</b>	<b>3,037</b>	<b>15,320</b>
<b>Total Usable Revenue Reserves</b>	<b>20,557</b>	<b>(3,230)</b>	<b>3,037</b>	<b>20,364</b>
Capital Receipts Reserve	0		36	36
Capital Grants Unapplied Reserve	103		0	103
<b>Total Usable Capital Reserves</b>	<b>103</b>	<b>0</b>	<b>36</b>	<b>139</b>
<b>Total Usable Reserves</b>	<b>20,660</b>	<b>(3,230)</b>	<b>3,073</b>	<b>20,503</b>

# Lancaster City Council - Capital Expenditure 2019/20

For consideration by Cabinet 15 September 2020

HOUSING REVENUE ACCOUNT	Revised Estimate	Expenditure in 2019/20	Expenditure to be financed in 2019/20	SCHEME FINANCING					TOTAL SCHEME SPECIFIC FINANCING / ITEMS	BALANCE FINANCED BY GENERAL CAPITAL RESOURCES
				GRANTS & CONTRIBUTIONS	GRANTS UNAPPLIED	EARMARKED RESERVES / PROVISIONS	SPECIFIC REVENUE FINANCING	MAJOR REPAIRS ALLOWANCE (HRA only)		
	£	£	£	£	£	£	£	£	£	
<b>COUNCIL HOUSING</b>										
Adaptations	250,000	319,199.95	319,200					0	319,200	
Energy Efficiency boiler Replacements	685,000	652,012.24	652,012				259,661	259,661	392,351	
Internal Reurbishments	958,000	840,653.19	840,653				840,653	840,653	0	
External Refurbishments	252,000	0.00	0					0	0	
Environmental Improvements	615,000	545,539.60	545,540	2,259		39,672		545,540	0	
Re-roofing & Window Renewals	1,378,000	1,199,466.35	1,199,466	22,884			503,609	1,199,466	0	
Rewiring	48,000	46,355.73	46,356				1,176,583	46,356	0	
Fire Precaution Works	180,000	115,598.40	115,598				46,356	115,598	0	
Housing Renewal & Renovation	475,000	367,436.56	367,437			168,156	115,598	115,598	0	
Lift Replacements	0	0.00	0	15,631			199,281	367,437	0	
							-15,631	0	0	
<b>TOTAL - HRA</b>	<b>4,841,000</b>	<b>4,086,262</b>	<b>4,086,262</b>	<b>40,774</b>	<b>0</b>	<b>207,828</b>	<b>0</b>	<b>3,126,110</b>	<b>711,551</b>	

GENERAL FUND	Revised Estimate	Expenditure in 2019/20	Expenditure to be financed in 2019/20	SCHEME FINANCING					TOTAL SCHEME SPECIFIC FINANCING / ITEMS	BALANCE FINANCED BY GENERAL CAPITAL RESOURCES
				GRANTS & CONTRIBUTIONS	GRANTS UNAPPLIED	EARMARKED RESERVES / PROVISIONS	SPECIFIC REVENUE FINANCING	MAJOR REPAIRS ALLOWANCE (HRA only)		
	£	£	£	£	£	£	£	£	£	
<b>COMMUNITIES AND ENVIRONMENT</b>										
Vehicle Renewals	94,000	96,623.37	96,623.37					0.00	96,623.37	
Electronic Vehicle Charging Points	14,000	6,000.00	6,000.00	6,000.00				6,000.00	0.00	
Happy Mount Park Pathway Replacements	112,000	0.00	0.00					0.00	0.00	
Cable Street Car Park Extension	4,000	3,850.00	3,850.00					0.00	3,850.00	
Vehicle Maintenance Unit Plant	75,000	73,211.50	73,211.50			73,211.50		73,211.50	0.00	
Beech Avenue Play Area	58,000	58,235.50	58,235.50	36,985.50		21,250.00		58,235.50	0.00	
Disabled Facilities Grants	2,208,000	2,323,594.22	2,323,594.22	2,323,594.22				2,323,594.22	0.00	
Salt Ayre Play Area and Outdoor Café	152,000	151,916.05	151,916.05			151,916.05		151,916.05	0.00	
<b>Sub-Total</b>	<b>2,717,000</b>	<b>2,713,430.64</b>	<b>2,713,430.64</b>	<b>2,366,579.72</b>	<b>0.00</b>	<b>246,377.55</b>	<b>0.00</b>	<b>2,612,957.27</b>	<b>100,473.37</b>	
<b>ECONOMIC GROWTH AND REGENERATION</b>										
Sea & River Defence Works & Studies	4,350,000	3,500,841.22	3,500,841.22	2,758,214.18				2,758,214.18	742,627.04	
Amenity Improvement Works (Morcambe Promenade)	1,000	0.00	0.00					0.00	0.00	
Lancaster Square Routes	8,000	13,851.20	13,851.20	13,851.20				13,851.20	0.00	
Lancaster District Empty Homes Partnership	4,000	4,069.00	4,069.00			4,000.00		4,000.00	69.00	
S106 Highways Works	70,000	0.00	0.00					0.00	0.00	
Coastal Revival Fund - Morecambe Co-op Building	41,000	30,154.66	30,154.66	30,154.66				30,154.66	0.00	
Coastal Revival Fund - Morecambe Winter Gardens	9,000	2,928.00	2,928.00	2,928.00				2,928.00	0.00	
Canal Qtr	260,000	254,500.00	254,500.00					0.00	254,500.00	
1 Lodge Street Urgent Structural Repairs	3,000	3,859.83	3,859.83					0.00	3,859.83	
Caton Road/Kingsway - Bridg End Depot	0	896.31	896.31					0.00	896.31	
Dukes Play House	0	1,693.27	1,693.27					0.00	1,693.27	
Hale Carr Lane Cemetery Chapel	126,000	0.00	0.00					0.00	0.00	
King Street Properties	0	-6,900.00	-6,900.00					0.00	-6,900.00	
Lancaster City Museum	0	19,166.47	19,166.47					0.00	19,166.47	
Lancaster Town Hall - Banqueting Suite Ceiling	0	4,936.07	4,936.07					0.00	4,936.07	
Lancaster Town Hall Steps	40,000	43,500.00	43,500.00					0.00	43,500.00	
Other Cemeteries	0	123,962.84	123,962.84					0.00	123,962.84	
Palatine Recreation Ground Pavilion	11,000	8,998.58	8,998.58					0.00	8,998.58	
Queen Victoria Memorial	81,000	82,810.07	82,810.07	6,000.00				6,000.00	76,810.07	
Royal Albert Playing Field Pavilion	7,000	5,605.77	5,605.77					0.00	5,605.77	
Rylands Park - Rylands House	32,000	28,372.09	28,372.09					0.00	28,372.09	
Williamson Park - Ashton Memorial	0	1,703.89	1,703.89					0.00	1,703.89	
Investment Acquisition	15,000,000	4,925,014.50	4,925,014.50					0.00	4,925,014.50	
<b>Sub-Total</b>	<b>20,043,000</b>	<b>9,049,963.77</b>	<b>9,049,963.77</b>	<b>2,811,148.04</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>2,815,148.04</b>	<b>6,234,815.73</b>	
<b>CORPORATE SERVICES</b>										
ICT Systems, Infrastructure & Equipment	197,000	293,678.50	293,678.50			166,000.00		166,000.00	127,678.50	
<b>Sub-Total</b>	<b>197,000</b>	<b>293,678.50</b>	<b>293,678.50</b>	<b>0.00</b>	<b>0.00</b>	<b>166,000.00</b>	<b>0.00</b>	<b>166,000.00</b>	<b>127,678.50</b>	
<b>DEVELOPMENT POOL</b>										
Demolition of Edward Street Dance Studio	19,000	24,772.25	24,772.25					0.00	24,772.25	
Tank Demolition & Removal - Heysham Gate	0	-675.00	-675.00					0.00	-675.00	
<b>Sub-Total</b>	<b>19,000</b>	<b>24,097.25</b>	<b>24,097.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,097.25</b>	
<b>TOTAL - GENERAL FUND</b>	<b>22,976,000</b>	<b>12,081,170</b>	<b>12,081,170</b>	<b>5,177,727.76</b>	<b>0.00</b>	<b>416,377.55</b>	<b>0.00</b>	<b>5,594,105.31</b>	<b>6,487,064.85</b>	

GENERAL FUND HOUSING REVENUE ACCOUNT	Revised Estimate	Expenditure in 2019/20	Expenditure to be financed in 2019/20	SCHEME FINANCING					TOTAL SCHEME SPECIFIC FINANCING / ITEMS	BALANCE FINANCED BY GENERAL CAPITAL RESOURCES
				GRANT	GRANTS UNAPPLIED	EARMARKED RESERVES / PROVISIONS	SPECIFIC REVENUE FINANCING	MAJOR REPAIRS ALLOWANCE (HRA only)		
	£	£	£	£	£	£	£	£	£	
<b>GENERAL FUND</b>	22,976,000	12,081,170.16	12,081,170.16	5,177,727.76	0.00	416,377.55	0.00	0.00	5,594,105.31	6,487,064.85
<b>HOUSING REVENUE ACCOUNT</b>	4,841,000	4,086,262.02	4,086,262.02	40,773.51	0.00	207,827.76	0.00	3,126,109.55	3,374,710.82	711,551.20
<b>TOTAL CAPITAL EXPENDITURE &amp; FINANCING</b>	<b>27,817,000</b>	<b>16,167,432.18</b>	<b>16,167,432.18</b>	<b>5,218,501.27</b>	<b>0.00</b>	<b>624,205.31</b>	<b>0.00</b>	<b>3,126,109.55</b>	<b>8,968,816.13</b>	<b>7,198,616.05</b>

2019/20 CAPITAL EXPENDITURE FINANCING			Housing Revenue Account	General Fund	Grand Total for all Funds
			£	£	£
<b>Amounts to be financed by General Capital Resources</b>			<b>711,551.20</b>	<b>6,487,064.85</b>	<b>7,198,616.05</b>
<b>Financed by:</b>					
<b>Underlying Borrowing Need - Increase in Capital Financing Requirement</b>			<b>0.00</b>	<b>6,476,064.85</b>	<b>6,476,064.85</b>
<b>Usable Capital Receipts</b>			<b>711,551.20</b>	<b>11,000.00</b>	<b>722,551.20</b>
<b>General Grants Unapplied</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Financing from General Capital Resources</b>			<b>711,551.20</b>	<b>6,487,064.85</b>	<b>7,198,616.05</b>

## Appendix 7 - Slippage and Accelerated Expenditure

		<b>Slippage Reason for slippage</b>
		£
<b>Communities &amp; Environment</b>		
Happy Mount Park Footpaths	112,000	Delay to contractor availability due to Covid-19
<b>Economic Growth &amp; Regeneration</b>		
S106 payments to Lancs County Council	70,000	Payment awaiting trigger point or evidence of scheme
Caton Road Flood Relief Scheme	845,000	Actual works in year less than originally anticipated
Morecambe Winter Gardens	6,000	Delayed awaiting advice from Historic England
Coastal Revival Fund - Morecambe Co-op	11,000	Knock on effect of delays in resolving basement flooding
Palatine Recreation Ground - Veterans Club	2,000	Minor delay
Rylands Park - Rylands House	4,000	Minor delay
Other Cemeteries	2,000	Minor delay
	<b>1,052,000</b>	
<b>Housing Revenue Account</b>		
Re-roofing / Window Renewals	178,000	Works temporarily halted due to Covid-19 lockdown
Balcony Railings	35,000	Works temporarily halted due to Covid-19 lockdown
Fire Precaution Works	19,000	Works temporarily halted due to Covid-19 lockdown
Sheltered Scheme Conversion - Melling	8,000	Works temporarily halted due to Covid-19 lockdown, scheme funded from HRA Business Support Reserve
	<b>240,000</b>	
	<b>1,292,000</b>	
		<b>Accelerated Reason for accelerated expenditure</b>
		<b>Expenditure</b>
<b>Communities &amp; Environment</b>		
Disabled Facilities Grants	(116,000)	More rapid turnover in grant applications in year than originally anticipated
<b>Economic Growth &amp; Regeneration</b>		
Lancaster Square Routes Project	(6,000)	Required to replace large monolith to Horseshoe Corner as a result of damage
Lancaster City Museum	(19,000)	Completion of roofing project
1 Lodge Street Urgent Structural Repairs	(1,000)	Architects fees higher than expected due to additional surveys
<b>Corporate Services</b>		
I.T.Strategy	(53,000)	Fortigate Hardware, Protection & support
Application System Renewal	(5,000)	Microsoft Teams Room systems solution
I.S. Desktop Equipment	(39,000)	Expenditure incurred in advance due to Covid-19
<b>Development Pool</b>		
Edward Street Dance Studio	(6,000)	Expenditure in year higher than originally anticipated
	<b>(245,000)</b>	
<b>Total Net Slippage &amp; Accelerated Expenditure</b>	<b>1,047,000</b>	

## Lancaster City Council | Report Cover Sheet

<b>Meeting</b>	Cabinet	<b>Date</b>	15 <sup>th</sup> Sept 2020			
<b>Title</b>	Covid-19 Pandemic- Policy for decision making and spending delegations within the Budget and Police Framework.					
	Award of contract- Purchase of x 6 Electric Pool Cars					
<b>Report of</b>	Director for Communities and Environment					
<b>Purpose of the Report</b>						
To seek authorisation to complete an award of contract in accordance with the 'Covid-19 Pandemic- Policy for decision making and spending delegations within the Budget and Police Framework'						
<b>Key Decision (Y)</b>	<b>Y</b>	<b>Date of Notice</b>	<b>NA</b>	<b>Exempt (N)</b>	<b>N</b>	

<b>Report Summary</b>
As above

<b>Recommendations of Director for Communities and Environment</b>
That Cabinet authorises officers to complete the award of contract for 6 electric vehicles.

<b>Relationship to Policy Framework</b>	
The Council has a target to become carbon neutral by 2030.	
In 2018/19, 154 city council employees claimed the casual mileage allowance. Approximately 105,000 business miles were driven during this period, producing an estimated 31t(CO <sub>2</sub> ) of greenhouse gases. The cost to the council for the mileage claims was £47,144 and rose to £50,000 in 19/20.	
The funding for the additional pool cars was approved in the Council's budget for 2020/21	
<b>Conclusion of Impact Assessment(s), where applicable</b>	
<b>Climate- as outlined</b>	<b>Wellbeing &amp; Social Value</b>
<b>Digital- the booking system uses digital technology</b>	<b>Health &amp; Safety</b>
<b>Equality</b>	<b>Community Safety</b>
<b>Details of Consultation</b>	
The principle of purchasing electric pool cars was considered extensively during the formulation of the Council's 20/21 budget. Funding for the purchase was approved by Full Council.	

<b>Legal Implications</b>	
NA	
<b>Financial Implications</b>	
The total budgetary provision contained within the general fund capital programme for the entire project is £174K. £114K will be attributed to the purchase of six electric cars with the remainder being spent on improving infrastructure to support the electric fleet network. This proposal focusses on using the savings made from mileage claims to fund the project and it hoped to eliminate 95% of all journeys undertaken in private vehicles within 3 years.	
<b>Other Resource or Risk Implications</b>	
<b>Section 151 Officer's Comments</b>	
The Section 151 Officer has been consulted and has no further comments to make.	
<b>Monitoring Officer's Comments</b>	
The Monitoring Officer has been consulted and has no further comments to make	
<b>Contact Officer</b>	Elliott Grimshaw
<b>Tel</b>	01524 582833
<b>Email</b>	egrimshaw@lancaster.gov.uk
<b>Links to Background Papers</b>	
NA	

## 1. Introduction

- 1.1 The Council's approved capital budget for 2020/21 included provision for the purchase of electric pool cars as part of a car club scheme. *Full Council 26<sup>th</sup> Feb 2020 – Capital Programme Item no. 137*
- 1.2 The purchase of these vehicles is taking place within the context of the climate emergency and the council's ambition to be carbon neutral by 2030. The project focusses on increasing the bank of electric pool cars to an adequate number to minimise CO2 emissions from business travel.
- 1.3 In 2018/19 105,000 business miles were driven, this in total produced 31t(CO<sub>2</sub>) and cost the council £47,144 in casual mileage claims. This rose to over £50,000 in 19/20.
- 1.4 It is anticipated that the roll-out of additional electric vehicles, coupled with the new Co-Wheels (car club) booking system, will provide a sufficient number of cars to reduce mileage claims (and associated emissions) by up to 95%. Financial savings will be redirected to fund the electric pool car scheme.

- 1.5 It is intended to offer public access to some electric pool cars on a PAYG basis during off-peak times via the Co-Wheels car club scheme.
- 1.6 The procurement exercise for the vehicles has taken place and the costs are within approved budgets.
- 1.7 The 'Covid-19 Pandemic- Policy' for decision making and spending delegations within the Budget and Police Framework' states all decisions on the use of reserves, the commencement of new capital projects or re-commencement of capital projects halted by the pandemic will require approval of cabinet irrespective of the financial level

## **2. Proposal**

- 2.1 To delegate officers to complete the award of contract for six electric pool cars as per the approved 20/21 capital programme. *Full Council 26<sup>th</sup> Feb 2020 – Capital Programme Item no. 137*
- 2.2 The purchase of the pool cars will include an 8-year battery guarantee and the provision of a 3-year warranty and service package to be carried out at Arnold Clark, Morecambe. This in total amounts to £114,148.80.
- 2.3 The pool car scheme, administered by Co-Wheels, will be available to all council employees. The additional cars will increase the council's bank of pool cars to eleven. Cars will be distributed between Morecambe and Lancaster, in close proximity to office locations.
- 2.4 Officers intend to review options to provide access to the cars for employees, residents and other partners during off-peak times using the Co-Wheels PAYG car club scheme. In addition to generating income from the assets, this is considered to be an innovative way of reducing the number of cars and emissions locally, as well as providing green forms of transportation to those that cannot afford a car of their own. This option will be scoped out in full after the scheme has been trialled internally and the levels of spare capacity identified (expected to be evenings and weekends).
- 2.5 As the project commenced pre-covid supporting infrastructure has already been put in place. Pool car specific charge points have already been installed across various car parks. Co-Wheels technology has also been installed to the council's existing vehicles and the booking system is now live.

## **3.0 Options and Options Analysis (including risk assessment)**

- 3.1 The options are to either authorise completion of the award of contract or not.
- 3.2 Not authorising this will still mean that the Co-Wheels car scheme will go ahead using only the existing pool cars. The number of which is insufficient to achieve the change needed.
- 3.4 If not approved, it would conflict with the Council's climate change aspirations.

## **4. Officer Preferred Option (and comments)**

- 4.1 The officer preferred option is to authorise officers to award the contract.

## Lancaster City Council | Report Cover Sheet

<b>Meeting</b>	Cabinet	<b>Date</b>	15/09/2020
<b>Title</b>	Repairs to Council property - 1 Lodge Street, Lancaster		
<b>Report of</b>	Director for Economic Growth & Regeneration		
<b>Purpose of the Report</b>			
To illustrate the work required in order to protect the Council asset, 1 Lodge Street, and costs associated with doing so.			
<b>Key Decision (Y/N)</b>	Y	<b>Date of Notice</b>	04/09/2020
		<b>Exempt (Y/N)</b>	N

### Report Summary

The report provides an overview of the general and structural work required to the property at 1 Lodge Street, Lancaster. The repairs are necessary to bring back into repair a Council asset that has become significantly dilapidated over a long period of time. The work will bring the property into a lettable standard and forms part of the Council's wider strategic regeneration objectives within the Canal Quarter within which 1 Lodge Street is located.

### Recommendations

To approve the capital budget of £486,450 and agree to undertake the necessary works to repair the building and bring it into a lettable condition.

### Relationship to Policy Framework

Carrying out the essential repair works to Council assets demonstrates sound asset management and optimisation of Council assets. Once the work is completed the Council will then be able to lease the improved building. This also links to the Council's "A thriving and Prosperous economy"

### Conclusion of Impact Assessment(s), where applicable

<b>Climate –</b> As the project involves a complete re-roof of the property, this will enable us to put effective insulation in place, which will significantly reduce heat loss.	<b>Wellbeing &amp; Social Value</b>
<b>Digital</b>	<b>Health &amp; Safety –</b> The current state of the building means there are safety issues, particularly in relation to the roof. The most high-risk elements have been addressed but there are props installed to ensure the stability of the roof and these cannot be deemed a long, or even medium, term solution.
<b>Equality</b>	<b>Community Safety</b>

### Details of Consultation

Legal Services, Property Group, Economic Growth, Arts and Culture, and Planning and Conservation have all been involved from a Council perspective and are aware of the plans and reasons behind them. We have also been in close liaison with the existing tenants (Lancaster Musician's Co-Op) to ensure the work can be carried out in the safest way at the best time.

