



Committee: CABINET
Date: TUESDAY, 28 MAY 2013
Venue: LANCASTER TOWN HALL
Time: 10.00 A.M.

A G E N D A

1. **Apologies**

2. **Minutes**

To receive as a correct record the minutes of Cabinet held on Tuesday, 23 April 2013 (previously circulated).

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

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

4. **Declarations of Interest**

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

Members 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 10 and in the interests of clarity and transparency, Members 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, Members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

5. **Public Speaking**

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

Reports from Overview and Scrutiny

None

Reports

6. **Cabinet Liaison Groups and Appointments to Outside Bodies, Partnerships and Boards** (Pages 1 - 12)

(Cabinet Member with Special Responsibility Councillor Blamire)

Report of the Chief Executive

7. **Lancaster Square Routes** (Pages 13 - 23)

(Cabinet Member with Special Responsibility Councillor Hanson)

Report of the Head of Regeneration & Planning

8. **Museums Partnership Silverdale Hoard** (Pages 24 - 30)

(Cabinet Member with Special Responsibility Councillor Sands)

Report of the Head of Health & Housing

9. **Corporate Non-Housing Property Portfolio Improvement Works: Year 1 Delivery Plan** (Pages 31 - 34)

(Cabinet Member with Special Responsibility Councillor Hamilton-Cox)

Report of the Head of Resources

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

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

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

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

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

11. **Storey Creative Industries Centre Draft Business Plan** (Pages 35 - 47)

(Cabinet Member with Special Responsibility Councillor Hanson)

Report of the Head of Resources

12. **Disposal of Land at Wellington Terrace, Morecambe** (Pages 48 - 56)
(Cabinet Member with Special Responsibility Councillor Hamilton-Cox)

Report of the Head of Resources

13. **Sale of Land at Mossgate, Heysham**
(Cabinet Member with Special Responsibility Councillor Hamilton-Cox)

Report of the Head of Resources

Report to follow. A decision on this item will be required at this meeting but publication of the report has been delayed, as information is awaited from an external party.

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Eileen Blamire (Chairman), Janice Hanson (Vice-Chairman), Jon Barry, Abbott Bryning, Tim Hamilton-Cox, Karen Leytham, Ron Sands and David Smith

(ii) Queries regarding this Agenda

Please contact Liz Bateson, Democratic Services - telephone (01524) 582047 or email ebateson@lancaster.gov.uk.

(iii) Apologies

Please contact Members' Secretary, telephone 582170, or alternatively email memberservices@lancaster.gov.uk.

MARK CULLINAN,
CHIEF EXECUTIVE,
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DALTON SQUARE,
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Published on Friday, 17 May, 2013.

CABINET

**Cabinet Liaison Groups and Appointments to Outside Bodies, Partnerships and Boards
28 May 2013**

Report of Chief Executive

PURPOSE OF REPORT				
To consider the Cabinet Liaison Groups currently constituted and Cabinet appointments to Outside Bodies, Partnerships and Boards.				
Key Decision		Non-Key Decision	X	Referral from Cabinet Member
Date Included in Forthcoming Key Decision Notice			n/a	
This report is public				

OFFICER RECOMMENDATIONS

- (1) That Cabinet considers whether to re-constitute the Cabinet Liaison Groups previously constituted, as set out in Appendix B to the report.
- (2) That Cabinet considers whether any additional Liaison Groups are required and, if so, agrees their Terms of Reference.
- (3) That the Lead Cabinet Member of each Cabinet Liaison Group be requested to inform the Chief Executive of the participants he/she wishes to invite to such meetings.
- (4) That Cabinet considers the appointments to Outside Bodies, Partnerships and Boards as set out in Appendix C to the report.

1.0 Cabinet Liaison Groups

- 1.1 In accordance with Part 4 Section 4 of the City Council’s Constitution (extract attached at Appendix A) Members are requested to consider membership of Cabinet Liaison Groups.
- 1.2 Set out at Appendix B to the report are the Cabinet Liaison Groups currently constituted for consideration as part of recommendation (1) above.

2.0 Options and Options Analysis (including risk assessment)

2.1 The options regarding Cabinet Liaison Groups are:

2.1.1 To note existing arrangements and make no amendments.

2.1.2 To consider and approve, where appropriate, any proposals from Cabinet Members.

3.0 Outside Bodies, Partnerships and Boards

3.1 Members are asked to consider the appointments to outside bodies, partnerships and boards.

3.2 Members are 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.

3.3 Attached at Appendix C is a list of organisations to which Cabinet makes appointments on the basis of Portfolio responsibilities.

3.4 The following have been disbanded and/or will not be meeting during 2013/14:

- British Resorts Association
- Lancashire Rural Affairs
- North West Rural Affairs Forum
- Regional Leaders Forum
- Storey Centre for Creative Industries
- Lancaster & District Vision Board

3.5 The following appointment has been added to the list of Cabinet appointments following a resolution from full Council on 27 February 2013:

- Management Group of the Lancaster Business Improvement District (BID)

4.0 Options and Options Analysis

4.1 With regard to Outside Bodies, Partnerships and Boards, Cabinet is requested to make appointments, as set out in Appendix C to this report.

5.0 Officer preferred Option and Comments

5.1 It is recommended that appointments be aligned as closely as possible to individual Cabinet Members' portfolios.

RELATIONSHIP TO POLICY FRAMEWORK

The establishment of Cabinet Committees and Cabinet Liaison Groups assists the Cabinet in the discharge of executive functions. Representation on Outside Bodies is part of the City Council's community leadership role.

CONCLUSION OF IMPACT ASSESSMENT
(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

The proposals provide clear focus, transparency, accessibility and inclusiveness in the Council's Executive decision-making processes.

LEGAL IMPLICATIONS

Cabinet Liaison Groups are established in accordance with the City Council's Constitution.

FINANCIAL IMPLICATIONS

There are no significant financial implications with regard to the recommendations. Resources are available to provide the necessary level of support. Members of outside bodies are entitled to travel expenses which are currently being funded from within existing budgets.

OTHER RESOURCE IMPLICATIONS

Human Resources:

None arising from this report.

Information Services:

None arising from this report.

Property:

None arising from this report.

Open Spaces:

None arising from this report.

