



LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

COUNCIL MEETING

Wednesday, 27 July 2022 - 6.00

p.m.

Morecambe Town Hall

Lancaster City Council welcomes members of the public to attend meetings. However, space in the public gallery is limited therefore we aim to livestream every meeting and a link will be put on the agenda [HERE](#) a few days before the meeting. Please use that link to view the meeting remotely using Microsoft Teams. If you wish to register to speak at the meeting please send a copy of your speech and your contact details to Democratic Services at democracy@lancaster.gov.uk by no later than noon on Friday 22nd July 2022.

Mark Davies,
Chief Executive,
Town Hall,
Dalton Square,
LANCASTER,
LA1 1PJ



LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Sir/Madam,

You are hereby summoned to attend a meeting of the Lancaster City Council to be held in the Town Hall, Morecambe on Wednesday, 27 July 2022 commencing at 6.00 p.m. for the following purposes:

1. **APOLOGIES FOR ABSENCE**

2. **MINUTES**

To receive as a correct record the Minutes of the Meeting of the City Council held on 22 June, 2022 (previously circulated).

3. **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.

4. **ITEMS OF URGENT BUSINESS**

5. **ANNOUNCEMENTS**

To receive any announcements which may be submitted by the Mayor or Chief Executive.

6. **QUESTIONS FROM THE PUBLIC UNDER COUNCIL PROCEDURE RULE 11**

To receive questions in accordance with the provisions of Council Procedure Rules 11.1 and 11.3 which require members of the public to give at least 3 days' notice in writing of questions to a Member of Cabinet or Committee Chairman.

7. **PETITIONS AND ADDRESSES**

To receive any petitions and/or addresses from members of the public which have been notified to the Chief Executive in accordance with the Council's Constitution.

8. **LEADER'S REPORT** (Pages 5 - 7)

To receive the Cabinet Leader's report on proceedings since the last meeting of Council.

REPORTS REFERRED FROM CABINET, COMMITTEES OR OVERVIEW AND SCRUTINY

9. **EXECUTIVE ARRANGEMENTS** (Pages 8 - 10)

Report of the Leader.

MOTIONS ON NOTICE

10. **'WARM PLACES' PROVISION** (Pages 11 - 14)

To consider a motion submitted by Councillor Maddocks, Dant, Hamilton-Cox and Penny.

11. **LOCAL GOVERNMENT PAY** (Pages 15 - 16)

To consider a motion submitted by Councillors Wood, Black, Hartley and Redfern.

Published 25 July 2022.

12. **PROPORTIONAL REPRESENTATION** (Pages 17 - 18)

To consider a motion submitted by Councillors Lenox, Bannon, Black, Blaikie, Dowding and Wood.

OTHER BUSINESS

13. **COMMUNITY GOVERNANCE REVIEW** (Pages 19 - 22)

Report of the Head of Democratic Services

14. **DESIGNATION OF VETERANS' CHAMPION** (Pages 23 - 27)

Report of the Head of Democratic Services

15. **ALLOCATION OF SEATS TO POLITICAL GROUPS** (Pages 28 - 32)

Report of the Head of Democratic Services

Published 25 July 2022

16. **APPOINTMENTS AND CHANGES TO COMMITTEE MEMBERSHIP**

Group Administrators to report any changes to Committee Membership.

17. **APPOINTMENT OF CHAIRS**

To appoint a new Chair of the Budget and Performance Panel and any other Committees, as required.

18. **QUESTIONS UNDER COUNCIL PROCEDURE RULE 12**

To receive questions in accordance with the provisions of Council Procedure Rules 12.2 and 12.4 which require a Member to give at least 3 working days' notice, in writing, of the question to the Chief Executive.

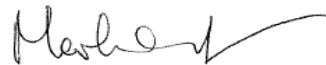
19. **MINUTES OF CABINET** (Pages 33 - 38)

To receive the Minutes of Meeting of Cabinet held 7th June 2022

20. **MINUTES OF COMMITTEES** (Pages 39 - 57)

To consider the minutes of: -

- (a) Budget & Performance Panel, 17th March 2022
- (b) Overview & Scrutiny Committee, 8th June 2022
- (c) Licensing Committee, 9th June 2022
- (d) Planning Regulatory Committee, 20th June 2022



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Chief Executive

Town Hall,
Dalton Square,
LANCASTER,
LA1 1PJ

Published on 19th July 2022.



Leader's Report

27 July 2022

Report of the Leader of the Council

PURPOSE OF REPORT

To present the Leader's report to Council.

This report is public.

RECOMMENDATIONS

To receive the report of the Leader of Council.

REPORT

1.0 Cabinet

1.1 Information on Cabinet matters is provided in the minutes from the Cabinet meeting held 07 June 2022, later in this agenda.

2.0 Decisions required to be taken urgently

No urgent Cabinet decisions had been taken in this period.

3.0 Leader's Comments

3.1 In contrast to previous reports, this will be shorter, concentrating on the proceedings of the Cabinet over the previous month.

3.2 On-going matters

3.3 **Levelling Up Round 2** - The Eden bid has been largely completed. The portal by which bids must be submitted was not functioning until 15th July and the new closing date is 2nd August.

3.4 **UK Shared Prosperity Fund** - Members of cabinet have attended three Partnership Group Sessions with members of our agencies, third sector and education sector. The sessions have presented the consultants' findings from the

focus groups and concentrated on establishing the critical success factors and intervention strategies to be submitted to government. A further workshop session purely with cabinet, further reduced the number of interventions and considered the profile of spending across the three priorities. The report will be submitted to 26th July cabinet.

- 3.5 OBR Strategy** – Cllr Anne Whitehead and the Leader have been fully involved with officers in the process of interviewing and deciding on the selection of the consultant to carry out Stage 2 of OBR. The second phase should begin August/September 2022 and run for 18months – 2 years.
- 3.6 Morecambe Summit** – The second Morecambe Summit meeting of officers and relevant portfolio holders, received from TPS, the constraints survey on the Frontierland site commissioned by the city council. There was discussion of possible variations to heights of buildings and site layout. A request for expressions of interest in developing the site will be going out by the end of July.
- 3.7 City Futures** – The Leader met with the CEO of City Futures CIC to further discuss the possibilities of creating a similar partnership to that used in Exeter. City Futures are currently working on a bespoke plan to support creating a similar partnership in Lancaster to support the reduction in our carbon footprint and the development of wider agreement on carbon zero priorities.
- 3.8 One-off or briefer matters**
- 3.9 Enforcement** – Some cabinet members met with officers on enforcement in relation to fly-tipping and other matters. Officers from the Legal team expressed a readiness to support Environment officers in following up fly tipping cases where there was sufficient evidence.
- 3.10 Confucius Institute** – The Leader and Chief Executive met with Lancaster University and a director of the Confucius Institute to consider how to discuss closer cooperation on areas that would be of mutual interest. Further work will take place in the autumn.
- 3.11 LGA Assembly in Harrogate** – The Leader, Deputy Leader and Chief Executive attended the Local Government Association conference. The district as a member sends the Leader to vote in the assembly proceedings. However, there were no votes cast.
- 3.12 Cabinet and UU** – The cabinet met with a UU representative to discuss the contradictory statements regarding the water quality in Morecambe Bay. The talk with Stephen Wong was very informative and members were left with a greater understanding of current difficulties.

4 Decisions

The following decisions were scheduled to be considered by Cabinet on 12 July 2022:

UK Shared Prosperity Fund
No.1 Gateway Roof Cladding/Refurbishment
Appointment of Chair for Shareholder's Committee

No Officer Delegated Key Decisions have been taken since the last Leaders report.

The following Individual Cabinet Member Decisions were taken since the last Leader's report:

ICMD3	Proposed Property Acquisition	Published on 08.06.22 Taken by Cllr Matthews Call-in waived.
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Background Papers

Cabinet agenda of the meeting held on 12 July 2022.

COUNCIL**Executive Arrangements
27 July 2022
Report of the Leader****PURPOSE OF REPORT**

To report to Council on changes to the portfolio and responsibility areas of some Cabinet Members.

This report is public

RECOMMENDATION

(1) That the report be noted

1.0 Introduction

1.1 This report is presented in accordance with Rule 4 (b) of the Cabinet Procedure Rules in Part 3, Section 2 of the Council's Constitution. This Rule requires the Leader to present a report to Council setting out any changes made to the Scheme of Delegation, which includes Cabinet Member portfolio responsibilities.

1.2 Small changes have been made to the detailed responsibility areas of some Cabinet Members. All the current detailed remits are appended to this report for information.

2.0 Conclusion

2.1 The report is submitted in accordance Cabinet Procedure Rules and is for noting.

Councillor Caroline Jackson

Leader

- Principal Spokesperson
- Lead on Establishment & Achievement of Council Priorities & Principles
- Human Resources
- Community Safety Partnership
- Levelling Up

Councillor Dave Brookes

Environmental Services

- Waste and Recycling
- Parks and Green Spaces
- Commons, Reserves, Open Spaces
- Water including Rivers and Coast
- Nature Conservation
- Biodiversity
- Street Cleansing
- Environmental Health & Enforcement
- Allotments, Food Production and Food Waste

Councillor Gina Dowding

Planning and Place Making

- Active Transport & Modal Shift
- Planning including Local Plan
- Conservation & Urban Design
- Transport Policy and Parking – Air Quality
- Council-owned Community Facilities
- Development and Building Control
- Compulsory Purchase
- Neighbourhood Plans
- Emergency Response, Community Resilience and Recovery
- South Lancaster Growth Catalyst/Bailrigg Garden Village

Councillor Tim Hamilton-Cox

Sustainable Economic Prosperity

- Sustainable Business and Innovation Support
- Asset and Property Management
- Green Jobs & Skills
- Digital Strategy
- Community Wealth Building - Local Supply Chains
- ICT

Councillor Tricia Heath

Economic Recovery

- Business Recovery
- Business Development in Morecambe
- Tourism and Marketing

Councillor Kevin Frea – Deputy Leader

Climate Action

- Community Action
- Stakeholder Partnerships
- Energy
- Rural Communities & AONB
- Climate Change Resilience

