

**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

# Key Decisions Forward Plan

Monthly Update

**31 October 2009**  
**28 February 2010**



**PUBLISHED 8 OCTOBER 2009**

## INTRODUCTION

In order to ensure openness and accountability, this Forward Plan of key decisions has been prepared to set out clearly the **key decisions** that the Cabinet and Council Officers will be taking over the next four months.

The Plan will be updated on a monthly basis and seeks to include all issues that are defined as “key decisions” in accordance with the Council’s Constitution and identifies which body will make the decision.

The Plan tries to anticipate the issues that will be the subject of a key decision within a given timescale. For each item, this Plan includes:

- a description of the item for decision
- who will take the decision
- the date or period within which it will be taken
- groups identified for consultation and how this will be undertaken
- the process and timescale for persons wishing to make representations
- a list of documents that will be used in consideration of the matter

### ***Key Decision - Definition***

The definition of a key decision is set out in Part 2, Article 13 “Decision Making” of the Council’s Constitution which states:

- A decision should be a Key Decision on financial grounds if it relates to any of the following:

expenditure or savings proposal not included within approved capital or revenue budgets (including new schemes, external funding bids, increased spending on or transfers/virements between budgeted schemes):

- estimated at over £50,000 in total (gross), or
  - where there are unbudgeted net revenue costs or other potential liabilities arising in current or future years.
- i. Any other initiative that relates to or would result in potential savings of over £50,000 in any year, which are not provided for in the approved budget.
  - ii. The allocation of revenue or capital grants (receivable or payable) or any general budget allocations where their specific use or method of allocation has not previously been approved by Cabinet. This also covers any proposals to delegate such arrangements.
  - iv. The award of contracts over £50,000.
  - v. Proposals that involve taking on the role of Accountable Body for a particular initiative.
  - vi. The carry forward of under- or overspends, irrespective of amount.

- vii. Increasing future years' spending forecasts in line with any flexibility authorised by Council, irrespective of amount.

With the exception of the following which shall not be a Key Decision:

- Transactions carried out as part of the efficient administration of the Council's finances in line with council policy and the s151 Officer's functions, e.g. treasury management.
  - Subsequent allocation of grants (receivable or payable) within a framework and criteria previously agreed by Cabinet.
  - Setting of fees and charges levels, including concessions, within the approved Budget and Policy Framework.
  - Incurring expenditure essential to meet any immediate needs created by an emergency threatening life and limb or related to major structural damage threatening the fabric of a building [see Financial Procedures section A 1.11 (f)].
- A decision should be a Key Decision on community impact grounds if it would have a significant and lasting impact on one or more of the following:
- (a) reputation of the Council
  - (b) the environment
  - (c) the local economy
  - (d) community safety
  - (e) human rights, equal opportunities or racial equality
- The Monitoring Officer would be responsible for the interpretation of the words **significant and lasting** in the community impact test.

The Plan does not, therefore, include:

- exempt or confidential information as defined in the Council's Constitution Part 4 Section 2, 10.03 and 10.04;
- any reference to decisions made by the Council's regulatory and other committees, i.e.
  - Licensing
  - Planning and Highways
  - Appeals
  - Standards
  - Audit
  - Personnel
  - Appraisal
- any decisions made by Cabinet or delegated to Officers which are not defined as **key decisions**.

## **Contacts**

If you have any queries relating to the publication of this Plan please contact Gill Noall, Head of Democratic Services, on 01524 582060.

