



**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

# COUNCIL MEETING

**Wednesday, 23 June 2021 –  
6.00 p.m.**

**Morecambe Town Hall**

*Lancaster City Council welcomes members of the public to attend meetings under normal circumstances. However, due to COVID 19 social distancing, seating is extremely limited. Please bear this in mind if you wish to attend.*

*The meeting will be streamed on MS Team Live Events for viewers. A link to the meeting is [HERE](#)*

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



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, 23 June 2021 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 May 2021 (previously circulated).

**3. DECLARATIONS OF INTEREST**

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

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

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

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

**4. ITEMS OF URGENT BUSINESS**

**5. ANNOUNCEMENTS**

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

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

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

**7. PETITIONS AND ADDRESSES**

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

**8. LEADER'S REPORT (Pages 5 - 8)**

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

**9. EXECUTIVE ARRANGEMENTS (Pages 9 - 11)**

Report of the Leader.

**10. MAYOR'S ANNUAL REPORT 2020/21 (Page 12)**

To receive the 2020/21 report of the former Mayor, Councillor Malcolm Thomas.

**11. CABINET MEMBERS' ANNUAL REPORTS (Pages 13 - 24)**

To receive Annual Reports (2019-2021) from Councillors Dave Brookes, Gina Dowding, Caroline Jackson, Tim Hamilton-Cox and Anne Whitehead.

*(Should any reports be received from other Cabinet Members/former Cabinet Members these will be published separately)*

**12. OVERVIEW AND SCRUTINY ANNUAL REPORT 2020/21 (Pages 25 - 35)**

To receive the Annual Report of Overview and Scrutiny 2020/21.

**13. AUDIT COMMITTEE'S ANNUAL REPORT 2020/21 (Pages 36 - 40)**

To receive the Audit Committee's annual report 2020/21.

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

**14. SOUTH LANCASTER GROWTH CATALYST: PROGRESS UPDATE (Pages 41 - 50)**

Report of Cabinet.

(This report was marked 'to follow' and was published on 17 June 2021.)

**MOTIONS ON NOTICE**

**15. MOTION ON NOTICE - BOYCOTT, DIVESTMENT AND SANCTIONS (BDS) MOVEMENT (Page 51)**

To consider a notice on motion submitted by Councillor O'Dwyer-Henry seconded by Councillors Dowding and Frea.

**16. MOTION ON NOTICE - EDUCATION RECOVERY (Page 52)**

To consider a notice on motion submitted by Councillor Penny seconded by Councillor Frea.

## **OTHER BUSINESS**

17. **REVIEW OF PARLIAMENTARY CONSTITUENCY BOUNDARIES** (Pages 53 - 56)

Report of the Head of Democratic Services.

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

To report any changes to Committee Membership since the last meeting of Council.

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

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

20. **MINUTES OF CABINET** (Pages 57 - 76)

To receive the Minutes of Meetings of Cabinet held on 2 and 23 March and 14 April 2021.



.....  
Chief Executive

Town Hall,  
Dalton Square,  
LANCASTER,  
LA1 1PJ

Published on Tuesday 15 June 2021.

**COUNCIL****Leader's Report****23 June 2021****Report of the Leader of the Council****PURPOSE OF REPORT**

To present the Leader's report to Council.

This report is public.

**RECOMMENDATIONS**

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

**REPORT****1.0 Cabinet**

Information on Cabinet matters is provided in the minutes from the Cabinet meetings held on 2 March 2021 ,23 March 2021 and 13 April 2021.

**2.0 Decisions required to be taken urgently**

An item of urgent business was taken by Cabinet at its meeting on 8 June 2021 relating to South Lancaster Growth Catalyst - Housing Infrastructure Fund - Principles Agreement with Lancashire County Council – Delivering Bailrigg Garden Village. The reason for the urgency was that any further delay in approving the decision to enter into the Principles Agreement with Lancashire County Council, would imperil the £140M Housing Infrastructure Funding for South Lancaster Growth Corridor; and also the wider Grant Determination Agreement between Lancashire County Council and Homes England.

Cabinet approved the following recommendations (please note at the time of publication of this report these are subject to call-in).

- (1) *That the key tenets of the Principles Agreement be agreed in advance, working towards the completion of a Partnership Agreement programmed to be signed by 30th August 2021.*
- (2) *That it be delegated to the Chief Executive in consultation with the Leader to agree to any minor amendments to the Principle Agreement .*

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

#### **Bay unitary**

Leaders of the three districts have met on three occasions this month, in the first instance for the two new leaders Jonathan Brook of South Lakeland and myself to re affirm commitment to the unitary bid. A press release was issued to reiterate our support. No firm date has been given for the announcement: it is expected within the next six weeks.

#### **Housing Infrastructure Fund/South Lancaster Growth Catalyst**

Unfortunately the Principles Agreement signed just before the end of the previous administration was returned by Lancashire county council. Cabinet members and leaders of all groups have spent four weeks becoming familiar with the extensive background material that underlies the agreement. Officer met with Homes England and a negotiated two weeks delay in the signing process has allowed many of the issues to be explored and an acceptable Principles Agreement to be presented to cabinet and passed. This is not legally binding. The significance of the South Lancaster Growth Catalyst to the future of the district is undoubtedly immense. Over the next five to six weeks I hope all councillors will have opportunity to become familiar with the situation in order for us to decide the best way forward by the end of July.

#### **Mallowdale Road**

Work with the residents affected both directly and indirectly by the explosion has continued. A community hub was provided immediately afterwards to give advice particularly on insurance and repairs, council staff also knocked door to door. Staff were praised by other emergency services for the prompt and professional way in which council officers responded. The work of support to residents and police has continued in a quiet and expert way and I was pleased to hear staff and members were offered the opportunity to process their experience with professional help.

#### **Lancashire Police Strategic Assessment**

I attended the Police Strategic Safety Assessment meeting for north Lancashire area along with several officers. This looked at the data available to determine the priorities for the next three years. Discussion focused on the effects on health and well-being if communities feel insecure and vulnerable in the face of crime.

Anti social behaviour and the effects of public drug use and dealing were cited: these are themes that a number of ward councillors have drawn to my attention as causing concerns in their areas. Further consultations will be undertaken.

The Community Safety Partnership, which we chair, will be working towards new and concerted action on the chosen priorities in autumn.

### Cabinet priorities and Plan 2030

The priorities for this Shared Administration are unchanged from those published as the Corporate Priorities in 2020; action on the climate emergency, wider community engagement and the creation of community wealth. I am asking Cllr Sinclair to become a lead member for Community Engagement to support Cllr Matthews. Unfortunately, the effect of Covid 19 and lockdown has been to render timescales on many projects unrealistic. Portfolio holders are beginning to review their commitments with officers. Cllr Lewis will bring together a renewed Plan 2030 and continue its support and monitoring. I am hoping group leaders of all groups will meet with me regularly so that there will be opportunity for more informal discussion of priorities and progress during the year.

### 4.0 Decisions

The following Decisions were taken by Cabinet on 23 March 2021:

1. STEP Site Nomination – Expression of Interest (call-in waived)
2. Decision to Award Contract Solar Scheme SALC
3. Local Government Reform Consultation Response
4. Mainway Future Vision

The following Decision was taken by Cabinet on 13 April 2021:

1. Morecambe Business Improvement District (BID) Renewal - Draft Proposal

The following Decisions were taken by Cabinet on 8 June 2021:

1. Referral from Overview & Scrutiny - Morecambe Future High Street Bid Informal Task Group (deferred to July Cabinet)
2. Asset Acquisition Update
3. Palatine Recreation Ground - Building Improvements
4. Urgent Business : South Lancaster Growth Catalyst - Housing Infrastructure Fund - Principles Agreement with Lancashire County Council – Delivering Bailrigg Garden Village

The following Officer Delegated Key Decision have been taken since the last Leader's report. These include decisions taken in municipal years 2020-21 and 2021-22.

ODD6	Award of contract – Air Source Heat Pumps	Decision to proceed with award of contract authorised by Cabinet on 23 March 2021.
ODD1	Award of contract – electrical upgrades	
ODD2	Award of Glazing contract	

The following Individual Cabinet Member Key Decisions were taken since the last Leader's report: These include decisions taken in municipal years 2020-21 and 2021-22.

ICMD11	Gas Contract	Councillor Hamilton-Cox	23.3.21 Call-in waived
ICMD12	Local Government Reorganisation: Award of Framework Contract for Consultancy Services	Councillor Lewis	12.4.21 Call-in waived
ICMD13	Whole House Renewal Project – Mount Ave/Hill Road, Lancaster	Councillor Jackson	12.5.21
ICMD1	Regulation 7 Direction under Town and Country Planning (Control of Advertisements)	Councillor Dowding	7.6.21

### **Background Papers**

Cabinet agenda 23 March 2021, 13 April 2021 & 8 June 2021

**COUNCIL**

**Executive Arrangements**  
**23 June 2021**  
**Report of the Leader**

**PURPOSE OF REPORT**

To report to Council on the appointment of Cabinet Members, their individual portfolios and responsibility areas and appointments made to Joint Committee by the Leader.

**This report is public**

**RECOMMENDATION**

- (1) **That the report be noted**

**1.0 Introduction**

- 1.1 At the annual meeting of the Council or as soon as practicable thereafter, the Leader should present to the Council the names of the people appointed to their Cabinet and their portfolios.
- 1.2 Please find below the portfolio areas of the Cabinet Members I have appointed. Their detailed remits are appended to this report.
- 1.3 Cabinet Members:-

Councillor Caroline Jackson	Leader
Councillor Kevin Frea	Deputy Leader with Climate Action portfolio
Councillor Dave Brookes	Environmental Services
Councillor Gina Dowding	Strategic Planning and Place Making
Councillor Tim Hamilton-Cox	Sustainable Economic Prosperity
Councillor Tricia Heath	Economic Recovery
Councillor Erica Lewis	Corporate Services
Councillor Cary Matthews	Housing
Councillor Sandra Thornberry	Arts, Culture, Leisure and Wellbeing
Councillor Anne Whitehead	Finance and Resources

**2.0 Joint Committee Appointments**

- 2.1 The revenues and benefits functions of the Council is carried out by a Joint Committee with Preston City Council. The two Cabinet members appointed to serve on that Joint Committee are myself and the portfolio holder for Finance

and Resources. All other Cabinet Members are substitute Members of the Joint Committee.

- 2.2 The Deputy Leader and I will serve on the Lancaster and South Cumbria Joint Committee. The two named substitutes on that Joint Committee will be Councillor Matthews and Councillor Lewis.

**3.0 Conclusion**

- 3.1 The report is submitted in accordance Cabinet Procedure Rules and is for noting.

**Councillor Caroline Jackson – Leader**

- Principal Spokesperson
- Lead on Establishment & Achievement of Council Priorities & Principles
- Human Resources
- Fair Work Charter - good jobs & fair pay

**Councillor Dave Brookes**

**Environmental Services**

- Waste and Recycling
- Parks and Green Spaces
- Commons, Reserves, Open Spaces
- Water including Rivers and Coast
- Nature Conservation
- Biodiversity
- Street Cleansing
- Environmental Health & Enforcement
- Emergency Response, Community Resilience & Recovery

**Councillor Gina Dowding**

**Planning and Place Making**

- Active Transport & Modal Shift Air Quality
- Planning including Local Plan
- Conservation & Urban Design
- Allotments, Food Production & Food Waste
- Council-owned Community Facilities
- Development and Building Control
- Compulsory Purchase
- Neighbourhood Plans
- Transport Policy and Parking

**Councillor Tim Hamilton-Cox**

**Sustainable Economic Prosperity**

- Sustainable Business and Innovation Support
- Asset and Property Management
- Green Jobs & Skills
- Digital Strategy
- Community Wealth Building - Local Supply Chains

**Councillor Tricia Heath**

**Economic Recovery**

- Business Recovery
- Business Development in Morecambe
- Tourism & Marketing

**Councillor Kevin Frea – Deputy Leader**

**Climate Action**

- Community Action
- Climate Partnerships
- Energy
- Rural Communities & AONB
- Climate Change Resilience

**Councillor Dr Erica Lewis**

**Corporate Services**

- Stakeholder Engagement
- Plan 2030 Portfolio Support Monitoring District Plan
- Legal Services
- Democratic Services (Democratic Support, Civic, Mayoral & Elections)
- Customer and Advice Services
- Governance
- Flooding/Flood Mitigation
- ICT
- Facilities Management

**Councillor Cary Matthews**

**Housing**

- Council Housing
- Homelessness
- Private Sector Housing
- Social Housing
- Caravan Sites
- Traveller Sites
- Refugee Housing
- Household Support and Resilience
- Community Engagement & Development with support from a Lead Member

**Councillor Sandra Thornberry**

**Arts, Culture, Leisure and Wellbeing**

- Arts, Culture, Festivals and Events
- Museums
- Visitor Information Centres
- Sport and Leisure
- Community Health & Wellbeing
- Equalities & Social Justice Initiatives including age; disability; race; religion or belief; sex, gender or gender identity

**Councillor Anne Whitehead**

**Finance and Resources**

- Strategic Control of Financial Resources
- Treasury Management
- Procurement and Fair Trade
- Audit
- Financial Services
- Revenues & Benefits

All portfolio holders will work to corporate priorities: increase action on the climate emergency, build community wealth and to increase community engagement & power. Cabinet members will work co-operatively work across aligned portfolios in order to manage cross-over areas, increase effectiveness and provide back up in case of sickness or absence. The monitoring of portfolio areas and overall cabinet progress will be through our Sustainable Development Goals.

## **Annual Report of The Mayor, Councillor Malcolm Thomas, 2020-2021**

It has been an honour and privilege to serve as Mayor of Lancaster in the 2020-2021 civic year.

The Mayor has two main functions, firstly to chair Meetings of Full Council as set out in the City Council Constitution and secondly to represent the City at events in the City and beyond.

The effect of the Covid pandemic changed the way that these functions could be effected.

The meetings of Full Council became virtual meetings using Microsoft Teams. As chair of these meetings it was important to enable individual councillors to fully contribute through questions and debate within the constitution. I am grateful for the way Members and Officers ensured that business was completed effectively.

Many of the usual events were cancelled because of the restrictions on the movement and gathering of people but others adapted using Teams and Zoom to continue events. I was pleased to be able to join the events to which I was invited such as The St John's Hospice executive meeting, The Civic society meeting, two Primary School morning assemblies and the Morecambe Fringe Festival.