SECTION 151 OFFICER'S COMMENTS

The Section 151 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

none

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E-mail: ebateson@lancaster.gov.uk

CONSTITUTION – CABINET PROCEDURE RULES EXTRACT

Part 4, Section 4

Cabinet Liaison Groups

- (a) Cabinet Liaison Groups are not an essential body but may be created to take forward business. However, they are purely consultative and not decision-making. They will be chaired by a member of Cabinet and there is no restriction on size although the group must be limited to what is manageable and effective for their purpose. They may be time limited or of longer standing, again depending on their purpose.
- (b) The participants in the Group will be by invitation of the Chairman and can be made up from any or all of the following:
 - Other members of Cabinet
 - Others from outside the Council
 - Other members of Council not on Cabinet
 - Council officers
- (c) *Terms of Reference*: Their Terms of Reference are to share information about a particular topic, e.g. e-government and develop effective consultation and communication links with community groups and other bodies with an interest in the subject area. In this way, individual Cabinet members will have a wider information and advisory platform to inform executive decision-making and policy effectiveness.
- (d) Specific outcomes from their meetings may generate requests for pieces of work to be undertaken by officers or partner bodies. Alternatively, it could be a request to Overview and Scrutiny to set up a Task Group to undertake a specific piece of work. There could also be specific reports to Cabinet, Committees of Cabinet, individual Cabinet members, or other Committees of Council recommending action for determination.
- (e) Each Liaison Group will have their terms of reference and expected outputs approved by Cabinet before they meet.

APPENDIX B

CABINET LIAISON GROUPS

BUSINESS CABINET LIAISON GROUP

Cabinet Member with Responsibility for:

- The Economy

Terms of Reference:

- (1) To enable the City Council and representatives from business organisations in the district to liaise and consider items affecting the local economy.

Cabinet Minute No 126, 16 February 2010 Refers

Frequency: Quarterly.

CANAL CORRIDOR CABINET LIAISON GROUP

Chairman:

- **Cabinet Member with Special Responsibility for Economic Regeneration**

Terms of Reference:

To follow

Frequency: As required

CLIMATE CHANGE CABINET LIAISON GROUP

Cabinet Members with Responsibility for:

- Climate Change

Terms of Reference:

- (1) To establish a comprehensive Council wide 5 year Climate Change Strategy.
- (2) This year, to establish and implement a series of actions which can be implemented within existing budgets available and that will have positive outcomes in terms of adapting to and /or mitigating the impacts of climate change.
- (3) To advise and monitor the delivery of outcomes and targets set out the Council's Corporate Plan. i.e.
 - To reduce the amount of energy used by both the Council and households across the district.
 - To undertake all works in the City Council's Energy Management Action Plan.
 - Energy efficiency measures at Salt Ayre Sports Centre.
 - Implement national/EU sustainability policies through planning policy and planning decisions and the implementation of Building Regulations to be undertaken this year.
 - Reduce overall energy use in City Council buildings from 6,563,842kwh (05/06) to 5,328,114kwh in 08/09.
 - Reduce CO2 emissions from City Council buildings from 0.0666 (05/06) to 0.057 in 08/09).
 - Increase the % of energy the City Council uses from sustainable sources from 9.90% in 05/06 to 60% in 08/09.

Cabinet Minute No 26, 24th July 2007 Refers

Frequency: As required

DISTRICT WIDE TENANTS LIAISON GROUP

Cabinet Member with Responsibility for:

- Housing

Composition:

Councillors sit as non-voting members of the Forum. Councillor representation comprises the Cabinet Member with responsibility for Housing plus 5 other Councillors invited by the Cabinet Member.

Terms of Reference:

- To promote the interests of all council tenants of the district, and to assist in maintaining good relations between all members of the community.
- To promote council tenants' rights and the maintenance and improvement of housing conditions, amenities, and the environment.
- To ensure that all tenants have effective opportunities to participate in the management of their homes and neighbourhoods.
- To promote change in response to tenants' needs and aspirations.
- To act as a consultative group on all issues concerning tenants at district wide level.
- To work towards the elimination of all forms of discrimination within the community by encouraging all tenants to participate in the management of their homes and neighbourhoods.

Cabinet Minute No 8, 3rd June 2008 Refers

Frequency: Minimum of four times a year

PLANNING POLICY CABINET LIAISON GROUP

Cabinet Member with Responsibility for:

- Planning

Terms of Reference:

This Group is a non-decision making consultative forum to assist Cabinet Members in their decision-making responsibilities. The forum will provide the expertise to the appropriate Cabinet Members to allow them to either take individual decisions or to make recommendations into Cabinet.

1. To provide a forum to consider the implications of the transition from the adopted Lancaster District Local Plan to the new development plan system of Local Development Frameworks introduced under the 2004 Planning and Compulsory Purchase Act.
2. To prepare, review, carry out consultations, and consider representations in order to assist the appropriate Cabinet Member in bringing forward recommendations to Cabinet on the adoption of Supplementary Planning Guidance to the adopted Lancaster District Local Plan.
3. To prepare, review, carry out consultations, and consider representations in order to assist the appropriate Cabinet Member in bringing forward recommendations to Cabinet on the adoption of the Council's Local Development Scheme and Local Development Framework, including;
 - Development Plan Documents including the Core Development Framework and Development Control Policies;
 - Supplementary Planning Documents including Town Centre Strategies for Lancaster and Morecambe and guidance on issues such as design and sustainability;
 - The Council's Statement of Community Involvement and Strategic Environmental Assessment.
4. To provide appropriate assistance to rural communities with the preparation of Parish Plans and to assist the appropriate Cabinet Member in bringing forward recommendations regarding the inclusion of appropriate Parish Plans within the Local Development Framework.
5. To assist the appropriate Cabinet Member in monitoring progress on the implementation of the Local Development Framework by preparing an Annual Monitoring Report
6. To assist the appropriate Cabinet Member to ensure proper systems and processes are in place to maintain and keep under review the information base for planning policy including:
 - housing land availability,
 - housing need,
 - retail capacity,
 - town centre vitality and viability;
 - the need for employment land;
 - accessibility issues;

- issues relevant to the Strategic Environmental Assessment

and to assist the appropriate Cabinet Member bring forward recommendations to cabinet on the commissioning of additional studies where necessary.

