



LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

COUNCIL MEETING

**Wednesday, 10 April 2019 –
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. If you require support in accessing the building, please contact Democratic Services on 01524 582132, or email democracy@lancaster.gov.uk

Kieran Keane,
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, 10 April 2019 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 27th February and 13th March 2019 (previously circulated).

3. **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 9 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.

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 1 - 3)

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

9. **MAYOR'S ANNUAL REPORT** (Page 4)

To receive the Annual Report of the Mayor.

10. **EXECUTIVE ANNUAL REPORT** (Pages 5 - 50)

To receive the Executive Annual Report containing the Business Progress Reports of the Leader and each Cabinet Member in accordance with Article 7.06 (j).

Whilst the Executive Annual Report will be published as a separate document in due course, the reports of individual Cabinet Members are included in this agenda and will be presented at the meeting.

11. **OVERVIEW AND SCRUTINY ANNUAL REPORT** (Pages 51 - 65)

To receive the Annual Report of the Overview and Scrutiny Committee.

12. **AUDIT COMMITTEE ANNUAL REPORT** (Pages 66 - 68)

To receive the Annual Report of the Audit Committee.

13. **MEMBER CHAMPIONS ANNUAL REPORT** (Pages 69 - 83)

To receive the Annual Reports submitted by the Council's Champions.

REPORTS REFERRED FROM CABINET, COMMITTEES OR OVERVIEW AND SCRUTINY

14. **EXCLUSION OF THE PRESS AND PUBLIC**

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

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

15. **INVESTIGATION INTO LEAKED SENSITIVE INFORMATION AND MEMBERS' CONDUCT** (Pages 84 - 89)

Report of the Standards Committee

16. **DIGITAL CONSTITUTION 2019** (Pages 90 - 99)

Report of the Constitution Working Group

NB: The new Constitution is electronic, not paper-based. Members will be emailed a link to the digital document by Democratic Services to enable them to access it.

OTHER BUSINESS

17. **WENNINGTON NEIGHBOURHOOD PLAN – ADOPTION (MAKING) OF THE NEIGHBOURHOOD PLAN** (Pages 100 - 198)

Report of the Director for Economic Growth & Regeneration

18. **DESIGNATION OF MONITORING OFFICER** (Pages 199 - 200)

To consider the report of the Chief Executive

19. **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.

20. **MINUTES OF CABINET** (Pages 201 - 210)

To receive the Minutes of Meeting of Cabinet held 5th March 2019.



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Chief Executive

Town Hall,
Dalton Square,
LANCASTER,
LA1 1PJ

Published on Tuesday 2nd April 2019.



Leader's Report

10 April 2019

Report of the Leader of the Council

PURPOSE OF REPORT

To present the Leader's report to Council.

This report is public.

RECOMMENDATIONS

- (1) To receive the report of the Leader of Council.

REPORT

1.0 Cabinet

Information on Cabinet matters are provided in the minutes from the Cabinet meeting held on 5 March 2019 later in this agenda.

2.0 Decisions required to be taken urgently

There are no decisions to report since the last Leader's Report on 13 March 2019.

3.0 Leader's Comments

This will be my last report after eight years as Leader. It has been an eventful time, starting with the recession period when Local Government cuts started to take effect and have continued each year. Councils have had to make difficult choices. Some have closed venues and service centres, reduced other services or slashed jobs. Lancaster decided not to do this, we increased efficiency, made savings and increased income.

We now face a new system where we will not be receiving a government grant, so we have to be willing to think quite differently to balance our budgets. Change is always a concern and it will be a big change. I am grateful to Councillors and Officers for their willingness to put ideas forward and for members to consider them carefully.

We have seen two Chief Executives go in the last 8 years and these last year have seen many long serving Officers leave and new ones come in. I know there have been big changes, but I truly think that our structure is now bedded in and the district is in safe hands.

Thank you all for your support and contributions to the Budget. I feel that it is a good budget in the context of austerity.

In 32 years as a Councillor I have met many wonderful people of all parties. I have represented Lancaster in other forums and been able to work with Lancashire County Council as well as South Lakeland District Council and Barrow Borough Council. I am so pleased that I have been able to bring together the Chamber, BIDs and the City Council and the district has benefitted from it in so many ways. I sincerely hope that the efforts to improve our area and to attract tourism are successful.

I am proud of the Tern project in Morecambe which I chaired. It has been a success and a catalyst for Morecambe that was very well received by all. Council Leaders were brought together to tackle the Lancaster Market Hall with expert advice called in from outside. The traders who stayed took some of the empty shops and are still there and the street market is popular. This brought Primark to Lancaster which other districts are envious of.

We now have a close relationship with Lancaster University, and this has made working together on the Eden Project and many other things more possible. I hope that our district can maintain its long-standing support for the arts, culture and heritage as these are among our great strengths and are part of our economic development. The Canal Quarter looks as if it will definitely happen this time and the funding for the Garden Village makes it another really interesting probability.

Climate change is a massive global problem and we must make sure that we do everything we can to reduce and recycle and make changes that help to reduce emissions and look at green initiatives.

I want to express my admiration for our excellent and dedicated work force who reflect well on our district. I hope the Celebrating Success award continues in future years. I shall miss some of the exciting new developments and I will miss seeing everyone even though we may have differences. I wish our district well. I am sure it will flourish. We have come through hard times together and we have the best of all areas: City, Coast & Countryside.

4.0 Other Matters

Cabinet minutes for 5 March 2019 are attached at the end of this agenda.

5.0 Key Decisions

The following Key Decisions were taken by Cabinet on 5 March 2019:

- (1) Cultural Policy
- (2) Disposal of Land, Heysham Business Park
- (3) Application for Grant Funding from the Community Housing Fund
- (4) The Dukes Future Business Model

The following Officer Delegated Key Decision was taken during this period:

(1) Electricity Supply Contract

Background Papers

Cabinet agenda and minutes of the meetings held on 5 March 2019.

MAYORS ANNUAL REPORT 2018-2019

It has been an honour and a privilege to be Mayor this year and will leave me with many unforgettable memories. It has been inspiring to see the work of our many volunteers across the district, the many community groups I've visited as well as people providing entertainment and they all brighten up our lives.

Attending so many events wouldn't have been possible without the tireless organising of Jenny – who took on the challenge of managing my diary and Chris who got me places and often had to round me up at the end – as I like to chat. I'd like to thank my Deputy Mayor Claire Cozler who stepped in to cover some events enthusiastically for me.

Hearing people's story was the big bonus and I was particularly moved, at the Poverty Truth Commission to hear people's voices about their personal experience of poverty. It was heartening to hear of the work at Morecambe Food bank and give out volunteer awards. Attending the Prince's Trust Award showed how the courses gave some vulnerable young people confidence to start employment or college.

Highlights for me were visiting Almere with our Youth Games team. The team competed valiantly in a heat wave, and the culture team also put on a stunning production of West Side story. I was shown an amazing project the Dutch were building a whole ecological garden city – giving us a glimpse of how urban design with a low carbon footprint could be done here as well.

Attending the 100th year commemorations of the First World War culminating in Remembrance Day, was a time to reflect on the enormous sacrifice locally ordinary men and women made in the war. A time to reflect and judging the school poetry competition on the theme illustrated both the courage and the horror of it all.

Attending volunteer awards at St John's Hospice showcased the fantastic work around the hospice and fundraising.

St John's Hospice and City of Sanctuary were my two chosen charities. I thank all who helped run the BBQ at Clavor Hill, the Halloween music night at the Alhambra and the recent quiz night at the Town Hall.

Though it was an honour to speak at Lancaster Pride event in my first week, I found myself on stage, before a large crowd in carnival mode and appearing between 2 pop bands and an Elton John tribute act. It felt like a baptism of fire, everyone was so friendly, yet no-one danced or heard of the Tom Robinson band !

At Lancaster Food Sustainability Forum, I learnt the value of networking between local community food growing projects and food bank and food club providers. I enjoyed attending several Open Days at Clavor Hill food growing project, Laurel Bank nursing home (where I danced with the residents!), the RNLI and Friends of the RLI – not to be confused.

I hosted a Civic tour for other Lancashire Mayors who seemed impressed visiting the Halton Co-housing Project.

I enjoyed meeting students at Beaumont College. They did a really positive play about their identity.

As part of the Council's mission to reduce single use plastic, I judged a competition by schoolchildren to design posters to promote the message.

Finally I wish the Mayor Elect Cllr David Whittaker every success next year – and good luck !

Executive Annual Report 2018/19**Councillor Blamire**

Leader and Cabinet Member for Relationships with other Councils; Property; Democratic Services; Legal and HR

Executive Membership

- Cabinet (Chairman)
- Canal Quarter Cabinet Liaison Group
- Museums Cabinet Liaison Group
- Planning Policy Cabinet Liaison Group
- Corporate Property Review Cabinet Liaison Group
- Shared Revenues and Benefits Service Joint Committee

Executive Appointments to Outside Bodies etc

- Lancashire Leaders Meeting
- Growth Lancashire (Substitute)

Overview of Portfolio Responsibilities

Relationships with other Councils; Property; Democratic Services; Legal and HR.

Progress made during 2018/19

I would like to thank all those who have contributed to this report, either in writing it or in providing the services that are reflected here. Our workforce is our strength and their dedication is clear in my experience of them. It is a reflection of the feeling throughout that they are working for their own district and are proud to do so. The awards evening was a real pleasure to attend. Well organised, moving and great to see how much it was appreciated. Thank you all.

Relationships with Other Councils

Lancashire

The council continues to actively work with the other Lancashire authorities, as discussions continue on a formalised arrangement for Lancashire.

Councils in Lancashire are currently working together to progress a work programme of six themes:

- Economic Growth
- Skills, Education and Employment
- Housing
- Environment and Climate Change
- Health and Wellbeing
- Community Safety

A Local Industrial Strategy for Lancashire is also proposed, with the Lancashire Enterprise Partnership taking the lead on its development.

Lancaster and South Cumbria Economic Region

The partnership with South Lakeland District Council and Barrow Borough Council around economic growth continues to develop, with a launch event planned for June 2019. The group is exploring common objectives around renewable energy, links to Universities and infrastructure potential.

Key Cities

The council recently joined the Key Cities group, along with other UK cities of a similar size in terms of population and economy. The group is a fast-growing city leadership network with a current membership of 26 cities, spanning the length and breadth of England and Wales with a collective population of 6.5 million people and a collective GDP of around £130bn.

The aim of the Key Cities network is to share knowledge and develop solutions to common problems, acting with a unified voice and alliance of shared interests. The group is gathering significant levels of influence, with increasing membership providing a powerful counterbalancing voice to the Core Cities group that has been the focus of government attention in recent years.

Property

During 2018/19 Implementation of the Property Group restructure was completed which, amongst other things, has increased capacity for strategic asset management and introduced a new hospitality team to capitalise on our events spaces. This realignment of resources will facilitate improvements in commercial focus, usage of our property assets, data management and income generation with ongoing examples including reviews of our corporate property strategy, corporate office accommodation and commercial property portfolio.

This year has seen significant investment at the City Museum with the completion of a major re-roofing project and a new boiler installation is anticipated in the next financial year. The Printroom café has entered its third year of trading at the Storey with business continuing to grow financially and develop in new directions. Throughout the 2018/19 financial year the occupation rate across the Council's non-operational commercial property portfolio has remained close to 100% representing a relatively stable position and a good level of occupancy overall.

With all urgent and high priority building repairs taken care of in recent years, it is important that complacency doesn't set in and we continue to provide adequate funding to keep on top of building maintenance. Planned maintenance is less expensive than reactive maintenance and provides the authority with better value for money and greater financial certainty moving forward. Therefore while we anticipate the cost of repairs to decrease in the years to come, it is important that we continue to invest in our buildings so that we don't run the risk of building up a maintenance backlog. A comprehensive and fully funded planned maintenance programme will provide the best value for money and to facilitate that a new round of condition surveys was completed in 2018/19 to identify essential repairs and maintenance over the next 5 years across the Council's property portfolio.

Democratic Services

Democratic Services have been heavily involved in the current review of the Council's Constitution this year, liaising with consultants Bevan Brittan and providing information and support to Members involved in the review group.

The Elections Team carried out another successful canvass in 2018. Unusually, there were no scheduled elections in May 2018, so the team took the opportunity to carry out a community governance review, a large scale piece of work which is carried out at least once every 10 years. Several issues were raised during the review and these were considered by Council.

Throughout the year, Democratic Support staff have supported Committees, Cabinet and Council meetings as usual. Support has been provided to the Overview and Scrutiny function, which is reported in the Overview and Scrutiny Annual Report, elsewhere on the agenda. The Civic and Ceremonial Democratic Support Officer has organised and provided a full programme of Mayoral and Civic events, which are also detailed elsewhere on the agenda in the Mayor's annual report.

Legal Services

Legal Services have continued to support the good governance of the Council, by providing legal and procedural advice to Services in their operational activities, and to officers and members in the decision making process.

Legal Services continue to be involved with a variety of projects undertaken by officers in all services in the Council. This includes working with external legal lawyers to provide advice and assistance on major up and coming developments and project work. They have played key roles in procurement, contract drafting and negotiation as well as providing advice on strategy and risk as well as statutory compliance.

In supporting other services of the Council, Legal Services have again undertaken a number of successful prosecutions including health & safety, food hygiene, fly-tipping, waste offences and planning matters.

Anti-social behavior remains a hot topic, with Legal Services advising on policy, enforcement and undertaking advocacy on behalf of the Council at Court. This has included work on Anti-Social Behaviour injunctions, Committal applications and prosecutions under Community Protection Notices.

The day to day legal work incorporating debt collection, rating cases, recovery of rent arrears, council house sales and other property transactions, including sales and leases, has continued, as has the provision of a local land charges service.

Human Resources

Over the past 12 months, the HR Team have enabled substantial change to be delivered at all levels within the Council, including bringing into the Council a new team of Directors to help shape the future, as well as supporting other structural changes in support of the Council's ambitious plans for the future.

Other activity over the course of the year has delivered some excellent good-news stories and positive outcomes for staff and the Council, which include:

- A total of 11 apprenticeships have commenced, ensuring we are able to give new recruits an amazing start to their career journeys.
- Our new online recruitment service was launched, introducing a more efficient and modern applicant experience
- Over 600 of our staff have engaged in the rollout of our new Values, with much more work to follow during the 19/20 financial year, including embedding our values in core processes such as appraisal, recruitment and succession planning
- The 2nd 'Celebrating Success' event was held in October 2018, which saw a large number of staff recognised for their outstanding achievements during the year, supported by a large number of our Councillors
- Our 'Learning Zone' (our online training tool) is now fully rolled out, with various new learning resources available to all staff, and better reporting tools available for managers
- A Councillor specific section of the Learning Zone was developed and launched, to enable Councillors to undertake e-learning.
- Since the introduction of our new L & D focused role, we have been able to provide substantial L & D support to all our staff, and have facilitated the delivery of 76 training events for 1336 delegates across the council, including 24 managers completing the Institute of Leadership and Management Level 3 award, which focuses on improving performance
- Plans are now firmly in place to launch the new 'Lancaster Leadership Academy' which will be rolled out during the 19/20 year, and will provide our managers with the opportunity to enhance their leadership skills
- We have significantly improved accessibility to our online HR System, giving all non-networked staff the ability to manage aspects of their employment much more efficiently
- A number of positive community initiatives have been put in place for staff which include organised blood donation sessions, bra banks, work perks and other staff engagement activities
- In response to a staff survey a new range of staff benefits has been made available to Council staff, encompassing health and wellbeing and leisure benefits

- HR staff attended a range of careers events at schools and colleges to give guidance to young people in applying for jobs and to promote the Council as an employer of choice
- Work is well underway to review our job evaluation arrangements and reward structure, with outcomes planned for summer 2019.

Executive Annual Report 2018/19

Councillor Nathan Burns

Cabinet Member and Portfolio Holder with responsibility for Skills, ICT, Digital Strategy, Customer Services and Communications

Executive Membership

- Cabinet

Overview of Portfolio Responsibilities

Cabinet Member and Portfolio Holder with responsibility for Skills, ICT, Digital Strategy, Customer Services and Communications

Progress made during 2018/19

Skills

In the year 2018/19:

- The Lancaster District Skills Forum has agreed its terms of reference. The forum is a strong group speaking as one voice for the Lancaster District and has representation from local schools, business, Universities, third sector groups and the LEP.
- A partnership is in place with the National College for Nuclear (Northern Hub) around Energy Skills. The partnership is between Lakes College, Sellafield Ltd, EDF Energy, Bridgwater and Taunton College, the University of Cumbria and the University of Bristol. Lancaster and Morecambe College will become a local spoke of the Hub and the Council is involved as an interested partner.
- Employment Skills Plans came into force in September associated with planning applications of a particular size and are now coming through to the Business and Skills Team to review.
- The Council is engaged with the Eden Project North in relation to skills along with Lancaster and Morecambe College. The College has developed a 25 year Skills Plan with Eden Project North and an Eden Skills Hub.
- The Council is directly engaging with schools and two officers are acting as Enterprise Advisers for Central High School and Lancaster Girls Grammar School.
- The Council is now a member of the LEP Skilled and Productive Workforce and the Future Workforce networking groups.

ICT/Digital Strategy

In the year 2019/19:

- Assisted with the Museum transfer to set up all hardware and software systems and building links to allow a seamless handover.
- Commenced the Windows 10 upgrade to roll out the new operating system (over 25% of devices upgraded).
- Replaced hard drives of Council desktops with Solid State Devices to extend machine life and improve speed to make efficiencies and savings.
- Brought the new back-up data centre at SALC online.
- Created an electronic system to allow Legal to commence disposal of paper files to make physical space savings.
- Introduced Geo-blocking of connections external to the UK to prevent cyber attacks and further secure the network and our data.
- Rollout of Cyber Security training through the Learning Zone system.
- Secured a Local Government Association grant of £25,000 to support the development of the Customer Experience Platform.
- Continued work with digital stakeholders in the district around the expansion of full-fibre with the ambition of making Lancaster Britain's first "gigabit district".

Customer Services

In the year 2018/19 Customer Services:

- Said "How can I help you" to 126,285 customers
- Collected £151,735 in payments to the council.
- Provided personal budgeting support to assist 130 Universal Credit claimants in managing their household income and expenditure.
- Worked closely with the council's Homeless team to introduce the changes made to their referral system.
- Put in place a more agile way of working enabling the Customer Service team to work with a greater degree of flexibility across our telephony and face to face areas.
- Enabled 12 Customer Service Assistants to become Dementia Friends.
- Helped 5237 customers to sign up or renew their Garden Waste subscription.

Communications

The following was achieved in the year 2018/19:

Place Marketing

- Successfully launched the Lancaster Story to a wide range of stakeholders and partners. The story launch was accompanied by new branding assets and visual language which is being adapted locally by businesses. An exciting promotional video showcasing the Lancaster region was created and to date has been seen more than 15k times. Following the launch event, the Lancaster story has engagement levels across social media exceeding 3.5million. We now have a dedicated social media presence promoting the district to a global audience.
- A newly created Lancaster Place Board which is charged with being guardian of the newly created Lancaster brand and place story aimed at attracting investment, jobs, visitors and creating an even better environment for residents to live in. This independent group of influential local people business leaders will provide strategic leadership for the promotion and development of Lancaster regionally, nationally and internationally. This group will be charged with the development of a Place

Champions networking group open to all businesses, educational institutions and community groups.

Marketing & Comms

- Through its communications and marketing operations, the city council communications team has taken an active role in promoting the district, handling press and other media enquiries effectively and supporting elected members with communications expertise. Examples of high profile issues that have benefitted from communications support include the launch of the Lancaster Place brand, the opening of the Morecambe wave reflection wall, the relaunched Canal Quarter, Eden Project North and economic development opportunities throughout the district including Heysham gateway, Bailrigg and Health Innovation Campus.
- The marketing & communications team have provided support by way of brand and marketing campaigns to events and festival like Highest Point Music Festival, Light Up Lancaster, Vintage By The Sea, Kite Festival, Morecambe Carnival, Morecambe Music Festival, and Lancaster on Ice which saw more than 40k visitors to the district. The communications team recently successfully coordinated a major media launch for the Lancaster British Cycling GP coming to the district in June 2019.
- The corporate marketing function has continued to provide expertise to the council's commercial venues and services such as Salt Ayre leisure centre, VMU and The Platform. Contributing to their success and increased income through a mix of activity including production of print materials, social media and advertising. Recent success stories has seen the income generated for The Platform increase year on year by 50%.

Digital Audience

- The council's website continues to be developed with the addition of extra functionality through the addition of more online payment facilities as the council looks to continue the move towards having more of its communications online. The introduction of a bespoke webpage branding module has improved how the council presents information on its commercial services online as part of its overall strategy of increasing footfall and income. In 2018 the website saw a total of 3.3million total views, a 9% increase on 2017.

Social Media

- The council's social media channels have continued to be developed with additional and more varied content and is an increasing priority as more and more people turn towards this medium for their news and to express their views by comments and sharing. The council's Facebook page, for example, has seen an increase in the number of followers of more than 25% in the last year, due to the increased focus that is being directed towards this increasingly important channel. Similarly, the council's corporate Twitter feed has an increased number of followers and now has more than 12.2K followers with a growing level of engagement.
- Combined social media followers across Lancaster and Morecambe Bay destination channels (for Facebook and Twitter) has grown by 35% to 12,439 since April 2018 and subsequent reach has increased by 105% to 365,498 within the same period.
- Our total digital audience numbers across web and social media has grown 17% year on year. Our total digital monthly reach of 1.5million has also grown by 51% year on year.

Executive Annual Report 2018/19

Councillor Darren Clifford

Cabinet Member and Portfolio Holder with Responsibility for Culture, Leisure and Tourism and Climate Change

Executive Membership

- Cabinet
- Corporate Property Review Cabinet Liaison Group
- Museums Advisory Forum
- Museums Cabinet Liaison Group (Chairman)
- Climate Change Cabinet Liaison Group (Chairman)

Executive Appointments to Outside Bodies etc

- LGA Coastal Issues Special Interest Group
- Museums Advisory Forum

Overview of Portfolio Responsibilities

Cabinet Member and Portfolio Holder with Responsibility for Culture, Leisure and Tourism and Climate Change

Progress made during 2018/19

Culture, Leisure and Tourism

SPORT & LEISURE

Salt Ayre Leisure Centre

Success

- Salt Ayre is on track to increase income by circa £300k on the previous year.
- Health and Fitness income is projected to achieve approximately £950k by March 2019 which is £100k up on the previous year.
- Swimming income has increased by £90k.
- Salt Ayre provided the venue for the Council's Our Values training which saw 17 events catering for over 600 staff.
- Refuel Café on target to take £414,000 which is unprecedented for an in-house Leisure Centre catering operation in the UK.
- On track to achieve circa 750,000 visits this year.
- 30 schools accessing XHeight /Gravity this year through our partnership with the School Sport Partnerships.

- Averaging 150 visits per week to our Disability sessions including adapted cycling, multi skills and football.
- Special educational needs climbing club is full every week.
- Supported Charity events including, Children in Need, McMillan Coffee Morning, Sport Relief, Think Pink for Breast Cancer raising over £1,800.
- BBC will be live streaming Water Polo from Salt Ayre on the 23rd & 24th March 2019.
- Annual County Disability Swimming gala had over 150 children with special needs taking part from all across Lancashire.
- New class timetable launched in January offering over 4000 places per week for members. Attendance levels range between 75% and 100%.
- Our Facebook presence has improved significantly with over 10,000 followers .
- Salt Ayre was proudly represented at a number of award ceremonies in the past year including:
 - **Bay Business Awards** – Health & Beauty facility (r/up), Leisure Venue of the year (r/up) and Health & Fitness Centre of the year (Winner)
 - **National Sport & Leisure Catering Awards** – runner up to the Etihad Stadium
 - **APSE** – Best Public / Private Sector Partnership and Efficiency & Transformation initiative – shortlisted nationally
 - **UKActive** – New Concept, Build and Design of the Year – Winner
 - **Lancaster & Morecambe College** – Apprentice of the Year (Georgia Parish) – (r/up)
- We have secured an additional years funding for the Active Lives programme to be able to continue to work with inactive and vulnerable people in the community until March 2020. Over the course of the programme, we have seen over 10,000 people engaged. 26,000 attendances at activity sessions / events, 3500 assessments carried out, 1200kg of weight lost, 800 activity sessions delivered per year. 10 volunteers recruited, blood pressure reduced and mental health improved.
- A family circuit class was introduced this year that proved so popular we had to put back to back classes on to meet demand

Tranquil Spa / Community Hub

- The Spa is on track to make £185k in income for its first full year of operation.
- 3,235 treatments have been performed.
- The Feel Good Suite is a facility area within the Spa that includes equipment that specifically supports people with various mobility issues and enables exercise to be undertaken in a controlled and safe environment with highly qualified staff in attendance. Since opening it has recorded over 17,000 visits.
- There are over 500 members that use the Hub. A combination of Feel Good Suite and Spa memberships.
- Over 5,500 visits to the Thermal experience.
- The Hub has hosted 2 national Seminars for Les Mills UK (Global fitness Brand) and LFX (National Fitness forum.)
- The Hub is home to a rehabilitation and sports massage clinic in partnership with University of Cumbria offering 40 appointments per week which is very popular.

Future

- Café extension is now complete and due to open for the Easter Holidays. This hopes to make use of the good weather by offering an outdoor catering offer. Outdoor play area and crazy golf are being explored and an option for the summer Holidays.
- Centre Manager asked to speak at APSE Southern Sport & Leisure Seminar in April about Salt Ayre and the Councils investment.
- Salt Ayre will be the race HQ for a televised National Elite Cycle race taking place on the 9th June around the Trough of Bowland and finishing in Williamson Park. Salt Ayre staff are part of the organising committee for the event being run by Lune Racing Cycle Club.
- Salt Ayre will be submitting applications to APSE, National Fitness, Bay business, Sunshine UKActive and Municipal Journal awards.

Community Involvement / Support

- Provided support for 25 families affected by domestic abuse to access activities.
- 4 clinics per week offered by midwives and health visitors at Salt Ayre offering over 30 appointments.
- Salt Ayre working towards becoming a Dementia Friendly facility. 20 staff already received training.
- Special needs CANDO event hosted at Salt Ayre in partnership with The North Lancs Direction Group, an information and fun day with families with children with additional needs.
- RSPB, Fostering Service, Police / PCSO's regularly have clinics or stands in the main reception at Salt Ayre.
- Providing activity session for excluded children in partnership with the Chadwick Centre and Switched ED from Grange Over Sands.
- Piccadilly Gardens, support group for adults with learning disabilities doing weekly activity sessions around the centre.
- Supported the local women's institute groups with their health week in September.
- Strong links with the chamber of commerce who are now integrated into our corporate membership scheme.
- Salt Ayre is the headline sponsor for The Bay Business Awards and is sponsoring Young Achiever of the Year at this year's Sunshine Awards.
- Providing support for a cohort of recovering substance misuse clients through Active Lancashire.
- Salt Ayre was a drop off point for the Uniform bank where people donated used school uniform to be distributed to families in need.

Culture and Tourism

- Annual STEAM reports published in Winter 2018 reported growth in the Visitor Economy in 2017: Visitors to our district, including our destinations of Lancaster and Morecambe Bay, saw a 2% increase on visitor spend in 2017 compared to 2016. In total, £477 million was generated within the local economy through visitor and tourism business expenditure. Actual visits to the district also increased with a total of 7.547 million tourism visits. This equates to 11% of all tourism visits made to Lancashire making us the most popular destination in Lancashire outside Blackpool.

Destination brand - Visit Lancaster

- There has been 77,000 unique users since April 2018 in its first full year of the website's launch. We delivered visitor campaigns included Festivals 2018 campaign, Love Lancaster Shortbreaks campaign and various school holiday activity campaigns. We delivered a successful 'Winter in the City' campaign in partnership with Lancaster BID promoting what's on including Lancaster on Ice. New branded visitor information boards were installed in Lancaster Railway Station.

Destination brand - Explore Morecambe Bay

- There has been 44,000 unique users since April 2018 in its first year of the website's launch. The site has experienced a steep growth curve over this period and continues to grow as people seek information about the Eden North Project. We delivered visitor campaigns which included Festivals 2018 campaign, Outdoor Activities campaign and various school holiday activity campaigns. We supported Morecambe BID's visitor leaflet and developed a heritage trail and visitor maps for Carnforth Business Chamber.

England's Historic Cities Group

- We have been part of England's Historic Cities group in launching a new campaign 'England's originals' - a £1.6m initiative will attract more international visitors to historic cities in England following a successful Discover England funding application to Visit Britain. Full campaign to be launched Spring 2019.

Museums

- The City Council's Museums successfully transferred back from County Museums Service and work is well underway to complete this process.
- A new Museums Development Manager has been recruited to manage and develop the City Museums.
- Considerable work has already been undertaken to review the museums service and identify potential new developments and improvements.
- Facebook pages have been successfully launch for City and Maritime Museums and engagement levels are increasing rapidly.
- A new exhibition programme has been launched for both museums and marketing is underway.
- Work has started on preparing a range of detailed information required to achieve re-accreditation in summer 2019. This includes a Business Plan, Collections Development Policy, Audience Development Plan, Access Plan, Collections Care Plan, Documentation Plan and Procedural Manual and updated Emergency Plan. A new agreement with the King's Own Royal Regiment Museum Trustees is also required and is in development.

Festivals and Events

Vintage by the Sea

- Achieved an audience of 45,000 over the 2 days.
- 59% of the audience were from outside of Lancaster District .

- 90% of the audience agreed that VbtS helps to profile Morecambe as a vibrant cultural destination.
- Achieved 3,712 bed nights in paid accommodation.
- £906,413 was generated for the local economy from visitors.
- 200 local individuals and businesses engaged in the festival.
- PR coverage reached an estimated 1,940,000 views, including coverage of the festival on BBC North West Tonight, BBC Radio 6, BBC Radio Lancashire, Homes & Antiques Magazine, Daily Telegraph, The Times, Creative Tourism, Lancashire Life, Yours Magazine, Listed in the printed programme for Great Exhibition of the North, Lancaster Guardian and Morecambe Visitor.
- 66,500 Facebook followers and 32,000 Twitter followers.
- 100,000 national subscribers received the 'Vintage Festival' e-newsletter.
- Shortlisted for 'Best Large Festival' Lancashire Tourism Award.

Light Up Lancaster 2018

- Achieved an audience of 53,200 over the 2 evenings.
- City Centre footfall counters recorded a 34% increase on the Friday between 5-10pm when compared to the same evening in 2017 and a 10% increase on the Saturday evening.
- Lancaster Visitor Information Centre recorded their busiest day/evening on the Friday, up by 33% from 2017.
- Lancaster City Museum reported their footfall counter numbers were significantly up on 2017.
- 26% of the audience were from outside of Lancaster District, up from 21% in 2017.
- 6.5% of the audience stayed overnight in paid accommodation, up from 2.5% in 2017.
- 92% of the audience stated that the festival was the reason for their visit.
- 94% of the audience agreed that events such as LUL are a worthwhile use of public funding.
- £483,482 of economic impact was generated by the festival.
- For each pound invested in the event almost £3 was put back into the local economy.
- 110 local volunteers involved in the festival.
- 197 participatory workshops were delivered.

Visitor Information Centres

- 112,000 (est.) visitor enquiries
- 80 tourism & local businesses supported
- 51 event organisers supported
- 4,000 Platform ticket sale transactions
- Celebrating success winner

New event organisers supported include:

- The Borough
- A.O.N.B Silverdale
- Winter Gardens
- Tracey Austin Dance factory

- Deco Publique
- Morecambe EDF Carnival Show
- Lancaster Arts
- Funcast Ltd
- IMPROV
- Globe Arena
- Morecambe Artist Colony

Marketing & Social Media:

- Twitter
Lancaster VIC - 2,740 followers
Morecambe VIC - 2,851 followers

VIC Displayed at:

- 4 Lancaster University applicant days
- 4 Lancaster University & University of Cumbria Open Days
- Heysham Viking Festival
- Housing Fair

The Platform

- Achieved an estimated audience of over 30,000.
- £392,689 income generated, increased from £262,051 in 2017.
- 25% of the audience were from outside of Lancaster District, up from 20% in 2017.
- 105 Platform presented shows including Dr. John Cooper Clarke, Bay City Rollers, Michael Portillo, The Osmonds, Alice Roberts, The Searchers and Abbamania.
- 2 Platform presented children's' shows.
- 96 private hires including blood bank, tea dance, craft fairs, weddings, promenade concert orchestra and Morecambe Band.
- 5 festivals e.g. Vintage by the Sea, Kite Festival, Steam Punk x 2 and Morecambe Music Festival.

Arts Investments

Lancaster City Council supports The Dukes Theatre, Ludus Dance, Litfest and More Music by investing £206,100 in these organisations. Collectively these organisations are working towards achieving the following outputs:

Financial leverage/match funding of £2,172,642 (est.)

Employment 19ft, 55pt and 5,010 days of artists employment (est.)

Volunteers 205 (est.)

Number of education/taking part sessions 3,417 (est.)

Number of people taking part in activity 34,580 (est.)

Audience (local) 94,500 (est.)

Audience (from outside the district) 48,500 (est.)

Climate Change

In accord with the Motion agreed at Council recently to declare a “Climate Emergency” I am currently working to develop a plan to provide for the Council to become Carbon neutral by 2030. This work is centred on the new climate change cabinet liaison group which has met twice since its inception and is making good progress.

Renewable energy schemes approved in the district:

COUNCIL PROPERTY

- New CHP unit at Salt Ayre Leisure Centre
- New energy efficient lighting at SALC
- Most of the solar PV installations were completed in 2012 but 4kWp of Panels were installed on the AONB Partnerships Office in 21/09/2015
- In Council building light fittings are replaced with LED's whenever and wherever possible i.e. when a room is refurbished we replace light fittings.
- In the process of replacing around 16 emergency lights in LTH for LEDs. This is an ongoing project that will take some time but doing it this way allows us to absorb the cost within our “normal” R&M budget, cause minimal disruption, but still see the energy benefits over a period of time.
- Replaced the boiler at Ryelands House making this whole system more efficient with less emissions as the previous boiler was at least 25 years old.
- Replacing the boiler at City Museum this year around May 2019 which is also reaching the end of its serviceable life and very inefficient.
- Reroofed The Dukes and the City Museum – both improving the insulation and heat retention for those buildings.

WILLIAMSON PARK

- Williamson Park all lights that go out in the memorial, and out in the park are replaced with LEDs. The Pavilion Café are all LEDs now and the zoo is almost there in regards to animal enclosure lighting.
- The Ashton Memorial light up is all LED with the exception of the existing portico lighting.
- Wildflowers – in the process of creating ‘Wild’ corridors throughout the park. In summer 2018 we began raising the cut of our mowing to leave daisy heads on where appropriate and leaving areas uncut with managed perimeters and pathways through, where possible, in the less formal areas.
- Power tools – the park now hold an electric hedge trimmer and a strimmer. As the other non-eco tools come up for renewal the aim is to replace with electric if the technology is good enough.
- No doubt you already have the info on our latte levy and reducing single use. We have also stopped ordering plastic bottles of water, with the look to sell reusable bottles and stock recyclable cans of water by the summer. We also hold paper straws and biodegradable take-out food and drink containers.
- Water fountains located across District
- A small step is the installation of recycling bins in the park by May.

PARKS/ OPEN SPACE

- Wildflowers / perennial and more drought resistant planting schemes

- Tree management policy
- Grassland management review due to start
- Masterplans for main parks
- Green Flag awards recognise contributions to bio- diversity
- Continued investment in parks and open space

WASTE / RECYCLING

- Ongoing campaigns to based around waste hierarchy
- Regular monitoring of and then assistance provided to residents in low recycling yield areas
- Feasibility of electric / hydrogen fleet replacement being assessed as technology mainstrams

COUNCIL HOUSING

DISTRICT WIDE LEDS - Replaced old external lighting in the district with newer LED lighting – better cleaner light with a lower cost. Ongoing works. Also now Introducing 'dimming' microwave sensor LED light fittings to installations in general lets from now on. Changes in technology since initial LED lighting installed.

HOT WATER Installing energy efficient QUANTUM boilers in flat blocks to reduce energy costs for tenants and provide better more efficient hot water supply and automated legionella countermeasures.

ENVIRONMENTS - Renewing service building lighting such as VMU, FESTIVAL MARKET and STORES with updated LED HALO lights to provide safer brighter working environments and daily lower costs.

TOOLS - In the process of organising the restoration and redistribution of old power tool stocks for charity re-distribution.

SOLAR - Solar panel installations in the district to help with communal energy costs. Also offered PV systems to all rural 'off-gas' council owned domestic properties

SHELTERED - Energy creating lifts fitted to sheltered schemes to provide electricity for the scheme, along with installation of LED lighting throughout with automatically dimming microwave sensor fittings to overall reduce usage and cost when used. Installation of Solar Thermal water heating system to Ripley Ct.

FENCING - Plastic fencing products used, constructed from recycled materials.

CTRACK / APPOINTMENT PLANNING - Better, more efficient work processes being implemented throughout RMS to provide more efficient journeys to and from jobs, and less trips overall reducing fuel usage across the fleet.

ALERTS - Currently looking to implement new systems to reduce outgoing letters to residents – allowing SMS and EMAIL to take their place. Thus reducing plastic and paper usage.

TIME CLOCKS – removal of time clocks from council residential areas to reduce the wasted hours which lighting is provided – now PHOTOCCELL controlled by LUX levels.

BIKE RACKS – have been introduced to communal areas of flat blocks where possible (ie where will not cause an issue with fire egress)

INCREASED ROOF INSULATION – all re-roofing and major void projects have loft insulation ‘topped-up’ to 300mm.

REDUCTION OF WASTE BAGS – looked at waste collection from kitchen and bathroom renewals on planned works and reduced the use of plastic refuse sacks by approx. 70%

‘A’ RATED BOILER INSTALLATIONS – majority of council owned dwellings have ‘A’ rated boilers (some properties cannot have them fitted – solid fuel or elec only)

INCREASED THERMALLY EFFICIENT COMPONENTS – implementation of advancements in building technology (improved efficiency double glazed windows, composite doors)

TRANSPORT

Over the next 4 years there are approximately 70 vans that will be due for replacement. In the first instance a decision will be taken based on business need as to whether by working differently we can either reduce the amount of vans needed or at least replace a big van for a small van. Already the Council has 2 electric pool cars. We recently took delivery of 3 electric vans to replace 3 diesel vans. There are also a number of Sweepers that are being replaced over the next few years. We are already looking at what electric alternatives might be available and then we can trial them in real life situations.

With regard to large vehicles like refuse collection vehicles we are working with the University to look at whether shifting to a hydrogen power is a practical alternative.

We have been awarded the full application amount of £630K to install recharging points within the district for Taxi cabs to enable a move towards electric vehicles.

- In 2018/19 we also purchased **5 electric vehicles** and installed double socket charge points at White Lund Depot and Lancaster Town Hall. These have the capability of charging up to 8 vehicles at once, so can accommodate extra vehicles as and when we buy them.
- Further reviews are planned for 19/20, when we have **72 vehicles** due to be replaced. We’ll be looking at EV options for each of these on a case-by-case basis;
- We also make regular use of our *vehicle telemetry software* (C-Track) and *fuel management system* (Triscan) to gather data on routes, mileage, MPG and emissions (Co2). These system are used to help us understand how our vehicles are used, help us build an understanding of the whole-life-costs and the environmental impact.
- Road diesel consumption is reported quarterly through our internal monitoring arrangements.
- Council cycle to work scheme

Breakdown of our current EV’s below

- 2 Electric Renault Zoe pool cars – Based at WLD and LTH
- 3 Electric Renault Kangoo vans – *x1 for courier service, x1 for Williamson Park, x1 for our Cleansing Team*
- In 18/19 we also fitted LED lighting within our Vehicle Maintenance Unit

Executive Annual Report 2018/19

Councillor Janice Hanson

Cabinet Member and Portfolio Holder responsible for Economic Regeneration and Planning

Executive Membership

- Cabinet
- Canal Quarter Cabinet Liaison Group (Chairman)
- Housing Regeneration Cabinet Liaison Group
- Museums Cabinet Liaison Group
- Planning Policy Cabinet Liaison Group (Chairman)
- Bailrigg Garden Village Liaison Group (Chairman)

Executive Appointments to Outside Bodies etc

- Morecambe Bay Partnership
- BID Company Ltd
- Growth Lancashire

Overview of Portfolio Responsibilities

Responsible for Economic Regeneration and Planning

Progress made during 2018/19

Economic Development

Economic projects

- The Council is working with South Lakes and Barrow Councils to develop a partnership known as the Lancaster and South Cumbria Economic Region. A brochure has been developed and will be launched in June. An investment prospectus will also be developed over the next few weeks.
- The Coastal Communities Team has agreed an economic plan for 'Port to Promenade 2018-2021.'

