



**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

# COUNCIL MEETING

**Wednesday, 8 November 2023 -  
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 to 30 seats due to Fire Regulations. The seats are allocated on a first come, first served basis and no standing is permitted. Meetings are livestreamed so if you have access to MS teams you can watch and listen on the link [HERE](#). If you wish to ask a question or speak at the Council meeting please register to speak by emailing the text of your speech or question to [democracy@lancaster.gov.uk](mailto:democracy@lancaster.gov.uk) **NO LATER THAN 12pm on Friday 27<sup>th</sup> October.**

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, 8 November 2023 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 27 September 2023 (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 - 9)

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. **EXCLUSION OF THE PRESS AND PUBLIC**

"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 that it could involve the possible disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act."

Members are reminded that, whilst the following item has been marked as exempt, it is for Council itself to decide whether or not to consider it in private or in public. In making the decision, Members should consider the relevant paragraph of Schedule 12A of the Local Government Act 1972, and also whether the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

In considering their discretion Members should also be mindful of the advice of Council Officers."

10. **WHITE LUND DEPOT IMPROVEMENTS** (Pages 10 - 48)

Report of Cabinet

Published 3 November 2023

11. **COMMITTEE TIMETABLE** (Pages 49 - 57)

Report of Council Business Committee.

**OTHER BUSINESS**

12. **REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2023** (Pages 58 - 63)

Report of the Chief Executive.

Published 2 November 2023

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

Group Administrators to report any changes to Committee Membership.

14. **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.

15. **MINUTES OF CABINET** (Pages 64 - 75)

To receive the Minutes of Meeting of Cabinet held 12 September 2023.



.....  
Chief Executive

Town Hall,  
Dalton Square,  
LANCASTER,  
LA1 1PJ

Published on 31 October 2023.



## Leader's Report

8 November 2023

### 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 meetings held 12 September, later in this agenda.

##### 2.0 Decisions required to be taken urgently.

2.1 No urgent cabinet decisions have been taken during this period.

##### 3.0 Leader's Comments

##### 3.1 Asylum Hotels

I have received letters from the Government confirming that the contracts with hotels in our district to house asylum seekers will be ended early next year. The Strathmore in Morecambe will be closing to asylum seekers in Jan 2024 and Ibis in Lancaster will be closing to asylum seekers in Feb 2024. Those housed there will be transferred to 'dispersal accommodation', although it is as yet unclear what this accommodation is or where it will be located. We anticipate that Serco will be seeking to provide ~150 beds within our district, but no other details are available at this time.

### 3.6 Climate Score Cards

Climate Emergency UK have been collecting data on the plans and performance of councils across the UK since 2018 when Council's such as ours began declaring a climate emergency. They produce an annual 'score card' which considers aspects such as transport, building and heating, planning and land use, governance and finance, biodiversity, waste reduction and food and collaboration and engagement. The score card provides an 'at a glance' assessment of our achievements in comparison to other councils across the country. Lancaster performed exceptionally well, coming second only to Westminster when compared to all other councils. We scored highest of all District councils with a total score of 61%. Further details can be found at:

<https://councilclimatescorecards.uk/scoring/district/>

### 3.7 Devolution

I sent a letter in support of the DCN amendment to the Levelling Up and Regeneration Bill (calling for voting rights for district councils on CCA boards) to Michael Gove and both of our local MP's ahead of it's reading in the Lords. The DCN amendment was supported by Labour and Lib-Dem peers, however it narrowly lost at the vote. The Government said that it was up to local upper tier authorities to determine the voting rights of district councils in their CCA's. Speaking for the government Earl Howe said,

*"we are sympathetic to the idea that district councils should have voting rights pertaining to them as non-constituent members. We have deliberately left scope for this to happen. However, we are clear that that should be a matter to be determined at the local level. District councils need not be shut out of the room, as the noble Baroness, Lady Taylor, suggested, nor do I expect them to be so. We expect the upper-tier local authorities that we agree devolution deals with to work with district councils to deliver the powers most effectively being provided. In discussions thus far, we are encouraging potential deal areas to consider how best to involve district councils, in recognition of the role they can play."*

The Shadow Minister for Devolution and the English Regions, Paula Barker MP, has written to the Minister urging clarification on the fate of UKSPF funding, calling for district councils to have voting rights and urging a greater scope of devolved powers and funding as part of the deal for Lancashire.

Last minute update: As I finish writing this report I have just attended a briefing on devolution from the new Minister, Jacob Young MP. The Minister stated that arrangements on voting rights are to be made locally and that it is anticipated that Lancashire's districts will have two votes 'on matters pertaining to districts' – although it is not yet clear exactly what will be covered by that definition and more importantly what will not. Lancashire's leaders heard more of the detail of the proposed devolution deal, however there is very little in terms of powers and funds that are actually new. For the most part it is the repositioning of funds and powers and capital projects already sited within the County at various levels. Worryingly this includes the intention for the CCA to administer UKSPF funding, which has been a district council responsibility. I'm not sure there is much of this deal which can be truly considered 'devolution'.

### **3.2 A1 Supaskips**

I added my signature to a letter to Michael Gove MP (Secretary of State for Levelling up, Housing and Communities) from Cat Smith MP requesting a meeting to discuss the situation at the site. The previous Ministerial meeting which had been arranged was cancelled due to the resignation of Minister Davidson. Since that cancellation the situation has deteriorated, and a major incident has been declared following fires at the site. The council has convened the Lancashire Resilience Forum (a multi-agency taskforce including the EA, County Council, LFRS and Police) and is being Chaired by Mark Davies. It is clear that removal of the harmful waste on the site will require funding and support from Government.

### **3.3 Council Budget**

Work has begun in earnest on next year's budget (due to come to council in Feb 2023). Outcomes Based Resourcing (OBR) groups comprised of officers and cabinet members have begun meeting to discuss spending and opportunities for additional efficiency savings – as necessary to meet the challenge of our structural budget deficit. The groups have the following themes: strategy and coordination, business as usual, fit for future, people comms and engagement, assets, financial strategy, and the HRA.

### **3.4 Community Cohesion**

I am sure all members will share in my deep upset at the horrendous violence we are seeing in the conflict in the Middle East at the moment. We deplore the loss of innocent life, especially children, and mourn the victims of terrorism and armed conflict in the region. This conflict has the potential to undermine community cohesion here in the UK and members will be saddened to hear of increasing numbers of hate crimes being reported across the country. There is no place for antisemitism or Islamophobia in the Lancaster district. Members have been given the contact details for Detective Constable Oliver Maughan and PC Helen Stanley from the Lancashire Constabulary, with whom they can discuss concerns about hate crimes and community safety. Incidents of hate crimes should be reported to 999 or 101 as appropriate - further information is online at <https://www.police.uk/ro/report/hate-crime/hc-av1/report-hate-crime/> Incidents of antisemitism can also be reported to the Community Safety Trust at <https://cst.org.uk/> and incidents of Islamophobia can be reported to Tell Mama at <https://tellmamauk.org>.

### **3.5 Four-Day Working Weeks**

Seemingly originating from a Tufton Street think-tank, I have received correspondence from a campaign against four-day working weeks in the public sector. I have declined an invitation to become a signatory for this campaign. I have affirmed that whilst we currently have no intention of implementing 4-day working practices, that should such a proposal come forward, it would be heard and democratically debated by our members. Further to this I have received a letter from Minister Lee Rowley MP expressing his concern at 4-day employment

options 'deleting 20%' of the working week and the potential impact to service delivery. I have responded to the Minister with my concerns about the Government 'deleting 60%' or more of local government financing over the last decade and the definite impact this has had on service delivery.

On 16<sup>th</sup> Oct I met with Colette Webb & Jinghan Zeng from Lancaster University Confucius Institute. Among matters discussed were the welfare of the ~2000 Chinese students living and studying in Lancaster. Our community connectors will help provide information for induction materials for these students on matters connected to our service provision. For example how to sort waste for recycling collections etc. I was concerned to hear of instances where students have been victims of fraud or subject to racist abuse in the city centre. Members will agree that this is utterly unacceptable, and we are committed to working to ensure Lancaster embraces diversity and is a place where everyone can feel safe and welcome.

### **3.8 Social Tariff for Energy**

I have signed a letter to the Prime Minister on behalf of the Council, alongside 140 organisations and MP's, calling for a social tariff for energy to be implemented. As the temperature falls, more households will face impossibly high energy bills, with many under-heating their homes to a dangerous extent. According to new polling carried out for National Energy Action by YouGov, a third of British adults are expecting to struggle to afford their heating bills this winter if the government doesn't offer financial help with energy bills. The government has previously committed to consult on future approaches to consumer protections including a social tariff. This was promised in the Autumn Statement 2022, with the commitment repeated multiple times since then by the Prime Minister and others. But with winter looming, no consultation has appeared. The signatories to the letter are therefore calling on the government to make good on its commitment to consult on a social tariff so that this urgent conversation can move forward. The letter can be read at <https://www.nea.org.uk/social-tariff-letter/>

### **3.9 Deputy Leader**

Cllr Jackson deputised at the October North West Regional Board meeting which Shaun Davies attended as new chair of the Local Government Association. Cllr Davies spoke eloquently about local government responsibility to be corporate "family" to children in care and acknowledged the need for more frequent LGA meetings in the regions.

Cllr Jackson also deputised at the October meeting between senior civil servants from Departments of Leveling Up , Housing and Communities and of Business and Trade with the city council, the Eden team , Lancashire county council and Lancaster University. The meeting made a thorough review of progress on the Eden Project and was followed by an informative visit to the site to see exactly where the planned biomes will stand.