7. To act as a forum for assisting the appropriate Cabinet Member to prepare appropriate responses to the Lancashire Structure Plan, the Lancashire Minerals and Waste Local Plan and the Lancashire Local Transport Plan and any successor documents.
8. To assist the appropriate Cabinet Member in the preparation of appropriate responses to Regional Planning Guidance for the North West and the Regional Spatial Strategy.
9. To assist the appropriate Cabinet member in monitoring the progress of Local Development Framework documents in neighbouring authorities and recommending consultation responses to cabinet where the interests of Lancaster District are affected.
10. In the event of future Local Government re-organisation, to assist the appropriate Cabinet member in managing and making recommendations to Cabinet on the planning policy implications of the transition to new Local Authority boundaries;
11. To assist the appropriate Cabinet Member in monitoring developments in national planning policy and recommending consultation responses to Cabinet where necessary.
12. To assist the appropriate Cabinet Member in reviewing existing Conservation Areas and the need for new designations, undertaking Conservation Area Appraisals and preparing proposals for the preservation and enhancement of historic areas.

Cabinet Minute No 8, 3rd June 2008 Refers

Frequency: As required.

HOUSING REGENERATION CABINET LIAISON GROUP

Cabinet Member with Responsibility for:

- **Housing**

Terms of Reference:

The purpose of the group would be to assist the Cabinet Members in overseeing implementation of options for housing regeneration priorities including:

- (1) To examine the options for delivering and financing affordable housing schemes through the HRA (including schemes in the West End).
- (2) To examine the viability of building new council homes with a particular focus on meeting the housing needs of the growing population of older people in the medium to long term.
- (3) The adoption of a rent policy for council housing.
- (4) Consideration of an empty homes strategy.
- (5) Opportunities for affordable housing schemes through the land allocations in the LDF.
- (6) The potential impact on residents and the Council of the changes to the welfare reform system.
- (7) The adoption of a tenancy strategy for the district.
- (8) Any other funding opportunities to support housing regeneration priorities, including any through the council's General Fund.
- (9) To consider housing regeneration related reports prior to being presented to Cabinet, Individual Cabinet Member Decisions or other council committees.

Cabinet Minute 106, 13 March 2012 Refers

Frequency: As required

APPENDIX C

APPOINTMENTS MADE BY CABINET

ORGANISATION
Lancaster District Children's Trust Board) Councillor Sands
Historic Towns Forum Councillor Sands
Lancashire Leaders Meeting (Leader) Councillor Blamire
LGA Coastal Issues Special Interest Group Councillor Leytham
LGA Executive (Leader) Councillor Blamire
LGA Rural Commission (Cabinet Member for Rural Affairs +1 Member appointed by Group on rotation) Councillor Hanson
Morecambe Bay Partnership Councillor Sands
Museums Advisory Panel Cabinet Member Councillor Sands
North Lancashire Local Action Group executive Group (Member + named substitute) Councillor Hanson (substitute to be confirmed)
Lancashire Waste Partnership : Councillor Smith
Community Safety Partnership Cabinet Member (+ Cabinet Member substitute): Councillor Smith (substitute to be confirmed)
Health and Wellbeing Partnership Cabinet Member (+ Cabinet Member substitute) : Councillor Leytham (substitute to be confirmed)
Management Group of the Lancaster Business Improvement District (BID) (Cabinet Member for Economic Regeneration) Councillor Hanson

CABINET

**Lancaster Square Routes
28 May 2013**

Report of Head of Regeneration and Planning

PURPOSE OF REPORT			
To report on further project implementation to improve key streets and spaces within the city centre and to include a decision on a centrepiece for Market Square			
Key Decision	X	Non-Key Decision	Referral from Cabinet Member
Date of notice of forthcoming key decision			28 May 2013
This report is public.			

RECOMMENDATIONS OF COUNCILLOR HANSON

That Cabinet -

- (1) Accept the proposal for public realm works made in section 2.0 of this report and as described in the supporting appendices but defer to the meeting of Cabinet in June 2013 decisions on the detailed options for the centrepiece to Market Square.
- (2) Authorise the Head of Regeneration and Planning to proceed with all work to implement the proposal but as regards the centrepiece not to make any commitments pending Cabinet deciding on the detailed option.
- (3) Instruct the Head of Governance to invite all council members to attend an informal briefing on the options for a centrepiece and the theme embodied artwork should take so that members can be fully informed and then advise the Portfolio Holder of their views.

1.0 Introduction

- 1.1 This report concerns the Lancaster Square Routes authorised programme of project work to improve public realm in the heart of Lancaster (Minute 95, 8 December 2009). Specifically it is about work proposed for implementation in calendar year 2014 and brought forward jointly by the city and county councils.
- 1.2 The council's General Fund Capital Programme for 2013/14 includes allocations for project works to implement the concept designs agreed for

Market Square and Horseshoe Corner and works to Cheapside and Penny Street.

- 1.3 The total of funding secured to date for the 2014 works is from the city council £346k, (including £6k in a balance of private funding) and from the Lancashire County Council £165k.
- 1.4 The council may match this with ERDF funding. The Department for Communities and Local Government (DCLG) has approved £485,579 in European Funding (ERDF), with a condition that the council enters into a Funding Agreement by Friday 17 May.
- 1.5 This conditional offer is after a funding bid made in the summer of 2012 by council officers towards public realm works in the centres of both Lancaster and Morecambe. The outcome was subject of an exempt report to Cabinet in February 2013 (exempt to meet Government requirements not to disclose any funding offer pending its acceptance). In précis, the Lancaster element of this funding bid and the subject of this report proved successful, the Morecambe element not.
- 1.6 At the time of writing this report officers are considering the Funding Agreement and are authorised to complete it with DCLG if the terms are considered satisfactory (Minute 125 February 2013).
- 1.7 The Agreement if completed will make for a total of some £997k in funding available - effectively doubling the monies locally available. The financial implications section to this report contains the relevant details.

2.0 Proposal

In summary

- 2.1 The proposal is for the city council to complete the whole of the improvements proposed for Market Square as part of Lancaster Square Routes and deliver a comprehensive upgrade of the streetscape the length of Cheapside, Horseshoe Corner and Penny Street to a specification much higher than could normally be achieved. Works would start and complete in the first half of 2014.