Councillor Jason Wood

Corporate Services

- Facilities Management
- Legal Services
- Democratic Services (Democratic Support, Civic, Mayoral & Elections)
- Customer and Advice Services
- Governance
- Flood Prevention
- Community Connectors
- Fair Work Charter
- Equalities and Social Justice
- Plan 2030

Councillor Cary Matthews

Housing

- Council Housing
- Homelessness
- Private Sector Housing
- Social Housing
- Caravan Sites
- Traveller Sites
- Refugee Housing
- Household Support and Resilience

Councillor Sandra Thornberry

Arts, Culture, Leisure and Wellbeing

- Arts, Culture, Festivals and Events
- Museums
- Visitor Information Centres
- Sport and Leisure
- Community Health and Wellbeing

Councillor Anne Whitehead

Finance and Resources

- Strategic Control of Financial Resources
- Treasury Management
- Procurement and Fair Trade
- Audit and Risk Register
- Financial Services
- Revenues & Benefits

BRIEFING NOTE

MOTION: To effect “warm places” provision in public/ community buildings from Autumn 2022

This Council notes:

1. The cost-of-living crisis is hitting thousands of Lancaster district's households and is expected to get worse as the energy cap is increased dramatically in October.
2. The impact of domestic fuel - and food - price rises will adversely affect the health and well-being of many of the district's residents.
3. Local authorities have a duty to promote and protect the health and well-being of the public, and to prevent avoidable harm.
4. Martin Lewis, the MoneySavingExpert founder, has warned this month that the latest forecasts take the typical annual energy bill to more than one third of the state pension.

Those estimates point to an expected rise of more than 50% compared to current bills, which are already dramatically elevated compared to 12 months ago. Those now paying £100 a month can expect a rise to £165 in October, while those whose monthly bill is now around £200 will be paying £330; and that he describes the effect as a 'cataclysmic issue' for the government.

5. Martin Lewis has posted on Twitter: “Can’t believe I’m writing this, but I wonder if this winter we’ll need ‘warm banks’ the equivalent of ‘food banks’ where people who can’t afford heating are invited to spend their days at no cost with heating (eg libraries, public buildings)?”

Lancaster City Council therefore:

1. (i) Instructs the Chief Executive:
 1. to develop a deliverable plan which ensures that every community in the district has access free of charge to a ‘warm and welcome’ public building where people can keep warm and comfortable this coming autumn and winter during day-times (as a minimum);
 2. to work with Lancashire County Council and other partner organisations to identify locations and public and community buildings for this purpose;
 3. where possible to ensure such 'warm and welcome' public spaces should offer additional support and information to aid individuals to access other services to alleviate hardship.
2. (ii) Resolves that funding be made available from the Household Support Fund (2 and/or 3, to be determined) and the council's hardship reserve to enable this service to be in place by autumn 2022.
3. (iii) Notwithstanding (ii), given the pressing demands on these limited funds, asks the chief executive to write to HM Treasury and to the chair of the LGA to seek funding for this purpose.

PROPOSER: Cllr Maddocks

SECONDRS: Cllrs Penny; Dant; Hamilton-Cox

OFFICER BRIEFING NOTE

The cost of living crisis and rising energy prices are undoubtedly going to affect many of our residents and this will be a particularly difficult winter for some. The Council already has a number of interventions in place or planned to try to mitigate the impact on those who will be the hardest hit. The main ones are summarised below.

The Council has great connections with the VCFSE (and Parish/ Town Councils) consolidated and expanded through our work with communities during the pandemic. The Community Connector team have named contacts for most of that sector and are well placed to undertake a coordinating piece of work to establish what, if any, plans the VCSFE have to offer venues for residents to attend. This could be done within their existing capacity.

In terms of a deliverable plan for the provision of accommodation/ buildings where residents could attend, officers can support Lancashire County Council's work to develop this deliverable plan as agreed at their Council meeting of 14th July 2022 following the submission of a motion on this issue. The full cost of this plan and sources of funding are unknown at this stage but due to be reported back to County's cabinet in September and October.

The Council does have some public venues open to residents at times e.g. Museums, Platform, Salt Ayre, Storey and Williamson Park. Space is limited at these venues and they already attract visitors. There could be a potential loss in income if these spaces are occupied by non -paying guests.

Household Support Fund

£421 million has been made available to County Councils and Unitary Authorities in England to support those most in need to help with significantly rising living costs. This funding covers the period 1st April 2022 to 30th September 2022 inclusive.

Awards must be based on the following framework: at least one-third of the total funding will be ring-fenced to support households with children, at least one-third of the total funding will be ring-fenced to support pensioners with up to one-third of the total funding to other households genuinely in need of support.

As Lancashire County Council are the lead authority, they have decided to support families whose children receive free school meals across the county. Therefore, Lancaster City Council has been awarded £555,000 to support pensioners of pensionable age of 66 by 30th September 2022 and in receipt of council tax support across the district.

Across the district, we have approx. 3700 pensioners in receipt of Council Tax Support and therefore will receive a payment of £90 towards Gas and Electric. Those eligible will receive a post office voucher from mid-July issued by the Community Hub. It is estimated that the total amount spent on supporting pensioners will be £360,000. Of the remaining funds, just over £150,000 will be used to support food provision to vulnerable households via Food Clubs, Banks and Pantries via Eggcup. Any remaining money will be used to support the Lancaster District Support Fund.

Lancaster District Hardship Fund

£347,000 of Council Tax Hardship funding will be administered through the Community Hub from 4th July 2022 to support residents with utility bills, food, debts, housing costs, household appliances and other essential items.

Building on lessons learnt from Emergency Assistance Grants (EAGS) and Household Support Fund (round 1), the Community Hub wishes to support residents longer term;

therefore, each application form that is received online, over the telephone and at any of our Customer Services face to face venues will be referred through to Citizens Advice Bureau (CAB). Once an advisor at CAB has seen the residents, the Community Hub will arrange for any essential items to be awarded to residents.

Energy Rebate Scheme

£299,700 of funding to support households who either didn't receive the £150 statutory energy rebate or to provide a top-up payment providing the following eligibility criteria is met:

- CTAX bands E-H on full CTAX support will receive a £150 payment
- CTAX bands A-D on full CTAX support will receive a £30 payment
- CTAX bands A-D on some CTAX support with children under five will receive a £30 payment
- Pensioners over 80 on 1 April 2022, in bands A – D on some CTAX support, will receive a £30 payment.
- SMI in CTAX bands A-D will receive a £30 payment, and in CTAX bands E-H, irrespective of CTAX support, will receive £150
- Disabled Persons Allowance those in bands A-E higher band due to the band reduction a £30 payment and in bands F-H £150 payment.

This fund will go live from mid-August through the Community Hub. Only one payment will be made per household. Payments will be made via Post Office Voucher letter, and all funds must be spent by 30th November 2022. The Community Hub will support residents who are struggling to use their voucher.

Please note a dedicated phone line has been set up to support residents with all of the above grants, 01524 582000 option 7

In addition, the government will give every household in Great Britain £400 off their electricity bill from October onwards. This is called the Energy Bills Support Scheme.

Support is also provided to residents most in need through the Council's Home Improvement Agency. Over the past twelve months Caseworkers have been empowered to provide energy advice through the Energy Redress Scheme to those who need it, whilst the Team also employ a dedicated Technical Retrofit Officer who can complete EPCs on residents properties then provide support and assistance to secure grants towards undertaking the work. This is in addition to the usual work of the HIA which involves adaptations and benefits advice.

Council Housing Tenants

The Council Housing Team employ a dedicated Energy Support Officer who can support residents with energy saving advice, support with access to grants etc This is undertaken with all new residents moving in and can be done for existing residents on a referral basis. In 2021/22 – 244 households benefitted from advice and support.

There is a dedicated Income Management Team, who alongside ensuring rent is collected, significantly support tenants to maximise their income. During 2021/21 this team alongside other housing colleagues successfully supported residents to secure an additional £660k in benefits which was owed to them.

The Council Housing Team has a robust plan to bring all Council housing up to EPC C by 2030, over the past twelve months this has included Phase one of the retrofit programme on Mount Avenue, as well as improving 23 of our hardest to treat properties through funding received by government. Additional measures are undertaken in a planned way throughout the year such as loft insulation top-ups, new doors / windows etc.

SECTION 151 OFFICER'S COMMENTS

As noted in the briefing the City Council already has a number of current, or planned interventions to help and support residents. Clarification and consideration of the exact role the City Council is expected to play in this area would be expected ahead of any formal commitment from either Members or Officers

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no comments to add.

BRIEFING NOTE**MOTION: Local Government Pay: A Fully Funded, Proper Pay Rise for Council and School Workers.**

This council notes:

Local government has endured central government funding cuts of more than 50% since 2010. Between 2010 and 2020, councils lost 60p out of every £1 they have received from central government. UNISON research found that councils in England had to fill a combined funding gap of £3 billion when setting budgets for 2022/23.

Over the last two years, councils have led the way in efforts against the Covid-19 pandemic, providing a huge range of services and support for our communities. Local government has shown more than ever how indispensable it is. But Covid has led to a massive increase in expenditure and loss of income, and as we emerge from the pandemic, local authorities and schools need far more support from Westminster.

Council and school workers kept our communities safe through the pandemic, often putting themselves at considerable risk as they work to protect public health, provide quality housing, ensure our children continue to be educated, and look after older and vulnerable people.

Since 2010, the local government workforce has endured years of pay restraint with the majority of pay points losing at least 25 per cent of their value since 2009/10. Staff are now facing the worst cost of living crisis in a generation, with inflation hitting 9% and many having to make impossible choices between food, heating and other essentials. This is a terrible situation for anyone to find themselves in.

At the same time, workers have experienced ever-increasing workloads and persistent job insecurity. Across the UK, 900,000 jobs have been lost in local government since June 2010 – a reduction of more than 30 per cent. Local government has arguably been hit by more severe job losses than any other part of the public sector.

There has been a disproportionate impact on women, with women making up more than three-quarters of the local government workforce.