#### 4.0 Decisions

The following decisions were scheduled to be considered by Cabinet on 24 October 2023:

Homeless and Rough Sleeper Strategy
Livestreaming of Cabinet Meetings
White Lund Depot Improvements

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

The following Individual Cabinet Member Decision has been taken since the last Leader's report.

ICMD 6	Lancaster High Streets Heritage Action Zone (HSHAZ) – Mill Race Area Conservations Management Plan (CMP).	Published on: 14.09.23 Taken by: Cllr Jean Parr
ICMD 7	Renewal of Existing Contact Centre Software.	Published on: 26.09.23 Taken by: Cllr Hamilton-Cox
ICMD 8	Rural England Prosperity Fund (REPF) Round 1 award: SRC2: Funding (capital grants) for investment in capacity building and infrastructure support for local civil society and community groups.	Published on 15.09.23 Taken by: Cllr Peter Jackson
ICMD 9	Rural England Prosperity Fund (REPF) Round 1 award: SRC6 active travel and SRC2 investment in capacity building and infrastructure support.	Published on:15.09.23 Taken by: Cllr Gina Dowding
ICMD 10	Rural England Prosperity Fund (REPF) Round 1 award: SRB1 Small scale investment.	Published on:15.09.23 Taken by: Cllr Catherine Potter
ICMD 11	Swimming Pool Support Fund: Capital Funding.	Published on: 06.10.23 Taken by: Cllr Gina Dowding

#### Background Papers

Cabinet agenda of the meeting held on 8 November 2023.

Document is Restricted

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

Document is Restricted

Document is Restricted

Document is Restricted

**COUNCIL**

## Committee Timetable

### 8 November 2023

## Report of Council Business Committee

### PURPOSE OF REPORT

To consider and agree a timetable of meetings for the municipal year 2024/25 including venues and start times.

**This report is public**

### RECOMMENDATION

- (1) That Council approves the proposed timetable of meetings for the municipal year 2024/25 attached to this report.
- (2) That Council considers amending the start time of ordinary meetings of Council other than Budget Council.

#### 1.0 Introduction

- 1.1 At its meeting on 12 October 2023, Council considered a draft timetable of meetings for the municipal year 2024/25. The report and appendices are attached to this report. The issue of start times for meetings was raised in the report, which explained that meetings held during the daytime were more cost effective than those starting at 6pm in the evening. However, it was recognised that evening meetings were often easier to attend for those Councillors who worked during the day.
- 1.2 The Committee discussed later start times such as 6.30pm or 7pm for meetings of full Council, to allow more time for working Councillors to prepare for the meeting. It was also suggested that Budget Council, being typically a much longer meeting, would stay at its current time of 18:00.
- 1.3 The Committee resolved:
  - 1) *That the proposed timetable be referred to Council for final determination with an additional recommendation for Members to consider amending the starting time of ordinary meetings of Council other than Budget Council.*
  - 2) *That Officers consult with group leaders and administrators regarding this matter prior to the publication of the report to Council.*

**2.0 Consultation**

- 2.1 Democratic Support consulted with Group Leaders and Administrators on 17 October. At the time of agenda publication only two groups had replied. The MBI group were content with the start time of Council to remaining at 6pm and the Lib Dem Group did not have a united view with some happy to remain with 6pm and others okay with a 6.30pm start.
  
- 2.2 Cabinet, on 24 October 2023 decided to livestream their meetings from May 2024, therefore future Cabinet meetings will be held at Morecambe Town Hall in the Council Chamber, to access the equipment required for livestreaming.

**3.0 Conclusion**

- 3.1 Council is asked to consider the draft timetable of meetings referred by Council Business Committee and agree the schedule of meetings, start times and venues to enable rooms to be booked.

<p><b>CONCLUSION OF IMPACT ASSESSMENT</b> <b>(including Health &amp; Safety, Equality &amp; Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</b></p>
<p><b>LEGAL IMPLICATIONS</b></p> <p>None directly arising from this report.</p>
<p><b>FINANCIAL IMPLICATIONS</b></p> <p>It is likely that the additional hours required by Democratic Support staff to administer the meetings and municipal building staff to facilitate the extended opening of council offices would possibly need to be attributed to overtime. Whilst the amount is unquantifiable at the moment, there is currently no budgetary provision for this and would create further pressure on the general fund.</p>
<p><b>OTHER RESOURCE IMPLICATIONS</b></p> <p>HR/Staffing implications:</p> <p>The Council operates a flexible working hours scheme which was recently updated and approved by trade unions and People and OD Committee. Whilst this does include a bandwidth of 6am to 10.30pm to allow maximum flexibility subject to business need and Chief Officer, approval, it does state:</p> <p><i>Standard building opening hours for the main council work base locations at Lancaster and Morecambe Town Halls are: 7:30am until 7:30pm. Any hours worked outside of these standard opening hours should be done off premises i.e., hybrid workers should work from home outside of these hours, unless under prior agreement with an employee's Chief Officer.</i></p> <p>A later start for Council meetings would be at odds with our flexible working scheme meaning officers who attend and service the meetings are regularly required to attend council buildings outside of the standard hours.</p> <p>A requirement to regularly work late into the evening may have a negative impact on staff</p>

wellbeing and work-life balance. The council has a progressive approach to hybrid working and a new wellbeing strategy, and later meetings could undermine this.

There is also a national recruitment and retention challenge at present and again later council meetings could jeopardise the council's ability to attract and retain talent.

**SECTION 151 OFFICER'S COMMENTS**

The s151 Officer has been consulted and would like to draw Members attention to the officer comments within the Financial and Other Resource Implications sections of this report, as well as those of the Monitoring Officer below.

**MONITORING OFFICER'S COMMENTS**

In general the rights to attend Local Authority meetings are covered by the Employment Rights Act 1996, ss. 50 to 51 and the Local Government and Housing Act 1989, s. 10.

There are Statutory Rights, contractual rights and also statutory restrictions.

**Statutory Rights**

An employer must permit an employee who is a member of a local authority to take time off during the employee's working hours for the following purposes –

1. attendance at a Council meeting or a committee or sub-committee meeting;
2. the doing of any other thing approved by the Council, or anything of a class so approved, for the purpose of the discharge of Council functions or the functions of any committee or sub-committee;
3. attendance at meetings of Cabinet or Cabinet committees;
4. the doing of any other thing by a Cabinet member for the purposes of the discharge of any executive function.

The amount of time off and the occasions on which and any conditions subject to which time off may be taken are those that are reasonable in all the circumstances having regard, in particular, to how much time off is required for the performance of the duties as a councillor and how much time off is required for the performance of the particular duty, how much time off has already been permitted for trade union duties and activities and the circumstances of your employer's business and the effect of your absence on the running of their business.

You have a right to present a complaint to an Employment Tribunal if your employer fails to permit you to take time off however the right is only a right to have time off without pay.

**Contractual rights**

Your contract of employment may give you additional rights including the right to take time off with pay.

**Statutory restrictions**

If you are employed by another local authority, there is a statutory limit on the amount of paid leave that your employing local authority may allow you to take to perform your duties as a councillor. For these purposes, a "local authority" includes a county council, a district council, a police authority, a fire and civil defence joint authority, and an integrated transport authority.

The restrictions are that you may not be allowed more than 208 hours paid leave in any



financial year. This does not give you a right to take 208 hours paid leave. It sets a limit on what your employer may grant. Your contract of employment may in fact mean that you are entitled to less than this.

**BACKGROUND PAPERS**

None.

**Contact Officer:** Debbie Chambers

**Telephone:** 01524 582057

**E-mail:** [dchambers@lancaster.gov.uk](mailto:dchambers@lancaster.gov.uk)

**Ref:**

**COUNCIL BUSINESS COMMITTEE**

**Committee Timetable 2024/2025**

**12 October 2023**

**Report of the Senior Manager, Democratic Support and Elections**

**PURPOSE OF REPORT**

To consider a timetable of committee meetings for the 2024/25 municipal year.

This report is public.

**RECOMMENDATIONS**

- (1) That Members consider the proposed timetable of meetings, times and venues for the 2024/25 municipal year as set out within the report and appendices.
- (2) That a final schedule of meetings be agreed at this meeting, or, if significant changes are made, that the matter be referred to Council for decision at its next meeting.

**1.0 Background and Introduction**

1.1 This Committee's terms of reference include "To agree the annual timetable of Lancaster City Council meetings and any other timetabling issues which may arise." (Constitution Part 2, Section 5, paragraph 8). A draft timetable is therefore presented to Members at this meeting to be finalised. This will allow accommodation to be booked and notice to be given of the proposed dates to Members and officers.

**2.0 Proposal – start times, venues and number of meetings**

2.1 Proposed start times, venues and number of meetings are shown at **Appendix 1**.

2.2 It should be noted that where the People and Organisational Development Committee and the Standards Committee hold hearings in respect of individual cases, which are likely to last for a half day or more, and require the attendance of witnesses and others, such hearings are held during the day. This is because a 6.10pm start time is not practical.

