



LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

COUNCIL MEETING

**Wednesday, 23 July 2025 - 6.00
p.m.**

Morecambe Town Hall

Lancaster City Council welcomes members of the public to attend meetings. However, space in the public gallery is limited to 30 seats due to Fire Regulations. The seats are allocated on a first come, first served basis and no standing is permitted. Meetings are livestreamed please click [HERE](#) to watch using MS Teams. Please contact Democratic Support via email democracy@lancaster.gov.uk if you wish to register to speak or ask a question at this meeting. The deadline to register is noon on Friday 18 July 2025.

Mark Davies,
Chief Executive,
Town Hall,
Dalton Square,
LANCASTER,
LA1 1PJ



LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Sir/Madam,

You are hereby summoned to attend a meeting of the Lancaster City Council to be held in the Town Hall, Morecambe on Wednesday, 23 July 2025 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 18 June 2025 (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. **PETITION - CAMPAIGN TO PRESERVE THE GREEN BELT STATUS OF LAND BETWEEN MANOR LANE, SLYNE WITH HEST AND GREENWOOD DRIVE/AVENUE AND PINWOOD AVENUE/CRESCENT , BOLTON LE SANDS AND OBJECT TO ITS USE FOR DEVELOPMENT (Pages 5 - 9)**

To receive a Petition, notification of which has been received by the Chief Executive in accordance with the Council's Constitution.

In accordance with the Council's petition scheme, as the petition has over 500 signatures, it will be presented to full Council for debate.

9. **LEADER'S REPORT (Pages 10 - 13)**

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

REPORTS REFERRED FROM CABINET, COMMITTEES OR OVERVIEW AND SCRUTINY

10. **PAY POLICY STATEMENT 2025/2026 UPDATES AND PAY RATIOS (Pages 14 - 20)**

Report of People and Organisational Development Committee.

MOTIONS ON NOTICE

11. **MOTION IN SUPPORT OF THE MORECAMBE FESTIVAL MARKET, ITS TRADERS AND THEIR CUSTOMERS (Pages 21 - 24)**

To consider a motion on notice submitted by Councillors Ainscough, Cozler and Whitaker.

Briefing Note published 18 July 2025

OTHER BUSINESS

12. **EXECUTIVE ARRANGEMENTS - CABINET PORTFOLIOS (Pages 25 - 29)**

Report of the Senior Manager, Democratic Support and Elections.

13. **ALLOCATION OF SEATS TO POLITICAL GROUPS (Pages 30 - 33)**

Report of the Senior Manager, Democratic Support and Elections.

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

Group Administrators to report any changes to Committee Membership.

15. **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.

16. **MINUTES OF CABINET** (Pages 34 - 52)

To receive the Minutes of Meeting of Cabinet held 8 July 2025.



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Chief Executive

Town Hall,
Dalton Square,
LANCASTER,
LA1 1PJ

Published on, 15 July 2025.

PETITION

Title: We the undersigned support the campaign both to preserve the green belt status of land (land between Manor Lane, Slyne with Hest and Greenwood Drive/Avenue and Pinewood Avenue/Crescent , Bolton le Sands), and to object to its use for development.

Statement:

We the undersigned petition the council to retain the green belt status of the land between Slyne with Hest and Bolton le Sands and to reject proposals to build there. We ask that District housing targets are met by using more appropriate and sustainable locations. We would like our petition presented and debated by full council and to be offered an opportunity to present our issue to full council.

Justification:

The residents of Slyne with Hest and Bolton le Sands are passionate and proud of their villages. Each village has a distinct community and gives its residents a strong sense of place.

The retention of the green belt that has so effectively prevented the villages from merging and forming what would be essentially a town larger in population than Carnforth, is absolutely essential.

Both communities strongly opposed development of their green belt in the creation of the last Local Plan and opinions remain just as strong today.

We wish to retain our local green belt to ensure that the historic villages of Slyne with Hest and Bolton le Sands can continue to exist independently. We wish to safeguard the land for its wildlife, its beautiful views, its capacity to mitigate flooding and to retain our District's history.

To release this land for development would result in the urban sprawl of Lancaster marching forward virtually unchecked to Carnforth swallowing villages that the north Lancaster green belt was created to preserve. Only 3% of our District is designated as green belt. We do not need to sacrifice this small percentage for development. Developing our stunning piece of local green belt will not produce the truly affordable homes the District needs.

We should be true to our District's slogan 'Promoting City, Coast and Countryside.' Development of our green belt would be in stark contradiction to this.

COUNCIL

Petition – Land between Manor Lane, Slyne with Hest and Greenwood Drive, Greenwood Avenue, Pinewood Avenue and Pinewood Crescent, Bolton-le-Sands

23 July 2025

Report of Chief Officer: Planning and Climate Change

PURPOSE OF REPORT

This report acknowledges the receipt of a petition in respect of the above land, and describes the processes that should be followed in the event of any future planning application or reallocation of land via the Local Plan process.

This report is public.

RECOMMENDATIONS OF PORTFOLIO HOLDER FOR PLANNING

- (1) That Council receives and notes the petition.
- (2) That planning matters, including any future proposals for the development of this site, would be appropriately considered by the local planning authority, (including by the Planning Regulatory Committee). It would be inappropriate for Council to articulate a view outside of this regulatory process.

1.0 Procedural Matters

- 1.1 As part of its Petitions Scheme, the Council has received a petition in respect of the retention of the Green Belt status of the land described above.
- 1.2 Once a petition has reached 500 signatures, it may be presented and received by a meeting of Council, hence this covering report.
- 1.3 A link to the petition is provided under 'Background Papers' at the end of this report.

2.0 Proposal Details

- 2.1 The petition asks the Council to retain the Green Belt status of the land between Slyne-with-Hest and Bolton-le-Sands, and to reject any proposals to build on the land.

- 2.2 The land is not designated for development in the adopted Lancaster District Local Plan. It is designated as part of the wider North Lancashire Green Belt, which extends from the northern edge of Lancaster to the southern boundaries of Carnforth.
- 2.3 At the time of compiling this report, a planning application for residential development of the land had not been received. Notwithstanding this, and notwithstanding the current land designation, it is anticipated that a planning application for residential development is likely to be received by the local planning authority this Summer.
- 2.4 National Green Belt policy has recently changed due to revisions to the National Planning Policy Framework (December 2024). The impact of these changes has seen greater development pressures throughout the country on undeveloped areas of land, including some areas of Green Belt.
- 2.5 However, it is not the aim of this report to discuss national or local policy, nor the merits of development or of protection of this site. These would be matters for the independent local planning process, either when reaching a decision in respect of a planning application; or via public examination of any Local Plan that incorporated proposals for the land.
- 2.6 As such, Council is advised that debate of this issue is a matter for the local planning process, and not for Council.

3.0 Details of Consultation

- 3.1 Should a planning application be received, then the local planning authority would undertake statutory and public consultation in accordance with the provisions of the Town and Country Planning (Development Management Procedure) (England) Order 2015. There would be opportunities to submit representations in writing (including electronically), and to register to speak at the relevant Planning Regulatory Committee subject to the Council's public speaking guidance.¹
- 3.2 Should the site be considered for future allocation in the emerging Local Plan, the local planning authority would undertake statutory and public notification in accordance with the provisions of the Town and Country Planning (Local Planning) (England) Regulations 2012. This would involve public consultation at the Visioning and Options stage of the Local Plan and a further public consultation at the Draft Local Plan stage. The Plan would also be subject to independent public examination.²

4.0 Options and Options Analysis (including risk assessment)

- 4.1 There is only one option available to Council in these circumstances. That is, that Council receives and notes the content of the petition, but that it acknowledges that planning decisions are a matter for the local planning authority, and that consequently, Council is unable to debate the issue without fettering, or being perceived to fetter, the individual decision-making role of the local planning authority (including via its' Planning Regulatory Committee).

¹ Making Representations at Planning Committee, September 2024 - [Making representations at Planning Committee - Lancaster City Council](#)

² Local Plan Timetable, May 2025 - [Local Plan Timetable | Local Plan Review](#)

5.0 Conclusion

- 5.1 Whilst Council is recommended to receive and note the petition, it is anticipated that the debate regarding the status of this land is considered as part of the independent planning process.
- 5.2 Accordingly, Council thanks the signatories of the petition; but advises them that they should engage in the planning process should a planning application be received by the local planning authority, or in the event that the land is considered for reallocation as part of the emerging Local Plan process.

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

The impacts arising from this petition (or from any development of the land that is the subject of the petition) will be appropriately assessed via the independent planning process, should a planning application for development be received by the local planning authority, or should the land be considered for reallocation during the emerging Local Plan process.