<b>Legal Implications</b>	
<p>To allow repair works to be carried out safely, the premises will need to be empty and it is understood that the Tenants have already agreed to vacate the property.</p> <p>If structural repair work is not carried out and the property deteriorates and becomes unsafe/ dangerous it could be deemed a statutory nuisance within the meaning of s80 of the Environmental Protection Act 1990 or a nuisance/ dangerous structure within the meaning of s76, s77 and s 78 of the Building Act 1984 by the Council's own Environmental Health and Building Control Department. With third party owned properties, these departments would investigate and issue any appropriate enforcement notices to the property owner to rectify the unsafe/ dangerous structure. The Council would not want to have to issue enforcement notices on itself for obvious reasons.</p> <p>Any further deterioration could also impact on the safety of neighbouring properties and leave the Council open to claims from third parties in the event of damage.</p>	
<b>Financial Implications</b>	
No comments.	
<b>Other Resource or Risk Implications</b>	
None.	
<b>Section 151 Officer's Comments</b>	
Provision for the repair of the Council's asset has been made in accordance with the Council's budget and policy framework.	
<b>Monitoring Officer's Comments</b>	
The Monitoring Officer has been consulted and has no further comments to add.	
<b>Contact Officer</b>	Sarah Price
<b>Tel</b>	01524 582083
<b>Email</b>	sprice@lancaster.gov.uk
<b>Links to Background Papers</b>	
N/A	

## Report

### 1.0 Background Information

1.1 Discussions have previously taken place around the repair works necessary to protect this Council owned asset. As these discussions have taken place over an 18 month period, and have involved requests for additional funding to cover an identified shortfall, we felt it pertinent to present an up to date and complete case for clarity.



1.2 The work required to ensure the envelope of the building is wind and water tight, and structurally sound has been compiled by RG Parkins (Lancaster) and sent out to competitive tender.

1.3 On receipt of the tenders in June 2019, they were reviewed and scored, with the successful contractor being WRPS (Westhoughton Roofing and Pointing Services). The contract amount being £413,000.

1.4 A significant amount of time has passed but with regular communication with WRPS we have managed to keep them on board with this contract. No formal arrangement has yet been made though, and the specification will need to be reviewed and quote amended to reflect current prices before we can enter into this. This has all been reflected in the budget request.

## 2.0 Proposal Details

2.1 Facilities Management propose that the currently allocated and remaining budget of £486,450 (P8126/EC603) be utilised to complete the essential works that will protect the asset for future use.

2.2 The work would consist of:

- Strip off existing roof to main building and re-roof
- Install new valley gutter system
- Remedial works to internal walls and floor (first floor) of main building
- Replace staircases
- External repointing
- Repair/replace downpipes and guttering
- Window replacement where necessary
- Demolition of the lean to (rear of site)

2.3 A breakdown of how the budget would be utilised is as follows:

- Contractors price £412,606.00
- Architect/engineer fees (to include CDM oversight and project management)  
£ 10,000.00
- 15% contingency (to allow for specification and original contractor price to be reviewed – see background information section 1.4)  
£ 63,400.00
- **Total** **£486,006.00**

### 3.0 Options and Options Analysis (including risk assessment)

<b>Option 1: Do nothing</b>
<b>Advantages:</b> The council does not spend the allocation of capital funds requested.
<b>Disadvantages:</b> The asset will continue to deteriorate and eventually become unsafe. There are already props in place in order to prevent possible roof collapse. A significant site within the Canal Quarter will remain unsightly.
<b>Risks:</b> The building could become unsafe/a dangerous structure if it continues to be left.  If our lack of action impacts the tenants, public or adjoining buildings, there could be significant reputational damage.
<b>Option 2: Complete the works as described</b>
<b>Advantages:</b> Protect a Council asset that sits in the prominent Canal Quarter area of Lancaster.  Allow the Council the opportunity to bring the asset to a lettable state.
<b>Disadvantages:</b> There is a capital cost to the Council.
<b>Risks:</b> Delay in reaching new lease terms with the existing tenant, based on a new business plan and cultural service level agreement.

### 4.0 Officer Preferred Option (and comments)

4.1 The officer preferred option is Option 2. The condition of the asset has been of concern for some time and it is now beyond minor/remedial repair.

**Lancaster City Council | Report Cover Sheet**

<b>Meeting</b>	Cabinet	<b>Date</b>	15 September 2020		
<b>Title</b>	Local Plan for Lancaster District Climate Emergency Review: Formal Commencement of Review process and Launch of Scoping Consultation				
<b>Report of</b>	Director for Economic Growth and Regeneration				
<b>Purpose of the Report</b>					
To inform Cabinet of the recently adopted Local Plan for Lancaster District and to seek endorsement for the formal commencement of the Climate Emergency Review of the Local Plan, and, advise members of the review stages and processes, including the launch of the Scoping Consultation.					
<b>Key Decision - (Y/N)</b>					
<b>N</b>	<b>Date of Notice</b>		<b>Exempt (Y/N)</b>	<b>N</b>	

**Report Summary**

A “Local Plan for Lancaster District”, specifically, the Strategic Policies & Land Allocations Development Plan Document and the Review of the Development Management Development Plan Document (DPD), was adopted by Council on 29 July 2020. At the same meeting Council also approved a new Local Development Scheme (the Local Plan preparation timetable) describing the intention to expeditiously review the just-adopted documents to provide the opportunity to give further consideration to the efficacy of policies in responding to climate change following the Council’s declaration of a Climate Emergency on 30 January 2019.

This report seeks Cabinet endorsement to formally start that review process and to launch that process with a scoping consultation. Cabinet will continue to be involved in the review process as the reviewed documents are developed and advanced towards a Council resolution to publish and submit the revised documents to Government. Cabinet is strongly advised to approve the recommendations such that the review of the plan can be commenced promptly.

A scoping consultation, between 25 September to 20 November 2020, is proposed. As the Council has just committed to the principle of reviewing the Local Plan and has published a timetable for the review it would seem sensible to follow the path suggested by the actions described in this report. Commencing the review and engaging the community on the scope of the review should help in providing clarity on the Council’s intentions for re-visiting the Local Plan in the context of the Climate Emergency declaration.

Once adopted, the reviewed documents will replace those recently adopted and become part of the approved Development Plan for Lancaster District.

**Recommendations of Councillor Janice Hanson**

- (1) That Cabinet formally endorses the commencement of the “Climate Emergency” Review of the Local Plan for Lancaster District in accordance with the commitment made at Council on 29 July 2020 and to the

<p>timetable described in Local Development Scheme (LDS) also approved by Council on 29 July 2020.</p> <p>(2) That Cabinet endorses the launch of the first stage of the review process; the scoping consultation, to run for the eight-week period from Friday 25 September to Friday 20 November 2020.</p>	
<p><b>Relationship to Policy Framework</b></p> <p>The Local Development Plan and Development Plan Documents are part of the Council's Policy Framework (See Section 2.3 (c) of the Council's Constitution). The Council is obliged to prepare and maintain the Development Plan for Lancaster District as described by Section 19 of the Planning and Compulsory Purchase Act 2004. A "Local Plan for Lancaster District", specifically, the Strategic Policies &amp; Land Allocations Development Plan Document and the Review of the Development Management Development Plan Document, was adopted by Council on 29 July 2020. It is proposed that these Development Plan Documents are reviewed to ensure that their policies are re-considered in respect of the Climate Emergency declared by the City Council on 30 January 2019. Once adopted, the reviewed documents will replace those recently adopted and become part of the approved Development Plan for Lancaster District.</p>	
<p><b>Conclusion of Impact Assessment(s), where applicable</b></p>	
<p><b>Climate</b> There are no direct implications on the climate arising from the recommendations of this report, however, the intention of the implementation of the recommendations is to explore the opportunity for the enhancement of the performance of planning policies on mitigation and adaptation to Climate Change.</p>	<p><b>Wellbeing &amp; Social Value</b> There are no direct implications on Wellbeing &amp; Social Value arising from the recommendations of this report, however, the intention of the implementation of the recommendations is to explore the opportunity to enhance the performance of recently implemented planning policies within the adopted development plan documents, with the potential for improved outcomes for wellbeing.</p>
<p><b>Digital</b> n/a</p>	<p><b>Health &amp; Safety</b> n/a</p>
<p><b>Equality</b> n/a</p>	<p><b>Community Safety</b> n/a</p>
<p><b>Details of Consultation</b></p> <p>On 29 July 2020, Council committed to reviewing the local plan documents that it adopted at the same meeting. Approaches and principles for reviewing Local Plan Documents have already been discussed by the Local Plan Review Group.</p> <p>This report seeks endorsement for the formal commencement of the review process, which will involve initiating engagement with the community and stakeholders on a scoping stage consultation. Given the current public health crisis it is recognised that consultation will need to be conducted by virtual means utilising digital platforms. The Council will endeavour to provide sufficient opportunity for all sections of the community to be informed of the review, engage with the process and comment. The process will also be supported by a new Sustainability Appraisal, Habitat Regulations Assessment, Health Impact Assessment and Equalities Impact Assessment, the outcomes of which will be used to refine the content and direction of the Plan.</p>	
<p><b>Legal Implications</b></p> <p>There are no legal implications associated with this consultation.</p>	
<p><b>Financial Implications</b></p>	

It is not expected that there will be any additional financial implications arising from this report as costs connected with the preparation of both DPDs and associated public consultation, publication and submission, public examination and DPD adoption have already been accounted for within the overarching Local Plan revenue budget. There can, on occasion, be additional unanticipated costs arising from legal challenges to the adoption of a DPD, usually as a result of actions from affected parties. It is difficult to pre-empt whether there will be any future legal challenges arising. However, if they did, then the associated costs and implications will be reported and dealt with as appropriate through the normal monitoring processes which the Council has in place.

#### **Other Resource or Risk Implications**

N/a

#### **Section 151 Officer's Comments**

The Section 151 Officer has been consulted and has no further comments to add.

#### **Deputy Monitoring Officer's Comments**

The Deputy Monitoring Officer has been consulted on this report and has no further comments.

<b>Contact Officer</b>	Maurice Brophy, Service Manager, Planning and Housing Strategy
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<b>Tel</b>	01524 582330
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<b>Email</b>	<a href="mailto:mbrophy@lancaster.gov.uk">mbrophy@lancaster.gov.uk</a>
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#### **Background Papers**

1. Local Development Scheme, July 2020 edition, as approved at Council on 29 July 2020
2. Letter from the Service Manager, Planning and Housing Strategy, to the Local Plan Inspector, dated 16 July 2019, explaining the Council's intention to review the Local Plan Documents.

## **1.0 Introduction**

- 1.1 On 29th July 2020 the Council adopted a new Local Plan for Lancaster District. The Strategic Policies & Land Allocations Development Plan Document (DPD) and the Review of the Development Management DPD. These documents will sit alongside the previously adopted Arnsdale and Silverdale AONB DPD, the Morecambe Area Action Plan, and the Minerals and Waste Plan prepared by Lancashire County Council, to constitute the formal Development Plan for Lancaster District. The 2014 Development Management (Policies) DPD, the 2008 Lancaster District Core Strategy and the residual saved policies of the 2004 Lancaster District Local Plan have been superseded.
- 1.2 At the same meeting the Council also approved a revised Local Development Scheme (LDS) which sets out the Council's intention to proceed with an immediate Review of the Local Plan in the context of the Council's declaration

of a Climate Emergency on 30 January 2019. This declaration was declared some 13 months after the Council had resolved to submit its Local Plan documents to Government for independent Examination.

## **2.0 Review of the Local Plan**

- 2.1 Following the adoption of the plan, the Council can now formally commence the plan review process. Officers have been working with the Portfolio Holder for Planning Policy, through the Local Plan Review Group, for several months prior to the adoption decision to help define the objectives and scope of a future climate emergency review.
- 2.2 The scoping consultation engages the community in considering which policies of the plan should be reviewed. The intention is not to conduct a full review of the plan by re-visiting the development requirements that the Strategic Policies and Land Allocations DPD has just established. Plans are intended to provide certainty as to how much development is required for a lengthy period of time and describe how that development requirement will be spatially distributed. It took eight years to prepare the recently adopted documents; from commissioning consultants to advise on development requirements to adopting the documents. Development requirements and the spatial distribution of development will be re-visited through subsequent local plan reviews. An intention to wholly review such a significant development plan immediately after adoption, following a two-year long independent Examination process, would be a surprising action.
- 2.3 Therefore, the aim of this review is to take the opportunity, in the context of the declaration of a Climate *Emergency*, to promptly consider if the performance of the recently adopted and sound plan's policies on achieving climate change mitigation and adaptation can be improved so that planning outcomes can be enhanced.
- 2.4 The precise scope of the review needs to be defined. The Council needs to determine what policy areas should be explored; this will help in understanding where there is potential for addressing the climate change performance of policies. A scoping consultation has been designed to assist with this process by engaging the community and stakeholders. It is wholly anticipated that consultation will provide useful feedback from; residents, businesses, developers, agencies, services, and infrastructure providers that will help shape the re-consideration of policies.

## **3.0 Details of the Scoping Consultation**

- 3.1 It is proposed to hold an eight-week "scoping consultation" between 25<sup>th</sup> September and 20<sup>th</sup> November 2020. A four-page colour leaflet publicising the consultation is being prepared; this will be shared with Cabinet members before the 25<sup>th</sup> September.
- 3.2 There are clear challenges associated with consultation at this time given the ongoing public health crisis. However, the Council will be seeking to maximise

the opportunity for digital engagement including through the following means of consultation.

- Publication of a consultation leaflet (this will follow) setting out ways to engage, with signposting to an online survey questionnaire
- A formal launch event of the scoping consultation using an online platform. A PowerPoint presentation will be used at this event to provide background information
- Notification of the consultation to all those on the Local Plan consultation list
- Specifically contacting young people digitally with potential engagement events for universities, colleges, and schools if practicable
- Notification of the scoping consultation in the Local Press
- Virtual consultation events with key stakeholders and duty to co-operate partners

3.3 Written responses to the consultation will be invited. These can either be provided by completing an online survey form (which the preferred method for reasons of consistency), or also by email or in writing.

3.4 Cabinet is advised of the importance of early engagement in the plan-making process. Ultimately an Inspector will need to be assured that proactive and constructive engagement with the community and stakeholders occurred in order that a plan can be determined to have been properly prepared. It is strongly advised that the Scoping consultation represents valuable, common practice, as the starting point for engaging communities and stakeholders in the Local Plan Review process.

3.5 Whilst the Council should not assume the outcome of the scoping consultation, Cabinet is advised that planning policies can help mitigate the impacts of climate change and help society adapt to these impacts by making buildings and places more efficient and more resilient. For example, areas which the review may visit include:

- The role of the plan in providing energy efficiency standards in both new and existing buildings to reduce energy consumption and fuel poverty.
- Approaches to renewable and low carbon energy schemes including solar, wind, tidal and biomass proposals.
- The achievement of more sustainable modes of transport, walking and cycling networks, and the promotion of low-emissions vehicles and infrastructure in proposed development.
- Making development in the district more resilient and adaptable to change, through, for example, approaches to water management.
- The role and connectivity of green infrastructure.
- Policies controlling development affecting heritage assets.

- 3.6 It is proposed to provide a briefing on the plan review to all members on the 30 September, just before the next Council meeting.

#### **4.0 Subsequent Stages of Plan Review**

- 4.1 Officers will continue to consider the opportunities for policy enhancement during the scoping consultation. It is therefore anticipated that it will be possible to promptly conclude on the scope of the Review so that officers of the Planning and Housing Strategy Team will be able to present an advanced draft of the reviewed documents to the Local Plan Review Group as soon as possible after the close of the scoping consultation; this will allow the review to be speedily advanced. It is further anticipated that the Chair of Overview and Scrutiny will request the opportunity to explore the emerging review documents and provide commentary that can assist the Portfolio Holder and Cabinet in their respective roles in developing draft policy documents.
- 4.2 It is anticipated that the Council will publish emerging advanced drafts of the reviewed documents for informal consultation (as part of Regulation 18 Stage engagement [plan development stage]). It is therefore possible that a report seeking a resolution to consult on an informal draft will be presented in early 2021.
- 4.3 Having taken account of the responses to the informal Regulation 18 consultation, it is anticipated that Cabinet will consider the reviewed documents and recommend that they are presented to Council to seek a resolution to formally publish and submit the reviewed plan to government. Publication, known as Regulation 19, is the formal process when Development Plan Documents are published for a statutory six-week period in order that any party can make a representation on soundness. It is possible that a report seeking such a resolution could be presented in spring 2021.
- 4.4 The published documents, the evidence that supports them, and the representations received following publication, would then be Submitted to Government (Regulation 22 stage).
- 4.5 Once the plan and other documentation is duly received and accepted by Government, the Government will appoint an Inspector from the Planning Inspectorate to independently assess the soundness of the submitted documents. It is usual, but not a requirement, for an Inspector to seek clarity on the plan and the representations received, by holding local hearing sessions and inviting along parties who they believe can assist them in determining issues of soundness.
- 4.6 During the Examination process an Inspector may invite the Council to consult on proposed modifications to the submitted documents. The proposed modifications usually become the basis of the Inspector's binding recommendations in circumstances where the Inspector believes that a plan is capable of being sound providing it is modified (this is the most frequent outcome). Upon receipt of a positive Inspector's report a council is then able to adopt its own submitted, but almost always, modified, plan.



## 5.0 Options and Options Analysis (including risk assessment)

<p><b>Option 1:</b> To formally commence the Local Plan Review and undertake a Scoping Consultation.</p>
<p><b>Advantages:</b> This will enable the Council to begin to implement its decision to review the Local Plan documents in the context of the Climate Emergency. The scoping provides an early opportunity for the local community, stakeholders, or any interested party to put their views forward on the scope and content of the plan. Given this review is not a full review of the Local Plan, there is much value in seeking clarity on which matters will be re-visited and which will not.</p>
<p><b>Disadvantages:</b> None known.</p>
<p><b>Risks:</b> None known.</p>
<p><b>Option 2:</b> To not formally commence the Local Plan Review and/or undertake a Scoping Consultation.</p>
<p><b>Advantages:</b> None known.</p>
<p><b>Disadvantages:</b> To not immediately commence the local plan review that the Council has just committed itself to would be a surprising decision and would send a confused message to the community and stakeholders on the Council's intentions. Alternatively, to review the plan without the early engagement offered by the practice of a scoping consultation could lead to delays and unclarity later in the process, as issues may have been overlooked or not fully explored and considered.</p>
<p><b>Risks:</b> To not commence the Climate Emergency Review of the plan, which the Council formally resolved to undertake on 29 July; and/or to proceed to review the local plan without a scoping stage consultation would not be to the benefit of the reputation of the Council. To proceed without a scoping consultation introduces a risk, that is wholly avoidable, that an Inspector may not be content that the reviewed plan has been properly prepared due to inadequate community engagement.</p>

## 6. Officer Preferred Option (and comments)

- 6.1 The officer preferred option is Option 1: To formally commence the Local Plan Review and undertake a Scoping Consultation.
- 6.2 It is recommended that early engagement takes place with all interested parties to make clear that the review process has begun and to invite comments on the scope of the review. The scoping will help clarify that this is an expeditious review of the plan's policies in the context of the Council's declaration of a Climate Emergency and not a full review.
- 6.3 Cabinet is advised that evidence of early engagement in the plan-making process is important. An Inspector will consider the robustness of engagement in determining if the plan has been properly prepared. Evidence of proactive

and constructive engagement with the local community and other key stakeholders in the process is expected. Should the Council fail to proactively engage, then this may become a significant issue later in the process and introduce an avoidable risk when it comes to examining the soundness of the plan.

# A Local Plan for Lancaster District 2011-2031 Local Development Scheme

July 2020





## Version Control

Version	By	Date	Comment
0.0	Lancaster City Council	March 2005	Document to meet new planning legislation
1.0	Planning & Housing Manager	March 2007	Refresh in order to meet legal obligations to keep the LDS up to date
2.0	Planning & Housing Manager	April 2010	Refresh in order to meet legal obligations to keep the LDS up to date
3.0	Planning & Housing Manager	April 2012	Refresh in order to meet legal obligations to keep the LDS up to date
4.0	Planning & Housing Manager	October 2013	Refresh in order to meet legal obligations to keep the LDS up to date
5.0	Planning & Housing Manager	Sept 2015	Refresh in order to meet legal obligations to keep the LDS up to date
6.0	Planning & Housing Manager	May 2016	Refresh in order to meet legal obligations to keep the LDS up to date. Endorsed by PPCLG
7.0	Planning & Housing Manager	October 2016	Update timetable Endorsed by PPCLG
8.0	Planning & Housing Manager	August 2017	Refresh in order to meet legal obligations to keep the LDS up to date. Endorsed by PPCLG
9.0	Planning & Housing Manager	September 2017	Refresh in order to meet legal obligations to keep the LDS up to date (revision to AONB DPD Publication date)
10.0	Planning & Housing Manager	1 May 2018	The decision to “ <i>amend, update, and publish</i> ” the Council’s Local Development Scheme, now containing the specific commitment to prepare an Area Action Plan DPD for the BGV, was made, by means of an Executive Decision of the Cabinet Portfolio Holder
11.0	Planning & Housing Manager	September 2018	Amendment to the timetable
12.0	Planning & Housing Manager	January 2019	Amendment to the timetable
13.0	Service Manager - Planning & Housing Strategy	29 July 2020	Amendment to the timetable following adoption of the Local Plan 2011-2031, additional of new Air Quality & Low Emission SPD as well as additional PANs.

