



**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

# **COUNCIL MEETING**

**Wednesday, 25 September 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](mailto: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, 25 September 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 17<sup>th</sup> July 2019 (previously circulated).

3. **DECLARATIONS OF INTEREST**

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

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

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

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

4. **ITEMS OF URGENT BUSINESS**

5. **ANNOUNCEMENTS**

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

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

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

7. **PETITIONS AND ADDRESSES**

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

8. **LEADER'S REPORT** (Pages 1 - 3)

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

**REPORTS REFERRED FROM CABINET, COMMITTEES OR OVERVIEW AND SCRUTINY**

9. **EXECUTIVE ARRANGEMENTS**

Report of the Leader is to follow.

**MOTIONS ON NOTICE**

10. **MOTION ON NOTICE - VOTER ID PILOTS** (Pages 4 - 5)

To consider the motion to be proposed by Councillor Jack O'Dwyer-Henry. Seconded by Councillors Erica Lewis, Jason Wood.

*"This Council notes that:*

- *Of the 44.6 million votes cast in UK elections in 2017, there was just one conviction resulting from the 28 allegations of in-person voter fraud.*
- *After the May 2018 Voter ID pilots, the Electoral Reform Society concluded that the introduction of Voter ID is "a sledge hammer to crack a nut".*
- *In 2018, Electoral Commission research found that about 7.5% of the electorate do not have access to any form of photo ID.*
- *That young people, older people, people with disabilities, trans people, BAME communities and the homeless would especially be negatively impacted by a requirement to produce photo ID to cast a vote.*
- *Over 1,100 people have been denied a vote in local government elections due to the 2018 and 2019 Voter ID pilots.*

*This Council believes that introducing mandatory Voter ID would undermine our democracy.*

*Therefore, this Council resolves to not participate in any Voter ID pilots for any elections in our District.*

*And this Council further resolves to instruct the Chief Executive to write to the Cabinet Office to express this Council's opposition to the introduction of mandatory Voter ID in any UK elections."*

An officer briefing note is attached.

11. **MOTION ON NOTICE - SKERTON COMMUNITY HIGH SCHOOL**

To consider the motion to be proposed by Councillor Sandra Thornberry. Seconded by

Councillors Philip Black, Jean Parr, Mandy King, Abbott Bryning and Robert Redfern.

*“As the 5 year anniversary of the closure of Skerton Community High School passes, Council reflects on the continued dispossession and dereliction of these premises in the heart of our urban community.*

*Skerton Community High School had offered a site for education and a focal point for the community in north Lancaster since the mid 1930’s. The High School was closed and has stood empty since 31<sup>st</sup> August 2014. The buildings are becoming increasingly dilapidated and are understood to contain hazardous materials such as asbestos.*

*The land and buildings in question are owned and managed by Lancashire County Council, who have been unwilling or unable to indicate their intentions for the future of the site.*

*This Council believes that the site has massive potential to be used once again primarily for educational purposes, and possibly also as a hub for the community, to promote health and wellbeing, sports, environment, and provide a local economic boost for residents in North of Lancaster.*

*Council therefore resolves to;*

- 1. Call upon Lancashire County Council to bring the site back into regular use, possibly for a plurality of uses, but certainly education again as soon as possible.*
- 2. To actively seek out, and support potential partners/occupiers of the site in their dealings with Lancashire County Council.*
- 3. To liaise with Lancashire County Council in trying to identify potential partners and uses for the site, such as provision for children with EHCP’s (Education and Health Care Plan), a city centre campus for a university, a technical college, a community centre, woodland or town green.*
- 4. To liaise with Lancashire County Council (or other 3<sup>rd</sup> parties utilising the site) to ensure any renovations or developments comply with our ‘ambitions’, in particular in terms of local procurement, employment standards and the climate emergency declaration.”*

## **12. MOTION ON NOTICE - NO DEAL BREXIT**

To consider the motion to be proposed by Councillor Philip Black. Seconded by Councillors Oliver Robinson, Jack O'Dwyer Henry, Jean Parr and Sandra Thornberry.

***“This council notes that;***

*The UK is scheduled to leave the European Union on 31<sup>st</sup> of October 2019.*

*Parliamentary legislation has been passed that seeks to diminish the likelihood of a No-Deal Brexit.*

*Despite this the Government is determined that we should exit the EU by any means, regardless of consequences, therefore a No-Deal Brexit remains a very real possibility.*

*Preparations for the impact of a No-Deal Brexit in this authority area are being conducted by the disaster and emergency planning body – the Lancashire Resilience Forum.*

*According to The Institute for Government, advice from the Local Government Association, and crucially the Government's own publicly available guidance papers - residents in our district can anticipate difficulty and disruption affecting:*

- *Heysham Port (as part of the UK border, customs and movement of people)*
- *Higher Education Institutions (research funding, income from EU students' fees)*
- *Nuclear Power Stations (importing plutonium & uranium radioactive fuel products)*
- *NHS Services (availability of medicines, staffing and waiting times for procedures)*
- *Businesses in the following sectors: Food and Drink (including school meals), Manufacturing, Farming, Agriculture, Animals, Fisheries, Forestry, Legal & Professional Services, Charities & Voluntary Organisations, Construction, Environmental, Defence, Energy, Entertainment, Arts, Culture & Heritage, Finance, Insurance, Real Estate, Health & Social Care, Telecoms and Information Services, Chemicals, Mining, Public Administration, Retail, Tourism & Hospitality, Couriers and Shipping Services. Especially where these businesses import/export, hire staff from the EU or have employees who need to travel or work in the EU.*

***This Council believes that;***

*Taken as a whole, and based on the Government's own advice papers, it reasonable to infer that a No-Deal Brexit will have a detrimental impact on our authority district, its businesses, communities and residents.*

*A No-Deal Brexit is highly likely to expose the Council to additional challenges, costs and pressures.*

*Opposing a No-Deal Brexit is the right and proper stance for this authority to adopt.*

*The Government should respect the will of Parliament and rule out the possibility of a no-deal Brexit.*

***This Council resolves that;***

*The Chief Executive of the Council will write to the Brexit Minister, the Minister for Local Government and the Prime Minister. The letter will outline our concerns, explain our position and call for the Government to take whatever steps are necessary to categorically rule out the possibility of a No-Deal Brexit."*

*An officer briefing note is to follow.*

**13. MOTION ON NOTICE - A FULLY FUNDED, PROPER PAY RISE FOR COUNCIL WORKERS**

To consider the motion to be proposed by Councillor Jason Wood. Seconded by Erica Lewis, Jack O'Dwyer-Henry Robert Redfern and Faye Penny.

*"Lancaster City Council notes:*

1. *Local Government overall has endured central government funding cuts of nearly 50% since 2010.*

2. *Between 2010 and 2020, Lancaster City Council will have lost 54p out of every £1 they have received from central government.*
3. *The 2019 Local Government Association (LGA) survey of council finances found that 1 in 3 councils fear they will run out of funding to provide even their statutory, legal duties by 2022/23. This number rises to almost two thirds of councils by 2024/2025 or later.*
4. *The LGA estimates councils will face a funding gap of £8 billion by 2025.*
5. *Faced with these cuts from central government, the local government workforce has endured years of pay restraint with the majority of pay points losing 22 per cent of their value since 2009/10.*
6. *At the same time as seeing their pay go down in real terms, workers experience ever increasing workloads and persistent job insecurity. Across the UK, an estimated 876,000 jobs have been lost in local government since June 2010 – a reduction of 30 per cent. Local government has arguably been hit by more severe job losses than any other part of the public sector.*
7. *There has been a disproportionate impact on women, with women making up more than three quarters of the local government workforce.*

*Lancaster City Council believes:*

1. *Our public service workers are a valuable resource. They keep our communities clean, look after those in need and keep our towns and cities running.*
2. *Without the professionalism and dedication of our staff, the council services our residents rely on would not be deliverable.*
3. *Government funding has been cut to such an extent that a proper pay rise could result in a reduction in local government services.*
4. *The government needs to take responsibility and fully fund increases in pay; it should not put the burden on local authorities whose funding been cut to the bone.*

*Lancaster City Council resolves to:*

1. *Support the pay claim submitted by GMB UNISON and Unite on behalf of council workers for a:*
  - a. *£10 per hour minimum wage and a 10 per cent uplift across all other pay points in 2020/21,*
  - b. *one day increase to the minimum paid annual leave entitlement set out in the Green Book,*
  - c. *two hour reduction in the standard working week as set out in the Green Book, and*
  - d. *comprehensive joint national review of the workplace causes of stress and mental ill-health throughout local authorities*
2. *Call on the Local Government Association to make urgent representations to central government to fund the NJC pay claim*
3. *Request the Council Chief Executive write to the Chancellor and Secretary of State to call for a pay increase for local government workers to be funded with new money from central government.*
4. *Request the Cabinet member for Resources meets with local NJC union representatives to convey support for the pay claim.*
5. *Encourage all local government workers across the district to join a union.”*

*An officer briefing note is to follow.*

## OTHER BUSINESS

14. **APPOINTMENT OF THE RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER** (Pages 6 - 8)

Report of the Democratic Services Manager

15. **REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2019** (Pages 9 - 43)

Report of the Chief Executive

16. **APPOINTMENTS TO OUTSIDE BODIES** (Pages 44 - 45)

Report of the Democratic Services Manager

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

Group Administrators to report any changes to Committee Membership.

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

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

19. **MINUTES OF CABINET** (Pages 46 - 65)

To receive the approved Minutes of Meeting of the Cabinet held on 6<sup>th</sup> August and the draft minutes of the Cabinet meeting on 3<sup>rd</sup> September 2019, which will be considered for approval at the next Cabinet meeting.



.....  
Chief Executive

Town Hall,  
Dalton Square,  
LANCASTER,  
LA1 1PJ

Published on Tuesday 17<sup>th</sup> September 2019.



## **Leader's Report**

**25 September 2019**

### **Report of the Leader of the Council**

<b>PURPOSE OF REPORT</b>
To present the Leader's report to Council.
This report is public.

#### **RECOMMENDATIONS**

**To receive the report of the Leader of Council.**

#### **REPORT**

##### **1.0 Cabinet**

Information on Cabinet matters is provided in the minutes from the Cabinet meetings held on 6 August 2019 and 3 September 2019 later in this agenda. It should be noted that, whilst the call-in period has expired, the minutes of 3 September 2019 have not yet been ratified by Cabinet.

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

There are no decisions to report since the last Leader's Report on 17 July 2019.

##### **3.0 Leader's Comments**

###### **Priorities**

Thank you to everyone who has already commented on the draft priorities document. With many of your responses being more editorial than content focused I'm hoping this means that the document circulated broadly articulates a share set of priorities. Cabinet members will continue to develop this document with the view to it contributing to the budget process. If you haven't yet provided comments, but have them, please send them to me as soon as possible.



## **Eden**

Work continues on laying the foundations for the Eden North project. The council continues to work closely with Eden to progress both the development of plans, and funding requests. On the topic of funds we continue to have discussions with government agencies and across parties to try and secure the funding needed for the capital build.

## **Flooding**

A number of residents, small businesses and Lancaster Town Hall experienced flooding through the August storms. Most, although not all associated with the heavy rainfall on the afternoon of Friday 9th August. Some of the businesses that flooded are those that regularly flood in heavy rain, and yet because the rainfall exceeds the required tolerances of the drainage infrastructure, no agency is responsible for assisting these businesses.

The residents of Galgate and South Lancaster have been advised by the Environment Agency that the flood risk mitigation schemes identified as needed to reduce flood risk are too expensive and thus will not go ahead. These decisions highlights significant flaws in the policy surrounding the infrastructure investment needed for climate adaptation which penalise residents who have complicated causes of flooding and/or do not live in areas where large numbers of residents live.

## **Local government finance settlement**

While there was a lot of noise about additional funding for local government in the Autumn statement, much of this money isn't coming to district councils, and much of what was announced as government spend, is actually predicated on councils raising council tax. The reality for Lancaster City Council is that in real terms our government funding will continue to fall, and our reliance on broken revenue streams such as business rates will continue.

## **Convention of the North and Devolution**

Like many other council leaders, I travelled to Rotherham on Friday 13<sup>th</sup> September for the Convention of the North. Setting aside the media reporting of the speech, I'd recommend the text to you (<https://www.gov.uk/government/speeches/pm-speech-at-convention-of-the-north-in-rotherham>). The PM made important announcements about future plans for devolution and what is clear is that the government continues to be willing to devolve powers to elected Mayors, but doesn't really have a plan for the 50% of the residents of the North who don't have an elected Mayor.

We continue to expect councils in the east of Lancashire to approach the Minister about the establishment of a Pennine unitary council any day, and there are questions about whether that move will precipitate further local government restructuring across Lancashire. Lancashire has for a number of years wrestled with the question of local government reorganisation. Plans for a combined authority have stalled, and there is no emerging consensus. If this is a topic that you've pondered I'd welcome your thoughts, as discussions will no doubt continue at the Lancashire District Leaders and Lancashire Leaders meetings.

#### **4.0 Key Decisions**

The following Key Decisions were taken by Cabinet on 6 August 2019:

- (1) Proposed Property Investment Decisions
- (2) Eden Project North

The following Key Decisions were taken by Cabinet on 3 September 2019:

- (1) Lancaster Caton Road (Phase 3) Flood Risk Management Scheme
- (2) Applications for Grant Funding from Lune Valley Community Land Trust and Halton Senior Co-Housing Group Ltd

#### **Background Papers**

Cabinet agenda and minutes of the meetings held on 6 August and 3 September 2019.