LEGAL IMPLICATIONS

There is a statutory process to be followed with regards to land designation. The Council (in its role as Local Planning Authority) must follow the planning process as laid down by parliament. Critically, as explained in the body of the report, the Council must not tie its hands with regards to land designation. This may undermine any future decision making under the statutory process for land designation and may undermine work on the emerging Local Plan.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this request

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

There are no other resource issues arising from this report, or the petition that would not be considered via the independent planning processes described above.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no comments to make.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer would draw members attention to the legal implications above and would emphasise the need to keep the planning process separate from other Council business. The advice is for this matter not to be debated in the chamber.

BACKGROUND PAPERS

Link to e-petition:

Contact Officer: Mark Cassidy
Telephone: 01524 582390
Email: mcassidy@lancaster.gov.uk

ePetition - We the undersigned support the campaign both to preserve the green belt status of land (land between Manor Lane, Slyne with Hest and Greenwood Drive/Avenue and Pinewood Avenue/Crescent , Bolton le Sands), and to object to its use for development. - Lancaster City Council



Leader's Report

23 July 2025

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

- 1.1 Information on Cabinet matters is provided in the minutes from the Cabinet meeting 3 June later in this agenda.

2.0 Decisions required to be taken urgently.

- 2.1 The following decision has been taken during this period by the Chief Executive in consultation with the relevant Cabinet Members and the Chair of the Overview and Scrutiny Committee and is being reported in accordance with Rule 16.02 Access to Information Rules.

UB138	Bridge House, Remediation of Defective Render	Published: 05.06.25 Call-in Waived
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Reason for Urgency: The need to undertake the work as quickly as possible due to the immediate risk to health & safety from falling render.

Further details can be found in the 8 July Cabinet papers.

3.0 Leader's Comments

Eden Morecambe Project.

- 3.1 We have welcomed John Pye to working out of Morecambe Town Hall and he has attended a number of local events. The work on travel planning has continued with the consultant WSP attending a Morecambe meeting to present progress so far.

Local Government Reorganisation and Devolution

- 3.2 Lancashire District Leaders have met on three occasions including a special face to face meeting in Chorley in order to agree and refine the position of districts. Chief Executives of the twelve districts have continued work to assemble the baseline information required to support decision-making for the November submission to government. Districts are not in full agreement, but it is accepted that we are likely to make a submission for a three or a four unitary split. The information will be made available to those wishing to establish any other re-organisation submission. Chief Executives have allocated work within their pan Lancashire team and prepared specifications for consultant support where necessary. The costs for this will be met by the government allocation of £300 000. Lancashire county council have suggested a two unitary submission.
- 3.3 At government level there has been more information regarding Neighbourhood Committees including that they would be funded and their responsibilities might include parks and youth work. Mayors are to be elected by SV rather than first past the post to have "the greatest possible democratic mandate." Local councils are no longer allowed to have the committee system. Whilst our submissions must be presented for November the Minister stated that the second tranche of councils to move to full devolution was waiting on the assent of the Treasury. Both our MPs were invited by us to a briefing regarding the current situation on LGR which Lizzi Collinge attended. There was a good discussion and we were interested to see MPs preferences for the division of Lancaster.

City Council Priorities

- 3.4 Cabinet and Senior Leadership Team have met to do a joint force field analysis of our situation regarding current priorities and to look at agreed ways of moving forward. There has been a briefing for all members on the new Fit For The Future groups and their remit. The importance of the benefits they should provide was discussed and officers are doing more work to make these clearer and more closely linked to savings or improved efficiency. The Fair Funding Review has now been confirmed which will change the way that the government revenue support grant is allocated to councils (it will be allocated according to need) as well as reset the business rates system. Both of these changes are likely to have consequences for city council funding. Briefings will be held with members as soon as there is more clarity about the situation.

Cabinet Meetings

- 3.5 Cabinet has met once with a very long agenda - details of the meeting are elsewhere in the report. Several cabinet briefings and informal meetings have taken place in order to refine and move forward papers coming to the early and late July cabinet.

Assets and Developments

- 3.6 Work is ongoing with assets, particularly the future use of Wilkos, and Ryelands House, and we are still hoping for a decision in July as to its future. The Social Housing Regulator called a meeting with the Housing team and portfolio holder regarding the state of our council housing and was happy enough to suggest a further meeting in three months. A similar team went to Bristol at the invitation of MIAA to meet the Bristol housing team and see a development of modern methods construction housing which was very impressive. Good links were forged and we hope to take advantage of advice from them on how to get council and affordable housing developed at greater pace in this district.

Events, celebrations and achievements

- 3.7 A small number of officers and members was privileged to attend the Municipal Journal Awards in London because of our finalist position in a number of categories. We were hugely pleased to win the award for Leadership in responding to the climate emergency. Congratulations to everyone involved for their hard work and outstanding achievement. It was also very satisfying to see the same team at work in Liverpool at the LGA Conference, presenting on our Climate Emergency Local Plan.
- 3.8 During Refugee Week the city council hosted Global Link's Escape to Safety installation and an evening public meeting to present the work of various groups in the district which support refugees and asylum seekers. The City Council supported and a number of members spoke at the Pride event in Lancaster and also attended Armed Forces Day in Morecambe. The Chief Executive and I attended the Local Government Association Conference and went to a number of useful presentations, particularly on health and social care. I was a panel member on a discussion of Devolution Prospects and Pitfalls and we both enjoyed attending our Climate team's presentation.
- 3.9 Finally, we were sad to have to say goodbye to Stephy Anderson who has been the Chief Executive and Leader's support and organiser for nearly seven years. Her successful effort to keep us in the right place at the right time and sort out the endless clashes has been fantastic. Moreover, her work since COVID for the well-being of the whole organisation had brought about a change in culture and attitudes and made everyone's life more kind and more healthy. Our loss is definitely ChipTech's gain.

Caroline Jackson

4.0 Decisions

The following decisions were scheduled to be considered by Cabinet on 8 July 2025

Establishment of Habitat Banks in Lancaster District
Local Government: Morecambe Town Council 'Memorandum of Understanding'
Local Government: Carnforth Town Council 'Memorandum of Understanding'
City Museum Redevelopment
Lancaster City Centre Car Parking Strategy
Reporting in of Urgent Business
Electric Vehicle Charging Hub
Salt Ayre Data Centre
Lancaster Canal Quarter Early Phase Housing Proposals – Progress Update and Future Delivery
Canal Quarter Regeneration Phase III (Heron Works) - Progressing Development Design, Planning Approval, and Delivery

No Officer Delegated Key Decisions have been taken since the last Leader's report.

The following Individual Cabinet Member Decisions have been taken since the last Leader's report.

ICMD 3	Sustainable Food Places Gold Award	Published on 29.05.25 Taken by: Cllr Paul Hart
ICMD 4	Procurement of Leasehold Furniture Supplier to Council Housing Tenants	Published on 04.06.25 Taken by: Cllr Caroline Jackson
ICMD 5	Skerton House Passenger Lift Modernisation	Published on 09.06.25 Taken by: Cllr Caroline Jackson
ICMD 6	Procurement of Road Sweeping Vehicles for the Cleansing Department	Published on 17.06.25 Taken by: Cllr Paul Hart
ICMD 8	Green Ayre Improvement Programme	Published on 17.06.25 Taken by: Cllr Paul Hart

Background Papers

Cabinet agenda of the meeting held on 8 July 2025

COUNCIL

Pay Policy Statement 2025/2026 updates and Pay Ratios Wednesday 23rd July 2025

Referral from People and OD Committee

PURPOSE OF REPORT

To ask that Council consider and agree the People and OD Committee's recommendation for amends to the Pay Policy Statement for 2025-2026

This report is public

RECOMMENDATIONS

- (1) To consider and recommend to Full Council, on 23rd July 2025, minor amends to the Pay Policy Statement 2025-2026

1.0 Introduction

- 1.1 The Pay Policy Statement 2025-2026 was approved at People and OD Committee on 6th March 2025 with some minor suggested amends to be considered at a future meeting. In its original form the Pay Policy Statement 2025-2026 was then approved at Full Council on 12th March 2025, as required by the Localism Act 2011.
- 1.2 The document 'Pay Policy 25.26 amends' is included in the background papers and consists of the Pay Policy Statement 25.26 as agreed at Full Council, with tracked changes to reflect the relevant updates as requested by People and OD Committee.

2.0 Proposal Details

- 2.1 Sections 14.2 and 14.3 reflect changes requested at People and OD Committee on 6th March 2025.
- 2.2 Section 14.5 includes the addition of pay ratios, as discussed at Full Council on 12th March 2025. It should be noted that this is to be incorporated into the Pay Policy document and is not a separate policy, as is common practice in local authorities.

3.0 Conclusion

- 3.1 Members are asked to consider and recommend the amends to the 2025-2026 Pay Policy to Full Council.

CONCLUSION OF IMPACT ASSESSMENT

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

No notable impact.

LEGAL IMPLICATIONS

The Council has a statutory obligation, pursuant to s38 of the Localism Act 2011 to approve annually a Pay Policy Statement

FINANCIAL IMPLICATIONS

No financial implications

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

There are no resource implications arising from this report

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no comments

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no comments.