## How we review this document

The Planning and Housing Policy Manager will facilitate the review as and when required to ensure that its currency is maintained. This will involve:

1. Approval from Senior Service Management
2. Endorsement by Portfolio Holder for Planning Policy
3. Publication (on Council's Website). Delegated to the Service Manager- Planning and Housing Strategy

This document, and all other documents which form the emerging Lancaster District Local Plan are, or can be made available in large copy print, audio cassette, Braille or languages other than English. All requests for copies of Local Plan documents in different formats should be made in the first instance to:

Planning and Place Service  
Directorate of Economic Growth and Regeneration  
Planning and Housing Policy Team,  
Lancaster City Council,  
Lancaster Town Hall,  
Dalton Square,  
Lancaster,  
LA1 1QR.

Tel: 01524 582383

Email: [planningpolicy@lancaster.gov.uk](mailto:planningpolicy@lancaster.gov.uk)

The Council will meet the cost of any reasonable request for providing Local Plan documents in different formats.

This edition of the Local Development Scheme for the Local Plan for Lancaster District has been published by Lancaster City Council

July 2020

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## 1.0 INTRODUCTION

### Background

1.1 The **Local Plan for Lancaster District 2011-2031** sets out how planning applications should be decided, identifies areas for development and areas which should be protected from development because of their environmental, social and/or economic value. It will be made up of a number of different documents. Together these documents, some of which have already been prepared and adopted, will form the new Local Plan and replace the remaining residual policies in the **Lancaster District Local Plan** (adopted in 2004) and the **Lancaster District Core Strategy** (adopted in 2008). The Local Plan documents are:

1. **Strategic Policies & Land Allocations DPD:** Accompanied by a policies map that shows sites that will be developed or protected from development
2. **Development Management DPD:** Provides the policies which are used to consider planning applications
3. **Morecambe Area Action Plan:** Describes actions to support regeneration in the central area of Morecambe
4. **Arnside and Silverdale AONB Plan:** Allocates land for development and provides additional policies that are relevant to this particular area of high landscape value.
5. **Gypsy and Traveller Accommodation:** Policies that consider in detail how to meet the needs for Gypsies and Travellers sites. The accommodation needs of Travelling Show People will also have to be addressed.
6. **Lancaster South Area Action Plan DPD** Allocates land for the Bailrigg Garden Village and Lancaster University growth and sets out how sustainable development is to be achieved.

Additionally, Supplementary Planning Documents (SPDs) will provide further guidance on specific sites or complex issues and are linked to specific local plan policies. SPDs are a material consideration in planning decisions but have less weight than the local plan policies.

1.2 This **Local Development Scheme (LDS)** sets out the timetable for preparing documents to be included in the Local Plan review. It describes progress on the recent adoption of the Local Plan and describes intentions for preparing further detailed advice on other specific planning issues. This LDS updates and replaces the January 2019 edition.

1.3 The Local Development Scheme provides the following information.

- An introduction, describing the context for local plan preparation in Lancaster District;
- A description of which documents Lancaster City Council is preparing; and
- A timetable for preparing each Development Plan Document (DPD) and Supplementary Planning Document (SPD).

1.4 This Local Development Scheme is published on the City Council's website at [www.lancaster.gov.uk/planningpolicy](http://www.lancaster.gov.uk/planningpolicy). Questions about the LDS, or the preparation of the Local Plan for Lancaster District should be sent to



[planningpolicy@lancaster.gov.uk](mailto:planningpolicy@lancaster.gov.uk) or alternatively, contact the planning policy team on 01524 582383.

## Geographical Description of Lancaster District

- 1.5 Lancaster District is located in the north of Lancashire, with South Lakeland (in Cumbria) to the north, Craven (in North Yorkshire) to the east and Ribble Valley and Wyre (in Lancashire) to the south. The district contains the historic town of Lancaster, coastal town of Morecambe and market town of Carnforth. It also has a rural hinterland in the Lune Valley.
- 1.6 The district includes a number of pieces of strategic transport infrastructure; this includes the M6 motorway between Scotland and Birmingham, the West Coast Mainline providing rail services between Scotland and London, the Furness Line providing rail services between Barrow-in-Furness, via Carnforth onto Manchester, the Leeds to Morecambe Line, and, the Port of Heysham providing passenger ferry services to and the Isle of Man and freight services to Ireland and the Isle of Man.
- 1.7 Lancaster contains significant parts of two Areas of Outstanding Natural Beauty (AONBs). Arnside and Silverdale AONB, on the shores of Morecambe Bay in the north-west of the district and the Forest of Bowland AONB, in the upland areas in the south-east of the district. Part of the Arnside and Silverdale AONB is within South Lakeland District Council. Parts of the Forest of Bowland AONB are within the districts of Craven, Ribble Valley, Wyre, Pendle and Preston.
- 1.8 These Areas of Outstanding Natural Beauty are of national importance and have the highest status of protection in relation to landscape and scenic beauty. The national importance and environmental sensitivity of these areas means that development needs have to be met in a way which reflects their special landscape characteristics. Figure 1 below provides a plan of the district which highlights the above characteristics.
- 1.9 From 1st August 2016 the Yorkshire Dales National Park was extended to include the part of Lancaster District that is to the north east of Cowan Bridge and the A65. The Yorkshire Dales National Park Authority will have responsibility for making planning policies and making planning decisions in this part of the district.

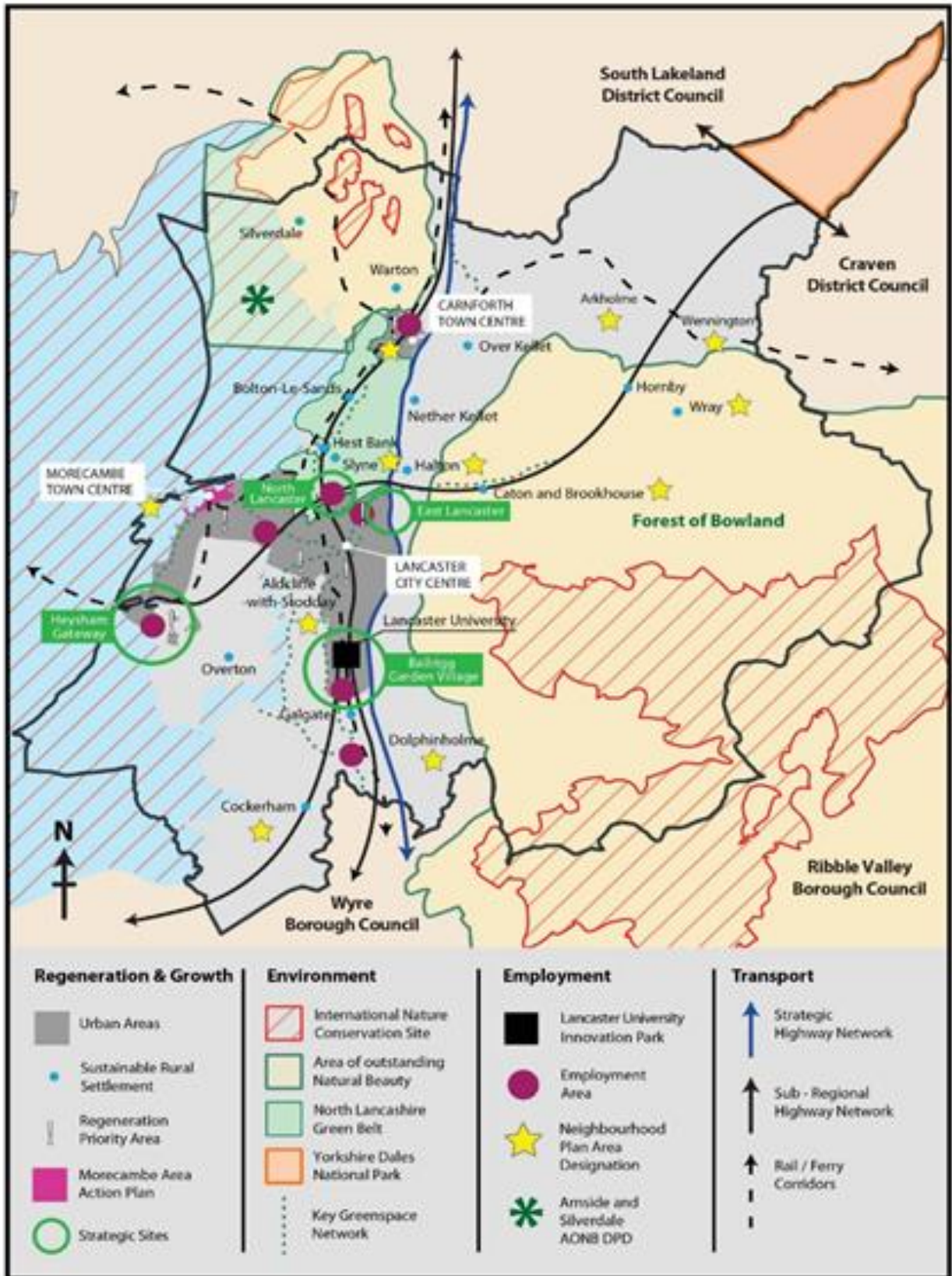


Figure 1: Lancaster District

## 2.0 THE NATIONAL PLANNING SYSTEM

- 2.1 The [Planning and Compulsory Purchase Act \(2004\)](#) introduced a system for local planning authorities to prepare a Local Development Framework (LDF). The LDF was to be made up of a number of separate planning documents, starting with a Core Strategy, which would set strategic policies that set out how much development was required and the principles for directing this to location within the district. The documents prepared as part of the LDF were to be known as Development Plan Documents (DPDs).
- 2.2 In 2010 this planning system was changed significantly. The following national planning guidance and legislation is key in preparing a local development plan.
- The [Localism Act](#) (2011) which introduced neighbourhood planning powers; revoking the regional tier of planning (Regional Spatial Strategies) and introduced a 'Duty to Co-operate' for local authorities, their neighbours and other key stakeholders.
  - The [National Planning Policy Framework](#) (NPPF), which was updated in February 2019, and the accompanying [National Planning Practice Guidance](#) (PPG), replaces all previous planning policy guidance and establishes a guiding principle of presumption in favour of sustainable development.
- 2.3 The NPPF refers to documents that make up the statutory plan for local planning authorities as a [Local Plan](#). Lancaster City Council has prepared a Local Plan for Lancaster District and is currently undertaking a partial review of this in relation to the climate change agenda. The NPPF must be taken into account in the preparation of local and neighbourhood plans and it is a material consideration in planning decisions.
- 2.4 The Localism Act introduced a [Duty to Co-operate](#) which requires planning authorities and other public bodies to actively engage and work jointly on identifying and resolving strategic issues. Lancaster City Council co-operates actively on an ongoing basis with the neighbouring districts of South Lakeland, Wyre, Ribble Valley and Craven. The City Council also works with Lancashire County Council and other councils where there may be a shared interest, for example in planning to meet the needs of Gypsies, Travellers and Travelling Show People and, also with government agencies, infrastructure providers and key stakeholder organisations such as the Morecambe Bay Partnership.
- 2.5 The procedure for the preparation and review of Local Plans has been revised and is contained in [The Town and County Planning \(Local Planning\) \(England\) 2012 Regulations](#).
- 2.6 The Localism Act introduced powers for local communities to prepare their own [Neighbourhood Plans](#). These must be in general conformity with the Local Plan for Lancaster District, be subject to consultation, go through independent examination and then finally be supported by a local referendum. If these conditions are met then a neighbourhood plan can become a component of the Local Plan for Lancaster District. The district has a number of areas which have been designated as Neighbourhood Plan areas, presently these are Wray-with-Botton, Wennington, Caton-with-Littledale, Cockerham, Halton-with-Aughton, Slyne-with-Hest, Morecambe, Dolphinholme and Arkholme-with-Cawood, Carnforth, Aldcliffe with Stodday and Gressingham.

### 3.0 THE LOCAL PLAN FOR LANCASTER DISTRICT

- 3.1 Lancaster City Council is responsible for preparing all local plan documents relevant to the district, with the exception of the Minerals and Waste Local Plan which is prepared by Lancashire County Council. The NPPF states that local plans should be drawn up over an appropriate time scale, preferably a 15-year time horizon, take account of longer term requirements and be kept up to date. Whilst the plan period does need to be kept under review, the current timetable for the Local Plan for Lancaster District is 2011-2031. This allows, just, for 15 years of delivery from 2016 onwards, but the plan will also aim to identify strategic sites to ensure that there is opportunity for continuing development beyond the plan period. The Local Plan will be made up of a number of a number of different **Development Plan Documents** (DPDs). When being prepared these DPDs are subject to the **Sustainability Appraisal** process. This process provides the opportunity to consider the economic, social and environmental effects of policies. The DPDs must be subject to public consultation and independent examination and are formally adopted by the City Council in order that they can be used to determine planning applications.

#### Lancaster City Council's Current and Emerging Development Plan Documents (DPDs)

- **Local Plan Part One – Strategic Policies & Land Allocations Development Plan Document**  
This document establishes new development requirements, set the new strategic approach and identifies or 'allocates' land to meet needs for specific types of development such as housing and employment.
- **Local Plan Part Two – Development Management Development Plan Document**  
This document provides the policies used in the assessment of planning applications. The policies guide, control and encourage sustainable forms of Development.
- **Local Plan (3) - Morecambe Area Action Plan Development Plan Document**  
Adopted in December 2014, allocates land for development, provides development management policies to supplement those in the Development Management document and describes specific actions to improve the local environment in central Morecambe.
- **Local Plan (4) - Arnside-Silverdale Area of Outstanding Natural Beauty (AONB) Development Plan Document**  
In the interests of efficiency and consistency, this was jointly prepared with South Lakeland District Council. It was adopted on 28 March 2019, and was recognised by the Royal Town Planning Institute (RTPI) as a winner in their annual North West awards for planning excellence in 2019. The Plan allocated land for development, provides Development Management policies to supplement those in the development management document and describes specific actions to improve the local environment in Arnside and Silverdale.
- **Local Plan (5) - Gypsy and Traveller Accommodation**  
The council needs to plan for meeting the needs of Gypsies and Travellers, and also the needs of Travelling Show People.
- **Local Plan (6) – Lancaster South Area Action Plan DPD**  
Currently in preparation, this will set the planning and delivery framework for the Bailrigg Garden Village and the expanding Lancaster University making Lancaster



South a sustainable location for growth and offering a high quality environment for living and working

- 3.2 The current [Policies Map](#), maintained on the council's website, currently shows allocations and designations made by the 2011-2031 Local Plan and the 2014 Morecambe Area Action Plan DPD, the 2019 Arnsdale and Silverdale AONB DPD and the 2019 Wray Neighbourhood Plan. As further Neighbourhood Plans and AAPs are adopted, the new allocations and designations will be added, and superseded ones deleted.

#### Supplementary Planning Documents (SPDs)

- 3.3 In addition to the proposed development plan documents that will form the new development plan, the City Council also prepares supplementary planning documents. These add detail to the policies in the local plan. They provide further guidance for the development of specific sites or on specific planning issues – such as design. SPDs are a material consideration in planning decisions but they do not have the statutory weight of local plan policies.
- 3.4 **Table 2** lists the current and proposed Supplementary Planning Documents. The list may be subject to change.

#### Planning Advisory Notes (PANs)

- 3.5 In addition to the more formal supplementary guidance described above the city council has also published a number of planning advisory notes (PANs) which provide informal advice on planning topics. Whilst these documents are not part of the formal development plan, and therefore do not carry any weight in the decision-making process, they do provide a useful starting point in discussions with the City Council and provide informative advice when preparing a planning application.
- 3.6 **Table 3** lists the existing and proposed Planning Advisory Notes.

#### Other Local Plan Documents

- 3.7 Community Infrastructure Levy (CIL) is a charge which local authorities in England and Wales can place on developer / applicants for most types of development in their area. The money generated from CIL can be used (or pooled for future use) to pay for strategic infrastructure improvements within the authority area to realise social, economic or environmental benefits. CIL charges are based on the size, type and location of the development proposed. A decision will be taken if there is sufficient viability to introduce a charge within the district and if there is, the Council will prepare a Charging Schedule.
- 3.8 Other Key documents include the [Infrastructure Delivery Plan](#), the [Authority Monitoring Report \(AMR\)](#) and the [Statement of Community Involvement \(SCI\)](#) which sets out how the council will engage with communities in plan preparation. From April 27<sup>th</sup> 2018 the Council must say what its approach to helping Neighbourhood Plan groups is within the SCI. The revised SCI was consulted on in April 2018 and approved in July 2018.
- 3.9 **Table 4** sets out further detail on other Local Plan documents.

Contextual and Evidence Base Updates

- 3.10 The City Council continues to update the evidence that informs preparation of the local plan. Evidence is published on the City Council's website at: [www.lancaster.gov.uk/planningpolicy](http://www.lancaster.gov.uk/planningpolicy)

Preparation of Local Plan Part One (Strategic Policies & Land Allocations DPD)

- 3.11 The Examination in Public (EiP) process took place following submission of the document in May 2018. The formal hearing sessions were concluded on 21<sup>st</sup> May 2019 and the Inspector's final report was received on 15<sup>th</sup> June 2020.

Preparation of the Arnside-Silverdale AONB DPD [Local Plan (4)]

- 3.12 Together with South Lakeland District Council, the council has prepared a dedicated Development Plan Document (DPD) for the whole of the Arnside and Silverdale Area of Outstanding Natural Beauty (AONB). The DPD forms part of both authorities' Local Plans. It identifies sites for new housing and employment to meet local needs and sets out planning policies to ensure that development reflects the AONB designation.
- 3.13 The Arnside & Silverdale AONB DPD was completed ("adopted") 28 March 2019 and has subsequently won an RTPI planning excellence award<sup>1</sup>.

Preparation of the Gypsy and Traveller Accommodation [Local Plan (5)]

- 3.14 The Council needs to plan for meeting the needs of Gypsies and Travellers, and the needs of Travelling Show People. National guidance to councils on how to calculate the accommodation needs of Gypsies and Travellers has changed recently and the council had to consider whether it was best to prepare a separate document for meeting the needs of these communities or address their needs through the Strategic Policies & Land Allocations and Development Policies documents. Following a review of the evidence of the accommodation needs of these communities, the Council determined that it was more appropriate to prepare a separate Development Plan Document (DPD).

Preparation of the Lancaster South Area Action Plan [Local Plan (1.1)]

- 3.15 The council had long been considering extending development in Lancaster South southwards to help meet needs for housing and growth. In the autumn of 2016 the Government asked local authorities if they were interested in developing new 'garden villages'. The council suggested the 'Bailrigg Garden Village' and in January 2017 the Government accepted this as one of 14 proposed garden village sites across the country. The council included the Garden Village in its draft strategic policies and land allocations document (draft Local Plan) in spring 2017 and consulted upon it. Subsequently, it is included within the adopted Strategic Policies and Land Allocations DPD as a Broad Area for Growth in Lancaster South and will set strategic policy for the Garden Village and University growth.
- 3.16 The council is now preparing the Lancaster South Area Action Plan. This will set the spatial framework for growth in Lancaster South and how this is to be delivered and specifically will allocate land for development of the Bailrigg Garden Village and the expanding Lancaster University. This Plan will be a dedicated Development Plan

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<sup>1</sup> <https://www.rtpi.org.uk/the-rtpi-near-you/rtpi-north-west/awards/>

Document for Lancaster South, informed by the informal and formal consultation and evidence gathering and analysis.