Some events continued with limited numbers and social distancing including the VJ day memorial, Remembrance Sunday in the Memorial Gardens, and a festival of nine lessons and carols at Lancaster Priory and Holocaust Memorial Day organised by More Music Morecambe using a Zoom link. I was honoured to open an International online exhibition Learning from the Past Peace Heritage Project which was organised by Global Link and Lancaster City Museum with contributions from across Europe.

I hope that it has been possible to maintain the traditions of the Mayoralty and that we will be able to return to more normal times.

I wish my successor Councillor Mike Greenall a happy year.

**NATURAL ENVIRONMENT PORTFOLIO 2019-2021**

This report is a brief run through some of the highlights of two years' work in the areas of waste & recycling, street cleansing, and parks & green spaces since the start of the Alliance administration in 2019.

**WASTE & RECYCLING****Priority: moving towards zero residual waste to landfill and incineration**

- Unlike many local authorities, the City Council maintained uninterrupted waste and recycling collections throughout the pandemic despite increased tonnages (residual up 4%, recycling up 30%, green waste up 52%). This is testament both to the dedication of our staff in serving the district, and to the highly successful emergency planning that kept essential services running.
- A strong working relationship with the County Council waste section led to the City Council being selected to carry out a trial reintroduction of food waste collections in Heysham, in anticipation of central government plans to make them mandatory. This is being supported by £25K funding from the County Council. The project was delayed (twice) by the pandemic, but is now due to launch in May 2021.
- A micro-scale trial of replacing recycling boxes with recycling wheelie bins was completed. Proposals to phase this in across the district will be worked up in due course when waste funding situation is clearer. In the meantime a larger scale trial is being considered.
- Green waste charges frozen for third year with subscriptions now at highest ever level. New software system will allow direct debit payments and automatic renewals.
- Route optimisation software purchased in 2020, with work undertaken and ready for roll out in July 2021. Expected to save 15% fuel consumption across the waste fleet (£50K).
- Additional textile recycling bring sites have been added leading to an increase in volumes collected.
- Plans have been developed to add small electrical and batteries to kerbside collections - due to be implemented Summer 2021.
- Worked with Freegle to encourage reuse/free exchange of unwanted items by promoting the Freegle app in Your District Council Matters. Subsequent agreement to sponsor the cost of running the two groups in the district, which the County Council copied a few months later, covering the whole County.

**STREET CLEANSING****Priority: keeping our district's neighbourhoods, parks, beaches and open space clean, well maintained, and safe**

- A trial of litter bin sensors has been carried out in an urban area, allowing responsive rather than cyclical emptying of bins. System works well and improves quality of service but cost savings less clear. Now trialling in Silverdale as savings may be greater in rural areas where travel time is more of a factor.
- Successfully applied for £25K of WRAP funding to tackle litter issues in rural areas.
- Some well-used litter bins have been replaced with jumbo-sized bins that contain a wheelie bin inside the enclosure. These have more than double the capacity of a standard bin, are easier and safer for the crews to empty and don't require plastic liners.
- Rotting metal recycling bins in Lancaster city centre have been replaced with jumbo bins similar to above, and are being trialled in new areas including Dalton Sq and Market Sq. There have been issues in the past with high levels of contamination in recycling bins in prominent locations, but it is hoped that the greater public awareness around plastic waste will lead to better yields.
- 674 volunteer community litter picks supported between July and December 2020.

- 3151 incidences of fly-tipping dealt with in the last year, up 122% over the preceding 12 months. Much of this is dumping of furniture and electrical items in back alleys. Teams are working on joined-up approaches to tackling this problem, which will be trialled in Harbour Ward. Also carried out some successful intensive clean-up/amnesty events on selected estates in conjunction with Council Housing.
- Responsibility for weed removal on highways and footways was transferred back to the County Council in April 2020. Herbicide spraying had become increasingly unpopular with staff given recent well publicised health concerns, and also increasingly ineffective as weeds build up resistance. Alternative methods were investigated but while effective are slower, and level of funding in public realm contract with County was inadequate.

## PARKS & GREEN SPACES

### **Priorities: increasing the biodiversity of our district; working in partnership with residents, local organisations and partners, recognising the strengths and skills in our community**

- After a long gestation, the Grasslands Management Strategy has now reached the implementation stage. This should bring significant biodiversity benefits, but has also enabled a restructure of staff into area based teams, and replacement of seasonal posts with new full time positions, increasing operational capacity.
- City Council is no longer using glyphosate herbicide on its own land except to treat non-native invasive species controlled by law.
- Making Spaces community green space grant funding applications all in and assessed early 2020, but delivery put on hold due to the pandemic. Projects expected to start implementation Summer 2021.
- Thousands of trees planted on City Council land in the winter 19/20 planting season with Woodland Trust funding. Tree Council funding for planting on St Chad's Drive. Working with Parish Councils, River Trusts to help identify sites outside of Council ownership.
- £110K investment at Happy Mount Park to improve footpaths. A further £60K is allocated for replacing the Splash Park surfacing, and new play provision is being added.
- Opportunity has been taken for further investment in the zoo at Williamson Park during the enforced closure due to lockdown, and initial scoping work for replacement of the cafe building has commenced.
- Working with community and friends groups, improvements have been undertaken at Poulton Park, Ryelands Park, Barley Cop Woods, Miss Whalley's Field, Far Moor, and Halton FC.
- White Lund Depot nursery is now hosting a growing site for the FoodFutures FarmStart project, training a next generation of market gardeners, and also the Hermitage Field Community Meadow project, which is helping the City Council grow wildflower plug plants to support the Grasslands Management Strategy.

Huge thanks to Will Griffith and his teams for their commitment to addressing the Climate Emergency and enthusiasm for making the district a better place for all of us.

**Dave Brookes**  
**Cabinet Member for Natural Environment**

## SUSTAINABLE NEIGHBOURHOODS PORTFOLIO

The Cabinet Member portfolio for Sustainable Neighbourhoods was created in January 2020 and covered work in Environmental Health, Sustainable Food, Active Travel and Community Buildings.

The **Public Protection team** continued through lockdown with far more business than usual. As an indication of the increased demand on services, with people confined to their homes and usual services suspended, complaints increased by over 200% on previous years and sadly the number of public funerals dealt with increased by around 70% (from 26 to 48). Specific service highlights include:

- **Pest Control:** The excellent work of Unbugged, the Council's pest control service, has been recognised once again. Unbugged was awarded Killgerm's 'Local Heroes' award, and received recognition from the British Pest Control Association for adapting and continuing service delivery through the pandemic. (Concern about rats make up nearly half of all requests at 46%, then wasps at 28%)
- **Air Quality:** Our lead officer for Air Quality was instrumental in the development of the national Air Quality Hub, a technical information and knowledge resource for local authority professionals, funded by a grant from DEFRA. While the pandemic had a positive effect on air quality, with background and roadside levels of pollution falling significantly no data available yet for this year.
- **Tackling Food Poverty:** Our Public Health Project Officer was key in driving the development of the Lancaster District Food Poverty Alliance's action plan, published in March. Partners including Morecambe Bay Foodbank, The Olive Branch (Faith in Action), Citizens Advice North Lancashire, Lancashire County Council, and local food clubs, and aims to ensure all residents have access to affordable, nourishing food.
- **Dog control:** Changes in legislation resulted locally in three Dog Control Orders being converted into a single Public Space Protection Order, covering issues like fouling, dogs on leads, dog ban areas etc. The dog warden and animal licensing team at Lancaster City Council has launched a special award designed to thank someone who has made an exceptional contribution to the welfare of dogs, in tribute Alison McGowan who worked for the city council for 24 years as a dog warden before retiring in April 2020. She tragically passed away the following month, with her loss mourned by her many friends and colleagues.
- **Taxi Licensing:** In light of updated DfT guidance all existing policies and application procedures in relation to the taxi trade have been reviewed and merged into a new single comprehensive policy document, currently under public and trade consultation, which covers licence vehicle specifications, licence conditions, requirements of licence holders. The service successfully applied for grant money to install vehicle charging points specifically for taxis and has held a number of workshops to support taxi operators in switching to electric vehicles. A handful of vehicles had screens fitted, and discussion on the use of the containment and outbreak management fund for a consistent approach across Lancashire are on-going.
- **Covid safe businesses:** Lancaster's covid safe award scheme continues to grow with around 130 businesses signed up, and a new 'Covid Safe PLUS' award being developed. This has been recognised as national good practice and presented at national conferences.
- **Ensuring Covid-Secure compliance:** A significant amount of work with businesses to keep the public safe and promote covid secure compliance has included over 2000 visits, over 7

days and evenings a week and responding to 900 advice requests. Enforcement action has included two direction orders to close businesses to keep the public safe.

**Support for Food partnership:** The Communities and the Environment directorate has supported the FoodFutures Partnership which has produced a draft 10 year food strategy covering a wide range of holistic and joined up food issues.

### **Support for Modal Shift to Active Travel**

During the last 12 months City Council Officers have continued to work in partnership with Lancashire County Council to deliver the ambitions of the Lancaster District Highways and Transport Masterplan. This includes a vision of a district where sustainable transport options will be enhanced by the provision of improved bus, cycle and walking routes, particularly between the South Lancaster Strategic Growth Area and Lancaster City Centre.

- The County's **Lancaster City Centre Movement and Public Realm Strategy** Route Options Report was published for consultation in September 2020. The consultation revealed strong support for removing car-borne traffic on the eastern (Town Hall side) arm of the current gyratory network. It is pleasing to note that there was support for less traffic in the city centre and a focus on sustainable, active travel. From a City Council perspective, reducing vehicular traffic within the centre aligns with our Climate Emergency declaration. From a total of 8 different options, the 3 most-preferred routes have been shortlisted for detailed traffic modelling and public consultation. These are all based on the eastern arm of the gyratory becoming prioritised for sustainable travel and the western arm ( Castle side) having options for
  - two-way traffic for vehicles (Option 4)
  - *No through City Centre Traffic* allowing two way traffic for access with a section at China Street being fully pedestrianised (Option 6a)
  - *City Centre Clean Air Zone (CAZ)*, with a congestion charge for all vehicles travelling through the city centre except for exemptions. (Route 8a)

Modelling will include analysis of the impacts for servicing and deliveries for businesses; the potential for rat-running and mitigation; junction analysis and consideration of the proposed public realm infrastructure.

- The challenges of the pandemic have impacted upon transport, not least because of the fall in public transport patronage as a consequence of social distancing. City Officers worked alongside their County colleagues to deliver public realm change via the provision of pop-up, temporary cycling infrastructure. This has helped deliver partial segregation of routes for cyclists and has removed accident blackspots, such as the Queen Square/King Street junction in Lancaster. It also allowed the removal of vehicles from Dalton Square to accommodate the relocation of the Charter Market, which as a consequence is now becoming a destination in its own right.

## SUSTAINABLE ECONOMIC PROSPERITY PORTFOLIO 2020-2021

### A) Introduction

As other exec. annual reports will be highlighting, the response to the pandemic has shown the council at its best. The team working and commitment to getting the succession of grant funding streams out to businesses, balancing timely processing of applications with necessary due diligence, has been truly impressive and really appreciated by the business community. Anne Marie Harrison and her colleagues, drawn in part from across other council functions, deserve very great credit for the sustained, intensive work to deliver grant schemes over much of the past 15 months. Determining criteria for awarding grants where there have been discretionary elements has been a non-trivial exercise for officers and they have involved relevant cabinet members in an effective, proportionate manner.

Given the imperative to prioritise grant distribution, this has necessarily impacted on other work in the economic development portfolio. The shape of the portfolio changed over the course of the year but the following is a fair reflection of the breadth of activity in the rest of the portfolio.

### B) £1m Covid business support fund

This was approved at March 2020 full council – along with £1m to assist vulnerable people - and subject to a cabinet report in April 2020, which identified initial allocations across a number of recovery themes. Distributing funds from grant schemes – some £70m in total to local businesses to date - have subsequently taken priority and the allocations will be reviewed once the final (for the time being?) grant scheme monies have been disbursed.

Nevertheless, £199k has been spent to date: just under half on supporting rent payments during the first lockdown for those of the council's smaller business tenants which could demonstrate significant impact by Covid, and as allocated by cabinet; and the remainder on a number of, broadly speaking, business recovery activities.

### C) Asset and property management

#### C.1 Commercial property management

An interim statement of property income for 20-21 shows that around 97% of budgeted gross commercial rental income (based on the revised budget) will be received. Occupancy levels remain very good also at around 97% and enquiries for office space – reportedly especially strong for CityLab – are good.

In the space available within the report it is not possible to review the status of all major commercial property income sources, with the exceptions reported below.

Gateway, White Lund. Purchased in 20/21 (before government effectively proscribed use of PWLB to fund commercial property investment primarily for yield), rental income is on target to meet its 20/21 budget contribution.

Hilmore Way – Interest is being sought from the market for the former Frankie&Benny's unit – which remained under lease to The Restaurant Group to the end of March - but if there is no advantageous transaction possible, demolition may be necessary.

Ludus Dance has vacated the upper floor of the Assembly Rooms on King St and the space is now being marketed.

#### C.2 Asset management and development

Canal Quarter – Concurrent with adoption of the Strategic Regeneration Framework cabinet approved £120k of reserves expenditure in January to effect masterplanning across the site.

Tenders are due back on 28<sup>th</sup> June with a view to making an offer to the winning professional services team by 9<sup>th</sup> July.

Heysham Gateway – Joint working was agreed with Lancashire CC and a preferred team to work

up the masterplan – using reserves funding approved in 2020 - should be appointed by mid-August.

Musicians' Co-op building on Lodge St. - Negotiations are not yet finalised to enable refurbishment works to begin.

Co-op building at Regent Rd., Morecambe Funding to renovate the roof of the building and other works to protect its long-term use was approved by cabinet in July 2020. The council's prospective partner in bringing the building back in to productive use – the existing Co-op convenience store aside - on a phased basis is currently seeking to raise the funding to effect internal refurbishment.

Eden Project North. The council is aware that Eden expects to submit a planning application in the summer and that discussions continue with relevant government departments over capital funding.

High Streets Heritage Action Zone (NB This cannot be used to fund improvement of council-managed assets.) The 4-year £2.875m heritage-led regeneration programme is based roughly around the route of the Millrace from Phoenix St. to Damside St., extending to Lower Church St. It was approved in the 2020 budget and is co-funded principally by Historic England. Roll-out has been slowed by Covid but essential repairs on the Grand theatre were supported last summer and more recently an improvement grant was awarded to the long-time empty 4, Stonewell on the corner of Moor Lane. Further funded projects are in development.