## **Motion on Notice – Voter ID Pilots**

To be proposed by Councillor O'Dwyer-Henry, seconded by Councillors Lewis, Reynolds and Wood.

*This Council notes that:*

- *Of the 44.6 million votes cast in UK elections in 2017, there was just one conviction resulting from the 28 allegations of in-person voter fraud.*
- *After the May 2018 Voter ID pilots, the Electoral Reform Society concluded that the introduction of Voter ID is “a sledge hammer to crack a nut”.*
- *In 2018, Electoral Commission research found that about 7.5% of the electorate do not have access to any form of photo ID.*
- *That young people, older people, people with disabilities, trans people, BAME communities and the homeless would especially be negatively impacted by a requirement to produce photo ID to cast a vote.*
- *Over 1,100 people have been denied a vote in local government elections due to the 2018 and 2019 Voter ID pilots.*

*This Council believes that introducing mandatory Voter ID would undermine our democracy.*

*Therefore, this Council resolves to not participate in any Voter ID pilots for any elections in our District.*

*And this Council further resolves to instruct the Chief Executive to write to the Cabinet Office to express this Council's opposition to the introduction of mandatory Voter ID in any UK elections.*

## **Officer Briefing Note**

Voters at polling stations in Great Britain do not need to show ID to vote. At the May 2019 local elections, the UK Government asked for volunteers amongst Returning Officers, to run pilots to test requiring people to show ID at polling stations.

Ten areas agreed to run pilots:

- in two areas, people had to show a specified form of photo ID;
- in five areas, they could choose to show either a specified form of photo ID or two pieces of specified non-photo ID; and
- in three areas people could show either their poll card or a specified form of photo ID.

Pendle was the only Lancashire Authority which took part in the 2019 pilot. Lancaster City Council did not volunteer.

The Returning Officer has received no information or communication to suggest that further pilot schemes are anticipated. In July 2019, Cabinet office published an evaluation of its 2019 Voter ID pilot, link below, stating that “Ministers will consider this evidence in their decisions for national rollout of an ID requirement.”

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/819404/2019\\_Voter\\_ID\\_Pilots\\_Evaluation.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/819404/2019_Voter_ID_Pilots_Evaluation.pdf)

## **STATUTORY OFFICER COMMENTS**

The **Deputy Monitoring Officer** drafted this briefing note in her role as Democratic Services Manager.

The **Section 151 Officer** has been consulted and has no comments.

.

## COUNCIL

### Appointment of the Returning Officer and Electoral Registration Officer

25 September 2019

### Report of the Democratic Services Manager

#### PURPOSE OF REPORT

For Council to consider appointing the City Council's Chief Executive, Mr Kieran Keane, as the Council's Returning Officer and Electoral Registration Officer with immediate effect.

**This report is public**

#### RECOMMENDATION

- (1) **That Council appoints Mr Kieran Keane, Chief Executive of Lancaster City Council, to the roles of Returning Officer and Electoral Registration Officer with immediate effect.**

#### 1.0 Background

- 1.1 Prior to 30 January 2019, the roles of Returning Officer (RO) and Electoral Registration Officer (ERO) were held by the Chief Executive and formed part of the duties in his/her job description.

- 1.2 On 30 January 2019, at a point where former Chief Executive Susan Parsonage had announced she would leave the Council in March 2019 and local elections were due to be held on 2 May 2019, Council resolved:

- (1) That the role of Returning Officer be detached from the post of Chief Executive.
- (2) That Mr Dan Bates, who will take up the post of Director of Corporate Services on 1 March 2019, also be appointed to the role of Returning Officer and Electoral Registration officer for Lancaster City Council from the same date.

- 1.3 The role of a RO is enshrined in law. It can fall automatically upon the holder of specific job, such as Chief Executive, as had been the case at the City Council, or it can be applied to an individual appointed by Council. Similarly, every district council is required to appoint an ERO with personal responsibility to maintain the register of electors, conduct the annual canvass and encourage electors in the electoral process. Performance standards are set by the Electoral Commission. The ERO also discharges the responsibilities of the Acting Returning Officer at a UK Parliamentary election.

## 2.0 Reasons for the Appointment

- 2.1 The City Council is required to have a RO and ERO in place.
- 2.2 In January 2019, it was clear that, with the Chief Executive due to depart before the district and parish elections in May, appointments had to be made swiftly. Council had previously attached the role of Returning Officer to the Chief Executive's post and, because it appeared that there was to be a period without a Chief Executive, the role was detached from that post on 30 January 2019 in order to make a new appointment. The newly created post of Director of Corporate Services was the logical choice to take on the role of RO (and also ERO, which logically goes together with the RO role.) The Director of Corporate Services post includes responsibility for Democratic Services, which encompasses the elections team. As such, Mr Dan Bates was considered the most appropriate person to oversee and take responsibility for elections and electoral registration at that time.
- 2.3 On 26 June 2019 Council appointed Mr Kieran Keane to the post of Chief Executive on a fixed term basis until 31 October 2020.
- 2.4 It is usual for a local authority Chief Executive/Head of Paid Service to take on the roles of RO and ERO. Although it is not always the case, the three roles usually go together. Elections are major large scale events that require a local authority to draw on staff resources from all departments. The Chief Executive at Lancaster City Council is also the Head of the Paid Service and therefore in the best position to direct an operation that involves large numbers of his or her staff.

## 3.0 Conclusion

- 3.1 Council is asked to appoint Chief Executive Mr Kieran Keane as RO and ERO with effect from this meeting.

### CONCLUSION OF IMPACT ASSESSMENT

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

None directly arising from this report.

### LEGAL IMPLICATIONS

As set out above in 2.1. The Council must have both a RO and an ERO in place.

### FINANCIAL IMPLICATIONS

RO fees for external elections are set, and paid for, by the party requesting the election (a fees and charges order is produced for Parliamentary elections, for example, which sets the fees for all ROs).

### OTHER RESOURCE IMPLICATIONS

None.

### SECTION 151 OFFICER'S COMMENTS

The S151 Officer has been consulted and has no further comments

**DEPUTY MONITORING OFFICER'S COMMENTS**

The Deputy Monitoring officer has prepared this report in her role as Democratic Services Manager.

**BACKGROUND PAPERS**

None

**Contact Officer:** Debbie Chambers

**Telephone:** 01524 582057

**E-mail:** dchambers@lancaster.gov.uk

**Ref:**

**COUNCIL****Review of Polling Districts and Polling Places 2019  
25 September 2019****Report of Chief Executive****PURPOSE OF REPORT**

To enable Council to consider arrangements for determining the outcome of the review of polling districts and polling places in the Parliamentary Constituencies of Morecambe and Lunesdale and Lancaster and Fleetwood.

**This report is public.**

**RECOMMENDATIONS**

- (1) **That consideration be given to amendments to polling districts and polling places in the Morecambe and Lunesdale and Lancaster and Fleetwood Parliamentary Constituencies as outlined in Appendix B to this report.**
- (2) **That delegated authority be given to the Returning Officer in consultation with the relevant ward Councillors, to make any necessary changes to polling places that may arise other than as part of a review.**

**1.0 Introduction**

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

**2.0 Details of Consultation**



- 2.1 During the May 2019 elections, a check of each of the existing polling places was completed by the Polling Station Inspector on duty using the Electoral Commission checklist for polling stations.
- 2.2 Formal consultation than began with the publication of the notice of review on 15 July 2019. Elected representatives at all levels, parish councils and current polling places were given notice of the review and it was advertised via media and social media. Organisations concerned with supporting people with disabilities were also contacted directly.
- 2.3 18 responses have been received and are appended (**Appendix A**).
- 2.4 All responses have been considered and contact made with potential or existing polling places to ascertain whether these can provide workable solutions for electors. A list of current polling places, current electorate and a response to any comments received is included at **Appendix B**.
- 2.5 The Electoral Commission recommends that a polling station should not have more than 2,500 electors allocated to it. A polling place may therefore exceed this number, but sufficient polling stations must then be provided.
- 3.0 Conclusion**
- 3.1 Council must complete the review of its polling districts and polling places by 31 January 2020. In view of this timeframe, Council is asked to consider the review to allow any amendments to the register of electors to be made in time for the publication of the revised register of electors on 01 December 2019. Any elections held after this date would be based on the new polling districts and polling places.
- 3.2 If amendments cannot be included in the revised register published on 01 December 2019, the register of electors will be have to be re-published on 01 February 2020 and any amendments to arrangements would be effective for elections taking place after that date.

**CONCLUSION OF IMPACT ASSESSMENT**

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

None.

**LEGAL IMPLICATIONS**

Section 17 of the Electoral Registration and Administration Act 2013 introduced a duty on local authorities to carry out and complete a review of polling district and polling places within a legislated timeframe.

**FINANCIAL IMPLICATIONS**

Any costs associated with completing the review will be met from within the existing electoral registration budget, which for 2019/20 is £116,300. The need to republish the register of

electors will have a cost associated with additional officer time in producing data and the need to print and re-distribute paper copies of the register as is a requirement of law.

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

None.

**SECTION 151 OFFICER'S COMMENTS**

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

**DEPUTY MONITORING OFFICER'S COMMENTS**

It should be noted that there are other polling districts in the Lancaster and Fleetwood constituency, however these are administered by Wyre Borough Council and reviews of those districts are undertaken by that authority.

**BACKGROUND PAPERS**

None

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

Vines, Lisa

---

From:

Sent:

To:

Cc:

Subject:

Attachments:

Follow Up Flag:

Flag Status:

Lisa,

Thank you for an opportunity to comment on this review. I will confine my comments to the Heysham South ward.

Heysham South is currently served by two polling stations the Free Methodist Church, Emmaus Road (behind Heysham health centre) and the Wesley Methodist Church, Middleton Road. The two stations are geographically close but separated by Middleton Way (the busy A589). The current arrangements are not all 'voter friendly'. For example, people living on the new(ish) Moss gate Park estate have to walk past the polling station at the Free Methodist Church, cross the main road to vote at the Wesley Methodist Church on Middleton Road.

I suggest that a ward of the size and spread of Heysham South merits more than two polling stations to provide locations that are closer/more accessible from residents homes. The polling stations/district should:

(a) factor in the A589, which effectively divides the ward. Crossing this busy road can be a barrier to aged/disabled voters therefore my proposal avoids the need to cross it.

(b) encourage voting by using polling stations closer to voters homes.

These two aims are in accord with the two main points set out in your email below.

I do not suggest creating additional polling stations but that existing polling stations used by the Heysham Central ward should also accommodate some polling districts in Heysham South. This will require sub dividing the two current Heysham South polling districts to create new ones to make use of the Heysham Central polling stations that I propose are brought into service for Heysham South. To achieve this I proposed that HESC and HESD are created.

The detailed street allocation to polling district proposals are in the attached Word file.

As always, happy to discuss.

Review of Polling Districts and Polling Places  
Proposal for Heysham South ward

**Heysham South A (HESA)**

Polling station: Free Methodist Church, Emmaus Road, Heysham.

Alan Grove  
Eagle Close  
Eagle Walk  
Banks Crescent  
Barry Grove  
Bradford Grove  
Brambling Drive  
Brooklands Drive  
Chaffinch Close  
Curlew Grove  
Douglas Avenue  
Douglas Drive  
Drovers Walk  
Dunlin Avenue  
Edgcott Close  
Evesham Close  
Farriers Fold  
Fellside View  
Fieldfare Close  
Fulmar Crescent  
Goldcrest Close  
Goldfinch Close  
Greenfinch Way  
Greenshank Close  
Hazel Bank  
Heron Mews  
Hessam Heights  
Heysham Mossgate Road  
Heysham Road Nos: 417 - 469  
Highdale  
Jenny Nook  
Kingfisher Drive  
Lapwing Close  
Laureston Avenue  
Lister Grove  
Longmeadow Lane  
Mallard Close  
Meldon Road Nos 66-132 & 83-141  
Middleton Road Nos: 62-82  
Middleton Road – Belle Aire Park  
Mossgate Park  
Mossgate Walk

Review of Polling Districts and Polling Places  
Proposal for Heysham South ward

Nightingale Close  
Plover Drive  
Redshank Drive  
Redwing Close  
Ridge Grove  
Robin Crescent  
Saxon Heights  
Seymour Avenue  
Seymour Grove  
Silverdale Avenue  
Skylark Close  
Swallow Court  
Swift Gardens  
Tern Grove  
The Drive  
The Spinney  
Thistle Break  
Tomlinson Road  
Viking Way  
Yealand Avenue  
Yewdale Avenue

Review of Polling Districts and Polling Places  
Proposal for Heysham South ward

**Heysham South B (HESB)**

Polling station: Wesley Methodist Church, Middleton Road, Heysham.