BACKGROUND PAPERS

2025-2026 Pay Policy Amends

Contact Officer: Alex Kinch

Telephone: 01524 582083

E-mail: akinch@lancaster.gov.uk

Lancaster City Council Pay Policy Statement 2025 - 2026

1. Introduction and Purpose

- 1.1 In accordance with the requirements of Section 38 of the Localism Act 2011, this Pay Policy statement has been produced to reflect the Council's approach to pay policy for the year 2025/2026.
- 1.2 This statement sets out the Council's policies in relation to the remuneration of our Chief Officers and all other employees. It also clarifies the relationship between Chief Officer remuneration and the remuneration of our lowest paid employees.
- 1.3 The purpose of this statement is to demonstrate transparency with regards to setting the pay of Council employees.

2. Setting Terms and Conditions

- 2.1 The Council's Chief Officers, including the Chief Executive, are employed under the nationally agreed Joint Negotiating Committee (JNC) terms and conditions. All other employees are employed under the nationally agreed National Joint Council (NJC) terms and conditions.
- 2.2 Pay increases relating to cost of living are agreed nationally by the NJC and JNC negotiating bodies.

3. Definitions of Chief Officers within Lancaster City Council

- 3.1 Chief Officers (in senior positions) within this Council are currently defined as the Chief Executive, and:
 - Chief Officer – Resources (S151)
 - Chief Officer – Governance (Monitoring Officer)
 - Chief Officer – People and Policy
 - Chief Officer – Planning and Climate Change
 - Chief Officer – Sustainable Growth
 - Chief Officer – Environment and Place
 - Chief Officer – Housing and Property
- 3.2 In addition to the above, the Council has further posts which may fall into the wider statutory definition of Chief Officer posts via reporting lines, although they are not designated as such within this Council. These other posts are as follows
 - Senior Manager – Democratic Services
 - Senior Manager - ICT
- 3.3 All the posts named at 3.2 fall into a pay grade which currently starts from £59,157 up to a maximum pay point of £73,705 (grade 14). The terms of service for these posts are governed by the National Joint Council for Local Government National Agreement on Terms and Conditions of Service (the NJC Green Book).
- 3.4 The Monitoring Officer function attached to the Chief Officer – Governance post, and the Section 151 Officer role attached to the Chief Officer – Resources posts are paid an allowance for this responsibility.

An allowance of £9,000 (per annum) is made for the Monitoring Officer and 151 Officer functions. An allowance of £6,000 per annum is divided up and awarded pro rata to Deputies carrying out these statutory functions (e.g. 1 Deputy for each role would attract £6,000, 2 Deputies £3,000).

4. Remuneration of the Chief Executive

- 4.1 The post of Chief Executive (which also acts as Head of Paid Service) is paid on a fixed salary of £131,256. There has not been an agreement of pay award for 2025/2026, therefore the salary will remain the same as 2024/2025, pending any national pay award agreement.

5. Remuneration of other Chief Officers

- 5.1 Chief Officers are paid within a band which starts from £75,396 up to a maximum of £82,732. There has not been an agreement of pay award for 2025/2026, therefore the salary will remain the same as 2024/2025, pending any national pay award agreement.

Statutory Chief Officers are remunerated in accordance with their technical expertise and background.

6. Policy on Other Aspects of Chief Officer Remuneration

- 6.1 Aside from 'pay' there are other aspects of Chief Officer remuneration which are outlined below:
- 6.1.1 **Travel and other expenses:** reimbursed through normal Council policies and procedures in the same way for all staff.
- 6.1.2 **Bonuses:** The terms of employment do not provide for the payment of any bonuses.
- 6.1.3 **Honoraria:** through normal Council policies and procedures in the same way for all staff.
- 6.1.4 **Severance arrangements (for Chief Officers ceasing to hold office):**
The Council's normal policies in relation to redundancy and early retirement apply to these posts, in line with relevant regulations.
Any payments falling outside the provisions above or the relevant periods of notice within the contract of employment shall be subject to formal decision made by People and OD Committee, as per the constitution.
- 6.2 There are no provisions for any other increases or additions to Chief Officer remuneration, other than as outlined in this policy.

7. Returning Officer Fees

- 7.1 Fees for Returning Officers and other electoral duties are identified and paid separately for local government elections, elections to the UK Parliament and EU Parliament and other electoral processes such as referenda. As these relate to performance and delivery of specific election duties as and when they arise, they are distinct from the process for the determination of pay for Chief Officers.

8 Other Chief Officer Conditions of Service

- 8.1 The other terms and conditions of service are set out in the relevant conditions of service handbooks, as follows:

Chief Executive: The Joint Negotiating Committee for Local Authority Chief Executives – Conditions of Service

All other Chief Officers: The Joint Negotiating Committee for Chief Officers in Local Authorities – Conditions of Service

9. Pension Contributions

- 9.1 For all employees, including Chief Officers, where employees have exercised their right to be a member of the Local Government Pension Scheme, the Council will make contributions to the Pension Fund in line with the Employer contribution rates determined by the Actuary.

10. Recruitment of Chief Officers

- 10.1 The Council's policy and procedures in relation to the recruitment of Chief Officers is set out within the Council's Constitution.
- 10.2 When recruiting for all posts, the Council will take full and proper account of all provisions of employment legislation and its own agreed policies.
- 10.3 The remuneration offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. New appointments for staff up to and including Chief Officers are normally made at the minimum of the grade for the post, although this can be varied if necessary, to ensure the best candidate can be appointed.
- 10.4 Where the Council is unable to recruit Chief Officers, or there is a need for interim support to provide cover for a substantive Chief Officer post, the Council will, where necessary, consider engaging individuals under a 'contract for service' (rather than them being direct employees of the Council). These will be sourced through a relevant recruitment process, under relevant Officer delegations, ensuring the Council is able to demonstrate the maximum value for money from securing the service.

11. Approval of Salary Packages in Excess of £100K

- 11.1 Before any offer of appointment is made, the Council will ensure that salary packages in excess of £100,000 will be considered by full Council. This salary package will be defined as base salary, bonuses, fees, routinely payable allowances and any benefits in kind which are due under the contract.

12. Re- Employment of Former Chief Officers

- 12.1 It is the Council's policy not to re-employ any Chief Officer who was previously made redundant from the authority / received any other severance payment, or later engage them under a contract for service or interim contract except under exceptional circumstances

13. Publication and Access to Information regarding Chief Officer Remuneration

- 13.1 Upon approval by Council, the Pay Policy Statement will be published on the Council's website. In addition, relevant information will be reported in the Council's annual Statement of Accounts.

14. Payment of Lower Paid Employees within the Council

- 14.1 The Council uses the NJC negotiated pay spine (i.e. a nationally agreed and defined list of salary points) as the basis for its local pay structure, which determines the salaries for most of its workforce. The Council uses the NJC payspine SCP 3 - 47.
- 14.2 The Council operates a Job Evaluation Scheme to determine the pay grade for posts and uses the Willis Towers Watson Global Grading Scheme. Job evaluation is carried out by the HR team and recognised Trade Unions are given the opportunity to review the scoring.
- 14.3 The Council ensures that all staff (aside from Apprentices) are paid at least the 'Real Living Wage' rate. The lowest pay rate within the pay structure is Spinal Column Point (SCP) 3, which us uplifted to ensure the Council pays automatically defaults to the Living Wage on 1st April each year and the Council uses this to define its 'lowest paid' employees.
- 14.4 The Council employs Apprentices who are not considered within the definition of 'lowest paid employees'. They are paid under the separate Apprentice Pay Rates, the highest of which equates to the real Living Wage rate.
- 14.5 The Council does not have a policy on maintaining a specific pay ratio between its Chief Officers and its lowest paid staff, although it is conscious of the need to ensure that Chief Officer salaries are not excessive. The Hutton Report recommends the use of Chief Executive pay compared to median earnings as a relevant measure of the relationship between pay rates across the workforce and the data transparency code recommends the publication of the ratio between the highest paid salary and the median average salary of the whole of the authority's workforce.

For information, as of 1 May 2025, the Council employed 676 full time-equivalents in post and therefore the median average salary has been calculated as the 338th occurrence which for 2025/26 equates to £30,060 per annum. The lowest earnings is currently £24,309 per annum. Both amounts are pay award pending.

- As of 1 May 2025, the pay levels within the Council define the multiple between the median (average) full time equivalent earnings and the Chief Executive as 1:-4.37. Put simpler, the Chief Executive pay is equal to 4.37 median salary amounts
- As of 1 May 2025, the pay levels within the Council define the multiple between the lowest earnings and the Chief Executive as 1:5.40. Put simpler, the Chief Executive pay is equal to 5.40 lowest salary amounts-
- The ratio is significantly below the ceiling ratio of 1:20 for the public sector recommended by The Hutton Review in order to support fair and equal pay. As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

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15. Pension Contributions

- 15.1 Where employees have exercised their right to join the Local Government Pension Scheme, the Council agrees to contribute to the Scheme at rates set by Actuaries.