Recent research shows that if the Government were to fully fund the unions' 2022 pay claim, around half of the money would be recouped thanks to increased tax revenue, reduced expenditure on benefits and tax credits, and increased consumer spending in the local economy.

This council believes:

Our workers are public service super-heroes. They keep our communities clean and safe, look after those in need and keep our towns and cities running.

Without the professionalism and dedication of our staff, the council services our residents rely on would not be deliverable.

Local government workers deserve a proper real-terms pay increase. The Government needs to take responsibility and fully fund this increase; it should not put the burden on local

authorities whose funding has been cut to the bone and who were not offered adequate support through the Covid-19 pandemic.

This council resolves to:

1. Support the pay claim submitted by UNISON, GMB and Unite on behalf of council and school workers, for an increase of £2,000 or the current RPI rate, whichever is the greater (along with the various conditions claims proposed)
2. Call on the Local Government Association to make urgent representations to central government to fund the NJC pay claim
3. Write to the Chancellor and Secretary of State to call for a pay increase for local government workers to be funded with new money from central government
4. Meet with local NJC union representatives to convey support for the pay claim and consider practical ways in which the council can support the campaign
5. Encourage all local government workers to join a union.

PROPOSERS:

Cllrs Wood, Black, Hartley and Redfern

OFFICER BRIEFING NOTE

The following figures are estimates based on current budget assumptions. RPI is currently 11.7%, the additional cost to the budget would potentially be as follows:

General Fund	£2.502M
Housing Revenue Account	£0.188M

These figures are over and above the current budgetary provision of 2% inflation currently included and therefore represent the additional budgetary ask. It is anticipated that given the current RPI rate, this would be higher than an increase of £2000.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer drafted this briefing note and has no further comments.

MONITORING OFFICER'S COMMENTS

Re recommendation (5) to "Encourage all local government workers to join a union." Contact details are not held for all local government workers in the district however it would be possible to put out encouragement – by way of publicising this resolution - via social media and/or a press release, and the council's staff newsletter for those who are directly employed by the city council. TU contact details have also recently been published on the intranet.

BRIEFING NOTE**MOTION: For the Council to Support the Campaign For Proportional Representation.**

Council notes that:

- First Past the Post (FPTP) originated when land-owning aristocrats dominated parliament and voting was restricted to property-owning men.
- In Europe, only the UK and authoritarian Belarus still use archaic single-round FPTP for general elections. Meanwhile, internationally, Proportional Representation (PR) is used to elect parliaments in more than 80 countries. Those countries tend to be more equal, freer and greener.
- PR ensures all votes count, have equal value, and those seats won match votes cast. Under PR, MPs and Parliaments better reflect the age, gender and protected characteristics of local communities and the nation.
- MPs better reflecting their communities leads to improved decision-making, wider participation and increased levels of ownership of decisions taken.
- PR would also end minority rule. In 2019, 43.6% of the vote produced a government with 56.2% of the seats and 100% of the power. PR also prevents 'wrong winner' elections such as occurred in 1951 and February 1974.
- PR is already used to elect the parliaments and assemblies of Scotland, Wales and Northern Ireland. So why not Westminster?

Council therefore resolves to instruct the CEO to write to H.M. Government calling for a change in our outdated electoral laws to enable Proportional Representation to be used for general elections.

PROPOSERS:

Cllrs Lenox, Dowding, Bannon, Blaikie and Wood.

OFFICER BRIEFING NOTE

The Single Member Plurality voting system, often known as "first past the post", is the method of voting currently used to elect Members of Parliament. 'First past the post' is a simple system to use. The candidate who gets more votes than any of the other candidates will be declared the winning candidate.

Proportional Representation describes electoral systems in which candidates win seats in a parliament more or less in proportion to the votes cast. For example, if a party gained 40% of the total votes, a perfectly proportional system would allow them to gain 40% of the seats.

As the motion indicates, a change in the Parliamentary voting system would require a change in the law.

SECTION 151 OFFICER'S COMMENTS

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

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no comments to make.

COUNCIL

**Community Governance Review:
Petition to merge Yealand Conyers and Yealand Redmayne
Parish Councils
27th July 2022**

Report of Head of Democratic Services

PURPOSE OF REPORT

To advise Council of the receipt of a valid petition requesting the merging of Yealand Conyers and Yealand Redmayne Parish Council into The Yealands Parish Council, and to seek the Council's views on taking the Community Governance Review forward.

This report is public.

RECOMMENDATIONS

- (1) **To consider the options set out in 3.2 of the report for allocating or establishing a Committee to develop terms of reference, determine consultation plans and agree a timetable for a Community Governance Review (CGR) for the proposed merging of Yealand Conyers and Yealand Redmayne Parish Councils into The Yealands Parish Council.**
- (2) **That the Committee be consulted throughout the process and be involved in the preparation of final proposals to be submitted to Council in January 2023.**

1.0 Introduction

- 1.1 The Local Government and Public Involvement in Health Act 2007 ("the Act") transferred responsibility for the creation of new parish councils, or the merging or dissolving of existing parish councils from the then Department for Communities and Local Government to principal councils. A "community governance review" must be undertaken and completed before any changes can be made.
- 1.2 At the last Council meeting on 22 June, Members were provided with an update on a full CGR of the district. Such an undertaking is a large piece of work for our Elections Team. The report explained that this could only be undertaken in a year without scheduled elections, to meet the 12 month time limit for a CGR and deliver successful polls.
- 1.3 There are, however, provisions in the Act for community governance petitions, which must meet the conditions laid out in Section 80 of the Act (as amended by The Legislative Reform (Community Governance Reviews) Order 2014.

A petition must be signed by the following number of electors

<u>Petition Area</u>	<u>Required number of signatories</u>
<500 Electors	37.5% of the electors
500-2,499 electors	At least 187 of the electors
>2,500 electors	At least 7.5% of the electors

- 1.3 Petitions should be signed by local government electors on the most recently published register of electors inclusive of monthly notices of alteration.

2.0 Details

- 2.1 On 16 June 2022 the City Council received a petition to request merging of Yealand Conyers and Yealand Redmayne Parish Councils into a new “The Yealands Parish Council”. The business plan produced jointly by the two parishes includes a plan of the proposed area and includes details of future electoral arrangements and a proposed budget based on current financial commitments of both parishes.

- 2.2 The area of the proposed new parish currently has an electorate of 456 (168 in Yealand Conyers and 288 in Yealand Redmayne). The register to be used for the calculation of electorate for the petition is the register published on 1 July 2022. The petition has been checked and the number of electors who have signed is 238, of which 227 are registered electors. This represents 49.78% of the electorate, well in excess of the 37.5% required to trigger a CGR.

- 2.3 When a principal council, such as Lancaster City Council receives a valid petition, it must then carry out a CGR. The first stage of carrying out the review is to set a timetable and publish terms of reference for the review. These must specify the area under review and set out clearly the matters on which the review is to focus. The terms must be appropriate to local people and their circumstances and reflect the specific needs of their communities. Once a petition is received the review must be completed within 12 months. The review concludes when the Council publishes its final recommendations.

- 2.4 The proposed timetable for the Yealand Conyers and Yealand Redmayne CGR is as follows:

Report to Council	July 2022
Preparation of Terms of Reference	August/September 2022
Publication of Terms of Reference and Consultation on draft proposals	September/October 2022
Preparation of final proposals	November 2022
Publication of final proposals	December 2022
Agreement of final proposals by Council and publication of recommendations	January 2023
Publication of a reorganisation order	Before July 2023 (to come into effect on 1 April 2024).

3.0 Details of Consultation

- 3.1 As set out in 2.3 above, terms of reference for the review need to be established, agreed and published and it is recommended that a Committee of Council meet to formulate those terms of reference.

3.2 Council could choose to delegate the responsibility for setting the terms of reference for the CGR of Yealand Conyers and Yealand Redmayne to a Committee of Council which is already established. The most appropriate would seem to be Council Business Committee as they have already overseen previous CGRs and special meetings of the Committee can be convened as necessary. Alternatively, Council may wish to establish a Working Group on the basis of proportional representation to deal with this CGR. If a Working Group is to be established Council will need to decide how many councillors should serve on it and whether groups should be encouraged to nominate relevant Ward members, who are the most in touch with Yealand Conyers and Yealand Redmayne Parish Councils, or to co-opt them in a non-voting advisory capacity.

4.0 Conclusion

4.1 It is clear in this case that there is considerable support for the merging of Yealand Conyers and Yealand Redmayne Parish Councils into a new single Parish Council (The Yealands Parish Council), demonstrated by the number of electors who have signed the petition in support of the review.

4.2 Council is asked to consider the most appropriate decision-making process for the City Council to adopt. Councillors should be involved at all stages of the process before any final recommendations are brought before Council in January 2023 and the most effective way to do this would seem to be either to delegate the matter to Council Business Committee or establish a new Working Group to report back to Council in January 2023.

4.3 Should the merger be agreed in due course, The Yealands Parish Council would come into effect in April 2024, so elections would have to take place for members of Yealand Conyers and Yealand Redmayne Parish Councils in May 2023.

CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing):
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None.

LEGAL IMPLICATIONS

Chapter 3 of Part 4 of the Local Government and Public Involvement in Health Act 2007 devolved the power to take decisions about matters such as the creation of parishes and their electoral arrangements to local government and local communities in England. Principal councils are required, by Section 100(4) of the 2007 Act to have regard to guidance issued by the Secretary of State when undertaking reviews and the guidance has been followed in drafting this report to Council.

FINANCIAL IMPLICATIONS

The cost of undertaking the review will be met from existing budgets within Democratic Services.
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If, ultimately, a new parish is formed to replace the two current parishes then that would have implications for council tax setting as the new parish would have powers to precept. As part
--

of their business plan the two parishes have agreed a future budget based on their joint assets and have suggested a precept of £36 for a Band D property which will realise a budget to meet their needs in the first year of The Yealands Parish Council. Future precept levels would be decided by The Yealands Parish Council following its establishment.
There are cost implications for the amendment of the Council Tax system provided by Capita, and this would be at an estimate of £10,000. This cannot be covered from the existing budget held by Democratic Services and would have to be built into future years budgets as part of the budget process.

OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces

None.

SECTION 151 OFFICER'S COMMENTS

The S151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Petition.

Contact Officer: Lisa Vines
Telephone: 01524 582070.
Email: lvines@lancaster.gov.uk
Ref:

COUNCIL

Designation of Veterans' Champion 27 July 2022

Report of the Head of Democratic Services

PURPOSE OF REPORT

To ask that Council consider changing the title of "Veterans' Champion" to "Armed Forces Champion" in view of the wider remit of the role being undertaken.

This report is public.

RECOMMENDATION

- (1) **Council is asked to consider whether the role of the Veterans' Champion be widened to include serving members of the Armed Forces and renamed the 'Armed Forces Champion'.**

1.0 Introduction

- 1.1 The role of Veterans' Champion was established by Council in February 2013 specifically "to support and champion the plight of services leavers within Lancaster District."
- 2.2 This role was made prior to the creation of the Armed Forces Community Covenant which was signed on 12 February 2014. The Veterans' Champion at that time, former Councillor Liz Scott, was one of the signatories along with the Council's Leader and numerous other groups and stakeholders.

3.0 Proposal

- 3.1 With the advent of the Armed Forces Community Covenant, the then Veterans' Champion began to take on a role wider than that originally defined by Council, and to refer to herself as the 'Armed Forces Champion'. The current Veterans' Champion also unofficially uses that title to refer to his role. Every other Lancashire Authority within the Armed Forces Covenant Hub has an elected member who is an Armed Forces Champion; this is also the title that the Ministry of Defence uses. Below is an extract from the Government website:

"Since we launched the 'community covenant' in June 2011, every local authority in mainland Great Britain has signed a 'community covenant partnership' with their local armed forces and we are seeing positive benefits as result. The community covenant is now known simply as the Armed Forces Covenant, which covers all aspect of society. Many local authorities have an 'Armed Forces Champion'. The role of a 'champion' is often to make sure that the local authority achieves its commitments to the armed forces community

and any blockages are resolved.”

- 3.2 In February 2021, the Council renewed its commitment to the covenant to reflect how it has evolved. It is now called the Armed Forces Covenant and a copy is attached for information.
- 3.3 In view of this, Council is asked to consider changing the role of the Veteran’s Champion to include championing serving members of the Armed Forces as well as services leavers and redesignating the role “Armed Forces Champion.”

4.0 Conclusion

- 4.1 Council is asked to consider the name change in light of the points made in this report.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) The Council first signed an Armed Forces Community Covenant on February 2014. This was renewed in 2021.</p>	
<p>LEGAL IMPLICATIONS Legal services have been consulted and have no comments.</p>	
<p>FINANCIAL IMPLICATIONS None identified. Champions are eligible for an allowance not exceeding £250pa each out of an overall total of £1,000 (as set out in the Councillors Allowances Scheme in the Council’s Constitution). A change to the title and remit of a champion’s role will have no effect on that allowance which is included in existing budgets.</p>	
<p>OTHER RESOURCE IMPLICATIONS, such as Human Resources; Information Services; Property; Open Spaces: None.</p>	
<p>SECTION 151 OFFICER’S COMMENTS The Section 151 Officer has been consulted and has no further comments.</p>	
<p>MONITORING OFFICER’S COMMENTS The Monitoring Officer has been consulted and has no further comments.</p>	
<p>BACKGROUND PAPERS None.</p>	<p>Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk</p>



Lancaster City Council

We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.

Signed on behalf of:

Lancaster City Council

Signed:

Name: Mark Davies

Position: Director – Communities and Environment
Armed Forces Lead Officer

Date: 12/02/21

The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom
Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles of The Armed Forces Covenant

1.1 We, Lancaster City Council will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- *no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen*
- *in some circumstances special treatment may be appropriate especially for the injured or bereaved.*

Section 2: Demonstrating our Commitment

2.1 We recognise the value serving personnel, reservists, veterans and military families bring to our business and to our country. We will seek to uphold the principles of the Armed Forces Covenant, by:

- **Promoting the Armed Forces:** promoting the fact that we are an Armed Forces-friendly organisation, to our staff and wider public.
- **Veterans:** supporting the employment of veterans, recognising military skills and qualifications in our recruitment and selection process; working with the Career Transition Partnership (CTP) to advertise our vacancies to Service leavers;
- **Service Spouses & Partners:** supporting the employment of Service spouses and partners; partnering with the [Forces Families Jobs Forum](#); and providing flexibility in granting leave for Service spouses and partners before, during and after a partner's deployment.
- **Reserves:** supporting employees who are members of the Reserve Forces; granting additional paid/unpaid leave for annual Reserve Forces training; supporting any mobilisations and deployment.
- **Cadet Organisations:** supporting our employees who are volunteer leaders in military cadet organisations, granting additional leave to attend annual training camps and course and supporting local military cadet units.
- **National Events:** supporting Armed Forces Day, Reserves Day, the Poppy Appeal Day and Remembrance activities;
- **Armed Forces Charities:** supporting Armed Forces charities with fundraising and supporting staff who volunteer to assist;
- **Commercial Support:** offering packages for members of the Armed Forces community at our in-house leisure facility;

2.2 We will publicise these commitments through our literature and/or on our website, setting out how we will seek to honour them.



**Allocation of Seats to Political Groups
27 July 2022
Report of the Head of Democratic Services**

PURPOSE OF REPORT
To advise Council of the calculations relating to the allocation of seats in accordance with the Local Government and Housing Act 1989 following a change to the political composition of the Council.
This report is public.

RECOMMENDATIONS

- 1) **That in accordance with Section 15 of the Local Government and Housing Act, 1989 and Part 4 of the Local Government (Committees and Political Groups) Regulations, 1990, the City Council approves the calculations and allocation of seats set out in this report, including the adjustments set out in the table in 2.3 of the report.**

1.0 Introduction

- 1.1 A calculation of political composition is undertaken at each annual Council meeting to determine the political balance on the Council’s committees. Re-calculations are made as and when the political make-up of the Council changes. The last calculation was made at the last Council meeting on 22 June 2022.
- 1.2 There have been several changes since the last Council meeting. On 24 June 2022, Democratic Services were informed that Councillors Anderton, Boyd-Power, Goodwin and Matthews had resigned from the Morecambe Bay Independent (MBI) group and formed a new group – the Bay Independent group. A by-election held on 21 July 2022 for Harbour Ward resulted in the election of Councillor Pattison for the Labour Group. Finally on 22 July Councillors Frea, Penny and Sinclair joined with the Green Group to form a new Green and Independent Group. Councillor Whearty, who had been aligned to the Eco-Socialist Group therefore became an independent councillor unaligned to any group and, as such, not included in the calculations for committee places.N

2.0 Change in Composition of the Council

- 2.1 The make-up of the Council is now:

Labour	16
Green and Independent Group	14
Conservative	9
MBIs	6
Independent Group	5
Liberal Democrats	4
Bay Independent Group	4
	58

There is also one vacant seat (Warton Ward) and one Councillor who is not aligned to any group.

2.2 The table below shows the changes required across all 78 committee seats based upon the revised political composition of the Council.

2.3 The figures for June were based upon a pro rata share of 78 seats across 59 Councillors using roundings (due to the vacant seat in Harbour Ward). The figures for July are based on a pro rata share of 78 seats across 58 councillors using roundings (due to the vacant seat in Warton Ward and one non-aligned independent Councillor).

3.0 Political Balance on Committees

3.1 If political balance was calculated separately on each committee the figure would be as set out below for each size of committee:-

3.2 15 Member Committee (Planning Regulatory)

Labour	16/58x15	4.1379	4
Green and Independents	14/58x15	3.6207	4
Conservatives	9/58x15	2.3276	2
MBIs	6/58x15	1.5517	2
Independent Group	5/58x15	1.2931	1
Liberal Democrats	4/58x15	1.0345	1
Bay Independents	4/58x15	1.0345	1
			15

10 Member Committee (Licensing)

Labour	16/58x10	2.7586	3
Green and Independents	14/58x10	2.4138	2
Conservatives	9/58x10	1.5517	1*
MBIs	6/58x10	1.0345	1
Independent Group	5/58x10	0.8621	1
Liberal Democrats	4/58x10	0.6897	1
Bay Independents	4/58x10	0.6897	1
			10

*Rounding up would result in 11 seats and there are only 10 available. As the group with the lowest residual, the Conservative group are rounded down to one seat.

9 Member Committees x 2 (Overview and Scrutiny, Budget and Performance)

Labour	16/58x9	2.4828	2
Green and Independents	14/58x9	2.1724	2
Conservatives	9/58x9	1.3966	1
MBIs	6/58x9	0.9310	1
Independent Group	5/58x9	0.7759	1
Liberal Democrats	4/58x9	0.6207	1
Bay Independents	4/58x9	0.6207	1

7 Member Committees x 5 (Personnel, Audit, CBC, Appeals, Standards)

Labour	16/58x7	1.9310	2
Green and Independents	14/58x7	1.6897	2
Conservatives	9/58x7	1.0862	1
MBIs	6/58x7	0.7241	1
Independent Group	5/58x7	0.6034	1
Liberal Democrats	4/58x7	0.4828	0
Bay Independents	4/58x7	0.4828	0

- 3.3 If all the Committees could be calculated individually, as shown above, the result for the 78 places would be:

Labour	21
Green and Independents	20
Conservatives	10
MBIs	10
Independent Group	9
Liberal Democrats	4
Bay Independents	4
TOTAL	78

- 3.4 However, the individual committee calculations are a guide only to the balanced composition of each committee. The calculation of the 78 committee places on all standing committees **must** be undertaken using rules A-E, set out in s. 15(5) of the Local Government and Housing Act 1989. Those rules are explained in **Appendix A** and the aggregate calculation is as shown on the table below under the column "July 2022". The necessary adjustments are shown in the highlighted right-hand column of that same table.