Table 1 - Schedule of existing, in preparation and or proposed Local Plan Development Plan Documents

Local Plan Development Plan Documents	
Existing Development Plan Documents	
<b>Local Plan (1) Strategic Policies &amp; Land Allocations DPD</b>	Establishes strategic policies by setting development requirements and describing the principles for the general spatial distribution of development. Allocates land for development, for example for housing and employment, and for protection from development, for example habitats for nature conservation purposes.
<b>Local Plan (2) Review of the Development Management DPD</b>	Provides the policies that are set out in the assessment of planning applications to guide, control and encourage sustainable forms of Development.
<b>Joint Lancashire Waster &amp; Minerals DPD</b>	<p><b>Purpose:</b> The Joint Authorities of Lancashire County Council, Blackpool Borough Council and Blackburn with Darwen Borough Council are responsible for waste and mineral planning in Lancashire. As part of this role they are responsible for the preparation of the Lancashire Minerals and Waste Local Plan. This is being prepared through a number of documents. The first of which, the Minerals and Waste Core Strategy was adopted in February 2009. Additional guidance is now provided in the Minerals and Waste Site Allocations and Development Management Policies DPD which was adopted by the Joint Authorities in September 2013. Both documents cover a plan period to 2021.</p> <p>Following adoption of the Site Allocation and Development Management Policies DPD the Joint Authorities have commenced a review of both documents, the review seeks to merge the two documents into one Local Plan reviewing and rolling forward existing allocations and policies and extending the plan period to 2031/32.</p>
<b>Local Plan (4) Arnsdale- Silverdale Area of Outstanding Natural Beauty (AONB) DPD</b>	<p>The Arnsdale &amp; Silverdale Area of Outstanding Natural Beauty (AONB) is an area of national landscape importance. Part of the AONB is in Lancaster District and part is in South Lakeland District. The national importance and environmental sensitivity of this area means that development needs have to be met in a way which reflects its special character. As there are advantages to planning in a consistent way across the AONB, Lancaster City Council and South Lakeland District Council are working on a joint development plan document that will both identify sites and provide development management policies.</p> <p><a href="#">Background information and the DPD is available here</a></p>
<b>Local Plan (3) Morecambe Area Action Plan DPD</b>	<p><b>Purpose:</b> The central Morecambe area is a regeneration priority. The MAAP is to change perceptions; increase developer and consumer interest and so improve conditions for business, trading to help grow the local economy. The MAAP allocates land for</p>

Local Plan Development Plan Documents	
<b>December 2014</b>	<p>development, provides development management policies to supplement those in the Development Management document and describes specific actions to improve the local environment. Adopted December 2014. The policies will be maintained through document review when necessary.</p> <p><a href="#">2014 Morecambe AAP is available here</a></p>
<b>Development Plan Documents in preparation</b>	
<b>Local Plan (1.1) Lancaster South Area Action Plan DPD</b>	<p>The Strategic Policies &amp; Land Allocations DPD identifies a broad location for the growth in Lancaster South and establishes the principles of an Area Action Plan (AAP) to plan and set a development delivery framework for the Lancaster South. The AAP will allocate land for development and, crucially, reserve areas from development for beneficial planning purposes, e.g. areas of separation and mitigation of floods. It will set delivery responsibilities and programme infrastructure provision.</p> <p><a href="#">background information is available here</a></p>
<b>Local Plan (5) Gypsy and Traveller Accommodation</b>	<p>Planning Policy for Traveller Sites requires the council to set pitch targets for Gypsies and Travellers and plot targets for travelling showpeople which address the likely permanent and transit site accommodation needs of travellers in the district. The 2013 Lancaster District Gypsy, Traveller and Showperson Accommodation Assessment has informed the council of the need for additional pitches which will be kept under review in the light of changing conditions and definitions in National Planning Policy for Gypsies and Travellers.</p> <p><a href="#">Background report GTAA is available here</a></p>
<b>Neighbourhood Plans</b>	<p>Neighbourhood planning gives town and parish councils or newly formed neighbourhood forums the opportunity to prepare, with the community they represent, a planning document for their area. The purpose of this new tier of plan making is to empower local people to take a proactive role in shaping the future of where they live and give them greater ownership of the plans and policies that affect where they live.</p> <p><a href="#">Background information is available here</a></p>
<b>Potential Development Plan Documents</b>	
<b>Community Infrastructure Contribution:</b>	<p>A new charge on development which will be used to support critical infrastructure to deliver the Local Plan.</p>



Local Plan Development Plan Documents	
Charging Schedule	<a href="#">Background information is available here</a>

Table 2 - Schedule of existing, in preparation and or proposed Local Plan Development Plan Documents Supplementary Planning Documents

Local Plan Supplementary Planning Documents	
<b>Existing Supplementary Planning Documents (SPDs)</b>	
<b>Meeting Housing Needs SPD</b>	<b>Purpose:</b> Topic based document applicable to all residential development across the district. Provides greater detail on Development Management DPD Policy DM41 in order to support its implementation. Policy DM41 sets out the Council's intentions to maximise the opportunities offered by new development to redress imbalances in the local housing market; achieve housing that genuinely addresses local housing need; and secure affordable housing in perpetuity. Adopted 2012. This will be reviewed in 2020
<b>Shopfronts and Advertisements</b>	<b>Purpose:</b> To provide guidance on design, this will be a refresh of the current Supplementary Planning Guidance which was published in 2016. This will be reviewed in 2020.
<b>Employment and Skills Plans</b>	<b>Purpose:</b> To encourage opportunities for local training and job opportunities as part of the construction and operational phases of major new development proposals. The document was adopted in August 2018
<b>Supplementary Planning Documents in preparation</b>	
<b>Canal Quarter SPD</b>	<b>Purpose:</b> The Strategic Policies & Land Allocations DPD identifies the Canal Quarter as a strategic area for regeneration and to enhance the role and function of Lancaster City Centre. Policy SG5 of that DPD sets out the strategic planning framework for the site and commits the Council to preparing a Supplementary Planning Document (SPD) to provide further detail on how development and regeneration will be achieved in the Canal Quarter.
<b>Local Plan Heysham Gateway SPD</b>	<b>Purpose:</b> The Strategic Policies & Land Allocation DPD identifies the Heysham Gateway as a strategic area for economic growth and job creation through the plan period with Policy SG13 of the DPD setting out a strategic planning framework for economic growth across the area. In order to provide more detail on how this will be achieved, Council will seek to prepare a Supplementary Planning Document (SPD) to explore opportunities for regeneration, renewal and redevelopment in this location.
<b>Viability Protocol SPD</b>	<b>Purpose:</b> To provide guidance and parameters for financial viability appraisals to ensure they are submitted and considered consistently.  <a href="#">Report 1 and Report 2 of existing report are available here</a>

Local Plan Supplementary Planning Documents	
<b>Air Quality &amp; Low Omissions SPD (currently a PAN)</b>	<b>Purpose:</b> To guidance and encourages developers to support action through the planning system to improve air quality and lower transport emissions. Currently a PAN, it is anticipated this will be formalised into an SPD in 2020.
<b>Meeting Housing Needs SPD (Review)</b>	<b>Purpose:</b> The current SPD was adopted in February 2013. It does not introduce any new policy and is not part of the adopted development plan, however it does add further detail to the relevant policies. The document is therefore a material consideration for any individual or organisation wishing to make a proposal for residential development within the administrative area of the council. A review of this SPD is anticipated to take place in 2020.
<b>Housing in Multiple Occupation SPD</b>	<b>Purpose:</b> To review the quantity and spatial distribution of HMOs, consider the impact that concentrations of HMOs have upon the amenity of an areas (in particular the impact that student HMOs can have upon the amenity of an area) and identify where the control of the concentration of HMOs and the associated advertisements will protect the amenity in communities.
<b>Sustainable Construction and Design</b>	<b>Purpose:</b> To provide guidance on design to encourage more energy efficient forms of development. These measures include advice on building orientation and layout, improving energy efficiency through the use of design, the choice of materials, promoting rainwater recycling, on-site energy generation and incorporating recycling facilities.
<b>Student Housing and Young Workers Accommodation</b>	<b>Purpose:</b> To provide further detail on the implementation policy in the Development Management Document relating to proposals for student housing and young worker accommodation.

Table 3 - Schedule of existing, in preparation and or proposed Planning Advisory Notes (PANs)

Planning Advisory Notes (PANs)	
Existing Planning Advisory Notes (PANs)	
<b>Waste and Recycling Provision in Domestic Dwellings</b>	<b>Purpose:</b> To provide information and advice on how waste and recycling facilities can be appropriately incorporated into new development proposals. Published February 2015. This is being updated in 2020.
<b>Open Space Provision in New Residential Development</b>	<b>Purpose:</b> To provide information and advice on standards and thresholds for on-site and off-site open space requirements. Published June 2015.
<b>Edibles in Landscaping (Food growing)</b>	<b>Purpose:</b> To provide information and advice on how the growing of food can be incorporated into new development. Published June 2015.

Planning Advisory Notes (PANs)	
& healthy living)	
<b>Householder Design Guide</b>	<b>Purpose:</b> To illustrate how Local Plan policies encouraging good neighbourly design of residential development, including extensions, can be achieved. Published December 2014
<b>Surface Water Drainage and Flood Risk</b>	<b>Purpose:</b> To provide information and advice on how developments can maximise opportunities to protect from surface water flooding. Published May 2015.
<b>Provision of Electric Charging Points for New Development</b>	<b>Purpose:</b> To provide information and advice to encourage the greater role of electric charging points in new development proposals. This will be updated in 2020.
<b>Cycling &amp; Walking</b>	<b>Purpose:</b> The PAN, which was adopted in December 2019, aims to identify the types and location of proposed routes, making the most of existing infrastructure, and complements the emerging Local Plan and help inform the associated Infrastructure Delivery Plan and Masterplans being developed for the strategic sites. It provides the basis for the delivery of routes and network improvements by ensuring good connectivity within new development proposals and, where necessary, by securing improvements 'off site', through the use of Section 278 highways works and developer contributions.
<b>Housing Standards</b>	<b>Purpose:</b> To provide guidance on how emerging policy in relation to Nationally Described Space Standards (NDSS) and the optional Building Regulation Requirement M4(2): Category 2 - Accessible and Adaptable Dwellings will be taken into account in planning decisions during the periods before and after adoption of policy DM2 in the DMDPD. It was intended to raise awareness of the forthcoming adoption of these standards, so that developers, agents and applicants can prepare for the introduction.
<b>Preparation of comprehensive Masterplans for strategic residential development sites: Procedural Practice Note</b>	<b>Purpose:</b> To provide guidance on the preparation of a comprehensive masterplan for residential-led strategic sites. The note has been considered and endorsed by the Council's Local Plan Review Group (LPRG). The note has been prepared to assist landowners and developers in preparing comprehensive masterplans where these are a requirement of the Local Plan. The guidance also serves to ensure that there is transparency for local communities with regard to the process of Masterplanning.
<b>Low emissions and air quality</b>	<b>Purpose:</b> The PAN, which was adopted in November 2018, provides guidance and encourages developers to support action through the planning system to improve air quality and lower transport emissions. It provides guidelines for the treatment of development sites through a planning appraisal. It is anticipated that this PAN will in time be formalised into a Supplementary Planning Document (SPD) via the Local Plan.
<b>Self-build and custom build Housing</b>	<b>Purpose:</b> The PAN provides detail and further clarification on the self-build and custom housebuilding process, how the Council will support the delivery of plots and provides sources of further information and advice.

Planning Advisory Notes (PANs)	
<b>Application of the Flood Risk Sequential Test and Exception Test</b>	<b>Purpose:</b> The PAN, which was adopted in January 2018, provides informal guidance over how the City Council will apply the Sequential Test. The Sequential Test is the first stage in addressing flood risk where this is an issue in the determination of a planning application.
<b>Energy Efficiency</b>	<b>Purpose:</b> This PAN will consider whether Local Energy Efficiency Standards can be set.
<b>Hot Food Takeaways</b>	<b>Purpose:</b> This PAN has been prepared and published by Lancashire County Council's Public Health Team and relates to planning applications for hot food takeaways and their potential impacts on public health. The Development Management DPD makes direct reference to the use of this note as a guide to such development.
<b>Planning Advisory Notes (PANs) in preparation</b>	
<b>Re-Use of Non-Allocated Employment Land and Premises for Alternative Uses</b>	<b>Purpose:</b> The PAN provides guidance for proposals which relates to non-allocated employment sites, particularly where they involve the loss of employment generating uses on the site to an alternative purpose, for example residential. The PAN sets out how proposals should seek to demonstrate how the land / premises is no longer appropriate or viable for such a purpose.
<b>Rural Estate Masterplans</b>	<b>Purpose:</b> The PAN provides guidance on preparing masterplans for rural upland estates in the district. These are usually located in isolated rural locations in the district but generate development needs, economic and residential. The PAN identifies the need for masterplanning, demonstrating the need for future development and how that can be sustainably accommodated on the estate.
<b>Morecambe Bay Recreational Pressures</b>	<b>Purpose:</b> To provide guidance on how development can take into account potential impacts on recreational pressures on Morecambe Bay, which is a European designated site.

Table 4 – Other Planning Documents

Local Plan other Documents and Process	
<b>Local Development Scheme (LDS)</b>  (This document)	<b>Purpose:</b> This document sets out the timetable for preparing documents to be included in the Local Plan
<b>Infrastructure Delivery Plan</b>	<b>Purpose:</b> This document will set out the infrastructure required to deliver the Local Plan. It also set out community aspirations for additional infrastructure. Once adopted the Infrastructure Delivery Plan will be reviewed and updated annually, (in preparation)

Local Plan other Documents and Process	
<b>Policies Map</b>	<b>Purpose:</b> The Policies Map comprises all of the site allocations and designations set out in adopted development plan documents. As new Local Plan documents are adopted their policies will be added to the Policies Map whilst policies that are superseded or have been implemented will be deleted. The Council intends to maintain the Policies Map as a live and refreshable document on its Website. Very limited runs of printed editions will be created largely for the purpose only to support consultation during Local Plan preparation. The Lancaster District Local Plan Proposals Map remains relevant, where it relates to Saved policies.
<b>Statement of Community Involvement (SCI)</b>	<b>Purpose:</b> This document sets out the Council's approach to engaging the community in preparing the Local Plan and in considering planning applications. The document was last reviewed and approved in 2013. It has been reviewed and consulted on in 2016 and again in 2018. The SCI was approved July 2018.
<b>Sustainability Appraisal</b>	<b>Purpose:</b> Undertaken for all Development Plan Documents, and if required for SPDs. This will ensure that the social, economic and environmental effects of policies are understood and fully taken into consideration. A Sustainability Appraisal report will accompany each published stage of a Development Plan Document, including the Submission version.
<b>Habitats Regulation Assessment (HRA) and Appropriate Assessment (AA)</b>	<b>Purpose:</b> Habitats Regulations Assessment (HRA) of all Development Plans Documents must be undertaken to establish whether or not the proposals are likely to have significant effects on any areas of international biodiversity importance. Where an HRA cannot state with certainty that there will be no significant effects then an Appropriate Assessment is also required to determine the likelihood of such effects, what these effects will be and whether and how these might be mitigated. The HRA, and, if required, the Appropriate Assessment reports will accompany each DPD at consultation and publication stages. HRA, and only if required, AA, are undertaken all Local Plan Documents.
<b>Authority Monitoring Report (AMR)</b>	<b>Purpose:</b> The AMR reviews progress made on preparing Local Plan documents and assesses the effectiveness of policies. This no longer needs to be submitted to the Secretary of State but does continue to be published on the Council's Website.
<b>Evidence Base</b>	<b>Purpose:</b> The evidence base includes data collected and analysed by Lancaster City Council and studies carried out by consultants on behalf of the Council. The Local Plan will also have regard to a number of Strategies and other policy documents prepared by Lancaster City Council and other organisations. Additional studies or reviews of existing studies will be undertaken as work progresses on the Local Plan.

#### 4.0 TIMETABLE FOR PREPARING THE REVIEW OF THE LOCAL PLAN FOR LANCASTER DISTRICT

4.1 The Council declared a climate emergency in January 2019. The declaration came too late to influence the direction and approach taken in the adopted Local Plan, which was at a significantly advanced stage and had already been submitted to Government for Examination.

- 4.2 Whilst the adopted Local Plan does seek to address climate change, it was too far advanced in the statutory Local Plan process to incorporate some of the actions and direction of the Climate Emergency declaration. Members provided a clear direction that they wished to see an immediate review of the Local Plan to address matters of climate change in a more detailed and comprehensive manner. The Local Plan has therefore entered an immediate partial review and will be updated to reflect the climate change agenda.
- 4.4 To receive updates on progress on the review of the local development plan you can join our consultation database. To do so please contact the planning policy team on: 01524 582383 or, by e-mail at: [planningpolicy@lancaster.gov.uk](mailto:planningpolicy@lancaster.gov.uk)

Table 5 – Scope and Timetable for the Preparation of the Local Plan for Lancaster District

Document	Current Status	Summary of Content	Geographic Extent	Consultation on SCI	Achieved Date of Approval
<b>Statement of Community Involvement (SCI)</b>	Approved July 2018 To be reviewed 2020	Sets out how the council will engage with communities in plan preparation.	All of the district	March 2018	Approved July 2020

**Development Plan Documents:**

Development Plan Document	Current Status	Summary of Content	Geographic Extent	Consultation on Draft DPD Regulation 18	Expected Date of Formal Publication Regulation 19	Expected Date Submission to Secretary of State Regulation 22	Date of Adoption by Full Council Regulation 26
<b>Local Plan (1) Strategic Policies &amp; Land Allocations DPD</b>	Inspector's Report received (15 June 2020)	Identifies future development needs, the scale and location of development and protects land of environmental, economic and social importance.	All of the district with exception of complementary policies in the BGV, MAA and AONB DPDs.	27 January 2017 to 24 March 2017	9 February 2018 to 6 April to 2018	15 May 2018	<b>Adopted 29 July 2020</b>



Development Plan Document	Current Status	Summary of Content	Geographic Extent	Consultation on Draft DPD Regulation 18	Expected Date of Formal Publication Regulation 19	Expected Date Submission to Secretary of State Regulation 22	Date of Adoption by Full Council Regulation 26
<b>Local Plan (2) Development Management DPD</b>	Inspector's Report received (15 June 2020)	Provides the policies which are used to consider planning applications	All of the district with exception of complementary policies in the BGV, MAA and AONB DPDs.	27 January 2017 to 24 March 2017	9 February 2018 to 6 April 2018	15 May 2018	<b>Adopted 29 July 2020</b>
<b>Review of the Local Plan:</b>  <b>Local Plan (1) Strategic Policies &amp; Land Allocations DPD</b>  <b>Local Plan (2) Development Management DPD</b>	Preparatory work will commence upon the adoption of the emerging core Local Plan DPDs [Strategic Policies & Land Allocations DPD and Development Management Policies DPD]	Review of both DPDs to enable consideration of the implications of Lancaster City Council's declaration of a Climate Change Emergency in January 2019	All of the district; however there will continue to be additional locally appropriate policies in the Morecambe AAP and Arnside & Silverdale AONB DPD and the emerging he Lancaster South AAP	September 2020 – March 2021  [Concludes with eight-week informal consultation on draft documents January 2021 to March 2021]	June 2021 – July 2021  [minimum six-week formal publication period for representations]	August 2021	June 2022
<b>Local Plan Lancaster South Area Action Plan DPD (3)</b>	Preparatory work will commence upon the adoption of the current emerging core Local Plan DPDs [Strategic Policies & Land	Identifies future development needs, the scale and location of development and protects land of environmental, economic and social importance.	Lancaster South	September 2020 – March 2021  [Concludes with eight-week informal consultation on draft documents	June 2021 – July 2021  [minimum six-week formal publication period for representations]	August 2021	June 2022



Development Plan Document	Current Status	Summary of Content	Geographic Extent	Consultation on Draft DPD Regulation 18	Expected Date of Formal Publication Regulation 19	Expected Date Submission to Secretary of State Regulation 22	Date of Adoption by Full Council Regulation 26
	Allocations DPD and Development Management Policies DPD]			January 2021 to March 2021]			
<b>Local Plan (4) Arnside &amp; Silverdale AONB DPD</b>	Adopted	To identify sites which will deliver new housing and employment development and set out policies to guide the approach to design and development in the AONB.	The whole AONB including that part which is in South Lakeland District.	10 November 2016 to 5 January 2017 & 19 June 2017 to 17 July 2017	2 November 2017 to 14 December 2017	February 2018	<b>Adopted 28 March 2019</b>
<b>Local Plan (5) Gypsy and Traveller Accommodation DPD</b>	Preparation of a draft DPD.	To address the accommodation needs of the gypsy and traveller community through the provision of both transit and permanent pitches.	All of the district	Still to decide on approach (SPD or DPD)	Still to decide on approach (SPD or DPD)	Still to decide on approach (SPD or DPD)	Still to decide on approach (SPD or DPD)
<b>Community Infrastructure Levy (CIL) DPD</b>	Preparation of a draft DPD	The Community Infrastructure Levy (CIL) is a planning charge to help deliver infrastructure to support the development of their area.	All of the district	Still to decide on approach (SPD or DPD)	Still to decide on approach (SPD or DPD)	Still to decide on approach (SPD or DPD)	Still to decide on approach (SPD or DPD)