- Work to stabilise the roof on Centenary House (Co-op building) in Morecambe is well underway as the result of a successful bid to the Coastal Revival Fund.
- Placefirst, the Manchester based Build-To-Rent developer, launched 56 new homes at West End Two, over the weekend of February 16th and 17th, the second phase of its £10m award-winning transformation of empty homes in the West End of Morecambe.
- Work is underway to prepare an application in March 2019 to the Future High Streets Fund for Morecambe. Up to £25m is available per successful place for transformational projects.
- Place Marketing The Lancaster Story was successfully launched to a wide range of stakeholders and partners. The story launch was accompanied by a new Place brand which is being adapted locally by businesses, including the Lancaster Story video which to date has been seen more than 15k times. A Lancaster Place Board has now been established and has had its first meeting to discuss how it will promote the district.

Business and investment

- Business support services are up and running. The business team has engaged directly with over 350 businesses. A launch of the new website for Business Support is to take place in March 2019.
- The Lancaster District Business Survey obtained 180 responses from businesses across the District. Skills shortages represent a major barrier to growth.
- The property register is being developed and marketing to all commercial agents across the NW who may have properties in the District is underway.
- A rolling programme of events to support business growth has been planned and will be launched in March.
- Meetings have taken place with companies interested in re-locating or investing in the Heysham area including Veolia who want to invest £220m and create 350 jobs and CO2 Extraction who wish to invest and create 15-20 jobs in 2019.
- The Council is supporting the development of the digital sector in the district as a member of the Lancaster Digital Steering Group and working with Lancaster University to develop a digital showcase event in March.
- The Council supported the North Lancs Expo in 2018. The event was extremely successful and feedback from the event was extremely positive.
- Once again, the Council attended the MIPIM exhibition in London in 2018. Lancaster's profile was significant and a range of useful contacts were made. Following MIPIM the Department for International Trade have been working with the Council to explore investment opportunities and energy developments.

Regeneration

South Lancaster Growth Area (SLGA) / Bailrigg Garden Village

- Construction started on Phase 1 of Lancaster University Health Innovation Campus nears completion.
- Ongoing development on university campus under the master plan.
- Following the decision taken to produce an Area Action Plan (AAP) for the Bailrigg Garden Village and the issue of the options plans, initial stakeholder meetings have been held. GVA (now Avison Young) and Hvas Associates have produced a draft Vision and Spatial Concept plan, which has had landowner and public sector input. Wider public consultation is to take place later this year with a draft AAP being timetable for consultation in early 2020.
- The SLGA will be enabled by investment in the local transport infrastructure including the remodelling of J33, the development (in due time) of a Bus Rapid Transport network and Cycle Super Highway. The majority of funding will be delivered via a bid from the Housing Infrastructure Fund (HIF). Lancashire County Council are leading the HIF bid with considerable support and assistance being given by Regeneration Officers. The bid was submitted on 22 March and it is anticipated that a decision will be made in October / November 2019.

Lancaster

- Canal Corridor North has been renamed The Canal Quarter (CQ). The Council exited the development agreement with British Land and the council was not successful in acquiring the British Land's buildings; these were bought by locally based Worthington Group.
- GVA and Planit-ie have been appointed to undertake a spatial review and have commenced stakeholder workshops and engagement. This will lead to the development of a strategic planning framework, which will identify the scale and use of proposed development within the CQ.
- Luneside East site continues to be developed by Luneside East Limited and they have started the last phase with the development of student accommodation.
- A funding bid has been submitted to the Environment Agency and ERDF for the design and development of the Lune Phase 3 flood protection along Caton Road and the design works are well advanced. Planning permission for this phase was granted prior to Christmas.

Morecambe

- The Wave Reflection Wall replacement works were completed last summer and the project was opened on in 19 October 2018.

Heysham Gateway

- Work on overarching master plan has been completed and the delivery strategy is a work in progress.
- The first public sector land disposals are underway and the first planning approval was approved on September 2018 for a peaking plant.
- It is envisaged that there is significant latent demand for new units on the Gateway and this will be nurtured over the next 12 months.
- Work is ongoing with major landowners such as Peel Ports, EDF Energy and Celtech to facilitate their future needs and our wish to see regeneration.

Planning

Performance Management – Development Management and Local Planning Policy

- 2018/19 has seen the Planning Service reach new heights in terms of national performance.
- Government currently measures local planning authorities in terms of speed of decision-making for 'Major' and 'Non-Major' development. These measurements are based on a rolling two-year period, and the latest statistics are up to 30 September 2018.
- In terms of the national league tables, and setting aside local authorities that had no data or were Development Corporations, Lancaster were 7th out of 338 local authorities in terms of Non-Major decision making, determining 99.5% of all applications either within nationally prescribed timescale of 8 weeks, or within a mutually-agreed timeframe with the applicant. With regard to 'Major' development, Lancaster were 23rd out of almost 338 local authorities determining 99% of all applications within the specified timescale or within a mutually-agreed time period.

- Annual (national) statistics also show that the local planning authority approved 89% of Major applications, 87% of Minor applications and 92% of applications that fell within the 'Others' category.
- 2018/19 has also seen the Council make good progress in terms of advancing its' District Local Plan to the point of formal Examination. The Examination Hearing Sessions are scheduled to commence on 9 April 2019.

Development Projects

- The year has witnessed continued progress in developing key sites. It is pleasing to see sites that have been vacant for some time – Bulk Road, St Leonard's House and the Gillows Building on North Road in Lancaster to name but three – currently being developed after receiving support through the planning process. The activity and vibrancy that will be created by these new uses will positively change the dynamics within the city. Similarly, we look forward to the completion of the Broadway Tower at Morecambe.
- Other completed projects include the redevelopment of part of the Pleasureland complex to deliver the new Soul Bowl attraction in Morecambe and delivery of the replacement Aldi Store on the corner of Central Drive, which has proved popular (and a more aesthetically pleasing building than the previous Aldi Store!) The completion of the new Lancaster Fire and Ambulance Station on Cable Street; CityBlock 4, on King Street, successfully regenerated and the introduction of two new commercial uses on the ground floor of the derelict Squires Snooker site, which appear to have been well-received.
- The last year has also witnessed informal consultation on the Issues and Options for Bailrigg Garden Village. This included drop-in community events throughout June 2018.
- Going forward, it is pleasing to note the early pre-planning work that is already taking place regarding the Eden North Project in Morecambe. Pre-planning stakeholder engagement has also recently commenced in respect of the Canal Quarter Development.

Executive Annual Report 2018/19

Councillor Brendan Hughes

Cabinet Member and Portfolio Holder with responsibility for Community Safety, Clean and Green and Car Parking

Executive Membership

- Cabinet

Executive Appointments to Outside Bodies etc

- Lancashire Waste Partnership
- Community Safety Partnership

Overview of Portfolio Responsibilities

Responsibility for Community Safety and Clean and Green and car parking

Progress made during 2018/19

It has been another busy year within my portfolio, with lots of the planned initiatives starting to progress to help balance the budget in future years. This year we saw the governments waste strategy finally released. This means the team will be able to start planning for the significant changes that are coming to the district in terms of waste collection.

Again we have achieved some great things in our parks, with a plethora of awards kept and some gained. This is testament to the hard work the various frontline teams do everyday to kept the district clean and green.

We continued to fight the problem of fly tipping that blights the district, and I am happy to say we have had some tangible results in this area, with the number of successful prosecutions on the rise.

We have done some great things with the fleet, introducing more electric fleet vehicles and installing charging points at various council buildings. We have an ambition to introduce more

into the fleet and are working towards the possibility of, introducing hydro fuelled waste collection vehicles. This is a joint initiative with the university and other key partners, this is some years down the line but we feel an achievable aspiration.

The CSP continues to fund local projects to make an impact on its key goals. The most recent of which saw us provide free lights and cycle advice to cyclists around the district. As well as this we have funded some key projects that help tackle the more serious side of community safety.

Our car parks continue to service the district and you will shortly see some electric charging points being installed into them after grant funding was successful. The team are working on a car parking strategy for future years, with some big infrastructure projects on the bill in the district.

The service continues to win awards with Will Griffiths finalist in the LGC rising star award this year, so fingers crossed. We have won APSE awards for our apprentices with some real talent coming through the repairs and maintenance teams.

Our innovative approach and working ways have been recognised by other councils in the country. For the first time in many years we have been invited to speak at various events and seminars, to share best practice.

I wish to put my thanks on record for the work Mark, Susanne and the various teams in the directorate that go above and beyond on a daily basis, to keep Lancaster the district we all love to live and work in.

Officers have prepared bullet points of some of our successes in the past year:

PUBLIC REALM

- North West In Bloom (NWIB) – Silver Gilt Winner in new category – Large Coastal Town
- Seaside Awards for Morecambe North & South Beaches
- 3 x Green Flags for the first time ever, Williamson Park, Happy Mount Park, Ryelands Park
- Williamson Park awarded Visit England accreditation for quality visitor attraction

- Working with Storey Gardens Friends Group – gardens now re-open to the public
- Procurement of new Ice Cream Van used in parks and events generating over £11k in net profit
- Winning tender for a further 20 County Council schools grounds maintenance – contract value £20k
- Hosted the inaugural Highest Point Festival in Williamson Park attracting over 20,000 visitors. Back again for May 2019
- Further implementation of reducing single use plastic – Latte levy introduced at Williamson Park in partnership with Lancaster Uni
- Implementation of the Bay Cottage Play Area Phase 2 improvements
- Implementation of new replacement play area at Barnacre Close, Lancaster
- Implementation of new £55k play area at Beech Avenue, Galgate – delivery April 2019
- Secured over £40k of funding through West End Millions and Government Pocket Parks Fund for Regent Park – delivery in April 2019
- Implementation of new Outdoor Gym at Ryelands Park – delivery in March 2019
- Butterfly House & Zoo received over 50,000 visitors to date, more than any other year, with one month to go. Highest level of ticket sales on record. All helped by previous development of Meerkats and Monkeys
- Achieved support to bring back in house Stone Jetty and West End Gardens Cafés

BUSINESS SUPPORT

- Introduced the Council's first electric vehicles into the fleet – 2 pool cars and 3 panel vans
- Installed 4 EV chargers at White Lund Depot and Lancaster Town Hall to charge up to eight electric fleet vehicles at the same time
- Installed 5 electric vehicle charge points for the public, in five of our car parks (Lancaster and Morecambe)
- Launched MOTs, repairs and servicing to businesses and the general public – income for the year predicted to be £15k with 100% of our private customers saying they received either an “excellent” or “good” level of service
- Transport team nominated for “Most Improved Transport Operation of the Year”
- Achieved a 96% pass rate from the Ministry of Transport for heavy goods vehicles

- Reduced the number of lost days due to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) in Waste & Recycling, RMS and Public Realm by 77% compared to the previous year (from 304 to 68 days)
- Reviewed the building cleaning schedules for internal buildings and generated an annual saving of £25,000
- Secured funding from Morecambe Town Council and Lancaster & Morecambe Business Improvement Districts (BIDs) to contribute towards the running costs of the CCTV system.

REPAIRS AND MAINTENANCE

- Reduced the turn-around time for voids to its current figure of 25.55 days and completed repairs to approximately 300 voids.
- Completed approx. 11,000 responsive repairs
- Ensured all tenants with a gas appliance installed in their homes are safe and have benefited from an annual Landlords Gas Safety Check.
- Reduced the reliance on external contractors to undertake major void works (void properties requiring extensive works/component replacements) carrying out these works in-house. This has been achieved without increasing the number of operatives employed or impacting on the overall void performance.
- Association for Public Service Excellence (APSE) Housing and Building 2018 Apprentice of the year awarded to Fiona Finnigan, 2nd year Joinery apprentice
- Achieved 90% satisfaction for undertaking responsive repairs. .Successfully delivered £4m of Capital funded works and £380,000 of revenue funded programme works, including adapting 86 council homes with disabled facilities works totalling £255k and 70k fire precautions work at Brunton's warehouse.
- Commissioned detailed external structural surveys to Mainway High Rise blocks and surrounding buildings. Proposed works to the blocks have not yet been drafted, but will be a model of consultation.

Executive Annual Report 2018/19

Councillor Margaret Pattison

Cabinet Member and Portfolio Holder with responsibility for Markets, Voluntary Sector, Older People and Rural Areas

Executive Membership

- Cabinet
- Planning Policy Cabinet Liaison Group

Executive Appointments to Outside Bodies etc

- Lancaster Community Fund Grants Panel
- Yorkshire Dales National Park Board

Overview of Portfolio Responsibilities

Responsibility for Markets, Voluntary Sector, Older People and Rural Areas

Progress made during 2018/19

I feel so privileged to have served on Lancaster City Council Cabinet for the last 4 years and have visited and attended lots of different groups and networks over the last year.

Markets

Officers are working at how our markets can be best developed to complement our wider strategic plans. This includes looking at examples of best practice. A visit to Altrincham recently took place to see the now thriving market and gain an understanding of what led to its rejuvenation.

Voluntary Sector

Lancaster City Council do an amazing job supporting local small groups through the Community Foundation For Lancashire Funding, which supports projects which are key to creating a stronger, more resilient and vibrant community with long-term benefits to local people.

Last year I was asked to present staff awards at the City Council's "Celebrate Success" Event and was honoured to present an award to Environmental Health. Congratulations!

We are now on our second "Alley Project" working alongside lots of volunteer groups to transform the back alley of houses into communal gardens. The first alley we managed to paint walls white with the permission of the residents. Lancaster And Morecambe College, The Prop Up Project, The Cove and many more volunteers enjoyed painting artwork on the walls, making a bench, painting rocks, lots of lovely hand-made waterproof artwork and Community Payback kindly cleared the alley and put chippings on the ground to make the alley look inviting for the local residents to enjoy all year round.

To attend Armed Forces Day on 30th July was very moving, a beautiful service at St Barnabas Church Morecambe.

Supporting Healthy Living in Morecambe - Morecambe Parkrun will be starting up very soon supported by their local GP Practice, the run will start from the Battery Morecambe 9am every Saturday. 700 GP Practices across the UK in partnership with their local parkrun to signpost, staff and patients to take part for a healthy lifestyle.

Morecambe Town Council was all in favour of the Defibrillator I applied for last year for North West Ambulance. Morecambe Town Council payed the £500 towards the cabinet for the Defibrillator which I was so proud of and has now been placed outside the GPS Surgery at the Battery Morecambe; people can now feel safe knowing these life-saving machines are around our Town.

Older People

Last March I was honoured to host the Older Peoples Network at Lancaster Town Hall working alongside our network organiser David Halpin and Janet, Jenny Kay and the team from Lancaster City Council. Elected members from around the Northwest Elected Older Peoples Champions shared good practice. My speakers where Dr Andy Knox from Ashtrees Surgery Carnforth, who spoke about "living well" and "dying well". N Compass Northwest who care for

carers, and myself jointly with Anne Oliver from Age UK Lancashire spoke about tackling "Isolation and loneliness." This was a successful day with our leader Cllr Eileen Blamire speaking about her husband's experience living in care, which was very moving, thank you Eileen.

We have held Older Peoples networks throughout the Northwest which I have Chaired for the year. I was so happy to cover lots of projects with officers and Councillors, Public Health Medicine, Action Together, Ambition for Ageing and Miles Of Smiles, Safety in the Home, Safety Online, Safe Traders, Sefton Illustrative Good Practice, Sefton Older Peoples Forum, Age Friendly Network and World Health Organisation Global Network, Healthy living in later life.

Older Peoples Housing.

Final refurbishment will be completed at the end of March at Ripley Court. The project has converted bedsit flats into one bedroom accommodation and has greatly improved the living space for these units.

Work has started on site at Parkside Court to convert the old Scheme Manager's house into flats, and will continue with similar conversions at Melling House and Beck View.

We have improved our void performance in sheltered stock alongside our overall performance for re-letting our properties more quickly. We are ensuring that sheltered accommodation is matched to applicants who will benefit from the support of a scheme manager alongside the reassurance of the Lifeline system by ensuring that all applicants have an informed meeting with the scheme manager before they sign up to make sure it is the right move for them.

We will be starting to look at an upgrade to our Lifeline System during 19/20. This will upgrade the service to digital which should provide access to many improvements and enable team managers to have more options for keeping in contact with tenants via their telephone and tablets if they choose, as well as maintaining reassurance visits. We are looking to agree three pilot upgrades in initially.

Our scooter store at Melling house has been popular and addressed many issues with limited space for residents. This has helped to maintain the independence of residents who would not otherwise have space for a scooter.

I am still proud to support "The Bay Dementia Hub" the first Friday of each month catering for anyone and their families and carers diagnosed with any illness.

Thank you to everyone involved for all their great work giving vital advice.

I was proud to support ALMO (A Life More Ordinary) supporting people with Dementia, showing old fashion films in a relaxed atmosphere.

It is lovely to see we are teaching sign language to young children through the CBeebies children's programme, Mr Tumble as everyone will know who have young children, this is fantastic for people with hearing problems to communicate.

Rural Areas

Arnside & Silverdale AONB

- The AONB Partnership have reviewed the 5-year statutory AONB Management Plan on behalf of the four responsible local authorities and produced a new plan for 2019-24 informed by extensive public consultation
- The AONB Partnership have played a key role in supporting the development of the AONB Development Plan Document, which has been prepared jointly by the City Council and South Lakeland District Council
- The AONB Partnership continues to provide landscape-related planning advice to both LCC and SLDC, reviewing 209 planning applications and providing comments on 77
- 2 woodland family fun days attracted over 200 people

"The children came last year with their grandparents. They haven't stopped talking about it, so this year we arranged our holiday so we could come too."

- 6 Land Art sessions at local Nature Reserve Trowbarrow attracted 82 people

"We liked playing in the forest and the walk through the forest. We haven't been to the AONB before."

- Completed a Geology Audit and Assessment with Natural England
- AONB Conference "The Geology of the Arnside & Silverdale AONB" attracted 102 delegates
- 1,727 Facebook followers, 2,936 Twitter followers and 30,000 unique visitors to the website

- AONB e-newsletter has 860 subscribers. An average of 60% of subscribers open the newsletter (compared with an industry average of 13.2%) and around 10% click links (compared with 1.5% industry average)
- AONB Partnership took part in Light Up Lancaster displaying bird lanterns and poetry in the Storey Gardens. To do the work we received £4,100 of Awards for All Lottery funding. Organised 11 participatory sessions with 90 schoolchildren from two local schools. A good number of the children who took part brought along their families to see the finished pieces of work displayed over the two nights of the festival
- Completed 56 practical volunteer tasks, amounting to 3,006 hours of volunteer time
- 1,281 face to face enquiries at the AONB office, and 705 people made telephone enquiries.

Executive Annual Report 2018/19

Councillor Warriner

Cabinet Member and Portfolio Holder with responsibility for Housing and Environmental Health

Executive Membership

- Cabinet
- District Wide Tenants Cabinet Liaison Group
- Housing Regeneration Cabinet Liaison Group (Chairman)
- Flooding Cabinet Liaison Group (Chairman)

Executive Appointments to Outside Bodies, etc.

- Health and Wellbeing Partnership

Overview of Portfolio Responsibilities

- Responsibility for Housing and Environmental Health

Progress made during 2018/19

PRIVATE SECTOR HOUSING

HOUSING OPTIONS (HOMELESSNESS & CHOICE BASED LETTINGS)

- Homeless acceptances have reduced over the last 10 years and are set to reduce even further with the implementation of the Homeless Reduction Act 2017. For the year 2017/18, the total

acceptances were 75. During the same period, officers dealt with a total of 651 cases where homelessness was prevented or relieved to remain in existing accommodation or assisted into alternative accommodation before being made homeless. Lancaster received the highest amount of flexible homelessness grant funding in Lancashire due to our successful prevention work. Rough sleeping is an ongoing issue, not in terms of numbers, but in terms of the increasingly complex needs of some people. Christchurch is the only direct access shelter in the North West and we see an influx of homeless people coming in to the District from other areas during the winter months.

- Increasing temporary accommodation - we have commissioned 12 new units of homeless accommodation in Lancaster, including Portland Street and Aldcliffe House. This has enabled the Council to make placements for single homeless households, including rough sleepers. Oak Tree House provides supported accommodation for rough sleepers and single homeless with complex needs. Out of 95 referrals, 58 placements have been made for people who were either rough sleeping prior to accessing the service or have a history of rough sleeping/repeat homelessness over the past 12 months. In November 2018, the housing districts and the County Council were successful with a pan Lancashire bid to provide additional funding worth £1.2 million across Lancashire for dedicated children's workers, BME support and funding for those with no recourse to public funds and dispersed units for those more complex families not suitable for communal refuge
- Funding bids for Rough Sleepers and the Rapid Housing Pathway from the Ministry of Housing for Communities and Local Government (MHCLG) are currently in progress
- We are working with substance misuse partners and have developed a Substance Misuse Forum with a local partnership working protocol, with the aim of preventing homelessness and improving housing pathways for homeless leaving accommodation based services. Housing Options also provide housing drop-ins at Walter Lyon House and Littledale Hall.
- Choice Based Lettings (CBL) - An updated Housing Allocations Policy was approved in March 2018. In the past 12 months, we have advertised and let around 265 council tenancies and a further 145 Housing Association tenancies within the District. During 2018, CBL officers, for a trial period, have taken on the role of the viewing and sign up process, with a view to improving the time taken to re-let properties and reduce void times.
- Plans are in place to commission a "lived experience" piece of research to inform the review of the Homeless Strategy, which is due in 2019.

HOUSING STANDARDS

- A landlord in Lancaster was successfully prosecuted in January 2019 for failure to carry out repair works to a privately rented property and fined £2000, with £2000 costs.
- Lancaster City Council and Lancaster University were shortlisted for The Chartered Institute of Environmental Health (CIEH) Excellence Awards, 2018, for the Approved Homes Scheme, developed to promote good quality off-campus student accommodation.
- Lancaster welcomed a further 5 resettled refugee families from Syria in July 2018, bringing the total number of families resettled in Lancaster to 15. The Council continues to work in partnership with Lancashire County Council and the third sector to support the resettlement of the families. Serco continue to provide accommodation for asylum seekers in 32 houses across the district.
- Lancaster was successful in their bid for funding from the Rogue Landlord Enforcement Fund to create a training programme for enforcement staff across Lancashire.

HOME IMPROVEMENT AGENCY

- In 2018, the HIA was highly commended for their 'Adaptation Service' in a national award ceremony held at the House of Lords.
- 2300 enquiries were received by the HIA from residents and partners.
- 990 residents were helped to complete small Handyperson jobs in their home and 500 residents assisted to raise funds and undertake work in their own homes
- 578 Minor Adaptations were completed. This service forms part of the agreement in place with the County Council and enables residents to receive a fully integrated adaptation service.
- Lancaster's Disabled Facilities Grant (DFG) allocation in 2018/19, including carry forward, was £2.46 million, compared to £1.93 million in 2017/18. This includes an additional £214k of funding applied for and awarded in December 2018.
- 471 Referrals were received for DFG assistance in 2018/19, compared to 446 in 2017/18. This increase is despite a reduction in referrals from the County Council OT service and is the result of extensive promotional work and the use of independent OTs. This way of working provides a speedier process for clients.

- 360 DFG grants approved in 2018/19 compared to 273 in 2017/18.
- 381 DFG grants completed in 2018/19 compared to 232 in 2017/18.
- £2.33 million forecasted spend on DFG grant work in 2018/19.

COUNCIL HOUSING

Improved Customer Satisfaction

- A concerted focus on performance improvement within the Repairs and Maintenance Service (RMS) has led to an 89.8% customer satisfaction following day to day repair jobs.

Supporting Tenants, Protecting Income

- 2018/19 saw an additional Household Intervention Officer (HIO) post established to support tenants with vulnerabilities and complex support needs. Since April 2018, HIOs have intensively worked with 117 new vulnerable households.
- The service has provided match funding with European Structural and Investment Funds (ESIF) to establish an Employability Coach. This role will support tenants and community members to develop their skills and employability through tailored programmes.
- Against the continued backdrop of welfare reform (including the implementation of Universal Credit) the service has worked closely with tenants and other agencies to realise a reduction in current tenant rent arrears by 19% in the space of 12 months.

Community Development

- The service has begun to pilot estate/community profiles, to identify the needs of a specific community and improve services in that area. A scheme of summer community events is planned, taking place at three estates across the district, in partnership with the health and wellbeing services and support services, as well as the Police and the Fire and Rescue Services.

Improved Tenancy Support and Management

- A focus on lean thinking principles in void management has seen a reduction in average empty property re-let time, from 66 days (Jan 2018) to 26 days (Jan 2019) - an improvement of 61%. This equates to approx. £100K additional rental income in 2018/19.
- We continue to develop partnership work with the Anti-Social Behaviour (ASB) Team. In addition, our Estate Management team are developing the skills for the use of legal actions, such as Community Protection Warnings and Notices, alongside more traditional tenancy enforcement tools.
- We have forged improved inter-agency links by supporting prosecutions for environmental crime, working together in cases where organised serious crime is suspected, and jointly attending bi-weekly meetings with the police. This improved tenancy enforcement allows us to provide better support for vulnerable households on our estates.

The service attained its Housing Quality Network Accreditation in Income Management; along with reduced rent arrears, a particular focus is given to the support we provide to tenants (and prospective tenants) in arrears, and to tenancy sustainment in general.

Looking Forward

Over the forthcoming year, Council Housing are focussing on:

- The Mainway project: incorporating planned capital works to the communal areas, replacement lifts and new roofs, within an estate wide scheme to refurbish the windows, facades and entranceways. Proposals will also consider remodelling of the external spaces, facilities and traffic. The project will engage in early consultations with local tenants to help establish priorities and project options. Preparatory work will take place within 2019/20 for a full project start date within 2020/21;
- Continued aspirations for new build council housing to meet demand, including the investigation of alternative vehicles for delivery;
- Continuing to develop shared resources and expertise with the corporate ASB team in response to community priorities, including an increase to the Housing Revenue Account (HRA) contribution to the ASB team;

- Continued focus on reduction in empty home turnover, ensuring sustainability of improved performance;
- Building on and improving the effectiveness and efficiency of the Repairs and Maintenance Service (RMS) through investment in technology;
- Mainstreaming of support to community centres, and continued development of community led services through cross-service working.

PUBLIC PROTECTION

Anti-Social Behaviour

- Completed the piloting of a highly successful anti-social behaviour service employing a wide range of informal & formal interventions and enforcement methods including prosecutions and civil injunctions
- Working closely with neighbourhood policing teams, carried out focused support and interventions to tackle anti-social behaviour concerns in Lancaster city centre and in Poulton ward. Further focussed interventions will take place in 2019-20 responding to priority needs
- Partnered with Lancaster University and Students Union to address student-related anti-social behaviour concerns including noise nuisance, also worked with letting agents
- Focussed on young people and causes of anti-social behaviour. Appointed a seconded PCSO to lead on case work with young people.

Environmental enforcement

- Introduced high profile Operation Peregrine with a strategy to target and minimise fly-tipping, using a range of awareness-raising, deterrence and targeted enforcement methods
- Implemented new enforcement methods for wider fixed penalty notice enforcement and suspect vehicle seizure
- Delivered a range of formal enforcement interventions and a number of successful prosecutions sending a clear message, making maximum use of social media

Dog fouling

- Continued to partner with Morecambe Town Council on dedicated dog fouling enforcement. Observed dog mess pick-up rates continue to exceed 99%.

Air quality

- Major work is ongoing leading to the production of a new Air Quality Action Plan for the Lancaster District in 2020. Consultation is ongoing
- Major grant of over £600k for taxi / private hire electric vehicle charging points to be installed across the county

Food Safety

- Introduced new service model, bringing food industry experienced professionals into the team alongside new products, such as individual support to very new food business start-ups
- Completed a two year complex investigation into sale and distribution of frozen chicken that was unfit for human consumption and had been relabelled so as to mislead the public. Successful prosecution with a fine of £70,000

Port Health

- Delivered and completed an EU Exit preparation project at Heysham Port, analysing shipped goods coming ashore to help identify potential challenges post-Brexit

Health and Safety

- Completed a three year complex investigation into the death of an elderly resident of a local care home. Successful prosecution with a fine in excess of £140,000

Licensing

- Changed our licensing administration service to make it more business-friendly in providing at the point when business people need advice and support.
- Established a multi-agency licensing team with proactive focus and information sharing to achieve common objectives, partnering with police, fire, trading standards, CSE officers, environmental health officers, etc.

Pest Control

- Trading as 'Unbugged', provided specialised pest control support on contract on large and complex premises and industrial sites

Civil Contingencies

- Advised and assisted a range of local communities at parish and ward level on planning, preparedness and recovery from emergencies. Two new communities, Wennington and Scotforth, have completed their community emergency plans this year, bringing the total to 13 completed and 3 in preparation.
- In the autumn, we held a flood training workshop for community groups, attended by 80 people involved in established community emergency plans. A similar event will be held later in 2019.

Early Action

- Established a multi-agency team to help vulnerable people who are experiencing difficulties, with the aim of preventing them from escalating.

Executive Annual Report 2018/19

Councillor Anne Whitehead

Cabinet Member and Portfolio Holder with responsibility for Finance, Revenues and Benefits, Performance Management and Community Wealth Building

Executive Membership

- Cabinet
- Canal Quarter Cabinet Liaison Group
- Planning Policy Cabinet Liaison group
- Shared Revenues and Benefits Service Joint Committee

Overview of Portfolio Responsibilities

Responsibility for Finance, Revenues and Benefits, Performance Management, Community Wealth Building

Progress made during 2018/19

Finance

The Council continues to operate in a difficult financial climate, as central government funding to local authorities continues to be reduced. In spite of this, the Council is on target to meet its 2018/19 revenue budget and has set a balanced budget for 2019/20 which has protected front line services, maintained full Council Tax Support to the most vulnerable and introduced additional resources to meet Council priorities in the areas of anti-social behaviour, CCTV, food poverty and support for park improvements.

The Council's Medium Term Financial Strategy highlights a budget gap in excess of £2m from 2020/21 onwards, but importantly sets out ambitious plans to meet this gap with its

Funding the Future Strategy which will look to make savings from a rigorous pursuit of efficiency, increased commercialism and carefully risk managed property investments in the Lancaster district.

Work has commenced on a revised approach to capital expenditure in support of key corporate projects such as Canal Quarter, Heysham Gateway and Bailrigg Garden Village. A Member and Officer Capital Strategy Group will oversee the effective implementation and monitoring of key capital projects which will arise from the Economic Growth Plan and Climate Change Action Plan.

Business rates retention continues to be an uncertain source of funding for the Council which carries a significant risk associated with the Heysham Nuclear Power Station. However, the delivery of successful projects such as Canal Quarter and Heysham Gateway provide an opportunity for the Council to benefit from business rates growth and direct this financial benefit towards projects and services which benefit the Lancaster district and its communities.

All in all, the Council's Medium Term Financial Strategy aims to provide a positive response to Lancaster's financial challenges as an alternative to managing decline. By focussing on financial resilience and proactive management, we will continue to protect and enhance service provision.

For the second year, we will be required to close our annual accounts by 31 May. As last year, we will meet this deadline and aim to receive an unqualified opinion on the accounts and our arrangements for Value for Money.

Revenues and Benefits

The service has had another challenging year, adapting to continuing welfare reforms and universal credit changes.

In July 2016, the Lancaster & Morecambe district went live on the full Universal Credit (UC) service, which is administered by the Department for Work and Pensions (DWP). It is reported that there are around 8,400 customers currently receiving UC in the City Council area. Numbers transferring to UC have slowed down following announcements

by the Works and Pensions Secretary to adopt a “test and learn” approach to the managed migration process, based upon Harrogate’s experiences. The managed migration process for Lancaster is now only scheduled to start in 2020/21.

There are ever increasing numbers of data share documents received by the council and this in turn increases workload. The current housing benefit/council tax support caseload currently stands at 11,626, a slight increase from April 2018. At the same time, the Assessment Team continues to experience issues with processes and procedures linked to UC; these are on-going and are being highlighted to DWP via the Partnership Manager as they arise. Through Customer Services, the council has been providing personal budgeting support to UC applicants on behalf of DWP. However, from April 2019, the Government has announced a new arrangement, whereby the Citizens Advice will be funded to take on the responsibility of delivering Universal Support.

The Localised Council Tax Support scheme benefits were maintained during 2018/19 and in December 2018, council took the decision to retain basically the same scheme for 2019/20, one of the few councils to retain up to 100% support levels. The decision to unlock previous backdating restrictions has proven successful in helping claimants receive additional support to which they were entitled.

The service continues to deal with issues relating to business rates, including the fallout from the 2017 revaluation and the myriad of property relief schemes now in place, together with the ongoing difficulties resulting from the adoption of rate avoidance tactics. Both Lancaster and Morecambe Business Improvement Districts (BID) continue to deliver benefits to the local community and generate a combined yield of £360k for local projects.

More generally for the service, budget savings targets have been achieved and despite reducing operating costs, performance targets have been broadly maintained. However, processing times are hampered in obtaining UC information from DWP, although slowly but surely matters are improving.

Looking forward, the focus remains on managing ongoing Government reforms effectively and shaping service delivery to encourage channel shift by educating and assisting customers to use self-serve solutions.

Performance Management

Progress against corporate success measures was reported quarterly to both Cabinet and Budget & Performance Panel, with opportunity for members to ask questions and discuss successes and areas for improvement.

Regular reporting of progress on key measures has highlighted a number of successes from across the Council during 2018-19, including:

- Reduction in time taken to re-let Council houses from 63.13 days at the end of 2017-18, to 25.68 days for the period October-December 2018
- Sustained strong performance in determining all categories of planning applications, ranking 7th of 330 authorities in England for non-major applications, and 23rd of 330 authorities in England for major applications
- Reduction in residual waste collected per household from 88.4kg for the period July-September 2017, to 81kg for the same period in 2018

The adoption of the Council Plan 2018-22 during the year provided a strong outcome focus to link strategy to operations in future performance reporting. In practice there are two steps to achieving this, both of which are in progress concurrently

The first is developing strategy documents focused around the key areas of our Ambitions, such as the Economic Growth Plan, Climate Change Action Plan and Financial Sustainability Plan. These documents will set out in more detail what will be achieved in each area over the coming years.

The second is reviewing the Council's corporate Performance Indicators, which measure the organisation's success in achieving its Ambitions. A refreshed set of Indicators will provide regular updates on progress against significant outcomes from the Council Plan and supporting strategies.

Automated collation of data into performance dashboards has been successfully trialled during 2018-19, and further development on this will continue in 2019-20, including interactive dashboards for members and the public. Microsoft's Power BI product provides

the opportunity to draw data from the widest possible variety of sources, both internal and external to the council, into a single interactive dashboard.

A trial of the product conducted using the Property team's energy usage data provided enhanced capability for the team to compare usage across different years, as well as saving time on collating information from different sources, with the team planning on expanding the dashboard in the next phase of development.

Roll-out of the product will focus initially on developing a dashboard around the corporate Performance Indicators, followed by working with different teams across the organisation in more depth to make best use of their data.

Strongly linked to the organisation's performance, and the successful delivery of Council Plan outcomes, is supporting the strong management and coordination of the wide range of corporate projects. Full-day sessions were recently held for all officers involved in leading projects, to discuss best practice in project management and also to set out the Council's future approach to supporting key projects through consistent documentation and reporting. The recruitment of a Programme Manager from March 2019 also adds much-needed capacity in coordinating and supporting strategic decision-making as many exciting projects develop.

Community Wealth Building

The Council has been working with the Centre for Local Economic Strategies (CLES) to help to develop its approach to local wealth building. CLES have worked with the Council participating in events leading up to the development of the Economic Growth Plan and training sessions have been held recently for key staff.

The Council has purchased a data analysis tool to assist in analysing invoice spend. The analysis is for first tier spend only and can identify the location of the office to which the invoice was paid, if the supplier is an SME or Voluntary organisation. The tool also allows access to data from other local authorities who are signed up to use the data analysis tool. This could be used for collaborative purchasing processes. At present, there is limited data for Lancaster. However, over time this information should increase and become more meaningful.

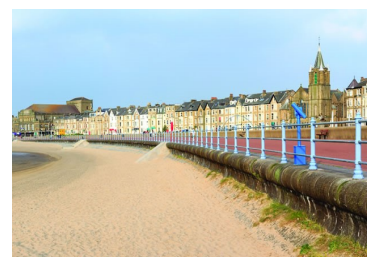
A part time Local Wealth Building Officer has been recruited to support local wealth building activities and joined the Council in March. The council is currently commissioning a diagnostic piece of work to assess where the district is in terms of:

- Employment, skills and the workforce, considering employment terms and conditions, levels of apprenticeships, the Living Wage, volunteering and youth employment
- Procurement and local spend, particularly by anchor institutions in the area, how wealth can be retained and how local businesses can access new opportunities
- Use of land, property and assets to support local wealth building, considering how these can be used to help local economic initiatives develop and thrive and how planning can support
- Entrepreneurialism and local ownership of the economy, looking at what is needed to create an environment in which entrepreneurialism succeeds in local communities

Over 30 people have been supported via local community economic projects such as The Growing Club, Angels Den and the Slow Fashion event.

OVERVIEW AND SCRUTINY

ANNUAL REPORT 2018/19



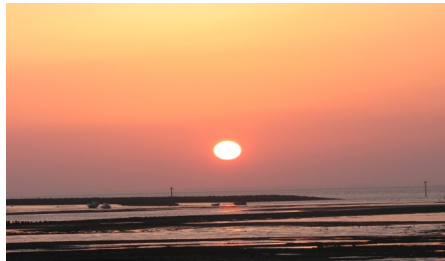
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OVERVIEW AND SCRUTINY COMMITTEE

The Overview and Scrutiny Committee has overall responsibility for the performance of all Scrutiny functions (under the Local Government Act 2000) on behalf of the City Council.

The Committee has the power to scrutinise all of the City Council functions and decisions that are not within the Terms of Reference of the Budget and Performance Panel. It also has the power to call-in any decisions that members feel have not been made in accordance with the City Council's decision-making principles.



Membership:

Councillors Nigel Goodrich (Chairman), Roger Mace (Vice-Chairman) (from July 2018), June Ashworth, Alan Biddulph, Tracy Brown, Brett Cooper (until October 2018), Rob Devey, Charlie Edwards (until May 2018), Caroline Jackson, John Reynolds (from December 2018) and David Whitaker.

Budget and Performance Panel

The Budget and Performance Panel has specific responsibility for providing overview and scrutiny to issues regarding the City Council's performance, budget and financial issues.

Membership:

Councillors Dave Brookes (Chairman), Peter Yates (Vice-Chairman), Tracy Brown, Ian Clift (until November 2018), Kevin Frea, John Reynolds, Oliver Robinson (from January 2019), Susan Sykes, David Whitaker and Peter Williamson.



PROPERTY INVESTMENT STRATEGY — GOVERNANCE ARRANGEMENTS

On the 27th February 2019, Council resolved that;

“(4) Council requires Scrutiny Committee to consider and approve the detailed scrutiny process and recommend any changes to the procedure rules.

“(5) Council requires the Overview and Scrutiny Committee to consider a work programme to include i) review of the effectiveness and outcomes of any individual decision ii) carry out a review of the investment portfolio. Such review to make any recommendations for improvement to the decision making or governance by January 2020.”

The Committee considered the Property Investment Strategy process chart and discussed the number of proposed investments which may come forward.

It was envisaged that officers would dismiss a high percentage of the proposals and the Capital Strategy Group, a group made up of senior officers, Cabinet

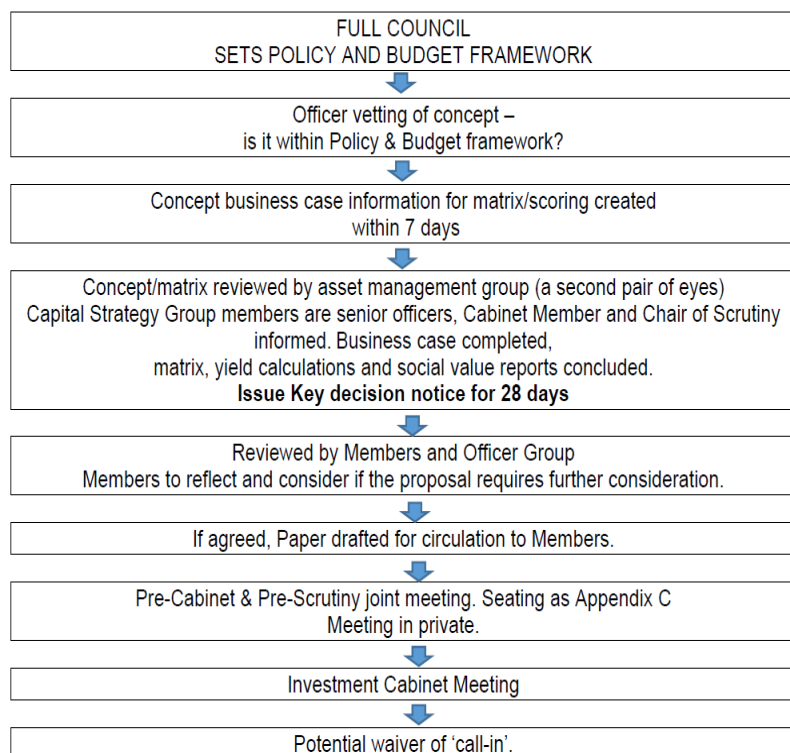
Members and the Chairman of Scrutiny, would dismiss more. Therefore, only the most appropriate proposals would be taken forward to ascertain due diligence and incur costs.