	June 2022	Rounded	July 2022	Actual	Rounded	Change
Labour	15/59x78	20	16/58x78	21.5172	22	+2
Green	11/59x78	15	-	-	0	-15
Green and Independent	-	-	14/58x78	18.8276	+19	+19
Conservative	10/59x78	13	9/58x78	12.1034	12	-1
MBIs	10/58x78	13	6/58x78	8.0690	8	-5
Independent Group	5/59x78	7	5/58x78	6.7241	7	
ESIs	4/59x78	5	-	-	-	-5
Liberal Democrats	4/59x78	5	4/58x78	5.3793	5	
Bay Independents	-	-	4/58x78	5.3793	5	+5
	TOTAL	78	TOTAL		78	

4.0 Conclusion

- 4.1 Members are requested to agree the new calculation so that the appropriate adjustments can be made following a change to the political composition of the Council.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

There are no direct implications as a result of this report.

FINANCIAL IMPLICATIONS

There are no financial implications as a direct result of this report.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no comments

LEGAL IMPLICATIONS

This report has been prepared in accordance with the provisions of Section 15 of the Local Government and Housing Act, 1989 and Part 4 of the Local Government (Committees and Political Groups) Regulations 1990.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no comments

BACKGROUND PAPERS

Contact Officer: Debbie Chambers
Telephone: 01524 582057
E-mail: dchambers@lancaster.gov.uk

THE RULES

The main rules are set out in s. 15(5) LGHA, and they are to be applied sequentially. So Rule B cannot override Rule A; Rule C cannot override Rules A and B; and Rule D cannot override Rules A, B or C. An additional rule is set out in s. 16.

Rule A: all the seats on a committee or sub-committee may not be allocated to members of the same political Group. Note that this does not require that each political Group needs to be represented on each committee or sub-committee.

Rule B: where a majority of the members of Council are members of the same political Group, a majority of the seats on each committee and sub-committee must be allocated to that political Group. So, where there is a majority Group, it must be allocated a minimum of 2 seats on each committee or sub-committee of 3 members, 3 seats on each committee or sub-committee of 4 members, and so on. This means that, where a political Group enjoys a narrow majority on Council, that majority Group will be allocated significantly more seats than would result from simple proportionality. Incidentally, the combination of Rules A and B reinforces the point that the minimum size of a committee or sub-committee ought to be 3.

Rule C: deals with the aggregate of seats on all committees, taken together. [It does not apply to sub-committees, joint committees or outside bodies (see later)]. It provides that, subject to Rules A and B, the relationship between the total number of committee seats allocated to each Group and the total number of seats on all committees must, as near as possible, be the same as the relationship between the number of members of the Group as a proportion of the total number of members of Council. This is subject to Rules A and B.

Rule D: Having worked out how many committee seats are to be allocated to each political Group, Rule D then determines which committees those seats relate to. Rule D now says that, taking each committee separately, the seats on that committee must be allocated as close to proportionately as possible, without offending Rules A, B or C

There is also a "**Rule E**", inserted into s.16 by reg. 16(3), which provides that, where appointments to seats are to be made other than in accordance with Rules A to D (i.e. to seats which are not allocated to a political Group) then the Council or the committee must appoint members to those seats who are not members of a political Group. The exact wording is:

“(2A) Where appointments fall to be made to seats on a body to which section 15 applies otherwise than in accordance with a determination under that section, it shall be the duty of the authority or the committee, as the case may be, so to exercise their power to make appointments as to secure that the persons appointed to those seats are not members of any political Group.”

CABINET

6.10 P.M.

7TH JUNE 2022

PRESENT:- Councillors Caroline Jackson (Chair), Kevin Frea (Vice-Chair),
Dave Brookes, Gina Dowding, Tim Hamilton-Cox, Cary Matthews,
Sandra Thornberry and Anne Whitehead

Apologies for Absence:-

Councillors Tricia Heath and Erica Lewis

Officers in attendance:-

Mark Davies	Chief Executive
Luke Gorst	Head of Legal Services and Monitoring Officer
Paul Thompson	Chief Financial Officer (Head of Finance & Section 151 Officer)
Maurice Brophy	Service Manager - Planning and Housing Strategy
Elliott Grimshaw	Business Imp & Project Delivery Lead
Susanna Dart	Climate Change Policy Officer
Phillip Abel	Democratic Support Officer
Liz Bateson	Principal Democratic Support Officer

1 MINUTES

The minutes of the meeting held on Tuesday 12 April 2022 were approved as a correct record.

2 ITEMS OF URGENT BUSINESS AUTHORISED BY THE LEADER

The Chair advised that there were no items of urgent business.

3 DECLARATIONS OF INTEREST

No declarations were made at this point.

4 PUBLIC SPEAKING

Members were advised that there had been no requests to speak at the meeting in accordance with Cabinet's agreed procedure.

5 SUPPLEMENTARY PLANNING DOCUMENTS TO SUPPORT THE CLIMATE EMERGENCY LOCAL PLAN REVIEW (SUITE 2)**(Cabinet Member with Special Responsibility Councillor Dowding)**

Cabinet received a report from the Director for Economic Growth & Regeneration to consider the draft Sustainable Travel Supplementary Planning Document, the draft Incorporating Green and Blue Infrastructure into the design of development Supplementary Planning Document, and the draft Sustainable Design, Energy Efficiency and Renewable Energy Generation Supplementary Planning Document and sought

authorisation for the Service Manager – Planning and Housing Strategy to proceed with informal and statutory consultation.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

Option 1: Progress the draft SPDs through informal and statutorily defined consultation process.

Advantages:

The consultation process will provide engagement with stakeholders and allow them to influence the content of the draft SPDs.

Consultation and appropriate consideration of the responses will ensure that the SPDs can be afforded weight when determining planning applications.

On adoption, the SPDs will support the Council's aspirations to address the climate emergency, mitigate risks to our community from climate change and support an inclusive transition to zero carbon living.

Disadvantages:

No disadvantages.

Risks:

No risks.

Option 2: Do not progress the draft SPDs through informal and statutorily defined consultation process.

Advantages:

No advantages.

Disadvantages:

Additional guidance about the criteria within planning policies will not be available for prospective applicants or as a decision-making tool. The SPDs will not be available to support the Council's aspirations to address the climate emergency, mitigate risks to our community from climate change and support an inclusive transition to zero carbon living.

Risks:

Processing the draft SPDs without the necessary consultation will mean that the SPDs cannot be made, as statutory consultation is required. To make it without consultation will be contrary to the regulations.

The officer preferred option was Option 1 - Progress the draft SPDs through informal and statutorily defined consultation process to ensure that if adopted it can be given weight in decision making.

Councillor Dowding proposed, seconded by Councillor Matthews:-

"That the recommendations, as set out in the report, be approved."

Councillors then voted:-

Resolved unanimously:

- (1) That Cabinet approve the draft SPDs and delegate authority to the Service Manager – Planning and Housing Strategy to advance the draft SPDs through informal and statutory defined consultation processes.
- (2) That the SPDs will then be adopted unless the consultation results in any significant changes, in which case the amended SPD will be reported back to Cabinet for final endorsement.

Officer responsible for effecting the decision:

Director for Economic Growth & Regeneration

Reasons for making the decision:

The Corporate Plan and Priorities includes a priority to create a sustainable district by taking action to meet the challenges of the climate emergency and transitioning to a low carbon transport system and to provide for healthy and happy Communities by supporting wellbeing. The Climate Emergency Local Plan Review (CELPR) includes policies which seek to climate change related issues such as energy efficiency, renewable energy generation, sustainable design, the incorporation of green and blue infrastructure and sustainable travel. The draft SPDs will support the implementation of policies within the CERLP.

6 HEAT DECARBONISATION PROGRAMME: BASELINE CAPITAL FUNDING

(Cabinet Member with Special Responsibility Councillor Frea)

Cabinet received a report from the Chief Executive that sought approval for £300k capital growth in the 22/23 – 25/26 capital programme to cover essential gas boiler replacements at The Storey, Palatine Hall and Williamson Park and refer the matter to full council for approval and to make the necessary budget adjustments

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

Option 1: Approve Proposal for Capital Growth
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Advantages:

- | |
|--|
| <ul style="list-style-type: none"> • Enables officers to apply for new PSDS funding in line with the known criteria from phases 2 & 3 and deliver on the council's Building Energy Decarbonisation Plan. • Gas boilers at all three sites are reaching end of life. Replacement is required irrespective of the decarbonisation plans. The capital funds for boiler replacements are needed to keep the buildings operational. |
|--|

Disadvantages:

None

Risks:

- Further due diligence on capital costs in light of market volatility
- PSDS criteria for next round of funding is unknown at this stage, although unlikely to differ from those in phases 2 & 3.
- Supply chains

Option 2: Reject Proposal**Advantages:**

- None.

Disadvantages:

- Does not support the climate emergency ambition.
- The council will not be eligible for PSDS funding without making a capital contribution • Gas boilers are reaching end of life at three of the council's key buildings. Should action not be taken this could pose operational and financial risks.

Risks:

As above

The Officer Preferred Option was Option 1: Approve Proposal - That Cabinet support the proposal for capital growth and refer the matter to full council for approval and to make the necessary budget adjustments. This will provide officers with an opportunity to submit funding applications to decarbonise the sites in line with the approved Heat Decarbonisation Plans, should funding opportunities arise.

It was noted that since the publication of the report officers had received revised figures in relation to the possible savings which could be achieved, and Cabinet were advised that these revised figures would be included in the referral report to Council.

Councillor Frea proposed, seconded by Councillor Hamilton-Cox:-

"That the recommendations, as set out in the report, be approved."

Councillors then voted:-

Resolved unanimously:

- (1) That Cabinet refers the capital growth requested to Council for approval to ensure the buildings remain fit for purpose and deliver on the projects listed within the Building Heat Decarbonisation Plan, should funding become available.

Officer responsible for effecting the decision:

Chief Executive

Reasons for making the decision:

The project currently sits outside of the Council's approved Capital Programme and Treasury Management Strategy and so will require approval by Council to bring it within the Budget & Policy Framework.