## Supplementary Planning Documents:

Supplementary Planning Document	Current Status	Summary of Content	Geographic Extent	Pre Consultation on Draft SPD	Consultation on Draft SPD Regulation 12 Public Participation	Expected Date of Adoption by Full Council Regulation 14 (in accordance with 35)
<b>Employment and Skills Plans SPD</b>	Adopted	Provide planning guidance in relation to the preparation of employment and skills plans within new development	All of the district	Consultation completed	Consultation completed February 2018	<b>Adopted August 2018</b>
<b>Canal Quarter SPD</b>	Preparation of a draft SPD	Identifies future development needs, the scale and location of development and protects land of environmental, economic and social importance.	CQ area with exception of complementary policies in the SPLA, MAA and AONB DPDs.	December 2019 to February 2020	17 July 2020 – 14 August 2020	Anticipated August 2020
<b>Housing in Multiple Occupation SPD</b>	Preparation of a draft SPD	The SPD sets out criteria for assessing planning applications	Lancaster and Morecambe	21 <sup>st</sup> February – 3 <sup>rd</sup> April 2020	14 August 2020 – 11 September	Anticipated October 2020

Supplementary Planning Document	Current Status	Summary of Content	Geographic Extent	Pre Consultation on Draft SPD	Consultation on Draft SPD Regulation 12 Public Participation	Expected Date of Adoption by Full Council Regulation 14 (in accordance with 35)
<b>Meeting Housing Needs SPD Review</b>	Adopted January 2013  To b reviewed in 2020	The document will provide guidance on the provision of housing mixed and tenure	All of the district	November – December 2020	February 2021	Anticipated April 2021
<b>Viability Protocol SPD</b>	Preparation of a draft SPD	Provide guidance and parameters for financial viability appraisals to ensure they are submitted and considered consistently	All of the district	November – December 2020	February 2021	Anticipated April 2021
<b>Air Quality &amp; Low Emissions SPD</b>	Preparation of a draft SPD	This document is designed to support measures to mitigate against and improve air quality impacts on new developments.	All of the district	September – October 2020	November – December 2020	Anticipated February 2021

<b>Supplementary Planning Document</b>	<b>Current Status</b>	<b>Summary of Content</b>	<b>Geographic Extent</b>	<b>Pre Consultation on Draft SPD</b>	<b>Consultation on Draft SPD Regulation 12 Public Participation</b>	<b>Expected Date of Adoption by Full Council Regulation 14 (in accordance with 35)</b>
<b>Shopfronts and Advertisements SPD</b>	Adopted January 2016  To be reviewed in 2020	To provide guidance on design, this will be a refresh of the current Supplementary Planning Guidance	All of the district	Autumn 2020	January 2021	April 2021
<b>Local Plan Heysham Gateway SPD</b>	Preparation of a draft SPD	Identifies future development needs, the scale and location of development and protects land of environmental, economic and social importance.	Heysham Gateway area	tbc	tbc	tbc
<b>Sustainable Construction and Design SPD</b>	Preparation of a draft SPD	To provide guidance on design to encourage more energy efficient forms of development. These measures include advice on building orientation and layout, improving energy efficiency through the use of design, the choice of materials, promoting rainwater recycling, on-site energy generation and incorporating recycling facilities.	All the District	January 2021 to March 2021	June 2021 to July 2021	Following adoption of Local Plan

Supplementary Planning Document	Current Status	Summary of Content	Geographic Extent	Pre Consultation on Draft SPD	Consultation on Draft SPD Regulation 12 Public Participation	Expected Date of Adoption by Full Council Regulation 14 (in accordance with 35)
Student Housing and Young Workers Accommodation SPD	Preparation of a draft SPD	To provide further detail on the implementation policy in the Development Management Document relating to proposals for student housing and young worker accommodation.	All the District	tbc	tbc	tbc

### Local Plan production Regulation stages

**Regulation 18:** This stage of the Local Plan preparation process marks the start of numerous consultations and engagement events on the content of the plan and the evidence underpinning it. It encompasses a scoping exercise, to decide what should be included in the Plan, and draws together the evidence base that has been produced throughout this stage, informing the document. By the end of this stage, a plan will have been produced which effectively represents a draft plan, upon which formal regulation 18 consultation will take place.

**Regulation 19:** At this stage, representations made during the Regulation 18 stage will be incorporated into the plan (where appropriate) and shape the document. The Plan at this stage is referred to as the Publication version and represents what will essentially be the plan submitted to the Secretary of State for Examination. Comments are therefore invited upon the plan during the Regulation 19 formal 6-week consultation allowing for further amendments to be made, prior to this submission taking place.

**Regulation 22:** Under this regulation stage, the plan is submitted to the Secretary of State for independent examination. Any comments/ representations made on the plan during this formal 6-week consultation period are sent directly to the appointed Inspector for consideration as part of the Examination in Public process.

**Regulation 26 (Adoption):** At a meeting of the Full Council of the Local Planning Authority, the plan will be officially adopted. Upon publication of an adoption statement, the plan immediately becomes part of the Development Plan for the District.

Additional information regarding the detail of these consultation stages can be found within the adopted Lancaster City Council Statement of Community Involvement (SCI) on the council Local Plan webpage.

## Neighbourhood Plans:

	Name of area	Intention to designated	Area designation	Draft plan	Publication & Submission	Examination	Referendum	Adoption
1	WRAY	✓	✓	✓	✓	✓	20 May 2019	Adopted 17 July 2019
2	CATON	✓	✓	Anticipated Late 2020	Anticipated Early 2021	Examination Summer 2021	Anticipated Winter 2021	Anticipated Early 2022
3	HALTON	✓	✓	Intentions of NP preparation unclear at this time				
4	WENNINGTON	✓	✓	✓	✓	✓	14 February 19	Adopted 10 April 2019
5	MORECAMBE	✓	✓	Intentions of NP preparation unclear at this time				
6	COCKERHAM	✓	✓	No intention to continue preparation of the NP at this time				
7	DOLPHINHOLME	✓	✓	Anticipated Late 2020	Anticipated Early 2021	Examination Summer 2021	Anticipated Winter 2021	Anticipated Summer 2022
8	SLYNE-WITH-HEST	✓	✓	Anticipated Late 2020	Anticipated Early 2021	Anticipated Summer 2021	Anticipated Winter 2021	Anticipated Summer 2022
9	ARKHOLME	✓	✓	Intentions of NP preparation unclear at this time				
10	CARNFORTH	✓	✓	Anticipated August 2020	Anticipated February 2021	Anticipated May 2021	Anticipated July 2021	Anticipated August 2021

Name of area		Intention to designated	Area designation	Draft plan	Publication & Submission	Examination	Referendum	Adoption
11	ALDCLIFFE with STODDAY	✓	✓	Anticipated Late 2020	Anticipated Early 2021	Anticipated Summer 2021	Anticipated Winter 2021	Anticipated Winter 2021
12	GRESSINGHAM	✓	✓	Intentions of NP preparation unclear at this time				



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Contact: Maurice Brophy  
Telephone: (01524) 582330  
Email: mbrophy@lancaster.gov.uk  
Website: www.lancaster.gov.uk



Kim Russell,  
Local Plan Programme Officer  
6 Laurel Gardens,  
Kendal,  
Cumbria  
LA9 6FE

Lancaster Town Hall  
Dalton Square  
Lancaster  
LA1 1PJ

FAO: Inspector Mr Richard McCoy BSc MSc Dip TP MRTPI IHBC

16<sup>th</sup> July 2019

Dear Kim,

**Examination of the Lancaster District Local Plan (the Plan) Part One: Strategic Policies & Land Allocations Development Plan Document and Part Two: Development Management Development Plan Document, Submission Drafts**

*Letter to the Examining Inspector providing an update on the statement made on the ninth day of hearings (Tuesday 21st May 2019) by leading counsel for Lancaster City Council following the change in the Council's political administration.*

I have been asked by the Council's Leader to write to the Planning Inspector in respect of the Council's Local Plan.

At the outset of the ninth day of Examination Hearing Sessions the Council's team advised the Inspector that following the Local Government elections on the 2<sup>nd</sup> May 2019 that there had been a change in the Council's political administration. The Council team advised the Inspector that the Leader of the Council and the Portfolio Holder for Economic Regeneration had specifically asked that the Inspector be informed that the Council would consider its approach to the ongoing plan preparation process at the first meeting of the newly elected Council on 26<sup>th</sup> June 2019. Counsel for the City Council advised that the Council would inform the Inspector of the outcome of that meeting at the earliest opportunity.

At that meeting on 26<sup>th</sup> June 2019, the Council did not resolve to promote any further additional modifications to the submitted Local Plan documents. The Council's formal position is therefore that it intends to proceed as previously understood. That is to say that it intends to consult only on proposed modifications identified and raised by the inspector.

The Council did nonetheless at that meeting note a report from the Council Leader that, pursuant to the Climate Change Emergency declared by the Council's previous political administration in January 2019, the new administration intends to explore and develop measures to help redress the challenge of climate change, including through the development and potential revision of local planning policies. The Council has not resolved to promote additional further modifications and does not intend to provide further evidence to the Examination in addition to those discussed at the examination hearings, unless specifically requested to do so by the Inspector. The Council does, nonetheless, wish that



during his on-going consideration of the soundness of the submitted documents that the Inspector in his deliberations;

- Continues to be alert to the concerns raised on the climate change agenda presented by parties at the Examination hearing sessions, and,
- Is aware of the Council's clear current intentions for taking local action on the climate change agenda.

Accordingly, should the Inspector conclude that the submitted documents are capable of being found sound, subject to modifications, then following a decision by the Council to adopt the submitted documents, the Council anticipates that it will promptly resolve to commence a review of the adopted documents such that, taking account of any relevant new evidence and, potentially, new national guidance, planning policies may be reviewed in pursuance of the Council's own declaration of an emergency in January 2019.

Yours sincerely,

A solid black rectangular box used to redact the signature of Maurice Brophy.

Maurice Brophy MSc BSc (Hons) DipTP MRTPI CIHM  
Planning and Housing Policy Manager  
Lancaster City Council

## Lancaster City Council | Report Cover Sheet

<b>Meeting</b>	Cabinet	<b>Date</b>	15 September 2020
<b>Title</b>	Regulation 7 Direction under Town and Country Planning (Control of Advertisements) (England) Regulation 2007		
<b>Report of</b>	Director of Economic Growth and Regeneration		
<b>Purpose of Report</b>			
<p>The purpose of the report is to consider a proposal for a Direction under Regulation 7 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 to remove deemed consent for 'To Let' boards on residential properties within Schedule 3, Part 1, Class 3 A (an advertisement relating to the sale or letting, for residential, agricultural, industrial or commercial use or for development for such use, of the land or premises on which it is displayed).</p> <p>This report seeks authorisation for the Director of Economic Growth and Regeneration to proceed with the statutory process and submit a proposal to the Secretary of State requesting that a Direction under Regulation 7 is made.</p>			
<b>Key Decision (Y/N)</b>	<b>N</b>	<b>Date of Notice</b>	<b>17.8.20</b>
		<b>Exempt (Y/N)</b>	<b>N</b>

<b>Report Summary</b>
<p>In some areas of Lancaster, the amount of residential property that is available to rent can create an unfortunate negative visual impact due to the display of many "To Let" boards. This issue is largely associated with properties which are rented out as Houses in Multiple Occupation (HMOs). These often display "To Let" boards for prolonged periods, creating an unacceptable degree of clutter and an adverse visual effect along terraced streets. The introduction of advertisement controls will seek to reduce this clutter and improve the appearance of these areas.</p> <p>A Direction under Regulation 7 would withdraw the deemed consent for the display of all residential "To Let" boards within defined parts of Lancaster City. The effect of such a Direction would be to require <b>all</b> residential advertisers, thus not just HMOs, to apply to the Council for express consent if they wish to display a "To Let" sign. Applications would be considered in the context of Policy DM21 of the Development Management Development Plan Document. The policy seeks to ensure that signs are appropriately sited and do not contribute to an unsightly proliferation or clutter of signage.</p> <p>In February 2020, Cabinet approved progression of the Direction under Regulation 7 through an informal consultation process and then the statutory processes necessary for the Direction to be made. Informal consultation took place between 21 February and 3 April 2020 and comments have been made regarding the proliferation of "To Let" boards in parts of the city not included in the original proposals. It is considered appropriate to extend the area of the proposed Direction to include these additional wards. If made, the proposed Direction would remove deemed consent for "To Let" boards in the wards of Bulk, Castle, John O'Gaunt, Marsh, Scotforth East and Scotforth West.</p>

It is recommended that authorisation is given for the Director of Economic Growth and Regeneration to proceed with the statutory process and submit a proposal to the Secretary of State requesting that a Direction under Regulation 7 is made.

### Recommendations of Councillors

(1) It is recommended that Cabinet authorise the Director of Economic Growth and Regeneration to make a proposal to the Secretary of State for a Regulation 7 Direction under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007, to prohibit the display of “To Let” boards on residential properties in the wards of Bulk, Castle, John O’Gaunt, Marsh, Scotforth East and Scotforth West, without express consent and to comply with all necessary requirements.

### Relationship to Policy Framework

The Corporate Plan includes ambitions to make our neighbourhoods clean, well maintained and safe.

The Lancaster District Local Plan includes policies which seek to improve the amenity of residents in Lancaster and to protect the character and appearance.

Policies in the Strategic Policies and Land Allocations Development Plan Document aim to ensure that development, including uses of buildings, maintain the district’s heritage (SP7).

Policy DM21 seeks to ensure that signage is well designed and appropriately sited and does not contribute to an unsightly proliferation or clutter of signage. Policies DM37 to 41 seek to ensure that the district heritage is protected or enhanced.

The proposal seeks to address the detrimental impacts of concentration of letting boards associated to HMOs in accordance with the ambitions of the Council Plan and the Local Plan.

### Conclusion of Impact Assessment(s) where applicable

Climate N/A	<b>Wellbeing &amp; Social Value</b> The proposals will manage the proliferation To Let Boards to protect visual amenity and the historic character of Lancaster.
Digital N/A	<b>Health &amp; Safety N/A</b>
Equality N/A	<b>Community Safety N/A</b>

### Details of Consultation

Informal consultation with stakeholders was carried out between 21 February and 3 April 2020. Please see the Background Paper *Consultation Statement* for further details.

A virtual presentation and question session to student landlords hosted by Lancaster University on 12 August.

Statutory consultation under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 will be carried out once submitted to the Secretary of State.

#### **Legal Implications**

The designation of a Regulation 7 Direction is required to be implemented through statutory processes within the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. Failure to do so could result in legal challenges.

#### **Financial Implications**

The designation of a Regulation 7 Direction is required to be implemented through statutory processes within the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. Failure to do so could result in compensation claims.

The process will involve modest cost implications for the Council in terms of staffing costs as well as advertisement costs arising from the publicity requirements. Substantial further costs may arise if objections are received and the Secretary of State decides to hold a public inquiry. Based on examples, costs are estimated at £10,000. This is however subject to not having to resource external expertise to cover Public Inquiry costs. Any cost arising from a public hearing would be covered by existing budgets.

If a Regulation 7 Direction is made, an awareness raising campaign informing agents and stakeholders of the new requirements will be undertaken. This will have some staffing implications. It is considered that this can be met from existing staff resource.

Any additional staff resources required will be covered, in the interim, within existing staffing levels. As the impact of the change is unknown at this point, it will be monitored and assessed in a year, and evaluated further once the volume of any additional workload is clear.

#### **Other Resource or Risk Implications**

There will be staff implications due to a potential increase in the number of signs which would require Advertisement Consent (therefore an increase in applications) and for the enforcement of the policies. The impact of the increased workload can be monitored in the first year of implementation and consideration given to the resource implications in subsequent years.

#### **Section 151 Officer's Comments**

The s151 Officer has been consulted and has no further comments

#### **Deputy Monitoring Officer's Comments**

The Deputy Monitoring Officer has been consulted and has no further comments

<b>Contact Officer</b>	Fiona Clark
<b>Tel</b>	01524 582222
<b>Email</b>	fjclark@lancaster.gov.uk
<b>Links to Background Papers</b>	
<ul style="list-style-type: none"> <li>• Background Paper in Support of the Designation of a Regulation 7 Direction in Lancaster</li> <li>• Consultation Statement</li> </ul>	

## 1.0 Introduction

- 1.1 There are wards and streets in Lancaster where the concentration of Houses in Multiple Occupation to let, results in a detrimental visual impact caused by the display of a significant number of To Let boards.
- 1.2 A Direction under Regulation 7 (hereafter referred to as the ‘Direction’) would prohibit the display of To Let boards on residential properties (this will apply to **all** residential letterings; thus HMOs **and** lettings as a single dwellinghouse) under Class 3A of Schedule 3, Part 1 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. The restrictions would not apply to commercial To Let boards or For Sale signs.
- 1.3 A Direction would require advertisers to submit an application for express consent. Applications are dealt with in the same way as any other applications for advertisement consent, there is however no fee for an application where deemed consent has been removed. The Council would have 8 weeks in which to make a decision. In an increasingly on-line world, the value of having physical “To Let” signs is reducing; potential students and renters are much more likely to search on-line, where nearly all rental opportunities will be displayed.
- 1.4 Applications would be determined in the context of the Local Plan, including policies which seeks to protect or enhance the districts heritage and policy DM21 which seeks to ensure that signage is well designed and appropriately sited and does not contribute to an unsightly proliferation or clutter of signage.
- 1.5 The power to make such a Direction rests with the Secretary of State, not the Council. It is therefore necessary for the Council to submit a request to the Secretary of State for the Direction to be made.

## 2.0 Proposal Details

- 2.1 Cabinet approved the progression of a Direction for the wards of Bulk, Castle, John O’Gaunt and Scotforth West in February. These are the wards with the highest concentration of HMOs (7.23%, 18.6%, 13.3%, 8.67% respectively). The Lancaster Conservation Area covers a large proportion of Castle Ward and extends into the edges of Bulk, John O’Gaunt and Scotforth West. These are the areas where the highest concentration of the City’s heritage lies.
- 2.2 An informal consultation was carried out for 6 weeks between the 21 February and 3 April to gain the views of residents, landlords and businesses regarding

the principle of introducing a Direction and the area which it would cover. A significant amount of support was received. Comments were received regarding the increasing number of "To Let" boards in the Quay area and the visual impact that they have. Comments were also made that the designation should be expanded to include the whole of Lancaster and the whole of the district. Please see the *Consultation Statement* (attached as a Background Paper) for further details.

2.3 To address this issue, it is considered that the area for designation should be extended to include Marsh ward (3.02% HMOs) and to ensure comprehensive coverage south of the river, the ward of Scotforth East (2.45% HMOs). While the percentage of Houses in Multiple Occupation is high in University ward, this mainly consists of properties within the Lancaster University campus and it is not deemed appropriate to include this area within the controls. The percentage within the Skerton wards and throughout the remainder of the district is low and there is not considered to be sufficient justification to warrant inclusion of these wards within the Direction.

2.4 The attached *Background Paper in Support of the Designation of a Regulation 7 Direction in Lancaster* outlines the justification for controlling "To Let" boards as follows:

*"The case for a Regulation 7 Direction is justified for the wards of Bulk, Castle, John O'Gaunt, Marsh, Scotforth East and Scotforth West for the following reasons:*

- *The areas have a significant concentration of HMOs due to the nature of the housing stock and the proximity to the Universities in Lancaster. Due to the turnover of occupants in these areas, particularly the student population, there is a significant proliferation of 'To Let' boards.*
- *The proliferation and clutter arising from the display of 'To Let' boards have a negative impact on the local character of the areas. The cumulative impact has a harmful effect upon amenity contrary to the aims of the NPPF.*
- *A Regulation 7 Direction will prevent the proliferation of 'To Let' boards in these areas and have a positive impact on the council's ability to control advertisements and ensure that the character and appearance of areas is protected."*

2.5 A *Consultation Statement* is also attached as a Background Paper. This outlines the consultation responses received and how these should be addressed.

2.6 To introduce controls of To Let boards, the Council will be required to apply to the Secretary of State for Housing, Communities and Local Government to request that he makes a Direction under Regulation 7 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.

2.7 The National Planning Policy Framework requires that before a Direction to remove deemed consent is made, the local planning authority demonstrates that the Direction would improve visual amenity and there is no other effective way of controlling a particular class of advertisement. It is considered that a clear case

is available, which shows the adverse visual impact signs have where there are clusters of HMOs. Other authorities have introduced Voluntary Codes, such as in Durham but these have not been found to be effective and subsequently Directions under Regulation 7 have been sought and made.