The Committee noted that should the Capital Strategy Group have any hesitation at this final stage, that would be taken as a sign that the proposal should not go forward.

The various types of proposals which could come

forward and the benefits to the Council were discussed. It was noted that not all investments would provide an immediate return but sometimes the benefits to the local community would outweigh this.

The detailed scrutiny process was approved. It was also agreed to review the effectiveness and outcomes of any individual decisions and to carry out a review of the Investment Portfolio as part of the 2019/20 Work Programme.





SALT AYRE

At the October meeting the Chairman welcomed the Chief Officer (Health and Housing)/ Deputy Director for Communities and the Environment, the Sport and Leisure Manager and Joanne Bussell from Winckworth Sherwood to the meeting.

A presentation was provided on the option of Salt Ayre becoming a Local Training Company (LATC).

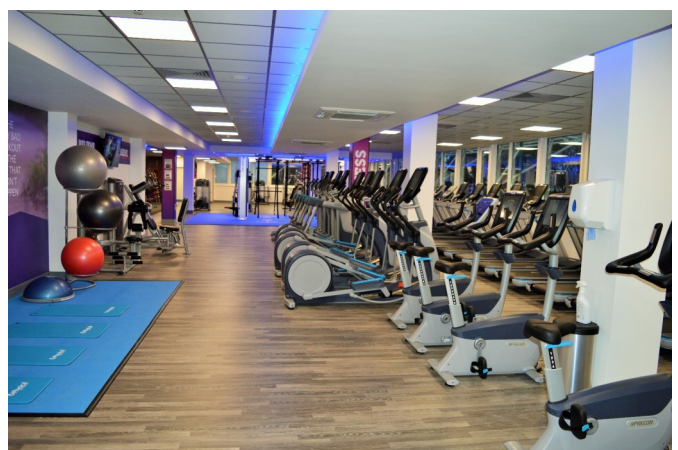


It was reported that the City Council was exploring alternative delivery options for the management and operation of the Leisure Centre which would safeguard the City Council's significant investment and the potential to maximise the financial return from the investment.

The preferred option was to create a Local Authority Trading Company which would manage and operate the Centre.

The Local Authority Trading Company would be wholly owned by the Council. The advantages of this set up, its overall governance and how it would work for the Council were reported at the meeting.

A number of points were raised relating to the Living Wage, the composition of the Board of Directors, VAT savings, Limited Company status profit shares, risks, poor performance and pension contributions.



It was agreed to consider the business case in more detail at a future meeting, prior to approval by Cabinet. The Committee also agreed to consider how business cases are formulated in general by the Council.

COMMUNITY SAFETY

Each year a Community Safety meeting is arranged.

Councillor Brendan Hughes, Cabinet Member with responsibility for Community Safety and Clean and Green and Car Parking, Inspector James Martin and Mark Davies, the Director for Communities and the Environment, attended the meeting.

COMMUNITY SAFETY PARTNERSHIP

Acting in its capacity as the City Council's designated Crime and Disorder Committee in accordance with the Police and Justice Act 2006 and Crime and Disorder (Overview & Scrutiny) Regulations 2009, the Committee received an update on the work being undertaken by the Community Safety Partnership and the Lancashire Constabulary.

Issues discussed included:

- Drug dealing.
- Needle exchanges.
- County line drug trafficking.
- Speeding.
- Fear of Dangerous Dogs.
- Hate crime
- Knife crime.

PUBLIC SPACE PROTECTION ORDERS (PSPOs)

The Committee was advised that PSPO's were now in place in the centres of Lancaster and Morecambe.



MULTI-AGENCY LICENSING TEAM (MALT)

It was reported that MALT had been established and was made up of representatives of the City Council, Lancashire Constabulary, Lancashire Fire and Rescue Service, Immigration Service, Lancashire County and Electricity NW.

The Group meet on a quarterly basis and look at performing intelligence led activities/operations and training the group in the skills and powers available to agencies. MALT was also working with the local universities for Fresher's Week.

LICENSING ACT COMMITTEE

Other issues considered were the recommendations of the Late Night Economy Informal Task Group. One of the recommendations of the Task Group had been that Members of Licensing Act Committee would go on an early hours visit with the Licensing Team as part of their mandatory training. It was reported that this would happen as soon as the team is fully staffed. A review of the City Council's policy on the training of staff in licensed premises would also be undertaken as soon as capacity is available.

EDEN (NORTH) PROJECT

At the January 2019 meeting the Eden (North) Feasibility Study was considered.

All Councillors had been invited to attend the meeting.

The City Council had agreed to a contribution of £250,000 towards specific pieces of work which would significantly advance the detailed work on proposals for the development of the Eden (North) Project.

Concerns were raised over possible increased second home ownership affecting affordability of family homes in the area. It was agreed to request information from the Planning Department upon contributions on second homes Council Tax levies.

Also discussed was the importance of Eden (North) employing local people and using local suppliers. The Committee was also keen to see if Eden (North) could contribute to the local community through contributions towards affordable housing and education.



Going forward the Committee agreed to add a standing item to future Overview and Scrutiny Committee Agenda to consider updates on the Eden (North) Project. Also agreed was the setting up of an informal Task Group to consider elements of the project in more detail.





HERE ARE SOME OF THE MAIN ISSUES CONSIDERED BY THE OVERVIEW AND SCRUTINY COMMITTEE THIS YEAR

PEER REVIEW

At the Committee's January meeting the Chief Executive gave an update on the progress that had been made since the original Peer Review.

Improvements had been made in relation to wide ranging partnership working, the Lancaster Story, staff recognition awards, communication and training.

Members also discussed the decision making process and the ongoing review of the Council's Constitution.



REVIEW OF GRANT USE FOR CITY CENTRE ARTS PROVISION

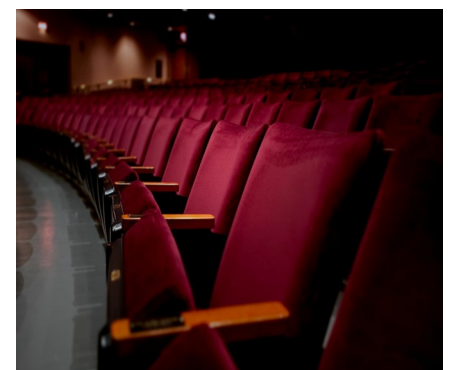
In February 2019 the Committee invited Budget and Performance Panel Members to hear a report from the Director of Economic Growth and Regeneration regarding the use of city centre arts grants.

The Council had supported arts and culture in the district and played a strong role in the support, development, investment, promotion and delivery of arts and culture in the City Centre, including through small arts grants.

The Council invested in The Dukes, Litfest, More Music, and Ludus Dance and full Council had also recently approved a policy to assist the Musician's Cooperative.

The Committee agreed to recommend that the Budget and Performance Panel consider a strategic review of arts spending and Service Level Agreements for the

management and governance of grants to support arts provision in the district and also to consider the end of year activity report forms at least annually.





HERE ARE SOME OF THE OTHER MAIN ISSUES CONSIDERED BY THE OVERVIEW AND SCRUTINY COMMITTEE THIS YEAR

PROPERTY PORTFOLIO

The Assistant Chief Executive and Senior Property Officer attended the Committees' December 2018 meeting.

A comprehensive list of all the City Council owned land and property within the district was provided.

The cost of maintaining the City Council's property portfolio was approximately £9million. It was necessary to reduce this figure and achieve value for money.

An update on the Property Strategy was provided in January 2019.

The Committee considered updated analysis of the Council's property portfolio which distinguished between different types of assets i.e. properties used by the Council, small parcels of land and commercial assets.

The Committee agreed to

set up an Informal Task Group to consider the strategic intent of the City Council's property portfolio.



ECONOMIC GROWTH PLAN

In February 2019 the Committee was provided with a presentation on the proposed Economic Growth Plan which would guide the district's strategically for the next 10 years.

The district was performing well in comparison to the rest of Lancashire with unemployment reduced, improved highway networks, and growth in higher education, digital tourism and visitor economy sectors. Key growth was expected around Eden (North), Bailrigg Garden Village and the Canal Quarter.

The need for local wealth building and better self promotion by the Council was highlighted.

MAIN ISSUES CONSIDERED BY BUDGET AND PERFORMANCE PANEL



CORPORATE PERFORMANCE AND FINANCIAL MONITORING

The Panel receive quarterly Corporate Financial and Performance Monitoring reports that include strategic summaries on how the City Council performs in delivering the Council Plan targets. It scrutinises the reports to identify any areas of concern and put forward their recommendations to officers and Cabinet.

This year the Panel asked for further information regarding:

- The percentage of household waste recycled.
- The number of properties where category 1 hazards have been eliminated.
- Bailrigg Garden Village Strategic Board.

TREASURY MANAGEMENT STRATEGY

Views were sought on the proposed Treasury Management Framework for 2019/20. These could be fed into Cabinet and ultimately Budget Council.

BUDGET CONSULTATION

In January 2019 the Panel held its annual Stakeholder meeting. All Councillors and budget stakeholders were invited to attend.

A presentation from the Cabinet Member with responsibility for Finance, Revenues and Benefits, Performance Management and Community Wealth Building was provided on the City Council's Budget and Policy Framework proposals for 2019/20.

The Panel was also provided

with information regarding the budget proposals of Lancashire County Council, Lancashire Police and Crime Commissioner and the Lancashire Combined Fire Authority.

MUSEUMS

A presentation on the developments and progress in relation to the City Council's Museums Service was provided in July.

Notice had been given to the County Council that the City Council would take its museums back in-house.

Work was ongoing in relation to the transfer including computer networks, ICT hardware, telephony and cash handling systems. All arrangements in relation to staff were also progressing.

INFORMAL TASK GROUPS

The following Task Groups reported back to the Committee this year:

RESILIENCE COMMISSION INFORMAL TASK GROUP

The final report of the Resilience Commission Informal Task Group was reported in to the Committee in October 2018. The Committee unanimously agreed to the recommendations of the Group which included;

- That training exercises/events continue to be arranged to continue to develop means of sharing good communications and practices.
- That the Community Leadership role of Councillors be included in Councillors Inductions
- That Lancashire County Council, as Lead Flood Authority, appoint a representative of the City Council to its relevant Scrutiny Committee to consider flooding issues.
- That alternatives to sandbags, such as floodsax, be trialled by the Council
- That adaptations be made to Council houses/bungalows which have previously been flooded.
- That Officers ensure that recovery and emergency plans are regularly assessed.

The Task Group also recommended the creation of a Flooding and Community Response Cabinet Liaison Group. These recommendations were referred to Cabinet for considera-

VOLUNTARY AND FAITH SECTOR COMMISSIONING WORKING GROUP

The Voluntary and Faith Sector Commissioning Working Group presented its final recommendations to the Committee in July 2018. The Committee considered the Working Group's recommendations and agreed;

- That the Commissioning Framework remained sound and should be retained and updated in line with the Council Plan.
- That the funded organisations be requested to attend an Annual Review meeting in October each year with Overview and Scrutiny Committee and Budget and Performance Panel invited.
- That the Outside Bodies Report to Council in May 2019 includes information on the expectation and obligations of Councillors appointed as Trustees.
- That information provided by organisations commissioning on behalf of the Council be circulated to Scrutiny Members on a and regular basis.
- That small grants administered by the Lancashire Foundation be allocated to Lancaster based organisations in the future.
- That a link to the Commissioning Framework be added to the Council's website and the Framework be added to the current bodies receiving Council funding and made available to other organisations to use on their websites.

The Committee did not agree to the Task Group's recommendations.

CUSTOMER SERVICES AND FUTURE COMPLAINTS POLICY INFORMAL TASK GROUP

The Task Group's recommendation will be considered by the Committee on 3rd April 2019.

INFORMAL TASK GROUPS

The Committee has also agreed to the formation of two new Informal Task Groups;

COUNCIL'S PROPERTY PORTFOLIO INFORMAL TASK GROUP

At the December 2018 meeting the Committee agreed to the formation of an Informal Task Group to consider the Council's Property Portfolio and to ensure the Council achieves best value from the use of its buildings and land assets. The following Terms of Reference were agreed by the Committee in February 2019:

- To review the Council's current Property Policy and make recommendations based on the review.
- To consider the consolidation, rationalization and justification of the Council's assets in line with the priorities and visions as set out in the Council Plan.
- To consider how to increase returns, reduce costs and provide a more efficient property portfolio.
- To consider a process to undertake regular reviews of the Council's Property Portfolio.

EDEN (NORTH) INFORMAL TASK GROUP

At the January 2019 meeting Members considered the Eden (North) Project and agreed to establish an Informal Task Group to consider Eden (North) and ensure the best future for Morecambe and the City Council whilst negotiating with Eden.

The following Terms of Reference were agreed by the Committee in February 2019;

- To consider the range of benefits for the local community.
- To explore the commercial benefits of the project.
- To consider the risks and consequences for the City Council.
- To ensure the best future for the district whilst negotiating with Eden.
- To consider how the District can benefit from the creation of Eden.

Councillors have been requested to advise if they wish to be members of the Task Groups. Once determined arrangements will be made for meetings to be held.

HOLDING CABINET TO ACCOUNT AND CALL-IN

HOLDING CABINET MEMBERS TO ACCOUNT

Overview and Scrutiny Members continue to hold Cabinet Members to account. This has taken place through the Call-in process and considering items of business at Overview and Scrutiny Committee, the Budget and Performance Panel and also through arranging for Cabinet Members to come to meetings to discuss issues and developments within Cabinet portfolios, as well as through meetings of Pre-Scrutiny Members.

CALL-IN

Call-in is one of a number of ways in which Overview and Scrutiny can hold Cabinet to account.

The choice to 'Call-in' a Cabinet decision is used sparingly at the City Council, and with care.

The procedure ensures that, if necessary, decisions or proposals made by the Cabinet, a Cabinet Member, a Cabinet Committee, an Officer with delegated authority, or under joint arrangements can be thoroughly examined, amendments proposed, and full debate entered into by all Members. It is the view that call-ins are only used in exceptional circumstances. 'Exceptional Circumstances' are where members of the Overview and Scrutiny Committee have evidence which suggests that the decision in question has not been made in accordance with the principles set out in Article 13 'Decision Making' of the City Council's Constitution.

There have been two requests for Call-in this municipal year.

The first took place in May 2018 and related to a Cabinet decision relating to Executive Team: Roles and Structures. The outcome of the call-in was that the Committee recommended to Cabinet that (1) consultation on restructuring should be wider than the statutory consultation with those people directly affected, and (2) all informal consultations with Council Members should be minuted and reported in to Cabinet.

The second call-in of the year took place in August 2018 and was concerned with Cabinet decisions on the Budget Support Reserve - Proposed Allocations. Following discussions the Committee agreed to recommend that Cabinet considered its list of projects and the way in which the projects were prioritised at its next meeting. The Committee also asked the Constitutional Working Group to consider: (1) what should be referred to Cabinet or Council regarding spending of the City Council's Reserves; and (2) any additional parameters that should be set on the amount Cabinet can spend from the City Council's Reserves.

APPOINTMENTS

At the request of Council, the Overview and Scrutiny Committee has made the following appointments to outside bodies.

OUTSIDE BODY

OVERVIEW AND SCRUTINY MEMBERSHIP

Homelessness Forum

Tracy Brown

Lancaster and Morecambe Fairtrade District Steering Group

Caroline Jackson

Museums Advisory Forum

Roger Mace

Representatives are asked to report back, if necessary, to the Overview and Scrutiny Committee on the work of these bodies.

PRE-DECISION SCRUTINY

Pre-Scrutiny is the process mainly based on officers providing briefings on Cabinet reports and the study of the City Council's published 'Key Decisions' contained in the List of Forthcoming Key Decisions. With this information the Overview and Scrutiny Committee can select issues that add value and, if necessary, consider before a decision is taken.

Each year the Committee appoint a Councillor to the role of Pre-Scrutiny Champion. The current Pre-Scrutiny Champion is Councillor Caroline Jackson. Councillor Jackson meets regularly with the Chairmen and Vice-Chairmen of the Overview and Scrutiny Committee and Budget and Performance Panel.

This process can help to add value to decisions at the pre-decision stage, can widen consultation to include Non-Executive Councillors and it can also help to minimise the use of Call-in.

The Overview and Scrutiny Committee welcomes the opportunity to submit a response during the consultation phase of a decision and encourages this approach.

ACKNOWLEDGEMENTS

The Overview and Scrutiny Committee and Budget and Performance Panel would like to thank the following for their contribution to the Scrutiny process during 2018/19:

- Cabinet Members who have appeared before Overview and Scrutiny bodies;
- Representatives from organisations, which have delivered presentations to the Committee/ Panel this year;
- Officers who have attended meetings and participated in the work of scrutiny;
- All current members of the Democratic Services Team.

COUNCIL**10 April 2019****Audit Committee Annual Report 2018/19****Report of the Audit Committee Chairman****PURPOSE OF REPORT**

To inform the Council of the current position on issues being dealt with by the Audit Committee.

This report is public

1.0 Introduction

1.1 I am pleased to present my Annual Report to Council on the work of the Audit Committee during 2018/19.

1.2 The Terms of Reference of the committee are set out in Part 3, Section 8 of the Council's Constitution. The scope of its activity is summed up in the statement of purpose:

"The audit committee is a key component of Lancaster City Council's corporate governance. It provides an independent high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards. The purpose of an audit committee is to provide those charged with governance, independent assurance of the adequacy of the risk management framework and the internal control environment. It provides independent review of Lancaster City Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal and external audit, helping to ensure efficient and effective assurance arrangements are in place".

2.0 Audit Committee Meetings

2.1 Since the last Annual Report, which was discussed at Council on the 11 April 2018, the Audit Committee has met four times. A link to the website for further details on the reports and minutes is included here:

<https://committeeadmin.lancaster.gov.uk/ieListMeetings.aspx?CId=316&Year=0>

2.2 In summary, the following areas have been considered by the Committee:

At the 23 May 2018 meeting

- Annual Governance Statement 2017/18
- Internal Audit Annual Report 2017/18

- Counter fraud Annual Report 2017/18
- Public Sector Internal Audit Standards – Peer Review

At the 24 July 2018 meeting

- Statement of Accounts 2017/18 / ISA 260

At the 28 November 2018 meeting

:

- Regulation of Investigatory Powers (RIPA) Policy
- Internal Audit Monitoring
- Audit Committee Effectiveness
- Local Government Ombudsman Annual Review Letter 2018
- Annual Audit Letter 2017/18
- Fee Letter 2018/19

At the 20 February 2019 meeting

:

- Audit Committee terms of reference
- Internal Audit Charter
- Internal Audit Strategy and Risk Based Plan 2019/20
- Certification of Claims and Returns 2017/18
- External Audit Planning Report for year ending 31 March 2018

There was also two items of urgent business;

- Draft Risk Register – Following a request from the Audit Committee to review the progress made in the development of a strategic risk register. This was identified as a significant area of concern on the Council Annual Governance Statement for 2017/18
- Updated Accounting Policies 2018/19 – It is considered good practice for the Audit Committee to review and approve the Councils accounting policies prior to the production of its statement of accounts.

2.3 The next Audit Committee meeting is arranged for 12 June 2019, where the following areas will be considered:

- Internal Audit Annual Report 2018/19
- Draft Annual Governance Statement
- Counter Fraud Annual Report 2018/19
- Effectiveness of Internal Audit

3.0 Key Activities

3.1 The three main documents considered by the Audit Committee annually are the Annual Governance Statement, the Statement of Accounts and the report to those charged with governance (ISA 260). Each one has been considered in detail by the Committee in line with statutory deadlines.

4.0 Conclusion

4.1 The organisation and operation of the Audit Committee is considered as part of the external auditor's annual value for money opinion. The external auditor issued an unqualified Value for Money opinion 31 July 2018 stating that "*the Authority has proper arrangements to ensure it has taken properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and*

local people.” They further concluded that “the Authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.”

- 4.2 I am certain that the work of the Audit Committee, other elected members and council officers in providing effective systems of corporate governance and internal control have continued to make an important contribution to the standing and achievements of the council. I would like to thank them all again for their continued support and hard work. Over the next 12 months, the Audit Committee will be focusing on ensuring the areas identified in the Annual Governance Statement are sufficiently addressed, particularly risk management, which was reported as an area of concern in the External Auditors Planning Report for the year ending 31 March 2019.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p> <p>Not applicable</p>	
<p>FINANCIAL IMPLICATIONS</p> <p>None directly arising from this report</p>	
<p>SECTION 151 OFFICER’S COMMENTS</p> <p>The Section 151 Officer has been consulted and has no further comments.</p>	
<p>LEGAL IMPLICATIONS</p> <p>None arising from the report.</p>	
<p>MONITORING OFFICER’S COMMENTS</p> <p>The Monitoring Officer has been consulted and has no further comments.</p>	
<p>BACKGROUND PAPERS</p>	<p>Contact Officer: Joanne Billington Telephone: 01524 582028 E-mail: jbillington@lancaster.gov.uk Ref:</p>

ANNUAL REPORT CHAMPION FOR THE DISABLED

Councillor Mel Guilding

This year has been another busy and interesting year as Co-Champion for the Disabled.

I have regularly attended the Bay Dementia Hub at both its venues, The Trimpell Club in Morecambe and at Lancaster Library. Both have been very well attended by users and service providers. The Hub is looking forward to being able to use The Banqueting Suite at Lancaster Town Hall for the venue in Lancaster whilst the Morecambe venue will continue to be at The Trimpell Club.

Since July 2018 I have attended The First Tuesday Hub held in Bolton-le-Sands. This is similar to the Bay Dementia Hub but supporting the rural communities. Again well attended by users and service providers. At the Hubs there is always a speaker which is very interesting and informative.

I have supported many people on a one to one basis who are disabled and needed extra help. These ranged from helping with Blue Badges, P.I.P. (Personal Independence Payment) and as a support at an appeals hearing.

I attended Armed Forces Day in Carnforth both as Ward Councillor and as Champion for the Disabled.

I also attended a Health Mela again this was in Carnforth and I was there as Champion for the Disabled and Ward Councillor.

I completed a 4 week course in "Dignity with Dementia" which has given me a much better awareness of the complex needs of those suffering from dementia and also the needs of their families.

I regularly attend The Lancaster and Morecambe Older Peoples Forum and this year we have held two afternoon tea parties for older people many of whom are disabled. The first was held in Morecambe and the Lancaster venue was at the newly refurbished Fire and Ambulance station. The Fire Brigade handed out "goody bags" to everyone who attended which included a thermos mug, a torch and a fleece blanket.

In September I attended the Defying Dementia Day that was held at Lancaster University; again this was a really informative day with scientific lectures about the causes and research that the university are doing and also talks by Dianne Smith who is the Matron of the Dementia wards at Royal Lancaster Infirmary. These were on how to support those suffering from dementia.

I was one of the first people to go into the new Defying Dementia Charity Shop on its opening day. This shop is on Church Street in Lancaster and well worth a visit.

All in all it has again been a very busy year and I hope that the next council will be able to support many of these activities. Disability affects all ages from birth to old age. Some are visible but many are not.

Councillor Claire Cozler

Disability Champion – Annual Report 2019

I am pleased to present my final report to Council detailing my role and activities as .5 Disability Champion, my fourth report since Mel Guilding and I were appointed as Lancaster City Council's Joint Disability Champions, in July 2015.

This year has been quite an eventful one in many ways, as alongside being the Champion for People with Disabilities, I have also been this year's Deputy Mayor, so have had the duties of Deputy Mayor to fulfil alongside my other duties.

On the personal side, my health has not always been my ally in this. Neither have extended waits for treatments which I was due to receive, and which are necessary for me to have some semblance of a normal pain-free life. This is becoming an increasing problem for people with disabilities, as treatments are shunted, cancelled, or promised for an indefinite moment in the future. I have also heard of problems with diagnoses and testing, and experienced them both myself and in regard to my son, and I know how many problems these can cause, not only for people knowing how to manage their conditions, but also in terms of social care, benefits and financial support.

I am obviously representing people with a disability both from a personal and an official angle, and have my own disabilities to contend with. This does however give me a unique insight into the problems people face. Issues with treatment regimes and diagnoses should not affect the life chances of people with disabilities, but they do, and often prevent them playing a role in work and public life. People with disabilities who play a part in public life are still fighting often entrenched attitudes that they should stay at home and keep quiet. There are very few of us who succeed in politics, and despite my own disability issues, I continue to work hard for the rights of people with disabilities in the area, and have continued to work with some national campaigns for the representation of people with disabilities this year as well, as well as national political campaigns for the representation of people with disabilities in politics.

I recently contributed to a national study about the representation of people with disabilities in public life, our experiences as Local Government Representatives and Candidates and within Local and National Government. The preliminary results of this study are due to be presented to a Select Committee next week, with the full study both being published and going to the Select Committee later this year.

I hope that the information given by myself and others nationally help to reshape the rules around Disability and public life. It is vitally important that people with disabilities play a role within both Local and National Government. 20% of the population have a disability, Attitudes need to change amongst not only people who

do not have a disability, but also amongst those that do. The authentic voices of people with disabilities need to be heard in the public sphere, representing their real needs and their real issues and challenges. Nothing about us, without us. People with disabilities are equally capable of public office and work within Local and National Government, and are still under-represented in both sectors, and until both rules and attitudes are changed, and laws such as the Equality and Human Rights Act and the Public Equality Duty applied, not only amongst Local and National Government Employees and Political Parties, but also amongst Representatives, with clear actions to be taken and sanctions to be applied if they are not, nothing will change.

Councillor roles need to be made more accessible, both physically, and by demystifying the role, so that more people with disabilities feel able to be represented within the Council Chamber. This could include meetings by remote access (the technology is there, and is used in other authorities), planning meetings for proximity and accessibility, or running information sessions for people with disabilities who are interested in becoming Councillors. It can be as simple as having regular breaks in meetings, or providing food for people with dietary issues. Part of this has been to have extant, visible Councillors with Disabilities, and the commitment of Lancaster City Council to have Champions for People with Disabilities working to ensure this representation, especially as the two current Champions have disabilities themselves. Not only have we represented the issues of people with disabilities, we have also acted as positive, active, role models. I think that we also need to attract younger people with disabilities, and people with differing issues, and also operate a Neurodiverse inclusive agenda in the future.

This year I have met people in the Disability field at various events, both as Deputy Mayor and as Disability Champion, and increased my networking. I have also been invited both as a parent and as Disability Champion to meetings with the SEND team from Lancashire County Council to look at delays in the diagnosis of ASD/Neurodiverse issues in children and young people, with some children waiting six or seven years for a diagnosis, because of cuts within services. I am pleased to say that as a result of these interventions, Lancashire County Council have finally begun to realise the issues that both lack of diagnosis and lack of Education and Health Care Plans have on Neurodiverse children and young people, and they have brought in extra expertise to address this. The cuts have potentially caused not only more distress to children and families, but also more elevated costs further down the line when children are not adequately supported and become excluded from school.

I have continued to represent the views and problems of people with disabilities on the committees on which I have served, including contributing to the Local Plan and other documentation. I have also given ad hoc advice to local voluntary groups about equality of access for all and diversity.

Increasingly, more of the issues reported to me as the Champion for People with Disabilities are around issues with benefits which are having a knock-on effect on

their daily lives, including everything from starvation and sanctions to eviction and homelessness. There have been benefit changes to both PIP and ESA, and as we are a Universal Credit pilot area, more people are being 'migrated' to Universal Credit daily. Unfortunately, many of these have proven not to be migrations but a literal restart of the application process, with delays of up to eight weeks until benefits are paid. In this period, which is not reimbursed, people are getting into serious debt with everything from Council Tax to credit, not to mention having to 'loan' money from the DWP which then has to be repaid. Many people are also reporting going from ESA onto ordinary Universal Credit with all the 'Jobsearch' requirements that implies, without being well enough to cope with them. Many of these people are struggling with their mental health too, and do not have the means or the technical skills to handle the requirements of the online application process. They are also reporting that the change to Universal Credit means a net drop in their already precarious incomes, with many allowances no longer being paid on Universal Credit, such as Single Parent Allowance and Severe Disability Premium.

Continuing changes in the benefits system, benefit caps, changes to Child Benefit, changes to Personal Independence Payment, and the phasing out of Employment and Support Allowance, especially the differential between the Work Related Action Group and the Support Group disappearing, have brought many more challenges in the casework field. Other factors have also come into play such as the effects on people with disabilities from changes in Housing Allowance and the rules around Bedroom Tax/Bedroom Provision for carers, or allowing the space for the equipment necessary for a normal life are also disproportionately affecting people with Disabilities. The total removal of Housing Benefit provision for the Under 25s, and the requirement that 25-35 year olds live in a room in a shared house at a reduced rate of Housing Allowance have affected many younger people with disabilities, especially when the nature of their disability makes it impossible to achieve this within the very prescriptive limits.

Yet more cuts to support and advice organisations have led more of them to me as a last port of call. Cuts and problems with Social Care provision and funding are also having a massive knock-on effect on peoples' care, and peoples' morale about their conditions. If they are uncertain of their care provision, it is difficult to live any kind of normal life, let alone look for work.

Some of the austerity cuts, decided months or years ago, are beginning to bite only now. The combination of all of these leads to a net rise in casework. More and more people, especially people with disabilities, are left in even worse situations than before. Technically this should not be the problem of the Champions, but when these events are having such a devastating impact on peoples' lives, we cannot stand idly by and watch, especially when Mental Health support is becoming harder and harder to obtain, more people are resorting to desperate measures in these straitened times. We often have to solve other issues before we can begin to solve the Council related issues behind the initial contact.

People are facing massive uncertainty around many things, the national uncertainty around Brexit and job security, uncertainty around benefits, the rising cost of living, cuts to the NHS and Local Government, and the disappearance or cutbacks of any agencies designed to help them. For people with disabilities this is magnified, they were already on the limits of 'just about managing', but now too many people are tipping over into the 'not really coping'. This is why there are rising numbers of people with disabilities with serious mental health issues, they are not only coping with their disabilities, and often the 'loss' of an active life, they are also faced with the demands of poverty and instability on top of that.

We are not so much plastering over larger and larger cracks, as attempting to shore up the whole sorry edifice with goodwill, volunteers and sticky-tape. Whether I am in the post or not, we have to continue to do so until things change for the better without anyone willing to intervene, as I, and many other people with and without disabilities, dread to think of the consequences if not.

Too many things now rest on the shoulders of volunteers, and I would like to take a moment to thank the volunteers of the many excellent local and national groups trying to make a difference. These groups are often taking on the roles of statutory agencies, and I feel that without their support, the situation would be even worse. People cannot depend on goodwill where state support is withdrawn, this is having a knock-on effect not only in the provision of services, but also on the local employment situation, with a loss of jobs alongside services.

Many people are not aware of the issues faced by people with disabilities. It is often a case of 'until it happens to you.....', or finally realising that someone who is struggling has a hidden disability that they struggle to disclose. It is too easy to judge without being aware of all of the facts surrounding peoples' issues. We do have an ageing population, with disability issues, but we also need to be aware of the needs of younger and working-age people with disabilities, particularly in terms of public attitudes to disability. No-one chooses to be disabled. It is not a life choice, it is a circumstance with which you have to cope on a daily basis, and culpabilising people for a disability does not make it any easier. People do not choose to be 'a burden on society' or 'a scrounger', it is imposed on them by a society which often makes it impossible for them to find work in a competitive market.

Many of the issues come from a variety of intersectional problems, whether people are young or elderly with a disability, from the LGBTQA community, facing even more prejudice as a person with a disability who comes from a community outside the UK, or simply facing loneliness or old age with a disability. We need to be aware of all of these issues and many others, and how they can affect peoples' life chances, and work to offer support, treatment, guidance to equalise those life chances.

This will be my last report as Disability Champion. I do regret some things which I have not been able to achieve in my time in the post. Funding constraints have meant that many of the activities around awareness of disabilities, especially

invisible disabilities, which I hoped to organise have not come to fruition. I understand that the post may change in the future and possibly become part of a Cabinet remit, and I hope that if this happens there will be the resources available to increase understanding and awareness of disability in the area. I would also like to see us network and share good practice in this with other Local Authorities. I hope to see us work with National Campaigns and Organisations in the future, in terms of training, information and excellence of practice, both for Councillors and Employees.

I am however extremely proud to have been able to be Lancaster's first Champion for People with Disabilities, flying the flag for people with disabilities locally and nationally. I am proud to be one of the rare women with disabilities in Local Government, and to be able to act not only as a role model for women, but also as a role model for people with disabilities, to show them that they do have a role to play in Local and National Government, and in Politics in general, particularly as my term has covered the centenary of women's suffrage.

The thing I am perhaps most proud of though, is helping people. Being one small beacon of stability in an ever changing environment, a single point of contact for people in need. Whether it is in terms of acting with organisations for awareness or change, or whether it is helping individuals, whether in a simple thing like sorting out their refuse collection, or decrypting a cats' cradle of complex issues and helping them find a solution. One person does not make the solution, but the effect of one person's help on another's life can make all the difference, and it is by these small acts that sometimes a butterfly effect emerges, changing things on the grand scale for the better. I am extremely glad that I have been able to be a part of this change locally, and nationally, hoping to pave the way for more positive change in the future. I look forward to being part of that future change, and thank you all for having the confidence in me to allow me to do this.

I can be contacted on Facebook <https://www.facebook.com/councillorclairecozler> On Twitter <https://twitter.com/ClaireCozler> and by telephone/email with the details on the Lancaster City Council website.

Annual Report from Veterans' Champion – 2018 – 2019

Councillor Liz Scott

01.04.18 - The Royal Air Force

100th Anniversary Service was celebrated at the Parish Church of Morecambe, St Barnabas on Regent Road. The Service was attended by the Mayor and Mayoress of Lancaster, the High Sheriff of Lancashire and the Mayor and Mayoress of Carnforth. The Service was conducted by the Reverend (Group Captain) Richard Lee, RAF Rtd, Regional Padre of Cumbria and Lancashire Wing Air Cadets.

It was well attended by Councillors, Retired RAF Personnel, British Legion members and members of the Lancaster Military Heritage Group. It was a time of reflection to give thanks for the heroism for all who served to defend our Country for peace. The brutality of war can never be disguised and we honoured and remembered their courage, loyalty and dedication.

My thanks to all who worked hard to put the Service together.

14.04.18 – Lancaster and District Choral Society

Lancaster and District Choral Society presented a concert to commemorate the centenary of the end of World War 1, held at Ashton Hall, Lancaster. The conductor was Mr John Perrin, the Leader was Julian Cann and the Soloist was Rebecca Chandler. The Ashton Hall was packed and the music was robust, moving, haunting and, at times, emotional.

Sir Karl Jenkins, The Armed Man – a Mass, for Peace pays homage to the past, depicting the build up to war, then the focus on the realities of war itself and lastly concerned with survivors and turning to peace. A truly amazing piece of work which reminds all of us that war is ugly and the casualties of war is always regrettable.

My thanks to the musicians and the singers. They did an excellent job.

19.04.18 – Firstlight Trust

I had a request for help from Firstlight Trust, Lancaster, for an ex-veteran regarding a termination of employment. Unfortunately, due to a conflict of interest as the veteran was employed by the Council, I was only able to provide guidance to seek help for the case. Due to the sensitivity, there is no further information for the report.

20.04.18 – RAF 100

To celebrate RAF 100, the Morecambe Branch of RAFA organised a dinner at the Headway Hotel, Morecambe. There were 115 people who attended the dinner which included Lord and Lady Shuttleworth, the Mayor and Mayoress of Lancaster, the Mayoress of Carnforth, Air Vice Marshall John Cliffe, who is the Chairman of RAFA Central Council, the Rev. Group Captain Richard Lee, who is the Northern Regional Chaplain of the Air Cadets, ex-RAF Personnel and both MP's, Cat Smith and David Morris, also attended the event. There were members of the local RAFA and several Lancaster City Councillors. It was good to see

several cadets who will be the future of the RAF and their growth needs to be encouraged. My thanks to David Hodgson and Brian Jefferson who collated an extensive collection of holographic and information for the board which was interacting and informative.

The Centenary Dinner at the Headway Hotel was excellent and the Service was excellent.

The RAF played an important part when they formed in 1908 and the importance remains.

28.04.18 – Anzac Day Anniversary

Anzac Day Anniversary was organised by the Royal British Legion, Morecambe and Heysham Branch and the commemorative service was held at Torrisholme Cemetery. It was held in the CWGC section of the Cemetery. The Mayor and Mayoress of Lancaster City Council, Morecambe MP David Morris, members of RAFA, British Legion, the Deputy Mayor and others attended the service. The weather was kind for this poignant service.

Anzac Day is an Australian National Day of Remembrance commemorating the day Australia and New Zealand force landed at Gallipoli, Turkey, during the First World War, it remembers their sacrifices as the 1915 Gallipoli landing which resulted in a great loss of life. In 1916, April 25th, Anzac Day was made official to remember soldiers that died. Their legacy of fighting alongside our British soldiers will never be forgotten.

The Service paid homage to all that lost their lives and their acts of bravery will live forever.

We had Standard Bearers and when the Last Post was sounded, the Chaplain said the Kohima Epitaph.

14.06.18 – Pennie Care NHS Foundation Trust

Pennie Care NHS Foundation Trust contacted me to have a meeting with a Veteran to conduct an assessment appointment.

I managed to book a room at Cornerstones, Lancaster, for this appointment to take place. Because of the confidentiality, nothing further will be reported.

22.06.18 – The AGM for the Reserve Forces and Cadets Association for the North West of England and the Isle of Man

The AGM for the Reserve Forces and Cadets Association for the North West of England and the Isle of Man took place at the Reserves Centre, Altcar, Liverpool. After the usual procedures of the meeting there were four main speakers.

Commodore Phillip Waterhouse, Naval Regional Commander, Norther England and Isle of Man, spoke of the importance of the Reserve Forces and their value to the Armed Forces.

Lieutenant Colonel Julian Smith from The Queen's Own Yeomanry Commanding Officer who is based in Newcastle-Upon-Tyne, spoke about the logistics regarding deployment to places where the soldiers are needed.

Neil Hutchinson, Head Teacher of Royton and Crompton School in Oldham, spoke with great enthusiasm about developing the pupils with social issues, using Army discipline techniques. This has shown a measure of improvement and progress in their behaviour.

I learned a lot from just talking and sharing with others about Veterans issues.

25.06.18 – Armed Forces Flag Raising

The Annual Armed Forces Flag raising event was held at Dalton Square, Lancaster. The Mayor, Councillor Andrew Kay, attended the event. Rev. Chris Newlands said a short prayer remembering those that served and who are still serving their Country.

There were representations from British Legion, Ambulance Service, two ex-Mayors and a reasonable turnout of Councillors and members of the public.

Refreshments were provided at the Town Hall after the proceedings.

25.06.18 – Luncheon for Armed Forces and Veterans Association

I was invited to attend the Luncheon for Armed Forces and Veterans Association from the Chairman of Lancashire County Council, Councillor Anne Cheetham, OBE, UJP and Champion for Armed Forces, County Councillor Alf Clempson. The reception was an opportunity to meet new friends and share good practise. The Tom Davies Trophy was presented to “Dig In North West”. It is based in Preston which gives Veterans a place to meet and be active at the same time. The trophy was presented by Mrs Christine Davies and the Lord Lieutenant of Lancashire, the Rt. Hon Lord Shuttleworth KG KCVO. It was the first award commissioned by the County Council’s Champion for Armed Forces and Veterans in recognition for their significant contribution to both the Armed Forces and Veterans throughout Lancashire.

An excellent lunch was enjoyed by all attendees.

30.06.18 – Annual Armed Forces Day Event

The Annual Armed Forces Day event was held in Morecambe on the Promenade. The weather was at its best and the day’s events started from the “Tin Mountains” with the Band, Service Personnel, Veterans and Cadets.

The parade halted at the “Lest We forget” and “RAF 100” flowerbeds, to salute the Deputy Mayor, Councillor Claire Cozler, gave a short thanksgiving speech about the Royal Air Force in 1918 and the ultimate price in the service to the country.

We then had the Drumhead Service near the War Memorial. The Service was conducted by Rev Andrew Osborn. The Mayor, Councillor Andrew Kay, made a speech reminding us about the valuable work done by our Armed Forces. The Service was packed with people. Later on, the Platform had exhibits, stalls and the Brass Band. In the afternoon there was a skydiving display by the Northwest Skydiving Team, Heroes and raffle draw at The Platform.

It was an excellent event and my thanks go to all who did so much hard work behind the scenes especially to Commander Tim Roberts and the team, Brian Jefferson and all the helpers that made AFD 2018 a success.

The Armed Forces Day events ended with a free public lecture in the Storey Institute, about “The Hundred Days Campaign” the final allied offensive of WW1. The talk was given by Col.

Chris Owen. During the Hundred Days Offensive, the Allies launched a series of offensives against the Central Powers on the Western Front.

It was an interesting and educational lecture to understand how the offensive pushed the Germans out of France.

An excellent buffet supper was available after the lecture.

09.07.18 – Archie's War

Archie's War is the story of a young boy growing up in the midst of the First World War and was performed by pupils from year 8 at Central High School. This is to commemorate WW1.