The decision is consistent with the following priorities and cross-cutting themes:

- An inclusive and prosperous local economy. A proportion of the overall evaluation will include an element of social value, in line with the procurement strategy and contract procedure rules.
- Climate Emergency – Net zero 2030 ambition.

7 DELIVERING OUR PRIORITIES: Q4 & END OF YEAR 2021/22

(Cabinet Member with Special Responsibility Councillor Whitehead)

Cabinet received a report from the Chief Executive that provided an update on performance and projects during quarter 4 of 2021/22 (January-March 2022) and some annual measures covering April-March 2022.

As the report was primarily for noting no options were provided. Members commented on the continued low sickness rates, the inclusion of quarterly figures for comparison purposes and requested further information/ benchmarking regarding exposure to pollution at roadside figures.

Resolved unanimously:

- (1) That the report be noted.

8 APPOINTMENTS TO OUTSIDE BODIES AND LANCASHIRE POLICE & CRIME PANEL

(Cabinet Member with Special Responsibility Councillor Caroline Jackson)

Cabinet received a report from the Chief Executive to enable Cabinet to revise the current appointments to Outside Bodies and confirm the appointment to the Lancashire Police & Crime Panel for 2022/23.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

Cabinet was requested to confirm current appointments to Outside Bodies or make any revisions to those appointments as set out in Appendix 1 to the report.

Cabinet was requested to confirm that the appropriate portfolio holder be appointed to the Police and Crime Panel.

Members were reminded that Members nominated to outside bodies, partnerships and boards by Cabinet are representing the views of Cabinet in such positions, rather than any views they might hold as individuals. It was recommended that appointments be aligned as closely as possible to individual Cabinet Members' portfolios.

Councillor Caroline Jackson proposed, seconded by Councillor Brookes:-

"That the recommendations, as set out in the report, be approved."

Councillors then voted:-

Resolved unanimously:

- (1) That the appointments to outside bodies as set out in Appendix 1 to the report be re-confirmed.
- (2) That following on from Council agreeing that the appointment to the Lancashire Police and Crime Panel be by 'virtue of position', Councillor Thornberry as the appropriate Cabinet member be appointed to the position.
- (3) That Blackburn with Darwen be notified of the appointment of Councillor Thornberry, as the appropriate portfolio holder, to the Lancashire Police & Crime Panel.

Officer responsible for effecting the decision:

Chief Executive

Reasons for making the decision:

Representation on Outside Bodies is part of the City Council's community leadership role.

Chair

(The meeting ended at 6.37 p.m.)

**Any queries regarding these Minutes, please contact
Liz Bateson, Democratic Services - email ebateson@lancaster.gov.uk**

MINUTES PUBLISHED ON 9 JUNE, 2022

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:
FRIDAY 17 JUNE ,2022.**

**BUDGET AND
PERFORMANCE PANEL**

6.00 P.M.

17TH MARCH 2022

PRESENT:- Councillors Adrian De La Mare (Chair), Tim Dant (Vice-Chair), Phillip Black, Roger Dennison, Ross Hunter and Joanna Young

Apologies for Absence:

Councillors Joan Jackson and Luke Taylor

Also in Attendance:

Councillors Tim Hamilton-Cox and Anne Whitehead, Cabinet Members invited to attend

Officers in attendance:

Sarah Davies	Director of Corporate Services
Paul Thompson	Chief Financial Officer (Head of Finance & Section 151 Officer)
Stephen Metcalfe	Principal Democratic Support Officer

32 MINUTES

The Minutes of the Meeting held on 2nd February 2022 were signed by the Chair as a correct record.

33 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR

There were no items of urgent business.

34 DECLARATION OF INTERESTS

There were no declarations of interest made at this point.

35 DELIVERING OUR PRIORITIES: Q3 2021/22

Councillor Whitehead, Cabinet Member with particular responsibility for Finance and Resources, had been invited to the meeting to update the Panel regarding the report and appendices. Councillor Hamilton-Cox, Cabinet Member with particular responsibility for Sustainable Economic Prosperity, had been invited to update the Panel on specific issues within his portfolio.

The Panel received a report from the Director of Corporate Services that provided members with an update on performance, projects and resources during the 3rd Quarter of 2021/22 (October – December 2021).

It was report that Cabinet had considered the Delivering Our Priorities projects, performance and resources report for Q3 2021-22 at its meeting of 1st March 2022. The

Panel was now invited to consider the report and raise any comments or questions in line with its Terms of Reference within the Constitution relating to the monitoring and review of the Council's performance.

Members asked a number of questions in relation to 1 Lodge Street urgent structural repairs, Morecambe Co-op building renovation, Local Authority Delivery for Green Homes Grant, Travel Plans, Mellishaw Park (part of Homes Programme), social media, Communities and the Environment significant budget variances service restructure, Economic Growth and Regeneration significant predicted year end variances and building control. Regarding Corporate Services significant predicted year end variances were primarily due to top up payment requirement to the pension fund etc. There was discussion on working and original budgets and how budgets are presented in the future, where Members confirmed they do not wish to see working budgets and prefer a variance based approach. Other discussions were around flow of information through project reporting, The Platform and Markets, HRA variances and development pool slippage.

With regard to 1 Lodge Street Lancaster urgent structural repairs Members requested an update report. Councillor Hamilton-Cox advised that tenders were due to be submitted in the next month and that it was anticipated that an update would be provided within his Cabinet Member report to be submitted to Council on 27th April 2022. If there was no further progress by the time of the Cabinet Member's annual report Members were minded to request the Overview and Scrutiny Committee to receive a report and scrutinise.

The Chair thanked officers for the change in format of the report and links to monitoring reports. The Panel requested that, with regard to the Number of Disabled facilities Grants completed, the service be congratulated on winning the national Healthy Homes, DFG adaptation service of the year award in December 2021.

Resolved:

That the report be noted.

36 WORK PROGRAMME REPORT

The Panel was asked to consider its Work Plan and consider any updates. It was reported that the Chair had requested a review of the property portfolio with an update on income and arrears to be added to the Panel's Work Programme. The request was for a report and data to be provided by the deadline of agenda publication for the meeting the item is to be considered at.

The Panel was informed that an Asset Strategy that sought to address this is under development. Councillor Hamilton-Cox had requested information and had been advised it would be available for assets acquired during the current administration in sufficient time to be included in the Annual Report as Property Portfolio Holder to be submitted to Full Council on 27th April 2022.

The Chair advised that his intention for onward meetings is to limit presentations to the Panel to 30 minutes, would not accept late reports after the publication of the agenda, with additional meetings being arranged for consideration of any reports received after agenda publication.

Resolved:

That the Work Programme report be noted.

Chair

(The meeting ended at 7.50 p.m.)

**Any queries regarding these Minutes, please contact
Stephen Metcalfe, Democratic Services - email sjmetcalfe@lancaster.gov.uk**

**OVERVIEW AND SCRUTINY
COMMITTEE**

6.00 P.M.

8TH JUNE 2022

PRESENT:- Councillors Richard Austen-Baker (Chair), Alan Biddulph, Darren Clifford, Roger Dennison, Jack Lenox, Abi Mills and Alistair Sinclair and David Whitaker (substitute for Mandy King)

Apologies for Absence:-

Councillors Mandy King and Joyce Pritchard

Officers in attendance:-

Stephen Metcalfe
Jenny Kay
Phillip Abel

Principal Democratic Support Officer
Civic & Ceremonial Democratic Support Officer
Democratic Support Officer

1 APPOINTMENT OF VICE-CHAIR

It was proposed by Councillor Richard Austen-Baker, seconded by Councillor Alan Biddulph and unanimously agreed:-

“That Councillor Darren Clifford be appointed Vice-Chair of the Overview and Scrutiny Committee for the Municipal Year.”

Resolved:-

That Councillor Darren Clifford be appointed Vice-Chair of the Overview and Scrutiny Committee for the Municipal Year.

2 MINUTES

The Minutes of the meeting held on 20th April 2022 were signed by the Chair as a correct record.

3 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR

There were no Items of Urgent Business.

4 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5 APPOINTMENTS

The Committee was requested to make the following appointments:

- Pre- Scrutiny Champion
- Also to appoint to the following bodies:

- Homelessness Forum
- Lancaster, Morecambe and District Fairtrade Group

Resolved:

- (1) That Councillor Jack Lennox be appointed the Pre-Scrutiny Champion for the Municipal Year.
- (2) The following appointments were agreed to outside bodies:
 - Homelessness Forum – Councillor Mandy King
 - Lancaster, Morecambe & District Fairtrade Group - Councillor Abi Mills

6 WORK PROGRAMME REPORT

In accordance with Rule 9, Part 3 – Rules of Procedure, the public, Councillors and Executive Management Team had been asked for issues that should be considered for inclusion in the scrutiny work programme. It was noted that some of the Members of the Committee had submitted items. The existing Work Programme and items submitted would be considered at the next meeting of the Committee.

Chair

(The meeting ended at 6.15 p.m.)

**Any queries regarding these Minutes, please contact
Jenny Kay, Democratic Services - email jkay@lancaster.gov.uk**

LICENSING COMMITTEE

1.00 P.M.

9TH JUNE 2022

PRESENT:- Councillors Colin Hartley (Chair), Roger Cleet, Roger Dennison, Andrew Gardiner, Mel Guilding, Tim Hamilton-Cox and Jason Wood

Apologies for Absence

Councillors Fabiha Askari, Mike Greenall and Abi Mills

Officers in attendance:

Jennifer Curtis	Licensing Manager
Daniel Spencer	Solicitor
Sarah Jones	Licensing Officer
Sarah Moorghen	Democratic Support Officer
Phillip Abel	Democratic Support Officer

1 APPOINTMENT OF VICE-CHAIR

The Chair requested nominations for Vice-Chair of the Licensing Committee for the Municipal Year 2022/23.

It was proposed by Councillor Andrew Gardiner and seconded by Councillor Roger Dennison:

That Councillor Mel Guilding be appointed Vice-Chair of the Licensing Committee.

There being no further nominations the Chair declared Councillor Guilding's appointment as Vice-Chair.

Resolved :-

(1) That Councillor Guilding be appointed Vice-Chair of the Licensing Committee for the municipal year 2022/23.