- 2.8 A guidance note, or protocol could be introduced to allow agents to display a limited number of To Let boards in any one street, to display boards flat against the wall above doors and for a limited period. Engagement with agents would be required to ensure that such guidance or protocol was effective.
- 2.9 On receipt of the submission, the Secretary of State will require the council to carryout publicity by placing notices in the local newspaper and the London Gazette which give stakeholders 21 days to submit comments directly to the Secretary of State. The Secretary of State will then consider the proposals along with any representations received. There is no timescale for a decision, which can take between 3-6 month. If objections are received, the Secretary of State may convene a Public Inquiry to consider the matter and further publicity is undertaken.
- 2.10 It is considered that sufficient justification is available to apply for a Direction under Regulation 7, and that this means of controlling To Let boards will have a significant positive impact upon visual amenity and has the potential to conserve or enhance the Lancaster Conservation Area.

### 3.0 Options and Options Analysis (including risk assessment)

<p><b>Option 1:</b> Submit a request to the Secretary of State for the designation of a Direction under Regulation 7 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 for the wards of Bulk, Castle, John O’Gaunt, Marsh, Scotforth East and Scotforth West.</p>
<p><b>Advantages:</b> A Direction will allow management of the number of To Let boards displayed. This will reduce the proliferation and clutter arising from the excessive display of boards within terraced streets and improve the visual amenity of the areas designated.</p> <p>A restriction on all “To Let” signs, is the simplest way implement and enforce controls. The process to gather evidence and prosecute is less resource intensive than collating evidence with regard to individual signs. A Direction across all wards to the south of the river will ensure consistency and clear boundaries to agents.</p>
<p><b>Disadvantages:</b> As signage has not been regularly enforced due to the complexity and number of signs, a Direction may increase the enforcement necessary to ensure that it is effectively implemented.</p> <p>If objections are received, the Secretary of State may to call a public hearing which has staffing and financial resource implications.</p>
<p><b>Risks:</b></p>

If a Direction is not implemented in accordance with the statutory procedures, there is a risk of legal challenge and compensation claims.

The Secretary of State may amend the area to be designated or refuse to make a Direction due the low percentages of HMOs in some wards. If refused a subsequent application could then be made for a reduced area.

**Option 2:**

Submit a request for a Direction under Regulation 7 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 for the wards of Bulk, Castle, John O'Gaunt and Scotforth West, as originally proposed.

**Advantages:**

The evidence with regard to the number of HMOs and the visual impact of To Let boards within the original wards proposed is stronger for the wards with the highest percentages of HMOs.

**Disadvantages:**

Failure to take account of consultation responses received and the proliferation and clutter of To Let signs will continue to adversely affect the visual amenity in these areas.

As signage has not been regularly enforced due to the complexity and number of signs, a Direction may increase the enforcement necessary to ensure that it is effectively implemented.

If objections are received, the Secretary of State is likely to call a public hearing which has staffing and financial resource implications.

**Risks:**

If a Direction is not implemented in accordance with the statutory procedures, there is a risk of legal challenge and compensation claims.

**Option 3:**

Do not progress a Regulation 7 Direction under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.

**Advantages:**

None

**Disadvantages:**

The proliferation and clutter of To Let signs will continue to adversely affect the visual amenity of the areas.

**Risks:**

None

#### 4. Officer Preferred Option



4.1 The officer preferred option is Option 1, to submit a request to the Secretary of State for the designation of a Direction under Regulation 7 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 for the wards of Bulk, Castle, John O'Gaunt, Marsh, Scotforth East and Scotforth West. These actions will ensure that the concentration of HMOs and associated To Let boards can be managed to better protect the amenity of residents and the character and appearance of the areas proposed to the designated.

# A Local Plan for Lancaster District

## 2011-2031

Draft Background Paper on the Designation of a Regulation 7  
Direction in Lancaster

August 2020



LANCASTER  
CITY COUNCIL

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This topic paper outlines the authority's reasons for pursuing the designation of a Regulation 7 Direction to control the display of To Let advertisement boards in Lancaster.

## 1.0 Legislative Background

- 1.1 To Let boards are classed as a type of advertisement and are regulated by the Local Planning Authority under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. The boards do not require express consent where they comply with the conditions and limitations of Schedule 3, Part 1, Class 3A. These boards benefit from 'deemed consent'.
- 1.2 Schedule 3, Part 1, Class 3A states:  
An advertisement relating to the sale or letting, for residential, agricultural, industrial or commercial use or for development for such use, of the land or premises on which it is displayed.
- (1) Not more than one advertisement, consisting of a single board or two joined boards, is permitted; and where more than one advertisement is displayed, the first to be displayed shall be taken to be the one permitted.
  - (2) No advertisement may be displayed indicating that land or premises have been sold or let, other than by the addition to an existing advertisement of a statement that a sale or letting has been agreed, or that the land or premises have been sold or let, subject to contract.
  - (3) The advertisement shall be removed within 14 days after the completion of a sale or the grant of a tenancy.
  - (4) No advertisement may exceed in area –
    - a) where the advertisement relates to residential use or development 0.5 square metres or, in the case of two joined boards, 0.6 square metres in aggregate;
    - b) where the advertisement relates to any other use or development, 2 square metres or, in the case of two joined boards, 2.3 square metres in aggregate.
  - (5) Where the advertisement is displayed on a building, the maximum projection permitted from the face of the building is 1 metre.
  - (6) Illumination is not permitted.
  - (7) No character of symbol on the advertisement may be more than 0.75 metre in height, or 0.3 metre in an area of special control.
  - (8) No part of the advertisement may be higher above ground level than 4.6 metres, or 3.6 metres in an area of special control or, in the case of a sale or letting of part only of a building, the lowest level of that part of the building on which display is reasonably practicable.
- 1.3 Where the display of advertisements with deemed consent has a significant adverse impact upon the character and appearance of an area, an authority may seek to remove deemed consent. In order to remove deemed consent under Schedule 3, Part 1, Class 3A for the display of To Let boards on residential properties, local planning authorities may seek a Direction from the Secretary of State under Regulation 7 of the Town and Country Planning (Control of Advertisements) (England) Regulation 2007. If the Direction is made by the Secretary of State, it would require express consent to be gained for the display of letting boards in the area controlled.

## 2.0 Planning Policy and Guidance

- 2.1 The National Planning Policy Framework (NPPF) provides guidance on the control of advertisements. Paragraph 132 states:

“The quality and character of places can suffer when advertisements are poorly sited and designed. A separate consent process within the planning system controls the display of advertisements, which should be operated in a way which is simple, efficient and effective. Advertisement should be subject to control only in the terms of amenity and public safety, taking account of cumulative impacts.”

- 2.2 The Planning Practice Guidance refers to the process which a local authority may use to restrict deemed consent. It states:

“To do this, it must be clear that one or more of the deemed consent provisions has had such adverse effects on the amenity or public safety of the area that there is no prospect of an improvement in the quality of advertising in the locality, unless the local planning authority are given the power to control that particular type of advertisement”.

- 2.3 Policy DM21 of the adopted Development Management DPD seeks to ensure,

“Advertisements should be well designed and appropriately sited in order to positively contribute to a safe and attractive environment.

The policy includes criteria for schemes, the third of which requires that advertisements should,

“Not contribute to an unsightly proliferation or clutter of signage in the vicinity”.

- 2.4 The Listed Building and Conservation Areas Act, the NPPF also include requirements and policies which seek to protect or enhance heritage within the city.

## 3.0 The Case for a Regulation 7

- 3.1 Areas of Lancaster contain a significant number of Houses in Multiple Occupation (HMO), many of which are occupied by students with a yearly or biyearly turnaround of occupants. In the most concentrated areas, some streets in John O’Gaunt ward have approximately 30% and 45% of the properties as HMOs and in Castle ward, some streets have approximately 20% and 25% HMOs. There are streets where HMOs run concurrently. The advertisement boards associated with these HMOs cause a proliferation of signage which when viewed on mass, particularly in areas of terraced housing, adversely affect the visual amenity of the areas character and appearance

- 3.2 The council has created a database of HMOs using Council Tax Data, Registered HMOs and information available from Lancaster University Homes (University accredited homes). It is acknowledged that there are limitations in using Student Council Tax exemptions as not all properties will be HMOs and not all HMOs will be occupied by students. The database does, however, provide a good reflection of the concentrations of HMOs in Lancaster.

- 3.3 The database highlights the concentration of HMOs within wards and streets within Lancaster. The tables below illustrate the concentrations of HMOs within Lancaster.

Ward	Estimated No. of HMOs	Approx. total residential units	Approx. % of stock in HMO use
Bulk	322	4,456	7.23%
Castle	567	3,049	18.6%
Galgate (Ellel)	23	1,000	2.3%
John O'Gaunt	424	3,188	13.3%
Marsh	79	2,616	3.02%
Scotforth East	50	2,038	2.45%
Scotforth West	290	3,343	8.67%
Skerton East	48	3,312	1.45%
Skerton West	4	3266	0.12%
University	79	2,334	3.38%

Table 1: Combined data sets of HMOs (November 2019)

- 3.4 A survey of 'To Let' boards was carried out on 18<sup>th</sup> November 2019. The table below illustrates the number of advertisements displayed on a selection of streets in Lancaster.

Street	Ward	No of HMOs on Street	No. of Adverts Displayed
Aberdeen Road	John O' Gaunt		8
Balmoral Road	John O' Gaunt		12
Blades Street	Castle		12
Bowerham Terrace	John O' Gaunt		6
Bradshaw Street	John O' Gaunt		3
Clarence Street	John O' Gaunt		8
Dale Street	John O' Gaunt		20
Dallas Road	Castle		7
Dumbarton Road	John O' Gaunt		4
Dundee Street	John O' Gaunt		3
Eastham Street	John O' Gaunt		4
Hope Street	John O' Gaunt		5
Lindow Square	Castle		3
Kirkes Road	John O' Gaunt		5
Perth Street	John O' Gaunt		4
Primrose Street	John O' Gaunt		7
Prospect Street	John O' Gaunt		24
Queen Street	Castle		3
South Road	Scotforth West	19	16 (4 properties had more than 1 advert)
Stirling Road	John O' Gaunt		6
St Oswald Terrace	John O' Gaunt		13

Table 2: Survey of To Let Boards

- 3.5 The table 2, illustrates the number of 'To Let' boards being displayed. The number displayed along Dale Street and Prospect Street are particularly high. While the numbers are lower on some of the other streets surveyed, these streets are shorter and as they consist mainly of terraced houses, fronting directly onto the road, the visual impact arising from the clutter is harmful to the character and appearance of these streets.
- 3.6 Appendix 1 includes photographs of streets in the John O'Gaunt ward. These photographs only show the impact of 'To Let' boards within a single ward. The photographs illustrate the proliferation and clustering of boards.
- 3.7 Table 1 shows the number of HMOs in wards in Lancaster. There are high concentrations of HMOs in the following streets (this list indicates examples only and is not exhaustive):
- Albion (7 run concurrently), Green (7 run concurrently), Hinde and Ridge Street and Gladstone Terrace (Bulk ward) - approx. 51 HMOs. These streets are all parallel or at right angles to each other in a confined area.
  - Bulk Road (Bulk Ward) – 7 HMOs within a 150m length of street.
  - Dallas Road (Castle ward) - 15 HMOs within a 315m length of street (single side).
  - Blades Street (Castle ward) - 19 HMOs within a 190m length of street. Dallas Road and Blades Street run parallel to each other, creating a high concentration in this small area.
  - Regent Street (Castle ward) - 15 HMOs within a 180m length of street.
  - Portland Street (Castle ward) - 11 HMOs in 155m length of street.
  - Dale Street (John O'Gaunt ward) – 39 HMOs within a 265m length of street.
  - Prospect Street (John O'Gaunt ward) – 31 HMOs within a 240m length of street. In 2 areas, 6 HMOs run concurrently.
  - Coulston Road (John O'Gaunt ward)– 33 HMOs within a 280m length of street (both sides for 190m).
  - Golgotha Road (John O'Gaunt ward) – 25 HMOs in 135m of street, 4 and 5 HMOs run concurrently.
  - Hubert Place (Marsh ward) – 12 HMOs out of 18 houses, within in a 100m length of street (single side) (5 run concurrently).
  - West Street – 9 HMOs in a length of 165m (Marsh Ward).
  - The Northern part of Claughton Drive, Sandforth and Melling View (Scotforth East) – 9 HMOs within 260m.
  - Slaidburn (Scotforth East) – 9 HMOs within a 300m length of street.
  - Vine and Graham Roads – 17 HMOs (Scotforth West ward).
  - South Road (Scotforth West ward) – 13 HMOs along the eastern side within a 200m length of street.
  - Vine Street (Scotforth West) – 8 HMOs in a street 50m in length.
  - Graham Road (Scotforth West) – 9 HMOs.
  - Avondale Road (Scotforth West) – 17 HMOs in a street 195m in length.
- 3.8 Table 1 and the above list of examples streets shows the potential number of HMOs which may display advertisement boards when they are available for rent. It is acknowledged that all the HMOs are unlikely to be available for let and display boards at the same time. The number of signs displayed in November 2019, as shown in Table 2, does however indicate that a high number of HMOs have signs displayed at any one time.

- 3.9 A walkaround was undertaken on 13 August. It was noted that the number of signs displayed are significantly less than during the survey carried out in November 2019. The numbers also appear less than anecdotal information which suggests that over previous summers, the number of signs has remained high. This may be a combination of the reduced number of students in the city during the summer and due to Covid19 impacts. A high number of signs do however remain in some streets, such as on Prospect Street and South Road. Photographs are attached at Appendix 2.
- 3.10 The greatest concentrations of HMOs and the locations of the highest concentrations of To Let Boards are the wards of Bulk, Castle, John O’Gaunt and Scotforth West. These are the areas where the highest concentration of the City’s heritage lies. The Lancaster Conservation Area covers a large proportion of Castle Ward and extends into the edges of Bulk, John O’Gaunt and Scotforth West. A map of the Conservation Areas is attached at Appendix 3.
- 3.11 It is also recognised as highlighted during the consultation that there are concentrations of student lets and signs along particular streets in Marsh ward. It is proposed that the Regulation 7 Direction is designated for the aforementioned wards and Scotforth East, to provide a consistent and comprehensive management of To Let signs across the city, south of the river. Appendix 4 indicates the areas proposed for the Regulation 7 Direction.
- 3.12 To Let Boards are displayed over a prolonged period between the student summer holiday and Christmas and in some cases beyond this period. While the Advertisement Regulations require that boards are removed 14 days after a tenancy is let, enforcing this is complex. Student accommodation can be advertised for let a year prior to a new student contract, while they are occupied by the previous year’s students. In some cases, rooms within a property may be let on differing tenancies. While each property may not be advertised every year, the number and concentration of HMOs in these areas is such that a significant number of boards are displayed each year. The To Let Boards do not have only a short-term impact.
- 3.13 Cities including Durham, Leicester, Manchester and Nottingham have introduced Regulation 7 direction to prohibit To Let Boards. Voluntary codes were introduced in the first instance but were found to be ineffective. In the report to cabinet, Durham states, ‘the voluntary code .... whilst having a positive impact, in particular in the initial years following its introduction, has not alleviated the harm to amenity and the environment to the expected standard, and more formal intervention is therefore now required’ and ‘Enforcement of the Code has proved time consuming and costly for the Council.’ Leicester have had a similar experience stating, ‘After a public consultation, a Voluntary Code of Practice was introduced, however, it was largely ignored and the numbers of boards did not diminish’. Nottingham state, ‘A Voluntary Code had been in place since 2009 which did little to improve the visual appearance of streets in the area.’
- 3.14 As voluntary codes have been deemed ineffective, it is considered that a formal process is necessary to minimize the proliferation and clutter arising from To Let boards and enhance the visual amenity of the city.



## 4.0 Consultation

4.1 Informal consultation took place between the 21 February and the 3 April 2020. The proposed Regulation 7 Direction received a significant positive response. A Consultation Statement has been provided as a background paper. A statutory consultation will take place on submission of the Regulation 7 Direction to the Secretary of State.

## 5.0 Conclusion

- 5.1 The case for a Regulation 7 Direction is justified for the wards of Bulk, Castle, John O’Gaunt, Marsh, Scotforth East and Scotforth West for the following reasons:
- The areas have a significant concentration of HMOs due to the nature of the housing stock and the proximity to the Universities in Lancaster. Due to the turnover of occupants in these areas, particularly the student population, there is a significant proliferation of To Let boards.
  - The proliferation and clutter arising from the display of ‘To Let’ boards have a negative impact on the local character of the areas. The cumulative impact has a harmful effect upon amenity contrary to the aims of the NPPF.
  - A Regulation 7 Direction will prevent the proliferation of ‘To Let’ boards in these areas and have a positive impact on the council’s ability to control advertisements and ensure that the character and appearance of areas is protected.

**Appendix 1: Photographs of Signs within John O’Gaunt Ward**  
(Examples) (18 November 2019)



Bowerham Terrace



Clarence Street (check)

Background Paper on the Designation of a Regulation 7 Direction in Lancaster



Dale Street



Dale Street





Dale Street



Dumbarton Road





Dundee Street



Kirkes Road



Primrose Street



Primrose Street





Prospect Street



Prospect Street



Prospect Street



South Road





St. Oswald Street

## Appendix 2: Photographs of Signs within John O’Gaunt Ward (Examples) (13 August 2020)



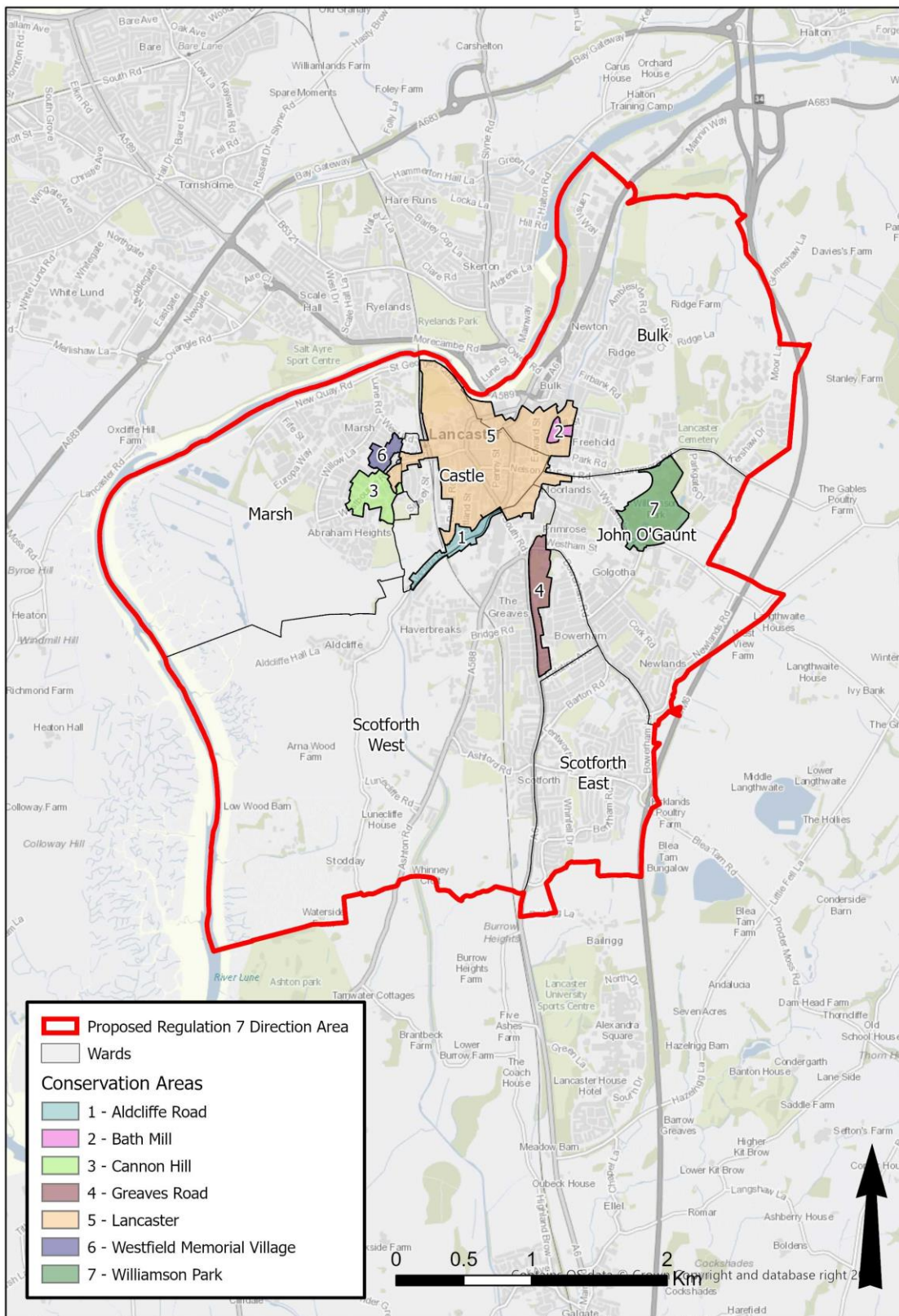
Prospect Road – 8 signs displayed during the summer period