# LANCASTER CITY COUNCIL

## FORWARD PLAN – SUMMARY OF KEY DECISIONS

Cabinet Member(s) with Special Responsibility	Decision	Date Decision Due
	Gas Servicing Partnership	Before 31 October 2009
	Tender Acceptance - Emergency Call Centre Procurement (Council Housing Services)	Before 31 October 2009
Councillor June Ashworth	Lancaster District Arts Strategy	10 November 2009
Councillor Eileen Blamire	CCTV	10 November 2009
Councillor Malcolm Thomas	Capital Investment Strategy	10 November 2009
Councillor Malcolm Thomas	Medium Term Resources Report (Previously Medium Term Financial Strategy Update)	10 November 2009
Councillor Malcolm Thomas	Corporate and Municipal Repairs	10 November 2009
Councillor Jon Barry	Options for public toilet provision in the District from 2010/11	10 November 2009
Councillor Jon Barry	Climate Change Strategy 2008-13	10 November 2009
Councillor June Ashworth	Pilot - Alternative Parks Management Model	10 November 2009
Leader of the Council	Appraisal of the Winter Gardens Business Plan	10 November 2009
Councillor David Kerr, Councillor Eileen Blamire	Allocation of Affordable Housing S106 Contributions	10 November 2009
Councillor Roger Mace	Benefits - Additional Administration Subsidy	10 November 2009
Councillor Stuart Langhorn	Marketing and Communications Review	This decision will be considered at a future meeting of Cabinet.
Councillor Jon Barry	To Seek Approval of a Draft Carnforth Air Quality Action Plan	10 November 2009
Councillor Evelyn Archer, Councillor David Kerr	Chatsworth Gardens, Morecambe - Funding Agreement	8 December 2009
Councillor Malcolm Thomas	Land at Aalborg Square, Lancaster	8 December 2009
Councillor Malcolm Thomas	Auction Mart Car Park, Thurnham Street, Lancaster	8 December 2009
Councillor Malcolm Thomas	Review of Parking Fees and Charges 2010/11	19 January 2010
Councillor Jon Barry	Natural England Review of National Park boundaries	19 January 2010
Councillor Evelyn Archer, Councillor David Kerr	Chatsworth Gardens, Morecambe - Site Assembly	19 January 2009

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Gas Servicing Partnership
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Council Housing Services
<b>DECISION MAKER:</b>	Officer Delegated Decisions
<b>RESPONSIBLE CABINET MEMBER:</b>	
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Procurement of a partner for the Council Housing 5 year Gas Servicing Partnership. The process will follow and will comply with the Council's Contract Procedure Rules and E.U. Public Procurement Rules.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 31 October 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not applicable
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Consultation is not appropriate as this is a private contract.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Tender Acceptance - Emergency Call Centre Procurement (Council Housing Services)
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Council Housing Services
<b>DECISION MAKER:</b>	Officer Delegated Decisions
<b>RESPONSIBLE CABINET MEMBER:</b>	
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	<p>Lancaster City Council is seeking to purchase a system comprising of application/operation software, hardware, and associated project management, implementation and training services, for an Emergency Call Centre providing monitoring and response for community alarm/telecare services and other out of office hours emergency calls via a mini competition using the NHS PASA Telecare national framework agreement.</p> <p>The process will follow and will comply with the Council's Contract Procedure Rules and E.U. Public Procurement Rules.</p>
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	Before 31 October 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Cabinet Meeting 20 January 2009 Minute No 122 refers and AMWG meeting dated 18 February 2009
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not applicable
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Consultation is not appropriate as this is a private contract.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Lancaster District Arts Strategy
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Cultural Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor June Ashworth
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To receive and consider for approval the Lancaster District Arts Strategy
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	10 November 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not applicable.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Extensive consultation has been going on via the production of the draft arts strategy, and is reflected in the draft being presented to Cabinet for comment and approval.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable
<b>REASON DECISION HAS BEEN DELAYED:</b>	The Lancaster District Arts Strategy is to be presented to the LDLSP for their endorsement, prior to consideration by Cabinet.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	CCTV
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Eileen Blamire
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To consider future funding arrangements for the operation of the CCTV system
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	10 November 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	The police will be consulted as a major stakeholder in the operation of the system and all authorities who have a statutory community safety responsibility.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Consultation is limited as the report relates to funding arrangements only
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	3 November 2009



## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Capital Investment Strategy	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Financial Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Malcolm Thomas	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	As part of the half yearly monitoring and update arrangements for the Capital Investment Strategy, issues that require key decisions to be taken may well arise.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	10 November 2009	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Not applicable at present	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not applicable at present	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	None directly - though individual issues may relate to items that have been the subject of consultation previously.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable at present	
<b>REASON DECISION HAS BEEN DELAYED:</b>	Further information is awaited to complete the reports.	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Medium Term Resources Report (Previously Medium Term Financial Strategy Update)	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Financial Services And Property Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Malcolm Thomas	
<b>KEY DECISION CRITERIA:</b>	Financial Threshold	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	As part of half yearly monitoring and update arrangements of the approved MTFS, issues that require key decisions to be taken may well arise.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	10 November 2009	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Not applicable at present	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not applicable at present	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	None directly - though individual issues may relate to items that have been the subject of consultation previously.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable at present	
<b>REASON DECISION HAS BEEN DELAYED:</b>	Further information is awaited to complete the reports.	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Corporate and Municipal Repairs
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Malcolm Thomas
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	<p>To update Cabinet on the extent of the backlog repairs still outstanding to the Council's Corporate and Municipal Building stock.</p> <p>To establish where buildings are worsening and therefore potentially failing to meet necessary legislative requirements.</p> <p>To plan and programme the outstanding backlog repairs and legislative requirements in an efficient and effective way.</p>
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	10 November 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Minute No. 47 - Budget and Performance Panel 13th February 2007.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	None
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	No consultation has taken place at this stage
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	10th November 2009.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Options for public toilet provision in the District from 2010/11	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	City Council (Direct) Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Jon Barry	
<b>KEY DECISION CRITERIA:</b>	Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Report to give Cabinet options for public toilet provision in the District from April 2010 onwards	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	10 November 2009	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Parish Councils and Ward Councillors.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Consultation has already taken place with Parish Councils- many of which have City Council run public toilets within their boundaries.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	09/11/09	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Climate Change Strategy 2008-13	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Corporate Strategy	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Jon Barry	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To seek members approval of the updated version of the council's Climate Change Strategy 2008-2013, in particular to note the actions completed for 2008/9 and to agree the action plans for the remaining period of the strategy.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	10 November 2009	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	See above	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	This strategy has been developed in consultation with the relevant services and the Climate Change Cabinet Liaison Group.No further consultation is planned although it will be raised with the LDLSP.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable. This is an internal document.	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Pilot - Alternative Parks Management Model	
<b>WARD:</b>	All Wards;	
<b>SERVICE:</b>	Cultural Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor June Ashworth	
<b>KEY DECISION CRITERIA:</b>	Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Report on the Pilot Alternative Parks Management Models, arising from the Parks and Open Spaces Strategy	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	10 November 2009	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not applicable.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Consultation is ongoing as part of the Pilot Alternative Parks Management Models.	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable	
<b>REASON DECISION HAS BEEN DELAYED:</b>	Decision has been delayed from July 2009 as more work is required to review the financial implications especially on the maintenance responsibilities for the pavilion.	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Appraisal of the Winter Gardens Business Plan
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Cultural Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Leader of the Council
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	Appraisal of the Winter Gardens Business Plan
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	10 November 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not applicable.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	This report follows from a report to Council on 29 April 2009. The report seeks to evaluate/review the Business Plan. Hence no reference to consultation.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable.
<b>REASON DECISION HAS BEEN DELAYED:</b>	Seeking support from the LSP before approval.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Allocation of Affordable Housing S106 Contributions
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Planning Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor David Kerr, Councillor Eileen Blamire
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To establish a process for the distribution of money held by Lancaster City Council via Section 106 agreements in lieu of on-site affordable housing provision, to secure the development of affordable housing.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	10 November 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Financial Services, Legal Services, S151 Officer and Monitoring Officer. Discussions about the process will take place with Registered Social Landlords who are the major implementation agents for affordable housing proposals.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Consultation will take place with officers identified in the standard Cabinet report format. As new dwellings require planning consent affordable development proposals are subject to normal planning consultation.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	No applicable at present



## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Benefits - Additional Administration Subsidy
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Revenue Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Roger Mace
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To inform Cabinet of the release of further specific administration funding to assist authorities in meeting the extra demand for Benefits services due to the economic downturn and to seek confirmation that this, and future additional income is earmarked solely for those purposes in line with the Cabinet decision of 29 April 2003.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	10 November 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Cabinet Report 29 April 2003 and Minute 302
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Not Applicable.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	The report seeks confirmation that additional funding from the Department of Work and Pensions for benefits administration purposes will be earmarked for those purposes only. Cabinet need to decide this for accounting purposes only.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Not applicable.
<b>REASON DECISION HAS BEEN DELAYED:</b>	Report delayed due to the author's absence from work.

# LANCASTER CITY COUNCIL

## Key Decision Taken by Cabinet or delegated Officer

PLEASE NOTE THAT THIS DECISION WILL BE CONSIDERED AT A FUTURE MEETING OF CABINET, BUT HAS BEEN REMOVED FROM THE FORWARD PLAN AT THIS STAGE DUE TO THE REPORT BEING INCLUDED IN THE 'RESTRUCTURE OF SERVICES' REPORT WHICH WAS CONSIDERED BY CABINET AT ITS MEETING ON 6 OCTOBER 2009.

<b>ITEM FOR DECISION:</b>	Marketing and Communications Review
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Corporate Strategy
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Stuart Langhorn
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	An update on the proposal for a centralised marketing, communications and events function.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	This decision will be considered at a future meeting of Cabinet.
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Proposed structure Activity survey On the grounds that it could involve the possible disclosure of exempt information
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Staff
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	A formal consultation process will be undertaken as part of this process
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	9 September, 2009

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	To Seek Approval of a Draft Carnforth Air Quality Action Plan
<b>WARD:</b>	Carnforth Ward;
<b>SERVICE:</b>	Health and Strategic Housing
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Jon Barry
<b>KEY DECISION CRITERIA:</b>	Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To seek approval of a draft Carnforth Air Quality Action Plan prepared under statutory duty (Environment Act 1995)
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	10 November 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Environment Act 1995 Further Assessment of Local Air Quality in Carnforth (2008)
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Legislation specifies the consultees to an air quality action plan. Public consultation will be encouraged.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	The background papers are published documents. A formal public consultation exercise will follow approval of the draft Carnforth Air Quality Action Plan. Public consultation prior to that is not appropriate.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	A formal public consultation exercise will follow approval of the draft Carnforth Air Quality Action Plan
<b>REASON DECISION HAS BEEN DELAYED:</b>	There has been an external delay in finalising the Draft Carnforth Air Quality Action Plan.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Chatsworth Gardens, Morecambe - Funding Agreement	
<b>WARD:</b>	Harbour Ward; Heysham North Ward;	
<b>SERVICE:</b>	Economic Development and Tourism	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Evelyn Archer, Councillor David Kerr	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To request that Cabinet consider whether or not to enter into a funding agreement to deliver the Exemplar Scheme.	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	8 December 2009	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Winning Back Morecambe's West End Masterplan 2005 Morecambe Resort Action Plan 2002 Lancaster District Housing Strategy 2004/2008 Deed of Variation to Funding Agreement July 2008	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Elected Members Voluntary and Community Organisations Local Residents Other relevant public bodies English Partnerships	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Planning Process for Chatsworth Gardens Public Consultation Event 2007 Public Consultation via the 'West End Bulletin' West End Partnership Board (various evenings)	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Events have now taken place.	
<b>REASON DECISION HAS BEEN DELAYED:</b>	Decision has been delayed from 21st April 2009 - awaiting decision from Homes and Communities Association regarding funding.	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Land at Aalborg Square, Lancaster
<b>WARD:</b>	Duke's Ward;
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Malcolm Thomas
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To update Cabinet on the potential disposal of land at Aalborg Square, Lancaster, to facilitate an extension of the courts building.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	8 December 2009
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Previous cabinet agenda and minutes
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Ward councillors
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	By email to gcox@lancaster.gov.uk
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	6th October 2009
<b>REASON DECISION HAS BEEN DELAYED:</b>	To allow more time to prepare the report.

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Auction Mart Car Park, Thurnham Street, Lancaster	
<b>WARD:</b>	Duke's Ward;	
<b>SERVICE:</b>	Property Services	
<b>DECISION MAKER:</b>	Cabinet	
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Malcolm Thomas	
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact	
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To update Members on the current position with the car park and seek direction on how to proceed with the site	
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	8 December 2009	
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Exempt - contains financially sensitive information	
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	County Council Highways, Lancaster District Local Strategic Partnership, North Lancashire Teaching PCT and Ward Councillors.	
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Written consultation will take place prior to the report being published	
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Date not applicable	

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Review of Parking Fees and Charges 2010/11
<b>WARD:</b>	All Wards;
<b>SERVICE:</b>	Property Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Malcolm Thomas
<b>KEY DECISION CRITERIA:</b>	Financial Threshold
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	To consider the level of parking fees and charges for 2010/11
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	19 January 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	None at present
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Local Chambers of Commerce and of Trade and other stakeholders and users as appropriate.
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Cabinet report to be circulated to Local Chambers of Commerce and of Trade and other stakeholders and users as appropriate. Letters or emails to the Head of Property Services or Administration Manager, Lancaster Town Hall, Dalton Square, Lancaster, LA1 5PJ.
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Prior to Friday 8 January, 2010

## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Natural England Review of National Park boundaries
<b>WARD:</b>	Upper Lune Valley Ward;
<b>SERVICE:</b>	Planning Services
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Jon Barry
<b>KEY DECISION CRITERIA:</b>	Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	The Council will be asked for a view on proposals to extend the Yorkshire Dales National Park and the Lake District National Park. Some parts of these extensions to cover areas which lie within Lancaster District
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	19 January 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Assessment of scope for national parks extensions by Alison Farmer Associates on behalf of Natural England.
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Statutory bodies, local communities and stakeholders
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Natural England will undertake a consultation process for 12 weeks commencing in December 2009
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	15 December 2009



## Key Decision Taken by Cabinet or delegated Officer

<b>ITEM FOR DECISION:</b>	Chatsworth Gardens, Morecambe - Site Assembly
<b>WARD:</b>	Harbour Ward; Heysham North Ward;
<b>SERVICE:</b>	Economic Development and Tourism
<b>DECISION MAKER:</b>	Cabinet
<b>RESPONSIBLE CABINET MEMBER:</b>	Councillor Evelyn Archer, Councillor David Kerr
<b>KEY DECISION CRITERIA:</b>	Financial and Community Impact
<b>SUMMARY DESCRIPTION OF RELEVANT ISSUES:</b>	For Cabinet to consider proceeding with compulsory purchase order.
<b>DATE OF CABINET MEETING/DATE FOR OFFICER DECISION</b>	19 January 2010
<b>LIST OF BACKGROUND PAPERS FOR CONSIDERATION:</b>	Winning Back Morecambe's West End Masterplan 2005 Morecambe Resort Action Plan 2002 Lancaster District Housing Strategy 2004/2008 Deed of Variation to Funding Agreement July 2008
<b>GROUPS IDENTIFIED FOR CONSULTATION:</b>	Elected Members Voluntary and Community Organisations Local Residents Other relevant public bodies English Partnerships
<b>PROCESS FOR MAKING REPRESENTATIONS TO DECISION MAKER:</b>	Planning Process for Chatsworth Gardens Public Consultation Event 2007 Public Consultation via the 'West End Bulletin' West End Partnership Board (various evenings)
<b>DATE FOR REPRESENTATIONS TO BE RECEIVED:</b>	Events have now taken place
<b>REASON DECISION HAS BEEN DELAYED:</b>	Decision has been delayed from March 2009 as notification of funding has not yet been received from Homes and Communities Agency.