- 2.3 Regarding start times in general, the majority of Council meetings have been held in the evenings since 2015, with full council moving from a 2pm start to a 6pm start. It was felt that holding meetings in the daytime might preclude people who work during the day from standing for election, hence the move to evening meetings. The Committee may wish to consider, in light of the Council's financial challenges, whether start times for meetings should be moved back to daytime. There is a cost for heating, lighting and staffing of buildings outside of usual office hours.
- 2.4 Regarding venues for meetings, it is suggested that Committee meetings remain in the same venues as 2022/23, subject to a decision of Cabinet to be taken on 24 October 2023 regarding livestreaming of Cabinet meetings. Professional livestreaming equipment with the facility for e-voting was installed in the Council Chamber at Morecambe Town Hall earlier this year for use for full Council meetings. However, the equipment is not portable, it is fixed in that room. Should Cabinet take the decision to livestream their meetings, the venue for their future meetings will no longer alternate between Morecambe and Lancaster Town Halls. All Cabinet meetings will be held at Morecambe Town Hall, to utilise the livestreaming functionality.
- 2.5 The Committee may feel that Morecambe Town Hall should be used for all committee meetings to allow them to be livestreamed. The exceptions to this might be the People and Organisational Development (P&OD) and the Standards Committees. Very little of their business can be transacted in public due to the nature of the issues they consider, which tend to involve individuals and their personal data. If the Committee is minded to change venues for committees, officers would recommend that this is referred to Council.
- 2.6 The Joint Consultative Committee of P&OD Committee Members and Trade Union representatives is held virtually because this body is not required to hold face to face meetings, unlike the City Council's other committees.

### **3.0 Proposal - Dates**

- 3.1 The draft timetable is shown at **Appendix 2**. It is based on the number of meetings held this municipal year, with one or two differences explained below.
- An extra P&OD meeting has been added on 6 March to consider the Pay Policy, which has to be agreed by Council by 31 March each year. This will allow the item to be included on the agenda for the Council meeting on 12 March, with the policy being made available to Councillors as soon after the 6 March meeting of P&OD as possible. So the total number of P&OD has increased from 2 to 3 per year.
  - Overview and Scrutiny Committee meetings have been re-scheduled to be held the week before Cabinet meetings to reflect the Committee's wish to undertake more pre-decision scrutiny.
  - Planning Committee in May has been moved to Tuesday 28 May 2024 because Monday 27 May is a Bank Holiday.

### **4.0 Conclusion**

- 4.1 Members are asked to consider this report and agree a timetable of meeting dates, times, and venues for the 2024/25 municipal year at this meeting.

- 4.2 Should any significant changes be proposed, for example, daytime starts for meetings currently held in the evenings, this committee is asked to make recommendations to Council for a final decision.

<p><b>CONCLUSION OF IMPACT ASSESSMENT</b> (including Health &amp; Safety, Equality &amp; Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) None.</p>	
<p><b>LEGAL IMPLICATIONS</b> It is a legal requirement that the City Council publishes its timetable of meetings by the commencement of each Municipal Year. Amendments can be made throughout the year provided at least 5 days' notice is given.</p>	
<p><b>FINANCIAL IMPLICATIONS</b> There are no additional financial implications for the proposed draft timetable. The costs of the meetings will be met from existing budgets. There may be some small savings if meetings are all meetings are held in the daytime.</p>	
<p><b>OTHER RESOURCE IMPLICATIONS</b>, such as Human Resources; Information Services; Property; Open Spaces: None.</p>	
<p><b>MONITORING OFFICER COMMENTS</b> The Monitoring Officer has been consulted and has no further comments.</p>	
<p><b>SECTION 151 OFFICER'S COMMENTS</b> The Section 151 Officer has been consulted and has no further comments.</p>	
<p><b>BACKGROUND PAPERS</b> None.</p>	<p>Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk</p>

## APPENDIX 1

<b>START TIMES, VENUES AND NUMBER OF MEETINGS</b>			
<b>Meeting</b>	<b>Venue</b>	<b>Start Time</b>	<b>Number of Meetings</b>
Annual Council (Ceremonial)	Ashton Hall	12 noon	1
Annual Council (Business)	MTH	6:00pm	1
Council	MTH	6:00pm	9
Council Business Committee	MTH	6:00pm	3
Cabinet	Alternates: MTH/LTH*	6:00pm	9
Overview & Scrutiny Committee	MTH	6:00pm	9
Budget and Performance Panel	LTH	6.10 pm	5
Licensing Committee	MTH	1:00pm	8
Planning Regulatory Committee	MTH	10:30am	13
People and Organisational Development Committee	LTH	6:10pm	3
JCC	REMOTE	Flexible	2
Audit Committee	MTH	6:00pm	4
Standards Committee	LTH	6:10pm	2

\*Cabinet may decide to livestream meetings from May 2024, in which case all meetings will be held at Morecambe Town Hall in the Council Chamber where the equipment is located. See paragraph 2.4 of the report.

	May 2024	June	July	August	September	October	November	December	January 2025	February	March	April	May	
Mon			1											Mon
Tue			2			1						1		Tue
Wed	1		3 JCC Overview & Scrutiny			2			1			2		Wed
Thu	2 PCC ELECTIONS and possible others		4 Standards	1		3 Licensing			2			3	1 ELECTIONS?	Thu
Fri	3		5	2		4	1		3			4	2	Fri
Sat	4	1	6	3		5	2		4	1	1	5	3	Sat
Sun	5	2	7	4	1	6	3	1	5	2	2	6	4	Sun
Mon	6 Bank Holiday	3	8	5	2 Planning	7	4	2	6	3	3	7 Planning	5 Bank Holiday	Mon
Tue	7	4 Cabinet	9 Cabinet	6	3	8	5	3 Cabinet	7	4	4	8	6	Tue
Wed	8	5	10	7	4 Overview & Scrutiny	9	6 JCC	4 Overview & Scrutiny	8 Overview & Scrutiny	5 Overview & Scrutiny	5	9 Overview & Scrutiny	7overvi	Wed
Thu	9	6 Licensing	11 P&OD	8	5 Licensing	10	7	5	9 Licensing	6 Licensing	6 P&OD	10	8	Thu
Fri	10 Annual council	7	12	9	6	11	8	6	10	7	7	11	9 Annual Council	Fri
Sat	11	8	13	10	7	12	9	7	11	8	8	12	10	Sat
Sun	12	9	14	11	8	13	10	8	12	9	9	13	11	Sun
Mon	13 Business Council	10	15	12	9	14	11	9	13 Planning	10 Planning	10 Planning	14	12 Business Council	Mon
Tue	14	11	16	13	10 Cabinet	15	12	10	14 Cabinet	11 Cabinet	11	15 Cabinet	13	Tue
Wed	15	12 Overview & Scrutiny	17	14	11	16 Overview & Scrutiny	13 Council	11 Council	15	12	12 Council	16	14	Wed
Thu	16	13	18	15	12	17	14	12	16 Standards	13	13 Licensing Budget & Perf.	17	15	Thu
Fri	17	14	19	16	13	18	15	13	17	14	14	18	16	Fri
Sat	18	15	20	17	14	19	16	14	18	15	15	19	17	Sat
Sun	19	16	21	18	15	20	17	15	19	16	16	20	18	Sun
Mon	20	17	22	19	16	21	18	16 Planning	20	17	17	21	19	Mon
Tue	21	18	23	20	17	22 Cabinet	19	17	21	18	18	22	20	Tue
Wed	22 Audit	19 Council	24 Council	21	18 Budget & Perf	23	20 Overview & Scrutiny	18	22 Council	19 Budget & Performance	19 Audit	23 Council	21	Wed
Thu	23	20	25	22	19	24 Business Committee	21 Licensing	19	23	20	20	24	22	Thu
Fri	24	21	26	23	20	25	22	20	24	21	21	25	23	Fri
Sat	25	22	27	24	21	26	23	21	25	22	22	26	24	Sat
Sun	26	23	28	25	22	27	24	22	26	23	23	27	25	Sun
Mon	27 Bank Holiday	24 Planning	29 Planning	26 Bank Holiday	23	28 Planning	25 Planning	23	27	24	24	28 Planning	26 Bank Holiday	Mon
Tue	28 Planning	25	30 Audit	27	24	29	26	24	28	25	25	29	27	Tue
Wed	29 Overview & Scrutiny	26	21	28	25 Council	30	27 Audit	25 Christmas Day	29 Budget & Performance	26 BUDGET COUNCIL	26	30	28	Wed
Thu	30 Business Committee	27 Licensing		29	26	31	28 P&OD	26 Boxing Day	30	27 Business Committee	27		29	Thu
Fri	31	28		30	27		29	27	31	28	28		30	Fri
Sat		29		31	28		30	28			29		31	Sat
Sun		30			29			29			30			Sun
Mon					30 Planning			30			31			Mon
Tue								31						Tue
	May 2023	June	July	August	September	October	November	December	January 2024	February	March	April	May	

**COUNCIL****Review of Polling Districts and Polling Places 2023  
8 November 2023****Report of Chief Executive****PURPOSE OF REPORT**

To enable Council to determine the outcome of the review of polling districts and polling places in the Parliamentary Constituencies of Morecambe and Lunesdale and Lancaster and Fleetwood, to be Morecambe and Lunesdale and Lancaster and Wyre from the next UK Parliamentary General Election.

**This report is public.**

**RECOMMENDATIONS**

- (1) That Council approves the amendments to polling districts and polling places for the parliamentary constituencies in the Lancaster City Council area as outlined in appendix A of this report, or, if any changes are made, that reasons are given for the decision(s).
- (2) That Council authorises the publication of the prescribed statutory information about the outcome of the review.