General works arrangement

- 2.2 The public realm works are to include:
 - new stone surfacing for the whole of the Market Square and the adjoining stretch of Market Street (up to but not including the rear of the City Museum) and for Cheapside, Horseshoe Corner and Penny Street,
 - new, high quality, better sited seating,
 - a new, fitting structural centrepiece to Market Square,
 - facilities for promoting arts and events- including a new arts information point and banners to the City Museum,
 - return of the horseshoe to Horseshoe Corner,
 - new and improved directional signage and information in a combination of new monolith wayfinding and interpretation points and existing cast iron signposts rationalised as appropriate,
 - new LED lighting to Cheapside and part Penny St and New Street (to complement that provided last year for Market Square and Market St, part

Penny St and Frances Passage,

- new and better sited street furniture including bins and bollards
 - highway signage rationalised and reduced. Public phone booths reduced in number or relocated,
 - Chancery Lane closed as a public thoroughfare (gated both ends).
- 2.3 Plans and / drawings for Market Square are provided in Appendix 1 to this report and for Cheapside, Horseshoe Corner and Penny Street in Appendix 2.
- 2.4 The works in the Square will fit to the first phase of works to Market Square completed early last year. These comprised laying out new surfacing in the central part and new LED street lighting and amenity lighting to the City Museum.
- 2.5 The proposal for new directional signage and interpretive information is to be part of a cross city centre approach to remedy the present dearth of information provision and ensure that this and directional signage as a whole better serves the needs of visitors and those others less sure of its geography and history. The wayfinding monoliths are a key element and are as deployed very successfully elsewhere in the country.
- 2.6 Facilities in Market Square for promoting arts and events and performances are a key element. The facility to hang banners to the City Museum and a new information point are to give the Dukes, the Grand and arts partners and organisations the ability to better promote events and performances within the city.
- 2.7 New and better sited seating would be a combination of high quality backed seats in Market Square and traditional flat benches for occasional seating.
- 2.8 Gating Chancery Lane is to address a longstanding concern of the Police in terms of anti-social behaviour and that can be reasonably achieved as part of this proposal.

Centrepiece to Market Square – design concept

- 2.9 To remind as to the background to this, the community engagement work undertaken in preparing the Lancaster Square Routes concept proposals (see section 3.0 below) elicited much support for a suitably designed platform or plinth like structure available for seating and performance.
- 2.10 Cabinet subsequently approved (Minute 95 8 December 2009) a design concept for a centrepiece to a rectilinear footprint, first and foremost a sought after place to sit (as was the former fountain) and secondary to this a place for performance.
- 2.11 This design concept was closely informed by operational considerations: that the centrepiece must fit to what is otherwise required for an efficient and attractive layout of stalls on market days and to other essential operational requirements including for traffic movements by emergency and refuse vehicles.
- 2.12 A centrepiece that seats many people will help make the central part of the Square active particularly when there is no market in operation - which is much of the time. This is to help sustain the Square as the heartbeat of city life and a place that people are drawn to, enjoy spending time in and feel safe and secure. The design concept is that the opportunity to sit should be in a form alternative to the more traditional seating otherwise available at the sides of the Square.

- 2.13 In addition, the centrepiece can be a facility for a wide range of performance, small and large, informal through to very formal - impromptu stand up, street theatre, bands, choral events and music and formal staged theatrical productions.
- 2.14 The works to Market Square completed last year removed the former fountain, formed the rectilinear footprint for a centrepiece with a temporary surface and installed electrical and water connections.

Centrepiece to Market Square – detailed structural design

- 2.15 Two options are presented for the centrepiece, both in hard wearing granite with mass concrete as the hidden core. These:
- fit to the rectilinear footprint identified for the structure as part of the works completed last year,
 - sit well otherwise within its surroundings and in particular in relation to the City Museum,
 - are quite simple in form and unfussy in appearance,
 - effectively double the seating capacity otherwise available to the sides of the Square and enable people to congregate and sit in a relaxed and informal manner in a choice of facing directions and on its top surface,
 - give ready access to the elevated surface.
- 2.16 The structure would be finished in a mix of granites. A wide range are available for use affording much scope for colour variation and in texture including for rough and polished surfaces. This to complement the granite and stone used in the first phase of surfacing works.
- 2.17 The mix of granites is to be attractive and the appearance further made pleasing and interesting with embodied artwork.
- 2.18 The artwork should be to a consistent theme. Members are asked to consider what this should be, mindful that officers' consider the theme should be appropriate to the city as a whole. Officers' suggestions are:
- Social heritage, the people, activities, work, industry and transport that shaped the city.
 - Civic heritage: Market Square as the centre of the county town of Lancashire.
 - Lore and Legends.
 - A timeline of the city's history.
 - A modern take – art that looks forward, not back.
- 2.19 The options are as otherwise detailed in section 4.0 of the report and Appendix 2.

Works procurements and other regulatory compliance

- 2.20 Subject to the decision of Cabinet, officers will prepare detailed specifications and contract documentation for tender. Officers will liaise closely with highways officers in this.
- 2.21 There will be one tender for the main streetworks - including for all surfacing. Delivery will also involve further smaller contracts including with utility providers and all in accordance with the council's financial regulations.
- 2.22 Changes and improvements to directional signage and information proposed should be to a city centre wide plan for this element informed by public and

private sector aspirations and factor for the prospective Castle and Canal Corridor North developments. Officers propose to work this up with the Lancashire County Council, the local Chamber, the BID Management Group, the Duchy and British Land.

- 2.23 This proposal makes for a first phase deliverable. Delivery of the bespoke monolith wayfinding and interpretation points will be via a supplier to be procured in accordance with the council's financial regulations. The structures would be pre-fabricated and installed either as part of the main streetworks contract or separately, again as to be determined by officers.
- 2.24 The pace of the further roll out (e.g. monoliths in more locations) would be subject to funding and other decisions by key partners including by the BID Group. This partnership approach serves to make the approach flexible and future proof.
- 2.25 Street lighting will be delivered via the Highway Authority in the established partnership arrangement whereby it does the design work and picks up all revenue costs after installation. City council officers will assist in acquiring all necessary third party consents – as for the works completed last year.
- 2.26 Subject to decisions of the Highway Authority changes to highway signage will tie in with the proposed new Experimental Traffic Regulation Order (ETRO)
- 2.27 The detail of street furniture and highway signage is to be agreed with the Community Safety Partnership, Environmental Services and the Highway Authority.
- 2.28 Gating Chancery Lane would be implemented after a Gating Order to be sought from the Highway Authority.
- 2.29 It is proposed that centrepiece delivery benefit from an artist commission. This follows the approach taken successfully in many aspects of the award-winning TERN project including the Flock of Words ("Poem Path"). The artist would be procured in accordance with the council's financial regulations. The commissioned artist would have craftsman skills and imbue the finished design with artistic quality and embodied art work. The artist commissioned would collate and interpret ideas for embodied artwork consistent with the agreed theme and translate these into the finished product in specifying how a range of granites be intermixed to give a pleasing finish and via appropriate inscriptions and potentially lighting.
- 2.30 The artist would inform design and delivery of the centrepiece and potentially manage aspects direct. Construction would most likely be part off site involving pre-fabrication and part on-site. Officers would determine these matters at the appropriate time and as part of this assure clear lines of responsibility and management, building these into contracts before the relevant procurements are made.