#### **D) Digital Strategy**

Following the cabinet's adoption of the Digital Strategy in October 2019 and engagement with businesses just before lockdown in March 2020, the district-wide Digital Strategy board has been meeting monthly since last September, chaired by a leader in the local digital services sector. It has three workstreams: faster broadband connectivity, digital exclusion, and innovation.

On the first, and working with private sector partners, a plan has been devised for a network of new fibre-optic cable connections to be installed in order to enable delivery of ultrafast broadband ('gigabit') connectivity to businesses and homes – with a particular focus for the council on social housing - across much of the district. The council's business case for a joint venture (subject to legal advice) is due to go to cabinet in July, with the likely upfront investment already provisionally allocated in the development pool of the capital budget.

#### **E) Markets**

The Charter market moved to Dalton Square at the end of June 2020, after 3 months' suspension during the first lockdown. This has met with strong public approval and many traders – but not all because of a reduction in footfall vis a vis the city centre pre-pandemic - have been appreciative of the new location for the additional circulation space and ease of servicing. Special thanks go to Lancashire county council for agreeing to give up the parking spaces around Dalton Square, and in particular to County Cllr Keith Iddon for his help in expediting the agreement.

Festival market in Morecambe has continued to operate with essential goods stalls only until the wider-re-opening in April.

Assembly Rooms traders resumed in April as non-essential shops were allowed to re-open.

#### **F) Green skills and jobs**

The green construction skills sub-group of the Housing Advisory Group contains a range of impressively able participants – not least of whom are the officers involved – including private sector business people and training organisations, and is now chaired by the leader of a third-sector energy efficiency company. The sub-group is focussed on how to expand the district's skills base to enable a retrofit programme at scale. Retrofit of a limited number of Council Housing properties and the Green Homes Grant Local Authority Delivery scheme should prove very useful learning resources in this regard.

#### **G) 'Responsible and resilient' business development**

The principal focus has been on the innovative 'hard tech' businesses in the district. A presentation to cabinet and management by four members of the Digital Strategy board last December

described how, over a period of three years, businesses based in Lancaster district were awarded around half of all the Innovate UK funding granted to Lancashire businesses as a whole. The presentation identified a number of clusters of highly innovative businesses – including ones focussed on enabling reduced carbon emissions. One of the clusters, the electronics or 'electech' sector, has already come together to win funding for, and deliver, training opportunities to fill job vacancies during the past year.

A magnificent collaborative effort involving the city council, private sector partners, Lancaster University and others, culminated at the end of March in a submission to UKAEA, responding to an invitation to express an interest in hosting a prototype fusion reactor – known as the STEP project. The bid demonstrated that 'Bay Fusion' has a really strong infrastructure, skills, research and business support offer and UKAEA announced on 11<sup>th</sup> June that Heysham had been 'longlisted' as one of 15 potential sites which will subject to further intensive scrutiny, before a decision is made late next year.

**Tim Hamilton-Cox, June 2020.**

## HOUSING PORTFOLIO 2019 -2021

This report is an introduction to extensive work undertaken in Housing since the last portfolio report two years ago.

In 2019 the Alliance group set corporate priorities that included being a sustainable district, creating an inclusive and prosperous local economy, sustaining happy and healthy communities and ensuring council acted in a cooperative and responsible manner. In addition Sustainable Development Goals were adopted to support decision-making and monitor progress. Housing contributes in particular to SDGs 3 Good Health and Well-Being,10 Reduced Inequalities,11 Sustainable cities and communities and 13 Climate action.

This report highlights progress against the ambitious programme set in 2019 acknowledging that Covid 19 has slowed up the extent of action taken in some key areas. All credit must go to staff throughout Housing for the energy, skill and enthusiasm put into creating change under difficult circumstances.

### Council Housing

Jo Wilkinson as new Head of Housing has, through Service Improvement Plans and quarterly monitoring of data with key staff, supported extensive improvement in services for tenants, greater tenant involvement and the enhancement of sustainability work through new posts and services.

In particular,

- Mainway engagement creating a community to support greater well-being; Mainway plans will create sustainable, thermally efficient housing
- Mount Avenue retrofit pilots to support reducing carbon footprint of extant housing
- Small redevelopments of existing properties have high EPC ratings
- £175 000 Green Homes Grant to increase EPC ratings on our least efficient properties
- Relaunch of District Wide Tenants Forum to increase tenants voice in Housing decision making
- HIA developed Hospital Discharge service in response to pandemic

### Improving Private Housing standards

- LA Trading Company More Homes for the Bay set up – thanks also due to Rephael Walmsley and Kieran Keane
- work required to introduce Selective Landlord Licensing to reduce housing inequality and improve health was seriously affected by Covid: consultation should go ahead autumn 2021.
- Acquisition of Morecambe properties to provide higher standard housing at Local Housing Allowance rate: planned and budgeted for. Awaiting acceptance of its business plan as part of the LA Trading Company

### Responding to Housing Need

For health, well-being and inclusion we need more one bed accommodation, more specialised homes for older people, more family homes at affordable rents, settled traveller accommodation

- HRA funded 60+ apartment Extra Care scheme planned for Slyne
- 20 passivhaus standard affordable homes being built now in Halton by Lune Valley Land Trust, supported by council community-led housing funds

- Mainway remodelling plans include increased 1 bed provision
- Acquired Mellishaw traveller site from County in 2020. Refurbishment work starts autumn 2021
- 75 RP led affordable homes supported in Heysham, 32 in Overton

### **Improved planning in participatory and inclusive ways**

All credit to officers Kathy Beaton, Sharon Parkinson and Jo Wilkinson for taking on our commitment to “working in partnership with residents, local organisations and partners”

- KB for creating the Homes Strategy, consulting partly through a successful conference led by Lancaster Vision
- SP for working closely with many partners to create a new Homelessness Strategy and to keep all homeless people housed during the pandemic
- All officers involved for supporting the community voices and projects coming from Homelessness and Housing Advisory groups

**Caroline Jackson**  
**Portfolio holder for Housing**

## FINANCE AND RESOURCES PORTFOLIO 2019/21

### Financial Services

I should like to thank Paul Thompson and the Financial Services team for all their hard work in helping to maintain a sound financial basis for the Council and in producing balanced budgets for 2020/21 and 2021/22. The Council has not only had to operate under austerity measures for the last eleven years, but this last year has had additional financial challenges caused by the Covid-19 pandemic.

During the pandemic, the team largely worked from home and still managed to accomplish the following :-

- Successfully delivered the closure of the 2019/20 accounts within the statutory deadlines
- Implemented 'procure to pay' arrangements leading to smarter payment of invoices
- Processed 12,391 grant transactions to local businesses with a value of over £50.2M, with the majority of successful applicants receiving their grants within 3 working days
- Provided government returns in allotted timeframes regarding business grants, additional covid expenditure and loss of sales, fees and charges

### Revenues and Benefits

I should like to thank Adrian Robinson and the Revenues and Benefits team for all their hard work in developing and administering Covid grant schemes in addition to their normal activities.

The service has succeeded in:

- Developing and administering a range of Business Grant schemes in line with Government Guidance and handling increasing customer service demands within existing resources.
- Having the best Collection Rate amongst Lancashire authorities for Business Rates 2020/21 (97.2% in year)
- Distributing Council Tax Hardship payments (maximum £300), to Council Tax Support recipients throughout the year. Over £1m distributed to 4,400 recipients
- Handling increased Housing Benefit take-up within existing performance targets (New claims processed within 16.7 days, change events within 5.1 days) ensuring that vulnerable customers receive assistance in a timely manner.
- Administering Self-Isolation payments to those suffering financial hardship as a result of an instruction to self-isolate

### Democratic Services

I should like to thank Debbie Chambers and the Democratic Services team for the way in which they quickly and successfully introduced the online meeting formats needed because of the pandemic.

Last year was a year of unprecedented innovation for Democratic Services. The onset of the pandemic led to a rapid introduction of online meeting formats, with wide ranging technological support and new ways of working to ensure democratic votes could take place. Lancaster was very quick to move to remote meeting, with meetings starting to take

place this way within a few weeks of lockdown. Participation by members has been excellent, with many finding the remote format meant they were able to continue to vote even during ill health, and to better balance council roles with work and family commitments. The pandemic has demonstrated the success of new, more hybrid ways of working and we will continue work with government to establish opportunities for continued remote meetings where they are fit for purpose. Planning began for a return to face to face meetings in a safe distance format and the first of these was successfully held in May 2021.

More creative thinking and a significant amount of new logistics and planning were required to hold County, Police and Crime Commissioner and local bye elections, to ensure a safe election and count.

### **Legal Services**

I should like to thank Luke Gorst and the Legal Services team for all their hard work in continuing to support the good governance of the Council, by providing legal and procedural advice to Services in their operational activities, and to officers and members in the decision making process.

Legal Services have been involved with projects undertaken by officers in all services in the Council and have played key roles in contract drafting and negotiation as well as providing advice on strategy, risk and statutory compliance. Most notably officers have been heavily involved with the exciting Eden North project.

In supporting other services of the Council, Legal Services have again undertaken a number of successful prosecutions including fly tipping and planning matters.

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

### **Sustainable Development Goals (SDGs)**

Despite the pandemic, work continued across the authority to better align priorities, analysis, systems and reporting with the SDGs. Workshops were held and expert input led to a framework of 4 thematic priorities (environment, society, economy, governance), with 6 sub themes identified, supported by key indicators to support better, more informed decision making about the impact of Council actions and choices, and enable more consistent reporting to allow benchmarking of council and area performance. This new approach is nearing completion with project evaluation and council impact reporting being implemented during 2021/22.

A Local Procurement Strategy was also agreed, creating greater opportunities for local businesses and organisations to access council contracts, and the procurement team have embedded the use of 'the social value portal' which helps us to understand the wider impacts and benefits of our procurement on the economy, environment and society.

The council's work on SDGs was recognised in a Local Government Association seminar earlier this year which has led to follow up work on pilots with the ONS and Treasury.

I should like to thank all officers for their valuable contributions to this work.

**Councillor Anne Whitehead  
Portfolio Holder with responsibility for Finance and Resources**

# OVERVIEW AND SCRUTINY

## ANNUAL REPORT 2020/21



## **Overview and Scrutiny Committee**

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

## **Budget and Performance Panel**

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

# COMMUNITY SAFETY

Each year a Community Safety meeting is arranged.

Councillor Colin Hartley, Cabinet Member with responsibility for Community Safety, Chief Inspector Chris Hardy and Sergeant Lindsay Brown from Lancashire Constabulary and Mark Davies, the Director for Communities and the Environment, attended the meeting.



## COMMUNITY SAFETY PARTNERSHIP

Acting in its capacity as the City Council's designated Crime and Disorder Committee in accordance with the Police and Justice Act 2006 and Crime and Disorder (Overview & Scrutiny) Regulations 2009, the Committee was given an overview of the work that had been undertaken by the Community Safety Partnership and Lancashire Constabulary on a number of issues raised by the Committee especially with regard to the COVID-19 pandemic. Also reported was the partnership work that was being undertaken, not only the ongoing work with the Council, but with local universities, youth services and the third sector, was highlighted as a particular success in the past year.



Issues discussed by the Committee included:

- The upcoming May Elections.
- Speeding.
- Drug dealing.
- Off road motorcycles.

The Committee also discussed the potential for a Strategic Plan for the Community Safety Partnership to fit in with sustainable development goals and a score card to measure the success of partnership working.



## LANCASTER CITY CENTRE MOVEMENT AND PUBLIC REALM STRATEGY

At the Committee's October 2020 meeting the Chair welcomed Mr Andrew Hewitson, Policy Officer of Lancashire County Council to the meeting.

Mr Hewitson provided a presentation on the Lancaster City Centre Movement and Public Realm Strategy.



The main issues contained within the presentation were:

- **Route Options Report**
- **Strategy Structure**
- **Baseline Assessment**
- **Ease of Movement for;**
  - ⇒ **Pedestrians**
  - ⇒ **Motor Traffic**
  - ⇒ **Cycling**
  - ⇒ **Services**
- **Implications for City Centre Movement and Public Realm Strategy**
- **Opportunities**
- **Route Options**
- **Consultation**



Following the presentation the Committee raised a number of issues with officers from Lancashire County Council, including; where the funding would come from, where the traffic would move to should the plans go ahead and the implications it would cause for local residents should the bus station be removed.

Questions were also asked relating to; parking on the sea front and vehicles parking on the pavement and therefore restricting space for pedestrians and wheelchair users.



## COVID-19 FINANCIAL IMPACT UPDATES

The Budget and Performance Panel received regular updates, throughout the year, on the financial impacts of the COVID-19 Pandemic.

The Chief Finance Officer attended the Panel's June 2020 meeting and provided an update on the financial implications of the pandemic in line with the Ministry for Homes, Community and Local Government (MHCLG) submission for May 2020.

The report set out best and worst scenarios for the Council's finances in 2020/21.

The financial implications of the pandemic were divided into 3 categories;

- New costs - costs arising purely as a result of the Council's pandemic emergency response.
- Increased costs - resulting from increased need in some service areas such as temporary accommodation or the purchase of additional personal protective equipment (PPE).
- Loss of income - such as car parking and other fees and charges.

The report included financial modelling and scenarios as well as estimates of the impact of COVID-19 on the Council's General Fund Budget and Reserves.



The analysis focused primarily on 2020/21 but the Panel were advised that it was anticipated that COVID-19 would have a longer lasting impact on the Lancaster District impacting on both medium and long-term financial planning.

The Panel received a further update in July 2020 with additional details of the financial impact of COVID-19 in line with the June 2020 MHCLG submission.



The Panel was advised that the largest financial impact to the Council was exposure to loss of income from fees and charges.

The closure of Salt Ayre Leisure Centre under COVID-19 restrictions and the loss of income from the district's car parks were among the examples of lost income directly resulting from the pandemic.

The Panel continued to receive regular updates on the financial impacts of the COVID-19 pandemic through regular Budget and Policy Framework Update Reports.



# BUDGET AND PERFORMANCE PANEL



## TREASURY MANAGEMENT STRATEGY

The Panel's views were sought on the proposed Treasury Management Strategy for 2021/22. This was an opportunity for the Panel to consider and make comments or recommendations on the Strategy prior to its formal presentation to Council in accordance with the Council's Constitution.

## BUDGET CONSULTATION

In January 2021 the Panel virtually held its annual Stakeholder meeting.