Ailsa Walk  
Arran Close  
Barrows Lane  
Berwick Way  
Brentlea Avenue  
Brier Drive  
Combermere Grove  
Combermere Road  
Curwen Avenue  
Cyprus Road  
Delamere Avenue  
Dunbar Drive  
( Glen View Avenue  
Glen View Crescent  
Glen View Drive  
Heath Grove  
Heathfoot Avenue  
Heathfoot Drive  
Heysham Hall Drive  
Heysham Hall Grove  
Heysham Park  
Keswick Grove  
Kingsmuir Close  
Kintyre Way  
Lea Lane  
Melville Road  
Middleton Road Nos: 1-47 & 2-58  
( Montrose Crescent  
Moon Bay Wharf  
Peel Avenue  
Penhale Close  
Penhale Court  
Penhale Gardens  
Penrod Way  
Ripon Place  
School Road  
Smithy Lane  
St James Court  
St Mildreds Way  
Sycamore Gardens  
Sylvan Place  
The Headlands  
Trumacar Lane

Review of Polling Districts and Polling Places  
Proposal for Heysham South ward

Warren Grove  
Warren Road  
Warton Avenue  
Wemyss Close

Review of Polling Districts and Polling Places  
Proposal for Heysham South ward

**Heysham South C (HESC)**

Polling station: Mossgate School, Kingsway, Heysham

Abingdon Grove  
Applegarth Road  
Bay View Drive  
Buckden Place  
Burford Drive  
Charlbury Grove  
Chedworth Avenue  
Dalesview Crescent  
Drayton Road  
Eastlands  
Eldon Grove  
( Fieldsend  
Gilstead Avenue  
Haverthwaite Avenue  
Heysham Road Nos: 385-411  
Hillmount Avenue  
Hillsea Avenue  
Hurstleigh Drive  
Jevington Way  
Kingsway  
Meldon Grange  
Meldon Road Nos: 2-64 & 1-27  
Moreton Green  
Mortimer Grove  
Oxcliffe Road  
Peplow Road  
Rosedale Avenue  
( Sugham Lane  
Tarnbrook Road  
Threshfield Avenue  
Walker Grove  
Willowfield Road



Review of Polling Districts and Polling Places  
Proposal for Heysham South ward

**Heysham South D (HESD)**

Polling station: Heysham Library, Heysham Road, Heysham

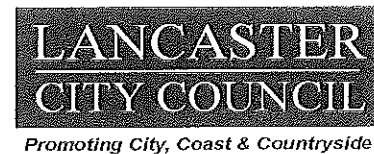
Brentlea Crescent

Heysham Road Nos: 418-458

Wesley Drive



Contact: Election Office  
 Telephone: (01524) 582905  
 Fax: (01524) 582161  
 Minicom: (01524) 582175  
 Email: elections@lancaster.gov.uk  
 Our ref:  
 Your ref:

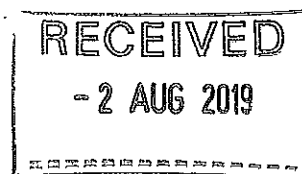


②

**ELECTION OFFICE**

Town Hall  
 Dalton Square  
 LANCASTER LA1 1PJ

DX63531 Lancaster



*Lisa,*  
 We are pleased to continue making  
 Rantey Court available for use as a Polling  
 station. We have disabled  
 access.  
 Regards,

Dear Sir or Madam

**POLLING DISTRICT REVIEW 2019**

To comply with the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006 and Section 17 of the Electoral Registration and Administration Act 2013, every council in England and Wales must undertake a review of all the polling districts and polling places in its area between 01 October 2018 and 31 January 2020. The last review took place in 2014.

All elected representatives are being consulted and other interested bodies are welcome to be involved. The Council would like to invite you to consider the current polling districts and polling places and send in any observation you have so that these can be taken into consideration.

A **POLLING DISTRICT** is defined as the geographical area created by sub-dividing a constituency/ward.

A **POLLING PLACE** is defined as a designated area (this can be a designated building) for a polling district in which polling stations are located.

A **POLLING STATION** is defined as the room in which polling takes place.  
 The two main points to consider are that

- Electors have such reasonable facilities for voting as are practicable in the circumstances; and
- As far as is reasonable and practicable, polling places are accessible to all electors, including those who are disabled. When designating a polling place, regard must be given to the accessibility needs of disabled persons.

Please note, a polling district review does not include a review of parish boundaries, or the number of Councillors in any authority.

I am unable to supply printed maps, but you can access online mapping via the City



**Vines, Lisa**

---

**From:**  
**Sent:**  
**To:**  
**Subject:**  
**Attachments:**

Hi Lisa

Off the top of my head, I'd like to raise the issue of the distance that a number of voters are asked to travel to get to polling stations in south Lancaster.

Some years ago the City Council decided it couldn't use the Barton Road Community Centre as a polling station and so voters have to go to Moorside Primary is a significant distance, particularly as some of those voters pass the polling station at Masonic Hall.

Please could the polling station at the Barton Road Community Centre be re-established.

I'll also think about this more.

Best

4

and

5

Vines, Lisa

---

From:

Sent:

To:

Subject:

Dear Lisa,

Thank you for inviting to consider the Polling District review.

The Council considered the review at its meeting held on 1<sup>st</sup> August and asked me to forward the following comments to you:

- (1) That the City Council be requested to change the Polling Station for the Lowlands Road Ward of the Town Council from the Trimpell Club to Lancaster Road School on the basis that this would be a more convenient place for electors of the Lowlands Road Ward to attend to register their vote given the geographic position of Lancaster Road School to the ward compared to Trimpell Club, and on the basis that whilst the Lowlands Road Ward of the Town Council was in the Westgate Ward of the City Council, the Trimpell Club was not situated in the Westgate Ward.
- (2) That the City Council be requested to review the disabled access arrangements at all polling stations to ensure that adequate and appropriate disabled access was provided at all Polling Stations and to ensure that the review of Polling Places ensured minimum disruption to schools.
- (3) That in respect of the St. Christopher's Way Polling Station the disabled access arrangements be reviewed, as during the elections held on 2<sup>nd</sup> May 2019, it had been observed that the ramp provided was too narrow and thus inadequate for 3 wheel push walking trolleys.



**Vines, Lisa**

---

**From:**  
**Sent:**  
**To:**  
**Subject:**

My views relate to my local polling station at Ellel Village Hall, Main Road, Galgate, Lancaster, LancsLA2 ONH. This covers  
ELLB Ellel (North Ward)  
ELLC Ellel (North Ward)  
ELLD Ellel (South Ward)

I have previously been both a polling clerk and presiding officer (both single and double stations) in polling stations in Kent so am aware of the mechanics of running such events. Ellel Village Hall is an ideal location for Galgate residents as has plenty of parking and is totally accessible to all. There does have to be a cancellation of local groups or movement to other rooms for local groups who meet there on those days/evenings when there are elections.

I am also aware that currently boundaries and stations are divided to provide equal numbers for each polling station. However on this frnt I am also aware that there is far from full turnout at any election with large periods of time where very few voters come in with the busiest times being eraly evening and certainly very few coming in towards the end of the time period.

Having voted a couple of times now at Ellel Village Hall early evening there was no-one in the hall when I went to vote yet there are three wards and sets of staff waiting to deal with the voters. I would therefore suggest that the boundaries are increased and number of polling stations decreased. Even when I was presiding officer for the referendum in Kent where turnout for this event was a lot higher than for other types of election the queues were manageable and quickly dealt with.

The proposed changes that may be brought in to check voter's identities before they can be allowed to vote may slow the voting process down, but having proper planning and an additional team member before they reach the desk to explain the changes would hopefully prevent delays at the desk.

**Vines, Lisa**

---

**From:**

**Sent:**

**To:**

**Subject:**

I am writing to express satisfaction with the current polling stations for Scotforth West, which is the church hall belonging to Scotforth St Paul's Church.

**Vines, Lisa**

---

**From:**

**Sent:**

**To:**

**Cc:**

**Subject:**

In respect of the Bulk Ward polling provision I know you are well aware from the statistics you have and the reports from polling station staff, that the east side of the ward is very poorly served for polling stations and the Gregson polling station is very busy. This is clearly an opportunity to deal with this matter, which we had a meeting about during a previous review.

Since then there has been an amount of new build on High Wood, which continues, and The Residence and Quernmore Park have been built out; with minimal public transport and a challenging walk to The Gregson polling station, compared to living in neighbouring wards there are considerable disincentives to getting to vote in person.

At General Elections, the residents of all the new housing in both John O'Gaunt and Bulk vote at the Grammar school. This would be one possible answer to the problems we experience in the district and county elections.



**Vines, Lisa**

---

**From:**

**Sent:**

**To:**

**Subject:**

polling review

I suggest that all of Marsh Ward polling should take place at St Thomas More Centre as this is a convenient place for all the ward electors to reach, being closer for almost all than the Friends Meeting House polling station currently used by half the ward (MARA).

Regarding Lancaster Methodist Church as a polling station, it would be helpful if the steeply sloping pavement in Kensington Road could be reconditioned, replacing the ancient and potentially slippery flags with a non-slip surface.



**Vines, Lisa**

---

**From:**

**Sent:**

**To:**

**Subject:**

Hi

I've been meaning to ask why LA1. 4PJ is all the way over at Moorside School. Isn't there a nearer station eg Hala or the hall opposite Boot and Shoe?

Thanks



**Vines, Lisa**

---

**From:**  
**Sent:**  
**To:**  
**Subject:**

Good evening Elections Office,

With ref to the Polling District Review 2019, please note that Claughton Village Hall, currently in use as a Polling Station, is likely to be permanently closed due to deterioration of the fabric of the building.

I am advised that the closure is likely to take place within the next few months and it will no longer be suitable for use as a Polling Station. However, to allow for forward planning, it is probable that the building could be kept in use until the year end.

Please contact me for further information should this be required.

With thanks,

Vines, Lisa

---

**From:**  
**Sent:**  
**To:**  
**Cc:**  
**Subject:**

Following your letter, I wish to request that the room to be used as a polling station at Great Wood School is rotated between three rooms. All three have access to the front of the school and are adjacent. As school stays open and we use a maintain an entrance for polling closed off from children, I wish to reduce the impact on one class who have to vacate their room and find alternative space each time the school is used as a polling station.

During the last election I showed the two proposed alternative rooms and their access points to the election officials who were here in order to avoid the need for a separate visit. I don't recall their names although that will be in your records. Both said that the two alternative rooms were suitable as polling stations. I don't believe any change would need to be made to the information for voters – they would just be directed to whichever adjacent room is being used.

Please confirm that this small change is agreeable.

Vines, Lisa

---

**From:**  
**Sent:**  
**To:**  
**Subject:**

Hi

I propose that the polling station for Scotforth East (SCEA) be at the Barton Road Community Centre. Until a few years ago, this centre was used as the polling station. Relative to the polling station at Moorside School, it is easier to access: it is closer to where the residents live and has a car park. Residents had got used to voting at the centre, and a significant number have turned up at the centre to vote since the polling station was moved. Although there was uncertainty about the future of the Building at Barton Road a few years ago because of Lancashire County Council's decisions on Capital Asset transfers, nothing has happened on this front, and the Community Centre has continued from strength to strength at the site.

In addition, some of the roads in Scotforth East are much closer to Rowley Court than either the Barton Road Community Centre, Hala Centre or Moorside School (e.g Scotforth Road, Whinfell Drive). Rowley Court is used as a polling station for Scotforth West and Scotforth Rural, and could be considered for some parts of Scotforth East.

Regards

**Vines, Lisa**

---

**From:**

**Sent:**

**To:**

**Subject:**

Hi,

You asked for info on polling stations:

- At Brookhouse Methodist Church, there are good facilities with space for people & privacy at busy times
- It's also very accessible, being in the middle of the village near the P Office & shop, with a spacious car park for people from outlying areas, & a flat walk into the polling station on a good tarmac surface for people - like my wife - who are disabled

( Hope you will be keeping it!

kind regards

Vines, Lisa

---

**From:**  
**Sent:**  
**To:**  
**Subject:**

Hi,

Further to your recent letter,

Our only comment would be whether we can cease being a polling station given it results in a school closure. We now have over 600 children so the impact on both parents and the children's learning is significant, can an alternative venue be sought?

Would welcome a discussion with yourselves.

Regards

Vines, Lisa

---

**From:**

**Sent:**

**To:**

**Subject:**

In reply to your letter sent to re Polling District Reveiw 2019. On behalf of the Fraser Hall Management Committee I have been asked to advise you that we are happy for the Fraser Hall, Cowan Bridge to continue to act as a Polling Station as in previous years and feel it is adequate for our surrounding area, and trust this is sufficient information for your review.



To whom it may concern,

**Lancaster City Council Polling Review 2019**

1. I found your Ward and Polling Station map very helpful, although:
  - (a) the polling districts for John O'Gaunt ward, Skerton West ward and Overton ward were not displayed when polling districts were overlaid onto the map; and
  - (b) the polling districts for Scotforth West ward on the map are out of date, as they do not show SCWF.
2. I believe it would be helpful to voters and administrators if the council adopted the principle, so far as this is possible, of "*one polling district, one polling place*". I accept this would not be sensible in sparsely populated rural areas, where longstanding practice has been for more than one parish to poll at the same place, but in urban wards, especially non-parished areas, there does not seem to be any good reason not to run a separate polling place for each polling district.
3. In the City of Lancaster there are now many polling places which serve two or more polling districts. There are even several examples of polling places serving two or more *wards*. This confuses voters - as a party activist, I've seen increasing numbers of voters turning up to the wrong polling place in recent years.

I presume the main reason for this is to save money; unfortunately, the end result is that voting is made less convenient. Several thousand electors now have a longer journey to go and vote than they used to, and this is having an inevitable effect on turnout. If a polling place serves two wards then it's either:

(a) inconvenient for most voters within one of those wards to go and vote; or

(b) inconvenient for significant numbers of voters in both of those wards to go and vote.