The play was performed with the backdrop of the Poppies displayed in London and the poem "For the Fallen" by Laurence Binyon was cited. Nine Million died during the First World War.

Archie enjoyed playing football. The soldiers at war had a truce on Christmas Day 1914 and both sides played football and a German soldier sang Silent Night. No doubt, it became the message of hope and humanity.

It was well performed and moving. The play was attended by the Mayor, Councillor Andrew Kay, Friends' of the school, County Councillor Susie Charles and parents.

18.08.18 – RAF 100 held in Kendal

The Vice Chair of Kendal BID organised RAF 100. The event was held by the river. The main attraction was a model Spitfire which came all the way from Suffolk. It attracted huge amounts of people who were keen to have their photographs taken with the Spitfire.

The highlight of the day was to welcome a Veteran aged 96 years who flew the Spitfire. He even managed to get into the cockpit to the delight of bystanders and his family.

The Cadets did an excellent job of demonstrating CPR to the public.

The RAF History and Model Planes exhibition attracted all age groups and historians.

It goes without saying that the day was a success.

01.09.18 – RAF 100 Celebration

RAF 100 celebration of the Royal Air Force was celebrated at St Barnabas Parish Church with the robust and excellent music from Morecambe Band.

The concert started with the Standards Procession for the RAF March Past.

The Welcome was given by Bob Latin, Branch Chairman of RAFA in Morecambe, then we had the National Anthem.

The Conductor was Mr Steve Simpson and the crowd of nearly 80 people enjoyed the excellent music.

The Mayor, Councillor Andrew Kay, attended this concert and he also enjoyed the evening.

12.09.18 – Launch of Lancashire Armed Forces Hub

Launch of Lancashire Armed Forces Hub held at County Hall, Preston.

The Hub was initiated by Lancashire County Council and partners to improve the delivery of Armed Forces Covenants across the County. The partnership is between Councils in Lancashire, University of Central Lancashire (UCLAN), Lancashire Care Foundation Trust (NHS) and Army Headquarters North West.

It was good to meet new friends and to bring new ideas and initiatives to the table.

This “Hub and Spoke” model will be a “go too” place for Veterans Champions across Lancashire and to help delivery for our Veterans in Health and Wellbeing, Education, Employment and Skills, Councils and Housing, Welfare and Fellowship and Communications. A much needed service that was welcomed by all attendees and is a work in progress.

14.09.18 – RAF 100 – Aircraft Tour and Civic Reception

I was invited to attend RAF 100 – Aircraft Tour and Civic Reception at Manchester Town Hall. This is part of the Centenary event that the RAF took aircraft from across the last 100 years of aviation to cities throughout the UK.

The Aircraft and Exhibits on display were: Sopwith Snipe Biplane, Supermarine Spitfire MK1A, Lancaster Bomber fuselage – “S for Sugar” Airframe, Harrier GR3, Eurofighter Typhoon – 100% scale facsimile, BAE Systems Heritage and Science, Technology Engineering and Mathematics (STEM) Interactive Zone.

It was a lovely showcase of planes at Albert Square and I had the privilege to get into the cockpits of both the Lancaster Bomber and the Typhoon. It was such an honour to get the chance. There was a good turnout of members of the public at Albert Square.

16.09.18 – Royal Air Force Battle of Britain

Royal Air Force Battle of Britain and closure of RAF 100 Service was held at St Barnabas Church, Morecambe.

Retired RAF Wing Commander Bob Latin, Chairman of RAFA, Morecambe and Lancaster Branch, did the introduction. The greetings and welcome was led by Rev'd (Group Captain) Richard Lee RAF Rtd who is the Regional Chaplain (N) RAF Air Cadets. Thanks were given for the dedication and heroism of members of the Royal Air Force and allied Air Forces.

The hymns were sung robustly especially when we sang the Recessional hymn “Jerusalem”. The Mayor, Morecambe MP, David Morris and several Morecambe Councillors also attended this service. My thanks to Bob and Jane Latin for all their hard work. They work tirelessly to keep the Royal Air Force Association going in this district.

27.09.18 – For the Fallen: Now that the War is Over

For the Fallen: Now that the War is Over was a new exhibition that was held at the King's Own Royal Regiment Museum, Lancaster, to mark the Centenary of the ending of the Great War. This exhibition will run until 24th March 2019.

The exhibition tells the story of the end of the Great War and the aftermath for the Regiment and Lancaster District. The black and white photographs of the young soldiers, showed their youth and ignorance to what they were about to experience in the bloody war which killed so many of our young men. On this anniversary, the action by Lance Sergeant Tom Neely, who was awarded the Victoria Cross, was on public display for the first time.

Sir John Fisher Foundation Army Museums Ogilby Trust, Friends of Lancaster City Museum and many donors generously supported this exhibition.

11.10 18 – Age UK

Anne Oliver from Age UK had a meeting with me at the Town Hall. She wanted to know if we could work together and she was considering to set up a Shed Project for veterans possibly in Heysham. Ideas were exchanged and I mentioned the concept of a NAAFI style café that was started by County Councillor Ed Nash in Lytham St. Annes. We went out on the 17.10.18 to check the place. It was a good meeting place for veterans.

Nothing further has developed since this meeting.

03.11.18 – WW1 Armistice Centenary Concert

A WW1 Armistice Centenary Concert was held at St Martin's Chapel, University of Cumbria which featured the Lancaster and District Male Voice Choir.

Although I had to cancel this concert at short notice, I just wanted to say a massive thank you to Hugh Cutter and the Male Choir for their effort. He gave me a run-down of the event.

The first performance of "The Soldier", a setting of the Brooke poem, which was composed by Ann Shuttleworth was enjoyed by all present.

The choir also sang a version of the Chorale from Britten's Ballad of Heroes which the choir was given special permission to perform four years ago.

This choir performed four years ago to mark the opening of hostilities at the Chapel and it was poignant to have a closure for the Armistice Centenary at the same place.

Apparently it was so moving that it reduced one or two to tears. What the Choir achieved was "to remember them" who lost their lives to save many.

11.11.18 – Battle's Over – A Nation's Tribute – 100 Years of Remembrance

The day started with the following: at 5.45 am, the Mayor, members of the public and dignitaries assembled at the front of the Castle (John O'Gaunt Gateway) to listen to the lone piper.

At 10.00 am, the proceedings for the Remembrance Service began at the Garden of Remembrance at the Town Hall. Despite the heavy rain, there was a good turnout of people who wanted to show respect.

From the Town Hall, we, the Service personnel, cadets and other organisations, attended the service at the Priory Church. The Church was packed.

After the Service, the Uniformed Group and Cadets paraded through the town and they were shown much appreciation by the town's people.

Then the parade marched past the Town Hall. The salute was taken by the Mayor and the Colonel.

A reception was held at the Town Hall.

Later that afternoon, the Museum had various activities for the town's people.

At 6.50 pm, the Lord Lieutenant of Lancashire read a "Tribute to the Millions" on the grounds of the Priory. The last post was played and the lighting of the beacons at Lancaster Castle, the Priory and the Ashton Memorial took place simultaneously.

At precisely 7.05 pm, ringing of the Church Bells took place across the district.

The Battle's Over.

I also want to say thank you to all the organisers in our district who held the Remembrance Day Services and Parades in Morecambe, Heysham and Carnforth. A good turnout of attendees was reported in all areas. Much hard work and effort was put in place for this memorable Centenary Commemoration.

Although the core events for WW1 has concluded, a series of special exhibitions, talks and performances continues. See the Museum Website and Global Link.

"Battle's Over" but those that served our Country are never forgotten nor will they ever be forgotten.

26.11.18 – Meeting

I was contacted by Michelle O'Brien, Senior CPN, North Region, for a meeting which was arranged at the Town Hall. Michelle was accompanied by Wesley Timblin who works for the Team as the Mental Health Nurse. Veterans suffering from combat stress which is a trauma linked to mental health issues, anxiety, depression and problematic stress disorder are topics that veterans struggle to discuss and to get help as soon as possible.

We also discussed the newly created CMVES – College for Military Veterans and Emergency Services – based at UCLAN, Preston. The work to help and support our veterans is slowly happening and to access it is not as challenging as before. However, the message and awareness of the support needs to be provided from the start of a soldier's life.

27.11.18 – Holistic Foundation

County Councillor Alf Clempson and I were invited to a meeting with David Christopher and Gemma Gardner to find out and lend support to the Holistic Foundation which will be based at Skerton.

The Holistic Foundation in partnership with the Veterans Foundation have just launched a social enterprise for veterans with physical disabilities and/or mental health related problems but will also consider candidates without it.

The project aims to create stand-alone light installations using trees.

This Foundation is work in progress and I do believe that it can and should achieve its aim.

11.12.18 – Lancaster Military Heritage Group Annual Carol Service

Lancaster Military Heritage Group held its Annual Christmas Carol Service at the Priory Church, Lancaster.

It was attended by Lord and Lady Shuttleworth, Lieutenancy Cadet, CSM Oliver Pallister, Col. Robin Jackson, Mr Mayor, Councillor Andrew Kay, Councillors, Cadets, uniformed personnel and members of the public. It was a packed church with the readings read by Emily Bower, Morecambe and Heysham Sea Cadets, KC Marie Tyson, Normandy Company, Lancashire Army Cadet Force, Corporal Joshua Quick 345 (Lancaster) Sqn RAF Cadets, Sergeant Ben Roch LRGS CCF – RAF Section, Commander Tim Roberts RN (Rtd), Squadron Leader Brian Jefferson, Mayor Councillor Andrew Kay. The Prayers of Intercession were led by Revd Robert Canham.

My thanks to the British Legion Standard Bearers and to Canon Chris Newlands.

It was an excellent service and mulled wine and mince pies were served at the end of the Service.

24.01.19 – The Annual Holocaust Memorial Service

The Annual Holocaust Memorial Service was held at the Garden of Remembrance at Lancaster Town Hall. The symbolic lighting of a candle was carried out. The choir also sang reflecting the occasion. Chris Henig did the prayer in Hebrew. After the service, we went back to the Town Hall where the music was played and performed by students from Lancaster and Morecambe College. Speakers spoke with precision about refugees and about sufferings that people have endured and still enduring. This event was well attended and the service is organised by More Music working together with Lancaster and Lakes Jewish Community, Faith in Lancaster, Lancaster University, Global Link, the National Education Union, Lancaster City Council and Lancaster Priory Church.

Document is Restricted

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

Document is Restricted

COUNCIL**Digital Constitution 2019****10 April 2019****Report of the Constitution Working Group****PURPOSE OF REPORT**

To provide a final draft of a new digital Constitution, for consideration by Council.

Whilst the report itself is public, Appendix A of the report is exempt from publication by virtue of By virtue of paragraph 5 of Part 1 of Schedule 12A of the Local Government Act 1972.

RECOMMENDATIONS

- (1) That Council considers the legal advice (Appendix A) regarding Members' Access to Information, and how this fits with resolution (1) c) made at the last Council meeting (see paragraph 2.0 of the report).
- (2) That Council considers a new method of calculating Political Balance, set out in Appendix B of the report.
- (3) That Council considers the draft of the new digital Constitution, revised in line with the resolutions of Council made on 13 March 2019, for approval.
- (4) That the new Constitution, if approved, comes into force on Monday 6 May.
- (5) That Officers be requested to complete formatting and proof-reading the digital document for uploading to the Council's website in time for the commencement date.
- (6) The Monitoring Officer may make minor consequential, editing and grammatical amendments to the text and correct typographical, referencing and consistency errors.

1.0 Introduction

- 1.1 At the last Council meeting on 13 March 2019, minute number 150, Members considered a draft Constitution and resolved that:

- (1) The draft constitution be approved in principle, subject to the following changes:
 - a) Regarding friendly amendments; “That only the proposer and seconder of a motion need to agree about whether the amendment is deemed a friendly amendment.
 - b) Page 83 of the draft constitution, paragraph 15.5; That the words “provided at least 3 days’ notice in writing or by electronic mail from a known and recognised source, of the question has been given to the Chief Executive, and has not been rejected under the grounds stated in rule 12.4” be replaced with “provided the question is clearly related to the Motion on notice and not potentially defamatory, vexatious or offensive.
 - c) Page 124, paragraph 10.7 removal of the words ‘that is open to the public’.
- (2) The draft constitution be converted to the full web based digital format.
- (3) The Constitution Working Group finalise any extant issues to include minor adjustments and potential changes not yet approved by the Working Group.
- (4) The Monitoring Officer be delegated authority to correct and amend any minor typographical, editing or text errors.

1.2 Changes a) to c) have been made to the draft, and it has been converted to a digital format. It should be noted that legal advice has been provided regarding access to information for Members. This is attached at **Appendix A** and explained further in paragraph 2.0 below.

1.3 Members will have received a link, with the agenda, to enable them to look at the content in advance of the meeting. Additionally, there will be a large screen available at the meeting view the digital Constitution.

1.3 The Constitution Working Group met on 27 March 2019 to view the digital version and check that these adjustments had been made along with any other minor corrections.

2.0 Legal Position – Access to Information

2.1 The consultants who have advised the Council during the review have provided an advice note on councillors’ access to information. This was circulated to all Members via email on 20 March and is again provided at Appendix A. This is a legal advice document and exempt from publication.

2.2 There is a particular issue with Council resolution (1) c) above, minute number 150, as this allows Members to attend meetings where information is discussed which they may not have a lawful right to access:-

A member of the Council may attend any part of a meeting ~~that is open to the public~~ except where the Councillor seeking to attend has a disclosable pecuniary interest or another interest within paragraph 12(1) of Part B of their Councillors Code of Conduct, in item of business.

2.3 This does not require the Councillor to demonstrate any ‘need to know’ the information. It does not match the additional rights of access for councillors set out in Part 3, Section 4 paragraph 19.04 which sets out the common law right of access to particular information necessary for the performance of a Councillor’s duties. When such information is not public, a Councillor may be required to demonstrate why access to the information is required, known as demonstrating their ‘need to know’.

2.4 If a Councillor needs to know the information they would be entitled to it in any event. Therefore, the only effect of this amendment is to give Councillors access to information by way of attendance at meetings to information that they do not need to know to carry out their role as Councillor.

2.5 This purports to give access to meetings where confidential, exempt and personal information is discussed. The risk attached to this is set out in appendix A.

3.0 Extent of the Review

3.1 Whilst the bulk of the Constitution has been reviewed, there are two significant parts, Financial Procedure Rules and Contract Procedure Rules, that are still to be re-drafted, and these will be done after the elections. Both Codes of Conduct (Councillors and Officers) are also due to be re-drafted.

4.0 Political Balance Calculation Method

4.1 Appendix B sets out the Working Group’s proposals for calculating political balance for committee places. It should be noted that a separate vote will be required on this proposal, since approval of a local calculation requires a unanimous vote in favour, not just a simple majority.

5.0 Conclusion

5.1 Council is asked to consider the Working Group’s final draft of the Constitution for approval.

**CONCLUSION OF IMPACT ASSESSMENT
(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing):**

The constitution is one of a series of mechanisms that govern the relationship of the corporate body of the City Council to its members and citizens. It must balance the legislative and human rights obligations.

Gender neutrality in language has also been adopted.

RELATIONSHIP TO POLICY FRAMEWORK

The Policy Framework for the review was set by Full Council on 26 September 2018.

LEGAL IMPLICATIONS

The final draft has been checked for statutory compliance. There is an issue which has been highlighted in paragraph 2 of the report.

FINANCIAL IMPLICATIONS

None directly arising from this report.

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

None.

SECTION 151 OFFICER'S COMMENTS

The constitution review significantly increases the delegated value of decisions. Council must be satisfied on the balance of transparency, accountability and scrutiny with the need to make timely and robust decisions.

MONITORING OFFICER'S COMMENTS

The draft constitution reflects the requirements of primary and secondary legislation. The Chamber must remember this is a 'living document' and should be regularly reviewed for effectiveness and usability.

It is inevitable, as the Constitution is used, that errors will be identified and will require correction and provision should be made to allow for easy rectification of unintended outcomes.

The Local Government and Housing Act 1989 S.5 2 (a) requires that where a contravention by the council, of any enactment or rule of law or of any code of practice made or approved by or under any enactment to prepare a report to the authority with respect to that proposal, decision or omission.

The chamber is asked to give careful consideration to the legal advice in Appendix A.

BACKGROUND PAPERS

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Proposed method of calculation for Lancaster City Council

- a.** For each committee and subcommittee individually, calculate the number of seats to be allocated to each political Group as follows:
 - i.** Multiply the number of committee seats by the number of councillors who belong to that political Group and divide by the total number of councillors. Keep four decimal places. Round to the nearest whole number (i.e. down if the residual is less than 0.5, up if the residual is 0.5 or more)
 - ii.** Sum the calculated committee seats across political Groups. If this total is higher than the required number of seats, then subtract a seat from the Group with the lowest residual. In the case of a tie, subtract a seat from the political Group with the higher number of councillors. If the total is lower than the required number of seats, then add a seat to the Group with the highest residual. In the case of a tie, add a seat to the political Group with the higher number of councillors.
 - iii.** In the event that the foregoing rules do not resolve the situation, the seat to be subtracted or added should be decided by drawing lots under the supervision of the Mayor.

- b.** Repeat the calculations in a. above for the following grouping of committees, which will give 60 committee seats in total.

1x15 (Planning)
1x10 (Licensing)
5x7 (Personnel, Audit, Appeals, Standards, Business)

- c.** For the committees specified in b. above, the calculation of seats for the grouping of committees takes precedence over the calculations for each individual committee. Consistent with the allocations obtained from b. above, the number of seats on the individual committees should be allocated as closely as possible to those calculated in a. above. Seats may need to be passed from one Group to another on one or more of the individual committees. The political Groups who need to pass seats to other Groups should choose which committee seats to pass on.

COUNCIL

**Wennington Neighbourhood Plan – Adoption (Making)
of the Neighbourhood Plan
10th April 2019**

**Report of the Director for Economic Growth &
Regeneration**

PURPOSE OF REPORT				
To formally “make” the Wennington Neighbourhood Plan with immediate effect, with the consequence that it becomes part of the statutory Development Plan for the area.				
Key Decision	<input type="checkbox"/>	Non-Key Decision	<input checked="" type="checkbox"/>	Referral from Cabinet Member
Date of notice of forthcoming key decision				
This report is public				

RECOMMENDATIONS OF THE DIRECTOR FOR ECONOMIC GROWTH & REGENERATION

- (1) That the Council, under section 38A(4) of the Planning and Compulsory Purchase Act 2004, formally make the Wennington Neighbourhood Plan with immediate effect, with the consequence that it becomes part of the statutory Development Plan for the area.**

1.0 INTRODUCTION

- 1.1 The National Planning Policy Framework (NPPF) and the Localism Act (2011) give local communities direct power to develop their shared vision for their neighbourhood and deliver the sustainable development they need. Neighbourhood planning provides a powerful set of tools for local people to get the right type of development for their community.
- 1.2 Wennington are one of eleven designated neighbourhood areas within Lancaster District. The Independent Examination took place in the autumn of 2018, the outcome being that subject to modifications the neighbourhood plan could advance to the referendum stage. Following a unanimously positive referendum result on 14th February 2019, the report recommends that the Wennington Neighbourhood Plan is ‘made’ by the Council and becomes part of the statutory Development Plan for the area. Where planning applications come forward within Wennington, alongside other relevant local and national policy and guidance, the Neighbourhood Plan will form an important basis for making

decisions.

- 1.3 The making of the Wennington neighbourhood Plan marks the culmination of over two years' of challenging work by the Neighbourhood Plan working group. Upon making the plan, this will be the first Neighbourhood Plan within the district.

2.0 PROPOSAL DETAILS

- 2.1 Wennington began work on their Neighbourhood Plan following designation in late 2016. In preparing the document the group has placed community engagement at the heart of their plan, undertaking a series of consultations and building evidence to support the policies contained in the plan.
- 2.2 The content of the plan is relatively straightforward and does not seek to address the allocations of land (which is reflective of the fact that Wennington is not seen as an area for future development growth). The plan contains a range of descriptive policies which seek to address issues which are important to the community, for example flood risk.
- 2.3 The Parish Council (who are responsible for preparing the plan) fulfilled the statutory requirements of the neighbourhood plan making process and undertook consultation on a draft plan in late 2017 and a finalised version in 2018. The plan and the policies contained within it have been supported by the majority of respondents at the earlier stages.
- 2.4 Following the publication of the final version of the Wennington Neighbourhood Plan, the documentation was scrutinised by an independent examiner. The examiner was appointed jointly between the City Council and Parish Council. The examination of the plan was carried out through the written representations procedure and did not involve any form of hearing sessions. The final version of the Examiner's Report was received on the 22nd October 2018 and recommended that, subject to a series of modifications, the plan could proceed to referendum. This Examiner Report can be found in Appendix B of this Report.
- 2.5 A report was taken to Cabinet on 4th December 2018 which sought approval to progress to referendum and agree proposed changes as advised by the Examiner. Approval was granted and a Regulation 18 Decision Statement Issued giving notice of the forthcoming referendum.
- 2.6 The referendum of the Neighbourhood Plan took place on 14th February 2019 in accordance with the Neighbourhood Planning (Referendums) Regulations 2012.
- 2.7 The referendum was held in Hornby Institute due to the lack of a suitable venue in Wennington which does not possess a polling station or village hall. There was a turnout of 60.19% of eligible voters at the referendum, equating to 62 voters (electorate of 103). All 62 voters voted in yes in response to the referendum question, "Do you want Lancaster City Council to use the Neighbourhood Plan for Wennington to help it decide planning applications in the neighbourhood area?"

- 2.8 The Planning and Compulsory Purchase Act (as amended) by virtue of Section 38A(4) requires the Council to 'make, a neighbourhood plan if more than 50% of those voting at a referendum vote in support of the neighbourhood plan. It is therefore a legal requirement following a positive outcome at referendum, the exception being where making the plan would breach, or otherwise be incompatible with, any EU or human rights obligations. The council has assessed and concluded that the plan, including its preparation, does not breach, and would not otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998). The Examiner's Report also stated that the Wennington Neighbourhood Plan does not breach the European Convention on Human Rights obligations. Therefore the Local Planning Authority is now under a statutory duty to 'make' the Wennington NP.
- 2.9 The Wennington Neighbourhood Plan will be used in the determination of planning applications that fall within the parish of Wennington. Its effectiveness will be monitored annually and the need to review the Wennington NP in due course will be considered as part of this process.

3.0 Options and Options Analysis (including risk assessment)

- 3.1 As outlined above, the making of the Plan is mandatory given the outcome of the referendum and legislative assessment, and therefore the options in this regard are limited.
- 3.2 It is possible that a legal challenge can be brought against the Local Planning Authority by way of judicial review of the decision in relation to the Local Planning Authorities decision to hold a referendum or around the conduct of the referendum. All reasonable measures have been taken to ensure procedural compliance and minimise risk for the Council.

4.0 Officer Preferred Option (and comments)

- 4.1 As outlined above, the making of the Plan is mandatory given the outcome of the referendum and legislative assessment, and therefore the options in this regard are limited.

5.0 Conclusion

- 5.1 In conclusion, following a positive outcome of the referendum of the Wennington and Neighbourhood Plan, and subsequent consideration that the Neighbourhood Plan is not in breach of or incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998), the Wennington Neighbourhood Plan should be made and, as such become part of the statutory Development Plan for the area.

RELATIONSHIP TO POLICY FRAMEWORK

Neighbourhood Planning contributes to the Council's corporate plan priorities, in particular, sustainable economic growth.

Once made (adopted), neighbourhood plans will form part of the Council's Lancaster District Local Plan.

CONCLUSION OF IMPACT ASSESSMENT

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

The Examiner has confirmed that the Wennington neighbourhood Plan meets the Basic Conditions (subject to recommended modifications). One of these conditions is that it must be compatible with human rights requirements. Officers agree that the plan, with modifications meets the Basic Conditions.

There are not considered to be any equality impacts relating to recommendations of this report.

Another of the Basic Conditions is to contribute the achievement of sustainable development. The neighbourhood plan was supported by a Strategic Environmental Assessment screening that concluded that the plan would not trigger significant environmental effects. In addition to this, the Council has confirmed that it believes the plan meets the Basic Conditions including in terms of sustainability.

LEGAL IMPLICATIONS

The Council's Legal duties are set out within the body of this Report and within Section 38A(4) and Section 38A(6) of the Planning and Compulsory Purchase Act 2004, this requires

- (4) A local planning authority to whom a proposal for the making of a neighbourhood development plan has been made—
- (a) must make a neighbourhood development plan to which the proposal relates if in each applicable referendum under that Schedule (as so applied) more than half of those voting have voted in favour of the plan, and
 - (b) if paragraph (a) applies, must make the plan as soon as reasonably practicable after the referendum is held [F2and, in any event, by such date as may be prescribed].
- (6) The authority are not to be subject to the duty under subsection (4)(a) if they consider that the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).

Given the above, in the case of Wennington where there was unanimous vote in favour of making the Neighbourhood Plan and after consideration, conclusion is that the making of the plan would not breach, or would otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998), there is a legal requirement for the plan to be made.

Upon being 'made', Wennington Neighbourhood Plan will be subject to a statutory period of time (six weeks) within which a legal challenge can be lodged.

FINANCIAL IMPLICATIONS

Once the Wennington NP is 'made', should the Council seek to bring forward a Community

Infrastructure Levy within the district in the future, 25% of any receipts generated from development within Wennington parish will be passed to the Parish Council.

There may be a requirement for additional staff resources but these are expected to be minimal and manageable within the resources available.

OTHER RESOURCE IMPLICATIONS

Human Resources:

The Economic Growth and Regeneration Service is adequately resourced to advance the challenges of preparing DPDs as part of the Council's Local Plan.

Information Services:

No direct implications.

Property:

No direct implications.

Open Spaces:

No direct implications.

SECTION 151 OFFICER'S COMMENTS

No comment

MONITORING OFFICER'S COMMENTS

Monitoring Officer has been consulted and has no further comments

BACKGROUND PAPERS

Appendix A - Wennington Neighbourhood Plan

Appendix B - Examiners Report on Wennington Neighbourhood Plan

Appendix C - Draft Regulation 19 Decision Statement

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Wennington
Neighbourhood Development Plan (NDP)
2019 – 2031
Final Plan



April 2019



Prepared by The Neighbourhood Plan Sub Group (NPSG) on behalf of the Parish Council

With the assistance of



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Welcome

Welcome to the Wennington Neighbourhood Development Plan (NDP).

This is the final version of the plan and it includes the modifications recommended by the Examiner in his 'Report to Lancaster City Council of the Examination into the Wennington Neighbourhood Plan, October 2018'.

This plan was unanimously supported by the community at the Referendum held on 14th February 2019.

The NDP has been prepared by the Neighbourhood Plan Sub Group (NPSG) of local residents and parish councillors. Public consultation, including the referendum, is a very important part of preparing NDPs. An NDP gives local residents more say in the planning process, and the document as a whole should reflect the priorities and concerns of Wennington people.

1.0 What is a Neighbourhood Development Plan (NDP)?



Wenningdale - An example of recent residential development

- 1.1 Neighbourhood Development Plans (NDPs) are a new type of planning policy document, prepared by parish councils and some other bodies, to guide new development within a defined area, such as a parish. They are used alongside local authority (here, Lancaster City Council) and national planning policy documents, to help determine planning applications. NDPs are powerful tools and present significant opportunities for local people to have a real say in how, and where, development should happen within their local area.
- 1.2 An NDP can cover a range of planning related issues, or just have one, single policy. The Draft NDP for Wennington addresses the local planning issues identified through the extensive informal community consultation and engagement undertaken so far and sets out a total of 7 planning policies for addressing them.
- 1.3 NDPs cannot be prepared in isolation and all NDP planning policies and proposals have to be underpinned by a clear and robust evidence base of local opinion and technical resources.
- 1.4 Overall the Plan has to meet a set of “basic conditions” set out in national guidance and these will be tested through an examination at the end of the process. The basic conditions include the requirement that NDPs have to be in general conformity with local strategic planning policies. The local strategic planning policies are set out in the Lancaster District Local Development Framework Core Strategy 2003-2021, A Local Plan for Lancaster District 2011-2031 and Saved Policies from the Lancaster District Local Plan 2008. The NDP has also taken into account the emerging new Local Plan for Lancaster District 2011 – 2031, Part One: Strategic Policies and Land Allocations DPD and Part Two: Review of Development Management DPD.¹ These two documents have reached submission stage.
- 1.5 NDPs also are required to have regard to national planning policy (National Planning Policy Framework NPPF, 2012² and other guidance), to contribute to achieving sustainable development and to comply with European Union obligations.
- 1.6 Preparing an NDP is therefore a complex and lengthy process. The main steps are set out in Figure 1.

¹ See <http://www.lancaster.gov.uk/planning/planning-policy/about-the-local-plan>

² <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Figure 1 NDP Process

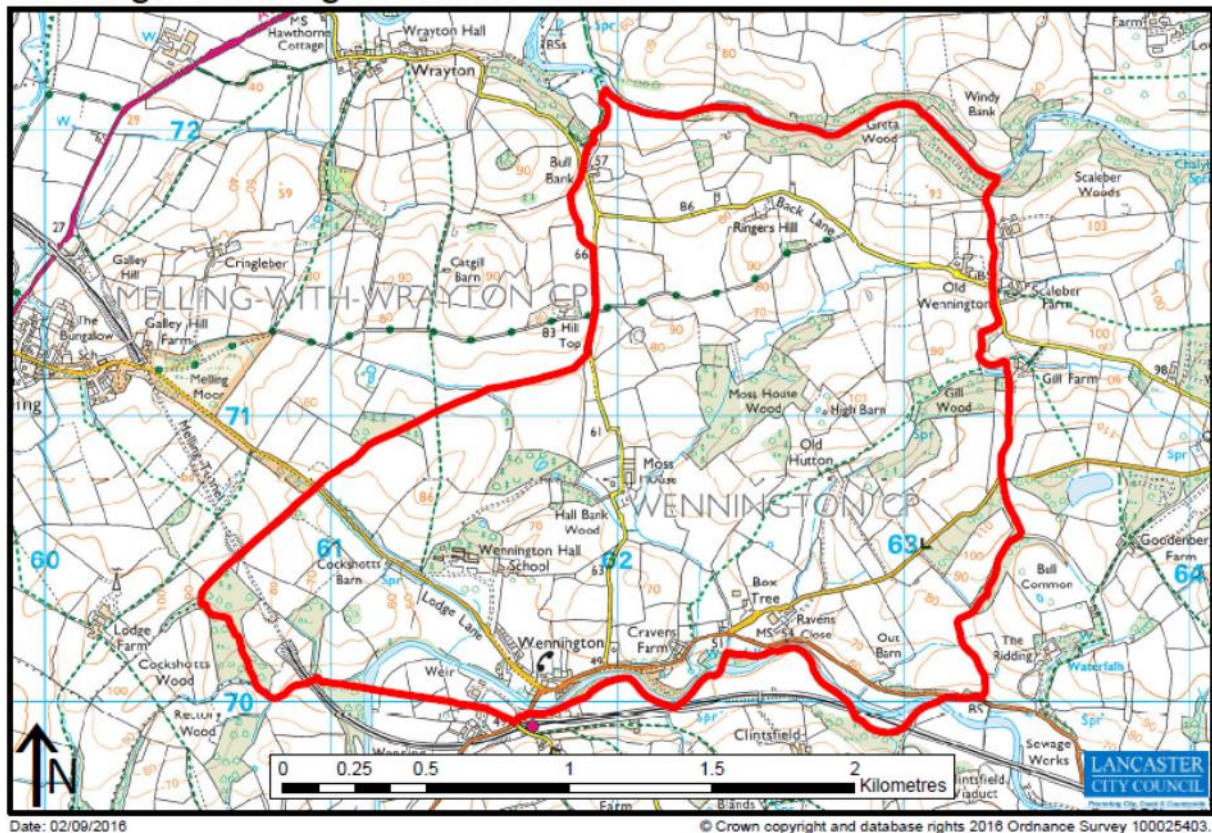


- 1.7 The Regulation 14 public consultation was undertaken in the spring of 2018. The NDP was published for another 6 weeks (Regulation 16) consultation by Lancaster City Council in summer 2018.
- 1.8 The Plan has been examined by an independent Examiner, who recommended further changes before the Plan is subjected to a local referendum within the Parish. If there is a majority Yes vote (i.e. more than 50% of the turnout), the Plan will be made by Lancaster City Council and used to help determine planning applications alongside Lancaster's own planning policies and national policy.
- 1.9 There are therefore several stages of public consultation and engagement throughout the process, and the Plan can only be made if, at the very end, local people support it.
- 1.10 We hope to achieve all this and have a Plan in place by the end of 2018 or early 2019. We need your help and ideas to do this.

2.0 An NDP for Wennington

Map 1 Wennington Parish and NDP Area

Wennington CP Neighbourhood Plan Area



Wennington Parish

- 2.1 The Parish of Wennington lies about 12 miles north east of the City of Lancaster within the district of Lancaster City Council. (Note - where the term "Parish" is used within the NDP document this also refers to the Neighbourhood Plan area.) The area shares an eastern border with the county of North Yorkshire (Craven District) and lies just to the north of the Forest of Bowland AONB. The Parish is very rural in character and comprises the small village of Wennington and a number of scattered farms and individual dwellings in open countryside. The Parish extends across 395 hectares and had a population of 178 recorded in the 2011 Census. Today there are around 54 households.
- 2.2 The Parish does not have a village hall, church or public house. Wennington rail station lies just outside the Parish with services to Morecambe and Leeds. The River Wenning runs east / west along the southern boundary and the Parish has many natural environmental assets including wildlife sites and ancient woodlands. A small corner in the south east of the Parish lies just within the Forest of Bowland AONB. Built heritage assets include a conservation area and 9 listed buildings including Wennington Hall School. Most buildings are constructed of traditional local materials, and the Parish has a distinctive and very attractive rural character typical of the Lune Valley area of Lancashire.

Neighbourhood Area Designation

- 2.3 Work began on the NDP for Wennington in June 2016 when the Parish Council made the decision to prepare a Plan. The Parish Council submitted an application to Lancaster City Council on 13th September 2016 to designate the neighbourhood plan area covering the whole of the Parish (see Map 1). Following consultation on the application for 4 weeks from 26th September 2016 to 24th October 2016, the City Council approved the designation on 24th November 2016.
- 2.4 The Neighbourhood Plan Sub Group (NPSG) of local residents and parish councillors was set up and met for the first time in August 2016. The Sub Group met approximately every month to two months to oversee the preparation of the NDP on behalf of the Parish Council. NDP progress is a standing agenda item at all Parish Council meetings and all Parish Council meetings are open to the public.
- 2.5 A dedicated web page for the NDP is available on the Parish Council website – see <https://wenningtonparishcouncil.wordpress.com/planning/>. The website includes minutes of the NPSG meetings, background documents / evidence for the NDP and links to other useful sites.

Community Engagement Event

- 2.6 An initial Community Engagement Event was held on Saturday 18th February 2017. Around 30 people came along to express their thoughts and suggestions regarding the future development of Wennington. All the information gathered during the engagement event is published on the website and is provided in the Consultation Statement.

Housing Needs Survey

- 2.7 As a first step in preparing local evidence to support the NDP, a local Housing Needs Survey was undertaken of all 54 Wennington households in June 2017. 37 questionnaires were returned (and a further one came in after the closing date) and these provided information about the age range of residents, occupations, types of development that would be supported and future housing needs. A summary of the Key Findings is provided in the Consultation Statement and the full data set and analysis can be accessed via the Parish Council website: <https://wenningtonparishcouncil.files.wordpress.com/2015/07/hns-analysis.pdf>. There was support for conversions and limited development on brownfield sites and concerns that development should not take place in areas at risk of flooding. Overall the responses to the survey demonstrated that there is no immediate requirement for the NDP to allocate land for housing (affordable or market housing).

Issues and Options

- 2.8 The NPSG published the Issues and Options document from October to November 2017. A public event was held on 28th October 2017 at the Melling Institute and comments forms were distributed to all households. The Issues and Options document and comments form were available on the NDP website to download. Completed comments forms could be returned at the public event or to a steering group member by 30th November 2017. Hard copies of the Issues and Options document were available to borrow on request from a NPSG member. There were 25 completed comment forms returned and these have been considered carefully and used to inform the First Draft Plan. The responses are provided in the Consultation Statement.

First Draft Plan

- 2.9 The First Draft Plan was published for further informal public consultation from 13th December 2017 until 12th January 2018.

Regulation 14 Public Consultation

- 2.10 The Draft Plan was published for formal public consultation from 2nd April 2018 until 25th May 2018.

Regulation 15 Submission

- 2.11 The Submission Plan was presented to Lancaster City Council on 22nd June 2018.

Regulation 16 Formal Consultation

- 2.12 Lancaster City Council published the Submission Plan for formal consultation from 20th July 2018 until 31st August 2018.

Biodiversity Audit

- 2.13 The Parish Council appointed Greater Manchester Ecology Unit (GMEU) in early 2018 to undertake an ecological (biodiversity) audit of the parish to support the evidence base for the NDP and to inform planning policies. The full report (A Biodiversity Audit of the Parish of Wennington in Lancashire, GMEU May 2018) is available under the evidence base section of the NDP website. Recommendations and extracts from the Report have been included in the Submission Plan where relevant and appropriate.

3.0 Vision Statement and Objectives

- 3.1 The NPSG has prepared the following Vision and Objectives for the NDP. The Issues and options consultation responses indicated that 80% of respondents supported the Draft Vision and Objectives and 20% did not answer.

Vision Statement (2019 – 2031)

Our vision for Wennington is one of a strong, cohesive and forward looking community. A community in which the natural landscape and rural character is celebrated and conserved. A community that will, in response to the needs of our residents, organically grow and develop in a sensitive and sustainable manner.

Objectives

In order to achieve our Vision the Neighbourhood Plan will work to the following objectives:

Objective 1 – To protect and enhance the beautiful and natural landscape, biodiversity and rural heritage for current and future generations.

(Through NDP Policies WEN1 and WEN2)

Objective 2 – To protect and maintain the Parish greens and woodlands as a valued and open resource for local residents and visitors to the Parish.

(Through Lancaster City Council Policies and WEN1)

Objective 3 – To ensure all new developments are designed and built to fit naturally and sensitively within and alongside the existing built environment.

(Through NDP Policy WEN3)

Objective 4 – To support incremental housing development which meets identified local needs.

(Through NDP Policy WEN4)

Objective 5 – To support and promote the rural economy including increased home working opportunities provided by our world class broadband infrastructure.

(Through Policy WEN5)

Objective 6 – To ensure that all new developments are accompanied by necessary infrastructure requirements and do not result in unacceptable impacts from increases in traffic and flooding.