A presentation from Councillor Anne Whitehead the Cabinet Member with responsibility for Finance, and Resources was provided on the City Council's Budget and Policy Framework Proposals for 2021/22.

The presentation gave an

update on the Council's response to the COVID-19 pandemic.

The Cabinet Member also advised on other achievements regarding housing and economic development and regeneration. Detail regarding Recovery and Build Back Better, Outcomes, Savings, Additional Resources, Council Tax, Funding Assumptions, Fees and Charges, General Fund Revenue Budget and Future Strategy was also provided.

The Panel raised a number of issues including; budget proposals, Investment Strategy and Capital Programme, commercial property and non-reserve growth items and income from business rates and income tax.

## CAPITAL INVESTMENT STRATEGY

The Panel considered the draft strategy in September 2020 and then again in November 2020 following its presentation to Cabinet in October 2020.

Councillor Erica Lewis, Leader of the Council and Councillor Anne Whitehead, Cabinet Member with responsibility for Finance and Resources attended the November meeting.

The Panel asked a wide range of questions and requested clarity on the social value matrix and how social value would be measured or judged prior to consideration of the Strategy by Full Council.



## DISCUSSIONS WITH CABINET MEMBERS

Each year the Overview and Scrutiny Committee invite Cabinet Members to provide an overview of their portfolio and to answer questions from the Committee. This year two Cabinet members have attended Committee meetings.

In September 2020 Councillor Caroline Jackson, attended the meeting, the Cabinet Member with responsibility for Housing and;

- Council Housing
- Homelessness
- Private sector housing
- Social Housing
- Caravan sites
- Traveller sites
- Refugee housing
- Household support & resilience

Councillor Jackson provided an overview of her portfolio.

A number of questions were asked in relation to Local Authority Trading Companies, camper vans, Mellishaw Traveller site, housing waiting lists, affordable housing grants and private rental evictions.

Councillor Jackson was welcomed back to Committee in March 2021. This time an update was provided on the newly established LATCo for Housing and other areas of the Housing Portfolio, in particular the impact of COVID-19 on the Housing Service.

Also discussed was the Government's white paper on social housing, the possibility of introducing the Selective Landlord Licensing scheme, Mainway, private landlords relating to antisocial behaviour and the latest position on repairs to Council houses.

In January 2021 Councillor Janice Hanson attended the meeting. Councillor Hanson is Cabinet Member with responsibility for Economic Regeneration and Planning and;

- Economic Regeneration
- Planning including Local Plan
- Conservation & Urban Design
- Development & Building Control
- Compulsory Purchase
- Climate Change Resilience
- Neighbourhood Plans
- Transport Policy & Parking

The Head of Planning and Place and the Head of Property, Investment and Regeneration also attended the meeting.

Councillor Hanson provided the Committee with a presentation which gave an overview of her portfolio.

A number of questions were asked relating to such issues as the Planning Service, delays in planning applications due to a shortage of planning officers, transport in Carnforth, sustainable neighbourhoods, Bailrigg Gardens, UN sustainability goals, the Eden Project, Park and Ride and the Morecambe Future High Streets regeneration bid. It was agreed that the Committee would receive a briefing once the feedback from the unsuccessful Morecambe Future High Streets regeneration bid had been received.

Councillor Anne Whitehead, Cabinet Member with responsibility for Finance and Resources, has regularly attended meetings of the Budget and Performance Panel.

## **WORKING & INFORMAL TASK GROUPS**

### **RECYCLING WORKING GROUP**

The Recycling Working Group first met in March 2020 and met again in February 2021.

Initiatives such as a route optimisation system and a new green waste system were being modelled to increase efficiency and would be introduced later in the year. The mapping of fly tipping on the GIS system was also now being undertaken.

The Group discussed the possibility of communal recycling which could be introduced in parts of the district, but would probably not work in all areas. The next meeting of the Group is scheduled for June 2021.

### **TASK GROUPS**

At the March Overview and Scrutiny Committee meeting it was agreed that a new Housing Recovery Informal Task Group would be set up to consider the impact of COVID-19.

The Committee also agreed that the Property Portfolio Informal Task Group would be re-scoped and refocused.

The Morecambe Future High Street Bid Informal Task Group had its first meeting in March 2021, reported its recommendations to the April meeting of Overview and Scrutiny Committee, which were, as amended, submitted to Cabinet for consideration.

## **HOLDING CABINET TO ACCOUNT AND CALL-IN**

### **HOLDING CABINET MEMBERS TO ACCOUNT**

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

### **CALL-IN**

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

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

There was one request for Call-in this municipal year.

The Call-in considered a decision made by Cabinet in July 2020 in relation to the Property Investment Strategy - Investment Proposal (Phase 3 Business Case). The Overview and Scrutiny Committee made recommendations to Cabinet.

## PRE-DECISION SCRUTINY

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

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

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

## OUTSIDE BODIES

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

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

OUTSIDE BODY	OVERVIEW AND SCRUTINY MEMBERSHIP
Homelessness Forum	Mandy King
Lancaster, Morecambe and District Fairtrade Group	David Whitaker

## ACKNOWLEDGEMENTS

The Overview and Scrutiny Committee and Budget and Performance Panel would like to thank the following for their contribution to the Scrutiny process during 2020/21:

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

## COUNCIL

### Audit Committee Annual Report 2020/21

### Report of the Audit Committee Chairman

#### PURPOSE OF REPORT

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

This report is public

#### 1.0 Introduction

- 1.1 I am pleased to present my Annual Report to Council on the work of the Audit Committee since it was last reported to Council on the 10 April 2019.
- 1.2 The Terms of Reference of the committee are set out in Part 3, Section 8 of the Council's Constitution. The scope of its activity is summed up in the statement of purpose:

*"The audit committee is a key component of Lancaster City Council's corporate governance. It provides an independent high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.*

*The purpose of an audit committee is to provide those charged with governance, independent assurance of the adequacy of the risk management framework and the internal control environment. It provides independent review of Lancaster City Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal and external audit, helping to ensure efficient and effective assurance arrangements are in place".*

#### 2.0 Audit Committee Meetings

- 2.1 It should be noted that an Annual Report was not submitted to Council for the audit work completed in 2019/20. This report covers the audit work completed since the last Annual Report was discussed at Council on the 10 April 2019. Since this date, the Audit Committee has met nine times. A link to the website for further details on the reports and minutes is included here:

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

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

At the 12 June 2019 meeting

- Review of Internal Audit Effectiveness
- Internal Audit Annual Report 2018/19

- Annual Governance Statement 2018/19
- External Audit Annual Fee Letter
- Counter Fraud Annual Report 2018/19

At the 29 July 2019 meeting

- Approval of the Statement of Accounts 2018/19
- External Auditor's Annual Audit Findings for Lancaster City Council 2018-19

At the 30 October 2019 meeting

:

- Statement of Accounts 2018/2019
- External Audit ISA 260 Report

At the 27 November 2019 meeting

:

- Update of the Regulation of Investigatory Powers Act 2000 (RIPA) Policy
- Internal Audit Monitoring
- Review of the Council's Risk Management Policy
- Approval of the Council's Statement of Accounts 2018/2019 (update)
- Role of the External Auditor
- Periodic Private Discussion with External Auditor

At the 19 February 2020 meeting

:

- Audit Committee terms of reference
- Internal Audit Charter
- Internal Audit Strategy and Risk Based Plan 2020/21
- Review of the Council's Counter Fraud Policies
- Strategic Risk Management
- Consultation on scale of audit fees for 2020/21
- Statement of Accounts 2019/20
- Periodic Private Discussion with the Internal Audit and Assurance Manager

At the 22 July 2020 meeting

:

- Review of Internal Audit Effectiveness
- Internal Audit Annual Report 2019/20
- Counter Fraud Annual Report
- Annual Governance Statement 2019/20
- Proposed Accounting Policies and Critical Judgements used in the Preparation of the Statement of Accounts 2019/20

At the 27 August 2020 meeting

- Revised 2021/21 Internal Audit Plan
- Draft Statement of Accounts 2019/20

At the 25 November 2020 meeting

- Annual Review of the Regulation of Investigatory Powers Act 2020 (RIPA) Policy and Procedure

- Revision of Contract Procedure Rules
- Internal Audit Monitoring Report
- Updated Strategic Risk Register
- Statement of Accounts 2019/20 Progress Report
- External Audit Plan: Year ending 31 March 2020
- FRC Major Local Audits: Audit Quality Local Inspection
- Independent Review into the Oversight of Local Audit and the Transparency of Local Authority Financial Reporting (Redman Review)
- Annual Review of Audit Committee Performance

At the 24 March 2021 meeting

- Annual Review of Audit Committee Terms of Reference
- Annual Review of Internal Audit Charter
- Internal Audit Strategy and Draft Audit Plan Priorities 2021-22
- Annual Review of the Council's Counter Fraud Policies
- Risk Management Report
- Proposed Accounting Policies to use used in the Preparation of the Statement of Accounts 2021/22
- Statement from outgoing Chief Internal Auditor

2.3 The next Audit Committee meeting is arranged for 9 June 2021, where the following areas will be considered:

- Review of Internal Audit Effectiveness
- Internal Audit Annual Report 2020/21
- Counter Fraud Annual Report 2020/21
- Statement of Accounts update
- Future Provision of Internal Audit
- HR Assurance Report

### **3.0 Key Activities**

- 3.1 The three main documents considered by the Audit Committee annually are the Annual Governance Statement, the Statement of Accounts and the report to those charged with governance (ISA 260). The audit of the 2018/19 Statement of Accounts was concluded 6 March 2020 with the external auditor issuing an unqualified opinion and value for money conclusion.
- 3.2 For 2019/20 the requirements and timeline for the approval of the Statement of Accounts have changed. In accordance with the amended Regulations, the draft Accounts were published on the Council's website and submitted for audit by 31 August 2020 rather than 31 May 2020 and the timeline for the conclusion of the audit was 30 November 2020 rather than 31 July 2020. These revised deadlines have impacted both Council and audit staff and we are expecting the audit to be concluded early June.
- 3.3 For the past 4 years Council has held an agreement with Wyre Borough Council for the provision of the role of Head of Internal Audit (HoIA). Unfortunately, the Council received notification that from 1<sup>st</sup> April 2021 this agreement would come to an end. Subsequent to this the Council's Principal Auditor has accepted a position at another local authority and as a result, the Council is without an Internal Audit function.

- 3.4 All Council's are required to have an Internal Audit function as it occupies a critical position in any organisation, helping it to achieve its objectives by evaluating the effectiveness of governance, risk management and internal control arrangements and playing a key role in promoting good corporate governance. The Director of Corporate Services is currently finalising proposals for the future provision and arrangements for securing an effective Internal Audit.

#### **4.0 Conclusion**

- 4.1 The organisation and operation of the Audit Committee is considered as part of the external auditor's annual value for money opinion. Although the audit of the 2019/20 financial statements is yet to be concluded, no issues have been brought to the attention of the s151 Officer, or Committee Chair that would suggest an adverse opinion is expected, or deterioration in performance of the Audit Committee.
- 4.2 I would like to take this opportunity to thank each member of the Audit Committee and also each and every elected member and council officer who has assisted in providing effective systems of corporate governance and internal control and have continued to make an important contribution to the standing and achievements of the council. Particular thanks were noted at the March 2021 Audit Committee to the outgoing Chief Internal Auditor for the consistent high quality of her contribution to Internal Audit and for keeping myself and Audit Committee well informed. I would also like to thank the outgoing Principal Auditor for her dedication and commitment to the Council.
- 4.3 Over the next 12 months, the Audit Committee will firstly be focusing on ensuring that the Council's Internal Audit function is fully resourced and back working effectively, which will allow us to focus on addressing the areas identified in the Internal Audit Annual Report. I would particularly like to maintain the momentum in respect of embedding Risk Management within Lancaster City Council, as an integral part of strategic and operational management, and to properly inform risk based Internal Audit planning.

<b>CONCLUSION OF IMPACT ASSESSMENT</b> <b>(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</b>	
Not applicable	
<b>FINANCIAL IMPLICATIONS</b>	
None directly arising from this report	
<b>SECTION 151 OFFICER'S COMMENTS</b>	
The Section 151 Officer has been consulted and has no further comments.	
<b>LEGAL IMPLICATIONS</b>	
None arising from the report.	
<b>MONITORING OFFICER'S COMMENTS</b>	
The Monitoring Officer has been consulted and has no further comments.	
<b>BACKGROUND PAPERS</b>	<b>Contact Officer:</b> Joanne Billington

	<p><b>Telephone:</b> 01524 582028 <b>E-mail:</b> jbillington@lancaster.gov.uk <b>Ref:</b></p>
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**COUNCIL****South Lancaster Growth Catalyst: Progress Update  
23 June 2021****Report of Cabinet****PURPOSE OF REPORT**

To set out the background and latest status of the South Lancaster Growth Catalyst programme including Bailrigg Garden Village. A briefing note summarising progress to date is appended to this report.

**This report is public**

**RECOMMENDATIONS OF CABINET**

- (1) That Council note the overview of the South Lancaster Growth Catalyst appended to this report, and indicative timeline of next steps; with further decisions relating to the project to be considered at a future Council meeting.

**1.0 Introduction**

- 1.1 The currently undeveloped land to the south of Lancaster, adjacent to Lancaster University and the village of Galgate, has long been recognised as the district's most viable location for the housing growth required to provide quality living and a thriving local economy into the future.
- 1.2 The policies of both City and County Councils reflect this view based on comprehensive evaluation and analysis over a prolonged period, with Lancaster City Council's Local Plan and Lancashire County Council's Lancaster District Transport Masterplan identifying opportunities for significant, high-quality development in the South Lancaster area.
- 1.3 Progress toward delivering on this strategic site has been enabled by two distinct, but interdependent, government funding initiatives:
- the **Garden Village programme**, led locally by the City Council via a partnership approach; and
  - the **Housing Infrastructure Fund**, led by Lancashire County Council and requiring a formal partnership arrangement with the City Council; the reconfiguration of transport infrastructure is known as the **South Lancaster Growth Catalyst**.

**2.0 Bailrigg Garden Village**

- 2.1 This longstanding policy context provided a valuable starting point in March 2016 when the Department for Communities & Local Government (DCLG) sought expressions of interest for '*locally-led Garden Villages, Towns and Cities*', with associated project funding.
- 2.2 The emerging Local Plan evidence, coupled with the ongoing Transport Masterplan activity, and existing partnerships with key stakeholders Lancaster University and the Homes & Communities Agency (HCA), enabled a well-developed expression of interest which proved to be successful in securing

Garden Village status and subsequent funding allocations via HCA.