**1.0 Introduction**

- 1.1 Section 17 of the Electoral Registration and Administration Act 2013 introduced a duty on local authorities to carry out and complete a review of polling district and polling places between 01 October 2013 and 31 January 2015, and then in the period of 16 months beginning with 01 October every fifth year after that.
- 1.2 For clarification a “**polling district**” is defined as the geographical area created by sub-dividing a constituency/ward; a “**polling place**” is defined as a designated area for a polling district in which polling stations are located and a “**polling station**” is defined as the room in which polling takes place.
- 1.3 The Council must
  - a) Seek to ensure that all electors in the constituency have such reasonable facilities for voting as are practical in the circumstances;
  - b) Seek to ensure that so far as reasonable and practical the polling places they are responsible for are accessible to all electors, including those that are disabled and when considering designation of a polling place must have regard to the accessibility needs to disabled persons.

1.4 Following the completion of the parliamentary boundary review this year, new parliamentary constituencies will be adopted from the next UK parliamentary general election which will take place by 28 January 2025. At that stage the parliamentary constituencies become Morecambe and Lunesdale and Lancaster and Wyre.

## **2.0 Details of Consultation**

2.1 Formal consultation began with the publication of the notice of review on 2 October 2023 with responses invited for submission by Friday 27 October 2023.

2.2 Two responses have been received and redacted versions of these are attached at appendix B.

2.3 All responses have been considered and contact made with potential or existing polling places to ascertain whether these can provide workable solutions for electors. A list of current polling place, current electorate and a response to any comments received is included at Appendix A.

2.4 One of the responses raised concerns about the use of schools for polling stations. It is considered that the Council should continue to use schools for polling stations. Schools, particularly primary schools, lie at the centre of the communities they serve, and are therefore popular with both the Returning Officer and voters as venues for polling stations. Schools are usually more able than other premises to provide all the necessary facilities and are generally easily accessible to voters with disabilities. Schools are not commandeered or requisitioned for polling stations, it is a "duty" imposed by the Representation of the People Act 1983 (Chapter 2, Schedule 1, Part III, paragraph 22) in recognition that school premises are funded, in part at least, by the Government.

2.5 The Electoral Commission recommends that a polling station should not have more than 2,250 electors allocated to it. A polling place may therefore exceed this number but sufficient polling stations must then be provided.

## **3.0 Conclusion**

3.1 Council must complete the review of its polling districts and polling places by 31 January 2025. In view of this timeframe, Council is asked to conclude the review to allow any amendments to be made in time for the publication of the revised register of electors on 01 December 2023. Any elections held after this date would be based on the new polling districts and polling places.

<b>CONCLUSION OF IMPACT ASSESSMENT</b> <b>(including Health &amp; Safety, Equality &amp; Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing):</b>
--

None.

<b>LEGAL IMPLICATIONS</b>
---------------------------

Section 17 of the Electoral Registration and Administration Act 2013 introduced a duty on local authorities to carry out and complete a review of polling district and polling places between 01 October 2013 and 31 January 2015, and then in the period of 16 months beginning with 01



October every fifth year after that.

**FINANCIAL IMPLICATIONS**

Costs associated with completing the review will be met from within the existing electoral registration budget. Implementing changes by 1 December 2023 enables plans to be put in place for the next UK parliamentary general election which will be held by 28 January 2025.

**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 comments to make.

**MONITORING OFFICER'S COMMENTS**

Functions relating to Elections are contained within Schedule 1 of the The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and as such are a matter for Full Council and not the Executive.

**BACKGROUND PAPERS**

None.

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

## POLLING DISTRICT REVIEW SUBMISSION 2023 - LANASTER CITY COUNCIL ACTING RETURNING OFFICE!

CONSTITUENCIES: Lancaster and Fleetwood (to be changed to Lancaster and Wyre from the next UKPG) and Morecambe and Lunesdale