2 MINUTES

The minutes of the meeting held on 7th April 2022 were signed by the Chair as a correct record.

3 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR

There were no items of urgent business.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 EXEMPT ITEM

The Chair advised Members that it had been recommended to exclude the press and public from the meeting for the following items of business on the grounds that they could involve the possible disclosure of exempt information.

It was moved by Councillor Andrew Gardiner and seconded by Councillor Jason Wood:

“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 items of business, on the grounds that they could involve the possible disclosure of exempt information, as defined in Paragraph 1 of Schedule 12A of that Act.”

A vote was taken and unanimously carried.

Resolved:

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 of business, on the grounds they could involve the possible disclosure of exempt information, as defined in Paragraph 1 of Schedule 12A of that Act.

6 EXISTING DUAL DRIVERS LICENCE HOLDER (PAGES 6 - 8)

The Committee received the report of the Licensing Manager for the purpose of determining a review of Hackney Carriage Driver Licence.

Details of the individual case and the Chair's summary of the decision are set out in Exempt Minute No. 6 in accordance with Section 100A(4) of the Local Government Act 1972.

Decision of the Committee:

The decision of the Committee is set out in Exempt Minute No 6.

7 EXISTING DUAL DRIVERS LICENCE HOLDER

With the agreement of the Chair this item was deferred.

8 DETERMINATION OF A RENEWAL APPLICATION OF HACKNEY CARRIAGE/PRIVATE HIRE DUAL DRIVERS LICENCE (PAGES 9 - 10)

The Committee received the report of the Licensing Manager for the purpose of determining a review of Hackney Carriage Driver Licence.

Details of the individual case and the Chair's summary of the decision are set out in Exempt Minute No. 8 in accordance with Section 100A(4) of the Local Government Act 1972.

Decision of the Committee:

The decision of the Committee is set out in Exempt Minute No 8.

The press and public were readmitted to the meeting at this point.

The meeting adjourned at 3pm and reconvened at 3.10pm

With the agreement of the Committee the Chair brought forward item 11, Taxi and Private Hire Working Group – Review and Appointment and item 13, Pedicab – Application for Hackney Carriage Licence.

9 TAXI AND PRIVATE HIRE WORKING GROUP - REVIEW AND APPOINTMENT

The Licencing Manager introduced a report on the Taxi Working Group which requested members to review the membership of the group and consider its priorities.

The Group was advised that convention was that the Chair of Licensing was also the Chair of the working group.

The Chair called for nominations to the Taxi Working Group in addition to the Chair.

Councillors Andrew Gardiner, Jason Wood, Tim Hamilton-Cox and Mel Guilding advised the Committee that they would be like to nominate themselves to the Taxi Working Group.

There being no further nominations the Chair confirmed that Councillors Andrew Gardiner, Jason Wood, Tim Hamilton-Cox and Mel Guilding in addition to Councillor Colin Hartley as Chair, be appointed members of the Taxi Working Group.

The Committee discussed the priorities of the group and agree that it would look at fare setting and certain elements of the Taxi and Private Hire Policy. The Committee agreed that the Group would plan to meet in July, October, December 2022 and then in February 2023.

Resolved:

- (1) That Councillors Andrew Gardiner, Jason Wood, Tim Hamilton-Cox and Mel Guilding in addition to Councillor Colin Hartley as Chair, be appointed members of the Taxi Working Group.
- (2) That all those members of the Trade who expressed an interest in being part of the Taxi Working Group, set out in the report, be invited to attend the Group.
- (3) That a meeting of the Taxi Working Group be scheduled for July 2022.

10 PEDICAB - APPLICATION FOR HACKNEY CARRIAGE LICENCE

The Licensing Manager presented a report on an application to license a pedicab as a hackney carriage vehicle.

The Committee was advised that under Section 80 of the Local Government (Miscellaneous Provisions) Act 1976, pedicabs could not be classed as private hire vehicle's, therefore they must be licenced as hackney carriages.

The consequences of pedicabs being classified as hackney carriages was that there were many difficulties in transposing hackney carriage regulations in order that they apply equally for pedicabs. From research many local authorities had simply said 'no' to granting licences or given up on the basis that it was too difficult to achieve.

Members were advised that should they wish to grant the application to licence the pedicab as a hackney carriage they would need to consider, among other things;

- Current limitations on numbers of hackney carriage licences.
- An alternative table of fares for non-motorised hackney carriages such as pedicabs.
- Permitted use of the promenade and permissions for use on the public highway.
- Appropriate licensing standards for riders/drivers.
- Safety and comfort considerations, including and testing arrangements.

Members asked a number of questions regarding bells/hooters, use of the highway and promenade, speed, cost of the licence and potential issues around refusal of fares.

The Applicant was present at the meeting and answered a number of questions from the Committee relating to speed limits, how many pedicabs she was hoping to licence, overnight storage of the pedicabs and proposed fare structures.

It was moved by Councillor Andrew Gardiner and seconded by Councillor Mel Guilding:

"That the application be refused"

Upon being put to the vote, 3 Councillors voted in favour of the proposal with 4 against, whereupon the Chair declared the proposal lost.

It was then moved by Councillor Tim Hamilton-Cox and seconded by Councillor Roger Dennison;

"That the application be accepted in principle and the item be brought back to the next meeting of the Committee for full determination."

By way of a friendly amendment, Councillor Jason Wood asked if rather than a full determination the matter be brought to the next meeting as an update to include a plan for public consultation.

Councillor Tim Hamilton-Cox and his seconder accepted this as a friendly amendment.

Upon being put to the vote, 4 Councillors voted in favour with 2 against and 1 abstention, whereupon the Chair declared the proposal to have carried.

Resolved:

That the application be accepted in principle with an update report, including a plan for public consultation, to be provided at the next meeting of the Committee"

11 CHAIRS OF LICENSING SUB-COMMITTEES

The Chair called for nominations for two Sub-Committee Chairs in addition to the Chair and Vice-Chair.

Councillors Jason Wood and Andrew Gardiner advised the Committee that they would like to nominate themselves as Licensing Sub-Committee Chairs.

As there were no other nominations, the Chair declared that Councillors Jason Wood and Andrew Gardiner be appointed as Licensing Sub-Committee Chairs.

Resolved:

That Councillors Jason Wood and Andrew Gardiner be appointed as a Sub-Committee Chairs along with the Chair and Vice-Chair of the Licensing Committee.

12 HOUSE OF COMMONS, HOME AFFAIRS COMMITTEE - SPIKING

The Licensing Manager presented a report on the findings of the Home Affairs Committee inquiry into spiking and provide an overview on actions required in light of recommendations. The report also brought to the attention of members a letter sent directly for consideration by Licensing Committees by The Rt Hon Kit Malthouse MP, Minister of State for Crime, Policing and Probation on the matter of Spiking.

The letter along with the Home Affairs Committee inquiry report into spiking was appended to the report for the Committee's consideration.

Resolved:

That the report be noted.

Chair

(The meeting ended at 4.45 p.m.)

**Any queries regarding these Minutes, please contact
Sarah Moorghen, Democratic Services - email smoorghen@lancaster.gov.uk**

Document is Restricted

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

Document is Restricted

**PLANNING REGULATORY
COMMITTEE**

10.30 A.M.

20TH JUNE 2022

PRESENT:- Councillors Sandra Thornberry (Chair), Keith Budden (Vice-Chair), Mandy Bannon (substitute for Councillor Dant), Victoria Boyd-Power, Dave Brookes, Abbott Bryning, Roger Cleet, Roger Dennison, Mel Guilding, Mandy King, Robert Redfern and Malcolm Thomas

Apologies for Absence:-

Councillors Tim Dant, Kevin Frea, June Greenwell and Jack Lenox

Officers in attendance:-

Mark Potts	Planning Applications Manager
Rephael Walmsley	Solicitor
Eric Marsden	Democratic Support Officer

Applications were determined as indicated below (the numbers denote the schedule numbers of the applications).

Except where stated below, the applications were subject to the relevant conditions and advice notes, as outlined in the Schedule of Planning Applications.

Except where stated below, the reasons for refusal were those as outlined in the Schedule of Planning Applications.

A	-	Approved
R	-	Refused
D	-	Deferred
A(C)	-	Approved with additional conditions
A(P)	-	Approved in principle
A(106)	-	Approved following completion of a Section 106 Agreement
W	-	Withdrawn
NO	-	No objections
O	-	Objections
SD	-	Split Decision

THE CHAIR COMMENCED AND ADJOURNED THE MEETING AT 10:30 A.M.

THE CHAIR RECONVENED THE MEETING AT 10:40 A.M.

14 MINUTES

The minutes of 23rd May 2022 were agreed as a true record and signed by the Chair.

15 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR

There were no items of urgent business.

16 DECLARATIONS OF INTEREST

There were no declarations of interest.

17 LAND TO THE SOUTH OF LAWSONS BRIDGE SITE SCOTFORTH ROAD LANCASTER

A5	22/00423/VCN	Outline application for the erection of up to 95 residential dwellings with associated access (pursuant to the variation of conditions 2, 6 and 10 on planning permission 19/00332/OUT for changes to the approved site access arrangements, the proposed great crested newt mitigation strategy and the provision to allow the flexibility for an updated AIA to be prepared and submitted at the time of a reserved matters application).	Scotforth West Ward	A(C)
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It was proposed by Councillor Robert Redfern and seconded by Councillor Malcolm Thomas:

“That the application be approved subject to the conditions in the Committee Report.”

Upon being put to the vote, 10 Councillors voted in favour of the proposal with none against and 2 abstentions, whereupon the Chair declared the proposal to have been carried.