- 2.3 From early 2017 onwards, the Council and its partners have been progressing with plans to deliver a high-quality settlement with an emphasis on sustainable living, local identity, and high levels of connectivity.

### **3.0 Housing Infrastructure Fund**

- 3.1 Both the Local Plan and the Transport Masterplan recognised the need for substantial reconfiguration of highways access, particularly around M6 junction 33, to unlock the full scale of potential development in South Lancaster. Significant levels of external funding would be required to deliver the necessary transport infrastructure.
- 3.2 In July 2017 DCLG invited expressions of interest for the Housing Infrastructure Fund (HIF), aimed at unlocking large strategic housing growth opportunities.
- 3.3 Lancashire County Council submitted an expression of interest for HIF funding in respect of South Lancaster in September 2017. From March 2018 to March 2019 the expression of interest was developed into a detailed funding bid, with the funding award of £140m announced at the March 2020 Budget.
- 3.4 The scale and scope of this initiative requires a high level of formality, including a formal Partnership Agreement between the key stakeholders: Lancashire County Council, Lancaster City Council and Homes England. Negotiations are currently ongoing as to the terms of this agreement, which must be in place by the end of August 2021 in order to progress with the project.

### **4.0 Briefing Note**

- 4.1 A briefing note summarising the activities, milestones and decisions relating to the Garden Village project and South Lancaster Growth Catalyst is appended to this report, along with links to relevant background information.

### **5.0 Partnership Agreement**

- 5.1 The delivery of the programme is dependent on achieving a formal Partnership Agreement between partners in order to secure the HIF funding. Assuming this decision sits outside the Budget & Policy Framework, Council will be asked to approve the terms of this agreement at its meeting of 28 July 2021 in order to meet the key project milestone of confirming the agreement by the end of August 2021.
- 5.2 Beyond the immediate stage of the project, indicative future project milestones are shown below. All dates are subject to detailed planning once the Partnership Agreement is established, and therefore may change as the project moves forward.

2022/23: Potential early release of housing

2023: Consultation and adoption of Area Action Plan

2027: HIF infrastructure project completion

## **RELATIONSHIP TO POLICY FRAMEWORK**

The South Lancaster Growth Catalyst will directly enable the delivery of Local Plan Policy SG1: Broad Location for Growth – Bailrigg Garden Village, as well as contributing substantially to the council's strategic priorities:

- *A Sustainable District:* creating a settlement with a focus on connected, sustainable living, biodiversity, climate resilience and a shift to low- or zero-carbon transport
- *An Inclusive and Prosperous Economy:* supporting and promoting significant levels of investment, skills development, innovation and fair employment
- *Healthy and Happy Communities:* putting wellbeing at the heart of the development through high-quality housing and access to arts, culture, leisure and open spaces

## **CONCLUSION OF IMPACT ASSESSMENT**

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

Whilst numerous elements of the South Lancaster Growth Catalyst are subject to impact assessments, none directly relate to this progress update report.

## **LEGAL IMPLICATIONS**

None directly relating to this report. Legal implications relating to the project will be addressed via the appropriate route.

## **FINANCIAL IMPLICATIONS**

None directly relating to this report. Financial implications relating to the project will be addressed via the appropriate route.

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

None directly relating to this report. Resourcing implications relating to the project will be addressed via the appropriate route.

## **SECTION 151 OFFICER'S COMMENTS**

As we move to the next stage more detailed work and close examination of the Partnership Agreement needs to be undertaken to ensure that the Council is not incurring any additional financial risk, or where risks are identified that we fully understand the magnitude and mitigate those risks where appropriate in accordance with the Council's Budget and Policy Framework and decision-making process.

## **MONITORING OFFICER'S COMMENTS**

The Monitoring Officer has been consulted and can confirm that should the decision to enter into the Partnership Agreement sit outside of the current Budget & Policy framework then this will be for Full Council. Conversely if it can be taken within the Budget & Policy Framework then Cabinet will be the decision-making body.

## **BACKGROUND PAPERS**

As referenced in the appended briefing note.

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# *South Lancaster Growth Catalyst*



LANCASTER CITY COUNCIL  
— *Promoting City, Coast & Countryside* —

Briefing Note | June 2021

This briefing note summarises the key activities and decisions relating to the proposed development via an overview timeline. The timeline is broken down into four sections, which describe the general stages of the project so far:

- **Inception** | the ideation of a Garden Village development at South Lancaster, and consideration of the infrastructure development required to deliver it
- **Visioning** | engagement with stakeholders and the public, to establish an overall vision for the development, and an appropriate governance structure to support the project
- **Preparation** | development of detailed proposals for the location, project, and infrastructure in line with the publishing and adoption of the Local Plan
- **Resourcing** | the current project stage including assembly of the funding, resource, and legal structures to deliver the project and infrastructure

Subject to successful completion of the 'resourcing' stage, the project will move into the 'delivery' stage.

## Background

Prior to 2016 the council had consulted on draft Local Plans and options documents that identified extensive areas for development in South Lancaster, to meet future housing requirements identified by the emerging Local Plan's evidence base. Other locations in the district demonstrated much more limited opportunity for development.

From a sustainability perspective, the South Lancaster area presented an opportunity to create an integrated, high quality place to live with minimal travel requirements and access to existing employment and services. It is likely that in the absence of the Garden Village opportunity, the locations identified for development in South Lancaster would have progressed through the Local Plan preparation process as a series of incremental urban extensions.

## Inception

**16 Mar 2016** | The Department for Communities and Local Government (DCLG, now MHCLG) invites expressions of interest for 'locally-led Garden Villages, Towns and Cities'; indicating that proposals could receive support with revenue for project costs, and priority access to funding streams such as Affordable Housing.

**Oct 2016** | Lancaster City Council submits an expression of interest on the basis of positive discussions with the Homes & Communities Agency (HCA, now Homes England) identifying the opportunity to fulfil future housing requirements in the emerging Local Plan with high-quality development.

The document<sup>i</sup> contains the following key points:

- Emphasis on sustainable living, local identity, and high levels of connectivity
- Aim to address integration of Lancaster University campus with the city
- Could deliver 3,000 new homes up to 2031
- Sufficient highway capacity could increase housing delivery to at least 5,000
- Catalyst for reconfiguring M6 junction 33 as identified in the Lancaster District Transport Masterplan

**6 Oct 2016 |** Lancashire County Council's Cabinet approves the Lancaster District Transport Masterplan<sup>ii</sup>. Page 31 of the Masterplan<sup>iii</sup> recognises the necessity for '*major improvements to the existing transport infrastructure that serves South Lancaster*' in order to facilitate housing growth through the potential Garden Village project and more widely.

**14 Dec 2016 |** Council agrees to publish the draft Local Plan Strategic Policies & Land Allocations<sup>iv</sup> and begin consultation.

Page 40 of the Appendix<sup>v</sup> includes Draft Policy SG1 for Bailrigg Garden Village, expected to accommodate approximately 3,500 dwellings. The policy also recognises the requirement for '*the delivery of necessary infrastructure to make development in this area acceptable in planning terms*'.

The policy also states that the Council '*will not support the piecemeal development of the site which does not address the wider infrastructure issues in this area*'.

**Jan 2017 |** Local Plan consultation commences, with a comprehensive programme of in-person public events held around the district, including areas of interest for the Bailrigg Garden Village project.

**2 Jan 2017 |** Minister for Planning announces that Bailrigg Garden Village has been shortlisted for development funding as per the Council's expression of interest.

**14 Feb 2017 |** Cabinet agrees to

- accept the nomination for a Garden Village development;
- accept the associated funding offer (an initial £230k);
- commence preparatory work for the project alongside partners including Lancashire County Council, Lancaster University, and the HCA; and
- report back to Cabinet with further updates on project planning and the Council's anticipated role.

**Jul 2017 |** DCLG invites bids to the Housing Infrastructure Fund (HIF), including '*Forward Fund*' projects aimed at unlocking large strategic housing growth opportunities.

**25 Aug 2017 |** The Council, via an ICMD<sup>vi</sup>, agrees the submission of a bid for £130k capacity funding to HCA.

**14 Sep 2017 |** Lancashire County Council's Cabinet agrees to develop and submit an expression of interest for a HIF Forward Fund bid in respect of South Lancaster, '*based on recently secured national Garden Village status*'. The report<sup>vii</sup> refers to the potential delivery of up to 5,000 new homes.

**28 Sep 2017 |** Lancashire County Council submits its expression of interest for a HIF Forward Fund bid in respect of South Lancaster. The bid document is confidential on the grounds of commercial sensitivity.

## Visioning

**3 Oct 2017** | Cabinet agrees the outline project plan and governance proposals for the project<sup>viii</sup>. Governance is established via a Strategic Board including City and County Councils, HCA and Lancaster University representatives. Planning Policy Cabinet Liaison Group would also contribute to the shaping of the project.

**25 Oct 2017** | The Council, via an ICMD, agrees to appoint a Development Facilitator (GVA Grimley Ltd) to provide property investment, consultancy and agency services in respect of Bailrigg Garden Village.

**Nov 2017** | Feedback is gathered from public engagement events taking place throughout 2017.

The overall feedback was summarised as follows:

- We should get it right and be ambitious
- We must manage water and flood risk well
- We must not make traffic and its impacts worse
- It should be about making real communities with a real sense of place and facilities and services including health
- It should be differential from the existing urban areas of Lancaster and Galgate i.e there should be a sense of separation
- The locus of the University in the Village needs to be worked through and decided

Specific points raised in objection to the Bailrigg Garden Village plans, subsequent to a petition received by Council<sup>ix</sup> on 12 Apr 2017, were summarised as follows:

- That such large-scale development is not needed
- Loss of green and open land to development
- Concern at flood risk
- Concern at habitat loss
- Concern at traffic impacts

**16 Nov 2017** | A facilitated visioning workshop is held including a wide range of representatives from project partners to complement the ongoing work of the Strategic Board.

The group formulated a strategic narrative for the project, consisting of four '*pillars*':

- Creating the garden '*Universcity*'
- Digital showcase
- Energising the eco-environment
- Healthy green lifestyles

## Preparation

Building on the delegated authority of Council to consult on the draft Local Plan policy around Bailrigg Garden Village, and the delegated authority of Cabinet to implement the project plan and governance structure as agreed on 14 Feb 2017, there were fewer 'formal' milestones during this period.

Officers of the City Council and County Council, alongside colleagues from HCA and Lancaster University, continued to develop plans for Bailrigg Garden Village, and the M6 junction 33 reconfiguration, in order to catalyse significant housing growth.

A matter of particular interest in the development of the South Lancaster Growth Catalyst is the quantum of new housing proposed in the area, with its subsequent impact on amenities and the existing community.

A number of different figures are forecast for different purposes, which should be borne in mind when considering the proposals. All such figures are indicative until detailed plans have been prepared, and should be considered on that basis. All future developments in South Lancaster and beyond will be subject to the full planning policy and decision-making process.

- **Bailrigg Garden Village |** The original Garden Village proposal referenced a figure of **3,000** homes up to 2031 (the Local Plan period) without prejudice to further development beyond that date. The land within the scope of the Garden Village itself is considered to be appropriate for around **5,000** homes, although this figure is heavily dependent on the detailed infrastructure design plans.
- **South Lancaster Growth Catalyst |** The HIF bid referenced direct housing outputs enabled by HIF infrastructure in the Garden Village specifically and elsewhere in the south Lancaster area, if achieved these would represent up to **9,185** homes. The indirect outputs, the sites not in the south Lancaster area but where development is also planned and would benefit from the overall programme of investment in highway capacity and transport management, at; North Lancaster; East Lancaster and the Canal Quarter, bring the total number of dwellings with either direct or indirect benefit from the investment to around **11,300**.

**Feb 2018 |** Local Plan is published for statutory representations, including '*Policy SG1: Broad Location for Growth – Bailrigg Garden Village*' focusing on delivery of at least 3,500 new houses.

**Mar 2018 |** MHCLG announces the South Lancaster HIF bid is to be taken forward to the 'co-development' stage, triggering detailed further development of the plans and consideration of how the infrastructure catalyst could enable housing growth beyond South Lancaster.

**4 Dec 2018 |** Cabinet receives an update on the Garden Village project<sup>x</sup>, and agrees to establish a Bailrigg Garden Village Cabinet Liaison Group to advise Cabinet on matters relating to the project and provide regular reports. However, the Cabinet Liaison Group did not hold any meetings.

**Mar 2019 |** Lancashire County Council submits its detailed HIF bid, supported by letters from Lancaster City Council and Cat Smith MP amongst others.

**29 Jul 2020 |** Council adopts Local Plan<sup>xi</sup> inclusive of binding recommendations, including *Policy SG1: Broad Location for Growth (Including Bailrigg Garden Village)* enabling at least 3,500 new houses; 1,205 of which are planned for delivery within Local Plan period up to 2031.

Council also resolves to '*ask its officers to work with the local transport authority to ensure that car-borne traffic from a remodelled J33 is capable of being intercepted in South Lancaster as part of an integrated sustainable transport solution to managing traffic and prioritising sustainable modes of travel (above the private car) on the A6 corridor.'*'

**27 October 2020 |** Cabinet agrees to endorse the preparation of an Area Action Plan for South Lancaster<sup>xii</sup>, in order to create a robust and detailed policy framework for determining future planning proposals in the area.

## Resourcing

**14 Jan 2021 |** Lancashire County Council's Cabinet receives an exempt report regarding the HIF, and as documented in the Lancaster City Council Cabinet report of 8 June 2021, agrees to

- Enter into a Grant Funding Agreement with Homes England (HE) to receive the £140m HIF grant
- Deliver the package of highway and transport interventions contained in the proposal
- Act as the Accountable Body for the HIF grant
- Authorise officers to finalise and arrange the execution of a Grant Determination Agreement (GDA) to receive the HIF grant, subject to agreement of acceptable principles around co-operation and delivery between local partners
- Commission Network Rail to undertake a feasibility and options development exercise around changes to the West Coast Main Line which would provide access to Bailrigg Garden Village

**4 Feb 2021 |** Lancashire County Council's Cabinet agrees, via two reports<sup>xiii</sup>, to the reconfiguration of M6 junction 33; and to using its powers to acquire the necessary land and development consent to deliver the reconfiguration.