Polling Districts	Ward	Electorate as at 1 September 2023	Polling Station	Max no. of polling stations at this location	Parish	County Division	Current Parliamentary Constituency	Future Parliamentary Constituency	Comments
BARA	Bare	2996	St Christopher's Church Hall x 2	3	MTC (Bare North Ward)	Morecambe North	Morecambe and Lunesdale	Morecambe and Lunesdale	
BARB	Bare	1256	Great Wood School	1	MTC (Bare South East Ward)	Morecambe North	Morecambe and Lunesdale	Morecambe and Lunesdale	Classroom rotation but all accessible from front of school
BARC	Bare	1233	Lancaster Road Primary School	1	MTC (Bare South West Ward)	Morecambe South	Morecambe and Lunesdale	Morecambe and Lunesdale	
BLKA	Bulk	1368	Kings Community Church	2	None	Lancaster East	Lancaster and Fleetwood	Lancaster and Wyre	
BLKB	Bulk	1530	Ridge Community Centre	1	None	Lancaster East	Lancaster and Fleetwood	Lancaster and Wyre	
BLKC	Bulk	1237	The Gregson Centre	1	None	Lancaster East	Lancaster and Fleetwood	Lancaster and Wyre	
BLKD	Bulk	1550	Christ Church School, Lancaster	1	None	Lancaster East	Lancaster and Fleetwood	Lancaster and Wyre	
BOSA	Bolton and Slyne	2482	Bolton-le-Sands Community Centre x 2	3	Bolton-le-Sands (North Ward)	Morecambe North	Morecambe and Lunesdale	Morecambe and Lunesdale	
BOSB	Bolton and Slyne	947	Bolton-le-Sands Community Centre	3	Bolton-le-Sands (South Ward)	Morecambe North	Morecambe and Lunesdale	Morecambe and Lunesdale	
BOSC	Bolton and Slyne	2428	Hest Bank Memorial Hall x 2	2	Slyne-with-Hest (North Ward)	Morecambe North	Morecambe and Lunesdale	Morecambe and Lunesdale	The South Ward of Slyne with Hest Parish Council falls within the Skerton Ward so it is proposed that this remains separate (see SKEF)
BOWA	Bowerham	1664	United Reformed Church, Lancaster	1	None	Lancaster South East	Lancaster and Fleetwood	Lancaster and Wyre	
BOWB	Bowerham	1030	Moorside Primary School	1	None	Lancaster South East	Lancaster and Fleetwood	Lancaster and Wyre	
BOWC	Bowerham	1118	Lancaster Bowerham Community Primary School	4	None	Lancaster South East	Lancaster and Fleetwood	Lancaster and Wyre	Merge with BOWD as there is no parish level and they are in the same Ward and electoral division. BOWD can then be removed from the list of polling districts.
BOWD	Bowerham	113	Lancaster Bowerham Community Primary School	4	None	Lancaster South East	Lancaster and Fleetwood	Lancaster and Wyre	
CARA	Carnforth and Millhead	1801	Civic Hall, Carnforth	1	Carnforth Town Council (Carnforth Town Ward)	Lancaster Rural North	Morecambe and Lunesdale	Morecambe and Lunesdale	
CARB	Carnforth and Millhead	1137	Carnforth Childrens Centre	2	Carnforth Town Council (Carnforth Town Ward)	Lancaster Rural North	Morecambe and Lunesdale	Morecambe and Lunesdale	
CARC	Carnforth and Millhead	440	Crag Bank Village Hall	1	Carnforth Town Council (Carnforth Town Ward)	Lancaster Rural North	Morecambe and Lunesdale	Morecambe and Lunesdale	
CARD	Carnforth and Millhead	842	Crag Bank Village Hall	2	Carnforth Town Council (Crag Bank Ward)	Lancaster Rural North	Morecambe and Lunesdale	Morecambe and Lunesdale	
CARE	Carnforth and Millhead	467	Millhead Community Centre	1	Warton (Millhead Ward)	Lancaster Rural North	Morecambe and Lunesdale	Morecambe and Lunesdale	
CASA	Castle	1394	Lancaster Boys and Girls Club	1	None	Lancaster Central	Lancaster and Fleetwood	Lancaster and Wyre	
CASB	Castle	2345	St Thomas Church Hall x 2	3	None	Lancaster East	Lancaster and Fleetwood	Lancaster and Wyre	
CASC	Castle	914	King's Community Church	2	None	Lancaster East	Lancaster and Fleetwood	Lancaster and Wyre	
CASD	Castle	386	St Thomas Church Hall	3	None	Lancaster Central	Lancaster and Fleetwood	Lancaster and Wyre	
ELLA	Ellel	589	Cockerham Parish Hall	1	Cockerham	Lancaster Central	Lancaster and Fleetwood	Lancaster and Wyre	
ELLB	Ellel	798	Ellel Village Hall	2	Ellel (North Ward)	Lancaster Rural East	Lancaster and Fleetwood	Lancaster and Wyre	Could be merged with ELLC as they are the same parish ward and use the same location. Polling District references would then need to be amended throughout the ward.
ELLC	Ellel	859	Ellel Village Hall	2	Ellel (North Ward)	Lancaster Rural East	Lancaster and Fleetwood	Lancaster and Wyre	
ELLD	Ellel	448	Ellel Village Hall	2	Ellel (South Ward)	Lancaster Rural East	Lancaster and Fleetwood	Lancaster and Wyre	
ELLE	Ellel	331	Dolphinholme Village Hall	1	Ellel (South Ward)	Lancaster Rural East	Lancaster and Fleetwood	Lancaster and Wyre	
ELLF	Ellel	225	Over Wyresdale Parish Hall	1	Over Wyresdale	Lancaster Rural East	Lancaster and Fleetwood	Lancaster and Wyre	
ELLG	Ellel	199	Glasson Dock Village Hall	1	Thurnham-with-Glasson	Lancaster Central	Lancaster and Fleetwood	Lancaster and Wyre	
ELLH	Ellel	82	Rowley Court	3	Scotforth (Scotforth Parish Ward)	Lancaster South East	Lancaster and Fleetwood	Lancaster and Wyre	
ELLI	Ellel	480	Rowley Court	3	Scotforth (Burrow Heights Ward)	Lancaster South East	Lancaster and Fleetwood	Lancaster and Wyre	
HECA	Heysham Central	951	Heysham Library	1	None	Heysham	Morecambe and Lunesdale	Morecambe and Lunesdale	
HECB	Heysham Central	2462	Mossgate Primary School x 2	3	None	Heysham	Morecambe and Lunesdale	Morecambe and Lunesdale	
HECC	Heysham Central	49	Mossgate Primary School	3	None	Heysham	Morecambe and Lunesdale	Morecambe and Lunesdale	Incorporate this with HECB as they both sit in the same Ward, County Division and Parliamentary Constituency.
HENA	Heysham North	820	Sandylands Community Primary School	2	MTC (Heysham North Ward)	Morecambe Central	Morecambe and Lunesdale	Morecambe and Lunesdale	Proposal to move away from Sandylands School to the Salvation Army Hall, Balmoral Road, Morecambe which has capacity for 3 polling stations.
HENB	Heysham North	1907	Sandylands Community Primary School	2	MTC (Heysham North Ward)	Morecambe Central	Morecambe and Lunesdale	Morecambe and Lunesdale	Proposal to move away from Sandylands School to the Salvation Army Hall, Balmoral Road, Morecambe which has capacity for 3 polling stations.
HENC	Heysham North	676	Sandylands Nursery Unit/Hub	1	None	Heysham	Morecambe and Lunesdale	Morecambe and Lunesdale	Proposal to move away from Sandylands School to the Salvation Army Hall, Balmoral Road, Morecambe which has capacity for 3 polling stations.
HESA	Heysham South	2435	Heysham Free Methodist Church x 2	2	None	Heysham	Morecambe and Lunesdale	Morecambe and Lunesdale	
HESB	Heysham South	1553	Wesley Methodist Church	2	None	Heysham	Morecambe and Lunesdale	Morecambe and Lunesdale	
HESC	Heysham South	1174	Mossgate Primary School	3	None	Heysham	Morecambe and Lunesdale	Morecambe and Lunesdale	
HWKA	Halton with Aughton and Kellet	2230	The Centre @ Halton x 2	2	Halton-with-Aughton (East Ward)	Lancaster Rural East	Morecambe and Lunesdale	Morecambe and Lunesdale	The West Ward of Halton with Aughton Parish falls within the Skerton Ward so it is proposed that it remains separate (see SKEG)
HWKB	Halton with Aughton and Kellet	293	Arkholme Village Hall	1	Arkholme with Cawood	Lancaster Rural North	Morecambe and Lunesdale	Morecambe and Lunesdale	
HWKC	Halton with Aughton and Kellet	545	Old Congregational School Nether Kellet	1	Nether Kellet	Lancaster Rural North	Morecambe and Lunesdale	Morecambe and Lunesdale	
HWKD	Halton with Aughton and Kellet	692	Over Kellet Village Hall	1	Over Kellet	Lancaster Rural North	Morecambe and Lunesdale	Morecambe and Lunesdale	
HWKE	Halton with Aughton and Kellet	132	Old School House Gressingham	1	Gressingham	Lancaster Rural East	Morecambe and Lunesdale	Morecambe and Lunesdale	We are aware ownership may change. Alternatives are being considered.
JOGA	John O'Gaunt	1274	Cathedral Social Centre	1	None	Lancaster East	Lancaster and Fleetwood	Lancaster and Wyre	
JOGB	John O'Gaunt	539	Christ Church Hall	1	None	Lancaster East	Lancaster and Fleetwood	Lancaster and Wyre	To be permanently moved from LRGS
JOGC	John O'Gaunt	1430	Lancaster Bowerham Community Primary School	4	None	Lancaster East	Lancaster and Fleetwood	Lancaster and Wyre	
JOGD	John O'Gaunt	14	Lancaster Bowerham Community Primary School	4	None	Lancaster Central	Lancaster and Fleetwood	Lancaster and Wyre	This needs to remain separate as it is the only part of John O Gaunt ward that is in a different county division to other polling districts in this ward.
LLVA	Lower Lune Valley	1308	Victoria Institute Caton	2	Caton with Littledale	Lancaster Rural East	Lancaster and Fleetwood	Morecambe and Lunesdale	
LLVB	Lower Lune Valley	151	Victoria Institute Caton	2	Quernmore	Lancaster Rural East	Lancaster and Fleetwood	Morecambe and Lunesdale	
LLVC	Lower Lune Valley	1000	Lune Valley Methodist Hub	1	Caton with Littledale	Lancaster Rural East	Lancaster and Fleetwood	Morecambe and Lunesdale	
LLVD	Lower Lune Valley	327	Quernmore Recreation Club	1	Quernmore	Lancaster Rural East	Lancaster and Fleetwood	Morecambe and Lunesdale	Moved from Quernmore Methodist Church which was for sale. Has worked very well as an alternative so permanent move is recommended
LLVE	Lower Lune Valley	52	Wray Village Institute	3	Roeburndale Parish Meeting	Lancaster Rural East	Lancaster and Fleetwood	Morecambe and Lunesdale	
LLVF	Lower Lune Valley	400	Wray Village Institute	3	Wray with Botton	Lancaster Rural East	Lancaster and Fleetwood	Morecambe and Lunesdale	
LLVG	Lower Lune Valley	349	Wray Village Institute	3	Tatham	Lancaster Rural East	Lancaster and Fleetwood	Morecambe and Lunesdale	
LLVH	Lower Lune Valley	96	Hornby Institute	4	Lancaster Rural East	Lancaster Rural East	Lancaster and Fleetwood	Morecambe and Lunesdale	
MARA	Marsh	1030	Quaker Meeting House	2	None	Lancaster Central	Lancaster and Fleetwood	Lancaster and Wyre	
MARB	Marsh	1387	St Thomas More Walk	1	None	Lancaster Central	Lancaster and Fleetwood	Lancaster and Wyre	
MARC	Marsh	1953	13th Lancaster Scout Hut	1	None	Lancaster Central	Lancaster and Fleetwood	Lancaster and Wyre	
MARD	Marsh	822	Quaker Meeting House	2	None	Lancaster Central	Lancaster and Fleetwood	Lancaster and Wyre	
OVEA	Overton	578	Parish Hall, Middleton	1	Middleton	Heysham	Morecambe and Lunesdale	Morecambe and Lunesdale	
OVEB	Overton	448	Wesley Methodist Church	2	None	Heysham	Morecambe and Lunesdale	Morecambe and Lunesdale	
OVEC	Overton	848	Overton Memorial Hall	2	Overton	Heysham	Morecambe and Lunesdale	Morecambe and Lunesdale	
OVED	Overton	66	Overton Memorial Hall	2	Heaton-with-Oxcliffe (Rural)	Heysham	Morecambe and Lunesdale	Morecambe and Lunesdale	
POLA	Poulton	498	Trimpeil Club	2	MTC (Out Moss Lane Ward)	Morecambe South	Morecambe and Lunesdale	Morecambe and Lunesdale	
POLB	Poulton	1219	Morecambe War Memorial Hall	1	MTC (Poulton Ward)	Morecambe Central	Morecambe and Lunesdale	Morecambe and Lunesdale	
POLC	Poulton	1626	Morecambe Library	1	MTC (Poulton Ward)	Morecambe Central	Morecambe and Lunesdale	Morecambe and Lunesdale	
POLD	Poulton	437	St Christopher's Church Hall	3	MTC (Poulton Ward)	Morecambe Central	Morecambe and Lunesdale	Morecambe and Lunesdale	
SCEA	Scotforth East	1725	Barton Road Centre	2	None	Lancaster South East	Lancaster and Fleetwood	Lancaster and Wyre	