Resolved:

That the application be approved subject to the conditions in the Committee Report and that the Head of Planning and Place be delegated to approve the application once the consultation period has expired (having regard to any representations received) and subject to the signing and completion of a Deed of Variation to the s106 planning obligation and subject to conditions 2, 6 and 10 be VARIED as follows with all remaining conditions re-imposed:

Condition 2:

The development hereby permitted shall be carried out in accordance with the submitted approved plans:

- Location Plan Dwg No: 100 Rev A dated 23.03.2019
- Development Parameters Dwg No: ID40627-001 dated 15.02.2019
- Proposed Access Plan Dwg No: 21/469/SKH/004 Rev F

In particular, the built development shall be limited to the area marked as 'Development Area' on the approved Parameters Plan. Except for the above referenced plans, all the details indicated on the other drawings submitted shall be regarded as illustrative only and are not approved as part of the application.

Reason: In the interests of good design, securing development that is well-related with the existing settlement and in the interests of the visual amenity of the area.

Condition 6:

No development shall commence, except for any Advance Infrastructure and Enabling Works approved pursuant to Condition 3, until a Biodiversity and Landscape Mitigation and Management Plan (BLMMP) has been submitted to and approved in writing by the local planning authority, including a timetable for the implementation of the approved mitigation and enhancement measures. The BLMMP shall be based on the mitigation and enhancement measures set out in the submitted Ecological Appraisal (February 2019), and the adopted Habitat Regulation Assessment and Appropriate Assessment and must include the following:

- No works to trees or shrubs shall occur or earth works commence between the 1st March and 31st August in any year unless it is confirmed by a suitably qualified ecologist and such is agreed in writing by the Local Planning Authority, that the area of works does not support nesting birds;
- Further bat surveys if any trees identified to be retained as part of the outline approval are later proposed for removal;
- Details of the GCN Mitigation Strategy (comprising details of, and a copy of, the District Level Licence);
- Details of the proposed measures to protect protected species from accidental damage or harm through the construction process;
- A copy of the Homeowner Pack, which shall include details of the measures to mitigate against recreational disturbance on Morecambe Bay (SPA), and a scheme for the display and distribution of the approved Homeowner Pack to future occupiers of the development;
- Habitat creation and enhancement of the boundary buffers and open space to the south (marked green on the approved Parameters Plan pursuant to Condition 2) to compensate for the loss of hedgerow and grassland;
- Measures to secure habitat connectivity;
- Details and locations of bird and bat nesting habitat enhancement measures;
- Details of any external lighting;
- Details of monitoring and management of enhancement measures/areas;

The role and responsibilities of an ecological clerk of works (ECoW) including times during construction when present on site to oversee works.

The development shall be constructed, managed and maintained in accordance with the agreed Plan including the timetable for implementation and future management monitoring where specified in the approved Plan.

Reasons: To adequately protect, maintain and enhance the biodiversity value of the site and to safeguard the conservation objectives of Morecambe Bay SPA, SAC and Ramsar site post construction.

Condition 10a:

The proposed development shall be carried out in accordance with the recommendations set out in the approved Arboricultural Report and Arboricultural Implications Assessment (AIA) by JCA (ref:14486C/PH dated 14 February 2019)) or an updated AIA submitted as part of the first reserved matters application, which shall be submitted to, and agreed in writing by, the local planning authority. The approved AIA shall be incorporated into the layout, landscaping and appearance details submitted as part of any reserved matters application.

Reason: To ensure existing landscape features (trees and hedgerows) are designed into the development proposals and suitably protected, mitigated (where necessary) and enhanced in the interests of the visual amenity and character of the area.

Condition 10b:

Prior to the commencement of development, site preparation/clearance the following details (based on the approved AIA pursuant to condition 10(a) shall be submitted to and approved in writing by the local planning authority:

- Tree Works Schedule;
- Arboriculture Method Statement; and
- Tree Protection Scheme.

The development shall then be carried out in accordance with the agreed details, with the approved protection measures being fully implemented prior to any equipment, machinery or materials being brought onto site, retained in situ for the duration of the works in that phase of development as agreed under condition 4 of this consent, and only removed once the development in that phase is complete and all machinery and works material removed from that parcel.

Reason: To prevent damage to trees/hedges during site works and in the interest of amenity of the area.

and subject to the following conditions:

1. Time limit (from 30 April 2021).
2. Approved plans (as amended and drafted above).
3. Scheme for Infrastructure and Enabling Works.
4. Phasing Plan.
5. Employment Skills Plan.
6. Biodiversity and Landscape Mitigation and Management Plan (as amended and drafted above).
7. Invasive Species Survey and mitigation (if required).
8. Construction Environment Management Plan (CEMP).
9. Contaminated Land.
10. AIA and Tree Works Schedule, Arboricultural Method Statement and tree Protection Scheme (as amended and drafted above).
11. Housing Mix and 20% M4(2) provision.
12. Scheme for Safeguarding Land.
13. Finished Flood Levels and Site Levels.
14. Full access construction details.
15. Scheme for off-site highway works.
16. Scheme for Surface Water Drainage.
17. Foul Drainage Scheme.
18. Noise Mitigation Scheme.
19. Scheme for EV Charging and Cycle Storage provision.
20. Scheme for achieving 10% betterment above Building Regulations.
21. Travel Plan.
22. Management and Maintenance scheme for Drainage.
23. In accordance with FRA.
24. A shared cycle/ped link between access and crossing point to south (Collingham Park) to be incorporated into the layout of the development.
25. All dwellings to meet NDSS.

18 LAND SOUTHEAST OF CHURCH BANK, CHURCH BANK, OVER KELLET, LANCASHIRE

A6 21/01323/FUL Erection of 7 dwellings and associated access road. Kellet Ward A(106)

It was proposed by Councillor Keith Budden and seconded by Councillor Mel Guilding:

“That the application be approved subject to the conditions in the Committee Report.”

Upon being put to the vote, Councillors voted unanimously in favour of the proposal with none against and no abstentions, whereupon the Chair declared the proposal to have been carried.

Resolved:

That the application be approved subject to the conditions in the Committee Report and subject to a variation to the existing legal agreement to secure the following:

- Linking of 21/01323/FUL to 16/01572/OUT
- Delivery of affordable housing in accordance with submitted scheme (total of 9 units, 4 x affordable rent and 5 x shared ownership)
- Payment of £10,708.16 towards upgrade of village play area
- Management of open space across all development land
- Requirement to deliver *both* planning permissions 21/01323/FUL and 16/01572/OUT (inc REM)

and subject to the following conditions:

1. Time limit for development.
2. Development to be in accordance with approved plans.
3. Development to be carried out in accordance with the approved highway access arrangements.
4. Installation of Newt Gully pots.
5. Delivery of approved off site highway and ped links.
6. Delivery of secure cycle storage sheds.
7. Delivery of EV charge points.
8. Installation of boundary treatments.
9. Materials as per submitted details.
10. Compliance with surface water and foul drainage details.
11. Compliance with energy statement.
12. Compliance with CEMP document.
13. Compliance with tree protection details.
14. Unforeseen contamination.
15. Removal of Permitted Development (Parts 1 and 2).

19 UNITED UTILITIES LANCASTER WASTEWATER TREATMENT WORKS STODDAY LANE LANCASTER

A7 22/00581/CCC Retention of workshop for use by wastewater network operations team as approved Scotforth West Ward NO

under temporary planning
permission LCC/2017/0026.

It was proposed by Councillor Dave Brookes and seconded by Councillor Roger Dennison:

“That the City Council has no objection to the proposal subject to the conditions in the Committee Report and subject to amendment to conditions 2 and 3 to reflect 08:00 - 13:00 working arrangements on Saturdays.”

Upon being put to the vote, Councillors voted unanimously in favour of the proposal with none against and no abstentions, whereupon the Chair declared the proposal to have been carried.

Resolved:

That the City Council has no objection to the proposal subject to the conditions in the Committee Report and subject to amendment to conditions 2 and 3 to reflect 08:00 - 13:00 working arrangements on Saturdays:

1. Five-year temporary approval.
2. Hours of use restricted to 08:00 – 18:00 Monday to Friday and 08:00 - 13:00 on Saturdays only.
3. External lighting restricted to 08:00 – 18:00 Monday to Friday and 08:00 - 13:00 on Saturdays only.
4. Implementation of approved landscaping scheme.

20 HALTON MILL MILL LANE HALTON

A8	14/00713/VLA	Variation of legal agreement on 00/00920/OUT and subsequent renewal consent 05/01432/OUT to vary the terms of the Fourth Schedule concerning affordable housing in relation to the applicants land only, remove the requirements to obtain covenants from future land owners to restrict vehicular use over Mill Lane between points A and B (as set out in the Third Schedule), amend and partly discharge the provisions of the public open space obligations and to discharge the obligation relating to the provision of the industrial buildings.	Halton-with-Aughton Ward	A
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It was proposed by Councillor Roger Dennison and seconded by Councillor Robert Redfern:

“That the application be approved subject to the conditions in the Committee Report.”

Upon being put to the vote, Councillors voted unanimously in favour of the proposal with none against and no abstentions, whereupon the Chair declared the proposal to have been carried.

Resolved:

That the application be approved subject to the conditions in the Committee Report and in accordance with S106(A) of the Town and County Planning Act subject to modification and discharge of the terms of the original agreement in relation to the applicant's land subject to the changes set out below being executed by a legal Deed of Variation:

1. Paragraph 1, Third Schedule - to remove (discharge) this clause.
2. Paragraph 2, Third Schedule - to remove this clause.
3. Paragraph 1, Fourth Schedule - to remove this clause and to replace with new clauses to provide an off-site financial affordable housing contribution in lieu of on-site provision totalling £141,218.
4. Paragraphs 2 - 5, Fourth Schedule - to remove clause 2 – 5 and replace with amended provisions to transfer to the public open space to the Council within a prescribed period to be set out in the Deed.
5. Paragraph 7, Fourth Schedule - to remove (discharge) this obligation.
6. Additional clauses to be included requiring (best endeavours) the applicant to put Mill Lane forward for adoption under s38 of the Highways Act.

21 DELEGATED LIST

The Service Head for Planning and Place submitted a Schedule of Planning Applications dealt with under the Scheme of Delegation of Planning Functions to Officers.

Resolved:

That the report be noted.

Chair

(The meeting ended at 11.20 a.m.)

**Any queries regarding these Minutes, please contact
Eric Marsden - Democratic Services: email emarsden@lancaster.gov.uk**