The Council is required to give 28 days' notice when Key Decisions are to be made, and when an executive meeting is to be held in private. The Notice has been drafted to comply with that requirement. It is available for inspection on the Council’s website as well as at South Lakeland House, Kendal and sets out the following:-

1. the matters which the Executive (also known as the Cabinet) believes fall within the definition of a Key Decision (see definition below) to be taken by the Executive or a Senior Officer of the Council;

2. details of any private meeting (see definition below) of the Executive; and

3. proposals for the recommendation to Council of any plan, strategy or budget that forms part of the Council’s Budget and Policy Framework, and its timetable and arrangements for consultation. The policies which make up the Budget and Policy Framework can be found in Article 4, Part 2 of the Council’s Constitution, viewable on the Council’s website www.southlakeland.gov.uk

(Budget and Policy Framework Decisions are not Key Decisions (i.e. they are not Executive decisions but are decided by the Full Council; although the Executive may make recommendations to Council about them). In the spirit of openness and transparency the Council has decided to publicise the decision making process for such matters in the same manner as for Key Decisions.)

Documentation

Reports, as well as any background information, will be available for public inspection five working days before the date of the meeting at which the decision is going to made. However, some of the reports may contain confidential information and, in that case, will not be available to the public.

When the Executive is going to consider a confidential report, at least 28 days' notice will be given of the intention to hold the meeting in private. A Notice to this effect will be published on the Council’s website.

Background Information

If you wish to inspect background information, which will inform the decision-making process, contact the Lead Officer identified in the Notice as dealing with that matter. When the agenda for the meeting is published on the Council’s website, normally at least 5 working days before the meeting, these documents will also be made available via the website. However, you will not be allowed to access any papers which contain exempt or confidential information.

Representations (views you wish to make)

If you wish to make a representation, either about one of the Key Decisions listed (where the meeting is to be held in private), or that an Executive meeting should be open to the public, you must write to the Lead Officer identified as dealing with that decision with your reasons why the meeting should not be held in private. This must be received at least five clear working days before the date of the meeting.
Decision Notice

A Decision Notice for each Key Decision, or other Executive decision, will be produced as soon as practicable after the decision has been taken. These Decision Notices will be available for inspection at South Lakeland House, Kendal and on the Council’s website.

Urgent Decisions

The Law and the Council’s Constitution provide for urgent decisions to be made provided certain criteria are met and relevant Notices published accordingly. None of the decisions detailed in this Notice are deemed to be Urgent Decisions - unless expressly stated.

Key Decision

This definition was adopted by Council on Thursday, 17 December 2015 and is as follows :-

“All executive decision which, in relation to an executive function, has a significant effect on communities in two or more Wards of the Council (or one Ward in respect of two Member Wards) and/or is likely to result in the Authority incurring expenditure or making savings above £100,000.”

Private Meetings

In regard to this Notice, private meetings are meetings of the Executive, or part of a meeting, during which the public are excluded as a result of confidential or exempt information being discussed. A reason will be given why it is felt that there is a need for the public to be excluded. If you wish to make a representation regarding the intention to hold the meeting in private, you must follow the procedure shown above under “Representations”.

The District Council’s Executive Members are:-

Cllr Giles Archibald – Leader and Finance Portfolio Holder
Cllr Jonathan Brook – Deputy Leader and Housing and Innovation Portfolio Holder
Cllr Brenda Gray – Council Organisation and People Portfolio Holder
Cllr Matt Severn – Culture, Media and Leisure Portfolio Holder
Cllr Graham Vincent – Economy and Assets Portfolio Holder
Cllr David Fletcher – Environment Portfolio Holder
Cllr Philip Dixon – Public Health and Wellbeing Portfolio Holder

The District Council’s Chief Officers are:-

Lawrence Conway – Chief Executive
Debbie Storr – Director of Policy and Resources (Monitoring Officer)
David Sykes – Director People and Places
Shelagh McGregor – Assistant Director (Resources) and Chief Finance Officer

The District Council’s Assistant Directors are:-

Ian Hassall – Assistant Director Strategic Development
Simon McVey – Assistant Director Performance and Innovation
Simon Rowley – Assistant Director of Neighbourhood Services
### Key Decision - Governance of Community Infrastructure Levy (CIL) and update to Infrastructure Delivery Plan (IDP)

Approval of the procedures for the governance of the Community Infrastructure Levy (CIL) and associated priorities in the updated IDP.