**31 Mar 2021 |** Lancashire County Council and HE sign a Grant Determination Agreement for the award and delivery of the HIF grant, based on an extension of the project timescales to 2027.

**Mar 2021 to date |** Officers of the City and County Councils work together to develop a non-binding Principles Agreement, ahead of establishing a full Partnership Agreement in August 2021 and further work to begin delivering the project, including masterplanning and design code development.

**8 June 2021 |** Cabinet endorses a Principles Agreement, with negotiations ongoing to establish the terms of a full Partnership agreement, to be proposed to Council in July 2021.

## Links to Papers

i [https://committeeadmin.lancaster.gov.uk/documents/s66610/Expression of Interest Appendix A.docx.pdf](https://committeeadmin.lancaster.gov.uk/documents/s66610/Expression%20of%20Interest%20Appendix%20A.docx.pdf)

ii <https://council.lancashire.gov.uk/ieListDocuments.aspx?CId=122&MId=5415&Ver=4>

iii [https://council.lancashire.gov.uk/documents/s96519/Appendix A.pdf](https://council.lancashire.gov.uk/documents/s96519/Appendix%20A.pdf)

iv <https://committeeadmin.lancaster.gov.uk/ieListDocuments.aspx?CId=305&MId=6692&Ver=4>

v [https://committeeadmin.lancaster.gov.uk/documents/s62451/Strategic Policies and Land Allocations DPD - Full Council Version APPENDIX 1.pdf](https://committeeadmin.lancaster.gov.uk/documents/s62451/Strategic%20Policies%20and%20Land%20Allocations%20DPD%20-%20Full%20Council%20Version%20APPENDIX%201.pdf)

vi <https://committeeadmin.lancaster.gov.uk/ieListDocuments.aspx?CId=616&MID=7004>

vii <https://council.lancashire.gov.uk/documents/s116990/Report.pdf>

viii <https://committeeadmin.lancaster.gov.uk/mgAi.aspx?ID=38606>

ix <https://committeeadmin.lancaster.gov.uk/ieListDocuments.aspx?CId=305&MId=6695&Ver=4>

x <https://committeeadmin.lancaster.gov.uk/ieListDocuments.aspx?CId=297&MId=7097&Ver=4>

xi <https://committeeadmin.lancaster.gov.uk/mgAi.aspx?ID=44485>

xii [https://committeeadmin.lancaster.gov.uk/documents/s78005/Cab\\_Prep\\_Lancaster\\_South\\_AAP\\_FNL.pdf](https://committeeadmin.lancaster.gov.uk/documents/s78005/Cab_Prep_Lancaster_South_AAP_FNL.pdf)

xiii <https://council.lancashire.gov.uk/ieListDocuments.aspx?CId=122&MId=10405&Ver=4>

**MOTION ON NOTICE - Boycott, Divestment, Sanctions (BDS) movement**

Proposer: Cllr Jack O'Dwyer-Henry

Seconders: Cllr Gina Dowding and Cllr Kevin Frea

Lancaster City Council notes:

- That Palestinians have endured the longest ongoing refugee crisis in the world, and respects the right of return as enshrined in international law;
- That the recent escalation of violence was instigated by the attempt to evict 28 Palestinian families from the Sheikh Jarrah area of Jerusalem as part of an ongoing and systematic campaign of illegal Israeli settlements and forced displacement of Palestinians from their land;
- That during the violence in May 2021, 256 Palestinians were killed, 66 of whom were children, whilst 13 people were killed in Israel;
- That Israel's military operation in Gaza amounts to the ongoing ethnic cleansing of Palestinians and illegal settlement expansion represents flagrant breaches of international law;
- That a growing list of human rights organisations have determined that Israel's actions amount to apartheid, including the latest report by Human Rights Watch.

This Council resolves to:

- Express its support for the Boycott, Divestment, Sanctions (BDS) movement;
- Condemn Israel's breaches of international law and killing of Palestinian civilians;
- Write to the Lancashire County Pension Fund (part of the Local Government Pension Scheme) and the Local Pensions Partnership urging that they adopt policies requiring them to divest from all companies active in illegal Israeli settlements in Palestine and all arms companies which supply weapons to Israel.

**Officer briefing note:**

The motion if agreed places no significant operational or financial implications on the Council to implement.

The Section 151 and Monitoring Officer have been consulted and have no further comment.

## **MOTION ON NOTICE – Education Recovery**

Proposed by Cllr Penny  
Seconded by Cllr Frea

Lancaster City Council notes that:

The Government published its plans for education recovery after the pandemic on 2<sup>nd</sup> June. Sir Kevan Collins, appointed by the Prime Minister as the Government's Education Recovery Commissioner had judged that some £15bn was needed to repair the damage done to the nation's pupils because of Covid. The Government's offer of £1.4bn falls far short and is inadequate. The Education Policy Institute have calculated that this amounts to £50 per pupil per year. This contrasts with £1,600 per pupil in the USA and £2,500 per pupil in the Netherlands. There are no quick or cheap fixes if we are to build back better from the pandemic and have an education system that supports high standards and strong mental health for everyone.

Separately, the Department for Education has changed the census used to calculate Pupil Premium funding for the most disadvantaged pupils. This means that £150 million is being taken away from young people and schools most in need. We are not going to level up the country on the backs of the poorest children.

Lancaster City Council resolves:

To lobby the Government to value and invest in all our children, so they are supported to learn, succeed, and go on to have bright futures.

To write to the Prime Minister and call on the Government to scale up its ambition for our children and young people and give our education system the resources they need to ensure that no child is left behind. The Government should show it is serious about levelling up by putting in the investment called for by its own former Education Recovery Commissioner.

### **Officer briefing note:**

The motion if agreed places no significant operational or financial implications on the Council to implement.

The Section 151 and Monitoring Officer have been consulted and have no further comment.

**COUNCIL**

## Review of Parliamentary Constituency Boundaries

**23 June 2021**

### Report of the Head of Democratic Services

#### PURPOSE OF REPORT

To consider the method of responding to the Boundary Commission for England's consultation in its initial proposals for England's Review of Parliamentary Constituencies.

**This report is public**

#### RECOMMENDATION

- (1) To consider the options, set out in paragraph 3.0 of this report, regarding how the Council might respond to the Boundary Commission for England (BCE) at each stage of the consultation process during the BCE's Review of Parliamentary Constituencies.
- (2) To note that the first stage public consultation on the BCE's initial proposals ends on 2 August 2021 and that individual Councillors and/or political groups are invited to submit their comments.

#### 1.0 Background

- 1.1 The Boundary Commission for England (BCE) formally launched its 2023 Review of Parliamentary constituencies in January 2021.
- 1.2 The aim of the review is to make constituencies more equal in terms of the numbers of electors each contains as, due to population changes since the last review, the number of electors in some constituencies is much higher than in others. The BCE is required by legislation to equalise the number of electors in each constituency; in doing so, the number of constituencies in England will increase from 533 to 543. Full information, including maps, is available on the BCE's website <https://www.bceresviews.org.uk/>
- 1.3 On 8 June 2021, the BCE published its initial proposals for new constituencies. An eight week consultation period ending on Tuesday 2 August 2021 is now underway, inviting comments on those initial proposals. This will be followed by a further two rounds of consultation in 2022, which will additionally include a number of public hearings. Following the conclusion of all three consultation periods, the Commission will look at all the evidence received and form its final recommendations, to be presented to Parliament by July 2023 for approval, with the new constituencies taking effect at the next General Election.

## 2.0 Consultation Process: Initial Stage

- 2.1 The initial Proposals for a new Lancaster County Constituency and a new Morecambe and South Lakes County Constituency are appended.
- 2.2 This report asks whether Council wishes to respond to the BCE and, if so, how that response might be formulated, setting out some possible options below.

## 3.0 Options

- a) **Not to make a response at all as a Council but leave it to political groups and individual Councillors to respond as they wish and for the Returning Officer to respond on the practicalities of the proposals for administering elections.**  
*An opportunity to raise issues as a Council would be missed with this option.*
- b) **To make a written response as a Council on the administrative issues that arise for delivering elections on the proposed boundaries. (Political groups and individual Councillors can still make their own responses as they wish.)**  
*This option would allow Members to flag up particular issues as a Council, which may pose practical difficulties at election time. It would also allow groups and individual councillors to raise any political issues in their own responses.*
- c) **To make a written response as a Council on the proposals in general. (Political groups and individual Councillors can still make their own responses as they wish.)**  
*The Council's political composition may mean that a response under this option would be difficult to agree, since there are bound to be political ramifications with any proposals for boundary changes.*

Whilst there is no preferred option, if Members do wish to submit a response on behalf of full Council, the officer recommendation would be to delegate the formulation of response at all stages of the process to Council Business Committee (CBC). CBC is already authorised to make responses to the Local Boundary Commission for England on its ongoing review of the City Council's ward boundaries and it is a function of the Committee make consultation responses on behalf of the Council..

### 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

None directly arising from this report.

### FINANCIAL IMPLICATIONS

None directly arising from this report.

**OTHER RESOURCE IMPLICATIONS**

**Human Resources:**

None

**Information Services:**

None

**Property:**

None

**Open Spaces:**

None

**SECTION 151 OFFICER'S COMMENTS**

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

**MONITORING OFFICER'S COMMENTS**

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

**BACKGROUND PAPERS**

None

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**Ref:**

**Appendix A**

**REVIEW OF PARLIAMENTARY CONSTITUENCIES**

The initial proposals published by the Boundary Commission for England on 8 June 2021 mean that the Lancaster and Fleetwood and Morecambe and Lunesdale Constituencies would cease to exist in their current form.

The proposal looks to create a Lancaster County Constituency of 19 wards. This will comprise the following 11 City Council wards:

Bulk, Castle, Elhel, John O'Gaunt, Lower Lune Valley, Marsh, Scotforth East, Scotforth West, Skerton East, University and Scotforth Rural and Upper Lune Valley.

Also included in the proposed Lancaster County Constituency would be eight Wyre Borough Council wards:

Brock-with-Catterall, Calder, Garstang, Great Eccleston, Hambleton and Stalmine, Pilling, Preesall and Wyresdale.

The remaining 16 City Council wards (shown below) form part of a proposed Morecambe and South Lakeland County Constituency, which would have 19 wards in total.

Bare, Bolton and Slyne, Carnforth and Millhead, Halton-with-Aughton, Harbour, Heysham Central, Heysham North, Heysham South, Kellet, Overton, Poulton, Silverdale, Skerton West, Torrisholme, Warton and Westgate.

Also included in the proposed Morecambe and South Lakeland County Constituency are three South Lakeland District Council wards:

Arnside and Milnthorpe, Bowness and Levens (part) and Burton and Crooklands.

The electorate for the proposed constituencies would be

Lancaster – 75,521

Morecambe and South Lakeland – 74,037

**CABINET****5.00 P.M.****2ND MARCH 2021**

**PRESENT:-** Councillors Erica Lewis (Chair), Dave Brookes, Gina Dowding, Merv Evans, Kevin Frea, Tim Hamilton-Cox, Janice Hanson, Colin Hartley, Caroline Jackson and Anne Whitehead

Officers in attendance:

Kieran Keane	Chief Executive
Mark Davies	Director for Communities and the Environment
Sarah Davies	Director of Corporate Services
Paul Thompson	Chief Financial Officer (Head of Finance & Section 151 Officer)
Luke Gorst	Head of Legal Services and Monitoring Officer
Debbie Chambers	Head of Democratic Services and Deputy Monitoring Officer
Kathy Beaton	Housing Strategy Officer
Fiona Clark	Planning Officer (Policy)
Liz Bateson	Principal Democratic Support Officer, Democratic Services

**115 MINUTES**

The minutes of the meeting held on Tuesday 9 February 2021 were approved as a correct record.

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

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

**117 DECLARATIONS OF INTEREST**

The following Councillors had declared an 'other' interest in the report on Confirmation of Article 4 Direction - Houses in Multiple Occupation: It was noted they had declared an 'other' interest when previous reports concerning Houses of Multiple Occupation were tabled at October's Cabinet meeting and December's Cabinet meeting (Minute 63 & 90 refer) and it was confirmed that their 'other' interest did not preclude them from voting on the item.

- Councillors Brookes, Jackson & Whitehead each lived in one of the areas affected.
- Councillor Hamilton-Cox owned a property within the area affected.

**118 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 Brookes, seconded by Councillor Dowding and there was no dissent to the proposal.

***Resolved unanimously:***

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

**119 CONFIRMATION OF ARTICLE 4 DIRECTION - HOUSES IN MULTIPLE OCCUPATION**

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

Cabinet received a report from the Director for Economic Growth & Regeneration which sought authority to confirm the Houses in Multiple Occupation Article 4(1) Direction made under the Town and Country Planning (General Permitted Development) Order 2015 (as amended) on 10th November 2020.

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

**Option 1: Confirm the non-immediate Houses In Multiple Occupation Direction Under Article 4(1) of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) and carryout the necessary steps as required by Schedule 3 of the Order.**

**Advantages:** The confirmation of the Article 4 will ensure that the controls come into force on 10th November 2021 and from that date the change of use from Class C3 (dwellinghouses) to Class C4 (small HMOs) will require planning permission thereby enabling policy DM13 of the DMDPD to be implemented effectively.

**Disadvantages:** Greater demands on resources to process planning applications and enforce the policy and Article 4.

**Risks:** Compensation claims may be made but the use of a non-immediate Article 4 will minimise the risk.

**Option 2: Do not confirm the non-immediate Houses In Multiple Occupation Direction Under Article 4(1) of the Town and Country Planning (General Permitted Development) Order 2015 (as amended).**

**Advantages:** No further resources will be required to apply the Article 4 or deal with the increase in applications and enforcement issues arising.

**Disadvantages:** This option would see a continuation of increases in small HMOs, contrary to the aims of policy DM13 and policies SP9 and DM1 which seek to ensure balanced communities.

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Risks: None
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The officer preferred option is Option 1: Confirm the non-immediate Houses In Multiple Occupation Direction Under Article 4(1) of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) and carry out the necessary steps as required by Schedule 3 of the Order.

Councillor Hanson proposed, seconded by Councillor Dowding:-

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That Cabinet confirms the Direction under Article 4(1) of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) to remove the permitted development rights for development consisting of a change of use from a Class C3 (dwellinghouse) of the Schedule of the Town and Country Planning (Use Classes) Order 1987 (as amended), to a use falling within Class C4 (houses in multiple occupation) of that Schedule, contained in Class L(b) of Part 3 Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 (as amended), in the Lancaster wards of Bulk, Castle, John O'Gaunt, Marsh, Scotforth East, Scotforth West, Skerton East and Skerton West, plus the village of Galgate.
- (2) That the Director of Economic Growth and Regeneration be authorised to effect the confirmation of the Article 4 to come into force on 10th November 2021 and to carry out the necessary steps as required by Schedule 3 of the Town and Country Planning (General Permitted Development) Order 2015 (as amended).