16. Payments on Termination

- 16.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers, prior to retirement, is set out within its policy statement and in accordance with:

- Local Government (Early Termination of Employment Discretionary Compensation) (England and Wales) Regulations 2006.
- Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007.
- Local Government Pension Scheme (Admin) Regulations 2008 (regulation 66).
- The Local Government Pension Scheme Regulations 2013.
- The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.

17. Changes to Pay Policy

- 17.1 Should any amendments be required to this policy during the year, then matters will be reported to the People and OD Committee for consideration, for subsequent referral to Council.

18. Accountability and Decision Making

- 18.1 In accordance with the Constitution of the Council, People and OD Committee are responsible for decision making in relation to policies for recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

MOTION ON NOTICE**MOTION: MOTION IN SUPPORT OF THE MORECAMBE FESTIVAL MARKET, ITS TRADERS, AND THEIR CUSTOMERS**

The Council seeks to acknowledge the vital role Morecambe's Festival Market plays in the community, the opportunity it provides for small local businesses and sole traders, and in delivering the council's mission for sustainable growth. However, the seasonal nature of the market's business requires that the council, which owns and maintains the market itself, to show flexibility and consideration to those who operate out of it so it can serve Morecambe and the visitor economy all year round.

The Council notes:

- The vitality of the market to Morecambe and its visitors as an accessible and affordable place to shop and do business.
- The importance of traders at the market who make its operation possible, and as such the necessity to attract and maintain Morecambe's fantastic small businesses and sole traders.
- Concerns raised by market traders about the inflexibility of the Council's management of the market, and concerns raised by residents about the vitality of the market as a result.

The Council commends:

- The Festival Market traders for their continued work despite the difficulties posed by the seasonal nature of their hard work and lack of attention paid to that work by the current council administration.
- The work of Madame Mayor, Councillor Pattison in promoting the success of the market in her business as a councillor and advocate for Morecambe.

The Council regrets:

- The difficulties faced by market traders in light of the Council's current approach to rent and debt collection, which lacks an awareness of the ebbs and flows to Morecambe's seasonal economy.
- The lack of investment in the Festival Market, which has worsened the impact of seasonality on its ability to trade, such as in the absence of effective heating.
- That it has been unable to support market traders who have left the Festival Market, by choice or financial pressure, in keeping their business within its walls.

The Council resolves:

- To task the leader of the Council to clarify which cabinet member is responsible for the Morecambe Festival Market, the cabinet member for Morecambe Regeneration

and Local Economy or the cabinet member for Lancaster Regeneration and Local Economy.

- To task that cabinet member to contact current market traders with an opportunity to hear their thoughts and to consider them in light of the pressures they are under and the ability of the council to relieve that.”

PROPOSERS:

Councillors Joanne Ainscough, Claire Cozler and David Whitaker

OFFICER BRIEFING NOTE

Background

The Festival Market is located in the centre of Morecambe adjacent to the Platform and Reel Cinema surrounded by large area of car parking and easily accessed by bus and train. It has been operating since 1996 – so coming up to 30 years next year.

It was designed as a multi use space for festivals, events and covered market. Therefore originally traders would bring in and takeaway all their goods on market days. Effectively it was planned to operate as an outdoor market that was covered up.

It is decades since it was used for festivals and events.

The Festival Market now comprises a covered area containing over 90 stalls and 15 separate units. It provides for the sale of a range of commodities including clothing, luggage, books, arts and crafts. There are also food stalls and two cafés.

The market is open Tuesday, Thursday, Saturday and Sunday from 9am - 4.30pm (October to March) and 9am - 5pm (April to September) and all Bank Holidays from Easter to August.

The market now operates in such a way that stall holders keep their stock at the premises and do not need to vacate each day.

The Festival Market provides an additional attraction to the town adding to its vitality and viability.

The Festival Market falls under the Portfolio for Cabinet Member for Morecambe Regeneration and Local Economy

The Building

It is acknowledged there are issues with regard to the building. These are picked up by the markets staff on a day to day basis and resolved as early as possible. The Festival Market (as with other Council owned buildings) has also recently been the subject of a building condition survey. This highlighted a range of work needed to be done to the market in short ,medium and longer term. This work is being programmed alongside other Council assets. It should be noted that the building was designed as a covered space rather than an indoor space.

Finance Matters

The current fees for stallholders and units are as follows:

Festival Market Rents 2024/25	WINTER - October to March	SUMMER – April to September
Permanent Stalls Full month	£260	£355
Shops Full Month	£325	£430
Longstanding permanent traders can utilise an empty stall to display their licenced commodity at the following rates until such time as the stall is allocated to a permanent trader:	Half stall per month £100	Half stall per month
	Full stall per month £150	Full stall per month
Casual 'Pop Up' Stalls	£30.00	£30.00

It is worth highlighting that these are structured to account for the seasonal nature of the market and differences in footfall.

Officers also regularly benchmark the fees with other similar markets across the North West. For example for a stall on the covered market in Chorley charges around £425 equivalent peak and £380 off peak.

Presently the 15 market shop units are fully occupied. However, the Market has 27 vacant stalls which is a 28% vacancy rate.

Some traders are in debt and the Council has negotiated specific payment plans with these traders to reduce and eliminate these debts. Terms reflecting the seasonal nature of the market have also been offered. Furthermore, the traders have been offered advice from the Council's Economic Development function regarding business advice and support.

The Council does of course have policies in place regarding debt management which provide the flexibilities to balance the needs of businesses with the responsibility the Council has for the public purse.

Financial Comments

The Festival Market has contributed the following surpluses to the General Fund over the previous 3 financial years :-

- 2022/23 £16K
- 2023/24 £28K
- 2024/25 £43K

Note that the above figures do not include notional charges (capital charges, IAS19 (Pension) charges, internal support service recharges etc.) and these are accounting entries exclusive of current debt levels which are discussed further below.

With regard to business rates, all the shops and stalls are separately rated, however the Council are billed for any empty shops/stalls and also stalls which are used for display purposes.

As part of the corporate property review there is £323K of revenue expenditure earmarked in 2026/27 mainly for re-roofing works.

The income budget for 2025/26 is £322K and this rises annually with inflation leading to a projection of £344K being included in the 2026/27 forecast.

Income Management Arrangements

Income management is administered by Managed by service and stall holders are invoiced monthly.

With regard to the financial years up to and including 2024/25, the amount of debtor income outstanding relating to those years is c.£90K of which c. £27K is over 2 years old as at 30 June 2025. A number of stall holders are currently under referral to the agency and are all still trading with no repayment plan being agreed and in place. Several stall holders are still trading which have long standing debt but have not yet been referred to the agency, whilst incurring debt within this financial year. The highest individual debt amount is c.£13K. Going forward, it is estimated that 10% of annual income will be subject to long-term recovery and potentially be written off at some point in the future.

MONITORING OFFICER'S COMMENTS

The Council has a fiduciary duty to protect public funds for its residents. This includes the recovery of outstanding debts and to charge for its services both efficiently and fairly, ensuring processes and decisions are equitable and proportionate

SECTION 151 OFFICER'S COMMENTS

As referenced by the Monitoring Officer, the Council has a fiduciary duty to protect public funds for its residents. This includes the recovery of outstanding debts and to charge for its services both efficiently and fairly, ensuring processes and decisions are equitable and proportionate. The Council's approach to income management is similar to that in place at other public sector bodies. Inconsistent application of the policy, or revisions to allow subdivision of debtor type has the potential to open the floodgates for other similar type of debtors and may result in increased losses to the Council

COUNCIL**Executive Arrangements - Cabinet Portfolios****23 July 2025****Report of the Senior Manager, Democratic Support
and Elections****PURPOSE OF REPORT**

To report to Council on a change to Cabinet Membership and various changes to Cabinet Portfolios made by the Leader.

This report is public

RECOMMENDATIONS

- (1) That Council notes a change to Cabinet Membership and changes to the Cabinet Portfolios made by the Leader, as set out in this report.**

1.0 Introduction

- 1.1 Rule 2 of the Cabinet Procedure Rules provides for the Leader to present the names of the people appointed to Cabinet and the detailed remits of their portfolios to Council. There have been some changes to the portfolios which require reporting at this meeting.

2.0 Cabinet Portfolios

- 2.1 On 21 July 2025, Councillor Nick Wilkinson's portfolio area of Lancaster Regeneration and Local Economy was taken on by the Deputy Leader, Councillor Peter Jackson. Councillor Peter Jackson's portfolio area of Communities, Well-being and Partnerships was taken on by Councillor Mandy Bannon, with the exception of the portfolio area of Salt Ayre Leisure Centre, which remains with Councillor Peter Jackson. Two other changes were made to portfolios relating to this change. Councillor Sam Riches took on responsibility for Museums and Councillor Martin Bottoms took on responsibility for Theatres and Visitor Information. These areas were formerly in Councillor Wilkinson's portfolio.