The clearest example where voting has been made less convenient is the polling place for SCEA, which was moved - without going through a full Polling Places Review - from the Barton Road Community Centre to Moorside School in 2017. This has caused frustration to SCEA voters as they now have to travel from their home in Scotforth East, past one or two other polling places - one of which, at St Paul's Hala Centre, lies in Scotforth East - to reach their new polling place, which lies at the opposite side of Scotforth East from their home. I accept that for a time in 2016-17, the future of the Barton Road Community Centre was in doubt, but this threat seems to have now lifted, so there seems to be no good reason not to return there.

4. *"Just get a postal vote!"* is not a suitable solution to these problems. Electors have a right to vote in person, and for as long as they have that right, local authorities should do their utmost to make it convenient for all electors to vote in person.

5. Here are some specific suggestions, all of which relate to the part of our district lying within the Lancaster & Fleetwood parliamentary constituency:

(a) BLKC is oversized and the Gregson Centre is inconveniently placed for residents living on the Moor Hospital development. Perhaps you could consider splitting away part of BLKC - the part to the East of Christ Church School and Central Lancaster High School - to create a new polling district BLKD. One possible polling place might be *"The Residence"*, the centrepiece of the Moor Hospital development. There are issues of security for residents of *"The Residence"*, of course, but this seems a natural location.

(b) The polling place for MARA is a long way from where most MARA electors live; if possible, a more convenient polling place for MARA residents should be found. Furthermore, the recent residential growth along New Quay Road means that MARB is now oversized. Perhaps you could consider moving the boundary between MARA and MARB to a line passing just north of Milking Stile Lane and continuing out to the Lune, retaining St Thomas More Centre as the polling place for the enlarged MARA, and identifying a new polling place - maybe the Cricket Club? - for the reduced MARB.

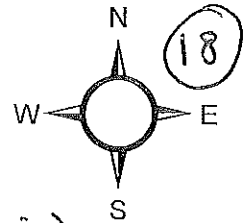
(c) White Cross would make a more convenient polling place for SCWE. It lies in the middle of the polling district.

(d) As mentioned above, the polling place for SCEA should be moved back to the Barton Road Community Centre.

(e) The polling place for the Scotforth Rural polling districts, UNIC and UNID, is a long distance from where UNIC and UNID voters live, along a congested main road. Although there are no obvious locations for polling places within UNIC or UNID, it may be more convenient for those residents to travel onto the Lancaster University campus and vote at the Chaplaincy Centre, the current polling place for UNIA. The University could be approached to permit short-stay parking in the vicinity of the polling station during polling hours. ✓

Thank you for considering my suggestions.

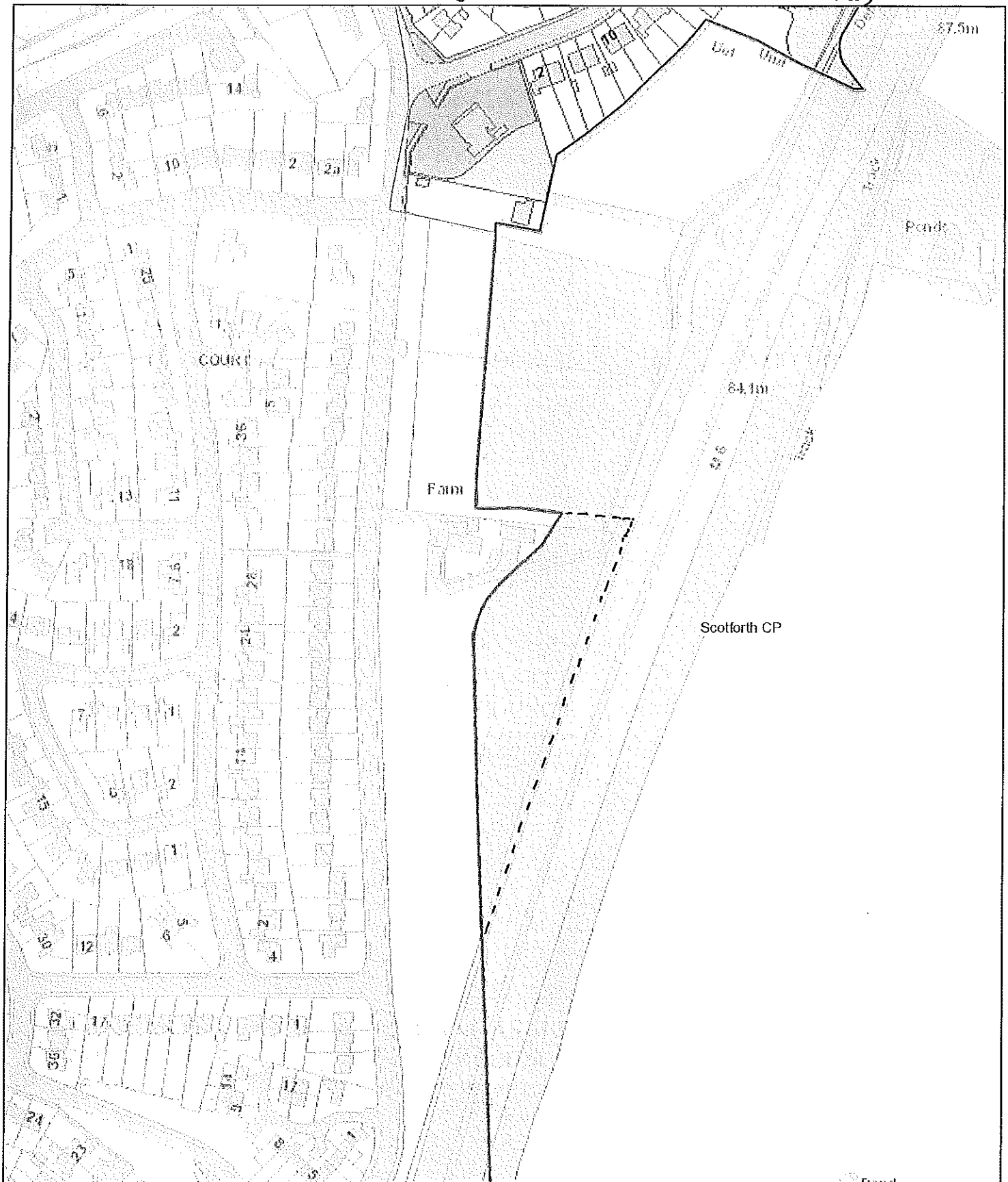
Yours sincerely,



# SCEB/UNIC anomaly

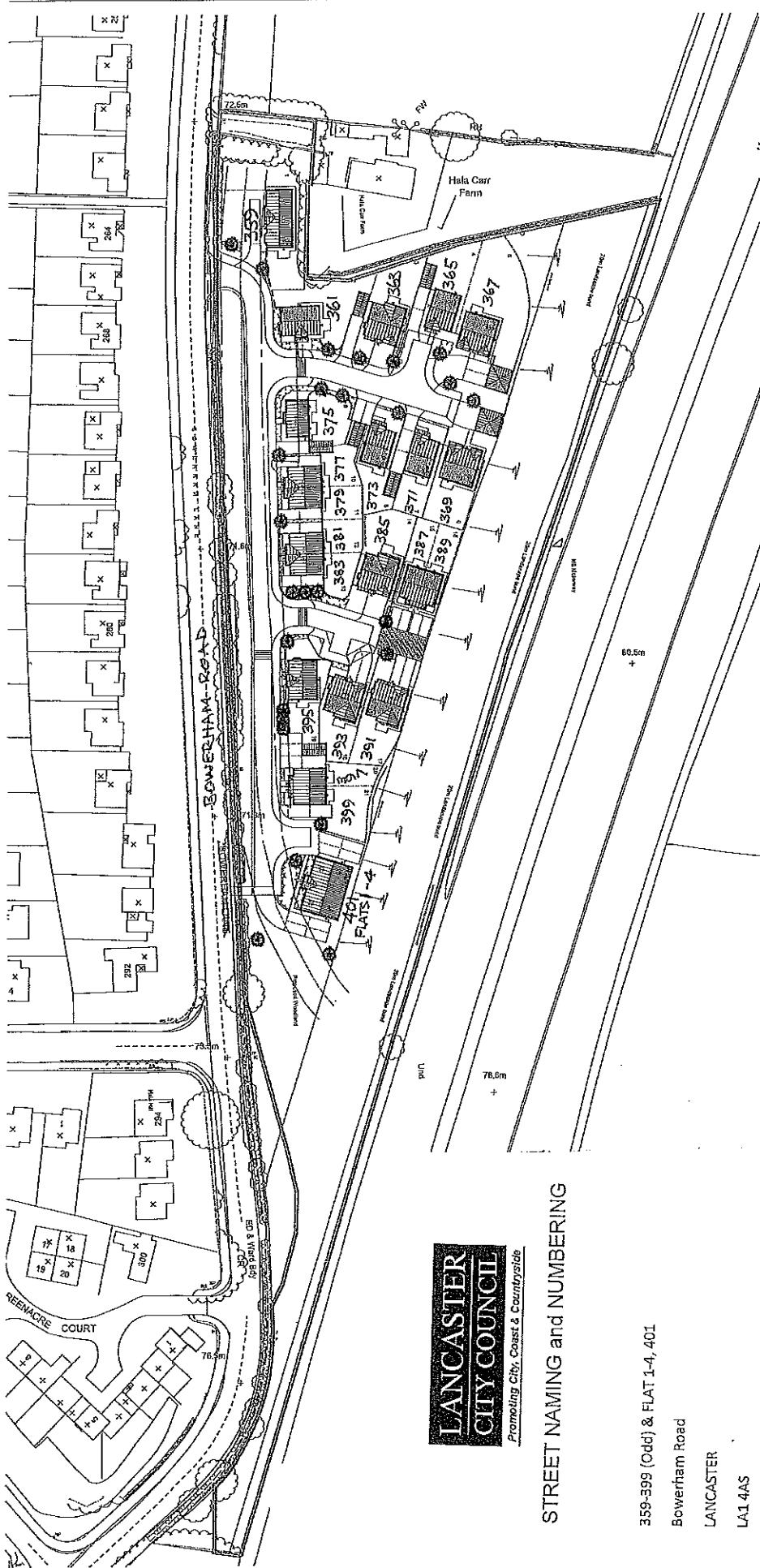
Hala Centre/Rowley Court

Current polling district boundary. (amendment shown as dotted line)



0 40 80 160 Meters

Date: 17/09/2019



Hala Centre/  
Rowley Court

Propose to move  
boundary to  
allow development  
to be fully  
included in  
SCEB.



STREET NAMING and NUMBERING

359-399 (Odd) & FLAT 1-4, 401  
Bowerham Road  
LANCASTER  
LA1 4AS

Review of Polling Districts and Polling Places 2019 - Appendix B

Name	Address	Polling District	Ward	Parish	Number of electors at Sept 2019	Comments/Proposals for change	Officer comment on proposals
16TH Morecambe Scout Headquarters	Michaelson Avenue, Torrisholme, Morecambe, LA4 6SE	TORB	Torrisholme	Morecambe Town Council (Torrisholme Ward)	1555		
33RD Lancaster Scout Hq	Halton Road, Lancaster, LA1 2EG	SKEC	Skerton East	None	933		
Arkholme Village Hall	Kirkby Lonsdale Road, Arkholme, LA6 1AT	KELA	Kellet	Arkholme-with-Cawood	296		
Bare Cricket Club Pavilion	Powder House Lane, Lancaster, LA1 2TT	SKWD	Skerton West	None	1499		
Bolton Le Sands Community Centre	Packet Lane, Bolton-Le-Sands, LA5 8DW	BOSA BOSB	Bolton and Slyne	Bolton-le-Sands (North Ward) Bolton-le-Sands (South Ward)	2507 945	BOSA has two polling stations in the polling place, with the third serving electors in BOSB.	
Borwick and Priest Hutton Memorial Hall	Borwick Lane, Priest Hutton, Carnforth, LA6 1JR	KELB KELC	Kellet	Borwick Parish Meeting Priest Hutton Parish Meeting	156 142		
Brandrigg Room, Barker House Farm	Cartmel West Avenue, Lancaster University, Ellel, LA2 0PJ	UNIB UNIE	University and Scotforth Rural	Ellel (University East Ward) Ellel (University West Ward)	162 694		
Brookhouse Methodist Church Hall	Brookhouse Road, Brookhouse, Lancaster LA2 9NY	LLVC	Lower Lune Valley	Caton-with-Littledale	940	Happy to continue being used as a polling station. Please also refer to Village Hall, Cloughton.	No further action needed unless polling place is chosen as replacement for Village Hall, Cloughton.
Carnforth Childrens Centre	The Carnforth Hub, Kellet Road, Carnforth, LA5 9LS	CARB	Carnforth and Millhead	Carnforth Town Council (Carnforth Town Ward)	1127		
Cathedral Social Centre	Balmoral Road, LancasterLA1 3BU	JOGA	John O'Gaunt	None	1143		
Chaplaincy Centre	Bowland Avenue East, Lancaster University, Lancaster LA1 4YW	UNIA	University and Scotforth Rural	None	2221		
Church of Jesus Christ of Lds	Ovangle Road, Lancaster LA1 5JR	SKWC SKWE	Skerton West	None Heaton-with-Oxcliffe (Winster Park)	389 116		
Civic Hall, Carnforth	North Road, Carnforth LA5 9LJ	CARA	Carnforth and Millhead	Carnforth Town Council (Carnforth Town Ward)	1750		
Cockerham Parish Hall	Main Street, Cockerham LA2 0EG	ELLA	Ellel	Cockerham	558		
Crag Bank Village Hall	Crag Bank Road, Carnforth LA5 9JN	CARC CARD	Carnforth and Millhead	Carnforth Town Council (Carnforth Town Ward) Carnforth Town Council (Crag Bank Ward)	457 831		
Dolphinholme Village Hall	Greaves Hill Lane, Dolphinholme LA2 9AJ	ELLE	Ellel	Ellel (South Ward)	315		
Ellel Village Hall	Main Road, Galgate, Lancaster, Lancs LA2 0NH	ELLB ELLC ELLD	Ellel	Ellel (North Ward) Ellel (North Ward) Ellel (South Ward)	657 841 421	Suggestion to increase boundaries between polling districts and reduce the number of polling stations as three is considered excessive.	Consideration has to be given to the number of possible franchises an elector may be required to vote for. In this case, two different wards of Ellel Parish Parish Council are served by polling stations at this location. Merging ELLB and ELLC would provide a number of electors that would be manageable with higher staff numbers at a UKPGE, and would not pose difficulties for elections at Parish franchise. Th e number of polling stations at this election can therefore be reduced to 2.
Fathers House Elim Church	Owen Road, Lancaster, Lancs LA1 2AP	SKEB	Skerton East	None	1326		
Fraser Hall Institute, Cowan Bridge	Long Level, Cowan Bridge, Carnforth LA6 2HS	ULVA ULVB ULVC	Upper Lune Valley	Ireby with Leck (Ireby Ward) Ireby with Leck (Leck Ward) Burrow-with-Burrow Parish Meeting	67 126 115	Happy to continue to be used as a polling place.	No further action needed.
Friends Meeting House	The Meeting Room, Meeting House Lane, Lancaster LA1 1TX	CASB MARA	Castle Marsh	None None	827 1037	Suggested that all electors for the Marsh Ward should vote at St Thomas More Walk, where electors for MARB currently vote.	See response for St Thomas More Walk polling place. St Thomas More does not have capacity for three polling stations.
Gaskell Memorial Hall	Emesgate Lane, Silverdale, Carnforth LA5 0RA	SILA	Silverdale	Silverdale	1352		
Glasson Dock Village Hall	Bodie Hill, Glasson Dock, Lancaster LA2 0BD	ELLG	Ellel	Thurnham with Glasson	483		
Great Wood School	Beaufort Road, Morecambe LA4 6UB	BARB	Bare	Morecambe Town Council (Bare South East Ward)	1258	Happy to continue use as a polling station but rotate the polling station between 3 classrooms that are accessible from the front of the school. This would reduce the impact on pupils as one class wouldn't be continually dispersed.	Happy with this proposal as all rooms are suitable for use and it allows the continued use of the school.

Grosvenor Park Primary School	Roeburn Drive, Morecambe LA3 3RY	SKWF SKWG	Skerton West	Morecambe Town Council (Lune Drive Ward) Heaton-with-Oxcliffe (Roeburn Drive)	130 446		
Hest Bank Memorial Hall	Hanging Green Lane, Hest Bank, Lancaster LA2 6JB	BOSC	Bolton and Slyne	Slyne with Hest	2570	Two polling stations located in the polling place.	
Heysham Free Methodist Church	Emmaus Road, Heysham LA3 2LG	HESA	Heysham South	None	2330	Two polling stations located in the polling place. Proposal to split Heysham South Ward in to 4 polling districts where there are currently 2. It is proposed that a revised HESA would continue to vote at this polling station.	The suggestion to split the ward into four polling districts is workable and the regisiter of electors can be amended in this way. This proposal can easily be accommodated at this polling place.
Heysham Library	Heysham Road, Heysham, Morecambe LA3 2BJ	HECA	Heysham Central	None	1292	Proposal to split Heysham South Ward in to 4 polling districts where there are currently 2. It is proposed that a revised new HESD would vote at this polling station along with HECA.	There is one community room available at the library, which will not accommodate 2 polling stations. A visit has been carried out to discuss options with staff and there are no other solutions to provide a second room at the location. HESD could vote from Heysham Mossgate School or Heysham Free Methodist Church which would have capacity to accommodate them.
Hornby Institute	Main Street, Hornby LA2 8JR	ULVH ULVI ULVJ	Upper Lune Valley	Hornby-with-Farleton Melling-with-Wrayton Wennington	589 250 103		
King's Community Church	Phoenix Street, Lancaster, Lancs LA1 1DD	BLKA	Bulk	None	1883		
Lancaster Bowerham Community Primary School Lower	Bowerham Road, Lancaster LA1 4BS	JOGC SCWC	John O'Gaunt Scotforth West	None None	1436 1073		
Lancaster Boys and Girls Club	Dallas Road, Lancaster LA1 1TP	CASA	Castle	None	1375		
Lancaster Methodist Church	Entrance Off Kensington Road, Lower Room, Lancaster LA1 4TE	SCWA SCWF	Scotforth West	None Aldcliffe-with-Stodday	1548 215	The polling place is located on the corner of a steep road, and the pavement has a steep clope which can be slippery as there are york stone flags. Request to change the pavement surface to something non-slip.	This would have to be arranged with highways to see what solution could be sought. If the stone cannot be removed (Greaves Road is in a conservation area) it could be built in to election planning to have the pavement pressure washed prior to each election to remove some of the potential slip hazards. Discussions would have to take place with the relevant departments to ascretain the best and most appropriate way forward.
Lancaster Road Primary School	Lancaster Road, Morecambe LA4 5TH	BARC POLA	Bare Poulton	Morecambe Town Council (Bare South West Ward) Morecambe Town Council (Out Moss Lane Ward)	1241 456		
Lancaster Royal Grammar School	East Road, Lancaster, Lancashire	JOGB	John O'Gaunt	None	508		
Millhead Community Centre	Carlisle Terrace, Warton, Carnforth LA5 9HD	CARE	Carnforth and Millhead	Warton (Millhead Ward)	405		
Moorside Primary School	Bowerham Road, Lancaster LA1 4HT	JOGE SCEA	John O'Gaunt Scotforth East	None None	1036 1724	Two proposals for SCEA to move back to Barton Road Community Centre. Suggested to split SCEA to allow those electors at the far reach of the polling district to be able to vote at Rowley Court. Additional question as to why properties near the University are coming to Moorside School to vote and questioned whether there was something closer.	SCEA used to vote at Barton Road Community Centre. In 2017 this changed as there was a threat of closure of the building. Despite this threat, the building has continued to function and still receives funding from Lancashire County Council. SCEA could be moved back to Barton Road Community Centre, who have the appropriate facilities and are happy for the centre to be used for elections. Please refer also to Rowley Court as if electors from UNIC/D are moved to Brandrigg Room there would be capacity to allow SCEA to be split.
Morecambe Library	Central Drive, Morecambe LA4 5DL	POLC	Poulton	Morecambe Town Council (Poulton Ward)	1456		
Morecambe Temple of Light Spiritualist Church	West End Road, Morecambe LA4 4EF	HARA	Harbour	Morecambe Town Council (Harbour Ward)	2437	Two polling stations located in the polling place.	
Morecambe War Memorial Hall	Church Street, Morecambe LA4 5QA	POLB	Poulton	Morecambe Town Council (Poulton Ward)	1194		
Mossgate Primary School	Kingsway, Heysham, Morecambe LA3 2EE	HECB	Heysham Central	None	2126	Two polling stations located in the polling place. Proposal to split Heysham South Ward in to 4 polling districts where there are currently 2. It is proposed that a revised HESC would vote at this polling station.	There is capacity to allow for this at Mossgate Primary School. As there is no capacity for an additional polling station at Heysham Library, one of the new polling districts could vote from this polling place.
New Life Christian Fellowship Church	Christie Avenue, Morecambe LA4 5UN	WESA	Westgate	Morecambe Town Council (Westgate Ward)	751		
Old Congregational School, Nether Kellet	Main Road, Nether Kellet, Carnforth LA6 1EP	KELD	Kellet	Nether Kellet	522		
Old School House, Gressingham	Fall Kirk, Gressingham LA2 8LP	ULVG	Upper Lune Valley	Gressingham	141		

Over Kellet Village Hall	Church Bank, Over Kellet, Carnforth LA6 1DU	KELE	Kellet	Over Kellet	642		
Over Wyresdale Parish Hall	The Rake, Abbeystead, Lancaster LA2 9BQ	ELLF	Ellel	Over Wyresdale	238		
Overton Memorial Hall	Middleton Road, Overton LA3 3HB	OVEC OVED	Overton	Overton Heaton-with-Oxcliffe (Rural)	830 57		
Parish Hall, Middleton	62 Low Road, Middleton LA3 3LG	OVEA	Overton	Middleton	521		
Quernmore Methodist Church Hall	Wyresdale Road, Quernmore, Lancaster LA2 9EF	LLVD	Lower Lune Valley	Quernmore	307		
Ridge Community Centre	Ridge Square, Lancaster LA1 3HR	BLKB	Bulk	None	1515		
Rowley Court	Lancaster Masonic Hall, Scotforth Road, Lancaster LA1 4NP	SCWD UNIC UNID	Scotforth West University and Scotforth Rural	None Scotforth (Scotforth Ward) Scotforth (Burrow Heights Ward)	1027 189 61	Slight boundary amendment needed for SCEB/UNIC to take account of a new housing development at Hala Carr Farm which has identified a boundary anomaly which needs to be tidied (to be circulated with responses received). Rowley court are happy to continue to be used as a polling station. Electors from UNIC and UNID have a long distance to travel to their polling station at Rowley Court. There are no obvious alternatives but suggested that these residents could vote at the Chaplaincy Centre which is currently the polling place for UNIA. Parking charges are in force on the University campus so the University could be approacged to permit short stay parking in the vicinity of the polling station during polling hours only.	The Chaplaincy Centre is already a very busy polling place and space is utilised by two polling stations who each have additional staff employed to help both locate electors on the register and facilitate voting. For electors in UNIC, it is possible that they would travel past Rowley Court in order to get to the University depending on their direction of travel but a closer option is The Hala Centre which could accommodate two polling stations. Barker House Farm at Lancaster University could be a more suitable option for UNID, and there is capacity there to accommodate another polling station and it is traditionally quieter than the Chaplaincy Centre.
Ryelands House	Owen Road, Lancaster LA1 2LN	SKEA	Skerton East	None	1351		
Ryelands Lancaster Primary School	Torrisholme Road, Lancaster LA1 2RJ	SKWB	Skerton West	None	1493		
Sandylands Community Primary School	Hampton Road, Morecambe LA3 1EJ	HENA HENB	Heysham North	Morecambe Town Council (Heysham North Ward)	804 1737	Two polling stations located in the polling place.	
Sandylands Nursery Unit/ Community Hub	Balmoral Road, Morecambe LA3 1HH	HENC	Heysham North	None	668		
Skerton Youth & Community Centre	Slyne Road, Lancaster LA1 2JH	SKED	Skerton East	None	1079		
St Christopher`s Church Hall	St Christopher`s Way, Morecambe LA4 6EE	BARA POLD	Bare Poulton	Morecambe Town Council (Bare North Ward) Morecambe Town Council (Poulton)	3030 317	Two polling stations located in the polling place. Disabled access is not considered to be adequate and a review was requested.	The Church Hall have a wheelchair accessible ramp which provides adequate and appropriate access for all users of the Hall.
St Martin`s Church Centre	Braddon Close, Morecambe LA4 4UZ	WESB	Westgate	Morecambe Town Council (Westgate Ward)	1339		
St Oswalds Church Hall	Main Street, Warton, Carnforth LA5 9PG	WARA	Warton	Warton (Warton Ward)	1478		
St Paul`s Hala Centre	Hala Square, Lancaster LA1 4RN	SCEB	Scotforth East	None	1621	Slight boundary amendment needed (see also Rowley Court)	Boundary amendment can be accommodated in existing polling arrangements for SCEB.
St Paul`s Parish Hall	Scotforth Road, Lancaster LA1 4ST	SCWB	Scotforth West	None	1040	Satisfied with the current arrangements.	No further action required.
St Thomas Church Hall	Marton Street, Lancaster LA1 1XX	CASC SCWE	Castle Scotforth West	None None	2226 360	Two polling stations in CASC. Possibility for loss of hall for a period of up to 2 years whilst development takes place. Proposal to temporarily move polling stations to Lancaster Town Hall for the duration of the works. Suggestion that White Cross may be a more suitable pollin gplace for SCWE as it is more central to the polling district.	White Cross Business Park have been contacted to ascertain whether there is a suitable place for use as a polling station. They have confirmed that the suitable spaces they have are rented out to businesses so they cannot accommodate a polling station.



St Thomas More Centre	St Thomas More Walk, Off Willow Lane, Lancaster LA1 5PT	MARB	Marsh	None	2980	Two polling stations located in the polling place. Please also see Friends Meeting House. Suggestion to move the polling district boundary line between MARA and MARB from a point north of Milking Stile Lane and continuing out to the Lune in order to allow the revised MARA to vote at St Thomas More and the revised MARB to vote at an alternative location, perhaps the cricket club.	St Thomas More Walk is a polling place that can adequately house two polling stations but would struggle for three. The elector numbers for MARB are such that there are too many for one polling station, so it is split into two. Adding a third polling station would detrimentally reduce the space available and this is a consistently busy polling station. Following the 2015 elections, and being mindful of extensive housing development on St George's Quay, we looked at moving MARB to Lancaster Cricket Club on Lune Road and this is a suggestion that has again been made. Lancaster Cricket Club is not currently DDA compliant so could not be designated as a polling place. The Club continue to apply for funding and when they are successful they will make the necessary alterations to the building. The suggestion to have a change to the polling district boundary could be workable if taken as a line from the junction with Milking Stile Lane down the middle of Willow Lane and Lune Road, to the river on St Georges Quay. This would alleviate the pressures on the polling stations from extensive building on St Georges Quay and New Quay Road, however part of MARA is also part of Aldcliffe-with-Stodday Parish Council but has no residential properties on the land contained within MARA. Should building work happen on that land in the future, MARA would need to be divided into two to allow the parish election franchise to be separated if needed but this is not an immediate concern and planning applications are monitored by elections staff. An approach has been made to 13th Lancaster Scouts, who have a scout hut close to Lancaster City Football Club on West Road in Lancaster, to ascertain whether they could be used as a polling place. No response has been received at the time of agenda publication so it is uncertain whether the facilities at the property are adequate. However, this could provide a solution to allow a revised MARA to vote at St Thomas More, and a revised MARB voting at an alternative location, removing the need for MARA to vote at Friends Meeting House.
The Centre At Halton	Low Road, Halton LA2 6NB	HALT	Halton-with-Aughton	Halton-with-Aughton	2016	Two polling stations located in the polling place.	
The Gregson Centre	33 Moor Gate, Lancaster LA1 3PY	BLKC	Bulk	None	2581	Two polling stations located in the polling place. This is a high electorate polling place with two polling stations which both have in excess of 1,500 electors. There has been large scale building in the ward which has increased demand on the polling place. There is minimal public transport and challenging walking routes to be able to vote in person. A suggestion has been made for BLKC to be divided and possibly vote at "The Residence" for those properties located to the east of Christ Church School and Central Lancaster High School.	"The Residence" is a private property and of course security and safety of the residents there would be a priority, it would not be the first choice of officers. Christ Church School, as a publicly funded building, could be approached to be used for part of the current polling district known as BLKC and divided to form BLKD. It would be anticipated that, by moving some of the electors from the Gregson, the capacity for BLKC would be more manageable in the space available. Christ Church School have been approached about the feasibility of using the school as a polling station, and it will be considered at a Governors meeting on 24 September.
The Village Hall, Whittington	Main Street, Whittington LA6 2NY	ULVK	Upper Lune Valley	Whittington	299		
Torrisholme Methodist Hall	Norwood Drive, Torrisholme, Morecambe LA4 6LT	TORA	Torrisholme	Morecambe Town Council (Torrisholme Ward)	2050	Two polling stations located in the polling place.	
Trimpell Club	Out Moss Lane, Morecambe, Lancs LA4 4UP	WESE	Westgate	Morecambe Town Council (Lowlands Road Ward)	598	Proposal to locate WESE at Lancaster Road School instead of the Trimpell Club based on the geographic location of the school compared to the Trimpell Club, and on the basis that whilst the Lowlands Road Ward of the Town Council was in the Westgate Ward of the City Council, the Trimpell Club was not.	Both Lancaster Road School and the Trimpell Club are located in the Westgate Ward of the City Council. Lancaster Road School is already in use as a polling place and could accommodate a third polling station. However, parking at the school is very limited for electors where there is ample off street parking at the Trimpell Club. Status quo is preferred.
Tunstall Parish Hall	Church Lane, Tunstall LA6 2RQ	ULVD ULVE ULVF	Upper Lune Valley	Cantsfield Parish Meeting Tunstall Parish Meeting Burrow-with-Burrow Parish Meeting	68 117 73		
United Reformed Church, Bowerham	Bowerham Road, Lancaster LA1 4AQ	JOGD	John O'Gaunt	None	1509		
Vale View Day Centre	Stratford Close, (Off Shakespeare Road), Lancaster LA1 2JP	SKWA	Skerton West	None	986		
Victoria Institute, Caton	2-4 Brookhouse Road, Caton, Lancs LA2 9QT	LLVA LLVB	Lower Lune Valley	Caton-with-Littledale Quernmore	1290 137		
Village Hall, Cloughton	Hornby Road, Cloughton LA2 9LA	LLLD	Lower Lune Valley	Cloughton Parish Meeting	100	ERO proposal to rename as LLVH in order to reflect name of Lower Lune Valley ward. Cloughton Village Hall has deteriorated to such a degree that permanent closure is likely to happen by December 2019. As such, it will no longer be available for use as a polling station.	Polling district reference can easily be changed on electoral management system. Electors could be moved to Brookhouse Methodist Church which is in the same city ward. Another alternative would be to move electors to Hornby Institute but this sits in the Upper Lune Valley ward.

Wesley Methodist Church	Middleton Road, Heysham LA3 2QE	HESB OVEB	Heysham South Overton	None None	2786 414	Two polling stations at this polling place for HESB already as well as a polling station or OVEB. Proposal to split Heysham South Ward in to 4 polling districts where there are currently 2. It is proposed that a revised HESB would continue to vote at this polling station.	This location has capacity to have up to three polling stations.
West End Primary School	Chatsworth Road, Morecambe LA3 1BW	HARB	Harbour	Morecambe Town Council (Harbour Ward)	2623	Two polling stations at this polling place	
Westgate Primary School	Langridge Way, Morecambe LA4 4XF	WESC WESD	Westgate	Morecambe Town Council (Westgate Ward) Heaton-with-Oxcliffe (Westgate Ward)	1744 891	Wish to cease bein gused as a polling station due to disruption for pupils, parents and learning.	Legislation allows the use of publicly funded buildings for the purposes of elections and this includes schools. The cessation of use of this school has been suggested before and alternative locations at The Globe Arena and the Community Fire Station were visited to assess for suitability. The Community Fire Station did not have sufficient space to house two polling stations, and The Globe could not guarantee a booking or provide a space at short notice so was not deemed suitable. Rooms at the front of the school which can be closed off from the general school population are available but pupils would have to be dispersed. An option for the school is always to close to pupils for the day which can be built in to school timetables for scheduled elections but poses difficulties for ad hoc elections. The school has concerns for the safeguarding of their pupils during the school day as the main gates are normally closed whilst children are on site.
Wray Village Institute	Main Street, Wray LA2 8QA	LLLA LLLB LLLC	Lower Lune Valley	Roeburndale Parish Meeting Wray with Botton Tatham	63 401 348	ERO proposal to rename polling districts LLVE, LLVF and LLVG respectively to adequately represent Lowe Lune Valley ward and reduce confusion.	This is a system amendment and easily achieved.
Yealand Village Hall	Footeran Lane, Yealand Redmayne, CarnforthLA5 9SU	SILB WARB	Silverdale Warton	Yealand Redmayne Yealand Conyers	286 169		

## COUNCIL

### Appointments to Outside Bodies

25 September 2019

### Report of the Democratic Services Manager

#### PURPOSE OF REPORT

To consider making appointments to the North Lancashire Citizens Advice Bureau (CAB) Board and the Fylde, Lancaster and Wyre Children's Board.

This report is public

#### RECOMMENDATIONS

- (1) That Council notes that the basis of appointment to the North Lancashire CAB Board has been decided as nomination and appointment by Council, and that nominations are dealt with at this meeting.
- (2) That Councillors agree the basis of appointment to the Fylde, Lancaster and Wyre Children's Board and, should the agreed basis be by nomination and appointment by Council, that nominations and an appointment are made at this meeting.

#### 1.0 Introduction

- 1.1 At the Annual meeting of Council, three appointments were made to the North Lancashire Citizens' Advice Bureau Board. Councillor Biddulph was appointed, however he has since resigned from the Board, leaving a vacancy. Council is requested to make an appointment the vacancy at this meeting.
- 1.2 No appointment was made to the Fylde, Lancaster and Wyre Children's Board in May 2019, as Democratic Services had been informed that the Board had disbanded. In fact, the Board was actually under review and was still meeting. Previously, the appointment to this Board has been by virtue of position. The Champion for Children and Young People was the designated appointee. However, this particular champion role no longer exists, so Council is asked to consider whether this should be an appointment made by nomination and voting at Council or by virtue of position, such as appropriate Cabinet Member.

#### 2.0 Meetings information

- 2.1 The North Lancashire CAB Board in this district meets six times per year, every two months, usually at their Morecambe Offices. The meetings are usually on Tuesdays and are in the early evening from 6-8pm.

- 2.2 There are usually three meetings of the Fylde, Lancaster and Wyre Children's Board per year rotating across the districts with meetings held at each Town Hall. One has just been held in July at Wyre. The next one will be at Fylde in November 2019, then Lancaster in March 2020.

### 3.0 Conclusion

- 3.1 Council is asked to consider making the appointments detailed in this report.

<b>CONCLUSION OF IMPACT ASSESSMENT</b> <b>(including Health &amp; Safety, Equality &amp; Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</b> None directly arising from this report.	
<b>LEGAL IMPLICATIONS</b> None directly arising from this report.	
<b>FINANCIAL IMPLICATIONS</b> Members of outside bodies are entitled to travel expenses. Costs resulting from any appointment should be minimal and would be met from existing democratic representation budgets.	
<b>OTHER RESOURCE IMPLICATIONS</b>  <b>Human Resources:</b> None  <b>Information Services:</b> None  <b>Property:</b> None  <b>Open Spaces:</b> None	
<b>SECTION 151 OFFICER'S COMMENTS</b> The Section 151 Officer has been consulted and has no comments.	
<b>DEPUTY MONITORING OFFICER'S COMMENTS</b> The Deputy Monitoring Officer has drafted this report in her role as Democratic Services Manager.	
<b>BACKGROUND PAPERS</b>  None	<b>Contact Officer:</b> Debbie Chambers <b>Telephone:</b> 01524 582057 <b>E-mail:</b> dchambers@lancaster.gov.uk <b>Ref:</b>

## CABINET

6.00 P.M.

6TH AUGUST 2019

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

Officers in attendance:

Kieran Keane	Chief Executive
Daniel Bates	Director of Corporate Services
Mark Davies	Director for Communities and the Environment
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 and Monitoring Officer
Liz Bateson	Principal Democratic Support Officer

### 1 MINUTES

Having been present at the previous Cabinet meeting, Councillor Hanson proposed and Councillor Whitehead seconded that the minutes of the Cabinet meeting held on 5 March 2019 be approved as a correct record.

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

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

### 3 DECLARATIONS OF INTEREST

Councillor Frea declared a personal interest with regard to the Applications for Grant Funding from Lune Valley Community Land Trust and Halton Senior Co-Housing report, in view of him being a member of Lune Valley Community Land Trust. Councillor Frea informed the Cabinet that he did not consider his interest to be prejudicial.

### 4 PUBLIC SPEAKING

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

### 5 REPORT FROM OVERVIEW AND SCRUTINY - CUSTOMER SERVICES AND FUTURE COMPLAINTS POLICY (Pages 10 - 12)

Cabinet considered a report from the Overview and Scrutiny Committee with regard to the recommendations of the Customer Services and Future Complaints Policy Informal Task Group. Having been on the task group Councillor Jackson introduced the report and endorsed the recommendations.

The options were set out in the report as follows:

1. To accept the recommendations of Overview and Scrutiny

2. Not to accept the recommendations of Overview and Scrutiny
3. To make alternative proposals to those recommended by Overview and Scrutiny.

It was proposed by Councillor Jackson and seconded by Councillor Hanson:

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

Councillors then voted.

***Resolved unanimously:***

- (1) That the recommendations, as set out in the Informal Task Group report and appended to the minutes, be approved.
- (2) That the Director for Communities and the Environment refers the recommendations to the Head of Community Involvement and Leisure for implementation.
- (3) That Cabinet directs the Director for Communities and the Environment to produce a draft Customer Service Strategy for consideration by Cabinet for referral to Council.

**Officer responsible for effecting the decision:**

Director for Communities and the Environment

**Reasons for making the decision:**

The recommendations as set out in the report will assist the City Council in meeting all of its priorities within the Council Plan. If a new Customer Services Strategy is created this will be as key policy for consideration by Full Council.

**6 ADVISORY GROUPS AND EXTERNAL APPOINTMENTS (Pages 13 - 14)**

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

Cabinet received a report from the Chief Executive to establish a structure of Advisory Groups for Cabinet members to engage with communities and stakeholders on the Council's core priorities. Cabinet were also required to make appointments to outside bodies, partnerships and boards.

The Leader outlined proposals to establish a network of groups, which would reflect the full range of Cabinet's core priorities. The Leader tabled several revisions to the report. The Community Wealth-Building Partnership would become the Building Community Wealth Partnership Group with amended terms of reference, appended to the Minutes. The Climate Change and Environment Advisory Group would be re-named as the Climate Emergency and Environment Advisory Group with the actions that had previously been referred to the Flooding Cabinet Liaison Group, which was being stood down, referred to that Advisory Group.

A number of appointments to the Outside Bodies were then agreed and these would be appended to the minutes.

Councillor Sinclair proposed, seconded by Councillor Reynolds:-

“That the recommendations, as set out in the report, be approved with the following revisions:

- Community Wealth-Building Partnership to become the Building Community Wealth Partnership Group with amended terms of reference.
- Climate Change and Environment Advisory Group re-named as the Climate Emergency and Environment Advisory Group with the actions referred to the Flooding Cabinet Liaison Group, which was being stood down, referred to that Advisory Group.

Councillors then voted:-

***Resolved unanimously:***

- (1) That the Advisory Groups as appended to the report be established noting :
  - the Climate Change and Environment Advisory Group has been re-named as the Climate Emergency and Environment Advisory Group
  - the Community Wealth-Building Partnership has been re-named the Building Community Wealth Partnership Group with amended terms of reference appended to the minutes.
- (2) That the Lead Cabinet Member of each Advisory Group be requested to inform the Chief Executive of the arrangements and participants required for the group.
- (3) That the following Cabinet Liaison Groups in operation in 2018-19 – Planning Policy, Housing Regeneration, Museums, Property Review and Flooding be stood down,
- (4) That the actions referred to the Flooding Cabinet Liaison Group be referred to the Climate Emergency and Environment Advisory Group.
- (5) That the appointments to outside bodies be agreed and appended to the minutes.
- (6) That the Constitution be amended to reflect the change in Executive Arrangements with the changes reported to the next Full Council.

**Officer responsible for effecting the decision:**

Chief Executive  
Monitoring Officer

**Reasons for making the decision:**

Advisory Groups provide an opportunity for Cabinet Members to meaningfully engage with communities and stakeholders on significant topics across the policy landscape, with members benefiting from an enhanced range of perspectives to inform decision-making. Representation on Outside Bodies is part of the City Council's Community Leadership role.

**7 LANCASHIRE POLICE AND CRIME PANEL****(Cabinet Member with Special Responsibility Councillor Lewis)**

Cabinet received a report from the Leader to make appointments to the Police and Crime Panel for the municipal year 2019-2020.

It was reported that negotiations regarding the political composition of the Panel of which Blackburn-with-Darwen was the host authority, were still ongoing but Lancaster had been requested to appoint one Labour Member at this time. It was noted that the City Council might be requested to make a further appointment once the composition issues had been settled.

Cabinet was recommended to appoint Councillor Sinclair the portfolio holder for Communities and Justice, to the Panel and appoint a named substitute in the event of Councillor Sinclair being unable to attend a meeting.

Councillor Lewis proposed, seconded by Councillor Parr:-

“That the recommendations as set out in the report be approved and that Councillor Wood be appointed as a substitute.”

Councillors then voted:-

***Resolved unanimously:***

- (1) That Councillor Sinclair be appointed to the Lancashire Police and Crime Panel with Councillor Wood appointed as the named substitute.

**Officer responsible for effecting the decision:**

Director of Corporate Services

**Reasons for making the decision:**

The decision is consistent with the Council Plan priority of Clean Green and Safe Neighbourhoods.

**8 PROVISIONAL REVENUE, CAPITAL AND TREASURY MANAGEMENT OUTTURN 2018-19**

Cabinet received a report from the Chief Finance Officer, which provided summary information regarding the provisional outturn for 2018/19, including treasury management. It also set out information regarding the carry forward of capital slippage and other matters for Members' consideration.

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

The Council has a legal requirement to ensure that its expenditure is fully funded and to produce accounts in accordance with proper accounting practice. In addition, the



Prudential Indicators are a statutory requirement linked to the budgetary framework. For these aspects, therefore, there are no alternative options for Cabinet to consider. Members are being asked to endorse certain actions taken by the Chief Finance Officer, and Cabinet should consider whether it has sufficient information to do so or whether it requires any further justification.

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

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

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

Councillor Whitehead proposed, seconded by Councillor Dave Brookes:-

“That the recommendations, as set out in the report, be approved with recommendation (1) revised to include the Reserves Strategy being referred to the Financial Resilience Advisory Group before consideration by Cabinet.”

Councillors then voted:-

***Resolved unanimously:***

- (1) That the provisional outturn for 2018/19 be endorsed, including the transfers to Reserves and Balances actioned by the Chief Finance Officer with the Reserves Strategy referred to the Financial Resilience Advisory Group before consideration by Cabinet.
- (2) That Cabinet approves the request to carry forward underspent revenue budgets as set out in section 6 and Appendix 6 of the report.
- (3) That the requests for capital slippage and the adjustments to reflect accelerated capital spending on projects as set out at Appendix 8 of the report be endorsed, with the Capital Programme being updated accordingly.
- (4) That Cabinet approves the redirection of funding in 2019/20 from the HRA Business Support Reserve for the remodelling of Beck View as set out at section 7.3 of the report.
- (5) That the Annual Treasury Management report and Prudential Indicators as set out at Appendix 2 of the report be noted and referred on to Council for information.

**Officer responsible for effecting the decision:**

Chief Finance Officer

**Reasons for making the decision:**

The Outturn and Statement of Accounts report on all the financial resources generated and/or used by the Council in providing services or undertaking other activities under the Policy Framework. Although the General Fund budget and associated Government funding reduced again in 2018/19, the Council continued to manage the financial pressures well and it has again improved the Fund's overall financial standing as at 31 March 2019. Similarly, the HRA's standing is currently sound. Although various actions have been outlined in the report, there are no wholly new matters arising that have not previously been reported or highlighted in some form, and this should give some comfort with regard to the adequacy of the Council's financial planning and monitoring arrangements.

**9 DELIVERING OUR AMBITIONS: PERFORMANCE, PROJECTS AND RESOURCES  
QUARTER 4 AND END OF YEAR 2018-19****(Cabinet Member with Special Responsibility Councillor Whitehead)**

Cabinet received a report from the Chief Executive, which provided a summary of performance against key indicators during 2018/19 and set out arrangements for future reporting on progress towards achieving the Council's Ambitions for 2018-22

Delivering the Council's ambitious plans for 2018-22 required strong alignment between strategy, resource allocation and operational activity and an integrated quarterly 'Delivering Our Ambitions: Performance, Projects and Resources' report from Quarter 1 (April-June 2019) onwards would be trialled. In order to ensure meaningful alignment of performance, project and resource information, it would be categorised according to the Council's four Ambitions for 2018-22:

- A Thriving and Prosperous Economy
- Clean, Green and Safe Neighbourhoods
- Health and Happy Communities
- A Smart and Forward-Thinking Council

Some development of the performance measures was required to ensure Cabinet's priorities were reflected in the key indicators of success with measures reviewed incrementally and updated where appropriate. Each measure and corporate project would be allocated to a Portfolio Holder for monitoring.

Councillor Whitehead proposed, seconded by Councillor Reynolds:-

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That the proposed arrangements for reporting on performance, projects and resources during 2019-20 be approved and the update on performance against key indicators for 2018-19 be noted.

**Officer responsible for effecting the decision:**

Chief Executive

**Reasons for making the decision:**

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

**10 EXCLUSION OF THE PRESS AND PUBLIC**

It was moved by Councillor Hanson and seconded by Councillor Parr:-

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

Members then voted as follows:-

***Resolved unanimously:***

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

**11 PROPOSED PROPERTY INVESTMENT DECISIONS****(Cabinet Member with Special Responsibility Councillor Whitehead)**

Cabinet received a report from the Portfolio Holder for Finance to update Cabinet on the decisions made by the Capital Strategy Group on 4 July 2019 to commence to the due diligence stage for two property acquisitions. The report was exempt from publication by virtue of Paragraph 3 of Schedule 12A of the Local Government Act 1972.

No options analysis was required as this stage as the report was for consideration of endorsement. A further report would be considered by Cabinet on 3 September 2019 following the conclusion of the due diligence process.

Councillor Whitehead proposed, seconded by Councillor Hanson:-

“That the contents of the report be endorsed.”

Councillors then voted:-

***Resolved unanimously:***

- (1) That the contents of the report be endorsed.

**Officer responsible for effecting the decision:**

Director for Corporate Services

**Reasons for making the decision:**

The purchase of investment properties is consistent with the Council's Property Investment Strategy which is part of the Funding the Future Strategy. In accordance with the Property Investment Strategy governance process, if after due diligence, the purchases are reported to and approved by Cabinet on 3 September this will be reported to Council on 25 September.

**12 APPLICATIONS FOR GRANT FUNDING FROM LUNE VALLEY COMMUNITY LAND TRUST AND HALTON SENIOR CO-HOUSING GROUP LTD**

**(Cabinet Member with Special Responsibility Councillor Caroline Jackson)**

Cabinet received a report from the Director of Economic Growth and Regeneration with regard to applications for grant funding from Lune Valley Community Land Trust and Halton Senior Co-Housing Group Ltd which 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.

Cabinet Members raised a number of questions and sought the advice of the Monitoring Officer. Having noted the issues raised by the Monitoring Officer during the discussions Councillor Jackson proposed, seconded by Councillor Lewis:-

"That consideration of the item be deferred to September Cabinet to enable clarification to be sought on a number of issues."

Councillors then voted:-

***Resolved unanimously:***

That consideration of the item be deferred to September Cabinet to enable clarification to be sought on a number of issues.

**Officers responsible for effecting the decision:**

Director for Economic Growth and Regeneration  
Director of Corporate Services

**Reasons for making the decision:**

Deferring the decision will provide the opportunity for Cabinet to reconsider the proposals once the concerns raised at the meeting have been addressed.

**13 EDEN PROJECT NORTH (Pages 15 - 16)**

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

Cabinet received a report from the Chief Executive to consider the City Council's proposed agreement with Eden Project International Ltd for the development of the new Eden Project North in Morecambe.

The options, options analysis, including risk assessment and officer preferred option, were set out in a report exempt from publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act.

***Resolved unanimously:***

- (1) The resolution is set out in a minute exempt from publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972,

**Officer responsible for effecting the decision:**

Chief Executive

**Reasons for making the decision:**

Eden Project North provides an opportunity to deliver considerable social and economic benefits for Morecambe and the wider area. To enable the project to proceed, Eden and the Council need a comprehensive agreement in respect of the land earmarked for the development.

---

Chair

(The meeting ended at 7.20 p.m.)

**Any queries regarding these Minutes, please contact  
Liz Bateson, Democratic Services - telephone (01524) 582047 or email  
ebateson@lancaster.gov.uk**

**MINUTES PUBLISHED ON TUESDAY 13 AUGUST 2019.**

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:  
WEDNESDAY 21 AUGUST, 2019.**

**CUSTOMER SERVICES AND FUTURE COMPLAINTS POLICY INFORMAL TASK GROUP**  
**APPROVED RECOMMENDATIONS**

**Recommendation 1 – Customer Services**

- (1) That all complaints to Lancaster City Council be logged, monitored and dealt with, where possible, centrally by the Customer Services Team.
- (2) That each member of staff is responsible for customer service throughout the Council's range of services.
- (3) That the Council should take more responsibility as the 'go to' Council. Where possible avoid making referrals to other agencies and contact other organisations or agencies on behalf of complainants. where appropriate
- (4) That it be recognised across all Council services and teams that the Customer Services Team is the ultimate source of information regarding all complaints where possible.
- (5) That the Task Group notes that the City Council has no officer as part of the complaints handling process who specifically deals with mental health or vulnerable people. The Task Group however, noted that these issues were dealt with positively by officers but recommend that this situation is kept under review.

**Recommendation 2 – Customer Service Strategy**

- (1) That the Directorate for Communities and the Environment draft a brief statement on the Customer Service Strategy, based on our attitudes and behaviours to customer service.
- (2) To support the Customer Service Strategy that two simple flow charts be produced, one for internal complainants and one for external complainants, outlining in simple, accessible language the basic complaints procedure.

**Recommendation 3 – Amendments to the Complaints Policy and Guidance on Handling Complaints**

- (1) That the term “Service Users” be replaced with “Customers” throughout both the Complaints Policy and the Guidance on Handling Complaints.
- (2) That the following amendments be made to the Complaints Policy;
  - a. That at Paragraph 5.2, “*complaints*” be replaced with “*problems*”.
  - b. That at Paragraph 9.4, add “*welcome comments, but*” after “*The council...*”
  - c. That at Paragraph 11.5 “Within each Service” be deleted.
- (3) That the following amendments be made to the Guidance on Handling Complaints:
  - a. That wording at paragraph be added at Paragraph 7 to include guidance on how Managers and Supervisors should support frontline staff to resolve problems at the point of service delivery and reference to Line Managers responsibilities.
  - b. At Paragraph 13.1, “complaint” be replaced with “problem”.
  - c. At Paragraph 13.2, add in “find out what the complainant wants/desired outcomes”.
  - d. At Paragraph 13.36, add wording on the tone of response letters to complainants and guidance on the way to respond.
  - e. At Paragraph 14, include further guidance on what should be expected from Stage 1 of the complaints process and that where necessary, after informing the complainant, complaints should be sent back to Stage 1 if the Stage 2 handler feels there is more work to be undertaken to resolve the problem.

**Recommendation 4 – Training**

- (1) Provision of training on complaints handling to be provided to all new Councillors.
- (2) Training to be provided to officers on letter writing, particularly with regard to the handling of complaints.
- (3) That the Task Group recommends the continued positive use of social media by the Council in order to promote the services provided by the Council and to highlight best practice.

**Recommendation 5 – Plain English Mark**

- (1) The Council explore the possibility of signing up to the Plain English Mark.

**Recommendation 6 – Executive Team**

- (1) That Complaints be a standing item on all Lancaster City Council Executive Team agenda and that the Team be briefed at each meeting on current complaints and any of the lessons that can be learnt.
- (2) That Key Performance Indicators (KPIs) are set for all senior managers on handling of complaints and customer satisfaction in accordance with the Council Plan.
- (3) That the Customer Complaints Survey results from this review be circulated to the Executive Team and other relevant officers.
- (4) That it be noted that a press release has been issued to inform of results and, those persons completing the survey have been thanked.

**Recommendation 7 – Persistent Complainants**

- (1) That reports to Lancaster City Council's Executive Team on the designation and review of Persistent Complainers be shared with the complainant, with comments sought and taken into consideration prior to being reported to Executive Team.
- (2) Once the Council has gone through the designation process, we will share with the complainant what we will do and what we expect from them.
- (3) The system should separate genuine complaints from vexatious complaints and this process should sit with the Customers Services Team for them to review and manage.
- (4) Once a complainant is designated as "Persistent" further contact should be directed through the Customer Services Team who will, where possible, deal with any genuine service requests and alternative complaints separately to the main complaint for which the designation of Persistent Complainer has been applied.

**Recommendation 8 – Stage 2 Complaints**

- (1) All possible efforts to be made by Officers to ensure that complaints are resolved at Stage 1 rather than moving to Stage 2. This should include senior officer advice and conflict resolution where appropriate.
- (2) If the Stage 2 officer feels that the matter has not been dealt with thoroughly then the complaint should be referred back to the Stage 1 Officer for further investigation.



**APPOINTMENTS TO OUTSIDE BODIES MADE BY CABINET**

<b>ORGANISATION</b>
Lancaster Community Fund Grants Panel (Cabinet Member and 1 member nominated by Council)      Councillor Alistair Sinclair
Lancashire Leaders Meeting (Leader of the Council – Councillor Erica Lewis)
LGA Coastal Issues Special Interest Group – Councillor Kevin Frea
Morecambe Bay Partnership – Jean Parr
Lancashire Waste Partnership – Councillor Dave Brookes
Community Safety Partnership (Cabinet Member (& Reserve): Councillor Alistair Sinclair (Councillor Caroline Jackson reserve)
Health and Wellbeing Partnership Cabinet Member & Reserve) Councillor Alistair Sinclair (Councillor Caroline Jackson reserve)
BID Company Ltd – Councillor Janice Hanson
Lancaster Business Improvement District (BID) Management Group Councillor Tim Hamilton-Cox
Yorkshire Dales National Park Board – Councillor Kevin Frea
Growth Lancashire – Cabinet Member & Reserve Councillor Tim Hamilton-Cox (Councillor Erica Lewis reserve)

## **Building Community Wealth Partnership Group**

**Co-Chairs: Leader & tbc**

### **Terms of Reference:**

To be the co-ordinating and exchange point between our advisory groups.

To provide a community-focused reflective space focused on the values which support the nurturing of an inclusive and prosperous local economy.

To support the Cabinet and Council in developing a new municipalist approach to its work, noting the role of the council as:

- A significant & active economic agent for social justice across the district
  - Protecting the commons,
  - Community wealth-building
  - Challenging all forms of discrimination & exclusion
- Holding a space and place for the exercise & expansion of local democratic power
  - Through greater engagement with residents & local organisations
  - Prioritising collaboration over hierarchy

To support the Cabinet and Council in the embedding of the five Community Wealth Building Principles within LCC & across the district:

- (1) Fair employment and just labour markets
- (2) Progressive procurement of goods and services
- (3) Plural ownership of the economy
- (4) Socially just use of land and property
- (5) Making financial power work for local places

To support the Cabinet & Council in its exploration and development of new asset/strength-based approaches which will facilitate the embedding of strength-based principles and practice within the council and across the Lancaster District.

**CABINET****6.00 P.M.****3RD SEPTEMBER 2019**

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

Also present: Councillors Stephie Barber and Tricia Heath

Officers in attendance:

Kieran Keane	Chief Executive
Daniel Bates	Director of Corporate Services
Mark Davies	Director for Communities and the Environment
Jason Syers	Director for Economic Growth and Regeneration
Debbie Chambers	Democratic Services Manager and Deputy Monitoring Officer
Luke Gorst	Solicitor and Deputy Monitoring Officer
Liz Bateson	Principal Democratic Support Officer

**14 MINUTES**

The minutes of the meeting held on Tuesday 6 August 2019 were approved as a correct record. The Chair advised the meeting of an update concerning Minute (7), and that the process of appointments to the Lancashire Police and Crime Panel had been referred to the Secretary of State.

**15 ITEMS OF URGENT BUSINESS AUTHORISED BY THE LEADER**

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

**16 DECLARATIONS OF INTEREST**

Councillor Frea declared a personal interest with regard to the Applications for Grant Funding from Lune Valley Community Land Trust and Halton Senior Co-Housing report, in view of him being a member of Lune Valley Community Land Trust. Councillor Frea informed Cabinet that he did not consider his interest to be prejudicial.

**17 PUBLIC SPEAKING**

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

At this point the Chair moved that the standing orders be suspended to allow for questions to be taken from all members as the reports were introduced. The proposal was seconded by Councillor Reynolds and unanimously agreed.

***Resolved unanimously:***

(1) That standing orders be suspended.

**18 DELIVERING OUR AMBITIONS Q1**

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

Cabinet received a report from the Director of Corporate Services, which provided an update on performance, projects and resources during the first quarter of 2019-20 (April – June 2019.)

It was noted that the report and appendices represented the initial step in aligning performance, project and resource information into an integrated format, to provide members with a comprehensive view of progress against the Council's agreed priorities. Officers responded to a number of questions that were asked on each section of the report.

Councillor Whitehead proposed, seconded by Councillor Brookes:-

"That the updates be approved and the report commended to the Budget & Performance Panel."

Councillors then voted:-

***Resolved unanimously:***

- (1) That the updates be approved and the report commended to the Budget & Performance Panel.

**Officer responsible for effecting the decision:**

Director of Corporate Services

**Reasons for making the decision:**

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

**19 EXCLUSION OF THE PRESS AND PUBLIC**

It was moved by Councillor Hamilton-Cox and seconded by Councillor Reynolds:-

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

Members then voted as follows:-

***Resolved unanimously:***

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

## 20 LANCASTER CATON ROAD (PHASE 3) FLOOD RISK MANAGEMENT SCHEME

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

Cabinet received a report from the Director for Economic Growth and Regeneration to update members on the progression of the River Lune flood defence scheme. The report reviewed the scheme as it entered the preliminary site preparation and construction phase and provided commentary on the current estimated forecast outturn construction cost and project risks. Options and recommendations on the need for additional council funding to offset specific scheme scope and specification risks were also considered.

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

	<b>Option 1:</b> Continue to progress the current affordable scheme.	<b>Option 2:</b> Council agrees an additional contribution to ensure delivery of all the High/Medium/Low priority implementation and scope risks.	<b>Option 3:</b> Council agrees a contribution to cover only the High and Medium priority implementation and scope risks. <b>(Preferred Option)</b>
Advantages	<p>No further immediate funding required.</p> <p>Scheme proceeds with the potential to provide majority of benefits provided by the “preferred scheme” scope.</p> <p>High incentive for “in scheme” cost mitigation and the securing of additional public/private funding.</p>	<p>Allows all priorities to be addressed to a sound risk profile which should allow all identified implementation and scope matters to be addressed.</p> <p>Low risk of unplanned expenditure at a future date.</p>	<p>Potential to deliver against most critical implementation risks.</p> <p>Retains a high incentive for “in scheme” cost mitigation and the securing of additional public/private funding to secure all scheme benefits.</p> <p>Lower risk of unplanned expenditure.</p>
Disadvantages	<p>High likelihood the current risk allowance is too low to cover all identified implementation risks.</p> <p>Discrete areas remain at the current level of</p>	<p>Additional cost to the General Fund revenue budget.</p> <p>Low incentive for “in scheme” cost mitigation and the securing of additional public/private</p>	<p>Additional cost to the General Fund depending on priorities chosen (though lower than Option 2).</p> <p>Residual</p>

	<p>flood protection.</p> <p>No guarantee further cost mitigation or funding sources will materialise “in scheme”.</p>	<p>funding.</p>	<p>implementation / scope risks, and potentially reputational risks.</p> <p>No guarantee further cost mitigation or funding sources will materialise “in scheme”.</p>
Risks	<p>Reputational risks of being unable to cover scope risks.</p> <p>Construction cost increases due to identified risks materialising leading to unplanned expenditure.</p>	<p>Implementation and scope risks are minimised.</p>	<p>Potential for certain implementation/reputational risks to remain depending on outturn of scheme.</p> <p>Construction risks minimised through fully supported (in term of funding) risk register</p>

As officers have identified a risk of future unplanned expenditure Option 1 is not preferred. If Members wish to proceed the critical question is the affordability and scale of the council's contribution. The preferred option is Option 3: Members agree a contribution to cover High/Medium priority implementation and scope risks. Option 3 will result in an additional cost of £17K per annum to the council's budget profile but allows officers to bring more certainty in deliverability and ensures further cost mitigation and saving measures can be explored with confidence.

As previously reported, a financial “return” against the council's total project investment and other benefit are indirect and difficult to assess with certainty. Towards the eastern end of the industrial estates there are significant areas of vacant land. Towards the west of the Caton Road estates are old, low value and redundant property that have received no investment for many years. It is reasonable to assume that, following flood defence implementation, there will be increased confidence to invest in new commercial property and, over time, the Rateable Value (RV) of the area should increase. Available industrial land in the district is constrained and there are few options for new commercial industrial development close to Lancaster.

Officers have estimated that within a decade commercial RV in the area will increase by £1.6M with an additional rate take of around £800K per annum attributable to new development. Under the current business rates retention scheme 40% of the increase would accrue to the council's budget.

There remains an acute need to promote this scheme to help secure its delivery and the proposed course of action represents the most appropriate route towards achieving a

positive outcome, both meeting the council's regeneration objectives and having wider social, economic and environmental impacts.

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

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That Cabinet agrees a further contribution of £489K towards the critical priority implementation and scope risks identified in the report (with growth of £10K per annum revenue costs).
- (2) That Officers continue to explore and secure all potential additional public and private sector funding contributions to reduce the call on council funding.
- (3) That the Section 151 Officer be requested to update the General Fund Revenue Budget and Capital Programme to reflect the decisions taken.

**Officers responsible for effecting the decision:**

Director for Economic Development & Regeneration  
Head of Financial Services/151 Officer

**Reasons for making the decision:**

The decision is consistent with the Council's Corporate Priorities:

***A Thriving & Prosperous Economy:*** Economic Growth is a high level Corporate Priority for the City Council. The flooding risk for this important industrial area undermines business and investment confidence. The emerging Local Plan cannot identify extensive new areas for employment development to replace this area therefore the priority approach should be to increase the level of protection to restore business confidence.

***Clean Green & Safe Neighbourhoods:*** Walking and cycle paths, will be improved, and the riverbanks will be planted and managed to encourage greater habitat and biodiversity, increasing its amenity value for locals and visitors. The scheme will also deliver water quality including bathing water improvements as there will be reduced likelihood of potentially polluted flood waters from the location running off the industrial areas and into the River Lune and Morecambe Bay.

***Healthy & Happy Communities:*** A range of leisure and recreational benefits should accrue from the implementation.

***A Smart & Forward Thinking Council:*** In terms of climate change, the scheme works will be climate change resilient, applying the agreed national climate change allowances to the raised defences to ensure that the scheme is 'future proofed'. There is potential to use the infrastructure to secure an early benefit under the council's approach to implementing a project under the Government's Local Full Fibre Network funding stream.

**21 APPLICATIONS FOR GRANT FUNDING FROM LUNE VALLEY COMMUNITY LAND TRUST AND HALTON SENIOR CO-HOUSING GROUP LTD (Pages 8 - 9)**

**(Cabinet Member with Special Responsibility Councillor Caroline Jackson)**

Cabinet received a report from the Director for Economic Growth and Regeneration that provided an update on the position in respect of the Halton Mills housing project and proposed a way forward, which would allow pre-development to proceed as well as ensure implications in respect of extant sums, state aid and procurement were addressed. 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 a exempt report exempt from publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972.

***Resolved unanimously:***

- (1) The resolution is set out in a minute exempt from publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972.

**Officer responsible for effecting the decision:**

Director for Economic Growth and Regeneration

**Reasons for making the decision:**

The decision is consistent with the Council Plan and improving the quality and availability of housing including the provision of affordable housing. Approval of this report will have a positive impact as considerable efforts are being made to ensure the housing provided will meet an identified need and the design and quality of the housing proposed offers the potential to meet the needs of vulnerable groups and those in need of affordable housing.

---

Chair

(The meeting ended at 7.40 p.m.)

**Any queries regarding these Minutes, please contact  
Liz Bateson, Democratic Services - telephone (01524) 582047 or email  
ebateson@lancaster.gov.uk**

**MINUTES PUBLISHED ON FRIDAY 6 SEPTEMBER 2019.**

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:  
MONDAY 16 SEPTEMBER, 2019.**