SCFB	Scotforth East	1657	St Paul's Hala Centre	1	None	Lancaster South East	Lancaster and Fleetwood	Lancaster and Wyre	
SCEC	Scotforth East	24	Barton Road Centre	2	None	Lancaster South East	Lancaster and Fleetwood	Lancaster and Wyre	Merge with SCEA as these are in the same County division and Parliamentary Constituency.
SCED	Scotforth East	51	St Paul's Parish Hall	2	None	Lancaster South East	Lancaster and Fleetwood	Lancaster and Wyre	Merge with SCEA as these are in the same County division and Parliamentary Constituency.
SCHA	Scale Hall	1014	Vale View Day Centre	1	None	Skerton	Morecambe and Lunesdale	Lancaster and Wyre	The future of the building is uncertain. In order to ensure some continuity for the electors of this polling station an alternative location will need to be considered
SCHB	Scale Hall	1601	Ryelands Lancaster Primary School	1	None	Skerton	Morecambe and Lunesdale	Lancaster and Wyre	
SCHC	Scale Hall	402	Church of Jesus Christ of Latter Day Saints	2	None	Skerton	Morecambe and Lunesdale	Lancaster and Wyre	
SCHD	Scale Hall	1489	Bare Cricket Club Pavillion	1	None	Skerton	Morecambe and Lunesdale	Lancaster and Wyre	
SCHG	Scale Hall	124	Church of Jesus Christ of Latter Day Saints	2	Heaton-with-Oxcliffe (Winster Park)	Skerton	Morecambe and Lunesdale	Lancaster and Wyre	
SCHF	Scale Hall	130	Grosvenor Park Primary School	2	MTC (Lune Drive Ward)	Skerton	Morecambe and Lunesdale	Lancaster and Wyre	
SCHH	Scale Hall	449	Grosvenor Park Primary School	2	Heaton-with-Oxcliffe (Roeburn Drive)	Skerton	Morecambe and Lunesdale	Lancaster and Wyre	
SCWA	Scotforth West	1611	Lancaster Methodist Church	2	None	Lancaster Central	Lancaster and Fleetwood	Lancaster and Wyre	Access to the polling station can be via a steep and sometimes slipping corner from the main road to the Kensington Road entrance. An alternative location could be considered.
SCWB	Scotforth West	1015	St Paul's Parish Hall	2	None	Lancaster South East	Lancaster and Fleetwood	Lancaster and Wyre	
SCWC	Scotforth West	32	Lancaster Bowerham Community Primary School	4	None	Lancaster South East	Lancaster and Fleetwood	Lancaster and Wyre	This needs to remain separate as it is in a different county constituency to other polling districts in this ward.
SCWD	Scotforth West	1083	Rowley Court	3	None	Lancaster Central	Lancaster and Fleetwood	Lancaster and Wyre	
SCWE	Scotforth West	0	Lancaster Methodist Church	2	None	Lancaster Central	Lancaster and Fleetwood	Lancaster and Wyre	This is a large polling district covering the area of the Royal Lancaster Infirmary. There is a possibility of electors registering at a small number of properties. This could be merged with SCWA as there are no parish areas and they are in the same county electoral division. Polling district references can be altered to take account of the merge.
SCWF	Scotforth West	221	Lancaster Methodist Church	2	Aldcliffe-with-Stodday	Lancaster Central	Lancaster and Fleetwood	Lancaster and Wyre	
SILA	Silverdale	1349	Gaskell Memorial Hall	1	Silverdale	Lancaster Rural North	Morecambe and Lunesdale	Morecambe and Lunesdale	
SILB	Silverdale	282	Yealand Village Hall	2	Yealand Redmayne (The Yealands (Redmayne Ward) from May 2024)	Lancaster Rural North	Morecambe and Lunesdale	Morecambe and Lunesdale	
SKEA	Skerton	1490	Ryelands House	1	None	Skerton	Morecambe and Lunesdale	Lancaster and Wyre	NHS services have moved out of Ryelands House. Proposal to move this polling station to Fathers House which is already in use as a polling station and which has capacity for 2 polling stations.
SKEB	Skerton	1483	Fathers House Elim Church	1	None	Skerton	Morecambe and Lunesdale	Lancaster and Wyre	
SKEC	Skerton	937	33rd Lancaster Scout HQ	2	None	Skerton	Morecambe and Lunesdale	Lancaster and Wyre	
SKEE	Skerton	1117	Skerton Youth and Community Centre	2	None	Skerton	Morecambe and Lunesdale	Lancaster and Wyre	
SKEF	Skerton	75	Skerton Youth and Community Centre	2	Slyne with Hest (South Ward)	Morecambe North	Morecambe and Lunesdale	Morecambe and Lunesdale	This needs to remain separate as it is in a different ward and county division to the rest of the parish. Proposed to rename SKEE.
SKEG	Skerton	49	33rd Lancaster Scout HQ	2	Halton with Aughton (West Ward)	Lancaster Rural East	Morecambe and Lunesdale	Morecambe and Lunesdale	This needs to remain separate as it is in a different ward to the rest of the parish. Proposed to rename SKEF
TORA	Torrisholme	2057	Torrisholme Methodist Hall x 2	2	MTC (Torrisholme Ward)	Morecambe South	Morecambe and Lunesdale	Morecambe and Lunesdale	
TORB	Torrisholme	1520	16th Morecambe Scout HQ	1	MTC (Torrisholme Ward)	Morecambe South	Morecambe and Lunesdale	Morecambe and Lunesdale	
ULVA	Upper Lune Valley	65	Fraser Hall Institute	3	Ireby-with-Leck (Ireby Ward)	Lancaster Rural East	Morecambe and Lunesdale	Morecambe and Lunesdale	
ULVB	Upper Lune Valley	127	Fraser Hall Institute	3	Ireby-with-Leck (Leck Ward)	Lancaster Rural East	Morecambe and Lunesdale	Morecambe and Lunesdale	
ULVC	Upper Lune Valley	105	Fraser Hall Institute	3	Burrow-with-Burrow Parish Meeting	Lancaster Rural East	Morecambe and Lunesdale	Morecambe and Lunesdale	
ULVD	Upper Lune Valley	75	Tunstall Parish Hall	1	Cantsfield Parish Meeting	Lancaster Rural East	Morecambe and Lunesdale	Morecambe and Lunesdale	
ULVE	Upper Lune Valley	116	Tunstall Parish Hall	1	Tunstall Parish Meeting	Lancaster Rural East	Morecambe and Lunesdale	Morecambe and Lunesdale	
ULVF	Upper Lune Valley	82	Tunstall Parish Hall	1	Burrow-with-Burrow Parish Meeting	Lancaster Rural East	Morecambe and Lunesdale	Morecambe and Lunesdale	
ULVG	Upper Lune Valley	593	Hornby Institute	4	Hornby with Farleton	Lancaster Rural East	Morecambe and Lunesdale	Morecambe and Lunesdale	
ULVH	Upper Lune Valley	253	Hornby Institute	4	Melling with Wrayton	Lancaster Rural East	Morecambe and Lunesdale	Morecambe and Lunesdale	
ULVI	Upper Lune Valley	104	Hornby Institute	4	Wennington	Lancaster Rural East	Morecambe and Lunesdale	Morecambe and Lunesdale	
ULVJ	Upper Lune Valley	299	The Village Hall Whittington	1	Whittington	Lancaster Rural East	Morecambe and Lunesdale	Morecambe and Lunesdale	
UNIA	University	2508	Chaplaincy Centre x 2	3	None	Lancaster South East	Lancaster and Fleetwood	Lancaster and Wyre	
UNIB	University	310	Brandrigg Room, Barker House Farm	2	Ellel (University East Ward)	Lancaster South East	Lancaster and Fleetwood	Lancaster and Wyre	
UNIC	University	982	Brandrigg Room, Barker House Farm	2	Ellel (University West Ward)	Lancaster South East	Lancaster and Fleetwood	Lancaster and Wyre	
UNID	University	84	Chaplaincy Centre	3	Scotforth (University Ward)	Lancaster South East	Lancaster and Fleetwood	Lancaster and Wyre	
WARA	Warton	1517	St Oswalds Church Hall	1	Warton (Warton Ward)	Lancaster Rural North	Morecambe and Lunesdale	Morecambe and Lunesdale	
WARB	Warton	180	Yealand Village Hall	2	Yealand Conyers (The Yealands (Conyers Ward) from May 2024)	Lancaster Rural North	Morecambe and Lunesdale	Morecambe and Lunesdale	
WARC	Warton	151	Borwick and Priest Hutton Memorial Hall	1	Borwick Parish Meeting	Lancaster Rural North	Morecambe and Lunesdale	Morecambe and Lunesdale	
WARD	Warton	144	Borwick and Priest Hutton Memorial Hall	1	Priest Hutton Parish Meeting	Lancaster Rural North	Morecambe and Lunesdale	Morecambe and Lunesdale	
WENA	West End	2493	Morecambe Temple of Light Spiritualist Church x 2	2	MTC (Harbour Ward)	Morecambe Central	Morecambe and Lunesdale	Morecambe and Lunesdale	
WENB	West End	2997	St Barnabas Church Hall x 2	2	MTC (Harbour Ward)	Morecambe Central	Morecambe and Lunesdale	Morecambe and Lunesdale	Moved from West End Primary School and has worked well.
WESA	Westgate	905	New Life Christian Fellowship Church	1	MTC (Westgate Ward)	Morecambe South	Morecambe and Lunesdale	Morecambe and Lunesdale	
WESB	Westgate	780	St Martin's Church Centre	1	MTC (Westgate Ward)	Morecambe South	Morecambe and Lunesdale	Morecambe and Lunesdale	
WESC	Westgate	1360	Westgate Primary School	2	MTC (Westgate Ward)	Morecambe South	Morecambe and Lunesdale	Morecambe and Lunesdale	
WESD	Westgate	1850	Westgate Primary School	2	Heaton-with-Oxcliffe (Westgate)	Morecambe South	Morecambe and Lunesdale	Morecambe and Lunesdale	
WESE	Westgate	617	Trimpell Club	2	MTC (Lowlands Road Ward)	Morecambe South	Morecambe and Lunesdale	Morecambe and Lunesdale	

**Appendix B**

**Review of Polling Districts and Polling Places 2023**

**Comments received**

1	<p>I have reviewed your list of polling stations and I do not think the council should be using schools as polling stations.</p> <p>Sandylands Community Primary school is currently being used while there is Stanley Road Baptist Church &amp; the Salvation Army building are very close possible alternatives as I see other churches are being used throughout Morecambe &amp; Lancaster. There is also St John's Scouts Hut around the corner as well.</p> <p>It is disruptive to families with children being off on a Thursday and then back in school on the Friday. I believe all effort should be made by the council to secure alternative sites for polling stations. I don't think children should lose a day of school for the convenience of politicians &amp; the council.</p>
2	<p>Slyne with Hest PC response to the consultation was discussed at our recent meeting. Their response is that if it will help people to vote then they are happy for the South Ward residents to vote at the Skerton Community Centre as per your review document.</p>

## CABINET

6.00 P.M.

12TH SEPTEMBER 2023

**PRESENT:-** Councillors Phillip Black (Chair), Caroline Jackson, Joanne Ainscough, Gina Dowding, Tim Hamilton-Cox, Peter Jackson, Jean Parr, Nick Wilkinson and Jason Wood

Apologies for Absence:-

Councillor Catherine Potter

Officers in attendance:-

Mark Davies	Chief Executive
Luke Gorst	Chief Officer - Governance and Monitoring Officer
Mark Cassidy	Chief Officer - Planning and Climate Change
Paul Thompson	Chief Officer - Resources and Section 151 Officer
Jonathan Noad	Chief Officer - Sustainable Growth
Thomas Brown	Regeneration & Development Project Manager
Elliott Grimshaw	Business Imp & Project Delivery Lead
Liz Bateson	Principal Democratic Support Officer

### 18 MINUTES

The minutes of the meeting held on Tuesday 11 July 2023 were approved as a correct record.