**Officer responsible for effecting the decision:**

Director for Economic Growth & Regeneration

**Reasons for making the decision:**

The decision is consistent with the Corporate Plan which includes ambitions to enhance community cohesion. The Lancaster District Local Plan includes policies which seek to improve the amenity of residents in Lancaster. Policies in the Strategic Policies and Land Allocations Development Plan Document (DPD) aim to ensure that development, including uses of buildings, create strong and vibrant communities (SP9). Policy DM1 of the Development Management DPD seeks to ensure mixed communities. Policy DM13 aims to manage the concentration of HMOs. The proposals seek to address the detrimental impacts of concentration of HMOs in accordance with the ambitions of the Corporate Plan and the Local Plan.

**120 UPDATE ON THE HOUSING LATCO**

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

Cabinet received a report from the Director for Communities and the Environment & Director for Economic Growth and Regeneration which asked Cabinet to note the progress in setting up the new Housing LATCo and to approve the new Housing LATCo structure, the arrangements that Cabinet members would become the sole members of the Shareholder Committee, approve the Shareholder Agreement and make budget provision through a loan facility from the Council to the LATCo once incorporated.

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

**Option 1: Approve the report and proposed governance arrangements with Cabinet agreeing to become members of the Shareholder Committee and approve the loan provision to the LATCo.**

Advantages: It allows the timely creation of the governance arrangements and scrutiny function that the Council is seeking to provide for the Housing LATCo. It streamlines the decision making process and administrative arrangements. The loan provision will allow the LATCo to become operational and be TECKAL compliant.

Disadvantages: Does create additional responsibilities for Cabinet members and additional administration and support from officers.

Risks: Could give rise to confusion about the role of Cabinet members and the Shareholder Committee.

**Option 2: Do not approve the report and consider alternative arrangements.**

Advantages: Could remove any confusion/overlap around distinct roles of Cabinet and the Shareholder Committee.

Disadvantages: It will create further delays in getting the Housing LATCo established and fully operational.

Risks: Loss of opportunity/reputational damage if delays are incurred.

The officer preferred option is Option 1. If the report is approved, it will allow the LATCo to be set up with appropriate governance arrangements in place. Thus, the Housing LATCo can become fully functional allowing the key housing and regeneration priorities already endorsed by Cabinet to be brought into fruition.

Councillor Jackson proposed, seconded by Councillor Dowding:-

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That Cabinet notes that the two distinct Housing Companies have been named Morehomes for the Bay (Investments) Limited and Morehomes for the Bay

(Developments) Limited.

- (2) That the Board of Directors for both Companies will, subject to appointment by the Shareholder Committee, comprise Executive Team officers.
- (3) That Cabinet approves the amended structure of the Housing LATCo.
- (4) That Cabinet agrees to become the sole members of the Shareholder Committee for both Companies.
- (5) That Cabinet approves the Shareholders Agreement (and any minor modifications needed hereafter) for signing, upon agreement of the document with the Board of Directors.
- (6) That Cabinet agrees to delegate to the Chief Finance Officer the negotiation of and arrangements for a loan up to a maximum value of less than £100,000 in order to cover the initial operating costs of the Company. The Loan will be established in a way that is compliant with both Council and Company financial policies and relevant legislation for a LATCo.

**Officers responsible for effecting the decision:**

Director for Communities and the Environment  
Director for Economic Growth & Regeneration  
Chief Finance Officer

**Reasons for making the decision:**

The decision is consistent with Council Priorities: Happy and Healthy Communities, a Sustainable District, an Inclusive and Prosperous Local Economy Local Plan and contributes towards the provision of housing to meet a locally identified need and opportunities to increase the choice and supply of good quality housing. The decision is also consistent with the Housing Strategy and directly aligns to the key actions identified in the Homes Strategy for Lancaster district 2020-2025. The financing arrangements put forward within the report will allow the Company to quickly establish itself and operate independently of the Council, whilst not breaching the regulations surrounding Teckal Companies.

**121 DELIVERING OUR PRIORITIES: Q1-Q3 2020-21**

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

Cabinet received a report from the Director of Corporate Services to provide an update with regard to the status of corporate projects and performance indicators; and to set out plans for the future development of monitoring and reporting these including a review of corporate measures, and the establishment of online dashboards containing information relating to each of the Council's priorities.

No options were provided. Cabinet was requested to consider the updates on projects and performance measures from March – December 2020 (Q1-Q3 2020-21) and approve in principle the approach to developing project, measure and resource monitoring and reporting as set out in the report.

Officers will work with the Cabinet sub-groups, advisory groups and external stakeholders during Q1 and Q2 2021/22 to put in place the new reporting framework and report back on progress each quarter. The changes will be iterative, and existing reporting will be improved to accommodate the new priorities, outcomes and measures.

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

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That the updates on projects and performance measures from March-December 2020 (Q1-Q3 2020-21) at Appendix A to the report be considered and endorsed.
- (2) That Cabinet approves in principle the approach to developing project, measure and resource monitoring and reporting set out in this report.

**Officer responsible for effecting the decision:**

Director of Corporate Services

**Reasons for making the decision:**

Establishing and developing processes for the monitoring of projects and performance measures will support the Council's whole range of activity to deliver its priorities and policies.

## 122 APPOINTMENT TO OUTSIDE BODIES

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

Cabinet received a report from the Chief Executive to appoint to the vacancies on three outside bodies following the resignation from Cabinet of Councillor Parr. The vacancies related to the Community Safety Partnership, Health and Wellbeing Partnership and the Morecambe Bay Partnership and Cabinet were recommended that the appointments be aligned as closely as possible to Individual Cabinet Members' portfolios.

It was proposed by Councillor Lewis, seconded by Councillor Frea and resolved unanimously when put to the vote:-

***Resolved unanimously:***

- (1) That Councillor Hartley be appointed to the vacancies on both the Community Safety Partnership and Health & Wellbeing Partnership and that Councillor Brookes be appointed to the vacancy on the Morecambe Bay Partnership and that the Outside Bodies be notified of the revisions.

**Officer responsible for effecting the decision:**

Chief Executive

**Reasons for making the decision:**

Representation on Outside Bodies is part of the City Council's community leadership role and is consistent with the Council's Plan and Priorities.

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Chair

(The meeting ended at 5.53 p.m.)

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

**MINUTES PUBLISHED ON FRIDAY 5 MARCH, 2021.**

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:  
MONDAY 15 MARCH , 2021.**

CABINET

5.00 P.M.

23RD MARCH 2021

**PRESENT:-** Councillors Erica Lewis (Chair), Dave Brookes, Gina Dowding, Merv Evans, Kevin Frea, Tim Hamilton-Cox, Janice Hanson, Colin Hartley, Caroline Jackson and Anne Whitehead

Officers in attendance:-

Kieran Keane	Chief Executive
Mark Davies	Director for Communities and the Environment
Sarah Davies	Director of Corporate Services
Jason Syers	Director for Economic Growth and Regeneration
Luke Gorst	Head of Legal Services and Monitoring Officer
Paul Thompson	Chief Financial Officer (Head of Finance & Section 151 Officer)
Debbie Chambers	Head of Democratic Services and Deputy Monitoring Officer
Iain Robertson	Head of Property, Investment and Regeneration
Joanne Wilkinson	Head of Housing
Liz Bateson	Principal Democratic Support Officer

**123 MINUTES**

The minutes of the meeting held on Tuesday 2 March 2021 were approved as a correct record.

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

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

**125 DECLARATIONS OF INTEREST**

No declarations were made at this point.

**126 PUBLIC SPEAKING**

Members were advised that there had been two requests to speak at the meeting from members of the public in accordance with Cabinet's agreed procedure, as set out in Cabinet Procedure Rule 18, with regard to the STEP Site Nomination Expression of Interest report (Minute 127 refers). Mr Rich Grant and Professor Malcolm Joyce addressed Cabinet in support of the report.

Following Mr Grant's address to Cabinet the Chair requested that standing order 17 (Cabinet Procedure Rule 17) be suspended to allow for questions to be taken from all members. The proposal was moved by Councillor Brookes, seconded by Councillor Hamilton-Cox and there was no dissent to the proposal.

***Resolved unanimously:***

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

Mr Grant responded to questions and Professor Joyce was then invited to address Cabinet and respond to questions. The Chair thanked the public speakers for their contribution to the meeting.

## 127 STEP SITE NOMINATION - EXPRESSION OF INTEREST

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

Cabinet received a report from the Director for Economic Growth and Regeneration which sought approval to submit an Expression of Interest nominating a site for the Spherical Tokamak for Energy Production (STEP) project to the United Kingdom Atomic Energy Authority (UKAEA).

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

#### Options Analysis

**Advantages:** The benefits to the community and economic advantages are outlined in the report. Lancaster City Council is collaborating with EDF at Heysham, Lancashire County Council, Lancaster University and other local stakeholders, institutions, industry supply chain and service providers to gather all relevant information for the EOI. It is understood that at some point in the near future, the decommissioning of Heysham Power Station may be implemented. This would have a significant negative impact on the local economy including revenue loss for the city council. The council has to investigate suitable alternatives to such an event and the STEP programme would provide an enduring benefit for the local economy.

**Disadvantages:** Not known at this stage

**Risks:** None at this stage, this is an Expression of Interest.

The officer preferred option was to submit the Expression of Interest.

In accordance with the Constitution Part 3, Section 3 of Overview and Scrutiny Procedure Rule 17 the Chief Executive had consulted with the Chair of Overview and Scrutiny prior to the Cabinet meeting in relation to Urgency and Call-in if the recommendation was approved. The reason for the urgency was that the Expression of Interest needed to be provided before the 31 March and if the report was called in the deadline would pass for the submission of the expression.

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

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

Councillors then voted:-

#### **Resolved:**

**(6 Members (Councillors Hamilton-Cox, Evans, Hanson, Hartley, Lewis & Whitehead) voted in favour, 4 Members (Councillors Brookes, Dowding, Frea and**

**Jackson) voted against.)**

- (1) That an Expression of Interest nominating a site for the Spherical Tokamak for Energy Production (STEP) project be submitted to the United Kingdom Atomic Energy Authority (UKAEA) prior to the deadline of 31 March 2021.

**Officer responsible for effecting the decision:**

Director for Economic Growth & Regeneration

**Reasons for making the decision:**

STEP (Spherical Tokamak for Energy Production) is an ambitious programme to design and build a prototype fusion power plant. In Autumn 2020, there was an open call to communities across the UK to host the prototype. UKAEA will make a recommendation to the Secretary of State for BEIS on the most suitable locations for STEP following a rigorous process of assessment using a defined set of key criteria. The decision enables an Expression of Interest to be submitted prior to the deadline on 31 March 2021.

**128 DECISION TO AWARD CONTRACT - SOLAR SCHEME SALC**

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

Cabinet received a report from the Director for Communities and the Environment which sought approval to provide the Chief Executive with delegated authority to award the contract for the solar scheme, air source heat pumps and building upgrades at Salt Ayre Leisure centre following the completion of a number of compliant procurement exercises.

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

**Option 1: Provide Delegated Authority to CEX**

**Advantages:**

- Enables officers to continue working at pace and deliver the project within the required timeframes in line with the PSDS funding set out by the department for Business, Energy and Industrial Strategy (BEIS)

**Disadvantages:** None

**Risks:** None – Procurement in line with the council's procurement strategy.

**Option 2: Reject Delegated Authority Request**

**Advantages:** • None.

**Disadvantages:** • Decision to award contract will require a cabinet decision. Cabinet has meetings scheduled on 13th April and 8th June 2021. The meetings do not align

with the programme of work needed to achieve a delivery deadline of September 2021. This puts the overall scheme at some risk.

The officer preferred option is Option 1: Award of Contract – Delegated Decision to Chief Executive - That Cabinet support the request to provide delegated authority to the Chief Executive to award the associated contracts when a decision is ready to be made in order to support and enable officers to meet the required delivery deadline.

Councillor Frea proposed, seconded by Councillor Brookes:-

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That Cabinet support the request to provide delegated authority to the Chief Executive to award the associated contracts when a decision is ready to be made.
- (2) That Cabinet notes the latest financial information surrounding the proposal and endorses its position to delegate acceptance of the grant to Director of Communities & Environment and Section 151 Officer.

**Officers responsible for effecting the decision:**

Chief Executive  
Director for Communities and the Environment  
Section 151 Officer

**Reasons for making the decision:**

The decision provides the Chief Executive with delegated authority to award the contracts and meet the tight timescales and conditions attached to grant funding and is consistent with the following Council priorities and cross-cutting themes:

- An inclusive and prosperous local economy. A proportion of the overall evaluation will include an element of social value, in line with the procurement strategy and contract procedure rules.
- Climate Emergency – Net zero 2030 ambition. SALC is the council's single largest CO<sub>2</sub> emitter within its property portfolio. This project is expected to reduce CO<sub>2</sub> from SALC by up to 58% and generate a net reduction of 12% for the council.

**129 LOCAL GOVERNMENT REFORM CONSULTATION RESPONSES**

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

Cabinet received a report from the Chief Executive which sought Cabinet's endorsement of the proposed approach to the government's consultation on Local Government Reorganisation and for Cabinet to recommend that approach to Council.

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

There is an option not to submit a response. The Council's full proposal indicates the benefits and opportunities which could be realised for residents and businesses by a Bay Unitary. By not submitting a response to consultation on the proposals submitted, the Council would significantly reduce its influence in the reorganisation of local government. This option is not recommended.

The officer preferred option is to submit responses to the government's consultation, taking the opportunity to influence decisions on local government arrangements for the area. Responding to the consultation does not create any specific risks for the council and would reinforce the strength of the proposal for the Bay unitary. Not responding to the consultation creates the risk that the Council is not able to influence the outcome of proposals.

Councillor Lewis proposed, seconded by Councillor Hanson:-

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That the Council report and appendices attached to the report be noted and Cabinet endorses and recommends to Council the proposed approach to the government's consultation on Local Government Reorganisation.

**Officer responsible for effecting the decision:**

Chief Executive

**Reasons for making the decision:**

Following the submission of the proposal for a unitary council for the Bay, the government has now opened up consultation on all four proposals for Cumbria, including the Bay proposal which includes Lancaster. This is an important opportunity for the Council to influence the future of local government in this area. At its meeting on 24 March Council will be asked to agree the key principles included in Appendices 1 and 2 to the report so that a response can be made by the deadline of the 19 April.

**130 MAINWAY FUTURE VISION**

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

Cabinet received a report from the Director for Communities and the Environment which provided an update on the Mainway estate project and sought authorisation to proceed to the next stages.

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

From the work undertaken so far it is clear this project provides an opportunity to work with the community to develop a vision for the Mainway area that contributes significantly towards the priorities agreed by the Council and outlined at the outset of this report. Work has been undertaken to start to develop the vision with further work required to set out clearly what the possibilities are. In order to deliver this vision a view on the different options for the buildings in the area is required.

There are essentially 4 options: -

A) Refurbish the existing buildings to extend their life by approximately 25-30 years. The cost of this option is estimated to be £23.5M. This option would still require tenants to be relocated whilst works were undertaken. The end product would still not meet the Council's standards for housing energy efficiency, health, safety and security. It would essentially be a short-term repair, with little prospect of recovering the investment from rent returns before a further development or repair project would be required.

B) Demolish and rebuild the estate. The cost of this option is estimated to be £37M (keeping a similar number of properties within the Council's portfolio). It is envisaged that the estate will mainly be built for social housing however further detailed analysis in terms of a mixed tenure scheme including opportunities for market and affordable rent, as well as other options and delivery through More Homes for the Bay (yet to be incorporated) will need to be considered. Additional properties could be considered however, to keep the integrity of the proposed new estate and ensure planning approval, this will be difficult.

C) Demolish the estate, sell the land and seek to rebuild elsewhere. This is the least worked up option. On the basis that a) there will be considerable demolition costs that will offset the value of the land b) the Council does not have alternative land to build equivalent properties and c) uprooting an established community and moving people elsewhere creates considerable conflicts with the Council's intended outcomes for the District and its residents.

D) Demolish the estate, sell the land and don't rebuild lost properties elsewhere. Along with option C this option has not been worked up in any detail. Properties would all need to be vacated within 5yrs- this would create a local housing crisis and creates a significant conflict with the Council's intended outcome for the District and its residents. There would be considerable risk to the future of the HRA through lost rental income.

Based on the work undertaken to date options A and B are the only options that are able to contribute to the Council's priorities. Option B is the one that provides the outcomes that best support the Council's priorities. The point has now been reached where in order to seek an investment decision from the Council, detailed proposals need to be brought forward that can be financially assessed and considered within the overall context of the Council's budget and priorities. To progress the project it is proposed that reserves from the Housing Revenue Account are used to undertake several key activities to progress the Mainway project. They are:

- Work with Elected Members, residents and partners and develop the overall vision for the project so that it is delivered in a way that best contributes to the Council's priorities.
- Commissioning the next phase of Master-planning and design works for option B. Producing a detailed Business Plan which enables the Council to proceed in resolving

the challenges at the site in a way which presents best value for the Council in achieving its priorities.

- Developing and delivering a Tenant Management Plan to support the detailed engagement and planning work that will be required to support our residents through a period where they will need to be rehoused on an interim basis.
- Establishment of a project management team, including external experts.

This work will result in a series of regular updates to Cabinet and stakeholders on progress and will seek to agree and bring forward the Business Plan and relevant financing details for the Project to September Cabinet.

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

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

Councillors then voted:-

***Resolved:***

***(9 Cabinet Members voted in support of the recommendations. Due to technical difficulties Councillor Hamilton-Cox who had seconded the recommendations, was unable to participate in the vote.)***

- (1) That Cabinet recognises the importance of this project and its' contribution to Council priorities.
- (2) That Cabinet recognises that without significant investment within the next 2-5 years residents will be required to leave their homes on the Mainway site.
- (3) That Cabinet agrees to the use of up to £300,000 from the HRA Business Support Reserve as set out in Section 11 of the report, in order to allow the next phase of the Mainway Project to proceed:
  - in developing a strategic vision for the site involving all key stakeholders,
  - commissioning site design works and concept designs,
  - developing the detailed Project and Business Plans through employing dedicated Project Manager resource, and
  - to develop and deliver the Tenant Management Plan.

Details of which will be presented to Cabinet in September 2021 which will detail the further calls on reserves and any borrowing requirements.

- (4) Cabinet provides authority for officers to engage with tenants, residents and other stakeholders in order to undertake a comprehensive data collection exercise to inform the design approach and dwelling mix of a proposed scheme as well as the Tenant Management Plan.
- (5) Cabinet authorises officers to cease the re-letting of void council properties in the first proposed phase (Bridge House, Captains Row, Derby House, Lune House and Park House).

**Officer responsible for effecting the decision:**

Director for Communities & the Environment

**Reasons for making the decision:**

The Mainway project represents a once in a generation opportunity to shape the development of our District in way that fully involves our community. The significance of this project is the contribution that it potentially makes to the delivery of the Council's priorities:

- A Sustainable District –Climate Emergency: The design and master planning will seek to ensure that the properties are resilient to a changing climate and are fit for a zero-carbon future.
- An Inclusive and Prosperous Local Economy – through the creation of jobs and training and opportunities for local companies. The reduction of blight at a key location, and provision of affordable, suitable housing which enables access to employment and reduces poverty. Ensuring money is spent locally.
- Happy and Healthy Communities – proposals contribute to the well-being of tenants, tackle health inequalities and provide quality housing and green space.
- A Co-operative, Kind and Responsible Council – working in partnership and truly listening to tenant voices through consultation has supported the future designs of the estate.

The decision is also consistent with the Local Plan and contributes towards the provision of housing to meet a locally identified need and opportunities to increase the choice and supply of social housing and will link directly to the Homes Strategy for Lancaster district 2020-2025.

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Chair

(The meeting ended at 6.15 p.m.)

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

**MINUTES PUBLISHED ON FRIDAY 26 MARCH 2021,**

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:  
WEDNESDAY 7 APRIL 2021 WITH THE EXCEPTION OF THE FOLLOWING:**

**MINUTE 127 CALL-IN HAS BEEN WAIVED ON THE STEP SITE NOMINATION EXPRESSION OF INTEREST REPORT.**

**MINUTE 129 WAS NOT SUBJECT TO CALL-IN AS IT WAS REFERRED TO THE COUNCIL MEETING ON 24 MARCH 2021.**

CABINET

5.00 P.M.

13TH APRIL 2021

**PRESENT:-** Councillors Erica Lewis (Chair), Dave Brookes, Gina Dowding, Merv Evans, Kevin Frea, Tim Hamilton-Cox, Janice Hanson, Caroline Jackson, Anne Whitehead and Jason Wood

Officers in attendance:-

Kieran Keane	Chief Executive
Mark Davies	Director for Communities and the Environment
Sarah Davies	Director of Corporate Services
Jason Syers	Director for Economic Growth and Regeneration
Paul Thompson	Chief Financial Officer (Head of Finance & Section 151 Officer)
Luke Gorst	Head of Legal Services and Monitoring Officer
Debbie Chambers	Head of Democratic Services and Deputy Monitoring Officer
Thomas Brown	Economic Development Officer
Liz Bateson	Principal Democratic Support Officer

*The Chair requested the observance of a minute's silence in recognition of the passing of the Duke of Edinburgh and on behalf of the residents of the Lancaster district extended condolences to Her Majesty, the Duke of Lancaster and her family.*

**131 MINUTES**

The minutes of the meeting held on Tuesday 23 March 2021 were approved as a correct record.

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

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

**133 DECLARATIONS OF INTEREST**

No declarations were made at this point.

**134 PUBLIC SPEAKING**

Following the approval of the Council Business Committee on 25 March 2021 it was noted that the Cabinet Procedure Rules had been revised to permit the Chair, at their discretion, to allow the non-Cabinet Councillors in attendance to ask questions on reports as they were introduced. The Chair welcomed participation from non-Cabinet members.

Members were advised that there had been a request to speak at the meeting from a member of the public in accordance with Cabinet's agreed procedure. Mr John O'Neill had requested to speak in support of the Morecambe BID renewal draft proposal (Minute 135 refers).

With the indulgence of the meeting there was a brief interlude at this point to address the technical issues that prevented Mr O'Neill from being able to participate in the live meeting although it was apparent that he was able to hear the discussions. Mr O'Neill's statement had been circulated to Cabinet prior to the meeting. Councillor Hanson was invited to introduce the report and Mr O'Neill was able to join the meeting via his telephone during that introduction and speak in support of the proposals.

**135 MORECAMBE BUSINESS IMPROVEMENT DISTRICT (BID) RENEWAL- DRAFT PROPOSAL**

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

Cabinet received a report from the Director for Economic Growth & Regeneration that provided context and information for the endorsement of proposals for a Morecambe Business Improvement District (BID) Renewal Ballot (closing on 29th July 2021) as required by statutory provisions. The report updated Members on the pre- and post-ballot issues and resource implications in relation to the city council's role in the BID renewal process. As the council was a potential levy payer, Members were asked to decide on council's voting intention in the BID Renewal ballot – yay, nay or abstain.

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

**Option 1: Do nothing (Put off decision until the production of Final Renewal Proposals)**

Advantages: No advantages.

Disadvantages: Creates uncertainty for Morecambe BID. Creates difficulties for Morecambe BID in developing its pre-ballot canvassing strategy and marketing/publishing activities around the BID Renewal Proposals.

Risks: Due to the impact of Covid-19 this Cabinet meeting is the last date proposals can formally be endorsed for July ballot to be comfortably enacted under statutory notifications. If there are issues with Renewal Proposal compliance at this stage a ballot could be delayed with knock on implications for Morecambe BID in terms of canvassing and for the council in terms of dealing with operational matters arising from a late 'Yes' ballot.

**Option 2: Endorse the draft BID Renewal Proposals with endorsement of final BID Renewal Proposals delegated to the Chief Executive.**

Advantages: Timely notice that the proposals are technically sound, and the final document is likely to be compatible with BID Regulations and council policy. Allows for minor and/or non-material technical amendments via officer scrutiny of final Renewal Proposals document. Allows Morecambe BID to continue to develop its pre-election canvassing strategy and marketing/publishing activities around the BID Renewal Proposals with confidence.

Disadvantages: No disadvantages identified.

Risks: No guarantee that BID Renewal Ballot will be successful.

**Option 3: Request material amendments to the draft Renewal Proposal for consideration/ endorsement at a future Cabinet meeting.**

Advantages: This would only be if it were considered (based on the draft) that a Final Renewal Proposal would be vetoed because matters contained conflict with council policy and extensive material changes are required. Allows for revised proposals to come forward which are compatible with council policy and regulatory requirements.

Disadvantages: Reputational implications for council if proposals are not endorsed without good reason. Potential delays Morecambe BID's commitment to pre-ballot canvassing strategy and marketing/publishing activities around the BID Renewal Proposals.

Risks: If there are issues with compatibility with the council's policy framework the onus would be on Morecambe BID to address any issues and prepare a technically/policy compatible Final Renewal Proposal. Risks are as Option 1 in that this Cabinet is, realistically, the last date proposals can formally be endorsed by Cabinet for a ballot to be enacted under the current statutory notification timetable.

On submission of a Final Renewal Proposal the local authority is obliged to endorse the BID proposal and approve it to go forward to a ballot if it meets the defined regulatory and policy tests. The draft proposals provide a good indication of whether it is likely the council needs to use its veto powers. The draft proposals do not conflict with any published council policies and a successful BID will continue to actively support the council's corporate priorities particularly in the areas of an Inclusive and Prosperous Local Economy and a Kind and Responsible Council and the cross-cutting themes of Community Wealth Building and Community Engagement. The work of Morecambe BID in canvassing opinion and consultation appear to show a good level of support for the way the BID proposals have been shaped. The amount of prior discussion between the BID proposer and the local authority before submitting the BID draft proposals to the authority has been sufficient and it is expected consultation will continue up to the submission of final proposals. The costs incurred and due in developing BID proposals, canvassing and balloting have been allowed for within the BID's current budget. There are no advantages in holding over on endorsement pending Final Proposals (Option 1) and officers consider there are no material alterations required (Option 3).

The preferred Option is therefore Option 2, to endorse the draft Renewal Proposals. It follows that an appropriate level of delegated authority is required to ensure the outstanding matters are addressed and so that final proposals can be approved to move forward to ballot. As these issues are mainly technical and operational it is recommended this be undertaken through delegated decision by the Chief Executive. Members should note the city council will continue to be liable for the levy on rateable property it occupies/holds should a ballot be successful (refer to Financial Implications). As a potential levy payer, the council is eligible to vote in a ballot. There are no statutory rules on how individual local authorities treat this. The Monitoring Officer advises that authority to vote is a decision for Cabinet. Previously the council has supported the proposal for establishing and renewing BIDs in Lancaster and Morecambe.

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

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

Councillors then voted:-

***Resolved unanimously:***

- (1) That the draft Renewal Proposals for Morecambe Business Improvement District (BID) Renewal Ballot be agreed as being in compliance with the statutory requirements and not in conflict with the council's corporate policy framework.
- (2) That approval of Morecambe BID final Renewal Proposals and the issue of an instruction to proceed to ballot is delegated to the Chief Executive.
- (3) That the current Operating Agreement and Baseline Agreement be revised to reflect any changes/amendments required between the parties and current council service provision respectively, with approval and post-ballot sign-off of the final documents delegated to the Chief Executive.
- (4) That Cabinet supports a 'yes' vote in the forthcoming BID renewal ballot.
- (5) That the amount to be charged for administration costs by the council should be based on the same percentage of levy as applies to Lancaster BID.

**Officers responsible for effecting the decision:**

Chief Executive  
Director for Economic Growth & Regeneration

**Reasons for making the decision:**

In working towards implementation of Business Improvement Districts the council will be achieving and/or reviewing and improving upon several of its Corporate Priorities 2020 Update. An Inclusive and Prosperous Local Economy through the continued support of new and existing enterprises. Kind and Responsible Council through partnership working with local businesses and organisations. The Priorities Update 2020 also contains cross cutting themes and the draft BID Renewal Proposals will actively support Community Wealth Building and Community Engagement.

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Chair

(The meeting ended at 5.27 p.m.)

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

**MINUTES PUBLISHED ON FRIDAY 16, APRIL 2021**

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:  
MONDAY, 26 APRIL 2021**