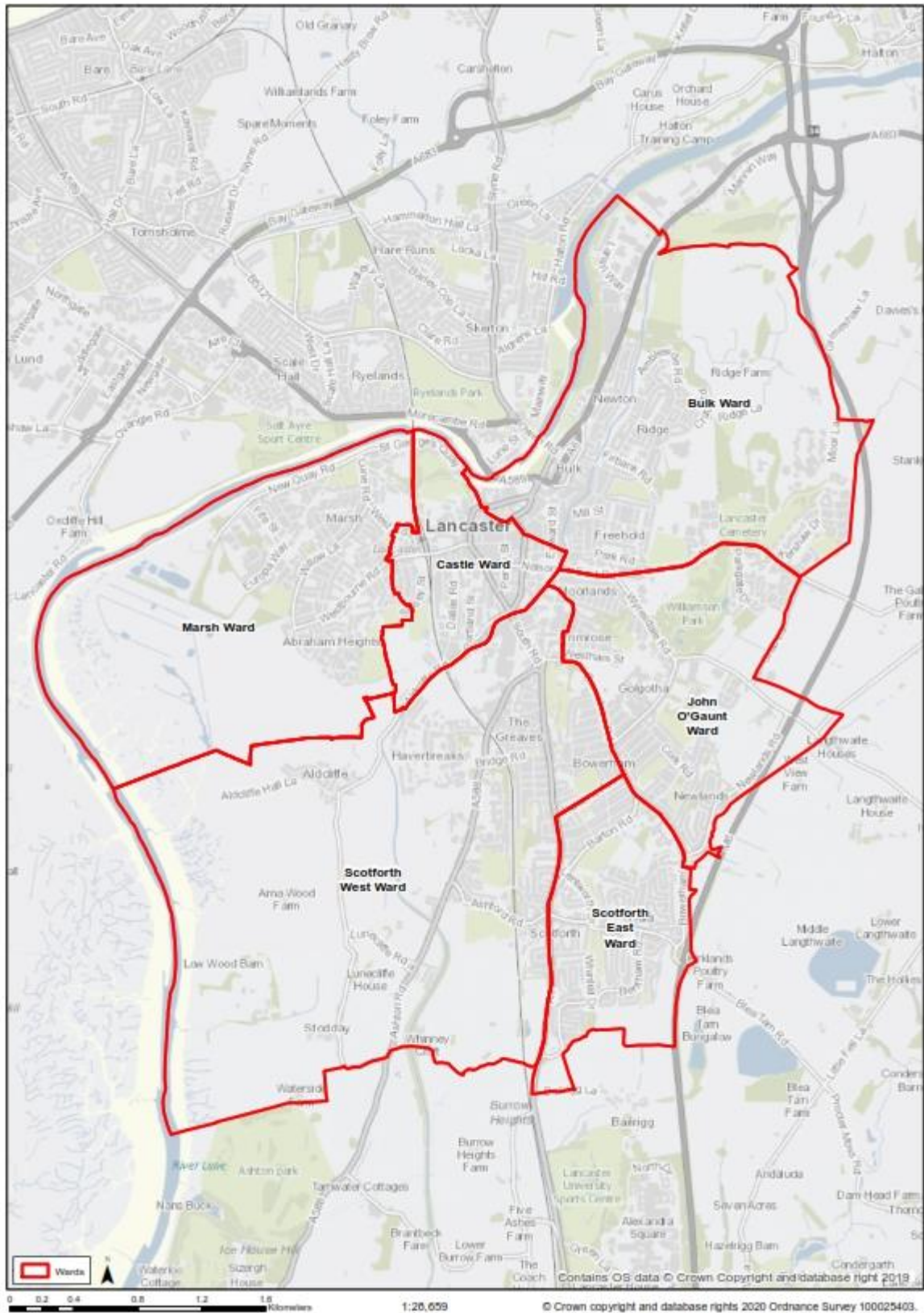
South Road – 4 signs along a short stretch displayed during the summer period

### Appendix 3: Map showing Lancaster Conservation Areas





### Appendix 4: Map of wards considered for a Regulation 7 Direction



**Proposed Regulation 7 Direction under  
the Town and Country Planning  
(Control of Advertisements) (England)  
Regulations 2007**

**Draft Consultation Statement**

September 2020



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## 1. Introduction

- 1.1 The Statement sets out how the Council considers it has consulted and engaged with the public on the preparation of the Proposed Regulation 7 Direction under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.
- 1.2 The Council proposes a Direction under Regulation 7 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 to control the display of To Let Boards by removing deemed consent under Schedule 3, Part 1, Class 3A (hereafter referred to as the 'Direction' in this document).

## 2. Purpose of this document

- 2.1 This Consultation Statement provides a summary of the engagement and consultation which the Council has undertaken to inform the preparation and submission of the Direction.
- 2.2 The Consultation Statement outlines:
  - Section 3: Who we consulted
  - Section 4: What we consulted on
  - Section 5: How we have engaged
  - Section 6: What issues were raised and
  - Section 7: How the issues were addressed

## 3. Who we consulted

- 3.1 Through the process, the Council have sought to engage with the widest range of individuals, communities, organisations and stakeholders who may hold an interest in, or may be affected by, the Direction:
  - The purpose of the Direction, the process of preparing it and how and when they may be affected;
  - How and when they can comment on and get involved and what they can and can't influence; and
  - How and when their comments will be taken into account by the Council.
- 3.2 The Statement of Community Involvement (SCI) was reviewed and adopted in January 2019 and reflects the 2012 Regulations. Temporary COVID-19 and social distancing related updates were made in June 2020. The SCI sets out the Council's approach to engaging with stakeholders It identifies who we engage with. The table below is not exhaustive and is amended or added to as required.
- 3.4 In addition to the organisations set out in the table below, the Council also consult with the general public, all Council Members, agents, developers, education establishments, 3<sup>rd</sup> sector and local businesses who sign up to the Council's Planning Consultation Database.



Who we consulted	
Specific Bodies	
The Coal Authority	
The Environment Agency	
Historic England (Historic Buildings and Monuments Commission for England)	
Marine Management Organisation	
Natural England	
Office of Rail and Road (now called Office of Rail Regulation)	
Highways England	
Homes England	
Adjoining Local Planning Authorities	Barrow Council Craven District Council Lake District National Park Authority Ribble Valley Borough Council South Lakeland District Council Wyre Borough Council Yorkshire Dales National Park Authority
Area of Outstanding Beauty	Arnside and Silverdale AONB Forest of Bowland AONB
County Council	Cumbria County Council (+ libraries in the Lancaster District) Lancashire County Council
Parish Councils	
Lancaster City Councillors	
Local policing body	Lancashire Police and Crime Commissioner Lancashire Constabulary
Relevant telecommunications companies	PO Broadband, BT Openreach, Vodafone, O2, EE
Primary Care Trust or successor body	Clinical Commissioning Group
Relevant electricity and gas companies	National Grid (Electricity) National Grid (Gas) Electricity North West E.on British Gas
Relevant water and sewerage companies	United Utilities
Others	Members of public Developer / Agents Landowners Businesses 3 <sup>rd</sup> Sector Advocate groups Educational establishments Government organisations (NHS) Lancaster University Homes

## 4. What we consulted on

4.1 For a six-week period between 21<sup>st</sup> February and 3<sup>rd</sup> April 2020 the Council carried out public consultation on:

- The introduction of a Direction to control the display of To Let Boards.
- The introduction of an Article 4 to manage the concentration of Houses in Multiple Occupation (HMO) in the wards within the city of Lancaster and the village of Galgate; and
- A Draft Residential Conversions and Houses in Multiple Occupation SPD;

4.2 The aim of the consultation was to carry out early consultation with stakeholders and provide an additional informal opportunity for comments on the proposed Direction and the extent of the area this will cover.

## 5. How we have engaged

5.1 Table 5.1 below outlines the consultation methods adopted to satisfy the requirements of regulation consultation and to ensure that the requirements of the Council's Statement of Community Involvement have been met.

Requirements of Regulation	How the Council satisfied the requirement
Which bodies and persons the local planning authority invited to make representations	<p>Consultation Database <a href="http://www.lancaster.gov.uk/ppcl">www.lancaster.gov.uk/ppcl</a>) consultees were notified on the opportunities to participate in preparation of the draft SPD.</p> <p>The database consisted of residents and organisations who had been consulted on previous policy matters, those that had requested for inclusion and statutory bodies for which the Council must satisfy commitments to engage in ongoing duty to co-operate obligations.</p> <p>Presentation and Q&amp;A via the Lancaster University Homes Webinar for landlords of student accommodation 12 August 2020</p>
How those bodies and persons were invited to make representations.	<p>Consultation ran for 6 weeks, 21 February 2020 – 3 April 2020</p> <p>This included a period of publicity across the Lancaster District, with a Consultation Flyer and a public notice placed in Lancaster Guardian (a local newspaper) following the start of the consultation.</p> <p>Emails sent to over 2,200 consultees on the planning policy consultation database</p> <p>Posters were placed in 20 locations around Lancaster City and in Galgate, and over 80 posters were sent to venues in the area to ask them to display on notice boards</p>

Requirements of Regulation	How the Council satisfied the requirement
	<p>Another email (bcc) was sent to known letting agents advising of the consultation on 2 March. It is acknowledged that not all agents may have been captured and this was sent part way into the consultation. The notification was however, in addition to the Councils agreed publicity procedure.</p> <p>Information on the consultation was published on the Council webpages and copies of the consultation documents were made available at the 'Principal Offices'.</p> <p>Further details on the publicity methods are set out in more detail within <a href="#">Appendix A</a></p>
<p>A summary of the main issues raised by the representations made</p>	<p>The main issues raised in the representations are summarised in <a href="#">Section 6</a> of this document.</p> <p>Full details on the main issues raised are set out in Section 6 and in <b>Appendix A: Summary of Consultation Responses</b> and the Officer response is set out in the Section 7 of this document</p>
<p>How any representations made pursuant to regulation 18 have been taken into account.</p>	<p>The Council has responded to each comment submitted to the Council following the period of consultation. Replies also outlined how the comments have informed the final draft SPD.</p> <p><a href="#">Section 5</a> of this statement outlines how the Council engaged in this round of consultation</p> <p><a href="#">Section 6</a> outlines what issues were raised and</p> <p><a href="#">Section 7</a> outlines how these issues have been addressed.</p>

## 6. What issues were raised during the informal consultation?

6.1 The consultation provided the first opportunity for members of the public and interested parties to comment on the proposed Direction and the area it was proposed to cover. As the consultation related to the proposed Direction, Article 4 and SPD the range of responses received were varied and the level of detail provided extensive. There were 97 separate consultee responses in respect of the 3 proposals. 49 responses relate to the proposals to restrict To Let Boards. All 49 support the proposals to restrict To Let boards and no objections in respect of this matter were received. One of the responses has been qualified with the comment that restrictions should relate to 'To Let' boards only and they should be permitted inside windows.

6.2 The responses specifically in respect of the proposed Direction:

### Support

- Significant support for controlling To Let Boards

- An interim measure should be taken to engage with agents to voluntarily minimise signs
- Uncontrolled sign boards adversely affect the appearance and reputation of many streets
- Signs are visually detrimental
- The Direction should include all areas in the city including Marsh, Scotforth East, Skerton East and Skerton West
- The Direction may be beneficial across the whole district
- The display of 'To Let' signs all year round enforce harmful and negative perceptions of students
- The necessity of signs was questioned given the digital marketing available
- Student accommodation is found overwhelmingly on-line, only 3% of student respondents to Lancaster University Students Union survey advised that they were influenced by 'To Let' boards

#### Comments

- Signs are not a problem apart from when they state, 'now let'
- The preference would be for the controls to be in place for 'To Let' boards but not 'For Sale' signs
- Signs should be permitted in windows

6.3 The responses in respect of the proposed Article 4 Direction and the Supplementary Planning Document will be addressed separately when those proposals are progressed.

## **7. How these issues were addressed in the Proposed Direction**

7.1 As highlighted in Section 6 of this statement, the Council received a range of responses to the consultation. An explanation is provided below to show how these issues have been dealt with in the preparation of the proposed Direction.

### 1. Interim measure to engage with agents

An email was sent to agent in March reminding them of the Advertisement Regulation controls and encouraging a reduction in the number of signs displayed and the length of time they were displayed.

A webinar has taken place on the 12 August 2020, hosted by Lancaster University Homes. The proposals were explained, and agents were encouraged to minimise To Let boards.

### 2. Increasing the area of the Direction

The area proposed for the Direction has been increased to incorporate the additional wards of Marsh and Scotforth East. It is now proposed that the Direction will include the wards of Bulk, Castle, John O'Gaunt, Marsh, Scotforth East and Scotforth West. This will ensure that wards south of the river will be covered and provide a simpler area to enforce. It is not considered appropriate to include University ward as most of the Letting/HMO properties are on the University campus. The numbers of HMOs in the Skerton wards are low and they tend to be dispersed. It is also not considered appropriate to restrict signs throughout the whole of the district.

### 3. Controlling 'To Let' boards but not 'For Sale' signs

The proposals will be amended to request the removal of deemed consent for the display of advertisements relating to the letting of residential properties only. This will allow the display of For Sale signs for residential properties and for the display of for sale and letting signs in connection with commercial properties.

4. Signs should be permitted in windows

Class 12 of the of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 grants deemed consent for the display of signs in buildings. The proposals will not affect such signs.

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## Appendix A: Summary of Consultation Responses

The summary includes all response in received in respect of the proposed Regulation 7 Direction, the proposed Article 4 and the draft SPD. Where responses do not relate to 'To Let' signs, the support/object/comment column states 'comment'.

Resident/Agent/Landlord	Support/Object/Comment	Summary of Comment
Resident	Comment	Houses should be subject to planning consent processes to maintain character. Ideally residents would be long term. House purchasers should have to inform the council if planning to convert to HMOs, residents could then help to inform the planning process. Restrictions should be put in place to cap the number of HMOs vs long term residents. There is plenty of student accommodation so there shouldn't be a need to use residential areas.
Resident	Comment	Support the proposals in document 1, which is a positive response to problems that have impacted on many residents. Particularly support the provisions of cycle storage for HMO residents.

Resident	Support	Huge increase in HMO's in the area, therefore there is no longer a balanced mix of households and as a result community spirit has suffered. Landlords are often not from the area and HMOs provide high rent, which can exclude those on low incomes. HMOs also reduce the number of first-time buyer homes on the market. Residential areas were not designed for HMOs and consequently this causes problems e.g. waste issues. The number of HMOs should be reduced and planning permission should be required for the conversion of properties to HMOs. There should be a requirement that a HMO can easily be reverted to its original state. Planning permission should also be required for letting boards. The conversion of properties also has an impact on the local environment e.g. materials being ripped out and replaced, gardens being paved over increasing the flood risk and impact on 'natural urban corridors'.
Resident	Support	HMOs should require planning permission as there should be adequate student accommodation. Housing should be affordable for families. Support limiting the number of 'to let' signs .
Resident	Comment	Appendix B: standards for HMOs - the proposals are more onerous than the current standards and may mean that many properties could not be converted. It is unlikely that existing HMOs would comply with the proposed standards. The proposed rules are harsh and the existing ones should remain.
Resident	Support	Has been suggesting regulation for a long time. There is a particularly high percentage of HMOs on Golgotha Road. It is not possible to limit numbers on a street by street basis. The proposed standards are not enough, and a policy of reversal should be put in place. Planning permission should be required. Original property features have been removed/destroyed. HMOs create pressure on local services i.e. waste. Support need for planning permission for 'to let' signs. St Oswald Street is particularly unattractive because of this. Restrictions should also be placed on putting similar information in property windows. Signage is unnecessary in this digital age. Parking restrictions could help improve the issues caused by cars from HMOs, other residents and the University.

Resident	Comment	Student accommodation provides vital support to the local housing market. Competition helps to maintain high standards. Much of the new student accommodation is very expensive, therefore does not replace the cheaper HMOs. Cable Street, North Road, Kingsway, North Street, St Leonards Gate and Brock Street are full of student housing. However, many of these were previously commercial buildings which families were unlikely to want to live in.
Resident	Support	John O'Gaunt ward includes a mix of permanent and long term residences and HMOs (primarily students). HMOs present many problems to the permanent and long term residents egg waste, noise, parking, anti-social behaviour. The number of HMOs do not seem to be reducing, even though purpose built student accommodation has been made available. 'To let' and 'now let' banners are an issue. Support proposals to limit the number of HMOs, require planning permission and regulate 'to let' signage.
	Comment	The proposals will greatly improve community cohesion.
Resident	Support	Support all three proposals. Areas with high concentrations of HMOs have service and amenity issues. Purpose built student accommodation reduces the need for traditional housing to be converted to HMOs. The proposal to require planning permission would help to reduce the number of bedrooms being crammed into HMOs. Restricting the number of HMOs would help to retain family housing and permission for 'to let' signs would improve the look of areas with HMOs. It is important to hold landlords to account and keep the right balance of housing provision.
City Councillor	Support	Support all three proposals including restriction on numbers of HMOs, requiring planning permission for HMOs and regulation of 'to let' boards.
	Support	Support all three proposals and they need to be introduced asap.



Resident	Comment	Proposals are well thought through and suggest considered responses to some increasing problems. Parking is an issue that is not only caused students but other residents too. Anti-social behaviour issues need to be looked at. Community cohesion is also a concern. Covid 19 has brought the community together and would like this to continue egg shared street cleaning responsibilities, community led public events, community allotments. Environmental impacts of cars and use of bollards needs to be reviewed. Fines need to be put in place to support non compliance. The proposals could contribute to positive social change.
Resident	Comment	High numbers of HMOs have caused waste, noise and parking issues. HMOs also have an impact on the value of and selling homes.
Resident	Support	Support all three proposals. The issues of most immediate impact are the proposals on noise and car parking. Suggest that insulation is included in the permissions and a maximum number of cars per household. Refuse storage and intensity impact on character. HMOs often remove the gardens which help to provide character. Support the application of Article 4 in the areas designated in Appendix 2. The council could look at ways to attract the current HMO owners to invest in the student apartment blocks. Support proposal to require planning permission for HMO conversions, although would suggest a date to review this policy.
Resident	Comment	Castle ward has a high number of HMOs which have increased over several years. HMOs do not meet student needs and change the character of an area, they also cause many issues egg waste, noise, no maintenance. The requirement of planning permission will help to provide an appropriate housing mix and protect the character of areas. Controlling the concentration of HMOs is vital and the proposed changes will support a more robust and sustainable approach locally.
Resident	Support	Support proposals to limit the proportion of HMOs and restrictions on 'to let' boards'. Regent Street is made up of 30% of HMOs. Have had no problems with students in the street but would like to ensure a mix of housing.

Resident	Comment	Support Article 4 directive. Increase in HMOs has negatively impacted local area. Appreciate the value of students in Lancaster but it is unfair to take up streets. Create various issues egg waste, noise. Original features have often been replaced, sometimes in conservation areas which needs to be addressed. Majority of students are polite and friendly, but landlords do not maintain their properties.
City Councillor	Support	Support all three proposals. Scotforth west ward councillor so listened to lots of residents views on the high density of HMOs and issues caused by these egg noise, waste and parking. Restricting the use of 'to let' boards will also help to improve the character of areas.
Resident	Support	High density of HMOs without planning permission, stopping families buying properties and causing issues egg waste and parking. Letting boards devalue houses and discourage other families living in the areas.
Resident	Comment	Support proposal to restrict density of HMOs.
Resident	Support	Support Regulation 7 Direction proposal, particularly the removal of 'to let' boards which are unnecessary as most students will look online. Also support the proposal to request planning permission, although this should be district wide and disagree with the 10% in 100m limit. Student accommodation blocks are not the best solution.
Resident	Comment	Support the proposal to require planning permission. Live in John O'Gaunt ward and there seems to be an increasing high density of HMOs in Perth Street. Would want to move if there were more HMOs on street. Waste issues have increased. Support control of the character of the ward.
	Comment	Page 4 Policy D13 - No exceptions should be made to the 10% or more HMOs within a 100m radius.
Resident	Support	SPD 8.2 - Support the proposal to restrict 'to let' boards, in fact they should be banned for student housing.