Works timetable

- 2.31 It is an ERDF programme requirement that all funded works are financially complete by December 2014 with an agreed target for practical completion by 30 June 2014.
- 2.32 The several months delay in the council receiving the offer of ERDF investment means a works start this year is no longer practicable. Officers now propose that the main contract works are over four months commencing in mid February 2014 (hopefully clear of the worst of winter weather). This

avoids the critical trading period up to and over Christmas and builds in some tolerance for any weather enforced or other reasonably anticipated delays.

- 2.33 Centrepiece delivery would integrate with that of the main streetworks and be timed for the late Spring/ early Summer of 2014. The content of the monoliths require the longest lead in design period and so installation would be in the early summer.
- 2.34 All works would be managed so that the build out is incremental with the minimum area taken out of public use at any one time. Detailed programming would involve close liaison with various operational stakeholders to minimise impacts on the Charter Market, refuse collections etc.

3.0 Details of Consultation

- 3.1 Extensive community engagement work as part of preparing Lancaster Square Routes informed the agreed concept designs for Market Square and Horseshoe Corner. This work included direct engagement with the community in 2009 via exhibitions and consultation with many specific stakeholders including for the Chamber and the Police.
- 3.2 The proposal as a whole benefits from close working with a range of organisations. In particular, to get best value and maximise efficiencies in expenditure and it incorporates highways renewal works planned on Cheapside and Penny Street by the Highway Authority. This secures enhanced specifications and significant savings for both councils.
- 3.3 Subject to Cabinet’s decision officers will further brief the Chamber and the BID group.
- 3.4 Officers will work closely with businesses to ensure that construction works are considerate to business needs and minimise adverse affects.

4.0 Options and Options Analysis (including risk assessment)

- 4.1 The proposal made in this report follows extensive community engagement. It is based on design concepts approved by Cabinet, which the Council has made budgetary provision for in the General Fund Capital Programme.
- 4.2 The ERDF investment award is towards specific deliverables and to a whole programme of improvements. It cannot be drawn down if the scope of works is reduced significantly.
- 4.3 With this as the context, two options are presented. The difference between the two options concerns the centrepiece to Market Square. Option one includes a single elevated structure as the centrepiece. Option 2 for a twin or divided structure. The plans and drawings in appendices 1 and 2.refer.
- 4.4 The two options are very similar seating capacities and both can be used for impromptu and informal performances.

<p>Option 1</p>	<p>To implement the proposal set out in section 2.0 of the report with a centrepiece to Market Square comprising a single elevated structure (as per the option 1 drawings in Appendix 1).</p>
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<p>Advantages</p>	<p>A full renewal of the length of Cheapside, Horseshoe Corner and Penny Street can be achieved in 2013/14 to a much higher specification than the county council could otherwise afford.</p> <p>The Lancaster Square Routes concept proposal for Market Square can be delivered in full by September 2014, including part of Market Street.</p> <p>The option represents a large investment for the city council with upwards of £2 of external investment secured for every £1 invested by the city council. Investments of this magnitude are hard won and unlikely to be available again.</p> <p>The proposal will give a better environment for trading in the established commercial and retail centre of the city. This should help the competitiveness of Lancaster centre with other centres and drive footfall.</p> <p>It will complement the Castle and Canal Corridor North developments should these come on stream.</p> <p>Market Square itself will be better laid out to support an improving Charter market. On non market days the improvements will be convivial for quiet enjoyment and best designed to accommodate events and a range of performances. The effect should be that at many times the Square becomes a much more vibrant place,</p> <p>The proposal makes it possible for the city council and the Arts Partnership to grow Market Square as a venue of choice for certain types of performance and events.</p> <p><u>Specific re. the centrepiece</u></p> <p>Is wholly consistent with the agreed concept design for Market Square, with the first phase completed last year.</p> <p>Centrepiece is multi-purpose as it can be used as seating and as staging for performances. It also fits well with other uses for the Square including the Charter Market.</p> <p>The linear length of seating made available effectively doubles on provision otherwise available in the Square.</p> <p>Builds in the ability to use the structure for a wide range of performances. The dimensions are proportional to the setting and the potential size of the audience.</p> <p>Builds in steps to meet building regulation requirements for staged performances</p>
<p>Disadvantages</p>	<p><u>Specific re. the centrepiece</u></p> <p>It is more obstructive to pedestrian movement than option 2.</p> <p>Will not offer a sufficient depth of stage for certain larger bands.</p>

<p>Risks</p>	<p>The Castle and Canal Corridor developments may shift the centre of gravity of the centre in terms of pedestrian activity. In this context therefore it is important to do what is possible to make Market Square and Market Street attractive and so to support trading now and into the future.</p> <p>The delivery programme builds in tolerances to cover for financial and programming risks.</p> <p><u>Specific re. the centrepiece</u></p> <p>That the centrepiece does not find favour with people. This is a risk with any public design installation and no more so here in the very centre of the city. The agreed concept design follows extensive consultation, which elicited a generally positive response. The extensive design and community engagement work informing the proposal suggests the square does need a fitting and multi-purpose centrepiece.</p>
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Table 2

<p>Option 2</p>	<p>To implement in full the proposal set out in section 2.0 of the report with a centrepiece comprising twin elevated structures (as per the option 2 drawings in Appendix 1) and also including for investing in demountable units.</p>
<p>Advantages</p>	<p>As per option 1.</p> <p><u>Specific to the centrepiece</u></p> <p>Is broadly consistent with the agreed concept design for Market Square.</p> <p>Centrepiece is multi-purpose, as seating and as a space for performance and fits well to other uses to be made of the Square including for the Charter Market.</p> <p>In the linear length of seating made available is comparable with that proposed in option 1.</p> <p>Gives better permeability for pedestrians than option 1.</p> <p>Makes it possible for people to sit facing one another.</p> <p>A stage area the same as that provided in the option 1 proposal is achievable via use of demountable units.</p>
<p>Disadvantages</p>	<p><u>Specific to the centrepiece</u></p> <p>Is a variant on and to some extent does depart on the agreed concept design for Market Square. This option will require officers</p>

	<p>to seek a discrete variation from DCLG in the ERDF investment concerning the form of the centrepiece.</p> <p>In many circumstances use as a stage will be dependent on installing the demountable units.</p> <p>Officer time involved in managing the design and placement of the demountable units. There will also be added officer time needed to plan and manage a system for storing and hiring these out. In turn any such system may have revenue costs for the council but that might be covered by charging.</p>
<p>Risks</p>	<p>As per option 1 - that the centrepiece does not find favour with many people.</p> <p>That the investment in demountable staging units proves not to give best value if 1) either the city council and its partners fail to drive and market use of the Square for performance and / or 2) demand to utilise the Square in ways requiring this prove limited.</p> <p>The risk of not securing the specific variation required in the ERDF investment offer is considered very low.</p>

5.0 Officer Preferred Option (and comments)

- 5.1 Both options deliver improvements consistent with corporate policy and makes full and best use of available finance including European funding. Both enable the city and county councils to bring together their investments and benefit from strong partnership working to deliver long sought after improvements.
- 5.2 Officers consider that both options presented for the centrepiece will prove fitting and beneficial and accordingly a preferred option is not suggested.

6.0 Conclusion

- 6.1 The report sets out how the council might move forward and deliver much needed improvements to public realm within the city centre, the main economic driver within the city. It is about opportunity to deliver in ways and to time frames that minimises financing implications for the city council, takes maximum advantage of external funding available and thereby offers best value expenditure for both the city and county councils. It presents options for what officers consider to be a new fitting and beneficial centrepiece to Market Square.

RELATIONSHIP TO POLICY FRAMEWORK

Lancaster Square Routes is to help support and sustain the commercial centre of the city as per the corporate priorities for economic growth and the environment. It fulfils the corporate priorities as contained in the 2012-15 Corporate Plan - Economic Growth, Health and Wellbeing, Clean Green and Safe Places and Community Leadership. It contributes, in particular, to Economic Growth by helping sustain the attraction of commercial centres and so support trading and jobs.

The proposal is consistent with the Lancaster District Core Strategy and in particular Policy ER2.

The initiative is highly complementary to the activity of the Lancaster BID Partnership that is demonstrating a unity of purpose and collective commitment to town centre improvement.

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, HR, Sustainability and Rural Proofing)

The proposal will have no adverse impacts. It will assist health and safety by improving street surfacing. Regarding community safety, the improvements will make streets and spaces more attractive places to spend time in will assist towards community safety objectives. The element to gate Chancery Lane is to address specific community safety concerns.

Impacts associated with the closely related proposal for an Experimental Traffic Regulation Order were considered by Cabinet last year.

LEGAL IMPLICATIONS

Legal Services have been consulted and have no further comments to make.

FINANCIAL IMPLICATIONSOption 1

This fits to the agreed capital programme, taking account of the delegations approved at February Cabinet. It also fits the Funding Agreement as offered by DCLG for the ERDF investment. It utilises the maximum available ERDF investment (£485,579) towards the total £971,158 k of estimated expenditure. This is within the total budget allocation available of £996,579 i.e. giving a little headroom.

In summary the estimated costs are:

Contract preliminaries	£143,817
Physical works	£771,137
General fees (including items to meet ERDF funding requirements)	£56,204
Total	£971,158

The table below profiles the expenditures. This is ambitious taking account of the expected timing of works but various cost elements would be front loaded. Further, work on refining the profiling of spend would be undertaken as part of delivering the project and approval would be sought for any changes. It should be noted that the balance of risks is that spending would slip, rather than there being the need to bring funding forward.

	2013/14 £'000	2014/15 £'000	Total £'000

City Council	196	150	346
ERDF	336	150	486
County Council	165	0	165
Total	697	300	997

New street surfacing, lighting and highways signage will be highway assets and maintained by the county council. Amenity seating and wayfinding points will be city council assets and maintained within the scope of established arrangements.

Within this, the build cost of the centrepiece is estimated at £118k (which includes a provision for artworks). Any maintenance costs are expected to be very minor, and as such they would be met from existing budgets.

Option 2

The capital financing required for this option is in net terms the same as that for option 1 with some £10k in savings as estimated on the physical costs (because of the reduced build cost of the centrepiece) balanced by the same cost as estimated to construct the demountable units. The council would hire out these units and ultimately replace them when required. Ideally the costs of this would be met via charging third party users, with any system for charging being the subject of a subsequent Cabinet report, prior to implementation of this option. Storage would use existing resources.

OTHER RESOURCE IMPLICATIONS

Human Resources: The work required to deliver both options is built into work programmes as part of the Lancaster Square Routes initiative. Further, work required to fulfil the terms of the ERDF Funding Agreement including handling financial claims, audits, any contract variations and other financial aspects can be met from within existing staff resources (across relevant Services)

Information Services: None.

Property: The public realm works are to highways and thereby assets of the Lancashire County Council except for part of the centrepiece that is the footprint of the former fountain structure and that the city council takes responsibility.

Open Spaces: The proposal is to enhance public realm.

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

None.

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Cabinet

**MUSEUMS PARTNERSHIP SILVERDALE HOARD
28 MAY 2013**

Report of Head of Health and Housing

PURPOSE OF REPORT			
To update Members on the position in relation to any potential purchase of the Silverdale Hoard.			
Key Decision	X	Non-Key Decision	Referral from Cabinet Member
Date of notice of forthcoming key decision			1 st May 2013
This report is public.			

RECOMMENDATIONS OF COUNCILLOR SANDS

- (1) **Members approve that Lancaster City Council does not purchase the Silverdale Hoard.**
- (2) **That members formally request Lancashire County Council to purchase the Silverdale Hoard.**

1.0 Introduction

- 1.1 The museums partnership with Lancashire County Council includes the management of the City, Maritime and Cottage museums. The partnership relates to the corporate plan by helping achieve outcomes within 'Economic Growth' priority. This report sets out the options in relation to the possible purchase of the Silverdale Hoard (currently in private ownership). The valuation of the hoard has now been set and a decision is required as to whether the City Council wishes to purchase the hoard alone, requests that Lancashire County Council purchase the hoard alone or whether there should be a joint purchase arrangement. A treasure item can only be purchased by an Accredited Museum and both Lancashire County Council and Lancaster City Council meet this requirement. It was declared treasure by the Lancashire Deputy Coroner at a hearing in Lancaster and is valued at £109,815.

2.0 Background

Details of the Silverdale Hoard

- 2.1 Within the collection, the mixture of origins of the 27 coins is typical of Viking hoards from Britain and Ireland from the end of the 9th and beginning of the 10th centuries. They include Anglo-Saxon, Anglo-Viking, Frankish and Islamic type.
- 2.2 Unusually there was also a plated forgery of a Frankish silver denier – these rarely make it into hoards, presumably because testing methods of silver content were rigorously used before bringing together material to deposit.
- 2.3 Alongside the coins, some of the arm-rings are very finely decorated with elaborate punch-work and one of them has highly unusual terminals in the form of animal heads. The types are mostly Scandinavian in origin but the rings show signs of further development – like the heads – in Irish centres such as Dublin, where Vikings settled. The brooches are of Irish manufacture, adopted by the Vikings as cloak fasteners.

3.0 Proposal details

3.1 Purchase

There are a number of potential funding sources which could cover the purchase cost of £109,815, e.g. Lancashire County Council and Lancaster City Council's Museums Acquisition Funds, William Briggs Trust, Friends Groups and external funding bids. Although these funding sources cannot be guaranteed, officers are optimistic that the required capital can be raised

- 3.2 However, there are a number of other costs associated with the Silverdale Hoard in addition to the purchase cost:

Temporary display costs

For a temporary display of the Hoard it is estimated that an additional one-off cost of £9,000 would be incurred by the purchasing Council individually or jointly under option three. The purpose of a temporary display would be to help raise public awareness of the Hoard and assist with any fund raising opportunities.

Longer term costs

If the Hoard is acquired then conservation, research and publication should be undertaken at an estimated one-off cost of £130,000 which would be in addition to the purchase cost. Additional issues for consideration should the City Museum display the Hoard (Options 1 and 3) include various redisplay requirements for existing display features such as the Dark Ages, The Gallery and History of Lancaster. One-off costs for such re-interpretation and redisplay vary between approx £48,000 and £655,800 dependant on the degree of change to existing displays/changes to layout of building and amount of match funding achieved.

The longer term costs are expected to be the subject of a funding application to the Heritage Lottery Fund. Such a funding application would be undertaken by county council officers irrespective of which option members decide.

4.0 Details of Consultation

4.1 There have been ongoing discussions with county council officers as part of the museums partnership. County officers have expressed a desire to ensure the hoard remains within Lancashire and as such are at this stage prepared to undertake the necessary work to raise funds to purchase alone including the associated temporary and long term display costs. County are aware that the funding requirements to conserve and display are significant but are well placed with the considerable level of expertise amongst officers to make funding bids to various sources.

5.0 Options and Options Analysis (including risk assessment)

	Option 1 Lancaster City Council purchases the hoard alone (subject to referral on to Council)	Option 2 Request that Lancashire County Council purchases the hoard alone.	Option 3 Partnership purchase (subject to referral on to Council)
Advantages	The District Council area in which the hoard was found Demonstrates commitment to cultural heritage and economic growth.	The County Council area in which the hoard was found Demonstrates commitment to cultural heritage. More straight forward process for acquisition, display and funding applications. No financial commitment required by the City Council.	Spreads the financial burden of the purchase across the two Councils.

Table continued from previous page

	Option 1 Lancaster City Council purchases the hoard alone	Option 2 Request that Lancashire County Council purchases the hoard alone.	Option 3 Partnership purchase
Disadvantages	Considerable investment required in order to display on a permanent basis with reliance on external funding meeting these costs. Longer term commitments would need further investment over and above the initial Museum Acquisition Funding	Potentially less influence over where the collection is exhibited.	Requires formal agreement and clear understanding by both parties about how shared ownership will work in practice. Reliance on external funding to meet one-off purchase, re-display and conservation costs.
Risk	There is a realistic risk with this option that associated one-off purchase funds will not be generated. Risk increases with ongoing costs associated with conservation and temporary / permanent displays.	Minimal risk to City Council.	Risk to City Council remains as per option one.

6.0 Recommendation for purchase option

6.1 The most important issue is that this is an excellent opportunity to retain the Hoard in Lancashire. County council officers initially informally recommended that Lancaster City Council purchase the Silverdale Hoard for their City Museum collections. However, given both short and longer term financial commitments and the uncertainty of the success of funding applications and fundraising efforts, the situation has changed. The council will be facing difficult choices given the financial outlook for 2014/15 and beyond and therefore the best option might be for Lancashire County Council to look to purchase the hoard alone. There is, of course, a risk that the county council will decide not to purchase the hoard when considered against their priorities. This leads us to consideration of the options.

7.0 Preferred option

7.1 The officer preferred option is option 2. The uncertain short and long term costs associated with purchase, conservation and display mean a purchase by the city council alone is unaffordable based on current budgets and forecasts. Option 2 allows for County to proceed with the purchase, should they decide to, thus enabling the hoard to be kept and displayed within Lancashire including display at Museums in Lancaster in the future.

8.0 Conclusion

8.1 The purchase of the hoard by County Council would enable it to remain within Lancashire and enable the potential for future display within Lancaster's museums. This report acknowledges the importance of retaining the hoard in Lancashire and seeks to find a solution to achieve this.

RELATIONSHIP TO POLICY FRAMEWORK

Management of the Museums is an important element of the Council's priorities of Economic Growth – and outcomes cited within the Corporate Plan include 'More tourists coming to the district and tourism income is maximised, the district's cultural, retail and tourism offer is maximised, Lancaster district's recognition as a visitor destination is enhanced and the district's local heritage is protected'. That said, the Council must consider value for money and affordability, taking account of the Medium Term Financial Strategy. Option 2 fits with this, as well as helping with museum objectives to some degree.

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, HR, Sustainability and Rural Proofing)

None specifically identified arising from this report.

LEGAL IMPLICATIONS

Legal have been consulted and have no further comments to make

Financial Implications

There are no additional financial implications arising for the City Council under the preferred option 2 as all costs and associated risks would be met entirely by Lancashire County Council (LCC).

Full costs for purchase (£110K), re-display (£655.8K max) and conservation (£130K) for the Silverdale Hoard are set out within the main body of the report. There are currently no capital or revenue budgets identified to cover this except for the City and County annual museum acquisition funds. Similarly, there is no identified budget to cover the one-off revenue temporary display cost of £9K. It is not considered financially viable therefore for the City Council to consider options 1 and 3 at this stage. The following table has been included

for illustrative purposes however, to show potential additional costs arising for the City Council for each of these options should external funding bids fail.

	Option 1		Option 3	
	Y1 2013/14		Y1 2013/14	
	Minimum	Maximum	Minimum	Maximum
One-off Add't Capital Costs	£'000	£'000	£'000	£'000
Purchase	66	66	33	33
Re-Display	48	655.8	48	655.8
Total Add't Capital Costs	114	721.8	81	688.8
One-off Add't Revenue Costs				
Temporary Display	9	9	0	0
Conservation/Research	130	130	0	0
Total Add't Revenue Costs	139	139	0	0
Recurring Add't Revenue Costs	Y2 onwards		Y2 onwards	
Insurance	0.8	0.8	0.8	0.8
Cost of Borrowing (Y2-Y21)	6.06	38.42	4.31	36.67
Total Recurring Add't Revenue Costs	6.86	39.22	5.11	37.47

Based on informal discussions with County officers the following assumptions have been made in the above:

- that LCC and City museum acquisition budgets will be available for all options;
- that under option 3 unbudgeted capital purchase costs would be split 50/50;
- that under option 3 LCC would cover one-off temporary display and conservation revenue costs as they would do under option 2;
- that City would be responsible for one-off re-display capital costs under either option on the basis that the Hoard would be permanently displayed within the City Museum.

It should be further noted that should options 1 or 3 be preferred then given the one-off capital and associated revenue costs such a course of action would require full Council approval.

OTHER RESOURCE IMPLICATIONS

Human Resources: None specifically identified arising from this report

Information Services: None specifically identified arising from this report

Property: Included within the body of the report

Open Spaces: None specifically identified arising from this report

SECTION 151 OFFICER'S COMMENTS

Taking account of the recommendations, the S151 Officer has no further comments to add.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

none

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CABINET

**Corporate Non-Housing Property Portfolio
Improvement Works:
Mitre House Car Park &
Lancaster Town Hall Memorial Gardens**

28th May 2013

**Report of Head of Environmental Services &
Head of Resources**

PURPOSE OF REPORT			
To provide further information in respect of Mitre House Car Park and Lancaster Town Hall Memorial Gardens in accordance with Minute 149.			
Key Decision	X	Non-Key Decision	Referral from Cabinet Member
Date Included in Forthcoming Key Decision Notice			1st May 2013
This report is public			

RECOMMENDATIONS OF COUNCILLOR HAMILTON COX:

That the Mitre House Car Park Works and Lancaster Memorial Gardens Railings Refurbishment projects be completed in this year, as part of the Year 1 Delivery Plan.

1 Background

1.1 Following consideration of the Property Portfolio: Year One Delivery Plan' at Cabinet in April it was decided that the recommendation as set out in the report be approved, but that further reports be produced with regard to the Memorial Gardens, Lancaster and Mitre House, Lancaster with the decision in respect of Mitre House, deferred for the time being.

1.2 Further reports were requested on two of the proposed projects included in the report, because queries or issues along the lines of the following were raised:

1.2.1 Mitre House Car Park

Why were the repair and maintenance costs included in this report not

included in a previous report submitted to Cabinet in November 2012?

(The earlier November report provided background information on the status of the car park and the current arrangement with Parksafe, including relevant information on the strategic importance of the car park to the Council and outlined options for the future management of the car park. In addition to this the landlord had asked the Council if it would be prepared to surrender its leasehold interest in the car park which was signed in 1980 for 125 years.)

1.2.2 Lancaster Town Hall Memorial Garden Railings

Subject to gaining clarification on any listing, what options are there other than refurbishment of the railings to the memorial gardens?

1.3 This report provides additional information on these two projects, and seeks approval for them to go ahead as originally planned.

2 **Report**

2.1 Mitre House Car Park

Although the report about the Mitre House car park considered by Cabinet in November 2012 dealt with both the financial and strategic issues, the financial appraisal was close and therefore it is considered that the decision reached was primarily based on the strategic issues.

Therefore, the indicative cost of £60K for the works required to the structure, although not available for inclusion at the time of writing, was essentially immaterial because under the terms of the lease a surrender would have resulted in the landlord serving a schedule of dilapidations requiring the Council to carry out the work or alternatively considering the issue as part of financial settlement. Essentially, the financial liability for the repairs would have remained with the Council in both the retention and surrender scenarios.

2.2 Lancaster Town Hall Memorial Garden Railings

The recent condition survey of the Memorial Garden provided an indicative cost for refurbishment of the existing railings. As raised in the April meeting this was not seen as the only option, however, and removal or replacement of the railings with some other boundary (such as hedging) had been highlighted as potential options. At this time there was some doubt around listed status of the railings because they were erected some time after the construction of the main building. However, further research has now been undertaken and the relevant legislation states that:

“Any object or structure fixed to the building; or any object or structure within the curtilage of the building which, although not fixed to the building, forms part of the land and has done so since before 1st July 1948, shall be treated as part of the building”.

Although it is currently difficult to prove definitively, at this time it is assumed that the railings were erected around the same time as the war memorial. This dates back to around 1924, although it is known that further works were done to the memorial after the Second World War. Investigations made

through the County Archivist provide no evidence to the contrary regarding the railings.

Unless any further information comes to light, therefore, the working assumption is that the removal of the railings would require listed building consent and it is the opinion of the Conservation Officer that removal or replacement of the railings would not be granted consent and therefore refurbishment is the only option.

3 Details of Consultation

3.1 As mentioned in section 2 above.

4 Options and Options Analysis (including risk assessment)

4.1 Given the information provided, no options are presented, other than approve the two projects as originally reported.

5 Officer Preferred Option (and comments)

5.1 Proceed with both projects as set out in the Corporate Non-Housing Property Portfolio Improvement Works: Year 1 Delivery Plan

6 Conclusion

6.1 This report provides further information in respect of Mitre House Car Park and Lancaster Town Hall Memorial Gardens in accordance with Minute 149.

RELATIONSHIP TO POLICY FRAMEWORK

This report seeks to ensure that the Council's property portfolio is fit for purpose in terms of supporting the Council's corporate plan and policy framework generally, recognising the financial pressures.

CONCLUSION OF IMPACT ASSESSMENT

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

Proposed building works would address any related statutory responsibilities

LEGAL IMPLICATIONS

Legal have been consulted and have no further comments to make

FINANCIAL IMPLICATIONS

As referred to in the April Cabinet Report, the proposals are in line with the approved budget and Medium Term Financial Strategy.

OTHER RESOURCE IMPLICATIONS

Human Resources:

There are no specific HR matters relating to this report

SECTION 151 OFFICER'S COMMENTS

The s151 Officer has contributed to this report, which is partly in her name (as Head of Resources).

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

none

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Ref:

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