(Through Policies WEN6 and WEN7)

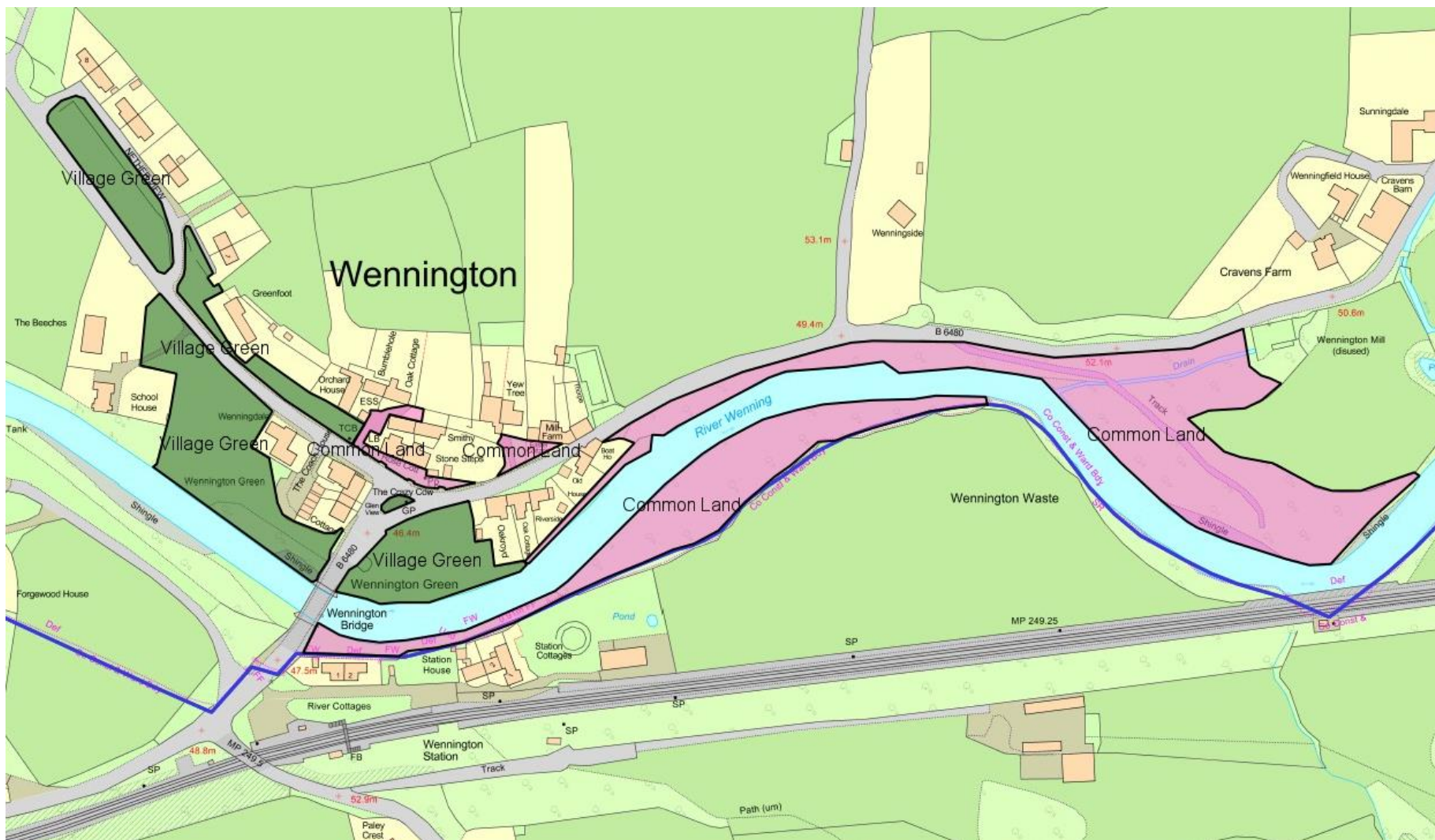
4.0 The Natural Environment



Wennington Hall School taken from Old Moor Road

- 4.1 The Parish of Wennington is located in the greater Lune Valley and hosts two tributaries of the Lune, the Wenning and the Greta, within its boundaries. The Parish lies immediately north of the Forest of Bowland AONB and contains several designated ancient woodlands and a number of other non-statutory wildlife sites. It is predominantly rural in character and is used mainly for agriculture. In consequence the Parish enjoys a wide variety of flora and fauna, a feature that is recognised and valued by the residents.
- 4.2 Visitors to Wennington will travel by rail or road alongside woodland and open fields, bounded by stonewalls and hedgerows, and will enjoy a rolling landscape. There are several areas of amenity open space and sports and recreation facilities in the parish. Wennington Amenity Greenspace (including the village greens) and Lodge Lane Amenity Greenspace are both owned and managed by Wennington Parish Council and areas of common land extend east and south of the village along the River Wenning. Wennington Hall School includes 1 adult football pitch and 1 junior football pitch as well extensive areas of amenity green space. These open spaces are all protected under adopted Lancaster District Local Development Framework Core Strategy Policy SC 8 Recreation and Open Space and Policy DM26: Open Space, Sports and Recreation Facilities in the adopted Local Plan for Lancaster 2011 - 2031 Development Management DPD. The Biodiversity Audit Report noted that species diversity in much of the grassland in the parish is disappointing. There are some opportunities for improving grassland diversity on the Village Greens and other green space within the village or around Wennington Hall and the Parish Council will encourage and support such improvements. Protected Open Spaces are shown on Map 2.

Map 2 Protected Open Spaces in Wennington

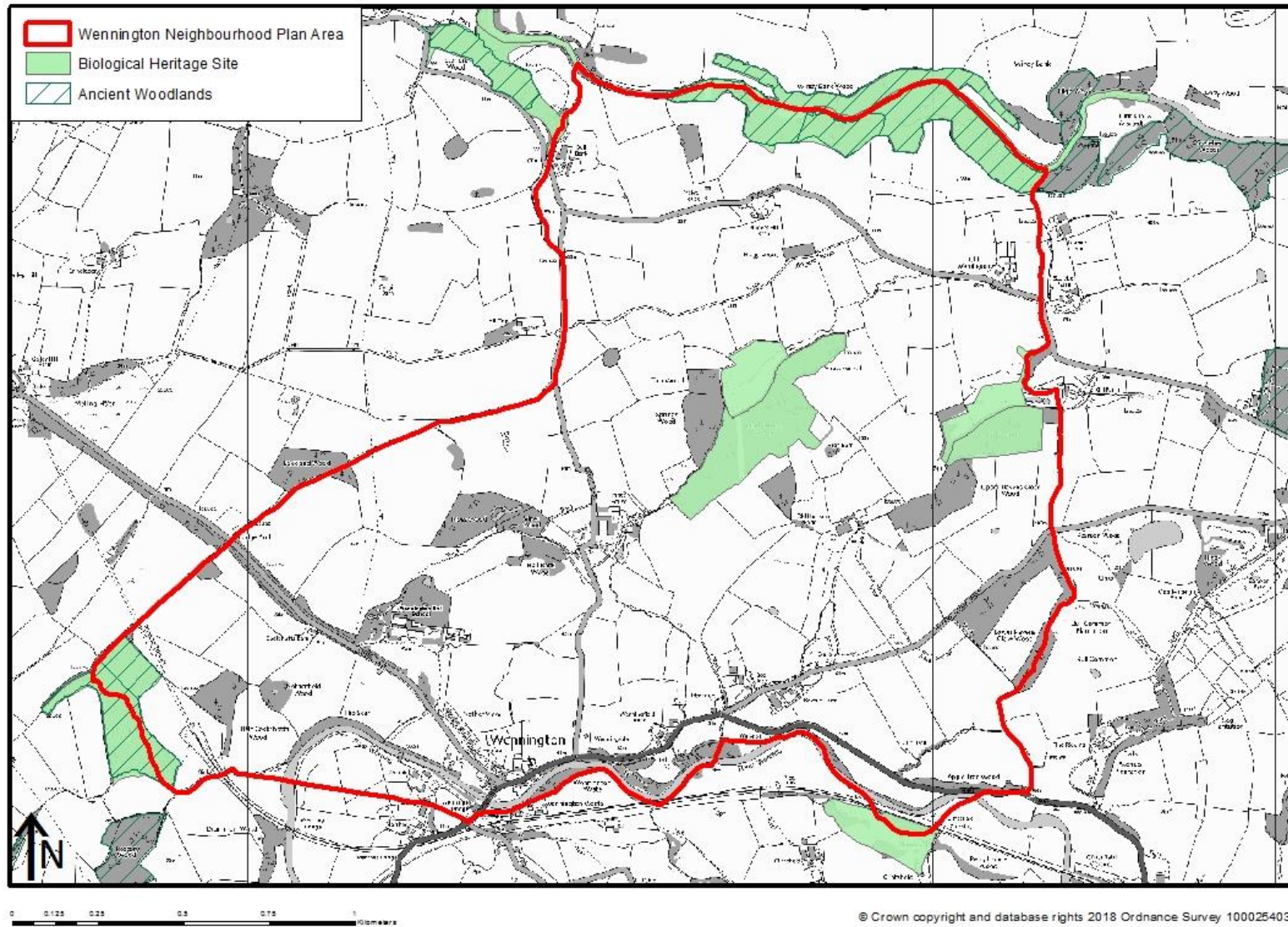


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Wildlife Sites

- 4.3 The boundaries of the Neighbourhood Plan area include several non-statutory wildlife sites. The woodlands are a particularly valuable asset with several being classified as Ancient Woodland. They include:
- Cockshotts Wood
 - Greta Wood
 - Windy Bank Wood
- 4.4 These sites are included on the Lancashire Inventory of Ancient Woodland, supporting semi-natural woodland vegetation and are also classified as Biological Heritage Sites. The Greta Wood and Windy Bank Wood also satisfy the guidelines for supporting flowering plants and ferns, and Mosses and Liverworts. Existing Biological Heritage Sites and Ancient Woodlands are shown on Map 3.
- 4.5 There are also several other Biological Heritage Sites which non-statutory wildlife sites in Wennington including the following:
- Old Wennington Mire, (Swamp and Fen semi-natural woodland)
 - Gill Wood, and Moss House and Shaw Woods (ancient in origin)
 - Bull Bank Meadow (Old established semi-natural grassland)
 - River Greta (The site meets the BHS selection guidelines for rivers and streams)
 - Clintfield Wood.

Map 3 Biological Heritage Sites and Ancient Woodlands



Habitats

4.6 Whilst the Wennington Plan area is predominantly agriculturally-improved grassland the area also supports a variety of habitat types including semi natural broadleaved woodland, plantation woodland, hedgerows with and without trees, amenity grasslands, poor semi-improved grassland, neutral grassland, bog/mire and running water. Some of the habitat types in the Neighbourhood Plan area are Habitats of Principal Importance in England and these include:

- Lowland fens
- Lowland meadow
- Lowland mixed deciduous woodland
- Ponds

Rivers

4.7 The Rivers Wenning and Greta, both of which are relatively fast flowing, provide the main drainage channels for much of the southern and western areas of the Forest of Bowland Area of Outstanding Natural Beauty (AONB). Both comply with the EU Water Quality Framework criteria being classed as good, with the physical and chemical characteristics being classed as high. The Environment Agency has no quality issues with either river and consequently the frequency of sampling has been reduced in recent years particularly in the light of financial cutbacks.

Species

4.8 The Plan area also supports a variety of species including birds, bryophytes (mosses and liverworts), flowering plants, invertebrates-especially moths, and mammals.

Biodiversity Audit

4.9 The Parish Council appointed Greater Manchester Ecology Unit (GMEU) in early 2018 to undertake an ecological (biodiversity) audit of the parish to support the evidence base for the NDP and to inform planning policies. The full report (A Biodiversity Audit of the Parish of Wennington in Lancashire, GMEU May 2018) is available under the evidence base section of the NDP website.

4.10 The current ecological status of the parish is set out in para 5.1 of the report. This advises:

The Parish of Wennington is rich in wildlife, supporting designated (protected) sites, a range of specially protected and priority species and important habitats.

Habitats of particular note are the woodlands, the hedgerows and the rivers and associated river valleys. Much of the species diversity to be found in the Parish is associated with these habitats.

Species of particular note include otters, possibly breeding in the Parish or nearby.

The dominant land-use is pastoral farming and the associated agricultural practices related to this land-use have led to large areas of generally species-poor pastoral grassland, probably best characterised as plant community type MG7 of the National Vegetation Classification. Modern farming practices have also likely led to a reduction in breeding success of some

ground nesting birds, including curlew, oystercatcher and lapwing, because of drainage of wet grassland and seeding, rolling and fertilising of the grass.

But the nature of the farming activity has meant that well-maintained hedgerows still separate many of the land parcels. The hedgerows, as well as being a valuable habitat in their own right, also provide a relatively high degree of landscape connectivity.

The influence of the old Wennington Hall Estate, which presumably owned and managed much of the local land in the past, is evident in the similar, distinct woodland planting schemes, incorporating both conifer plantations (including Scots pine and European larch) and mixed broadleaved trees of varying ages and variable structure.

In 2018 in some places the woodland understory appeared rather impoverished compared to what may have been expected from previous records, perhaps kept clear for sporting purposes. Bull Bank Meadow, a BHS site, appears to have been reduced in area. There are some very fine veteran trees, notably veteran oaks.

Tables of recorded species in the parish are provided in Appendix 2 of the NDP.

- 4.11 The Biodiversity Audit report included three recommendations for development proposals in the parish in paragraph 5.3. These were:
- Any building demolitions or conversions should be supported by bat surveys and barn owl surveys.
 - Development should avoid harm to any designated sites.
 - Developments should be required to contribute to biodiversity net gain.
- These recommendations have been incorporated into Policy WEN1.
- 4.12 The consultation on Issues and Options demonstrated a high level of support for including a local policy to protect wildlife in Wennington Parish with 88% of respondents supporting the inclusion of such a policy.

Policy WEN1 – Protecting and Enhancing Local Wildlife

The priority for new development should be to avoid direct and indirect impacts upon biodiversity and/or geodiversity. Where impacts cannot be avoided, mitigation and then compensation measures should be provided.

Development proposals should demonstrate how biodiversity and/or geodiversity will be protected and enhanced including the local wildlife, ecological networks, non-statutory locally designated wildlife sites and habitats, and how schemes contribute to biodiversity net gain.

Landscaping schemes should include wildlife enhancements wherever possible, for example incorporating ponds, and retaining existing, and planting new areas of trees, woodlands and hedgerows using locally appropriate native species.

Any building demolitions or conversions should be supported by bat surveys and barn owl surveys. Development should take into consideration the need to protect existing

wildlife which may be using the building(s) as habitats, such as little owls and barn owls which are known to nest locally. Buildings should incorporate bird nest boxes (including for swifts) and roosting opportunities for bats (such as bat roosting boxes) wherever possible.

Lighting schemes should be designed sensitively to reduce any adverse impacts on wildlife and to protect the dark skies which are characteristic of this rural area.

Lancaster Planning Policies

Local Plan Document	Relevant Policies
Lancaster District Local Development Framework Core Strategy 2003 - 2021 Adopted 2008	Policy SC1 Sustainable Development Policy E1 Environmental Capital
Lancaster District Local Plan 2008 (Saved Policies)	Policy E12 Protecting Wildlife and Habitats Policy E13 Trees and woodland Policy E17 Sites of County Conservation Importance
A Local Plan for Lancaster District 2011-2031 Development Management DPD Adopted December 2014	Policy DM27: Protection & Enhancement of Biodiversity Policy DM29: Protection of Trees, Hedgerows & Woodland

Landscape Character

- 4.13 Wennington Parish lies within Natural England's National Character Area (NCA) 33 Bowland Fringe and Pendle Hill³ which is described as an undulating, rolling landscape with local variation created by numerous river valleys and moorland outliers. On the northern edge of the area, drumlins are characteristic and semi natural woodland occurs in the main valley bottoms, dominated by oak, ash and alder. Fields are small to medium sized and defined by hedgerows and drystone walls. At a more local level the Landscape Character Assessment for Lancashire 2000⁴ identifies the Parish as lying within Landscape Character Area 13 Drumlin Field. This is described as following:

"This distinctive landscape type is characterised by a 'field' of rolling drumlins. The consistent orientation of the hills gives the landscape a uniform grain, which is sometimes difficult to appreciate from within the field. The regular green hillocks are between about 100m and 200m high with steep sides and broad rounded tops. However, there are often solid rock outcrops within the field where the underlying bedrock is exposed, for example the reef knolls in the

³ <http://publications.naturalengland.org.uk/publication/3522238?category=587130>

⁴ <http://www.lancashire.gov.uk/media/152743/strategy.pdf>

Kellet area which have been quarried for limestone. The more elevated gritstone outcrops are sometimes covered in moor, for example at Docker Moor.

Pasture predominates and fields are bounded by clipped hedges or, more often, stone walls, which rise up over the hillocks accentuating the relief of the hills. Ridge and furrow patterns on drumlin sides reflect historic land uses. Narrow streams wind through the drumlins draining the field. Small mixed woodlands and the many designed landscapes associated with large country houses, for example Coniston Hall and Broughton Hall contribute to the rural wooded character.

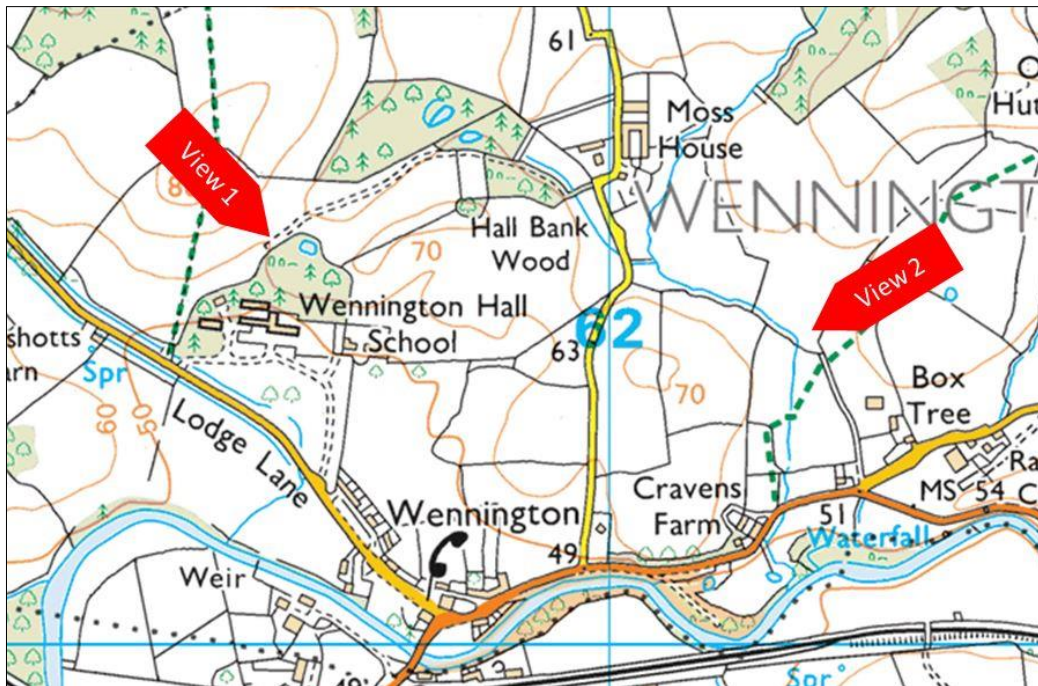
Major roads often cross or skirt the edge of the drumlin fields; settlement is dispersed, with small hamlets and farmsteads in sheltered sites on the mid-slope of the drumlins.”

- 4.14 The NDP has a role in protecting and enhancing the landscape character of Wennington Parish in terms of the distinctive local features that are highly valued by residents and visitors. The NPSG has identified several significant landscape features which contribute to the Parish’s identity and which should be protected when planning proposals come forward.
- 4.15 Wennington village is an essentially agricultural settlement of long standing. The Parish is characterised by a number of ancient woodlands, well-trodden paths, long established hedge rows and stonewalls. Buildings in the village and wider Parish have been developed over a long period of time and there are a number of historic buildings (including one dating from 1684). This has resulted in a fairly dispersed form of settlement pattern with individual buildings scattered across a wide area.

Significant Views from Public Footpaths

- 4.16 Wennington is low-lying relative to its immediate surroundings. It has two public footpaths. The most accessible path is on the Melling side of Wennington Hall School. It is much as it was in 1859, when the Saunders family diverted the then existing path beyond the estate boundaries. It rises high and proceeds to the Melling-Old Wennington track, affording a spectacular long view of the area, with the village barely visible in the undulating folds of the landscape (View 1). The other footpath is located to the east of Cravens Farm and rises high over the Haweswater-Thirlmere pipe line and, although the village is not visible from this path, it affords pleasant long views of the surrounding areas (View 2). These views are shown on Map 4.

Map 4 Significant Views from Public Footpaths



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View 1 From Public Footpath Looking South East Down Towards Wennington Village



View 2 From Public Footpath Looking South West towards Wennington Village



Hedgerows

- 4.17 The village has plentiful hawthorn/hazel hedgerows. The Biodiversity Audit Report noted that although the parish supports significant lengths of hedgerows, some lengths have been lost or are unmanaged. Development may offer opportunities through new planting to restore hedgerows to the benefit of wildlife. Apart from the fields in the area which are delineated mainly by hedgerows, the bulk of the 'single' track road from Spout Lane to Wrayton enjoys well preserved and well maintained hedges on both sides. These hedges are primarily composed of hawthorn which is enhanced by a considerable variety of other plants. Given the number of woody species in these hedges, they are, on Hooper's rule⁵, of a considerable age. An OS map of the village dating from 1842 reveals much the same configuration of fields and lanes with 'hedge' symbols⁶. Given the low lying location of Wennington and its vulnerability to surface water at times of heavy rainfall, (see Section 8.0 Flooding below) this feature of the area is fortuitous. Hedgerows, apart from reducing wind and water erosion, are crucial in providing sustainable drainage and reducing the speed of water 'run-off', in the periods of heavy rainfall. In addition, this interlinking network of field and road hedgerows provides an important habitat for wildlife (see Habitats paragraph 4.6 above).
- 4.18 A Survey of the hedgerow species, from Spout Lane to Moss Farm, was conducted for the purposes of this plan and revealed the following:

⁵ According to this rule, the number of woody species (excluding ivy) in a 30 yard length of hedge is equivalent to the age of the hedge in centuries.

⁶ <http://maps.nls.uk/os/6inch-england-and-wales/index.html>

Location	Species
On each side of the lane, predominant species	Common Hazel (<i>Corylus avellana</i>) Hawthorn (<i>Crataegus monogyna</i>)
Other species, intermittent:	Blackthorn (<i>Prunus spinosa</i>) Common Ash (<i>Fraxinus excelsior</i>) Common Beech (<i>Fagus Sylvaticus</i>) Elder (<i>Sambucus nigra</i>) English Elm (<i>Ulmus procera</i>) English Oak (<i>Quercus robur</i>) Field maple (<i>Acer campestre</i>) Goat Willow (<i>Salix capria</i>) Gelder Rose (<i>Viburnum opulus</i>) Holly (<i>Ilex aquifolium</i>) Sycamore (<i>Acer pseudoplatanus</i>)
Climbers, found intermittently:	Blackberry (<i>Rubus fruticosus</i>) Dog Rose (<i>Rosa canina</i>) Honeysuckle <i>Lonicera periclymenum</i>) Ivy (<i>Hedera helix</i>)
Hedge bottoms	A rich mixture of grasses, ferns and wild flowers. None are particularly rare, but they provide cover and food for insects, small mammals and reptiles.
Trees incorporated into hedgerows:	Common Ash, Common Beech, English Elm, English Oak, various stages of maturity.

Dry Stone Walls and Lane Banks

- 4.19 Dry stone walls should not only be valued as landscape features but also serve to support wildlife. Much of Wennington's wildlife is restricted to wildlife sites which consist largely of natural habitats and it is held by experts that walls are valuable corridors because they link habitats. Conservation is keenly supported by the residents of Wennington and any application for new build must take into account the wildlife heritage of dry stone walls which are as important as hedgerows to the character of our countryside.

Renewable Energy Projects

- 4.20 In the consultation on Issues and Options 92% of respondents supported a policy to protect landscape character in Wennington NDP. There were concerns about potential impacts on landscape character from large scale renewable energy projects such as the major solar panel scheme in the neighbouring parish of Bentham. Such development in the Parish of Wennington could have an adverse impact on the setting of the Forest of Bowland AONB which lies to the south. Policy EN4 Areas of Outstanding Natural Beauty in the emerging Part

One: Strategic Policies and Land Allocations DPD seeks to protect and enhance the landscape and character of AONBs. Therefore large scale renewable energy projects in Wennington which would have an unacceptable adverse impact on the setting of the Forest of Bowland AONB and the local landscape character of Wennington will be resisted.

Policy WEN2 – Protecting and Enhancing Local Landscape Character

Development proposals should protect and enhance local landscape character by using locally appropriate materials, landscaping schemes and boundary treatments. Proposals should demonstrate how siting and design have taken into consideration local landscape character.

Outside the village, the Parish’s dispersed settlement pattern should be maintained, and any new rural buildings should be located on sheltered sites below the skyline.

Significant Views

The identified Significant Views on Map 4 make an important contribution towards local visual amenity and the neighbourhood area’s landscape character. Development proposals should not impact on these Significant Views which are locally valued.

Where a development proposal impacts on an identified Significant View, a Landscape and Visual Impact Assessment or similar study should be carried out to ensure that scheme is designed and sited sensitively and appropriately.

Hedgerows and Dry Stone Walls

Existing field boundaries such as hedgerows, dry stone walls and lane banks are important local landscape features and should be protected.

Landscaping schemes in areas where hedgerows have been lost or are unmanaged should restore hedgerows through new planting to benefit wildlife.

Renewable Energy Projects in the Open Countryside

Renewable energy projects in the rural area of Wennington Parish will only be supported where there would be no adverse impact on the setting of the Forest of Bowland AONB and the local landscape character of Wennington Parish.

Lancaster Planning Policies

Document	Policies
Lancaster District Local Development Framework Core Strategy 2003 - 2021 Adopted 2008	Policy E1 Environmental Capital
Lancaster District Local Plan 2008 (Saved Policies)	Policy E3 Policy E4
A Local Plan for Lancaster District 2011-2031 Development Management DPD Adopted December 2014	Policy DM17: Renewable Energy Generation Policy DM28: Development & Landscape Impact

5.0 Built Environment and Housing



The 'Crazy Cow' complex which was re-developed in 2006 (see 5.5 below)

Wennington's Built Character

- 5.1 The Parish of Wennington is characterised by both domestic and agricultural buildings constructed of local stone and slate/stone roofs. The building stone is particularly strong and hard local sandstone of middle Carboniferous age (some 300+ million years old) which is very resistant to weathering. Its strength derives from the minerals which were deposited between the sand grains during its formation and which subsequently cemented the grains together. The original roofing was of local flagstones – thinly bedded sandstones which split easily – but in most cases these have been replaced, usually by slate, though a few examples still remain. More modern houses have mostly been faced with similar sandstone to blend in with the older dwellings.
- 5.2 Buildings in the village are largely concentrated around the village green areas in the centre of the village, and consist mainly of a mix of detached and terraced properties with garden areas.
- 5.3 The clustered form of properties set around the village green is illustrated in the following photos.



Clustered form of buildings around the village green and centre

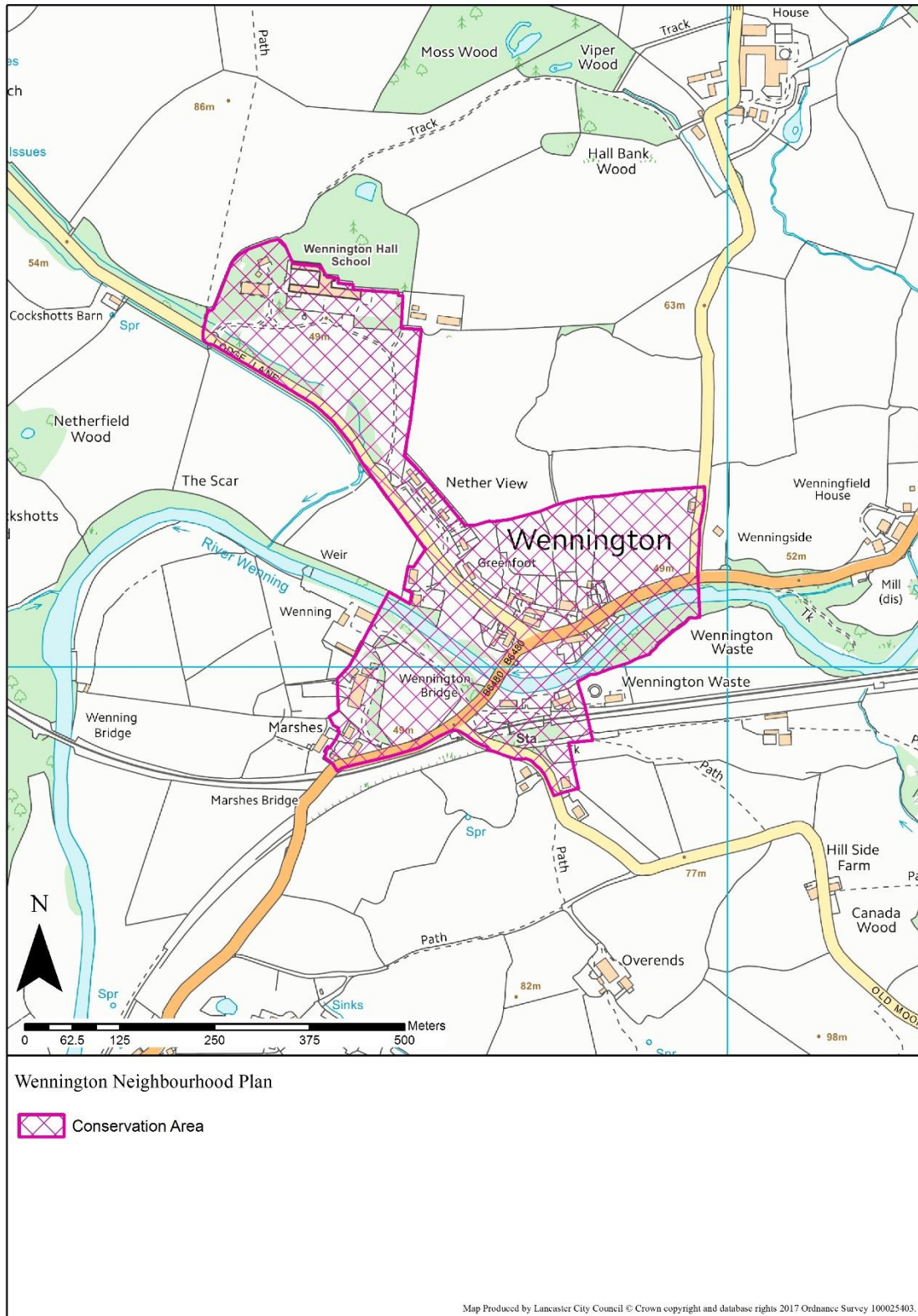
- 5.4 The housing is predominantly historic in character, the earliest dating from the late 17th century. Date stones are provided above the front door on some properties – see photos below.



Some of the older date stones in the Parish

- 5.5 In terms of more recent development, a single new build property was recently completed in 2017 (Wenningdale), and restoration and reconfiguration of the largest single building (The Crazy Cow) in the village centre into several separate residences was completed in 2006.
- 5.6 The centre of the village is a designated conservation area. The extent of the conservation area is shown on Map 5 below.

Map 5 Wennington Conservation Area



5.7 There are a series of eight semi-detached residences set back from one of the village greens. These differ from the other properties by their original construction. Numbers 1 to 4 are known as 'Airey' houses (see picture), they are a post-war prefabricated concrete structure

formed from closely spaced storey-height columns of steel tube reinforced concrete columns to which thin concrete cladding panels are fastened with copper wire. Formerly council housing they are all now in private ownership. One of the houses remains in its original form whereas all the others have since been modified to include rendered walls. Numbers 5 to 8 are of Claughton brick construction with slate roofs.



The only original 'Airey' house in Wennington (right). The house next door has clearly since been renovated.

- 5.8 Buildings are predominantly of two storeys, with a smaller number of single storey dwellings. The largest single building in the village centre is three storeys.
- 5.9 There are two identified properties that are currently disused / uninhabited within the neighbourhood, both privately owned, the former Village Hall and Moss House Mill.



Former Village Hall



Moss House Mill

- 5.10 In the wider rural area there are several farmsteads, constructed of stone and slate/stone roofs, but with some additional modern farm buildings. There have been several residential conversions from some former agricultural buildings (barns) or from a larger single property. In addition, there are a number of current barns with planning permission for development into residential dwellings (for instance at Ravensclose, Lodge Lane and Back Lane).



Ravensclose



Lodge Lane



Back Lane

- 5.11 Wennington Hall School, the largest property within the neighbourhood, retains its character and dominance in appearance as a grand residence. The building is Grade II listed. There are records of possession of the manor and estate dating to before the time of Edward II (1307) and the main building has undergone many changes over the centuries. Much of it was rebuilt in the Tudor style in 1856.



Wennington Hall School

Today the building is used as Lancashire Education Authority administered day and residential school.

- 5.12 In total there are nine Listed Buildings in the Parish – all Grade II. In addition to Wennington Hall School these include the Former Corn, Saw Mill and Cattle Pens at Moss House, Wennington Bridge, Pinfold on North East Side of Wennington Bridge, 'Beckside' at Old

Wennington, Boundary Stone, Oak Cottage (B6480) and Garden Cottage and Former Barn adjoining at The Green.



Pound on North East Side of Wennington Bridge



Wennington Bridge



Boundary Stone

5.13 There is also a plague stone on Spout Lane, which can only just be made out due to the heavy covering of moss. During the mid-17th Century, these plague stones would typically be filled with vinegar in order to disinfect coins left as payments for goods.



Plague Stone, Spout Lane

5.14 It is proposed that during the Plan period the Parish Council will undertake work to prepare a list of locally important non-designated built heritage assets, in consultation with local residents and Lancaster City Council.

- 5.15 Bearing in mind the distinctive and historic character of Wennington village and the wider rural area, new development and conversions of existing buildings should be sympathetic in terms of scale, height and materials. Contemporary designs in new buildings would be supported, providing due regard was made to the local context and setting.
- 5.16 The results of the consultation on Issues and Options showed that 92% of respondents would like to see a locally specific policy in the NDP which encourages good design.

Policy WEN3 – Encouraging Good Design

Heritage and Design

Both designated and non-designated heritage assets will be preserved or enhanced in a manner appropriate to their significance.

Development proposals for new buildings, extensions and conversions of existing buildings will be supported where designs enhance and reinforce the local distinctive character and historic context of Wennington.

In the Conservation Area, all proposals should demonstrate how the design is appropriate in terms of scale, height, materials and detailing to the character and appearance of the Conservation Area.

New Buildings

New buildings should be of a scale and height which respond to the characteristics of the site and its setting. New buildings should be:

- 1. Modest in scale, of one, two or three storeys in height (depending on the context) and either detached or grouped in small terraces.**
- 2. Building lines should reflect adjacent development and either come up to the road frontage or be set slightly back behind footways or low boundary walls.**
- 3. Rooflines should be consistent in single properties or slightly varied where buildings are developed in small terraces.**
- 4. Materials should be chosen to complement the design of a development and add to the quality or character of the surrounding environment. Where possible locally appropriate natural materials should be used such as local sandstone for elevations, and split stone flag stones and slate for roofing.**
- 5. Contemporary designs which contribute positively towards the visual interest of the local street scene also will be supported. Such proposals are encouraged to use high quality traditional materials such as local stone in innovative ways.**

In all new development the residential amenity of adjoining occupiers should be safeguarded.

Extensions

Extensions to existing properties will be supported where they meet the following criteria:

- 1. The scale, height and form are subordinate in scale to the existing building and the character of the street scene is protected.**
- 2. Materials are compatible with the materials of the original building.**
- 3. Traditional boundary treatments are retained.**

Conversions

Proposals for conversions will be supported where buildings are capable of conversion without complete rebuilding, and where proposals do not detract from the character of the original building.

Car Parking

Development should provide on-site parking in line with Lancaster District's most up to date adopted parking standards⁷.

Cumulative Impacts

The cumulative impacts of development proposals should be assessed in any planning applications.

Lancaster Planning Policies

Document	Policies
Lancaster District Local Development Framework Core Strategy 2003 - 2021 Adopted 2008	Policy SC5 Achieving Quality in Design Policy E1 Environmental Capital
Lancaster District Local Plan 2008 (Saved Policies)	Policy H12 Layout, Design and the Use of Materials Policy E35 Conservation Areas and their Surroundings
A Local Plan for Lancaster District 2011-2031 Development Management DPD Adopted December 2014	Policy DM35: Key Design Principles

⁷ See Policy DM22: Vehicle Parking Provision, A Local Plan for Lancaster District 2011-2031 Development Management DPD Adopted December 2014, Appendix B Car Parking Standards, and Policy 7 Parking, Joint Lancashire Structure Plan, adopted March 2005
<http://www.lancashire.gov.uk/media/297246/LCC15-Joint-Lancashire-Structure-Plan-2001-2016-adopted-March-2005.pdf>

Housing

- 5.17 Under Policy DM42 of the 2014 Development Management DPD, Wennington is not identified as a sustainable rural settlement. New housing in Wennington which is now classed as an 'other rural settlement' will only be considered acceptable where it can be demonstrated that development will enhance or maintain the vitality of the local community. Proposals lacking a sufficient justification will be considered using Rural Exceptions criteria.
- 5.18 In the emerging New Local Plan Part One: Strategic Policies and Land Allocations DPD Wennington is identified as a Rural Village in the Lancaster District Settlement Hierarchy. The emerging Local Plan sets out that in these settlements new development will only be supported where it is clearly demonstrated that they are meeting proven local needs.
- 5.19 With this in mind, the Wennington Parish Housing Needs Survey was undertaken in summer 2017 to establish whether there are any local housing needs which should be addressed through the NDP. The results of the Survey showed that none of the households which returned a completed questionnaire were in need of a separate home in the next 5 years.
- 5.20 Therefore it is proposed that the NDP does not include a site allocation relating to local needs housing at this time. The Parish Council may re-run a Local Housing Needs Survey in a few years' time, and it is possible that a planning application could come forward at any time if a local resident's housing need changed. If over the plan period such a need is identified, proposals would be considered against other policies in the NDP (such as those relating to design), alongside national and Lancaster City Council's planning policies. This approach was supported by a majority of respondents during the consultation on Issues and Options with 68% of respondents agreeing that the NDP should not include any site allocations although 20% ticked No to this proposal, and 12% did not answer the question.
- 5.21 However, the responses to the Issues and Options consultation did suggest a majority of respondents (76%) would support a local criteria based policy to guide any speculative housing development that may come forward over the plan period. The Parish Council has a history of supporting conversions of redundant and disused buildings for residential development and it is appropriate that the NDP should continue to reflect this approach by providing a positive planning framework to support future proposals.

Policy WEN4 - New Housing

Minor development for housing in or adjoining the settlement of Wennington will be supported where:

- 1. Proposals involve the sensitive conversion of existing redundant and vacant former agricultural or other buildings subject to criteria in Policy WEN3 - Encouraging Good Design; or**
- 2. Schemes are for new housing and development which would maintain and enhance the vitality of the local community and meet a proven local need in respect of type, size and tenure as identified in the most up to date Strategic Housing Market Assessment, supporting evidence for the Neighbourhood Plan, or other up to date and robust local housing needs evidence.**
- 3. Development is located in areas which are not at risk of flooding and would not exacerbate existing problems of surface water flooding (see Policy WEN7).**

Housing proposals should not lead to a detrimental impact on the character of the village, and should demonstrate that appropriate access and car parking can be achieved and that residential amenity of neighbouring occupiers is protected.

In respect of newbuild housing preference will be given to proposals which are located on previously developed (brownfield) land and/or involve the infilling of small sites within the existing built up area of the village.

Affordable Housing

Proposals will be required to provide on-site affordable housing in accordance with adopted policies of the Lancaster Local Plan.

Lancaster Planning Policies

Document	Policies
Lancaster District Local Development Framework Core Strategy 2003 - 2021 Adopted 2008	Policy SC 3 Rural Communities
Lancaster District Local Plan 2008 (Saved Policies)	Policy H11
A Local Plan for Lancaster District 2011-2031 Development Management DPD Adopted December 2014	Policy DM42 Managing Rural Housing Growth Sustainable Rural Settlements

6.0 Rural Economy

Historical Development

- 6.1 The Parish of Wennington has a long history of rural enterprise. The houses in the village were and are, occupied by those working in the immediate locality. For example, the 1806 - 1807 register shows 20 tradesmen living in the Parish, including farmers, miller, carpenter, blacksmith, silcomber, shop-keeper, shoemaker, labourer and house servants. An extract from the revised 1894 Ordnance Survey plan shows Wennington (railway) Junction, Fosters Arms Hotel, Smithy, Post Office, Wennington (Corn) Mill and sites of quarries.
- 6.2 At the start of the Second World War Wennington Hall was let to the South East Lancashire Association for Mental Welfare (through the Grey Court Fellowship). About 45 children and 10 staff were 'received' from Manchester. During the war its use changed to 'Community School Education' with about 50 pupils in residence. This came to an end on 21 July 1945. Wennington Hall is still a school and continues with its community benefits.
- 6.3 The Wennington Hall Estate extended over much of the Parish but part of this was sold by public auction in 1961. The sale included Wenning Cottage, 325 acres of in hand farm, bailiff's house, 130 acres of sporting woodland, estate sawmill, fishing rights, 4 let dairy/stock rearing farms (total rent of £1,351 per annum), and pheasant shoot – in all 911 acres.
- 6.4 At some stage a village school was built and later the village institute, but neither facility remains today.

Land and Business Uses Today

- 6.5 Agriculture is the dominant land use in the Parish today. The main uses are dairy and sheep rearing, with some arable farming. Some areas of land form part of larger farm holdings held outside the Parish. Approximately 5% of the Parish is woodland with limited commercial use, however there are pheasant pens (for approximately 3,500 birds) producing game for sport. There are no commercial fisheries within the Parish.
- 6.6 There is one small/medium sized agricultural building construction company located on the brown field site adjacent the River Wenning.
- 6.7 There are no renewable energy projects within the Parish. A Solar Panel Farm is located just outside the Parish, due east of Goodenbergh Country Holiday Park on Ravensclose Road (see photograph below).



Solar Farm, Ravensclose Road

- 6.8 A recent planning application for a single wind turbine was robustly opposed and subsequently refused. There is a small business providing fuel for biomass boilers.
- 6.9 There is a small seasonal holiday park at Box Tree Farm Glamping (10 Cabins), Ravensclose Road, and one 'Air BnB' property. There is only one property used as a second home.
- 6.10 The evidence from the Housing Needs Survey showed that 7 households (19%) work from home. With Broadband for the Rural North (B4RN) available to all households in the Parish, the number of those working from home is likely to increase. Most proposals for conversions of residential accommodation to support homeworking do not require planning permission. However if planning permission is required such proposals should be supported provided that they are sympathetic to Wennington's local character.
- 6.11 The results of the consultation on Issues and Options showed that 84% of respondents would like to see a policy in the Wennington NDP to support the rural economy.