Resident	Support	There is no need for 'to let' boards in the age of the internet. Support proposal to require planning permission, including 4 bed HMOs which has not been included in the proposed policy. Student renting is profitable and reduces the availability on non-student renting. Support the proposal to strengthen regulations on the conversion of houses to some sizes of HMOs, reduce 'to let' boards and would urge the council to go further in future.
Resident	Support	Support all three proposals. Section 8 - visual impact of 'to let' signs and refuse bins in Primrose area and along South Road is poor. The need to provide a license would help to control properties.
Resident	Support	Concerned about impact of HMOs in Allandale Gardens. Landlord for long term let in this area. Support the proposals but they don't go far enough. Suggest below is also required: DM13 should also apply to small HMOs and require a license, Article 4 should not be delayed to avoid a rush of conversions and this consultation provides notice of this, support Regulation 7 areas but should also include the Article 4 areas i.e. Marsh Ward, Scotforth East Ward, Skerton West Ward and Skerton East Ward.
Resident	Support	Support proposal to limit the density of HMOs and restriction of 'to let' signs. Live in Scotforth West which has a high number of HMOs. Support landlords having more responsibility for the external maintenance and cleanliness of their properties. Students do not pay tax for local services so landlords should be charged. Students do not get involved in local issues or the look of a street. Danger of creating 'student ghettos'.
Resident	Support	Support all three proposals. County Councillor for Lancaster East which includes most of the areas affected by the changes. Resident feedback suggests that the high density of HMOs changes the character of an area and impacts on community cohesion. HMOs also cause issues egg waste, noise and lack of maintenance. Supported purpose built accommodation to help with these issues. HMOs also impact on residents ability to rent and sell their properties. Hope proposals will help to meet the needs of families and young workers. 'To let' boards are a common complaint from residents. Pleased that the council is taking action in response to resident concerns.

Resident	Support	Support all three proposals. Hope that this will release affordable family homes and help with the sale of properties.
Resident	Support	Support all three proposals. Student accommodation in residential areas has reached a situation point and is negatively impacting local areas.
Resident	Support	Support all three proposals but would like to see retrospective enforcement against existing HMOs who do not meet the standards.
Resident	Comment	Live in freehold district of Lancaster. Students have never caused any problems but the lack of maintenance and emptiness for part of the year is an issue.
Resident	Support	Welcome the proposal. Have no problem with students but the 'to let' signs, lack of maintenance, loss of original features and waste are an issue.
Resident	Support	Support proposals.
Resident	Support	Support proposals. Enjoy having student neighbours but HMOs cause various issues e.g. waste and parking. Also support restrictions on 'to let' boards, ideally use of them should be banned.
Resident	Support	Strongly disagree with proposals. This would mean that if someone is finding it hard to live in a student area and were struggling to sell, they would no longer have the option to convert their house into a HMO. It would be fairer if 'new owners' could not convert houses into HMOs, but owners for at least 5 years could have the option to do so if they chose or current owners should be given 2 years notice. Support restriction of 'to let' boards, in fact they should be banned.
Resident	Support	John O'Gaunt Councillor - These issues are regularly raised by residents. The high density and the use of 'to let' boards are an issue. Need to work towards a mix of housing within our communities.
Resident	Comment	The proposals are well thought through to protect and enhance the range and level of accommodation for all those who live, work and study in Lancaster.

Member of Parliament, Lancaster and Fleetwood	Comment	Support the proposals which positively respond to the issues being raised by residents.
Resident	Comment	Support proposal on HMO restrictions. Purpose built student accommodation not resulting in HMOs returning to original state.
Resident	Support	The number of HMOs has increased in South Road. Noise issues tend to be at the start of the academic year and after exams finish. Support the proposed restrictions on 'to let' signs.
Resident	Comment	Students help to support local businesses and the general economy, however, HMOs have led to artificially high house prices. Purpose built student accommodation should mean that houses can be made available for other residents to choose to live in the city.
Resident	Comment	High density of HMOs has led to low availability of affordable homes for people on low incomes.
Resident	Comment	Mixing students and residents has led to anti-social behaviour and parking issues.
Resident	Comment	HMOs can cause waste, noise, parking and no maintenance issues.
Resident	Support	Support all three proposals. More control and scrutiny will deter sub-standard landlords.
Resident	Comment	No comment.
Resident	Support	HMOs can cause waste, noise and parking issues. 'To let' boards can impact the character of roads. The purpose built student accommodation should mean that affordable houses become more available for families.
Resident	Support	The purpose built student accommodation should mean that affordable houses become more available for families. Support proposed restrictions on 'to let' signs.
Resident	Support	Support all three proposals. A reduction in HMOs would make more houses available for other residents.
Resident	Support	Support all three proposals. HMOs should require planning permission and 'to let' boards should be restricted. Boards should be located on actual properties of in the windows only.

Resident	Support	Support Regulation 7 proposal, as prospective tenants will most likely be looking for accommodation online. Regulations should be put in place on the external appearance of all properties egg Bath bylaw fines building owners who do not maintain their properties. Article 4 should be carefully considered. Fines should be put in place for maintaining properties and anti-social behaviour issues. From experience, students are not a problem but sometimes other tenants can be.
Resident	Comment	The integration of students with local residential community is important, however, it should be managed by Universities not private landlords. Universities should encourage students not to use cars. Planning permission should only be given if there is co-operation between the University and Local Authority. Anti-social behaviour from students should be reported to the Universities, this should not be a problem for the Local Authorities to deal with alone. Other city universities seem to be more involved in supporting students to find suitable accommodation.
Resident	Support	Support all three proposals. Well done Lancaster City Council for finally addressing this problem. HMOs can impact on community cohesion and the high numbers of 'to let' boards look terrible. The council should make the universities know that they must take joint responsibility for the situation and be expected to help to fund the initiative.
Resident	Comment	Object to the proposed restrictions on HMOs. Purpose built student accommodation is the problem, social housing should be being built instead.
Resident	Comment	Concerned about HMOs, particularly when there is a shortage of housing for families. It is a good time to place restrictions on HMOs now purpose built student accommodation is in place. Regulations would discourage HMO conversions which take up family homes.
Resident	Support	Support the requirement of planning permission but think this should apply to all house sizes. HMOs can cause waste and parking issues. Support the proposal to restrict the use if 'to let' boards but feel that it should go further egg each agent should have one board on a street which lists all the houses they have to let on that particular street.

Resident	Comment	Long overdue.
Resident	Comment	Long overdue. HMOs can cause waste, parking, noise and no maintenance issues.
Resident	Comment	HMOs impact on community cohesion and can cause parking issues. The purpose built student accommodation should mean that houses are freed up for families but allowing them to be turned into HMOs means that this is not happening. HMOs do not provide the level of community charge to provide services.
Freelance Planner	Support	Help to address socio-economic concerns and environment/amenity issues via more effective regulation and strong enforcement measures. Fully support designation of Article 4 areas and use of Regulation 7 Directions.. Enforcement resources will be key to the success of DM13. Fully support Appendix A and B, although good practice examples would help. Could this approach be applied to HMOs elsewhere egg Morecambe?
Lancaster City Council Officer	Comment	Unsure how we can assess exceptional circumstances? Remaining residential properties may struggle to sell their properties for continued C3 use.
Resident	Comment	1.1 - Opening statement and student numbers is incorrect (web link provided). Other areas have HMO issues i.e. West End of Morecambe, Central and Bare areas. Students should start to transfer from terrace housing stock to 'purpose built' accommodation. Section 4.4 - scope of coverage should be extended to adjacent areas to avoid poor quality housing attracting minimum rent. 10% could create further clusters, a blended calculation may be better. Fully support the proposal to minimise impact of 'to let' boards. Query on students paying council tax.
	Support	Support restriction of 'to let' boards, do not think there is a need for them at all as most people look for housing online. High number of HMOs/students has led to no sense of community. Set up Lancaster City Centre Residents Association as didn't know neighbours/long term residents. Assume nothing can be done about current HMOs. Would appreciate if the council could put something in place to encourage/enforce landlords to maintain their properties. Need to protect Lancaster's heritage.

Resident	Support	Fully support all three proposals. Huge growth in HMOs has had a profound and largely negative impact on demographics and community cohesion. Anti-social behaviour, waste, parking, lack of maintenance issues create community tension. Also that students don't pay council tax. HMO areas are driving down the availability and desirability of city centre family homes.
Coal Authority	No comment	No comment.
	Support	University success has led to more students than available campus accommodation, as a result there has been an increase in HMOs and rents have become unaffordable for many families in need. Purpose built student accommodation rents need to be lower to encourage HMO owners to reduce rents or return homes to origin state. Councils will need to regularly inspect homes to maintain the proposed 10%. Existing landlords should also be required to meet the proposed standards. What action has been taken/will be taken to tackle the antisocial behaviour issues? Support the proposed restrictions on 'to let' signs.
	Comment	Suggested that the Norwich Stirling eco social homes approach should be considered (web link provided).
Environment Agency	Comment	Support the content of draft DPD and have made some comments on flood risk. Section 7 Living Conditions - would like to see provision to ensure increase in occupancy doesn't result in flood risk. Do not support ground floor sleeping accommodation in Flood Zone 3 and would not support if no open internal access to first floor. Suggested text for inclusion. Support designation of Article 4 as an opportunity to ensure that flood risk is not increased.



Green Door Lets	Qualified Support	HMO landlord - high concentration of undergraduates in the residential streets should be regulated, rather than the housing. HMOs offer housing for lots of other people egg some people want to downsize and HMOs offer this, affordable rent and company. Should specify what cupboard/fridge/freezer space is required per person, rather than limiting to 3 people. Needs to be in line with NPPF Section 5:61. Sections 20:41 and 20:42 are also relevant in terms of vulnerable people. Preference would be to allow 'for sale' boards but ban 'to let' boards (allow in window).
	Support	Fully support all three proposals. High concentration of HMOs in Coulston Road. No problems with students themselves but high density has led to low sense of community, lack of maintenance, noise, waste and parking issues. Other residents have difficulty in selling properties. Welcome proposed restrictions on 'to let' boards.
	Comment	Should clearly state the maximum size of signage allowed and penalties which will be imposed. Have suggested an interim approach to officers but unpopular. There should be a dedicated enforcement officer for this.
Resident	Support	Support proposal to restrict 'to let' boards, particularly in the Moorlands area. Positive about young people but need a balance to help to build a diverse and vibrant community. The Moorlands Community Group would like to revive community spirit, events have had to be postponed but a support leaflet has been distributed.
Lancaster City Centre Residents Association	Support	Lancaster City Centre Residents Association broadly support the proposal on restricting HMOs. Need to maintain a housing mix and ensure sufficient availability of affordable family homes. Minimum standards should be set for HMOs and regulated through council licensing. Question whether 'to let' boards are necessary when most look online. A detailed housing needs assessment on the type and sustainability of existing and future student accommodation needs and competency of providers is required. Support proposal to restrict 'to let' boards - should be required to remove after 2 weeks. Strongly recommend the examination of the use of council housing and other powers to tackle poor landlord management and the resulting environmental and antisocial behaviour problems.

Lancaster University Students Union	Comment	Lancaster University Students Union objects to the proposed introduction of Article 4 - suggest evidence is inadequate or incomplete. Restrictions in the number of HMOs would led to increased rents and reduced supply. Policy DM13 in the Local Plan already provides a way to control the number of HMOs. This policy should be reviewed in 12 months before Article 4 is considered. Granting flexible Class C3/C4 planning permissions in should be considered as an alternative. Student overwhelmingly find accommodation on line. It may be beneficial to restrict To Let signs across the district.
Lancaster University	Support	Lancaster University supports the proposal to improve HMO standards. 'Lancaster University Homes' ensures that existing HMOs meet current standards. The proposal was formally adopted in December 2019 and the standard will be updated following the outcome of this consultation and decision on proposed Article 4 and Regulation 7. Some students will always prefer to live in HMOs, therefore demand is likely to remain high, especially as this is affordable. However, a reduction in HMOs could cause rents to rise, which could impact on other rents. Concerned that proposals will put off landlords applying for the accreditation scheme. If restrictions are put in place, HMOs may be created in other neighbourhood's. Students support and boost the local economy. HMOs are also used by young professionals. If graduates can't find accommodation, it is unlikely they will stay post-university. Suggest the 10% threshold is flexible. Support the proposal to restrict 'to let' boards. Would like to meet with officers to discuss these proposals.
	Comment	Several specific questions about HMOs and new/continuing licenses.
Resident	Comment	Oppose purpose built student accommodation blocks. Students living in residential areas support the local economy.
Natural England	No comment	Natural England do not wish to comment because the supplementary planning document is not impact on the natural environment.

Lancaster Civic Society	Comment	Lancaster Civic Society support the proposal to restrict the number of HMOs. Categories of tenants should be omitted, west end tenants cannot be compared with South Lancaster. The Council should monitor and register the HMOs to provide exact figures. Standards for fire safety and overcrowded need to be considered. A clearer definition of HMOs should be provided. Should be creating 'good healthy communities', including students and academics. Should consider need for including family accommodation, student accommodation, rehabilitation accommodation for the homeless, single, retirement and downsize accommodation. Commend the use of proposed local legislation to achieve these ends, but expect such legislative policy to be informed by such statements of responsibility.
	Support	Support all three proposals, limiting the numbers will hopefully have some impact but fails to address issue of letting agencies buying up everything. Have experience of living next to and near student HMOs, as a result have moved out of the city centre. Lots of issues, original features list, parking, noise, litter, 'to let' signs.
	Support	Support all three proposals but not sure they go far enough. Concerned about HMOs in Allandale Gardens (landlord with long term tenants). DM13 should also apply to small HMOs and they should require a license. Article 4 should not be delayed, too much notice will mean C3 to C4 conversions will be created before planning permission is required. Hope something can be done about work in progress too. Regulation 7 should be applied to all Article 4 areas including Marsh Ward, Scotforth East Ward, Skerton West Ward and Skerton East Ward.
Lancaster Vision	Support	Lancaster Vision strongly supports all three proposals.
Lancaster Labour Party	Comment	Covering email for resident responses collected by Lancaster Labour Party.
Resident	Comment	No comment.
Resident	Comment	Too much saturation of housing and dodgy landlords/letting agencies.

Resident	Comment	Too many HMOs in Bowerham/Scotforth, causing waste issues. Purpose built accommodation should release houses for first time buyers.
Resident	Comment	Appreciate benefits that student bring but now purpose-built accommodation is available, houses should be released for others. Support restrictions on 'to let' boards that are an eye sore.
Resident	Comment	Should keep houses for residents and young people starting out.
Resident	Support	Support all three proposals. No need for student HMOs now purpose built accommodation is available.

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<p>Welfare and Community - Lancaster University's Students Union</p>	<p>Comment (suggest sign control should cover the whole district)</p>	<p>Overall, welcome the improvements for housing across the city. Responses are informed by various surveys. Para 1.1. Student HMOs do not contribute to 'seasonal depopulation'. Unsure that the proposals would help with 'poor condition accommodation' and current accreditation and licensing can help with this. Students add to and improve our vibrant community. Purpose built student accommodation had highlighted student accommodation to local residents. The majority of students live in small HMOs and choose these for various reasons. HMOs provide an affordable option for students, many cannot afford the purpose built accommodation. It is important that proposals do not increase rent or reduce choice for students as this can affect grades, wellbeing and experience. Need to be clear why 10% HMO is an imbalance in communities. Para 5.2. How will the impact on character of a building or area be measured? Para 7.14. Noise - the majority of students have not been involved in a complaint related to the council's environmental health team. Refuse, Recycling and bicycle storage - the majority of students did not have issues accessing these. Individual bike stores seems excessive for new HMOs. Car parking - students did not have an opinion on this or said there was adequate parking available. Families can also have multiple cars, parking issues are also caused by hospital users. Behaviour change to reduce carbon footprints should be considered. Para 2.11. HMOs have different impacts on the community depending in their size and tenants. Section 4 - Poor upkeep - students expect a high standard of maintenance, although the turnover of occupants impacts on this. The condition of housing will be more influenced by the Homes Act 2018 and licensing or accreditation schemes than planning permission. Rents - Do not believe HMOs are the cause of rent increases. Do not support how 'students HMOs' are referred to in documents. Not confident that proposals will tackle issues raised. Would like to work in partnership on this. Students support the proposed restrictions on 'to let' boards. Suggest that this should be applied across the whole district.</p>
<p>Kendal Resident</p>	<p>Comment</p>	<p>Concerned that class C3 properties could be used for 'Air 'B'n'B' type lettings.</p>

Homes England	No comment	Homes England does not have any land holdings affected by the consultation and has therefore not commented.
	Support	Broadly support all three proposals. Essential to maintain a housing mix. HMOs are changing the character of the city and need to ensure affordable family homes are available. Support proposals on restricting the use of 'to let' signs. Council needs to explore powers to tackle poor landlord management and environmental problems.
City Councillor	Comment	Concern re saleability in Regent Street.
The Planning Station - a town and country planning and development consultancy	Comment	Bedroom floor areas seem excessively large. May led to configurations to get around this, which may lower standards incurring unnecessary costs and use of valuable resources.
Lancaster City Council Officer	Comment	Request to consider changing the restriction of To Let signs to include St Georges Quay, Willow Lane and Marsh Ward as these areas have increasing amounts of HMOs.

## Appendix B: Publicity Methods

Methods	Main consideration
<b>Documents made available for inspection</b>	This is a minimum requirement as set out in the Regulations. Relevant documents will be made available for inspection during consultation period at the Council's offices in the Lancaster and Morecambe Town Hall and libraries in the Lancaster District. Public access to these documents is available via PCs in the reception areas
<b>Website</b>	Each consultation stage will feature prominently on the homepage of the council's consultation <sup>1</sup> and planning policy webpages. This will link directly to information on document production, providing access to the consultation material and advice on how and when comments can be made. Articles providing updates on plan production, which may include consultation and engagement opportunities, may be published in the Council's online news section periodically but it will not be solely relied upon as a means of communication.
<b>Adverts/public notices</b>	Notices will be placed in a local newspaper advertising consultation and engagement opportunities, where appropriate. Statutory requirements to publish notices advertising certain planning applications
<b>Mailing List – Email / Letter</b>	The Council operates a database of individuals and organisations that have expressed an interest in the plan-making process, have previously been actively involved in policy development or are statutory consultees. Those who wish to be involved will be directly notified at each stage either through email or letter of opportunities to comment. Those who are interested in planning policy development and wish to be notified can be included on the Council's mailing list at any time <sup>2</sup>
<b>Press release</b>	To be undertaken in accordance with the Council's media team, Media briefings/press releases will be issued to local media. Although items may only be reported if they are considered newsworthy by the newspaper editors, therefore publication is not guaranteed.
<b>Parish and Town Council and Community Group publications</b>	These types of publications are distributed to local residents at least quarterly. The Council will work with relevant organisations to utilise these publications to notify residents of consultation and engagement opportunities, where possible. Consideration will need to be given to the timing of the consultation, and the timing and circulation of any publications outside the Council's control.
<b>Posters</b>	Posters may be sent to relevant Parish and Town Councils and libraries to be displayed on notice boards to raise awareness of any

<sup>1</sup> [www.lancaster.gov.uk/consultation](http://www.lancaster.gov.uk/consultation)

<sup>2</sup> [www.lancaster.gov.uk/ppc](http://www.lancaster.gov.uk/ppc)

Methods	Main consideration
	public consultation and engagement opportunities. Posters may also be displayed in other appropriate locations across the District.
<b>Leaflets</b>	Leaflets may be used to gain wider public awareness of a consultation or engagement opportunity, for example leaflets may be distributed at key attractors/destinations such as train stations and local schools.
<b>Social Media</b>	Media such as Twitter and Facebook will be used to highlight public consultations on planning policy documents with direct links to the Council's website and information on how to comment, and any engagement events. Such messages may be retweeted periodically throughout the consultation period <sup>3</sup> . However, comments will not be accepted via social media.
<b>Events</b>	Such events may include drop-in sessions, public exhibitions and/or targeted workshops. Parish and Town Council meetings will be utilised where possible. The type of event undertaken will be dependent on a number of factors, including the consultation stage, and time and resource constraints. Careful consideration will be given to the timing, venue and format of events to ensure accessibility and inclusivity.
<b>Key stakeholder Groups</b>	We will liaise with key stakeholder groups at key stages in the plan making process, to discuss issues and keep them informed of progress.
<b>Questionnaires / surveys</b>	Questionnaires / surveys may be used to focus comments and to help ensure that feedback relates to issues that are within the scope of the document being consulted upon.

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<sup>3</sup> twitter@lancastercc



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted