



LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

COUNCIL MEETING

**Wednesday, 26 February 2020 -
6.00 p.m.
Morecambe Town Hall**

Lancaster City Council welcomes members of the public to attend meetings. However, space in the public gallery is limited to 30 seats due to Fire Regulations. The seats are allocated on a first come, first served basis and no standing is permitted. If you require support in accessing the building, please contact Democratic Services on 01524 582132, or email democracy@lancaster.gov.uk

Kieran Keane,
Chief Executive,
Town Hall,
Dalton Square,
LANCASTER,
LA1 1PJ



LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Sir/Madam,

You are hereby summoned to attend a meeting of the Lancaster City Council to be held in the Town Hall, Morecambe on Wednesday, 26 February 2020 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 29 January 2020 (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**

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

REPORTS REFERRED FROM CABINET, COMMITTEES OR OVERVIEW AND SCRUTINY

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

The report to follow is anticipated to have exempt appendices.

Council is recommended to pass the following recommendation if Members need to make reference to the exempt information.

"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 the relevant paragraph(s) of Schedule 12A of that Act." (The relevant paragraphs will be specified on the report).

Members are reminded that, whilst parts of the report are anticipated to be exempt it will be for Council itself to decide whether or not to consider those matters in private or in public. In making the decision, Members should consider the relevant paragraph of Schedule 12A of the Local Government Act 1972, and also whether the public interest in maintaining the exemption outweighs the public interest in disclosing the information. In considering their discretion Members should also be mindful of the advice of Council Officers.

10. **APPROVAL OF THE PAY AND GRADING STRUCTURE**

Report of the Director of Corporate Services (to follow).

11. **BUDGET & POLICY FRAMEWORK 2020/21 - 2023/24 REVENUE BUDGET 2020/21**

Report of the Chief Finance Officer (to follow).

12. **HOUSING REVENUE ACCOUNT BUDGET FRAMEWORK 2020/21 - 2023/24**

Report of the Chief Finance Officer (to follow).

13. **CAPITAL PROGRAMME & CAPITAL STRATEGY 2020/21 - 2023/24**

Report of the Chief Finance Officer (to follow).

14. **TREASURY MANAGEMENT STRATEGY 2020/21**

Report of the Chief Finance Officer (to follow).

OTHER BUSINESS

15. **COUNCIL TAX 2020/21**

Report of the Chief Finance Officer (to follow).

16. **MEDIUM TERM FINANCIAL STRATEGY UPDATE**

Report of the Chief Finance Officer (to follow).

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 5 - 11)

To receive the Minutes of Meeting of Cabinet held 14 January 2020.



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Chief Executive

Town Hall,
Dalton Square,
LANCASTER,
LA1 1PJ

Published on Tuesday 18 February 2020.

CABINET**6.00 P.M.****14TH JANUARY 2020**

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)
Luke Gorst	Acting Head of Legal Services and Monitoring Officer
Mark Cassidy	Planning Manager
Liz Bateson	Principal Democratic Support Officer, Democratic Services

49 MINUTES

The minutes of the meeting held on Tuesday 3 December 2019 were approved as a correct record.

50 ITEMS OF URGENT BUSINESS AUTHORISED BY THE LEADER

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

51 DECLARATIONS OF INTEREST

No declarations were made at this point.

52 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 requested that standing order 17 (Cabinet Procedure Rule 17) be suspended to allow for questions to be taken from all members as the reports were introduced. The proposal was moved by Councillor Reynolds, seconded by Councillor Brookes and unanimously agreed.

Resolved unanimously:

(1) That Standing Order 17 (Cabinet Procedure Rule 17) be suspended.

53 RESIDENTIAL CONVERSIONS AND HOUSES IN MULTIPLE OCCUPATION SUPPLEMENTARY PLANNING DOCUMENT

(Cabinet Member with Special Responsibility Councillor Reynolds)

Cabinet received a report from the Director for Economic Growth and Regeneration which advised Members of the Draft Residential Conversions and Houses in Multiple Occupation Supplementary Planning Document. The approval of Cabinet was sought for progression of the document through the statutorily defined consultation process required for its adoption as a Supplementary Planning Document within the Local Plan suite of advice and guidance material.

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

Option 1: The Draft SPD is progressed through the statutorily defined consultation/adoption process
Advantages: The SPD will provide guidance for determining planning applications for HMOs Consultation and appropriate consideration of the responses will ensure that the SPD can be afforded weight when determining planning applications.
Disadvantages: No disadvantages
Risks: No risks
Option 2: The Draft SPD is not taken through the statutorily defined consultation/adoption process
Advantages: No advantages
Disadvantages: The SPD will not be afforded weight in decision making
Risks: No risks

The officer preferred option is Option 1 - progressing the Draft SPD through the formal process will provide Officers with a methodology for determining planning applications for HMOs and applicants with guidance. Progressing the SPD through the formal process will ensure that it can be given weight in the decision making process.

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

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

Councillors then voted:-

Resolved unanimously:

- (1) That the Draft Residential Conversions and Houses in Multiple Occupation Supplementary Planning Document be approved and progressed through the statutorily defined consultation/adoption process.

Officer responsible for effecting the decision:

Director for Economic Growth and Regeneration

Reasons for making the decision:

The draft Supplementary Planning Document builds upon policies in the emerging Local Plan, particularly policy DM13, which aims to ensure a balanced community. Adopting the supplementary planning document will aid property owners, planning applicants and planning officers in preparing and determining applications in relation to HMOS.

Councillor Parr left the meeting at this point

54 PRIORITIES UPDATE (Page 8)

(Cabinet Member with Special Responsibility Councillor Lewis)

Cabinet received a report from the Chief Executive, which set out a summary of Cabinet's strategic priorities for the purpose of informing budget decisions for 2020-21 and future years. Cabinet were requested to endorse and refer the priorities for adoption by Full Council on 29 January 2020. No options were provided.

Councillor Lewis proposed, seconded by Councillor Jackson:-

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

Councillors then voted:-

Resolved unanimously:

- (1) That Cabinet adopt the priorities set out in Appendix A, and appended to the minutes, to support strategic decision-making.
- (2) That Cabinet considers these priorities as the basis for the 2020-21 budget.
- (3) That Cabinet refers the priorities for adoption by Full Council at its meeting on 29 January 2020.

Officers responsible for effecting the decision:

Chief Executive

Reasons for making the decision:

Adopting the priorities at an outline level will ensure sufficient clarity and substance to provide a basis for Cabinet to make its budget recommendations for 2020-21 and beyond. The priorities will eventually supersede those set out in Ambitions: Our Council Plan 2018-22. The initial adoption by Cabinet and referral to Council will inform further consultation and development in detail towards a comprehensive strategic plan.

55 BUDGET & POLICY FRAMEWORK UPDATE - GENERAL FUND AND CAPITAL PROGRAMME**(Cabinet Member with Special Responsibility Councillor Whitehead)**

Cabinet received a draft report from the Director of Corporate Services that summarised the latest budget and council tax proposals for 2020/21 and outlined the work to be undertaken in respect of the Capital Strategy and Medium Term Financial Strategy.

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

Regarding the budget strategy, Cabinet may approve the proposals as set out, or require changes to be made to the suggested approach. The overriding aim of any budget setting process is to approve a balanced budget by statutory deadlines, allocating resources to help ensure delivery of the Council's corporate and service ambitions. The proposed approach is in line with that broad aim and any changes that Cabinet puts forward should also be framed in that context.

In term of the actual budget position, this report puts forward a balanced budget. If Cabinet agrees the budget then it will form their proposal to Budget Scrutiny Panel on 21 January 2020 and to Council on 29 January 2020. The feedback from these meetings will be considered by Cabinet and incorporated into a final budget proposal which will be considered at the Cabinet meeting on 11 February 2020 and recommended to Council on 26 February 2020.

The 151 officer stressed that this was a very ambitious budget aligning resources against the new priorities to facilitate economic growth. Whilst the budget was balanced for 2020/21 some underlying assumptions with regard to income and the underlying structural deficit needed to be addressed. The Director for Corporate Services explained that the Funding for the Future was intended to address the structural deficit and without progressing the capital schemes the budget gap would get wider.

Councillor Whitehead proposed, seconded by Councillor Hanson:-

"That the recommendations, as set out in the report be approved with the following insertion at the end of recommendation (2): 'subject to the refinement of any technical and material errors that may be identified.'"

Councillors then voted:-

Resolved unanimously:

- (1) That Cabinet make recommendations to Council regarding the Lancaster City Council element of the Council Tax as set out in paragraph 3.4 (option one) of this report which is a £5 increase to the Band D Council Tax (from £226.95 to £231.95).
- (2) That Cabinet makes recommendations regarding its initial budget proposals as set out in section 4 and appendix one of this report subject to the refinement of any technical and material errors that may be identified.
- (3) That the recommendations and proposals in this report be referred to Council on 29 January for initial consideration as well as being presented for scrutiny by Budget and Performance Panel on 21 January, in order that any feedback can be provided to Cabinet at its 11 February meeting.

Officer responsible for effecting the decision:

Director of Corporate Services

Reasons for making the decision:

The budget represents in financial terms what the Council is seeking to achieve through its Framework. The decision enables Cabinet to make recommendations to Council in order to complete the budget setting process for 2020/21.

56 EXCLUSION OF THE PRESS AND PUBLIC

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

“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.

57 MORECAMBE WINTER GARDENS (Pages 9 - 11)**(Cabinet Member with Special Responsibility Councillor Parr)**

Cabinet received a report from the Director for Economic Growth and Regeneration with regard to the Winter Gardens 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:

It was proposed by Councillor Whitehead, seconded by Councillor Hanson and resolved unanimously:-

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.

Officers responsible for effecting the decision:

Director for Economic Growth and Regeneration
Director of Corporate Services

Reasons for making the decision:

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

58 INVESTMENT PROPOSALS (Pages 12 - 15)

(Cabinet Member with Special Responsibility Councillor Whitehead)

Cabinet received a report from the Director for Economic Growth and Regeneration to consider a property investment acquisition. The report was exempt from publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972.

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

Councillor Jackson left the meeting during consideration of the item and was not present at the time of the vote.

It was proposed by Councillor Whitehead, seconded by Councillor Hanson and resolved unanimously by those present:-

Resolved unanimously:

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

Officers responsible for effecting the decision:

Director for Economic Growth and Regeneration
Director of Corporate Services

Reasons for making the decision:

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

Chair

(The meeting ended at 7.55 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 MONDAY 20 JANUARY 2020.

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:
TUESDAY 28 JANUARY, 2020.**