Policy WEN5 – Supporting the Rural Economy

Development proposals for live / work units where a genuine need has been demonstrated for such accommodation, small scale development in association with a local business and facilities linked to the visitor economy, will be supported where:

- 1. Development minimises any adverse impacts on landscape character, the natural environment and wider countryside and is appropriate to Wennington Parish's rural location, setting and historic character and surrounding land uses in terms of design, scale and materials; and**
- 2. Proposals incorporate appropriate suitable mitigation measures to minimise any adverse impacts on the local road network, and adequate car, other motor vehicle and cycle parking is provided on site for employees and visitors; and**
- 3. Proposals include the re-use or conversion of existing buildings or well-designed new buildings.**

Proposals for homeworking which require planning consent will be supported where they re-use or bring back into use an existing building, or part of an existing building, and where such development would not have an adverse impact on residential amenity, village or landscape and historic character. Where extensions to residential properties are proposed they should be subservient in scale in relation to the main building.

Lancaster Planning Policies

Document	Policies
Lancaster District Local Development Framework Core Strategy 2003 - 2021 Adopted 2008	Policy ER6 Developing Tourism
Lancaster District Local Plan 2008 (Saved Policies)	Policy TO3 Rural Tourism
A Local Plan for Lancaster District 2011-2031 Development Management DPD Adopted December 2014	Policy DM7: Economic Development in Rural Areas Policy DM8: The Re-use & Conversion of Rural Buildings Policy DM9: Diversification of the Rural Economy

7.0 Local Infrastructure



A bus negotiating 'The Narrows'

7.1 Wennington is a small village and existing infrastructure is limited.

7.2 In terms of local facilities and services a significant asset is B4RN, a hyper-fast broadband, which facilitates businesses working from home. Other local facilities and services identified by the NPSG include:

- Picturesque village green with seating overlooking the River Wenning, plus a number of rural walks within the parish boundary
- Fishing rights on the River Wenning, for all residents
- Mobile library.

7.3 Wennington **does not have the following:**

- A doctor's surgery – the nearest is at Hornby, (2.3 miles accessible by bus).
- Mains sewage system.
- Extensive pavements; those present are confined to the village centre.
- Dentist – the nearest is Bentham (3.4 miles accessible by rail / bus).
- Place of worship – the nearest is St James the Less at Tatham (1.4 miles).
- Community centre / Council chambers.
- Public House - the nearest is The Bridge Inn (0.5 miles).
- Shop / Post office - the nearest is at Wray (1.7 miles), the nearest multiple shops are at Bentham (3.4 miles accessible by rail / bus).
- Public car parks; visitors typically parking on either the road or using the rail station car park.
- Clubs and social facilities; the nearest Women's Institute is Wennington and District which meets in Wray (1.7 miles).

(All distances are from Wennington village green).

Transport and Accessibility

7.4 The main strategy for transport in Lancashire (and hence Wennington) is Lancashire County Council's Local Transport Plan for the period 2011 – 2021 and dated May 2011⁸. This document sets out the principles for the development of transportation in our area which may be summarised as below: -

- Improving access into areas of economic growth and regeneration.
- Providing better access to education and employment.
- Improving people's quality of life and well-being.
- Improving safety of our streets for our most vulnerable residents.
- Providing safe reliable, convenient and affordable transport alternatives to the car.
- Maintaining our assets.
- Reducing carbon emissions and its effects.

7.5 There is a hierarchy of plans that sit below the Local Transport Plan. The most relevant is the District of Lancaster Highways and Transport Masterplan 2016⁹. This document sets out the detailed proposals for implementing transport initiatives up to 2031. The document is primarily focussed on the urban areas of the district; particularly Lancaster and Morecambe. There is one chapter devoted to Rural Lancaster. The only specific mention of Wennington is in relation to Wennington Station and the possibility of establishing a rural transport hub at this location. Whilst, unsurprisingly, short on detail about Wennington the County Council's hierarchy of transport plans set the guiding principles which should be used in drafting the Neighbourhood Plan.

Statutory Footpaths and Footways

7.6 Wennington does not have a good network of pavements and footpaths to provide easy or safe pedestrian movement between most of the dwellings in the Parish. Only the core of the village has the benefit of a pavement to connect the dwellings on the north side of the village. This pavement extends from Nether View to the Narrows which, with some crossing of roads, also services the dwellings on the river side of the village.



The lack of a footway east of the village

Over the last twenty years, a footpath between the river and the road has been constructed and maintained by the village to afford safe access from the Narrows to the Waste - a short

⁸ <http://www.lancashire.gov.uk/council/strategies-policies-plans/roads-parking-and-travel/local-transport-plan.aspx>

⁹ <http://www.lancashire.gov.uk/media/899614/final-lancaster-highways-and-transport-master-plan.pdf>

riverside walk - and to Spout Lane – a hedge lined one track tarmac road, well liked and much used by villagers including walkers, dog-owners, joggers, cyclists and local farmers.

- 7.7 There are footways along some roads in the village. The Parish Council has, specifically, campaigned for footway provision on the B4680 between Spout Lane and Ravens Close and (whilst not in the parish) between Old Moor Road and the Bridge Inn. These routes, used by villagers and visitors, are dangerous stretches of road for walkers, and this was noted in the Inspector's report of the appeal case APP/A2335/W/15/3137256. There is an extensive statutory footpath network throughout the parish used by villagers and walkers for recreation purposes. There are two statutory footpaths in the parish used by villagers and walkers for recreation. (See paragraph 4.14 for details). Maintenance of these footpaths is important to preserve these facilities.
- 7.8 Spout Lane provides a relatively quiet access to Wrayton and to the track from Melling to Old Wennington. No pavement/footpath exists beyond Spout Lane. As such, safe access to the nine residences between Spout Lane and Ravensclose is by car only. A recent planning appeal decision, in relation to a development proposal for a property in this area, considered that this section of the road was not safe for pedestrian travel, especially on wet and dark days.
- 7.9 As the Planning Inspector observed after a site visit, *'in order to reach the bus stops and the train station, occupiers of the appeal proposal would be required to negotiate narrow country lanes for a considerable distance. Moreover, the lanes are largely unlit and without footpaths. The risks associated with travelling these routes, particularly during dark evenings or periods of inclement weather, would make it unlikely that future occupiers of the proposal would be receptive to doing so. Indeed, I consider it an unreasonable expectation to place upon them'*.

Highways and Road Network

- 7.10 In addition to the existing lack of safe pavements through and around the village, there is a need to ensure that development proposals take into consideration the rural road network within the Parish in terms of potential traffic volumes and vehicle types and sizes. The NPSG has identified the following as key issues which require consideration:
- 'The Narrows' within Wennington village and narrow country lanes elsewhere in the Parish.
 - The need for an adequate bus service from the village to nearby towns for shopping, leisure and community services; not available within the Parish.
 - Whilst not within the Parish Boundary; The NDP should recognise the benefit of having a railway station in the village which gives access to the main rail network and hence the rest of the country.
 - Surface water flooding is a significant issue on roads within the Parish, particularly Lodge Lane. There is a need to address this matter with the local highway authority.
 - There is a network of statutory footpaths throughout the Parish. These form an important leisure pursuit for local residents and need constant maintenance and improvement.
 - Cycling is also an important leisure pursuit within the Parish. The opportunity should be taken to provide safe and accessible routes for cyclists; encouraging the expansion of cycling to replace car journeys.

‘The Narrows’ (see picture at 7.0)

- 7.11 The main road through the village is the B4680; the main route from Bentham to Lancaster. The road narrows at one point between houses to 3.5 metres wide. There are speed limits on the B4680 through the parish of 50mph and 30mph. The ‘Narrows’ can have two effects. Firstly it can be seen as a means of calming traffic speeds through the village when converging vehicles meet. Conversely it can be seen as introducing noise and added pollution as vehicles queue to allow oncoming vehicles to pass. When there is no oncoming traffic vehicles speed through the gap creating a danger to pedestrians walking through the narrows. The latest traffic counts (September 2015) on the B4680 just east of Spout Lane show a 5 day average two way traffic flow of around 2900 vehicles per day; with around 11% heavy goods vehicles. The recorded mean vehicle speed at this location is 37mph with an 85%ile figure of 43mph. There are 4 recorded accidents in the Parish for the period 2010-14; the period most recently publicly available. This included 2 separate serious accidents in 2011; both on the B4680 east of the village. More recently there was a crash involving a lorry and a car in May 2018 when a driver was taken by air ambulance to Preston Hospital.
- 7.12 The Parish Council has campaigned for a number of years for measures to calm traffic speeds through the village. A number of options have been discussed but no solution delivered.

Country Lanes

- 7.13 The rural nature of the Parish means that there is a network of narrow lanes in the parish. These are historical routes inappropriate to the types of large agricultural, courier and delivery vehicles that now use these roads. As a result vehicles pass using the soft verges and causing damage. The nature of the lanes means that they are generally inappropriate for further housing development and hence additional traffic. Some properly constructed passing places would help deal with the present problem.

Bus Services

- 7.14 Bus Services through Wennington are operated by Stagecoach. They offer the following routes and services on weekdays (weekends are different): -
- Service 80 Lancaster – Ingleton (Lune Voyager) – 4 buses (each way per day).
 - Service 81 Lancaster – Kirkby Lonsdale – 1 bus (each way per day). This service whilst scheduled is dedicated to schoolchildren.
 - Service 833 Lancaster – Clitheroe – 1 bus (each way per day).
 - Service 881 Morecambe – Ingleton – 1 bus (each way per day)
- 7.15 It is not possible for the general public to get a bus direct to Kirkby Lonsdale from Wennington as the only service is dedicated to schoolchildren. Kirkby Lonsdale is a local centre which provides shopping and community services for many villagers (e.g. supermarket, doctors and dentist).
- 7.16 There are no known Community Transport services in the village; supporting those with special transport needs.

Rail Services

- 7.17 Wennington Station and the rail/bus interchange is not within the designated area for the neighbourhood plan, but it is a significant transport asset for the village and its role and function as a rural transport hub will be encouraged.

- 7.18 From Carnforth the Bentham line runs eastwards to join the Settle – Carlisle line just south of Settle. The line continues onwards to Leeds. Wennington is just one of four stations between Carnforth and Settle. The line has low passenger numbers but potential for significant improved patronage. There were fewer than 3500 journeys (less than 10 per day) to and from Wennington in 2014/15. The present weekday timetable shows that there are 7 trains per day (each way) that stop at the station.
- 7.19 There is a Community Rail Partnership comprising local authorities, the train operator Arriva North, Network Rail plus community rail and station groups. They are seeking to make improvements on the line and hence increase patronage.
- 7.20 The District of Lancaster Highways and Transport Masterplan 2016¹⁰ states that the station has potential to become a rural transport hub. It is not clear what this entails as there is already connection between bus and rail at this location; with adequate car parking (also used by walkers visiting the area).

Road Surface Flooding

- 7.21 Over recent years there has been a serious road surface flooding problem on Lodge Lane near Wennington Hall School. This issue has been dealt with in more detail in 8.0 Flooding.

Cycling

- 7.22 There are no dedicated or designated cycle facilities within the Parish; although many cyclists use the lanes and roads with lighter traffic flows. The nearest designated route on the National Cycle Network is Route 69 which passes in an east west direction through Wray.

Traffic Management

- 7.23 Traffic management is not something the NDP can really address; campaigning for restrictions on traffic through the village or improvements to public transport services are considered to be actions for the Parish Council rather than planning policies.
- 7.24 The constraints of the local infrastructure and in particular the lack of pavements and narrow highways are significant however; the NDP could add local detail to Lancaster City and Lancashire County Council's strategic planning policies.
- 7.25 The results of the consultation on Issues and Options showed that a majority of respondents (80%) would like to see a policy in the Wennington NDP which addresses local transport and accessibility issues.

Policy WEN6 – Transport and Accessibility

Sustainable development proposals within the Parish which support and enhance the potential of Wennington Station as a rural transport hub will be supported.

Development proposals should be located in areas of the village where there is in existence, or where facilities can be achieved through the provisions of the development proposal, safe pedestrian access to public transport facilities such as bus and rail services.

¹⁰ <http://www.lancashire.gov.uk/media/899614/final-lancaster-highways-and-transport-master-plan.pdf>

Support will be given to proposals which promote improvements to pavements and footpaths, and which maximise opportunities for walking and cycling.

Proposals for new development will be required to demonstrate that any potential adverse impacts on local highways from additional traffic can be resolved or suitable mitigation measures put in place appropriate to the rural road network.

Lancaster Planning Policies

Document	Policies
Lancaster District Local Development Framework Core Strategy 2003 - 2021 Adopted 2008	Policy E2 Transportation Measures
Lancaster District Local Plan 2008 (Saved Policies)	Policy T9 Transport
A Local Plan for Lancaster District 2011-2031 Development Management DPD Adopted December 2014	Policy DM20: Enhancing Accessibility and Transport Linkages Policy DM21: Walking & Cycling

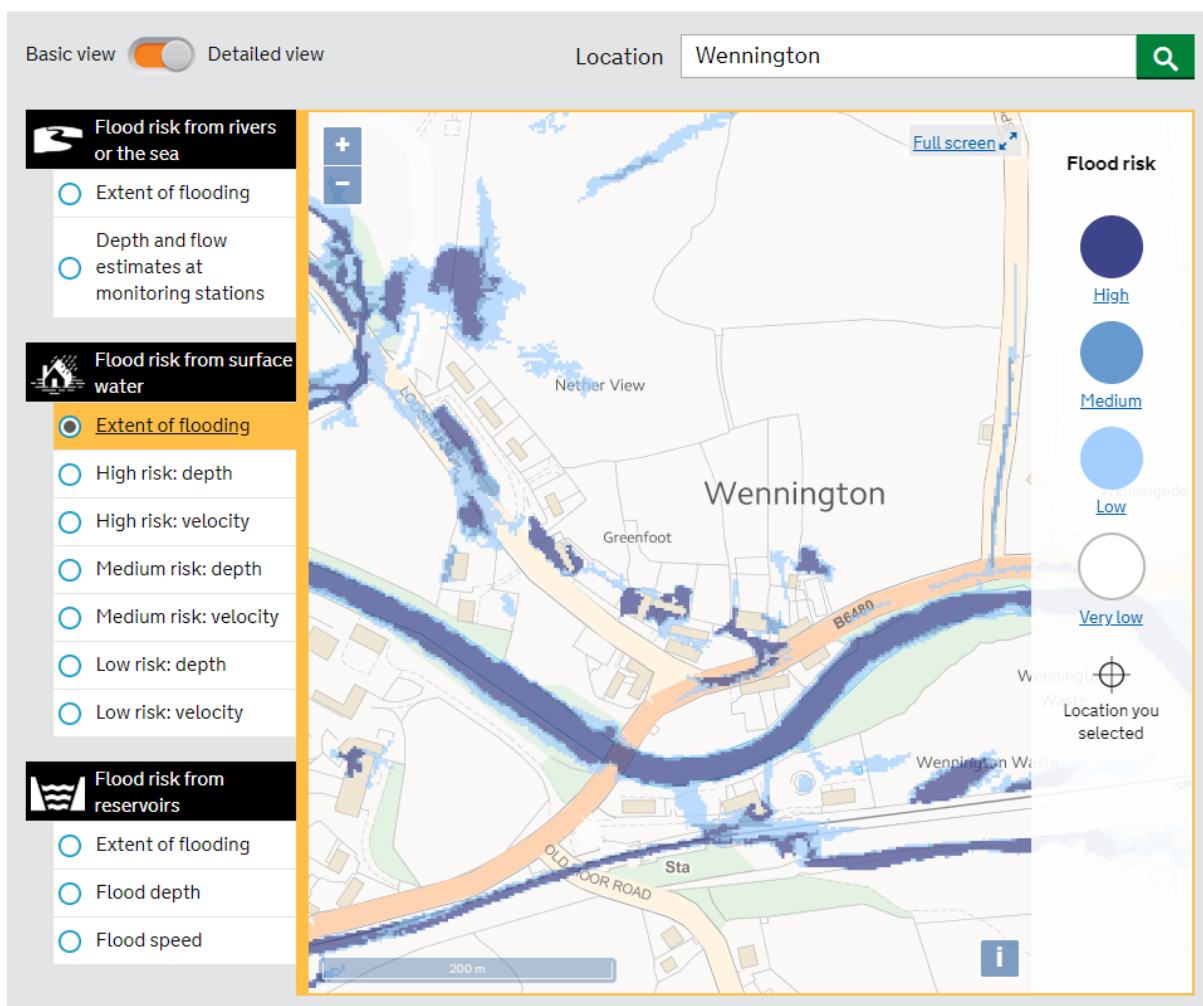
8.0 Flooding

8.1 The village of Wennington is located within the open countryside surrounded by gently sloping agricultural fields. There is a junction in the middle of the village that connects the B6480 running between Bentham to the East and Wray to the West. Lodge Lane runs in a North Westerly direction towards Melling.

Surface Water Flooding

8.2 The Environment Agency flood risk assessment mapping provides information about areas at risk of flooding from different sources – see Maps 6 and 7 below.

Map 6 Surface Water Flood Risk Map – Wennington

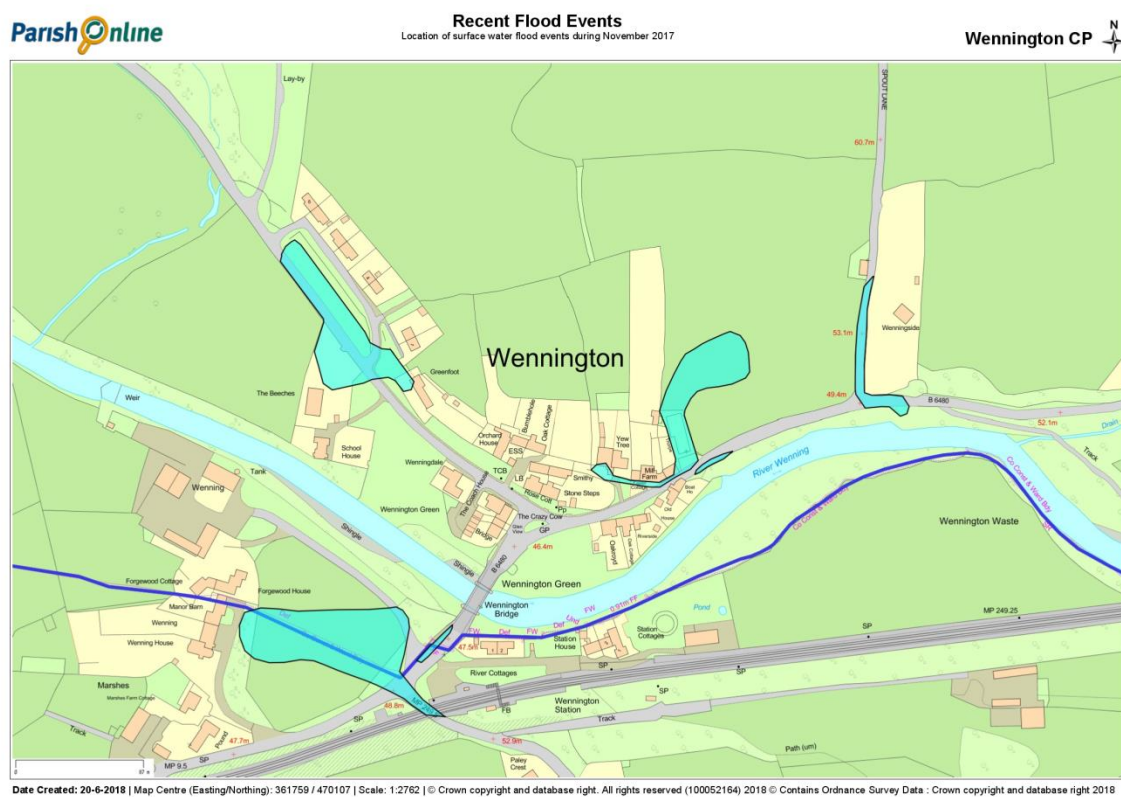


Source: <https://flood-warning-information.service.gov.uk/long-term-flood-risk/map>

8.3 Surface water flooding is influenced by features in the landscape, particularly buildings and roads and occurs when intense rainfall overwhelms the drainage systems. Whilst the gullies in Wennington appear to cope with normal levels of rainfall, there are times during extended periods of heavy rainfall when large areas of standing water appear.

- 8.4 There is emerging evidence that the frequency and extent of surface water flooding has increased since 2015 and Storm Desmond. Whilst acknowledging that climate change is a contributory factor, the lack of gully maintenance and poor land management has resulted in recent surface water flooding across the Parish of Wennington. In order to build on existing data, Wennington Parish Council has approved the collection of evidence in relation to surface water flooding. It is intended that this information will be shared with statutory authorities to inform future planning processes. Figure 2 shows the extent of recent surface water flooding in Wennington Parish. There are numerous locations along the roads of Wennington that become heavily affected by flooding when surface water flows from the slopes, mainly to the North and East of the village. It is essential that the gullies and culverts are kept clear and free of debris.

Figure 2 Recent Surface Water Flood Events (since November 2017)



a) Lodge Lane at the south east end of the village green at Nether View.

During 'Storm Desmond' in December 2015 there was considerable flooding at Nether View (Pictured). There was ingress of water to the garage building at The Beeches to the West side of Lodge Lane. At Greenfoot, on the East side, the septic tank flooded and backed up into the property. In November 2017, as this Neighbourhood Plan was being prepared, further flooding occurred on the Green at Nether View. Following prolonged rainfall, surface water from the Green ran into a nearby property causing considerable damage to the ground floor.



Nether View during Storm 'Desmond'

b) Mill Farm at 'The Narrows'.

Again 'Storm Desmond' caused the field next to Mill Farm to flood which then ran towards the house and flooded the cellar with 3' of water. Sand bags were positioned at the front door to divert water from the road. The cellar was flooded for a second time during the heavy rain in November 2017.

c) Spout Lane.

Rain that falls on the fields to the East of Spout Lane quickly drains onto the lane and down onto the B6480 Bentham Road. A large area of carriageway floods across the road towards the Waste. Two further flood sites regularly occur further up the lane at the corner before Mill Croft and the road depression before Spout Lane meets Back Lane.

d) B6480 adjacent to the Cravens.

Extensive localised flooding occurs across the carriageway on the bends of B6480 to the South of the entrance to the Cravens. The cause is partly due to the nearby little brook being unable to carry the volume of rain water.

e) Ravenclose Road.

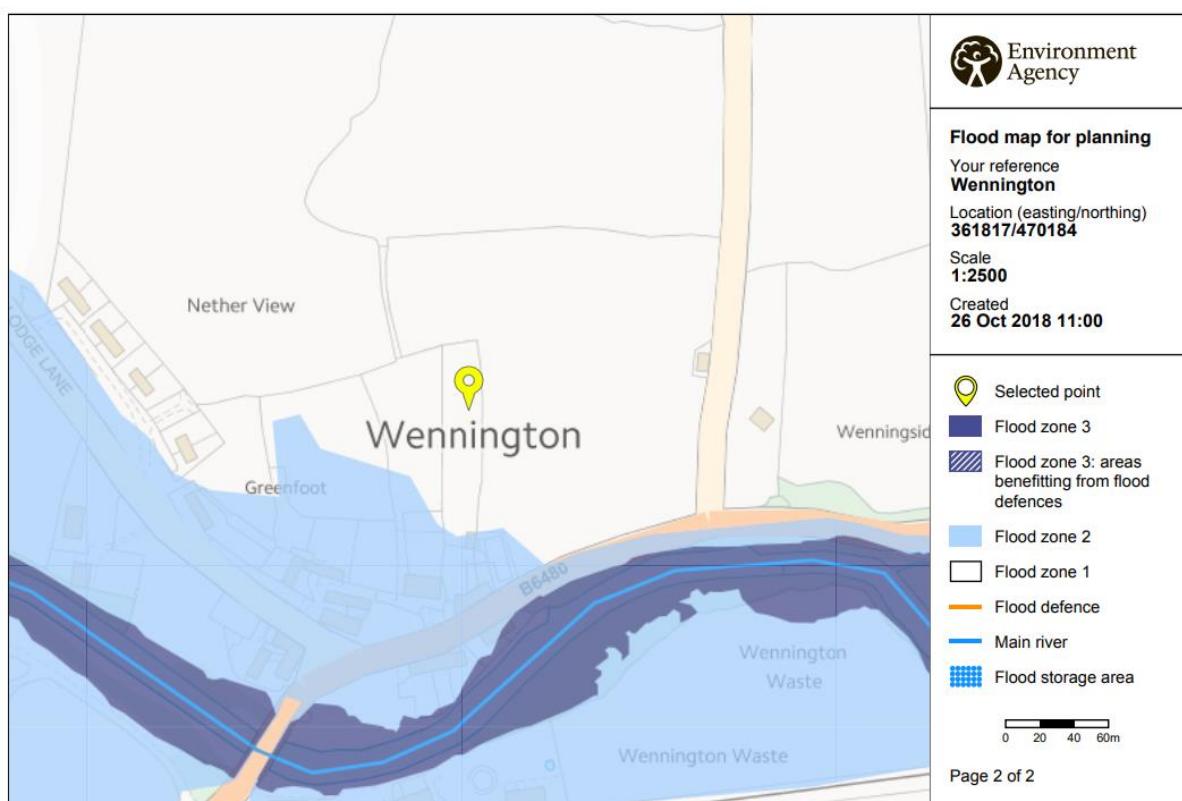
Extensive localised flooding occurs between Box Tree Farm and Ravenclose Farm, caused by the flow of water down the hill to the East from Ravenclose Brow.

Rivers

- 8.4 The primary watercourse is the River Wenning which is classified as a main river. It is a well-formed river, 15 metres wide. The water levels are monitored by the Environment Agency using a gauging station just 150 metres downstream from the main road bridge in the village. The Environment Agency map below indicates that 23 properties (43%) out of the 54 properties in the Designated Area fall within Flood Zone 2.
- 8.5 The Environment Agency Flood Map for Planning (Map 7) shows the flood zones associated with fluvial flooding from the River Wenning. A narrow zone of Flood zone 3 is closely

associated with the river and affects a very limited number of properties. This is defined as having a high probability of flooding (>1% annual probability of flooding, or 1 in every 100 years). Flood Zone 2 extends further out from the river, incorporating more of the village of Wennington. This is defined as having a medium probability of flooding (1%- 0.1% annual probability of flooding). The River Wenning at Wennington is included in an Environment Agency Flood Alert Area: Lower River Lune and Conder, allowing for residents to sign up to receiving flood alert messages.

Map 7 Flood Map for Planning - Wennington



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Groundwater Flooding

- 8.6 Groundwater flooding is caused when water levels in the ground rise up above the natural surface. It will often occur when accumulated rainfall over a long period of weeks or months is significantly above normal and is most likely to occur in low-lying areas underlain by permeable strata.
- 8.7 The Environment Agency do not hold current data on groundwater flooding in the Wennington area, however, flooding in December 2015 occurred in one of the lowest areas of the village (adjacent to Lodge Lane) where the underlying aquifers consist of permeable strata. Any new build in the low areas of Wennington should include a survey of the underlying strata to determine the likelihood of groundwater flooding.

Roles and Responsibilities

- 8.8 Under the Flood and Water Management Act 2010 flood risk management is delivered by Risk Management Authorities which include the Environment Agency, Lead Local Flood Authorities, Water and sewerage companies, and the highways authorities. The Environment

Agency has a strategic overview of all sources of flooding and coastal erosion. It is also responsible for flood and coastal erosion risk management activities on main rivers, regulating reservoir safety, and working in partnership with the Met Office to provide flood forecasts and warnings. It must also look for opportunities to maintain and improve the environment for people and wildlife while carrying out all of its duties. Lancashire County Council is the Lead Local Flood Authority. They lead in managing local flood risks (i.e. risks of flooding from surface water, ground water and ordinary (smaller) watercourses). This includes ensuring co-operation between the Risk Management Authorities in their area. In addition the Parish Council is working with Lancaster City Council in order to set up a Community Emergency Plan (CEP). The plan is on-going, but when initially suggested, it met with considerable support from villagers.

- 8.9 The results of the Housing Needs Survey showed that 95% of respondents did not support the development of new housing in recognised flood zones or areas prone to surface water flooding. The results of the consultation on Issues and Options showed that a majority of respondents (88%) supported a policy in the NDP to address surface water flooding.

Policy WEN7 – Reducing Surface Water Flooding

In areas where surface water flood risk is a known issue, as identified on Map 6, development proposals will be resisted unless suitable mitigation can be provided which does not exacerbate surface water flooding beyond the site and wherever possible seeks to provide a betterment.

Development proposals will be required to provide effective surface water drainage measures to protect existing and future residential areas from flooding. New development should be designed to maximise the retention of surface water on the development site and to minimise runoff. Sustainable drainage systems (SuDS) should be implemented in accordance with the SuDS hierarchy unless deemed inappropriate.

Lancaster Planning Policies

Document	Policies
Lancaster District Local Development Framework Core Strategy 2003 - 2021 Adopted 2008	Policy SC7 Development and the Risk of Flooding
Lancaster District Local Plan 2008 (Saved Policies)	<u>Policy E11</u>
A Local Plan for Lancaster District 2011-2031 Development Management DPD Adopted December 2014	Policy DM38: Development & Flood Risk Policy DM39: Surface Water Run-Off & Sustainable Drainage

9.0 Next Steps

- 9.1 This is the final version of the NDP. At the referendum, on the 14th February 2019, all (i.e. 100%) of the voters supported NDP. The referendum attracted a 60.2% voter turnout. The next stage is for the NDP to be made by Lancaster City Council and used to help determine planning applications.
- 9.2 The Wennington NDP Policies will be monitored as set out in the monitoring and implementation framework in Appendix 1 and the Plan reviewed at appropriate key stages such as following the adoption of the new Local Plan for Lancaster City Council.

Appendix 1 Monitoring and Implementation Framework

Policy Number	Policy Title	Monitoring Process	Monitoring Data
Policy WEN1	Protecting and Enhancing Local Wildlife	Review of planning applications	The extent to which successful planning applications enhance the overall opportunity for biodiversity (Target = 75%)
Policy WEN1	Protecting and Enhancing Local Wildlife	Review of planning applications	No net loss (n) of sites designated for their nature conservation value or ancient woodland over the Plan period (Target = 100%)
Policy WEN1	Protecting and Enhancing Local Wildlife	Review of planning applications	Proportion (%) of local wildlife sites (biological heritage sites) where monitoring and/or positive conservation management has been or is being implemented, over a 5 year period. (Target = 80%)
Policy WEN1	Protecting and Enhancing Local Wildlife	Review of planning applications	Number of planning permissions resulting in net gain to wildlife habitats (e.g. new planting, bird boxes, bat boxes) over the plan period (Target = 75%)
Policy WEN1	Protecting and Enhancing Local Wildlife	Review of planning applications	Length of new hedgerow planted and/or numbers of new trees planted over the plan period (Target = 1km hedge/50 trees)
Action: Based on the above monitoring data, over a 5 year period (2019-2024), discuss & agree with GMEU an appropriately focused follow up biodiversity audit			
Policy WEN2	Protecting and Enhancing Local Landscape Character	Review of planning applications	Applications refused/approved on landscape grounds where policy WEN2 of the Wennington Neighbourhood Plan is cited as a reason for decision
Policy WEN3	Encouraging Good Design	Review of planning applications	The numbers of locally listed buildings, buildings on the heritage at risk register as published by Historic England, applications refused/approved on heritage or design grounds where policy WEN3 of the Wennington Neighbourhood Plan is cited as a reason for decision
Action: Work with Lancaster City Council to bring forward a Conservation Area Character Appraisal for Wennington Conservation Area when capacity allows			

WEN4	New Housing	Review of planning applications	The numbers of affordable houses delivered in Wennington, the number of vacant or redundant buildings converted to residential use with planning permission
WEN5	Supporting the Rural Economy	Review of planning applications	The extent to which successful planning applications will provide demonstrable benefits to the local economy
WEN6	Transport and Accessibility	Review of Network Rail passenger information	The number of bus and rail services per day, passenger numbers at Wennington Station, applications refused/approved on highways grounds where policy WEN6 of the Wennington Neighbourhood Plan is cited as a reason for decision
WEN7	Reducing Surface Water Flooding	Review of planning applications	Applications determined against the advice of the Environment Agency or Lead Local Flood Authority (Lancashire County Council)

Appendix 2 Results of Biodiversity Audit, Spring 2018

Table 2 Lancashire Key Species recorded in 2018 field surveys

Common Name	Taxon group
Skylark	Bird
Long-stalked yellow sedge	Flowering plant
Melancholy Thistle	Flowering plant
Kestrel	Bird
Japanese knotweed	Flowering plant
Oystercatcher	Bird
Swallow	Bird
Bluebell	Flowering plant
Tutsan	Flowering plant
Indian balsam	Flowering plant
Blunt-flowered rush	Flowering plant
Brown Hare	Mammal
Welsh poppy	Flowering plant
Bogbean	Flowering plant
Grey Wagtail	Bird
Natterer's Bat	Mammal
Curlew	Bird
House Sparrow	Bird
Wood Warbler	Bird
Scots pine	Flowering plant
Pipistrelle	Mammal
Brown long-eared bat	Mammal
Solomons seal	Flowering plant
Dunnock	Bird
Rhododendron	Flowering plant
Wood club-rush	Flowering plant
Starling	Bird
Song thrush	Bird
Mistle thrush	Bird
Lapwing	Bird

Table 3 Bird Species Recorded During 2018 Surveys

Common Name	Confirmed Breeding?
Great Tit	Yes
Blue Tit	Yes
Coal Tit	
Robin	
Wren	Yes
Chiff-chaff	
Long-tailed Tit	
Kingfisher	
Magpie	Yes
Black-headed Gull	
Pheasant	
Crow	
Jackdaw	Yes
Great spotted woodpecker	Yes
Jay	Yes
Willow Warbler	
Wood Warbler	
Woodpigeon	
Kestrel	
(French) Partridge	
Curlew	Yes
Oystercatcher	Yes
Grey Heron	
Buzzard	
Barn Owl*	
Little Owl*	
Tawny Owl*	
Sparrowhawk	
Swallow	Yes
Swift	
House Martin	
House Sparrow	Yes
Dunnock	Yes
Lapwing	
Goldfinch	
Chaffinch	
Skylark	
Herring Gull	
Rook	
Dipper	
Nuthatch	
Blackbird	Yes
Song Thrush	Yes

Mallard	
Pied Wagtail	
Grey Wagtail	Yes
Blackcap	
Starling	Yes

* *Reliable reports although not seen by surveyors*

Table 4 Mammals Recorded in 2018 surveys

Common Name	Scientific Name
Brown Hare	<i>Lepus europaeus</i>
Mole	<i>Talpa europaea</i>
Roe Deer	<i>Capreolus capreolus</i>
Grey Squirrel	<i>Sciurus carolinensis</i>
Hedgehog	<i>Erinaceus eurpaeus</i>
Brown long-eared Bat	<i>Plecotus auritus</i>
Natterer's Bat	<i>Myotis nattereri</i>
Common Pipistrelle Bat	<i>Pipistrellus pipistrellus</i>
Noctule Bat	<i>Nyctalus noctula</i>
Otter*	<i>Lutra Lutra</i>

* *Reliable reports although not seen by surveyors*

Table 5 Invertebrates Recorded in 2018 surveys

Common Name	Scientific Name
Speckled Wood butterfly	<i>Pararge aegeria</i>
Peacock butterfly	<i>Aglais io</i>
Common blue damselfly	<i>Enallagma cyathigerum</i>
Buff-tailed bumblebee	<i>Bombus terrestris</i>

Flowering Plants Recorded in the Parish of Wennington, 2018 (common names only)

Bramble	Bush vetch	Alder
Elder	Broad-leaved dock	Cuckoo flower
Red Campion	Snowberry	Holly
Rowan	Silverweed	Compact rush
Greater Stitchwort	Pineappleweed	Lesser celandine
Common Nettle	Scented mayweed	Opposite-leaved golden saxifrage
Violet	Timothy	Wood sedge
Sycamore	Blackthorn	Hairy wood rush 36
Ramsons	Oak	Ash
Alder	Meadow buttercup	Blackthorn
Wood Anemone	Curled Dock	Foxglove
Lords-and-Ladies	Gorse	Ragged robin
Annual Meadow-grass	Bilberry	Lesser burdock
Brooklime	Sycamore	Ribwort plantain
Dog's Mercury	Common Ivy	Greater plantain
Groundsel	Cleavers	Silverweed
Red Fescue	Herb Robert 35	Red dead-nettle
Spear thistle	Wood avens	Yellow Iris
Silver Birch	Perennial rye grass	
Ground elder	Butterbur	
Cock's foot	Garlic mustard	
Wild cherry	Ramsons	
Daisy	Cow parsley	
Bluebell	Welsh poppy	
Common Chickweed	Wood sorrel	
Goat willow 34	Meadowsweet	
False oat-grass	Himalayan	
Hedge bindweed	Honeysuckle	
Sticky mouse-ear	Hard rush	
Creeping thistle	Soft rush	
Hazel	Horse chestnut	
Hawthorn	Common bent	
Red Campion	Creeping bent	
Russian comfrey	Beech	
Dandelion	Hogweed	
White clover	Creeping soft grass	
Red clover	Yorkshire fog	
Common sorrel	Beech	

Appendix 3 Acronyms

AONB	Area of Outstanding National Beauty
DPD	Development Plan Document
GMEU	Greater Manchester Ecology Unit
NCA	National Character Area
NDP	Neighbourhood Development Plan
NPPF	National Planning Policy Framework
NPSG	Neighbourhood Plan Sub-Group



Wennington Parish Council

April 2019

**WENNINGTON
NEIGHBOURHOOD PLAN
2018-2031**

SUBMISSION PLAN

**A Report to Lancaster City Council
of the Examination into the Wennington Neighbourhood Plan**

by Independent Examiner,
Peter Biggers BSc Hons MRTPI

Argyle Planning Consultancy LTD
October 2018

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Summary and Overall Recommendation

0.1 Following my examination of the Wennington Neighbourhood Plan (WNP), including a site visit to the Neighbourhood Area on 13 September 2018, it is my view that, subject to modifications, the WNP reflects the views of the community and sets out a clear vision and suite of policies and proposals for the Neighbourhood Area.

0.2 My report highlights a number of areas where I consider the wording of the plan as submitted is not wholly in accordance with one or more of the Basic Conditions.

0.3 I have therefore recommended a number of modifications to the Plan which should be made before the plan can proceed to Referendum. These are intended to ensure that, first and foremost, the Plan can meet the Basic Conditions.

0.4 In proposing the modifications I have tried to ensure that the integrity and value of the WNP and its vision is retained and that the intention of neighbourhood planning, where the community's wishes should be central to the plan, is honoured.

0.5 By its nature the examination has to be rigorous. Any criticism is not at all to undermine the significant community effort that has gone into the plan. Rather the purpose of the examination is to ensure that the Neighbourhood Plan meets the basic conditions and is as robust as possible and that it can play its part in planning decisions and managing change in Wennington Parish in the future in an effective way.

0.6 In addition to the recommended modifications it should also be noted that there may be a number of consequential changes for example to referencing that will be needed as a result of making the modifications. It will also be necessary to ensure all document referencing and commentary about the neighbourhood planning process is up to date for example at section 9.0 of the plan on 'Next Steps'. I have not necessarily highlighted all such consequential changes.

0.7 Subject to the recommended modifications in the report being completed I am satisfied that:

- 1) having regard to national policies and advice contained in guidance issued by the Secretary of State it is appropriate to make the neighbourhood plan;
- 2) the making of the neighbourhood plan contributes to the achievement of sustainable development;
- 3) the making of the neighbourhood plan is in general conformity with the strategic policies contained in the development plan for the area of the authority.
- 4) the making of the neighbourhood plan does not breach, and is otherwise compatible with, EU obligations.
- 5) prescribed conditions are met in relation to the neighbourhood plan and prescribed matters have been complied with in connection with the proposal for the plan.

0.8 The WNP also complies with the legal requirements set out in Section 61 and

Paragraph 8(1) of Schedule 4B to the Town and Country Planning Act 1990 as applied to neighbourhood plans by Section 38A of the Planning and Compulsory Purchase Act.

0.9 With the modifications in place the Wennington Neighbourhood Plan will meet the Basic Conditions and can proceed to a Referendum.

0.10 When that takes place I also recommend that the Wennington Neighbourhood Area which is synonymous with the Parish's administrative boundary is taken as the area for the Referendum.

Peter Biggers
19 October 2018
Argyle Planning Consultancy Ltd

1. Introduction

1.1 Background Context

1.1.1 This Report provides the findings of the examination into the Wennington Neighbourhood Plan (referred to as the WNP throughout this report).

1.1.2 The WNP was produced by the Wennington Parish Council (WPC) and in consultation with interested parties and local stakeholders and residents.

1.1.3 The Wennington Neighbourhood Area equates to the administrative area of the parish.

1.1.4 Wennington Parish lies about 12 miles north east of the City of Lancaster within the district of Lancaster City Council. The area shares an eastern border with the county of North Yorkshire (Craven District) and lies just to the north of the Forest of Bowland Area of Outstanding Natural Beauty. The Parish is very rural in character and comprises the small village of Wennington and a number of scattered farms and individual dwellings in open countryside. The Parish extends across 395 hectares and had a population of 178 recorded in the 2011 Census. Today there are around 54 households.

1.1.5 This Examiner's Report provides a recommendation as to whether or not the WNP should go forward to a Referendum. Were it to go to Referendum and achieve more than 50% of votes cast in favour of it, then the WNP would be '**made**' by Lancaster City Council. In the event of a successful referendum result the WNP would immediately carry full weight in the determination of planning applications in the Neighbourhood Area.

1.2 Appointment of the Independent Examiner

1.2.1 I was appointed by Lancaster City Council, with the consent of WPC, to conduct the examination and provide this report as an Independent Examiner. I am independent of the qualifying body and the Local Authority. I do not have any interest in any land that may be affected by the WNP nor do I have any professional commissions in the area currently and I possess appropriate qualifications and experience. I have planning and development experience, gained over 37 years across the public and private planning sectors and am a Member of the Royal Town Planning Institute and a member of the Neighbourhood Planning Independent Examiners Referral Service run by the Royal Institute of Chartered Surveyors.

1.3 Role of the Independent Examiner

1.3.1 It is the role of the Independent Examiner to consider whether a neighbourhood plan meets the "Basic Conditions." The Basic Conditions are set out in paragraph 8(2) of Schedule 4B to the Town and Country Planning Act 1990 (TCPA) as applied to

neighbourhood plans by section 38A of the Planning and Compulsory Purchase Act 2004 (PCPA). They are that * :

1. Having regard to national policies and advice contained in guidance issued by the Secretary of State it is appropriate to make the neighbourhood plan;
2. The making of the neighbourhood plan contributes to the achievement of sustainable development;
3. The making of the neighbourhood plan is in general conformity with the strategic policies contained in the development plan for the area of the authority.
4. The making of the neighbourhood plan does not breach, and is otherwise compatible with, EU obligations.
5. Prescribed conditions are met in relation to the neighbourhood plan and prescribed matters have been complied with in connection with the proposal for the plan.

1.3.2 Pursuant to Basic Condition 5 above, Regulation 32 of the Neighbourhood Planning (General) Regulations 2012 (as amended) prescribes the following basic condition for the purpose of paragraph 8(2)(g) of Schedule 4B to the TCPA:

“The making of the Neighbourhood Plan is not likely to have a significant effect on a European Site (as defined in the Conservation of Habitats and Species Regulations 2012) or a European Offshore Marine Site (as defined in the Offshore Marine Conservation (Natural Habitats, &c.) Regulations 2007) either alone or in combination with other plans or projects.”

1.3.3 In examining the Plan, I have also considered whether the legislative requirements are met namely:

- The Neighbourhood Plan has been prepared and submitted for examination by a qualifying body as defined in Section 61F of the TCPA as applied to neighbourhood plans by section 38A of the PCPA.
- The Neighbourhood Plan has been prepared for an area that has been designated under Section 61G of the TCPA as applied to neighbourhood plans by section 38A of the PCPA.
- The Neighbourhood Plan meets the requirements of Section 38B of the PCPA (the Plan must specify the period to which it has effect, must not include provisions relating to ‘excluded development’, and must not relate to more than one Neighbourhood Area) and
- The policies relate to the development and use of land for a designated Neighbourhood Area in line with the requirements of the PCPA Section 38A.

1.3.4 I have examined the WNP against the Basic Conditions and legislative requirements above and, as Independent Examiner, I must make one of the following recommendations:

** NB Two other matters relating to the desirability of preserving or enhancing listed buildings and conservation areas are also included in the basic conditions but as these only concern neighbourhood development orders and not neighbourhood plans they are not included in this report.*

- a) that the Plan should proceed to Referendum, on the basis that it meets all legal requirements;
- b) that the Plan, once modified to meet all relevant legal requirements, should proceed to Referendum;
- c) that the Plan does not proceed to Referendum, on the basis that it does not meet the relevant legal requirements.

1.3.5 If recommending that the Plan should go forward to Referendum, I am also then required to consider whether or not the Referendum Area should extend beyond the Wennington Neighbourhood Area to which the Plan relates. I make my recommendation on the Referendum Area at the end of this Report.

1.3.6 The role of the independent examiner is expressly not to comment on whether the plan is sound or how the plan could be improved but rather to focus on the compliance with the Basic Conditions.

2. The Examination Process

2.1 It is a general rule that neighbourhood plan examinations should be held without a public hearing ie by written representations only. However, according to the legislation, when the Examiner considers it necessary to ensure adequate examination of an issue, or to ensure a person has a fair chance to put a case, a public hearing may be held.

2.2 With regard to the above and on consideration of all the evidence before me, I am satisfied that there is no need for a hearing in respect of the WNP and I confirm that all representations on the Neighbourhood Plan received at the Regulation 16 stage have been taken into account in undertaking this examination. Where appropriate I have made specific reference to the person's or organisation's comments in section 6 of this report.

2.3 I undertook an unaccompanied site visit around the Neighbourhood Area on 13 September 2018 during which I looked at its overall character and appearance and at those areas affected by policies in the Plan in particular. Subsequent to the site visit I asked a number of factual questions relating to the proposals of the plan of both the City Council and Parish Council as Qualifying Body. These questions and the responses received from the two councils are set out in Appendix 1. I am grateful to the City and Parish Councils for responding to my factual queries.

2.4 In undertaking this examination, I have considered each of the following documents in addition to the Submission Version of the Wennington Neighbourhood Plan 2018-2031:

1. National Planning Policy Framework (NPPF) 2012 and 2018;
2. National Planning Practice Guidance 2014 (as amended);
3. Town and Country Planning Act 1990 (as amended);
4. Planning and Compulsory Purchase Act 2004 (as amended);

5. Localism Act 2011;
6. Neighbourhood Planning Act 2017;
7. Neighbourhood Planning (General) Regulations (2012) (as amended);
8. Lancaster District Local Development Framework Core Strategy 2008 (LDCS);
9. Local Plan for Lancaster District 2011-31 Development Management DPD (DMDPD);
10. Saved Policies of the Lancaster Local Plan 2004 (LLP);
11. Wennington Neighbourhood Plan Basic Conditions Statement;
12. Wennington Neighbourhood Plan Consultation Statement and Appendices;
13. Wennington Neighbourhood Plan 2018-2031 Strategic Environmental Assessment Screening Report;
14. Wennington Parish Neighbourhood Area Designation Report - July 2017;

Also:

15. Representations received during the Regulation 16 publicity period post submission ending 31 August 2018.

3. Public Consultation

3.1 Background

3.1.1 An accessible and comprehensive approach to public consultation is the best way to ensure that a neighbourhood plan reflects the needs, views and priorities of the local community.

3.1.2 WPC submitted a Consultation Statement, as required by Regulation 15 of the Neighbourhood Planning (General) Regulations, to Lancaster City Council on 23 June 2018.

3.1.3 Public consultation on the WNP commenced with initial consultations in 2017. The initial consultation over 2017 was followed by various consultation stages, including:

- Issues and Options Consultation Oct 2017-Nov 2017;
- The First Draft Plan Consultation Dec 2017 – Jan 2018;
- The pre submission consultation from April 2018 - May 2018; and
- The formal, publicity stage, as required by Reg 16, (the consultation period post submission of the plan) from 20 July - 31 August 2018.

This last stage resulted in 12 consultation responses. These are considered as necessary within my assessment of the plan in section 6 below.

3.2 Wennington Neighbourhood Plan Consultation

3.2.1 The WNP Steering Group has carried out consultation with the community and stakeholders throughout the process of plan preparation. The communication methods used involved neighbourhood planning pages on Parish and Lancaster City Council websites, email drops, parish noticeboards as well as community events. Copies of the Pre Submission Draft and Submission Plan were uploaded to the websites and links provided via email and social media as well as being available locally in hard copy.

3.2.2 The initial consultation stage of the plan sounding out the community on issues

started in February 2017 with a consultation event on 18 February 2017 and ran through to Summer 2017. A survey of housing need was carried out in June 2017 with 37 responses from the 54 households within the parish.

3.2.3 Based on the feedback from these early stages an issues and options document was prepared incorporating the vision and objectives for the plan and consulted on between October and November 2017 with a public consultation event on 28 October 2017. 25 comment forms were returned.

3.2.4 Drawing on this, a first draft plan was prepared and consulted on between 13 December 2017 and 12 January 2018. A covering letter was sent out to all households and residents in the parish and several events were held. Broad support for the draft policies was indicated from the residents. The draft plan was screened as to whether a Strategic Environmental Assessment was required.

3.2.5 The Consultation Statement sets out the detail of these early consultations and the findings and how the plan has responded to these. It is clear that full opportunities were available to the community to be involved and that the consultations gave a good basis for the preparation of the plan.

3.2.6 The pre-submission consultation as required by Regulation 14 involved an 8 week period from 2 April 2018 to 25 May 2018. The WNP was made available online on the Parish and LCC websites and hard copies were made available locally. Statutory consultees and other key community stakeholders were consulted by email with a link to the plan. The WPC decided not to host a further consultation drop-in event further to that hosted at the first draft plan stage as the plan was very little different to the earlier draft. In response to the consultation 20 representations were received including 13 from residents.

3.2.7 Following the pre-submission stage and the analysis of results the plan was finalised for submission.

3.2.8 The Neighbourhood Planning Regulations are part and parcel of the 1st Basic Condition and regulation 15 (2) sets out clearly what the Consultation Statement should include. Having reviewed the Consultation Statement and its appendices I am satisfied that it is compliant with Reg 15 in demonstrating who was consulted, how they were consulted, what the main issues and concerns were and what action has been taken in response to these to arrive at the Submission Draft Plan. The extent of interest and participation by residents in the plan, although not substantial at the pre-submission draft stage, reflects a small resident population. Consultation has been maintained throughout the process at the various stages and I am satisfied from the evidence that the communication and consultation which took place provided full opportunity for the community's participation.

4. Preparation of the Plan and Legislative Requirements

4.0 In terms of the procedural tests set out in paragraph 1.3.3 of this report my findings are as follows:

4.1 Qualifying body

4.1.1 Wennington Parish Council, as the duly elected lower tier council, is the qualifying body for preparation of the Plan.

4.1.2 I am satisfied that the requirements set out in the Localism Act (2011) and in Section 61F(1) and (2) of the TCPA (as applied to neighbourhood plans by section 38A of the PCPA) have been met.

4.2 Plan area

4.2.1 The Wennington Neighbourhood Area, as designated, coincides with the boundaries of the Parish.

4.2.2 An application was made by the WPC on 13 September 2016 to designate the Wennington Neighbourhood Area. This was approved by Lancaster City Council on 24 November 2016 following consultation.

4.2.3 This satisfied the requirement in line with the purposes of preparing a Neighbourhood Development Plan under section 61G (1) (2) and (3) of the TCPA (as applied to neighbourhood plans by section 38A of the PCPA) and regulations 5, 6 and 7 of the Neighbourhood Planning (General) Regulations 2012.

4.3 Plan period

4.3.1 A neighbourhood plan must specify the period during which it is to have effect. The WNP clearly states on its title page and in the introductory sections that it covers the period from 2018– 2031.

4.3.2 The plan period equates with the timescale of the emerging Lancaster Local Plan Part One – Strategic Policies and Land Allocations but extends beyond the time period of the current adopted development plan. The intended time period to 2031 satisfies the requirements of Section 38B of the PCPA as amended.

4.4 Excluded development

4.4.1 The Plan does not include policies or proposals that relate to any of the categories of excluded development – county matters (mineral extraction and waste

development), nationally significant infrastructure or any matters set out in Section 61K of the TCPA 1990. The WNP, as proposed to be modified in section 6 below, relates solely to the neighbourhood area and no other neighbourhood and there are no other neighbourhood development plans in place within the neighbourhood area. This satisfies requirements of Section 38B of the PCPA as amended.

4.5 Development and use of land

4.5.1 The Neighbourhood Plan should only contain policies relating to development and use of land. Subject to the modifications proposed below in section 6, the WNP policies would be compliant with this requirement of Section 38B of the PCPA as amended and all relate to development and the use of land.

4.6 Plan Publication Following Submission

4.6.1 Lancaster City Council undertook a final validation check of the WNP on submission in June 2018 and was satisfied that the Plan could proceed to be publicised under Regulation 16. Officers confirmed in writing on 31 August 2018 that the content of the WNP was supported and the plan could proceed to this independent examination.

5. The Basic Conditions

5.1 National policy and advice

5.1.1 The main document that sets out national policy is the *National Planning Policy Framework* (the NPPF). A revised version of the NPPF has just been published on 24 July 2018. For continuity purposes however and for neighbourhood plans already in the system the NPPF states at paragraph 214 that “*the policies in the previous Framework (dated 2012) will apply for the purpose of examining plans, where those plans are submitted on or before 24 January 2019*”. I therefore have based my consideration of the extent to which the Wennington Neighbourhood Plan meets Basic Condition No 1 in section 6 below against the NPPF 2012.

5.1.2 The NPPF 2012 explains that the application of the presumption in favour of sustainable development will mean that neighbourhood plans should support the strategic development needs set out in Local Plans and plan positively to support local development, shaping and directing development that is outside the strategic elements of the Local Plan.

5.1.3 The NPPF also makes it clear that neighbourhood plans should be aligned with the strategic needs and priorities of the wider local area. In other words neighbourhood plans must be in general conformity with the strategic policies of the Development Plan. They cannot promote less development than that set out in the Development Plan or undermine its strategic policies.

5.1.4 The NPPF indicates that plans should provide a framework within which decisions

on planning applications can be made with a high degree of predictability and efficiency.

5.1.5 National advice on planning is set out in the *Planning Practice Guidance* (PPG) which includes specific advice regarding neighbourhood plans. The PPG has also been reviewed in tandem with the NPPF but again for the purposes of this examination the relevant advice is that in existence at the time the WNP was submitted.

5.1.6 The implication of the NPPF review and the advice in para 212 of the NPPF 2018 is that “*plans may also need to be revised to reflect policy changes which this replacement Framework has made*”. This would be carried out through a partial or complete review of the neighbourhood plan.

5.2 Sustainable development

5.2.1 A qualifying body must demonstrate how a neighbourhood plan would contribute to the achievement of sustainable development. The NPPF as a whole constitutes the Government’s view of what sustainable development means in practice for planning. The NPPF explains that there are three dimensions to sustainable development: - economic, social and environmental.

5.2.2 There is no legal requirement for a formal Sustainability Appraisal (SA) to be carried out in respect of neighbourhood plans. However an SA is an established method of demonstrating how a neighbourhood plan will contribute to achieving sustainable development.

5.2.3 In this case WPC has only carried out an exceedingly brief tabulation reviewing how the plan meets the 3 main sustainability references in the NPPF. This has not been done against a suite of sustainability objectives (reflecting the environmental, social and economic dimensions of sustainability) to test the WNP policies which would have been the more usual procedure. The tabulation assessment in the Basic Conditions Statement and the assessment of policies against the development plan that follows in the Basic Conditions Statement do however indicate that the policies will comply with sustainability principles in the NPPF and development plan.

5.2.4 I will consider detailed points regarding the plan’s ability to meet Basic Condition No 2 in section 6 below.

5.3 General Conformity with the Development Plan

5.3.1 The adopted development plan in force for Lancaster City is the Lancaster District Local Development Framework Core Strategy 2008 (LDCS), the Local Plan for Lancaster District 2011-31 Development Management DPD (DMDPD) and saved policies of the Lancaster Local Plan 2004 (LLP).

5.3.2 There is an emerging new Local Plan – A Local Plan for Lancaster District 2011-31 Part One: Strategic Policies and Land Allocations and Part Two: Development Management DPD. Parts One and Two have been submitted to the Planning

Inspectorate for Examination but have not yet been adopted. Whilst I understand why the Parish Council has referred to these documents in the WNP and in the Basic Conditions Statement in order to demonstrate that the neighbourhood plan will reflect the new plan, I cannot assess the WNP against these unadopted policies and my assessment in section 6.0 below will be carried out against the current adopted policies.

5.3.3 Lancaster City Council has confirmed in its Regulation 16 representation that in its opinion the WNP policies meet the Basic Conditions including being in general conformity with the strategic policies of the development plan which it takes to be principally contained within the Lancaster District Local Development Framework Core Strategy 2008 (LDCS) and saved policies of the Lancaster Local Plan 2004 (LLP).

5.4 European Union (EU) Obligations

5.4.1 A neighbourhood plan must be compatible with European Union (EU) obligations, as incorporated into UK law, in order to be legally compliant.

Strategic Environment Assessment and Habitat Regulations Assessment

5.4.2 Directive 2001/42/EC on the assessment of the effects of certain plans and programmes on the environment has a bearing on neighbourhood plans. This Directive is often referred to as the Strategic Environment Assessment (SEA) Directive. Directive 92/43/EEC on the conservation of natural habitats and of wild fauna and flora and Directive 2009/147/EC on the conservation of wild birds (often referred to as the Habitats and Wild Birds Directives respectively) aim to protect and improve Europe's most important habitats and species and can have a bearing on neighbourhood plans.

5.4.3 Regulation 15 of the Neighbourhood Planning Regulations as amended in 2015 requires either that a Strategic Environmental Assessment is submitted with a Neighbourhood Plan proposal or a determination from the responsible authority (LCC) that the plan is not likely to have 'significant effects.'

5.4.4 A screening opinion both in respect of the need for Strategic Environmental Assessment (SEA) and Habitat Regulation Assessment (HRA) was prepared by LCC in consultation with the statutory bodies in January 2018. The screening opinion notes that the WNP is being brought forward in advance of any higher level sustainability appraisal in association with the emerging Local Plan however future development likely to arise through the neighbourhood plan in Wennington is likely to be small scale and relatively unconstrained. The bulk of the plan policies seek to protect character, improve design, protect the natural environment and historic assets, and encourage sustainable growth and infrastructure improvements. As such the screening opinion determined that there would be no likely significant adverse effects and no significant environmental impacts and therefore no need to carry out either assessment. The SEA screening did however recommend that the plan should incorporate a monitoring and implementation framework in order that the effect of the plan policies can be monitored.

5.4.5 Regarding Habitats Regulations Assessment, the test in the additional Basic Condition is that the making of the neighbourhood development plan is “*not likely to have a significant effect on a European site (as defined in the Conservation of Habitats and Species Regulations 2012) either alone or in combination with other plans or projects.*”

5.4.6 No European sites are located within the Neighbourhood Area although there are 9 within 15 kilometres. However the screening opinion considered all policies could be screened out as having no potential impact pathways likely to lead to significant effects for the European sites. The screening opinion did however recommend that there was a need to cross refer to policy DM43* of the Local Plan which seeks the protection and enhancement of biodiversity. With this in place there was considered to be no direct individual or in combination effects of development arising through the WNP policies.

5.4.7 Neither the statutory environmental consultees nor anyone else has taken issue with the screening opinion findings and I have no reason to reach a different view regarding direct significant effects.

5.5 Other EU obligations

European Convention on Human Rights (ECHR)

5.5.1 The Human Rights Act 1998 encapsulates the Convention articles into UK Law.

5.5.2 In respect of Article 1 of the first protocol - the right of everyone to the peaceful enjoyment of possessions; although the WNP includes policies that would restrict development rights, this does not have a greater impact than the general restrictions on development rights provided for in national law. The restriction of development rights inherent in the UK's statutory planning system is demonstrably in the public interest by ensuring that land is used in the most sustainable way, avoiding or mitigating adverse impacts on the environment, community and economy.

5.5.3 In respect of Article 6 of the Convention's Rights and Freedoms - the right to a fair and public hearing in determination of an individual's rights and obligations - the process for preparing the WNP is fully compatible with this Article, allowing for consultation on its proposals at various stages, and incorporating this independent examination process.

5.5.4 In respect of Article 14 of the Conventions Rights and Freedoms - the enjoyment of rights and freedoms without discrimination on any ground, the policies and proposals of the WNP have been developed in consultation with the community and wider stakeholders to produce as inclusive a document as possible.

5.5.5 The policies set out in the WNP would be unlikely to have any detrimental impact on most of the 'protected characteristics' set out in the Equality Act 2010 and generally the plan would bring positive benefits. It is recognised that whilst the plan does not directly address needs of specific groups neither do its policies expressly exclude any groups' needs.

*DM43 refers to the emerging local plan. The appropriate reference in the adopted *Local Plan for Lancaster District 2011-31 Development Management DPD* would be DM 27. See section 6.4.5.

5.5.6 No concerns or objections on the grounds of human rights or equalities have been raised during the consultation stages of the plan. I am satisfied on the basis of the above that, across the plan as a whole, no sectors of the community are likely to be discriminated against. The policies together would generally have public benefits and encourage the social sustainability of the neighbourhood.

5.5.7 I am satisfied therefore that the Plan does not breach, and is otherwise compatible with, the ECHR.

5.5.8 I am not aware of any other European Directives which apply to this particular Neighbourhood Plan and no representations at pre or post-submission stage have drawn any others to my attention. Taking all of the above into account, I am satisfied that the WNP is compatible with EU obligations and therefore with Basic Conditions Nos 4 and 5.

6. The Neighbourhood Plan – Assessment

The Neighbourhood Plan is considered against the Basic Conditions in this section of the Report following the structure and headings in the Plan. Given the findings in section 5 above that the plan as a whole is compliant with Basic Conditions Nos 4 (EU obligations) and 5 (Other prescribed conditions), this section largely focusses on Basic Conditions No 1 (Having regard to National Policy), No 2 (Contributing to the achievement of Sustainable Development) and No 3 (General conformity with strategic policies of the Development Plan).

Where modifications are recommended, they are presented and clearly marked as such and highlighted in bold print, with any proposed new wording in italics.

6.0 The General Form of the Plan

6.0.1 The structure of the WNP is generally logical and clear with early sections setting the context, vision and objectives and then policy sections. Each policy is accompanied by supporting text and the plan distinguishes between the policies themselves, which are emboldened and boxed, and their justification.

6.0.2 The Planning Practice Guidance (PPG) requires the plan to provide a clear and unambiguous guide to developers and in that respect I have two concerns with the general structure of the plan that raise issues in respect of Basic Condition No 1.

6.0.3 Whilst the WNP does not have a policies and proposals map as such because of the absence of allocations and the absence of policies with a specific spatial dimension, the plan does depend on a number of maps which are intended to help explain and justify the policies. The plan would be clearer if these and in particular Map 2, 3, 6 and 7 were enlarged. This would make it much clearer for users of the plan and decision makers.

6.0.4 Secondly, the inclusion of the related policies from the development plan after each

WNP policy, whilst a good idea in principle helping to identify the strategic policies to which the WNP policies relate, should not include policy references from the emerging Local Plan. These emerging policies may change in their scope and intent and in particular their numbering as Parts One and Two of the new Local Plan progress through their examination. Where that happens it will simply result in the WNP references being confusing and unclear.

6.0.5 In addition in respect of the general structure of the Plan, the conclusions of the SEA Screening Opinion that it was unlikely that the WNP would result in any significant environmental effects was subject to the inclusion of a monitoring and implementation framework within the plan to ensure the effects of the plan are properly monitored. This has not been included in the submission draft plan.

Recommendation 1 –

1A - Enlarge the detailed mapping included in the plan when producing the final version in particular Map 2, 3, 6 and 7.

1B – Delete the policy references to the emerging Local Plan for Lancaster District 2011-31 Parts One and Two from each of the Lancaster Planning Policies Tables that follow each WNP policy.

**1C – Include a monitoring and implementation framework as an appendix to the plan indicating how the policies will be monitored and cross reference this from Section 9.0 ‘Next Steps’ by amending line 1 of paragraph 9.2 to read:
“*The WNP policies will be monitored as set out in the monitoring and implementation framework in Appendix 1 and the plan reviewed....*”**

6.1 Section 1.0 – What is a Neighbourhood Development Plan?

6.1.1 This section of the WNP is largely factual describing the plan’s scope and the process involved in its preparation. However the text includes a number of statements where accuracy is an issue. These need to be corrected to ensure that the plan is clear and unambiguous as required by the PPG and therefore compliant with Basic Condition No 1.

6.1.2 Paragraph 1.4 does not include all the elements of the adopted Development Plan. It needs to include the Local Plan for Lancaster District 2011-31 adopted in 2014. Paragraph 1.4 also states that the WNP “*has to take into account*” the emerging new local Plan. This is not in fact correct. The WNP **can** take account of an emerging plan but the neighbourhood plan **has** to be based on the adopted elements of the Development Plan and thus a change of emphasis in the text is required.

6.1.3 Paragraph 1.5 picks up some of the other basic conditions in addition to being in general conformity with the strategic policies of the Development Plan but it is not entirely accurate and does not include all of them. For example it does not refer to the need to contribute to achieving sustainable development.

6.1.4 Finally the accuracy of the references to the referendum at the end of the process in paragraph 1.8 needs to be improved. The referendum must achieve **more than 50%** of the turnout being in support of the plan being used to determine planning decisions.

6.1.5 For these reasons I recommend the following modifications to the text.

Recommendation 2

2A – Reword the third sentence lines 4/5 of paragraph 1.4 to read:

“The local strategic planning policies are set out in *the Lancaster Local Development Framework Core Strategy 2003-21, A Local Plan for Lancaster District 2011-31 and Saved Policies from the Lancaster District Local Plan 2008.*”

2B – Reword the 4th sentence of paragraph 1.4 to start:

“*The NDP has also taken into account.....*”

2C – Reword line 2 onwards of paragraph 1.5 to read:

....and other guidance), *to contribute to achieving sustainable development and to comply with European Union obligations.*”

2D - Reword Line 3 of paragraph 1.8 to read :

“...is a majority ‘Yes’ vote (*i.e. more than 50% of the turnout*)...”

6.2 A Neighbourhood Development Plan for Wennington

6.2.1 This section again is largely factual, setting out the background context to preparing the plan. Paragraphs 2.9 and 2.10 both include references to consultation comments at the First Draft Plan stage and the Regulation 14 pre-submission draft stage. The inclusion of these summary comments is both confusing and unnecessary. The consultation statement is the document where comments are reported. Inclusion in the plan is confusing as it relates to comments on earlier versions which have now been resolved.

Recommendation 3

Delete the text in paragraphs 2.9 and 2.10 after first sentence.

6.3 Vision and Objectives

6.3.1 Section 3 of the WNP sets out the vision of the plan, and the objectives to deliver the vision and provides the basis for the policies.

6.3.2 The vision and objectives do appear to draw on the issues and matters of concern within the community that have emerged through the consultation stages of the plan and set out the wish to meet the local needs of the community without losing the rural character of the parish and the qualities of the natural and built environment.

6.3.3 The plan therefore has regard to the PPG advice in respect of neighbourhood plans that they “*provide the opportunity for communities to set out a positive vision for how they want their community to develop... in ways that meet identified local need and make sense for local people*”.

6.3.4 The vision and objectives also encapsulate and reflect the vision and objectives set out in section 3 of the LDCS, section 3 of the DMDPD and paragraphs 1.1.14 and 1.1.15 of the LLP and are set out in a way in which it is clear that they are likely to contribute to the achievement of sustainable development.

6.3.5 Accordingly, the Vision and Objectives meet Basic Conditions Nos 1, 2 and 3.

Policies of the Neighbourhood Development Plan

6.4 – The Natural Environment

6.4.1 The first policy of the plan WEN1 seeks to protect and enhance local wildlife assets. The policy has regard to section 12 of the NPPF in respect of the natural environment. However Gladman Developments Ltd, in their Reg 16 response, point out that the NPPF at paragraph 113 makes it clear that policies should reflect the hierarchy of importance of wildlife assets and apply protection commensurate with their importance. Policy WEN 1 in its first clause does not do this and seeks to apply a blanket protection to designated and non-designated sites. In this respect it is in conflict with Basic Condition No 1.

6.4.2 However, both the NPPF itself and policy 27 of the DMDPD apply a tiered protection and it is unnecessary for policy WEN1 to duplicate this. Accordingly, the first clause could simply be deleted leaving the rest of the policy to set out what is required of development proposals in the parish.

6.4.3 The final clause however referring to minimizing the loss of the most fertile soils is unrelated to the rest of the policy and is not supported by any justifying text. The PPG requires proportionate, robust evidence to support the choices made and the approach taken. The evidence should be drawn upon to explain succinctly the intention and rationale of the policies in the neighbourhood plan. This has not been done in this case and there is therefore a further conflict with Basic Condition No 1. Again the simplest solution as the requirement is already adequately covered in DMDPD policy DM27 would be to remove the clause.

6.4.4 The rest of the policy has regard to the NPPF and is in general conformity with LDCS policy SC1, DMDPD policy DM27 and LLP policy E12 and E17 and provides additional local guidance which is the purpose of neighbourhood plan policies. In protecting and enhancing biodiversity it is also likely to contribute to achieving sustainability.

6.4.5 A conclusion of the Habitats Regulations Screening Opinion was that policy WEN1 should be cross referenced to the requirements of policy DM27 of the DMDPD that relevant surveys and assessments should be carried out where the development has the potential to affect protected sites, habitats or species. However this requirement will apply as an adopted part of the development plan regardless whether it is cross referenced in policy WEN1 or not. Therefore rather than refer to the policy within the text of WEN1 which would simply result in the policy wording becoming time limited, it is sufficient that the

reference is made within the table of relevant Lancaster City Planning Policies following WEN1.

6.4.6 I recommend policy WEN1 is modified as follows and with this modification in place the policy meets Basic Conditions Nos 1, 2 and 3:

Recommendation 4

Remove the first and last clauses of policy WEN1 (i.e. the first line and the penultimate and last line of the policy).

6.4.7 Policy WEN2 looks to protect and enhance local landscape character and the principle of the policy has regard to section 11 of the NPPF and the LDCS policy E1 on environmental capital, LLP policy E4 and DMDPD policy DM28, the last of which sets out in considerable detail the approach to managing landscape impact of development.

6.4.8 Policy WEN2 adds local value to DM28 in focusing on the local landscape issues of concern.

6.4.9 However the NPPF indicates that plans should “*provide a practical basis within which decisions on planning applications can be made with a high degree of predictability and efficiency*”. The PPG further requires that a policy in a neighbourhood plan “*should be clear and unambiguous. It should be drafted with sufficient clarity that a decision maker can apply it consistently and with confidence when determining planning applications*”.

6.4.10 In order to meet these requirements, and therefore Basic Condition No 1, there are a number of points in the policy which need to be clarified.

First, the initial paragraph of the policy is not sufficiently clear where it states ‘suitable’ landscaping schemes’. In respect of materials it refers to ‘locally appropriate’ which is more precise because a developer can observe and apply what is local to the area. Removing the word ‘suitable’ is all that is needed because ‘locally appropriate’ would then apply to both ‘landscaping schemes’ and ‘boundary treatments’.

6.4.11 Secondly, the second paragraph of the policy appears to suggest that rural buildings can only be located on the mid slopes of drumlins which does not appear to be correct. The parish has confirmed that this is not what was intended and the main purpose of the clause is to restrict skyline development. Accordingly the clause needs to be modified.

6.4.12 Thirdly, in the third paragraph dealing with significant views, it is not clear from the use of the word ‘respect’ exactly what a developer would have to do. As the next paragraph refers to mitigation of impacts on significant views, the policy would be clearer if the second paragraph also talked in terms of ‘impact’.

6.4.13 Gladman Developments Ltd, in their Reg 16 response, also raise concerns about

the evidencing of significant views. The PPG requires proportionate, robust evidence to support the choices made and the approach taken. The evidence should be drawn upon to explain succinctly the intention and rationale of the policies in the neighbourhood plan.

6.4.14 Having reviewed the wording both in WEN2 and in the supporting text regarding these views, whilst more could be said about their significance I am of the opinion that enough is said for the developer and decision maker to understand the concept and allow the policy to operate. This is particularly the case as the policy does not preclude development within the vicinity of these significant views merely that it would require a Landscape and Visual Impact Assessment or similar to ensure development is proposed to be sited sensitively and appropriately.

6.4.15 Finally, policy WEN2 also seeks to control the impact of renewable energy installations on the landscape. Paragraph 4.20 in the supporting text talks about large scale renewable installations having a potential impact on the AONB and the local landscape character and gives the example of a solar array. However the policy itself only refers to wind turbines. Clarification sought from the Parish indicates that it is generally supportive of renewable energy of a domestic scale but it is the possibility of renewable energy projects having an adverse visual impact as set out in the supporting text that is the concern. The policy as currently worded does not reflect this and therefore it needs to be modified to apply to all renewable energy projects and deliver what is intended which, according to WNP paragraph 4.20, has been supported by the local community.

6.4.16 In this context the NPPF at paragraphs 93 and 97 requires planning to support the delivery of renewable energy and for all communities to contribute to energy generation from renewable sources. I do not consider that the negative wording of this part of policy WEN2 is framed in a way that has sufficient regard to national policy and therefore does not meet Basic Condition No 1. I acknowledge that one of the criteria in paragraph 97 does allow policies to ensure adverse impacts are addressed (including landscape impact) and, if this is the principal concern of the community in respect of renewable energy installations, it is acceptable for the policy to seek to control this. WEN2 only seeks to control landscape impact although other impacts are fully controlled through policy DM17 of the DMDPD. It would therefore make sense to cross refer to DM17 in the list of related development plan policies following WEN2 as it is not currently listed.

6.4.17 A resident at the Reg 16 stage expressed the view that common land should be referred to in paragraph 4.2 of the supporting text to policy WEN2 and identified on Map 2 showing protected open spaces in Wennington. In response to a question of fact to the City Council it has been confirmed that there are areas of common land particularly along the River Wenning east and south of the village. Whilst common land is already strictly controlled, I see no reason why to further clarify the supporting text at paragraph 4.2 this should not be referred to.

6.4.18 I recommend the following modifications.

Recommendation 5

5A Reword line 2 of policy to read:

“... locally appropriate materials, landscaping schemes and boundary treatments.”

5B Reword line 6 to read:

“...any new rural buildings should be located on sheltered sites below the skyline.”

5C Reword Line 10 to read:

“...proposals should not impact on these.....”

5D Reword Line 18 to read:

“Renewable energy projects in the rural area of Wennington Parish will only be supported where there would be no adverse impact on the setting of the Forest of Bowland AONB and the local landscape character of Wennington Parish.”

5E Add policy DM17 of the DMDPD to the list of Lancaster Planning Policies following policy WEN2.

5F Add to the end of the 3rd sentence in paragraph 4.2:

“...and areas of common land extend east and south of the village along the River Wenning.”

Once Map 2 is enlarged as per Recommendation No 1 the common land along the River Wenning should be shown.

6.4.19 With these modifications in place the policy will be clear and unambiguous thus meeting Basic Condition No 1. As above the policy is in general conformity with the LDCS and DMDPD and helps to deliver a sustainable future for the parish. Therefore Basic Conditions Nos 2 and 3 are also met.

6.5 - Built Environment and Housing

6.5.1 Policy WEN 3 seeks to encourage good design and in that respect has regard to the NPPF at section 7 seeking a high standard of design in all development.

6.5.2 The first part of the policy looks to ensure the design of development conserves the heritage assets of the parish. Gladman Developments Ltd in their Reg16 representation raise concerns regarding this first clause of the policy, firstly that for reasons of clarity it should form a separate policy and secondly that it should distinguish between the protection afforded to designated as opposed to non-designated heritage assets and set out the expectations in respect of each.

6.5.3 Whilst I agree that the heritage section of the policy might have been better separated, it is not open to me to recommend a modification to create a further policy in the plan. The test I must apply is whether the policy meets the Basic Conditions in its current form and there is no reason in these terms why policy WEN3 cannot deal with both aspects.

6.5.4 Regarding the approach to designated and non-designated heritage assets I acknowledge that the NPPF does distinguish in this way; however, I am satisfied that by the policy using the words '*conserved in a manner appropriate to their significance*' a developer would be clear that differing tests would be applied. I do however consider that closer regard would be seen to be had to the NPPF and to legislation if the statutory test wording of 'preserve or enhance' was used in place of 'conserve' in this clause. As the NPPF sets out at length how the tests will be applied in respect of designated and non-designated heritage assets and must be applied when considering development affecting heritage assets I do not consider that it is necessary to replicate the tests in respect of policy WEN3.

6.5.5 In the third clause dealing with development in conservation areas I have a concern whereby it is not immediately clear from the policy, or its supporting text, where one looks to understand the character of the conservation area. Normally a conservation area would have a conservation area appraisal (CAA) or a conservation area management plan (CAMP) in place but I understand from an answer to a question of fact put to the Council that neither has been prepared for Wennington. The policy is capable of being interpreted particularly if the clause referred to the character and appearance of the conservation area. However it would work better with a CAA in place and this cross referenced. If the Council is in a position to complete a CAA before the plan goes to referendum the reference could be added to the policy.

6.5.6 The second section of the policy deals with new buildings. My only comment in respect of this section is that clause 2 again is not sufficiently clear and unambiguous. Presenting the approach to building lines as an either or is not clear. The important issue is that new buildings are in keeping with the building lines established by nearby development. Accordingly a modification is needed to add this to clarify the policy.

6.5.7 Gladman Developments Ltd are also concerned with policy WEN3 generally that it is overly prescriptive and lacks flexibility and they quote from paragraph 60 of the NPPF to make their point. However they do not quote the end of that paragraph which states that: "*It is however proper to seek to promote or reinforce local distinctiveness*". This is what policy WEN 3 seeks to do. The criteria are not expressed in terms that are overly prescriptive. In each of the sections on new buildings, extensions and conversions the criteria use phrases such as "*should be consistent*"; "*should be chosen to complement*"; "*are compatible with*" etc. Moreover the policy does not rule out contemporary designs provided they "*contribute positively towards the visual interest of the local street scene*". In short, there is sufficient flexibility in the policy to ensure it has regard to the policies of section 7 of the NPPF.

6.5.8 In addition to these concerns with the policy there also needs to be a modification to the supporting text to ensure that it too is clear and unambiguous. As was the case with paragraphs 2.9 and 2.10 of the WNP paragraph 5.16 refers back to comments about

policy WEN3 at an earlier stage. As these comments have been acted on it is simply confusing to refer to the comment.

6.5.9 With the recommended modifications in place Basic Condition No 1 would be met. The policy would also be in general conformity with LDCS policy SC5 seeking to achieve quality in design, LLP policies H12 and E35 which seek to achieve and protect conservation areas respectively and DMDPD policy DM35 that sets out key design principles. The policy would also contribute to achieving a more sustainable form of development and therefore Basic Conditions Nos 2 and 3 would be met.

Recommendation 6

6A Reword Line 1 of policy WEN3 paragraph 1 to read:

“Both designated and non-designated heritage assets *will be preserved or enhanced* in a manner appropriate.....”

6B Reword Line 7 of WEN3 paragraph 3 to read:

“...materials and detailing to the character *and appearance* of the Conservation Area.”

6C Reword Clause 2 of the section of policy WEN3 on New Buildings to read:

“Building lines should *reflect adjacent development and either* come up to....”

6D Delete the second sentence of paragraph 5.16 of the supporting text to policy WEN3.

6.5.10 Policy WEN4 sets out the approach to housing development in the parish. As Wennington is not classed as a sustainable settlement, policy WEN4 limits future housing development to that which can be achieved through conversions of existing buildings or new build in response to local need, where the vitality of rural communities will be maintained or enhanced. In that respect the policy has regard to the NPPF at paragraph 55 regarding housing in rural areas and LDCS policy SC3, DMDPD policy DM42 managing rural housing growth and LLP policy H11 dealing with housing exceptions. The result of the Local Housing Needs Assessment carried out during the preparation of the WNP was that at the present time there is no local housing need and therefore the decision was taken that there was no need to allocate any site in the plan.

6.5.11 Again for the purposes of creating clear and unambiguous policies as required by the PPG the third paragraph of the policy should make it clear that this relates to newbuild housing.

6.5.12 In addition the wording of the introduction to the clauses in the policy and the clauses themselves do not make grammatical sense so I have included a modification in Appendix 2 listing typographical and formatting corrections see section 7.1 below.

6.5.13 Finally the wording of the supporting text at paragraph 5.18 refers to policy numbers

in the emerging *Local Plan for Lancaster District Part One*. As stated above at paragraph 6.0.4 of this report as the new local plan is only at submission stage and has still to complete examination it is not yet clear whether policies SP2 and 3 will remain or continue to carry this numbering. To avoid confusion in the WNP the reference to the emerging plan in paragraph 5.18 should be phrased in a more general way without referring to policy numbers.

Recommendation 7

7A Reword Line1 of paragraph 3 to policy WEN 4 to read:

“In respect of newbuild housing preference will be given to.....”

7B Reword Lines 2/3 of paragraph 5.18 of the supporting text to WEN4 to read:

“.....Wennington is identified as a Rural Village in the Lancaster District Settlement Hierarchy. The emerging local plan sets out that.....”

6.5.14 With the recommended modifications in place Basic Condition No 1 would be met. The policy would also be in general conformity with development plan policies as above and would also contribute to achieving a more sustainable form of development meeting local housing needs and therefore Basic Conditions Nos 2 and 3 would be met.

6.6 - Rural Economy

6.6.1 Policy WEN5 looks to encourage the rural economy by supporting small scale development to facilitate local economic growth. In principle the policy has regard to the NPPF at section 3 which supports a prosperous economy in all but one respect.

Clause 3 appears to limit the support to reuse or conversion of existing buildings whereas the NPPF at section 3 also allows for the development of well-designed new buildings.

Accordingly the policy as it is phrased at present does not meet Basic Condition No 1 and will need to be modified to allow for the construction of new buildings.

6.6.2 Again in respect of the requirement of the NPPF that plans should provide a practical basis within which decisions on planning applications can be made with a high degree of predictability and efficiency and the PPG that a policy in a neighbourhood plan should be clear and unambiguous, policy WEN5 is insufficiently clear in the first paragraph in terms of what is meant by ‘small scale facilities’. The Parish Council has confirmed that what it was trying to convey was that Wennington, in the context of supporting the rural economy, would be receptive to small scale development. An illustrative example might be a small scale extension to a property (i.e. to create an office or workshop) that would enable home working. That being the case the text needs to be modified to meet Basic Condition No 1.

Recommendation 8

8A Reword line 2 of policy WEN5 to read:

“...demonstrated for such accommodation, *small scale development in association with a local business* and facilities linked to the visitor economy....”

8B – Reword clause 3 of policy WEN5 to read:

“Proposals include the re-use or conversion of *existing buildings or well-designed new buildings.*”

6.6.3 The policy with these modifications would also be in general conformity with the LDCS policy ER6 on tourism and DMDPD policies DM7, 8 and 9 on economic development in rural areas, reuse and conversion of rural buildings and rural diversification. Policy WEN 5 focusses on the local matters of concern and seeks to enhance rural sustainability by supporting the economy. As such, as modified, the policy would also meet Basic Conditions Nos 2 and 3.

6.7 Local Infrastructure

6.7.1 Policy WEN6 seeks to secure improved transport and accessibility through development within the parish. The focus of the policy is to make provision for safe and more sustainable transport modes and therefore the principle of the policy has regard to the NPPF at section 4.

6.7.2 The rail station is undoubtedly an asset that specifically enables sustainable travel by residents of the parish. However it is just outside the Parish and therefore the neighbourhood plan, given the requirements of Section 38 of the PCPA (as amended), cannot include a policy that seeks to safeguard it. In order to meet Basic Condition No 1 therefore the first sentence of policy WEN6 will need to be removed from the policy. If the Parish Council wish to actively support the idea of the station as a rural transport hub it should do so through a community action project but this cannot be formally part of the WNP. I recommend that the first sentence of policy WEN6 is incorporated into the text at paragraph 7.17 and the second sentence of the policy makes it clear that it applies to development proposals within the parish.

6.7.3 The NPPF requires that plans should provide a practical basis within which decisions on planning applications can be made with a high degree of predictability and efficiency and the PPG that a policy should be drafted with sufficient clarity that a decision maker can apply it consistently and with confidence when determining planning applications. Given these requirements the fourth paragraph of policy WEN6 does not meet Basic Condition No 1. It is not at all clear from the policy when it will be **relevant** to apply this clause. Accordingly, the clause needs to be reworded to provide certainty.

6.7.4 A resident in their Reg 16 response suggests that rail and bus services should be classed as a significant asset in Paragraph 7.2 and that the figure of 5 trains per day is no longer correct in paragraph 7.18 and should be changed to 7. The value of the rail bus interchange is recognised as a significant asset in paragraph 7.17 as proposed to be

reworded so does not need to be repeated. If the number of trains has increased to 7 trains per day then the figure of '5' in paragraph 7.18 should be amended as a factual correction.

Recommendation 9 –

9A Remove the first sentence of policy WEN6 and reword the second sentence to read:

“Sustainable development proposals *within the parish which support and enhance the potential of Wennington Station.....”*

9B Reword the first sentence of paragraph 7.17 of the supporting text to read:

“ Wennington station *and the rail/bus interchange is not within.....village and its role and function as a rural transport hub will be encouraged.*”

9C Reword the 4th paragraph of policy WEN6 to read:

“Proposals for new development will be required to demonstrate that any potential adverse impacts on local highways from additional traffic can be resolved or suitable mitigation measures put in place appropriate to the rural road network.

9D Line 5 of paragraph 7.18 – change '5 trains' to '7 trains'.

6.7.5 With these modifications the policy will meet Basic Condition No 1, would be generally in conformity with LDCS policy E2 and LLP policy T9 on transportation measures and DMDPD policies DM20 and DM21 which seek to enhance accessibility and transport linkage and promote walking and cycling respectively. As the policy will also help to secure more sustainable transport it helps to achieve sustainable development. Thus basic Conditions Nos 2 and 3 are also met.

6.8 Flooding

6.8.1 The WNP identifies surface water flooding in Wennington as an issue and policy WEN7 seeks to ensure that any future development proposals do not worsen the current situation and ideally results in improvement. The policy in principle has regard to section 10 of the NPPF. However again there are issues with the policy with regard to the extent to which it is as clear and unambiguous as it can be.

6.8.2 First, the policy does not state where surface water flooding is known to be an issue and it should be cross referenced to Map 6 which sets out the areas of surface water flood risk. In order that this cross referencing is as clear as possible it is important that the enlarging of these maps as proposed in Recommendation 1 is carried out.

6.8.3 Secondly, the first clause of the policy is unclear in what it is seeking to achieve. Paragraph 2 of WEN7 looks to minimise run off and retain surface water on site. It is my understanding therefore that the mitigation referred to in paragraph 1 of the policy needs to ensure surface water flooding is not exacerbated beyond the site and wherever possible

provides betterment. This is not what the text currently states so it will be unclear for a developer what it is that the mitigation is intended to do.

6.8.4 Finally the Environment Agency has requested in its Reg 16 response a further clarification in respect of how the flood mapping is referred to in paragraph 8.2.

Recommendation 10

10A Reword line 1 of policy WEN7 to read:

“In areas where surface water flood risk is a known issue, as identified on Map 6, development proposals.....”

10B Reword line 2 to read:

“....can be provided which does not exacerbate surface water flooding beyond the site and wherever possible...”

10C Reword line 1 paragraph 8.2 of supporting text to policy WEN7 to read:

“The Environment Agency flood risk assessment mapping provides information about areas at risk of flooding from different sources – see Maps 6 and 7 below.”

6.8.5 With these modifications made the policy meets Basic Condition No1. DMDPD policies DM38 and 39 set out the requirements to minimise flood risk from development and control surface water run-off respectively. These are very detailed policies and therefore the WNP policy does not need to replicate these but can instead focus on how these issues are to be addressed locally. The policy is in general conformity with the DMDPD policies and, inasmuch as controlling and reducing flood risk also contributes to achieving sustainable development, the Basic Conditions Nos 2 and 3 are also met.

7. Other Matters

7.1 Typographical and Formatting Corrections

7.1.1 There are a number of typographical and formatting errors in the plan which ought to be corrected. In addition to proposing modifications to ensure the plan meets the basic conditions it is also open to me as the examiner to correct such errors. I have identified these in Appendix 2 and in modifying the plan as set out above and finalising for the referendum these typographical amendments should be made.

Recommendation 11 – Make typographical and formatting corrections as set out in Appendix 2 at the end of this report.

8. Referendum

8.1 Subject to the recommended modifications set out above being completed, it is appropriate that the Wennington Neighbourhood Plan should proceed to a Referendum.

8.2 I am required to consider whether the Referendum Area should be synonymous with the Wennington Neighbourhood Area or extended beyond it.

8.3 The Neighbourhood Area mirrors the boundaries of the parish. Given the scale and nature of the plan and the fact that the policies proposed would not affect residents in adjoining parishes I do not consider that extension of the area would be warranted.

8.4 Accordingly, I consider that it is unnecessary to recommend any other referendum area than the Neighbourhood Area and no evidence has been submitted to suggest any alternative approach.

Recommendation 12 - I recommend to Lancaster City Council that the Wennington Neighbourhood Plan, modified as specified above, should proceed to a Referendum based on the Wennington Neighbourhood Area as approved by the City Council on 24 November 2016.

Peter D Biggers
19 October 2018
Independent Examiner
Argyle Planning Consultancy Ltd

Appendix 1 – Wennington Neighbourhood Plan Questions of Fact from the Examiner

For Lancaster City Council to answer

- What is the position with the Lancaster District Core Strategy 2008 as the Local Plan for Lancaster District 2011-31 Development Management DPD states that on its adoption (which happened in 2014) the Core Strategy will be withdrawn – or - is the intention that this will not happen until the site allocations part of the local plan is also adopted.

When the 2014 Development Management DPD was adopted, the intention was that this would be shortly followed by a Land Allocations DPD presenting revised strategic policies for the district. However, since this time, the position has moved on and the Council has now submitted two documents simultaneously to the Planning Inspectorate for Examination in Public, namely the Strategic Policies and Land Allocations DPD and a review of the Development Management DPD. As such policies within the 2004 Lancaster District Local Plan and the 2008 Lancaster District Core Strategy remain the current strategic component of the Local Plan for Lancaster District.

- Paragraph 1.4 of the WNP does not mention the Local Plan for Lancaster District 2011-31 - Development Management DPD adopted in 2014. Is this merely an oversight as presumably it is part of the adopted plan on which the WNP is based.

This is an oversight and should also refer to the 2011-31 - Development Management DPD adopted in 2014,

- What is the current position with the emerging Local Plan in terms of stage now reached?

On 15th May 2018 the Council submitted the Strategic Policies and Land Allocations DPD and a review of the Development Management DPD. An inspector has been appointed, Mr Richard McCoy and examination hearings are programmed to start on Tuesday 8th January 2019. Once adopted these documents will supersede saved policies in the 2004 Lancaster District Local Plan, the 2008 Lancaster District Core Strategy and the Development Management DPD 2014.

- Has a conservation area appraisal or conservation area management plan been prepared for Wennington CA?

The Council at this stage has not prepared a Conservation Area Appraisal or Management Plan for Wennington Conservation Area. However, it is intended that these will be prepared at a future date.

- A resident at Reg 16 stage proposed that common land should be referred to in para 4.2 of the plan and included in Map 2 . Am I right in assuming that the village greens are common land and are already identified on Map 2 ? Are there any other areas of common land in the parish?

Further to your query please find attached picture which identifies common land and village greens, these are two different classifications and are held on separate registers by Lancashire County Council.

For Wennington Parish Council to answer

- Is it just wind power where there is a need to apply control in WEN2 as the plan text refers to solar arrays?

The plan text refers to the (local) solar array farm as an example of a development that Wennington would wish to resist. The key principle and distinction that Wennington wish to promote is that it supports renewal energy schemes when considered in the context of domestic properties. However, large scale (e.g. commercial/industrial) renewal energy schemes, such as wind or solar farms, would have significant and detrimental impact within the landscape.

- What is intended to be covered by the reference to small scale facilities in the second line of policy WEN5?

What we were trying to convey was that Wennington, in the context of supporting the rural economy, would be receptive to small scale facilities. An illustrative example might be a small scale extension to a property (i.e. to create an office or workshop) that would enable home working.

However, we accept, this specific wording is open to misinterpretation and we would be comfortable for this particular phrase to be removed in order to avoid confusion.

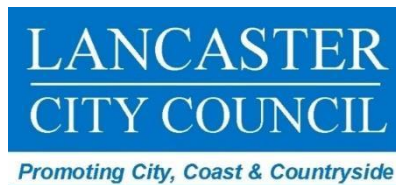
In conclusion, presuming that our principle points are reasonable, we would be very happy to review the wording or receive a recommendation on how we might rephrase these policies to be more precise in their meaning and application.

- As currently worded WEN2 appears to suggest that any new rural buildings should be located on the mid slopes of drumlins (ie **only** being located there and **nowhere else**). This does not appear to be right. Is the important point the parish want to get across the last part of that clause ie that development should be below the skyline?

The examiner's instinct is correct... the important point the parish wishes to promote is that any development should, wherever possible, be below the skyline so as the help maintain the current landscape and protect the significant views which are highly valued by local people. As the policy goes on to explain, where "a development proposal impacts on an identified significant view, a landscape and visual impact assessment... must be carried out".

The parish is certainly not suggesting that any new building can only be located on the mid slopes of drumlins.

Appendix 2 - Recommendation 11–Table of Typographical and Formatting Corrections		
Para	Location	Correction
	Lancaster Planning Policies Tables (All tables)	Retitle reference to the Core Strategy as “<i>Lancaster District Local Development Framework Core Strategy</i>”
2.4	Second sentence - Line 2	Substitute ‘met’ for ‘meets’
4.2	Line 11	Missing word – insert “<i>improving</i>” after “There are some opportunities for”....
4.20		Insert new sub heading in bold “<i>Renewable Energy Projects</i>” At the start of para 4.20
WEN3	Car Parking – Line 1	Should read: “<i>Lancaster District’s</i> most up to date....”
5.20	Line 7	Delete the word ‘in’ after ‘during’
WEN4	Line 2 and 3	Delete the word ‘proposals’ from line 2 and insert it at the beginning of clause 1.
WEN4	Clause 2 Line 1	Add the word ‘<i>which</i>’ after the word ‘development’.
8.7	Line 2	Delete ‘the’ after ‘occurred in’
9.4	Line 1	Delete paragraph reference number ‘9.4’ and replace with ‘9.2’.



Wennington Neighbourhood Plan

Regulation 19 (Final) Decision Statement

Statement published 2019, pursuant to Section 38A(9) of the Planning and Compulsory Purchase Act 2004 and Regulation 19 of the Neighbourhood Planning (General) Regulations 2012

Lancaster City Council decided by resolution of Full Council on 10/04/19 to make the Wennington Neighbourhood Development Plan under Section 38A(4) of the Planning and Compulsory Purchase Act 2004 (as amended). The Wennington Neighbourhood Development Plan now forms part of the Development Plan for Lancaster District.

1.0 Summary

- 1.1 This document is the Decision Statement required to be prepared under section 38A(9) of the Planning and Compulsory Purchase Act 2004 (as amended) and Regulation 19 of the Neighbourhood Planning (General Regulations) 2012 (As amended). It sets out the Council's considerations and formal decision in bringing the Wennington Neighbourhood Development Plan into legal force.
- 1.2 Following an independent examination and positive referendum, held on 14/02/19, Lancaster City Council decided to make the Wennington Neighbourhood Development Plan under section 38A(4) of the Planning and Compulsory Purchase Act 2004 ('the Act').

2.0 Background

- 2.1 On 13th September 2016, Wennington Parish Council, as the qualifying body, submitted proposals to Lancaster City Council to designate the boundary of the Wennington Neighbourhood Plan Area.
- 2.2 The Neighbourhood Area application was approved by Lancaster City Council (the Council) on 24th November 2016 in accordance with the Neighbourhood Planning (General) Regulations 2012 (As amended).
- 2.3 Following initial consultation stages, a Draft Plan was publicised and representations were invited in accordance with Regulation 14 between 2nd April 2018 and 25th May 2018.
- 2.4 The final draft neighbourhood plan was submitted to Lancaster City Council on 22nd June 2018. A final stage of publicity and consultation was undertaken over a 6-week

period between 20th July 2018 and 31st August 2018 to determine if there were any unresolved objections to the plan.

2.5 Lancaster City Council, with the agreement of Wennington Parish Council, appointed an independent Examiner, to review whether the Plan met the “Basic Conditions” required by legislation and could proceed to referendum.

2.6 The Examiner’s report was received on 22nd October 2018. This concluded that the plan met the basic conditions, and that subject to the modifications proposed in the report the plan should proceed to a referendum.

3.0 Decision and Reasons

3.1 With the Examiner's recommended modifications the Wennington Neighbourhood Plan meets the basic conditions set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990, is compatible with EU obligations and the Convention rights and complies with relevant provision made by or under Section 38A and B of the Planning and Compulsory Purchase Act 2004 (As amended).

3.2 A local referendum was held in Hornby (as no available or suitable polling place exists in Wennington) on 14/02/19 to decide whether the local community were in favour of the Wennington Neighbourhood Plan. From the votes recorded, of those who voted 100% were in favour of the plan. The turnout of electors was 60.19%.

3.3 Section 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 (As amended) requires that the Council must ‘make’ the neighbourhood plan if more than half of those voting have voted in favour of the plan.

3.4 Lancaster City Council has assessed that the plan, including its preparation, does not breach, and would not otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).

3.5 In accordance with the Neighbourhood Planning (General) Regulations 2012 (As amended), Wennington Neighbourhood Development Plan is ‘made’ and planning applications in the parish must be considered against the Wennington Neighbourhood Development Plan, as well as existing planning policy, such as the Local Development Plan and the National Planning Policy Framework.

3.6 The modifications agreed to the neighbourhood plan made by Lancaster City Council were published alongside the Wennington Neighbourhood Plan Decision Statement on 12th December 2018.

Jason Syers, Director of Economic Growth and Regeneration, 10th April 2019

Equality Impact Assessment

This **online** equality impact assessment should:

An equality impact assessment should take place when considering doing something in a new way. Please submit your completed EIA as an appendix to your committee report. Please remember that this will be a public document – do not use jargon or abbreviations.

Service

Title of policy, service, function, project or strategy

Type of policy, service, function, project or strategy: Existing New/Proposed

Lead Officer

People involved with completing the EIA

Step 1.1: Make sure you have clear aims and objectives

Q1. What is the aim of your policy, service, function, project or strategy?

Wennington Neighbourhood Plan has been developed by the local community and has given them a greater ownership of the plans and policies that affect their community. The Vision Statement of the NDP is for a strong, cohesive and forward looking community. A community that will in response to the needs of residents, organically grow and develop in a sensitive and sustainable manner. Objective 4 of the NPD is to support incremental housing development which meets identified local needs. The aim of the referendum is to give the Wennington community a vote on whether they support the Neighbourhood Plan. A referendum has taken place with a unanimous vote in favour. The Council is now required to formally make the Neighbourhood Plan which will become part of the Lancaster District Local Plan.

Q2. Who is intended to benefit or have a detrimental effect on and how?

The Wennington Neighbourhood Plan should lead to a balanced approach to development in the next 13 years that meets current needs whilst protecting the interests of future generations. The policies and proposals of the WNP have been developed in consultation with the community and wider stakeholders to produce as inclusive a document as possible. The policies set out in the WNP would be unlikely to have any detrimental impact on most of the 'protected characteristics' set out in the Equality Act 2010 and generally the plan would bring positive benefits. It is recognised that whilst the plan does not directly address needs of specific groups neither do its policies expressly exclude any groups' needs. The purpose of the referendum was to give everyone who was eligible to vote in the Parish of Wennington at the time of the referendum the opportunity to determine whether the NP should be used in determining planning applications in the future. It is a requirement of the Localism Act 2011 that a standard question is posed in the referendum which asks 'Do you want Lancaster City Council to use the Neighbourhood Plan for Wennington to help it decide planning applications in the neighbourhood area?' There was a unanimous vote in favour of making the neighbourhood plan.

Equality Impact Assessment

Step 1.2: Collecting your information

Q3. Using existing data (if available) and thinking about each group below, does, or could the policy, service, function, project or strategy have a negative impact on the groups below?

Group	Negative	Positive/No Impact	Unclear
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faith, religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender including marriage, pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation including civic partnerships	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other socially excluded groups such as carers, areas of deprivation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rural communities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Step 1.3 – Now you need to consult!

Q4. Who have you consulted with? If you haven't consulted yet please list who you are going to consult with? Please give examples of how you have or are going to consult with specific groups of communities

Wennington Parish Council have consulted with their community throughout the Neighbourhood Plan process, this has been detailed in their Consultation Statement which has been submitted as part of their Neighbourhood Plan. Prior to the preparation of the Issues and Options consultation, a housing needs survey was prepared which involved a survey being given to all 54 households within the Parish.

Informal consultations were undertaken at through an Issues and Options Consultation between October and November 2017. This included comments forms being distributed to all households. A public consultation event was also held at Melling Institute. A first draft plan was then published for further consultation for a six week period from 13th December 2017 until 12th January 2018. Under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 an 8 week consultation was held from 2nd April 2018 until 25th May 2018. This included a covering letter being sent to all parishioners.

The Neighbourhood Plan was then submitted by the Parish Council. A statutory consultation was then held by the Council prior to the Examination, for a period of six weeks, from 20th July 2018 to 31st August 2018. Targeted consultation has not taken place with the specific groups, however this was distributed via the Council's Planning Policy Consultation List and widely publicised by Wennington Parish Council.

In respect of the referendum as per Regulation 18 of the Neighbourhood Planning (General) Regulations, a Decision Statement was issued which explained the Decision of the Council upon the outcomes of the Examination including reasons, details of where and when the decision statement could be inspected and bring the decision statement and, as the case may be, the report to the attention of people who live, work or carry on business in Wennington. An Information Statement was also issued, which publicised the referendum held, on 14th February, the question to be asked in the referendum, a map of the referendum area, and where documents could be inspected. The referendum attracted

Equality Impact Assessment

over 60% turnout of the electorate of the parish (61 voters), all votes were cast in favour of making the neighbourhood plan. It is now therefore a requirement of the Council to make the neighbourhood plan so that it becomes part of the Council's statutory development plan, by reason of Section 38(4) of the Planning and Compulsory Purchase Act 2004.

Step 1.4 – Assessing the impact

Q5. Using the existing data and the assessment in questions 3 what does it tell you, is there an impact on some groups in the community?

Age: The housing needs survey was issued to all households in the Parish. However, the age distribution of returnees peaked between 60 and 69. This corresponds with the Upper Lune Valley ward which has an older age structure than is the national or district average. Whilst the NP does not specifically promote the needs of older people, where a local housing need is identified policy WEN4 seeks to promote small scale opportunities this may in the future include opportunities for older people.

Disability: The NP has a neutral impact as neither does it provide specific positive or negative policies in relation to faith, religion or belief. All households were distributed with a housing needs survey as part of the preparation of the NP. However, no specific need was identified. The referendum took place on 14th February 2019 and anyone eligible to vote within Wennington had the opportunity to register a vote. There are regulations within the Neighbourhood Planning (Referendum) Regulations that required the referendum to be accessible to those with disabilities.

Faith, Religion or Belief: The NP has a neutral impact as neither does it provide specific positive or negative policies in relation to faith, religion or belief. All households were distributed with a housing needs survey as part of the preparation of the NP. However, no specific need was identified.

Gender including Marriage, Pregnancy and Maternity: The Neighbourhood Plan has a very limited role in the context of gender, marriage, pregnancy and maternity.

Gender Reassignment: The Neighbourhood Plan and referendum has a very limited role in the context of gender reassignment

Race: The Parish of Wennington was 98.9% white at the time of 2011 Census. However, in general the Neighbourhood Plan has a very limited role in the context of race, policies have a neutral impact. As part of the referendum there are requirements of legislation which require inclusivity for those without English as a main language.

Sexual Orientation including Civic Partnership: The 2011 Census did not have a specific question regarding sexual orientation. Estimates of the prevalence and incidence of transgender people are difficult to quantify due to the lack of robust national data.

Rural Communities: Wennington is a rural community which has been fully involved in developing a Neighbourhood Plan for the area. The Plan provides policies which seek to promote the qualities of rural communities including jobs, housing and access to public transport. The Consultation Statement details this involvement. The referendum took place on 14th February 2019 in Hornby Institute, which although is not within the parish, it is the normal polling station. There were also opportunities for people to undertake a postal vote.

Step 1.5 – What are the differences?

Q6. If you are either directly or indirectly discriminating, how are you going to change this or mitigate the negative impact?

There are no policies which will directly or indirectly lead to discrimination within the NDP. The referendum took place in accordance with the referendum regulations.

Q7. Do you need any more information/evidence eg statistic, consultation. If so how do you plan to address this?

Equality Impact Assessment

None required.

Step 1.6 – Make a recommendation based on steps 1.1 to 1.5

Q8. If you are in a position to make a recommendation to change or introduce the policy, service, function, project or strategy, clearly show how it was decided on.

None required

Q9. If you are not in a position to go ahead, what actions are you going to take?

None required

Q10. How do you plan to monitor the impact and effectiveness of this change or decision?

The NP will be monitored including policies on housing and the rural economy. A framework has been proposed as part of proposed modifications.

Step 1.7 – Publish your results

This EIA has been approved by:

Henry Cumbers

Contact Number:

01524 582811

Date

21/03/2019

COUNCIL**Designation of Monitoring Officer
10 April 2018****Report of the Chief Executive****PURPOSE OF REPORT**

To enable the Council to designate an officer to be Monitoring Officer with effect from 11 April 2019.

This report is public

RECOMMENDATIONS

- (1) **That the Acting Head of Legal Services, Mr Rephael Walmsley, be designated as the Council's Monitoring Officer with effect from 11 April 2019.**

1.0 Introduction

- 1.1 The Council has a duty under Section 5(1) of the Local Government and Housing Act 1989 to designate one of its officers as the Monitoring Officer. The Monitoring Officer may not be the Head of Paid Service or the Section 151 Officer.
- 1.2 Section 5(7) provides for the duties of the Monitoring Officer to be performed by that officer personally or, where he/she is unable to act owing to absence or illness, personally by such member of his/her staff as he/she has for the time being nominated as their deputy.
- 1.3 The Monitoring Officer has a duty under Section 5(4) of the Act to report to Council if it appears that any proposal, decision or omission by the Council constitutes, has given rise to, or is likely to give rise to a contravention of the law or maladministration.
- 1.4 Under the Localism Act 2011, the Monitoring Officer has statutory duties in respect of the registration of Members' interests.
- 1.5 Further, the Council's Constitution provides for the Monitoring Officer to support the work of the Standards Committee, to maintain the Constitution, to ensure that agendas and decisions are published, to advise whether Cabinet decisions fall within the budget and policy framework, and to provide advice to all councillors.
- 1.6 The Interim Head of Legal and Democratic Services, Mr David Brown, has been undertaking the duties of Monitoring Officer and he is leaving Lancaster

City Council. His last day of work will be Wednesday 10 April.

- 1.7 Mr Rephael Walmsley has worked in the Legal Services Department with Lancaster City Council since 19 November 2007, when he was appointed to the post of Solicitor. On 1 November 2018, Mr Walmsley was appointed Acting Head of Legal Services, and also took on the role of one of the Council's two Deputy Monitoring Officers. Mr Walmsley is the most appropriate member of staff to take on the duties of Monitoring Officer.

2.0 Proposal Details

- 2.1 It is proposed therefore that Mr Rephael Walmsley be designated as the Monitoring Officer from 11 April 2019.

3.0 Conclusion

- 3.1 Council is asked to approve this designation.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p> <p>None</p>	
<p>LEGAL IMPLICATIONS</p> <p>The legal background is set out in the body of the report.</p>	
<p>FINANCIAL IMPLICATIONS</p> <p>No financial implications</p>	
<p>OTHER RESOURCE IMPLICATIONS</p> <p>Human Resources: There is a statutory requirement for the role of the Monitoring Officer to be filled.</p>	
<p>SECTION 151 OFFICER'S COMMENTS</p> <p>The Section 151 Officer has been consulted and has no comments.</p>	
<p>DEPUTY MONITORING OFFICER'S COMMENTS</p> <p>The Deputy Monitoring Officer has drafted this document. The legal background is set out in the body of the report.</p>	
<p>BACKGROUND PAPERS</p> <p>None</p>	<p>Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk Ref:</p>

CABINET**6.00 P.M.****5TH MARCH 2019**

PRESENT:- Councillors Eileen Blamire (Chairman), Janice Hanson (Vice-Chairman), Nathan Burns, Darren Clifford, Brendan Hughes, Margaret Pattison, Andrew Warriner and Anne Whitehead

Officers in attendance:

Kieran Keane	Chief Executive
Daniel Bates	Director of Corporate Services
Jason Syers	Director for Economic Growth and Regeneration
Paul Thompson	Chief Financial Officer (Head of Finance & Section 151 Officer)
Rephael Walmsley	Acting Head of Legal Services
Richard Crompton	Interim Regeneration Manager
Liz Bateson	Principal Democratic Support Officer

91 MINUTES

The minutes of the meeting held on Tuesday 12 February 2019 were approved as a correct record.

92 ITEMS OF URGENT BUSINESS AUTHORISED BY THE LEADER

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

93 DECLARATIONS OF INTEREST

Councillor Whitehead declared a non-prejudicial interest with regard to Agenda Item 11 in view of her being a patron of the Dukes.

94 PUBLIC SPEAKING

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

95 WRAY-WITH-BOTTON NEIGHBOURHOOD PLAN DECISION TO PROCEED TO REFERENDUM**(Cabinet Member with Special Responsibility Councillor Hanson)**

Cabinet received a report from the Director of Economic Growth and Regeneration, which sought approval for the Wray-with-Botton Neighbourhood Plan to proceed to referendum at the earliest possible opportunity.

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

	Option 1: Accept the modifications of the	Option 2: Reject some of the modifications of	Option 3: Reject all of the
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	Examiner, issue a decision statement to this effect and approve the Neighbourhood Plan to go forward to referendum.	the Examiner and delegate authority to the Planning Manager to publish the decision.	modifications of the Examiner.
Advantages	This would be to the benefit of adopting localism within the district, enabling communities to shape their area. It would enable the community as a whole to decide if the plan should be sued by the Council for determining planning applications.	That the plan could be prepared in line with (or closer in line with) the original intentions of the Neighbourhood Plan sub group.	None known. Rejection of all the modifications would mean rejection of the plan on the basis that the Council could not be satisfied that the Plan could meet the basic conditions required by Schedule 4B Town and Country Planning Act 1990.
Disadvantages	None known	Officers and the Neighbourhood Plan sub group have agreed the modifications are acceptable and that the plan is suitable to be the subject of a referendum. Rejecting modifications may remove clarity, factual correctness or compatibility with other local authority plans or policies. It could also lead to the Basic Conditions requirement not being met. Rejecting modification will require further consideration by officers as to the suitability of the plan and further consideration by Council.	The Neighbourhood Plan would not be made.
Risks	None known	Removal of some of the modification may lead	The Plan, with the Examiners'

		<p>to the Plan not meeting the basic conditions and to the ultimate decision that the plan should not be progressed.</p> <p>Removal of some of the Examiner's recommendations may also create ambiguity and uncertainty in the application of the Plan. This could lead to legal challenge and difficulty in the application of planning policy to planning decisions.</p>	<p>recommendations, is agreeable to the Neighbourhood group. To reject the Plan by not accepting the modifications could be suggest to public law challenge.</p>
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The preferred option is Option 1. Given the level of work undertaken by the Neighbourhood Plan Sub Group alongside the extensive consultation that took place prior to the Examination of the plan it is considered that subject to the outcome of the referendum that it is the will of the community of the Parish of Wray-with-Botton for a neighbourhood plan to be prepared. The independent Examiner has scrutinised the plan in making an assessment as to whether it meets the Basic Conditions and subject to modification is of the view that the plan is ready to proceed to Referendum.

In conclusion it is the opinion of the Planning Manager that the Wray-with-Botton Neighbourhood Plan is ready to proceed to referendum, subject to modifications as recommended by the Examiner being made.

Councillor Hanson proposed, seconded by Councillor Warriner:-

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

Councillors then voted:-

Resolved unanimously:

- (1) That the proposed changes to the Neighbourhood Plan, as set out in Appendix C to the report be endorsed and a decision statement be issued to inform interested parties that the modified Neighbourhood Plan should proceed to Referendum as soon as reasonably possible.
- (2) That Cabinet agrees to the advance funding of the Referendum, which will be claimed back from the Government in due course.

Officers responsible for effecting the decision:

Director of Economic Growth and Regeneration
Director for Corporate Services

Reasons for making the decision:

The aim of the referendum is to give the people of Wray-with-Botton community a vote on whether they support the Neighbourhood Plan. Neighbourhood Planning contributes to the Council's corporate plan priorities, in particular, sustainable economic growth. Once adopted, neighbourhood plans will form part of the Council's Lancaster District Local Plan.

96 ARTS AND CULTURE POLICY FRAMEWORK**(Cabinet Member with Special Responsibility Councillor Clifford)**

Cabinet received a report from the Director of Economic Growth and Regeneration, which sought approval of the Arts and Culture Policy for consultation. The policy framework was designed to provide a means by which the Council's support for arts and culture could be evaluated against corporate priorities and key quality criteria.

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

Continuing without a policy in place offers no identified benefits. The lack of policy risks public funds being used to promote activities that either do not provide value for money or offer no material benefit. Introducing a policy based on evidence will ensure fairness and consistency in terms of allocation of funds and resources and will align the delivery of services with the Council's priorities.

The officer preferred option is to agree the draft Arts and Culture Policy for consultation.

Councillor Clifford proposed, seconded by Councillor Hanson:-

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

Councillors then voted:-

Resolved unanimously:

- (1) That the draft Arts and Culture Policy be approved for consultation.

Officer responsible for effecting the decision:

Director of Economic Growth and Regeneration

Reasons for making the decision:

The City Council invests and uses its resources to support arts and culture in the district. The decision will enable the Council to establish the arrangements necessary to ensure the best possible results from its contributions in a way that is fair and transparent.

97 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor Hughes and seconded by Councillor Pattison:-

“That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that 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 items 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.

98 DISPOSAL OF LAND, HEYSHAM BUSINESS PARK

(Cabinet Member with Special Responsibility Councillor Hanson)

Cabinet received a report from the Director of Economic Growth and Regeneration to report on the terms agreed in relation to disposal of land at the former Shell ICI site and as required under the Cabinet agreement to the disposal dated 12 February 2013. Whilst the report was public, Appendices B & C were exempt from publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972.

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

	Option 1: proceed with the legal completion of the transaction with Lancaster Power	Option 2: do not proceed with the transaction to Lancaster Power
Advantages	Opportunity for the council to receive a capital receipt. Accords with the councils' corporate objectives and stated aims for the regeneration and growth of the Heysham gateway area	The potential to pursue other opportunities in relation to the site
Disadvantages	The loss of opportunity to pursue other opportunities in relation to the site.	Lost opportunity for capital receipt Ongoing liability for this parcel of land Possibility of legal challenge by not adhering to the terms of the legally binding option agreement between the parties
Risks	None specifically identified	Strong probability of legal action against council and a possible direction to pay compensation

The officer preferred option is Option 1 as it accords with the legal obligations contained within the option agreement between the parties.

- It retains 'surplus' land for future alternative uses.
- It secures the councils future position as to compliance with S123 of the Local Government act and provides the ability to 'control' the nature of uses across the Heysham Gateway area.
- The proposed use accords with the Councils stated development aspirations for the area as outlined in the emerging local plan and Heysham Gateway Vision Document.

Councillor Hanson proposed, seconded by Councillor Clifford:-

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

Councillors then voted:-

Resolved unanimously:

- (1) That the terms of sale be agreed, following exercise of the Option to purchase a lease by Clifton Marsh Power (now trading as Lancaster Power) and Lancaster City Council arising from an agreement dated 30th July 2014.
- (2) That delegated authority to complete the transaction be granted to the Director of Economic Growth and Regeneration.

Officer responsible for effecting the decision:

Director for Economic Growth and Regeneration

Reasons for making the decision:

The proposal supports the Councils Corporate plan, local Plan and Vision document for the area, in its priority of economic growth and key themes of environmental sustainability and effective management of the Councils resources. The transaction will provide a certain capital receipt to the council, allow the redevelopment of this brownfield site for energy related uses, attract valuable inward investment into the district, create immediate jobs during the construction phase and a lesser number of long terms jobs during the plants operational phase. It concludes the council's original decision to dispose of the land dating back to 2012.

99 APPLICATION FOR GRANT FUNDING FROM THE COMMUNITY HOUSING FUND

(Cabinet Member with Special Responsibility Councillor Warriner)

Cabinet received a report from the Director of Economic Growth and Regeneration, to approve a grant application to fund the pre-development costs to support a community led development being brought forward by Halton Senior Co-Housing Group Ltd.

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

	Option 1: Approve the grant funding	Option 2: Do not approve the grant funding
Advantages	<p>The grant will enable the community group to advance their proposals and get to a point where they have a deliverable scheme. The principle of a scheme of this type being supported has already been established through pre-application advice which was positive. The group have already been directly involved in the original Co-Housing Scheme and have the skills and experience to bring this project to fruition.</p> <p>It will increase the housing options for older people providing a full range of tenures and help balance housing markets.</p> <p>It will encourage other community groups to take projects forward.</p> <p>The units will achieve Passivhaus standards.</p> <p>The council can demonstrate to MHCLG/Homes England the funding has been used for the purpose it was intended.</p>	<p>The funding could be used to support other projects.</p>
Disadvantages	<p>The funding could be spent on other projects.</p>	<p>It will not deliver a community led scheme or any of the associated benefits.</p> <p>If the group were to seek funding through Homes England, their bid may be unsuccessful at a point where the council has unallocated Community Housing Fund reserves.</p> <p>The outstanding matters outlined in Appendix 1 will remain unresolved</p>
Risks	<p>There is always uncertainty with any</p>	<p>Loss of opportunity</p>

	<p>development that it will be viable, deliverable and will obtain planning permission which could result in abortive costs. However, pre-application planning advice has been positive. The group will be required to enter into an option agreement on the land before any grant is paid, this should be minimised. The grant payments will also be made in phased payments, again to reduce the risk of abortive costs being incurred.</p>	<p>Other than the grant payment, there are no further risks upon the council.</p> <p>Reputational damage</p>
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The officer preferred option is Option 1.

Whilst recognising the level of grant required to fund the pre-development costs is considerable, in construction terms this represents a small proportion of the overall scheme costs. Halton Senior Co-Housing Limited is already positioning itself to take this scheme forward, and has obtained an in principle approval for the necessary development finance to fund the project.

Councillor Warriner proposed, seconded by Councillor Hughes:-

“That recommendations (1) and (2), as set out in the report, be approved with the following revision to recommendation (3):

- *That the Section 151 Officer be authorised to update the General Fund Revenue Budget to reflect any decision taken under recommendation 1 to be funded from the Revenue Grants Unapplied, and subject to the Section 151 Officer being satisfied on appropriate grant conditions being provided or agreed and there being a nil impact, (and no clawback) on the Council's resources and full recovery of any extant sums.”*

Councillors then voted:-

Resolved unanimously:

- (1) That up to £160,000 grant towards the pre-development costs of a new community led development (as detailed in exempt Appendix 1 to the report) be set aside from the Community Housing Fund.
- (2) That, subject to requirements from Lancashire County Council Highways Authority, Cabinet authorise officers to bid for Homes England – Community Housing Fund Phase 1 Infrastructure costs (as detailed in exempt Appendix 1 to the report) should this be required.
- (3) That the Section 151 Officer be authorised to update the General Fund Revenue Budget to reflect any decision taken under recommendation 1 to be

funded from the Revenue Grants Unapplied, and subject to the Section 151 Officer being satisfied on appropriate grant conditions being provided or agreed and there being a nil impact, (and no clawback) on the Council's resources and full recovery of any extant sums.

Officers responsible for effecting the decision:

Director of Economic Growth and Regeneration
Director of Corporate Services

Reasons for making the decision:

The proposal seeks to provide an exemplar residential development. This will offer a number of added values and benefits and positively contribute to delivery of the council's Housing Strategy by providing 20 new homes suitable to meet the needs of older people, which will be of high quality and design and will also increase the provision of affordable housing in the local area. The decision is consistent with the Corporate Plan and links directly with improving the quality and availability of housing.

100 THE DUKES FUTURE BUSINESS MODEL

(Cabinet Member with Special Responsibility Councillor Clifford)

Cabinet received an exempt report from the Director of Economic Growth and Regeneration to determine the Council's position with regard to the Dukes new business model. The report was exempt from publication by virtue of paragraph 3 of 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 Clifford proposed, seconded by Councillor Pattison:-

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

Councillors then voted:-

Councillor Whitehead having declared a non prejudicial interest in view of her being a patron of the Dukes, did not take part in the discussions or vote.

Resolved:

(7 Members (Councillors Blamire, Burns, Clifford, Hanson, Hughes, Pattison and Warriner) voted in favour).

- (1) That support measures that could potentially be used to support the development and delivery of the Dukes new business plan, as detailed in the exempt report, be approved.
- (2) That support for the Dukes is approved, in principle, with final decisions to be delegated to the Director for Economic Growth and Regeneration, in consultation with the Portfolio Holder. Any funding or service support is subject to the fiduciary

duty of the statutory officers and reasonable conditions to protect the Council's investment.

- (3) That the current annual grant to the Dukes is maintained at its current level for 2019/20, noting that future funding is subject to review as part of the usual annual budget processes.

Officer responsible for effecting the decision:

Director of Economic Growth and Regeneration

Reasons for making the decision:

Culture and the services delivered by the Dukes directly contribute to the Council Plan under a Thriving and Prosperous Economy and Health and Happy Communities. A number of cultural organisations in the country are currently facing financial challenges as public funding reduces and it is clear that protecting and developing cultural services, and all of the outcomes that they deliver, will require solutions that go beyond simple public funding. The focus of the Dukes, working with ACE and the Council has been to tackle the current difficulties but in a way that will allow the Dukes to develop its role and programme again in the future, with a focus on the many benefits that can be delivered for this area and its communities.

Chairman

(The meeting ended at 6.35 p.m.)

**Any queries regarding these Minutes, please contact
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ebateson@lancaster.gov.uk**

MINUTES PUBLISHED ON TUESDAY 12 MARCH, 2019.

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:
WEDNESDAY 20 MARCH, 2019.**