### 19 ITEMS OF URGENT BUSINESS AUTHORISED BY THE LEADER

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

### 20 DECLARATIONS OF INTEREST

No declarations were made at this point.

### 21 PUBLIC SPEAKING

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

### 22 FUTURE LOCAL PLAN OPTIONS

#### **Cabinet Member with Special Responsibility Councillor Parr)**

Cabinet received a report from the Chief Officer – Planning and Climate Change that set out the current Local Plan position within the district, taking into account the recent announcement regarding the Housing Infrastructure Fund. The report also identified a series of options for plan-making and asked that Cabinet indicated their preferred option.

The options, options analysis, including risk assessment and officer preferred option,

were set out in the report as follows:

There were 3 options that are available in terms of plan-making.

These are: Option 1 – Continue to prepare the Lancaster South Area Action Plan; or, Option 2 – Cease work on the Lancaster South Area Action Plan and commence a full district-wide Local Plan Review; or, Option 3 – Pause all plan-making activity pending further certainty regarding the national plan-making system.

### **Option 1 - Continue to prepare the Lancaster South Area Action Plan**

**Advantages:** During the last 18 months the City Council has published a concept masterplan for Bailrigg Garden Village, which has been formally endorsed by Cabinet. The local planning authority has also continued to compile evidence to support the content and direction of the Lancaster South Area Action Plan, including specialist evidence and advice regarding ecology, landscape, water management, archaeology and sustainable travel. This library of evidence is publicly available on the Council's dedicated Lancaster South Area Action Plan webpages.

Informal engagement has also been taking place, particularly regarding a series of thematic topic papers. The local planning authority has also established a Parish Council Liaison Group with Scotforth, Aldcliffe-with-Stodday, Ellel and Thurnham Parish Councils, and it has participated in an engagement process with young people, hosted by Lancaster University.

Much work has already been undertaken, and a continuation of this work could still result in a new vision for the Lancaster South area that could be potentially less time-intensive than a full Local Plan Review.

**Disadvantages:** Continuing with the Lancaster South Area Action Plan would maintain the focus on defining a vision for South Lancaster and its' environs only. It would not consider any changing circumstances in Morecambe, Carnforth or other areas that are geographically remote from South Lancaster.

**Risks:** Even if the Lancaster South Area Action Plan is advanced, it may still be unable to precisely define how strategic infrastructure, including transport infrastructure, will be provided and to what timeline. This uncertainty may affect the adoption of the Lancaster South Area Action Plan. In addition, the proposed changes to national plan-making described earlier in this report might also prevent timely adoption of the Lancaster South Area Action Plan, and as a consequence it might have to be started again under the proposed new plan-making system.

### **Option 2 – Cease work of the Lancaster South Area Action Plan and commence a full Local Plan Review**

**Advantages:** There are changing circumstances within the district since the Local Plan was adopted. These include the grant of planning permission for Eden Morecambe and the securing of £50m Levelling-Up funding. There is also the recent announcement that a new hospital will be provided on a new site within the district, and that this will replace the Royal Lancaster Infirmary. The new site is yet to be confirmed. The relocation of hospital facilities will also require a comprehensive approach to masterplanning the re-use of the existing Royal Lancaster Infirmary site. A reviewed Local Plan can explore the

opportunities for these developments and review the likely strategic infrastructure needs that are likely to arise. A new Local Plan will also provide a more up-to-date assessment of the likely deliverability and phasing of emerging City Council-driven projects such as the Canal Quarter and the Mainway/Skerton School development.

The work undertaken to date on the Lancaster South Area Action Plan will still be useful. It would help inform a wider evidence base for a new Local Plan.

The current, adopted Local Plan identified infrastructure and physical constraints that contributed to a lack of supply of deliverable housing sites. Notwithstanding some isolated years of good housing delivery (e.g. 2016/17, 628 net dwelling completions; 2019/20, 701 net dwelling completions), there has been a continued fall in net housing completions during the last three years, with the 2022/23 figure amounting to just 202 completed units. A full Local Plan Review provides the opportunity to evolve the strategic vision of residential development within the wider district.

Early indicative work suggests that the submission of a Local Plan for examination by the proposed 30 June 2025 deadline is possible, albeit very challenging. Resources are currently being examined and an update will be provided should any additional resource be required to deliver a Local Plan within that timeframe.

**Disadvantages:** Local Plan preparation is complex and challenging. Experience has shown that Local Plan preparation can take longer than 3 years. A timescale for completion cannot be provided with any great certainty because some stages of the process, including the independent examination by a Planning Inspector, lie beyond the direct control of the local planning authority.

**Risks:** The Government's proposed changes to the Local Plan system presents increased timescale pressures. There is a genuine risk that even with expedited stages, any new Local Plan may still fail to be submitted for Examination by 30 June 2025, and there is a further risk that the Plan might not be adopted by 31 December 2026. Under those circumstances, the preparation of a Local Plan would have to start again under the new system, and this would create further delay.

### **Option 3 – Pause all plan-making activity pending further certainty regarding the national plan-making system**

**Advantages:** There are an increasing number of local authorities who are reported to have taken a decision to either withdraw or pause their plan-making activity. Some of the national planning press estimate this at being between 26 and 58 local authorities at the time of compiling this report. The reasons for withdrawal or delay vary, although some have cited the current consultations regarding plan-making and the NPPF as being contributory factors.

A delay in plan-making would potentially allow the emergence of greater certainty regarding the likely deliverability of the Government's proposed changes, including the timetabling of the Royal Assent of the Levelling Up and Regeneration Bill.

**Disadvantages:** Whilst the uncertainty regarding the proposed changes to the national plan-making process is not helpful, it is rarely a good idea to delay plan-making for any length of time. Firstly, older, adopted Plans are less likely to be able to respond appropriately to the changing needs of the district's numerous local communities.

Secondly, a delay to plan-making would hinder the local authority in collaborating with other strategic partners regarding the identification of infrastructure needs.

**Risks:** A delay to plan-making could invite Government intervention. Whilst this is unlikely to apply to Lancaster because it currently has an up-to-date Local Plan, a delay is not likely to be an appropriate response to the ever-changing needs of the district, and it is not recommended.

The preferred option is Option 2, to cease work on the Lancaster South Area Action Plan and to commence a full Local Plan Review. This option provides the opportunity to develop a revised spatial vision for the Lancaster District that takes into account recent announcements and re-evaluates the strategic development needs of the district.

If Option 2 is agreed, then the Local Development Scheme will require amendment. Full Council are responsible for that decision. A report would be presented to the next available Full Council meeting. Once the Local Development Scheme is updated it will provide the community and stakeholders with certainty regarding the Council's intentions and its new indicative Local Plan timetable. The report to Council can also provide further information regarding likely resourcing implications.

An indicative timetable for full Local Plan Review will be presented to the Local Plan Review Group (LPRG). Progress against the indicative timetable will be monitored by LPRG.

The timetabling risks associated with the preferred option are very challenging, but it is considered to be the most appropriate response to recent developments and the likely emerging patterns of development within the district.

Councillor Parr proposed, seconded by Councillor Dowding:-

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That the Council ceases work on the Lancaster South Area Action Plan and commences a full Local Plan Review.
- (2) That as a consequence of (i) above, a report be prepared for Full Council amending the Local Development Scheme.
- (3) That further indicative timetabling for the delivery of the Local Plan Review is presented to the Local Plan Review Group, who will also regularly monitor progress.

**Officer responsible for effecting the decision:**

Chief Officer – Planning and Climate Change

**Reasons for making the decision:**



Section 19 (1B-1E) of the Planning and Compulsory Purchase Act 2004 sets out that each local planning authority must identify their strategic priorities and have policies to address these in their development plan documents. The National Planning Policy Framework (NPPF) explains that these strategic policies can be contained in Local Plans and provides clarity regarding the necessary content of such policies. The National Planning Practice Guidance (NPPG) provides direction for how the NPPF should be implemented in practice.

A new Local Plan is considered necessary, taking into account the early plan review mechanism prescribed in Local Plan Policy LPRM1. It is considered to be an appropriate response to recent announcements. The current, adopted Local Plan will remain in place until it is replaced by the formal adoption of any new Local Plan. Work on the Climate Emergency Review of the Local Plan, which is in its' latter stages, is unaffected.

## 23 PUBLIC SECTOR DECARBONISATION SCHEME: PHASE 3C

### Cabinet Member with Special Responsibility Councillor Dowding)

Cabinet received a report from the Chief Officer – Planning and Climate Change that sought approval to apply for and accept Public Sector Decarbonisation Scheme (PSDS) funding, should an offer be made and utilise £1M allocated capital programme as a contribution, in line with grant criteria. The report also requested that the award of contract for such works be delegated to the Chief Officer of Planning and Climate Change.