3.0 Detailed Portfolios

- 3.1 For clarity, all Cabinet Members, the titles of their portfolios and the areas that they have particular responsibility for with their portfolios, are shown on the appendix to this report.

4.0 Conclusion

- 4.1 Council is asked to note the change to the Cabinet Members and their portfolios set out above.

CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing): No direct impact	
LEGAL IMPLICATIONS This report is in line with the requirements in the Constitution.	
FINANCIAL IMPLICATIONS: None identified.	
OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces: None identified	
SECTION 151 OFFICER'S COMMENTS The Section 151 Officer has been consulted and has no comments to add.	
MONITORING OFFICER'S COMMENTS The Monitoring Officer has been consulted and has no comments to add.	
BACKGROUND PAPERS The Council's Constitution, published on www.lancaster.gov.uk	Contact Officer: Debbie Chambers Telephone: 01524 582057 Email: dchambers@lancaster.gov.uk

APPENDIX

Leader – Councillor Caroline Jackson

Principal Spokesperson
Emergency Response
Council Priorities & Principles
Comms
Eden

Housing and Homelessness

Council Housing
Homelessness
Private Sector Housing
Social Housing
Caravan Sites
Traveller Sites
Refugee / Asylum Seeker Housing
Home Improvement Agency

Deputy Leader – Councillor Peter Jackson

Deputise for the leader as required
Salt Ayre Leisure Centre
Lancaster Regeneration and Local Economy
Lancaster BID
High Streets
Markets
Regeneration
Community Wealth Building/ Local Supply Chains
Jobs and Skills – Including Green Skills
Digital Strategy and Implementation
Canal Quarter
Business Recovery (Response to economic shocks)
Business Support & Information
Parking

Councillor Mandy Bannon

Communities, Well-Being and Partnerships

Rural Communities and AONB
Partnerships – Police, NHS, Morecambe Summit, Community Events
Public order and antisocial behaviour
Voluntary, faith and community groups
Health & Well-Being
Community Safety Partnership
Community Connectors /UKSPF
Community resilience and recovery
Household Support Fund

Councillor Martin Bottoms

Morecambe Regeneration and Local Economy

Morecambe BID
Sustainable Business Innovation
Economic development and growth
Community Wealth Building/ Local Supply Chains
Tourism and Marketing
Arts, culture and festivals
Frontierland
Engineers
(and Theatres and Visitor Information)

Councillor Sam Riches

Climate Action

Flood Prevention
Low Carbon Energy Generation and Energy Conservation
Climate Emergency Response (cross portfolio)
Climate Change Resilience
District Net Zero Partnership
Retrofit and Electrification
EV charging
Active Travel and Modal Shift (Strategic development Implementation and Monitoring)
Low Carbon Sector
(and Museums)

Councillor Tim Hamilton-Cox

Finance and Property

Strategic Control of Financial Resources
Treasury Management
Audit and Risk Register
Financial Services
Revenues and Benefits
Property and Assets (Commercial and Investment, Civic and Operational, Council Owned Community Facilities)
ICT

Councillor Paul Hart

Environmental Services

Waste and Recycling
Parks and Green Spaces
Café and recreational facilities
Commons, Reserves, Open Spaces
Water including Rivers and Coast
Nature Conservation
Biodiversity
Street Cleansing
Environmental Health and Enforcement
Allotments, Food Production and Food Waste

Councillor Sally Maddocks

Corporate Services

Human Resources; Fair Work Charter, Equalities

Corporate Performance Management

Legal Services:

Enforcement – Fly tipping, littering, dog fouling, PSPS

Procurement and Fair Trade

Democratic Services (Democratic Support, Induction Civic, Mayoral & Elections)

Governance

Customer and Advice Services

Licensing

Civic Facilities Management (Operational)

Hospitality management

Councillor Sue Tyldesley

Planning

Planning including Local Plan

Conservation and Urban Design

Transport Policy– Air quality

Development and Building Control

Compulsory Purchase

Neighbourhood Plans



Allocation of Seats to Political Groups

23 July 2025

Report of the Senior Manager, Democratic Support and Elections

PURPOSE OF REPORT
To advise Council of the calculations relating to the allocation of seats in accordance with the Local Government and Housing Act 1989 due to a change of the political composition of the Council.
This report is public.

RECOMMENDATIONS

- 1) That in accordance with Section 15 of the Local Government and Housing Act, 1989 and Part 4 of the Local Government (Committees and Political Groups) Regulations, 1990, the City Council approves the calculations and allocation of seats set out in this report.

1.0 Introduction.

- 1.1 Since the calculation of seats was approved at the Council’s Annual Meeting in May, Councillor Harris resigned from the Labour Group on 16 June 2025, which has had an impact on the political composition of the Council. A new calculation is therefore contained in this report for consideration by Members.

2.0 Composition of the Council

- 2.1 The make-up of the Council is now:

Green	23
Labour	20
Liberal Democrats	7
Conservative	5
MBIs	3
Non-aligned Independent	3
	<hr/>
	61

3.0 Political Balance on Committees

- 3.1 If political balance was calculated separately on each committee the figure would be as set out below for each size of committee:-

3.2 15 Member Committee (Planning Regulatory)

Green	23/58x15 = 5.9483 (6)
Labour	20/58x15 = 5.1724 (5)
Liberal Democrat	7/58x15 = 1.8103 (2)

Conservative	$5/58 \times 15 = 1.2931$ (1)
MBI	$3/58 \times 15 = 0.7756$ (1)
	Total (15)

10 Member Committee (Licensing Regulatory)

Green	$23/58 \times 10 = 3.9656$ (4)
Labour	$20/58 \times 10 = 3.4483$ (3)
Liberal Democrat	$7/58 \times 10 = 1.2069$ (1)
Conservative	$5/58 \times 10 = 0.8262$ (1)
MBI	$3/58 \times 10 = 0.5172$ (1)
	Total (10)

9 Member Committees x 2 (Overview and Scrutiny, Budget and Performance)

Green	$23/58 \times 9 = 3.5690$ (4)
Labour	$20/58 \times 9 = 3.1034$ (3)
Liberal Democrat	$7/58 \times 9 = 1.0862$ (1)
Conservative	$5/58 \times 9 = 0.7759$ (1)
MBI	$3/58 \times 9 = 0.4655$ (0)
	Total (9)

7 Member Committees x 5 (Personnel, Audit, CBC, Appeals, Standards)

Green	$23/58 \times 7 = 2.7759$ (3)
Labour	$20/58 \times 7 = 2.4138$ (2)
Liberal Democrat	$7/58 \times 7 = 0.8448$ (1)
Conservative	$5/58 \times 7 = 0.6034$ (1)
MBI	$3/58 \times 7 = 0.3621$ (0)
	Total (7)

- 3.3 If all the Committees could be calculated individually, as shown above, the result for the 78 places would give an overall total out of the 78 seats of:-

Green	$6+4+8+15$	$= 33$
Labour	$5+3+6+10$	$= 24$
Liberal Democrat	$2+1+2+5$	$= 10$
Conservative	$1+1+2+5$	$= 9$
MBI	$1+1+0+0$	$= 2$
	TOTAL	<u>78</u>

- 3.4 However, the individual committee calculations are a guide only to the balanced composition of each committee. The calculation of the 78 committee places on all standing committees **must** be undertaken using rules A-E, set out in s. 15(5) of the Local Government and Housing Act 1989. Those rules are explained in **Appendix A** and the aggregate calculation is as shown on the table below.

	May 2025	Actual	Rounded	July 2025	Actual	Rounded	Change
Green	23/59x78	30.4068	30	23/58x78	30.9310	31	+1
Labour	21/59x78	27.7627	28	20/58x78	26.8965	27	-1
Liberal Democrat	7/59x78	9.2542	9	7/58x78	9.4138	9	-
Conservative	5/59x78	6.6102	7	5/58x78	6.7241	7	-
Morecambe Bay Independents	3/59x78	3.9661	4	3/58x78	4.0345	4	-
TOTALS			78			78	-

4.0 Adjustments and Conclusion

- 4.1 Members are requested to agree the new calculation and note that the Labour Group are obliged to pass across a seat on a committee to the Green Group in compliance with the rules set out in **Appendix A**. The Labour Group has already indicated to Democratic Support that the seat they wish to pass is one on the Appeals Committee.

CONCLUSION OF IMPACT ASSESSMENT

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

There are no direct implications as a result of this report.

FINANCIAL IMPLICATIONS

There are no financial implications as a direct result of this report.

SECTION 151 OFFICER'S COMMENTS

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

LEGAL IMPLICATIONS

This report has been prepared in accordance with the provisions of Section 15 of the Local Government and Housing Act, 1989 and Part 4 of the Local Government (Committees and Political Groups) Regulations 1990.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no comments.

BACKGROUND PAPERS

Contact Officer: Debbie Chambers
Telephone: 01524 582057
E-mail: dchambers@lancaster.gov.uk

THE RULES

The main rules are set out in s. 15(5) LGHA, and they are to be applied sequentially. So Rule B cannot override Rule A; Rule C cannot override Rules A and B; and Rule D cannot override Rules A, B or C. An additional rule is set out in s. 16.

Rule A: all the seats on a committee or sub-committee may not be allocated to members of the same political Group. Note that this does not require that each political Group needs to be represented on each committee or sub-committee.

Rule B: where a majority of the members of Council are members of the same political Group, a majority of the seats on each committee and sub-committee must be allocated to that political Group. So, where there is a majority Group, it must be allocated a minimum of 2 seats on each committee or sub-committee of 3 members, 3 seats on each committee or sub-committee of 4 members, and so on. This means that, where a political Group enjoys a narrow majority on Council, that majority Group will be allocated significantly more seats than would result from simple proportionality. Incidentally, the combination of Rules A and B reinforces the point that the minimum size of a committee or sub-committee ought to be 3.

Rule C: deals with the aggregate of seats on all committees, taken together. [It does not apply to sub-committees, joint committees or outside bodies (see later)]. It provides that, subject to Rules A and B, the relationship between the total number of committee seats allocated to each Group and the total number of seats on all committees must, as near as possible, be the same as the relationship between the number of members of the Group as a proportion of the total number of members of Council. This is subject to Rules A and B.

Rule D: Having worked out how many committee seats are to be allocated to each political Group, Rule D then determines which committees those seats relate to. Rule D now says that, taking each committee separately, the seats on that committee must be allocated as close to proportionately as possible, without offending Rules A, B or C.

There is also a "**Rule E**", inserted into s.16 by reg. 16(3), which provides that, where appointments to seats are to be made other than in accordance with Rules A to D (i.e. to seats which are not allocated to a political Group) then the Council or the committee must appoint members to those seats who are not members of a political Group. The exact wording is:

"(2A) Where appointments fall to be made to seats on a body to which section 15 applies otherwise than in accordance with a determination under that section, it shall be the duty of the authority or the committee, as the case may be, so to exercise their power to make appointments as to secure that the persons appointed to those seats are not members of any political Group."

CABINET

6.00 P.M.

8TH JULY 2025

PRESENT:- Councillors Caroline Jackson (Chair), Peter Jackson, Martin Bottoms, Tim Hamilton-Cox, Paul Hart, Sam Riches, Sue Tyldesley and Nick Wilkinson

Apologies for Absence:-

Councillor Sally Maddocks

Officers in attendance:-

Mark Davies	Chief Executive
Luke Gorst	Chief Officer - Governance and Monitoring Officer
Paul Thompson	Chief Officer - Resources and Section 151 Officer
Jonathan Noad	Chief Officer - Sustainable Growth
Shaun Crossman	Solutions Architect
Carolyn Dalton	Museum Development Manager
Elliott Grimshaw	Business Imp & Project Delivery Lead
Paul Hatch	Principal Planning Policy Officer
Isabella Maher	Project Manager
Liz Bateson	Principal Democratic Support Officer

18 MINUTES

The minutes of the meeting held on Tuesday 3 June 2025 were approved as a correct record.

19 ITEMS OF URGENT BUSINESS AUTHORISED BY THE LEADER

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

20 DECLARATIONS OF INTEREST

Councillors Bottoms and Hart expressed an interest in Agenda item 8 Local Government: Morecambe Town Council 'Memorandum of Understanding' in their capacity as being Morecambe Town Councillors.

21 PUBLIC SPEAKING

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

22 ESTABLISHMENT OF HABITAT BANKS IN LANCASTER DISTRICT

(Cabinet Member with Special Responsibility Councillor Tyldesley)

Cabinet received a report from the Chief Officer Planning and Climate Change to agree to the approach to securing local Habitat Banks within the district by entering into legal agreements with offsite biodiversity unit providers and approve progression of a Council-

owned Habitat Bank delegating specific designation of Council-owned land for habitat banks to the Chief Officer – Planning and Climate Change, following case-by-case consultation with the other relevant Chief Officers comprising the Council's Senior Leadership Team.

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

Given that there are 2 proposals, both proposals are separately analysed in this section.

Proposal 1: S106 agreements to secure private land with a Habitat Management and Monitoring Plan (HMMP) for Offsite Biodiversity Net Gain

	Option 1: S106 agreement with private landowners to secure offsite biodiversity gains	Option 2: direct landowners to Responsible Bodies for conservation covenants
Advantages	<p>Provides revenue to oversee compliance with the S106 agreement.</p> <p>Council can work with landowners so proposals contribute to local nature recovery and potentially align with other policy, e.g. Green and Blue Infrastructure/LNRS/ flood risk reduction.</p> <p>Example templates for legal agreements are available (Planning Advisory Service).</p>	<p>No responsibilities for Council, just ensure biodiversity units are registered and correctly allocated to in-district developments post1decision</p>
Disadvantages	<p>Requires input from multiple services to determine acceptability of proposal and minimise risk of need for future enforcement.</p>	<p>May be more expensive for landowner, depending on Responsible Body criteria may only take large projects.</p> <p>Habitat bank may be set up out of district.</p> <p>No revenue to Council.</p>
Risks	<p>May only get small scale proposals from developers for their own developments, rather than habitat banks at large scale.</p> <p>Habitat bank business might fail during the 30-year period. Could require a bond to insure against this, but it may affect viability in early stage.</p> <p>Unforeseen events (e.g.</p>	<p>Entry into S106 is discretionary, but Council could be seen as unreasonable in refusing a viable option, especially if challenged in an appeal on a developer-led proposal).</p>

	catastrophic storm, fire or new disease – but landowner would not be penalised in such cases).	
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Proposal 2: Development of a habitat bank on Council-owned land

	Option 1: Enter into a S106 agreement with Chorley Council for habitat bank at Burrow Beck solar array	Option 2: To not enter into a S106 Agreement with Chorley Council, and to further explore alternatives
Advantages	<p>S106 is a legal agreement type known to both Councils.</p> <p>Low cost for S106 monitoring role payable to Chorley Council (c. £8000 plus legal costs) as Chorley has assessed the site as small and low risk.</p> <p>A simple stand-alone agreement, with no need for a reciprocal arrangement.</p> <p>Cost of maintenance of habitat at this site will be met by the revenue from the solar farm, whether or not the site becomes a habitat bank.</p> <p>Revenue from sale or allocation of biodiversity units can be used to help set up habitat banks on other Council land for when</p>	None
Disadvantages	<p>Council has 30+ year commitment. Would limit any other development on the site during the period.</p> <p>Small cost to set up agreement and carry out future monitoring and report, but minor compared to potential income from sale/allocation of units.</p>	<p>Not entering into a S106 to deliver the habitat bank would result in the Council having to search the open market for suitable units to buy in the future (for its own developments).</p> <p>There would be a loss of opportunity for potential income generation.</p>
Risks	<p>Possible risk that units delivered could be less than forecast, but metric and HMMP has been deliberately conservative.</p> <p>Uncertainty about future monetary value of biodiversity units – depends on demand.</p>	Alternative Habitat Banks may be located outside the district and could result in the exporting of biodiversity provision outside the district.

	Low financial risk as site management is funded by solar farm income, not dependent on sale of biodiversity units.	
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In respect of Proposal 1, the preferred option is Option 1 (i.e. to enter into S106 agreements with private landowners to secure off-site biodiversity gains).

Private landowners providing off-site biodiversity gain locally will help development viability locally and so contribute to delivery of housing targets.

If private habitat banks are set up at scale locally this has potential to contribute to nature recovery and other local policy aims.

Off-site provision of biodiversity gain must be legally secured by S106 (or conservation covenant). Developers that need to make significant biodiversity gains can also use this method to secure net gain for individual developments, although scrutiny will be needed at application and post-application stages to assess viability and risks.

In respect of Proposal 2, the preferred option is Option 1 (i.e. to enter into a S106 Agreement with Chorley Council for a habitat bank at Burrow Beck Solar Array.

A S106 agreement with Chorley Council is the only opportunity currently available with another local authority. Chorley Council is further ahead in preparation of S106 agreements for habitat banks including agreement with another Council which means that there is a process ready to adopt for this proposed S106 agreement.

The Burrow Beck solar array at Bailrigg offers a low-risk opportunity for Lancaster City Council to start its first habitat bank. With Chorley Council willing to enter a hosting agreement to legally secure the habitat bank, this gives an opportunity to make a start, fitting with the timescale for the solar farm delivery. It is expected that if this option is adopted the habitat bank can be registered this year and start to make allocations of units.