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

	Option 1 : Approve	Option 2 - Reject
Advantages	Supports the council's climate emergency, reducing CO2 emissions from natural gas by 400 tonnes per annum. Delivers on the approved and published Building Decarbonisation Plan	Capital saving. Lower CAPEX required for gas boiler replacements.
Disadvantages	Significant capital contribution required and subsequent impact on revenue (see financial implications).	Does not support Climate Emergency ambition.
Risks	Higher CAPEX costs. Original cost estimates were provided in 2022. Current estimates include a contingency. Project costs will be known be on completion of Y1 work package.	None

The officer preferred option was to apply for and accept PSDS3c funding, should an offer be made and delegate the award of contract to the Chief Officer for Planning and Place.

Councillor Dowding proposed, seconded by Councillor Wilkinson:-

“That the recommendations, as set out in the report, be approved with recommendation (1) revised to decarbonise ‘three’ rather than ‘four’ of the council’s civic buildings.”

Councillors then voted:-

***Resolved unanimously:***

- (1) That an application be made for “PSDS3c” funding to decarbonise three of the council’s civic buildings when the Salix portal opens in Autumn 2023.
- (2) That the funding offer be accepted, should the PSDS3c bid be successful.
- (3) That utilise £1M of Property Decarbonisation funding in the 22/23 – 27/28 capital programme be utilised as a contribution and the programme adjusted in line with the deliverables.
- (4) That authority to award the contract for Property Decarbonisation works be delegated to the Chief Officer for Planning and Climate Change.

**Officer responsible for effecting the decision:**

Chief Officer – Planning and Climate Change

**Reasons for making the decision:**

In January 2019, the Council declared a climate change emergency. The Council’s priorities include the theme of ‘Taking action to meet the challenges of the climate emergency’.

The project links to the following priorities and cross-cutting themes:

- Net zero carbon by 2030 while supporting other individuals, businesses, and organisations across the district to reach the same goal.
- Increasing the amount of sustainable energy produced in the district and decreasing the district’s energy use.

*With the agreement of the meeting the Chair advised of a revision to the order of the agenda so that the Outturn report could be tabled prior to the Delivering our Priorities report.*

**24 PROVISIONAL REVENUE, CAPITAL AND TREASURY MANAGEMENT OUTTURN 2022/23**

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

Cabinet received a report from the Chief Finance Officer that provided summary

information regarding the provisional outturn for 2022/23, including treasury management. It also set out information regarding the carry forward of capital slippage and other matters for Members' consideration.

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

The Council has a legal requirement to ensure that its expenditure is fully funded and to produce accounts in accordance with proper accounting practice. In addition, the Prudential Indicators are a statutory requirement linked to the budgetary framework. For these aspects, therefore, there are no alternative options for Cabinet to consider. Members are being asked to endorse certain actions taken by the Chief Finance Officer, and Cabinet should consider whether it has sufficient information to do so or whether it requires any further justification.

The report requests Cabinet to consider a number of revenue overspending, capital slippage and other budget adjustment matters. The framework for considering these is set out in the report but basically Cabinet may:

- o Endorse any number of the items / requests, in full or part.
- o Refuse various requests and if commitments have already been incurred, require alternative funding options to be identified. Cabinet should note, however, that this may impact on other areas of service delivery.
- o Request further information regarding them, if appropriate.

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

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

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That the provisional outturn for 2022/23 be endorsed, including the transfers to and from Reserves and Balances actioned by the Chief Finance Officer as set out in 5.1 and Appendix 5 to the report.
- (2) That Cabinet approves the treatment of year end overspends and endorse the do nothing approach in-light of the current situation.
- (3) That Cabinet note and endorse the ongoing projects funded by reserves set out at Appendices 5a and 6 to the report.
- (4) That the requests for capital slippage and the adjustments to reflect accelerated capital spending on projects as set out at Appendices 7 and 8 to the report be endorsed, with the Capital Programme being updated accordingly.
- (5) That the Annual Treasury Management report and Prudential Indicators as set out at Appendix 2 to the report be noted and referred on to Budget & Performance Panel and Council for information.

**Officer responsible for effecting the decision:**

Chief Officer Finance

**Reasons for making the decision:**

The Outturn and Statement of Accounts report on all the financial resources generated and/or used by the Council in providing services or undertaking other activities under the Policy Framework.

**25 DELIVERING OUR PRIORITIES QUARTER 1****Cabinet Member with Special Responsibility Councillor Hamilton-Cox)**

Cabinet received a report from the Chief Executive and 151 Officer that provided members with an update on performance, projects, and resources during the first quarter of 2023/24. No options were provided as the report was for commenting and noting. The Chief Executive responded to questions prior to the report being noted.

***Resolved unanimously.***

- (1) That the update on performance, projects and resources for Quarter 1 2023/24 be noted.

**Reasons for making the decision:**

Performance, project and resource monitoring provides a link between the Council Plan and operational achievement by providing regular updates on the impact of operational initiatives against strategic aims.

**26 EXCLUSION OF THE PRESS AND PUBLIC**

It was moved by Councillor Caroline Jackson and seconded by Councillor 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 item of business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.”

Members then voted as follows:-

***Resolved unanimously:***

- (1) 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 that it could involve the possible disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.

**27 FRONTIERLAND, MORECAMBE: UPDATE AND NEXT STEPS (Pages 12 - 15)****Cabinet Member with Special Responsibility Councillor Phillip Black)**

Cabinet received a report from the Chief Officer Sustainable Growth with regard to the next steps in delivering regeneration of the Frontierland site. Market interest revealed through the recent expressions of interest exercise was summarised and options to take forward the site's regeneration outlined. The report sought approval to progress to a preferred delivery route and allocation of resources to progress the next stages of work. The report was exempt from publication by virtue of Paragraph 3, Schedule 12A of the Local Government Act, 1972.

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

Councillor Phillip Black proposed, seconded by Councillor Ainscough:-

“That the recommendations, as set out in the exempt report, be approved.”

Councillors then voted:-

***Resolved unanimously:***

(1) That a project board of key portfolio holders supported by officers be appointed. At this stage, the primary objectives of the board will be to form objectives for the procurement, agree on the consultation and stakeholder involvement plan, select the preferred procurement procedure, develop the tender package material. The portfolio holders to consist of Councillors Phillip Black, Peter Jackson, Catherine Potter, Joanne Ainscough, Nick Wilkinson and Tim Hamilton-Cox.

(2) That Officers will:

For the Board's selected procurement process develop the assessment methodology and scoring criteria that reflects the council's aspirations for Frontierland's regeneration.

- Produce tender documents and scoring methodology to be approved for issue by the project board.

- On project board approval, progress selected procurement process' developer competition.

- Report on the progress and outcome of the tender and the preferred proposal / Preferred Developer Partner (PDP) to Cabinet.

(3) That in support of informing and developing the tender brief officers will undertake a short public / stakeholder consultation, through a number of engagement methods, on the headline objectives for the site to be agreed by the project board.

Resolutions (4), (5) and (6) are set out in a minute exempt from publication by virtue of paragraph 3, Schedule 12A of the Local Government Act, 1972.

**Officer responsible for effecting the decision:**

Chief Officer Sustainable Growth

**Reasons for making the decision:**

The decision is consistent with the Council's priorities. Exactly how the decision fits with Council priorities is set out in the exempt minute.

**28 REPORTING IN OF URGENT DECISION - ACCEPTANCE OF EXTERNAL FUNDING**

In accordance with the Scheme of Delegation to Officers (Part 2, Section 7 – Delegations to the Chief Executive Matters of Urgency) the Chief Executive submitted a report to Cabinet with details of an urgent decision taken under Rule 15 following consultation with the relevant portfolio holder and with the agreement of the Vice-Chair of Overview & Scrutiny. The decision which was exempt from publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act, 1972 was with regard to the acceptance of external funding. Details of the urgent decision including the circumstances which made the action necessary were set out in the exempt report.

***Resolved unanimously:***

- (1) That the Urgent Decision taken by the Chief Executive regarding the acceptance of external funding be noted.

**29 REPORTING IN OF URGENT DECISION - ARCON HOUSE BALCONY RAILINGS REPLACEMENT**

In accordance with the Scheme of Delegation to Officers (Part 2, Section 7 – Delegations to the Chief Executive Matters of Urgency) the Chief Executive submitted a report to Cabinet with details of an urgent decision taken under Rule 15 following consultation with the relevant portfolio holder and with the agreement of the Chair of Overview & Scrutiny. The decision which was exempt from publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act, 1972 was with regard to the urgent replacement of balcony railings at Arcon House. Details of the urgent decision including the circumstances which made the action necessary were set out in the exempt report.

***Resolved unanimously:***

- (1) That the Urgent Decision taken by the Chief Executive with regard to the urgent replacement of balcony railings at Arcon House be noted.

---

Chair

(The meeting ended at 7.05 p.m.)

**Any queries regarding these Minutes, please contact  
Liz Bateson, Democratic Services - email [ebateson@lancaster.gov.uk](mailto:ebateson@lancaster.gov.uk)**

**MINUTES PUBLISHED ON FRIDAY 15 SEPTEMBER,2023.**

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:  
MONDAY 25 SEPTEMBER, 2023.**

**Prior to publication of the minutes, it was agreed by the Chief Executive, Monitoring Officer and Leader that Resolutions 1 to 3 with regard to Frontierland be included in the public minute in the interests of transparency. (Minute 27 refers). Resolutions 4 to 6 remain exempt from publication.**

Document is Restricted