This report set out the preferred way forward for (i) securing habitat banks throughout the district and (ii) utilising the timely delivery of the Burrow Beck solar array to deliver the Council's first habitat bank.

It is intended that the approach adopted by Chorley Council (Appendix 1 to the report) will continue to be used until such time as guidance is reviewed and amended.

Separate to this report, future consideration will need to be made about the priorities for the allocation or sale of units in future, and the price at which any units should be offered for sale (if they were to be made available to private developers, rather than being solely allocated to the council's own future developments). It is anticipated that any strategic decisions regarding this will be a matter for Cabinet, at the appropriate time.

Councillor Tyldesley proposed, seconded by Councillor Bottoms:-

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

Councillors then voted:-

- (1) That approval be given to Lancaster City Council entering into standalone legal agreements (Section 106 Agreements) with private landowners to secure offsite Biodiversity Gain Sites ('Habitat Banks') which will:
 - (a) Allow Officers to engage with landowners who wish to create a 'Biodiversity Gain Site' of 'Habitat Bank';
 - (b) Use Biodiversity Net Gain (BNG) habitat banking criteria to inform the assessment of proposed habitat banks;
 - (c) Enable officers, upon receipt of information from landowners to enter negotiations with landowners with a view to (i) checking proposals are suitable and acceptable for offsite Biodiversity Net Gain; and (ii) agreeing a Section 106 (or 'S106') to secure the site and a Habitat Management and Monitoring Plan (HMMP) for a minimum of 30 years, as appropriate;
 - (d) Permit the Chief Officer - Planning and Climate Change, or officers authorised by the Chief Officer, to negotiate S106 agreements on this matter and amend the guidance in light of experience and/or updated guidance or legislation from government; and,
 - (e) Allow for sign-off of the legal agreements.
- (2) That the development of habitat banks on Council-owned land be progressed as follows:
 - (a) To support Council officers in work to put Council assets forward for off-site BNG, the decision to create habitat banks on individual sites will be delegated to the Chief Officer of Planning and Climate Change, informed by an approved business case on a site-by-site basis as appropriate;
 - (b) To agree to the negotiation of a S106 agreement with Chorley Council for a habitat bank on Council-owned land at Bailrigg (Burrow Beck) solar array.

Officer responsible for effecting the decision:

Chief Officer Planning & Climate Change

Reasons for making the decision:

The decision is in accordance with key objective of increasing biodiversity in the Council Plan, particularly Action 1.4 on Ecology & Biodiversity and consistent with the Local Plan; particularly Policy DM44 on the protection and enhancement of biodiversity.

The proposals also support specific actions in the Biodiversity Action Plan approved by Cabinet in 2024, particularly (a) Action 1.3 on developing an internal monitoring system to support the delivery of BNG across the district, ensuring delivery and condition can be monitored over 30 years; (b) Actions 6.1 & 9.4 on exploring the preparation of a local off-site BNG register at either a local or county level; and (c) Action 6.2 on investigating opportunities for BNG delivery on Council owned land. Given that the proposals described in this report are aligned to both formal Policy Frameworks documents previously approved by full Council and the Biodiversity Action Plan previously approved by Cabinet then Cabinet is the appropriate body for decision making body for proposals that would create working arrangements with another local planning authority and establishing the necessary biodiversity net gain implementation management

arrangements to enable BNG to be appropriately and objectively managed on Council-owned assets.

23 LOCAL GOVERNMENT: MORECAMBE TOWN COUNCIL 'MEMORANDUM OF UNDERSTANDING'

(Cabinet Member with Special Responsibility Councillor Peter Jackson)

Cabinet received a report from the Chief Executive to request that Cabinet adopts the Memorandum of Understanding (MOU) between Lancaster City Council and Morecambe Town Council.

As Members of Morecambe Town Council Councillor Bottoms and Hart had declared an interest in this item.

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

	Option 1: Adopt the MOU and commit the council to the stated objectives and priorities.	Option 2: Do not adopt the MOU and do not commit to the objectives and priorities.
Advantages	If adopted, the Chief Executive will sign the MOU and establish a meeting structure and action plan.	No advantages are identified for this option.
Disadvantages	No specific disadvantages are identified for this option.	If not adopted, the Council will have less emphasis on local government collaboration and less structured communication with Morecambe Town Council. This may reduce opportunity for progressive and collaborative action that benefits Morecambe residents.
Risks	None identified.	None identified.

The officer recommended option is to proceed with adopting the MOU so that the Chief Executive can sign the MOU and move towards the delivery of outcomes (Option 1).

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

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

Councillors then voted:-

Resolved:

(7 Members (Councillors Hamilton-Cox, Hart, Caroline Jackson, Peter Jackson, Riches, Tyldesley & Wilkinson) voted in favour, and 1 Member (Councillor Bottoms) abstained.)

- (1) That Cabinet agrees to the principles and objectives as detailed in the Memorandum of Understanding and authorises the Chief Executive to sign on the Council's behalf.

Officer responsible for effecting the decision:

Chief Executive

Reasons for making the decision:

The report provides details of the objectives of the MOU and outlines the content and importance for effective local government collaboration amidst a period of potential change. Cabinet adoption of the MOU will enable officers to progress with the aims of this collaboration.

Effective local government communication and action aligns with the strategic principles of the Council Plan 2024-2027. Most notably this will evidence an informal partnership for shared ambitions.

24 LOCAL GOVERNMENT: CARNFORTH TOWN COUNCIL 'MEMORANDUM OF UNDERSTANDING'

(Cabinet Member with Special Responsibility Councillor Peter Jackson)

Cabinet received a report from the Chief Executive to request that Cabinet adopts the Memorandum of Understanding (MOU) between Lancaster City Council and Carnforth Town Council

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

	Option 1: Adopt the MOU and commit the council to the stated objectives and priorities.	Option 2: Do not adopt the MOU and do not commit to the objectives and priorities.
Advantages	If adopted, the Chief Executive will sign the MOU and establish a meeting structure and action plan.	No advantages are identified for this option.
Disadvantages	No specific disadvantages are identified for this option.	If not adopted, the Council will have less emphasis on local government collaboration and less structured communication with Carnforth Town Council. This may reduce opportunity for progressive and collaborative action that benefits Carnforth residents.
Risks	None identified.	None identified.

Councillor Peter Jackson proposed, seconded by Councillor Bottoms:-

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

Councillors then voted:-

Resolved unanimously:

- (1) That Cabinet agrees to the principles and objectives as detailed in the Memorandum of Understanding and authorises the Chief Executive to sign on the Council's behalf.

Officer responsible for effecting the decision:

Chief Executive

Reasons for making the decision:

Effective local government communication and action aligns with the strategic principles of the Council Plan 2024-2027. Most notably this will evidence an informal partnership for shared ambitions.

The report provides details of the objectives of the MOU and outlines the content and importance for effective local government collaboration amidst a period of potential change. Cabinet adoption of the MOU will enable officers to progress with the aims of this collaboration.

25 CITY MUSEUM REDEVELOPMENT

(Cabinet Member with Special Responsibility Councillor Wilkinson)

Cabinet received a report from the Chief Officer Sustainable Growth that sought support for the project to redevelop the City Museum.

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

	Option 1: Do nothing	Option 2: Support a smaller scheme to re-develop the City Museum displays and public spaces	Option 3: Support scheme for full redevelopment of the City Museum.
Advantages	Cheaper in the short term	Will refresh the public offer of the City Museum and increase its visitor numbers, helping to increase income and support the High Street	Will refresh the public offer, create new public spaces, visitor footfall, income, opening hours, staffing levels and school visits. At the same time support the visitor economy (helping to retain

			visitors to Eden within the district) and the High Street (helping reduce anti-social behaviour in Market Square) and support community building/cohesion and wellbeing. Opportunity to create links with the Library next door for an enhanced cultural offer.
Disadvantages	Museum Service and City Museum building will continue to deteriorate and become unfit for purpose.	City Museum building in need of significant infrastructure repair and improvements (minimum £0.5m over the next 10 years). Significant damage to the building has been caused by water ingress, which has also damaged collections. Building currently has poor public facilities (e.g. no toilets), poor accessibility (e.g. no lift). Redisplaying the museum will not provide enough income to significantly increase staffing levels and opening hours or reduce spend through energy efficiencies.	Will require considerable Council resources in terms of officer time. Will require the City Museum to close for around 3 years from 2029-32. Will mean long-term borrowing on the part of the Council (although the intention is that this will be repaid from the increase in museum income).
Risks	Museum Service will become unsustainable and will cease to exist with negative consequences for Lancaster High	Council has to pay the full cost of building repairs and infrastructure improvements (such as re-wiring) and new displays.	That the City Museum redevelopment is not as successful as planned and the liability for the debt repayment returns

	Street, Visitor Economy, local communities, local schools and the future of the museum collections.	Museums unable to develop income to the point where it supports +50% of museum turnover or can cover the costs of borrowing to support museum developments. City Museum becomes unfit for purpose due to inaccessibility and lack of public facilities.	to the Council from museum budgets.
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Option 3 is the officer preferred option – detailed work by Barker Langham established that a larger-scale redevelopment project had the greatest chance of success and of securing the museum and the building into the future. The Museum Service Review established that the City Museum building and displays require significant investment in order to support the sustainability of the City Museums and become the flagship for the district's heritage that it has the potential to become, telling the amazing and unique story of the area and its people.

Councillor Wilkinson proposed, seconded by Councillor Bottoms:-

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

Councillors then voted:-

Resolved:

(7 Members (Councillors Bottoms, Hamilton-Cox, Hart, Caroline Jackson, Peter Jackson, Riches & Wilkinson) voted in favour, and 1 Member (Councillor Tyldesley) abstained.)

- (1) That the draft Expression of Interest (EOI) is approved with permission given to the Chief Officer for Sustainable Growth in consultation with the Portfolio Holder to make any minor amendments before submission to the National Lottery Heritage Fund (NLHF).
- (2) That, following notification of a successful EOI, £95,000 is allocated from Council Reserves to support the work required before any Development Phase application to the NLHF can be made.
- (3) That the decision on whether to submit the Development Phase application to NLHF will be a future Cabinet decision.

Officer responsible for effecting the decision:

Chief Officer Sustainable Growth

Reasons for making the decision:

It is in the long-term interests of the Council to progress the work to redevelop the City Museum and its building (Lancaster's old Town Hall) by supporting the submission of an Expression of Interest to National Lottery Heritage Fund and approving the funds needed to develop a Development Phase application.

The redevelopment of the City Museum and consequent increase in sustainability for the City Museum(s) supports the Council Plan in three main ways:

3.3 Access to Culture & Leisure – project 'Developing a vision and action plan for the City Museums'

4.1 Value for money – part of the Fit for the Future/OBR project

2.4 Investment & Regeneration

The project also supports the Council's Culture & Heritage Vision.

26 LANCASTER CITY CENTRE CAR PARKING STRATEGY**(Cabinet Member with Special Responsibility Councillor Wilkinson)**

Cabinet received a report from the Chief Officer Sustainable Growth to consider the next steps in agreeing and approving the Lancaster City Centre Parking Strategy and Action Plan to give explicit policy support and further certainty to the achievement of the city council's car parking and wider social, environmental and economic objectives.

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

	Option 1: Do not approve the revised Lancaster City Centre Car Parking Strategy and Action Plan	Option 2: Approve the revised Lancaster City Centre Car Parking Strategy and Action Plan
Advantages	No advantages identified	<p>Provides a clear policy framework for delivering an improved parking portfolio aligned with the council's broader goals on economic vitality, climate action, and housing.</p> <p>Provides a statement that can be considered within the context of regional decisions on local transport and movement policy / resources.</p> <p>Confirms support for previously agreed city council capital and revenue interventions.</p> <p>Provides an explicit response to the draft strategy consultation</p>

		feedback and business/community concerns by confirming policy intent as well as active delivery.
Disadvantages	<p>Fails to provide an explicit response to consultation and fails to provide a policy design . shape to feed into regional transport objectives and regeneration goals.</p> <p>Council does not further commit to evidence-based policy planning, which may erode trust in decisions. Creates uncertainty limiting strategic planning and reducing the council's ability to coordinate land use. Difficult to consider release of further Canal Quarter sites for affordable housing as the target strategic parking numbers could not be maintained without the proposed interventions and underpinning policy justification.</p>	
Risks		

Following Members' consideration and confirmation that the proposals meet the council's objectives and its wider policy aspirations, Option 2 is preferred. The strategy is a policy document which outlines controlled, phased, and pragmatic investment in Lancaster's future parking infrastructure as a significant element of local transport and regeneration infrastructure planning.

Councillor Wilkinson proposed, seconded by Councillor Tyldesley:-

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

Councillors then voted:-

Resolved unanimously:

- (1) That the Lancaster City Centre Car Parking Strategy and Action Plan 2025–2028 (including its strategic aims, delivery framework, and implementation timeline) be approved.
- (2) That a strategy review is progressed through 2027 including performance data, user feedback, and updates to delivery priorities.

- (3) That individual project decisions will return to the relevant authority (Cabinet/Portfolio Holder) where further staged approvals or funding decisions are required subject to correct governance and due diligence being in place.

Officer responsible for effecting the decision:

Chief Officer Sustainable Growth

Reasons for making the decision:

Concerns from the business community, about the long-term provision of public parking, and general parking are understood. Through the revised Lancaster City Centre Car Parking Strategy and Action Plan, alongside ongoing work with county council, the issue will be addressed at a strategic city-wide level, with appreciation of the statutory strategic policy imperatives the city council is working within.

The council recognises that having an appropriate level of car parking in the city is important to support the economy and provide a range and choice of transport options and to ensure accessibility for the less mobile and populations underserved by public transport. An agreed strategic parking portfolio delivered as part of the revised Lancaster City Centre Parking Strategy provides critical context and framing for the council's ambitions to provide parking provision that is fit for purpose and fit for the future.

The decision is consistent with the Council Plan:

A Sustainable District – car parking provision and car use is a consideration in meeting the challenges of the council's declared Climate Emergency and a range of other council objectives.

An Inclusive and Prosperous Local Economy – building a sustainable and just local economy that benefits people and organisations needs to consider car parking provision as a key feature of accessibility for certain groups and communities.

Healthy and Happy Communities – tackling car parking provision and some of the negative consequences inherent in the current portfolio will contribute to healthy and happy community objectives

A Co-Operative, Kind and Responsible Council – further consultation and ongoing discussion with stakeholders will achieve the best outcomes for in tandem with running efficient quality public services, of which car parking provision is a key service provision

27 REPORTING IN OF URGENT BUSINESS DECISION

In accordance with the Scheme of Delegation to Officers (Part 2, Section 7 – Delegations to the Chief Executive Matters of Urgency) the Chief Executive submitted a report to Cabinet with details of an urgent decision taken following consultation with the Leader, deputy Leader and with the agreement of the Chair of Overview & Scrutiny. The Urgent Decision related to the procurement of a contractor to carry out urgent works on Bridge House, Lancaster following defects discovered to the cladding and was taken on 5 June 2025. (UB 138 refers).

Resolved unanimously:

That the Urgent Decision taken by the Chief Executive on 5 June 2025 be noted.

28 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor Riches and seconded by Councillor Caroline Peter Jackson:

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

Members then voted as follows:-

Resolved unanimously:

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

29 ELECTRIC VEHICLE CHARGING HUB (Pages 17 - 20)**(Cabinet Member with Special Responsibility Councillor Riches)**

Cabinet received a report from the Chief Officer Planning & Climate Change which sought to update Cabinet on the Department for Environment, Food and Rural Affairs (DEFRA) Air Quality Grant; provide an options appraisal for an electric vehicle charging hub; and approval to deliver a scheme in 2025/26. The report was exempt from publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act, 1972.

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

Resolved unanimously:

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

Officer responsible for effecting the decision:

Chief Officer Planning & Climate Change

Reasons for making the decision:

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

30 SALT AYRE DATA CENTRE (Pages 21 - 22)**(Cabinet Member with Special Responsibility Councillor Hamilton-Cox)**

Cabinet received a report from the Chief Officer Resources that approval to build a new sustainable hybrid data centre at Salt Ayre Leisure Centre for use by the Council and the potential to be used as a revenue generating asset. The report was exempt from publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act, 1972.

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

Resolved unanimously:

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

Officer responsible for effecting the decision:

Chief Officer Resources

Reasons for making the decision:

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

31 CANAL QUARTER REGENERATION PHASE III (HERON WORKS) - PROGRESSING DEVELOPMENT DESIGN, PLANNING APPROVAL, AND DELIVERY

The Chair advised the meeting that this report had been withdrawn from the agenda.

32 LANCASTER CANAL QUARTER EARLY PHASE HOUSING PROPOSALS – PROGRESS UPDATE AND FUTURE DELIVERY (Pages 23 - 26)**(Cabinet Member with Special Responsibility Councillor Caroline Jackson)**

Cabinet received a report from the Chief Officer Sustainable Growth that outlined progress and detailed the potential next steps and options in taking forward the previously agreed early phase housing proposals under the council's approved Lancaster Canal Quarter Masterplan. The report was exempt from publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act, 1972.

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

Resolved unanimously:

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

Officer responsible for effecting the decision:

Chief Officer Sustainable Growth

Reasons for making the decision:

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

Chair

(The meeting ended at 7.40 p.m.)

**Any queries regarding these Minutes, please contact
Liz Bateson, Democratic Support - email ebateson@lancaster.gov.uk**

MINUTES PUBLISHED ON THURSDAY 10 JULY, 2025.

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:
FRIDAY 18 JULY, 2025.**

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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