**Proposed Decision Maker (Decision Date):** Cabinet (13 Sep 2017)

Date notice first published: 31 May 2017  
*(If Key or Private, decision cannot be until after 28 June 2017)*

**Open/Exempt:** Open

**Relevant reports/background papers which are/will be available:**
- Draft Infrastructure Delivery Plan

**Lead Officer:** Alastair McNeill, Development Plans Manager  
a.mcneill@southlakeland.gov.uk

**Assistant Director:** Ian Hassall, Assistant Director Strategic Development  
ian.hassall@southlakeland.gov.uk

**Portfolio Holder:** Housing and Innovation Portfolio Holder (Cllr Jonathan Brook)

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### Non-Key Budget and Policy Framework Decision - Arnside & Silverdale Area of Outstanding Natural Beauty Development Plan Document (AONB DPD)

Approval of the AONB DPD for formal publication.

**Proposed Decision Maker (Decision Date):** Council (12 Oct 2017)

Also considered by/to be considered by: Overview and Scrutiny Committee (18 Aug 2017)  
Cabinet (13 Sept 2017)

Date notice first published: 28 April 2017  
*(If Key or Private, decision cannot be until after 26 May 2017)*

**Open/Exempt:** Open

**Relevant reports/background papers which are/will be available:**
- AONB DPD Publication Version  
- Consultation Statement  
- Sustainability Appraisal Report  
- Habitats Regulations Report

**Lead Officer:** Lorayne Woodend, Development Strategy Delivery Officer  
l.woodend@southlakeland.gov.uk

**Assistant Director:** Ian Hassall, Assistant Director Strategic Development  
ian.hassall@southlakeland.gov.uk

**Portfolio Holder:** Housing and Innovation Portfolio Holder (Cllr Jonathan Brook)
### Non-Key Budget and Policy Framework Decision - Development Management Policies
#### Development Plan Document (DM DPD)

Approval of the DM DPD for formal publication.

**Proposed Decision Maker (Decision Date):** Council (12 Oct 2017)

Also considered by/to be considered by: Overview and Scrutiny Committee (18 Aug 2017)  
Cabinet (13 Sept 2017)

Date notice first published: 28 April 2017

*(If Key or Private, decision cannot be until after 26 May 2017)*

**Open/Exempt:** Open

**Relevant reports/background papers which are/will be available:**
- Development Management Policies DPD Publication Version
- Consultation Statement
- Sustainability Appraisal Report
- Habitats Regulations Report

**Lead Officer:** Damian Law, Principal Development Plans Officer d.law@southlakeland.gov.uk  
**Assistant Director:** Ian Hassall, Assistant Director Strategic Development ian.hassall@southlakeland.gov.uk  
**Portfolio Holder:** Housing and Innovation Portfolio Holder (Cllr Jonathan Brook)

### Key Decision - Lease of Road Sweeper Vehicles

The current road sweeper vehicle lease ends in October 2017 and a procurement with a new lease is required.

**Proposed Decision Maker (Decision Date):** Cabinet (25 Oct 2017)

Date notice first published: 28 March 2017

*(If Key or Private, decision cannot be until after 25 April 2017)*

**Open/Exempt:** Part exempt

**Reasons for Exemption:**
*Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

**Relevant reports/background papers which are/will be available:**
None

**Lead Officer:** Jim Maguire, Community and Leisure Manager j.maguire@southlakeland.gov.uk  
**Assistant Director:** Simon Rowley, Assistant Director Neighbourhood Services s.rowley@southlakeland.gov.uk  
**Portfolio Holder:** Environment Portfolio Holder (Cllr David Fletcher)
### Key Decision - Lake Windermere Action Plan 2017 - 2022

To consider and approve the draft Lake Windermere Action Plan 2017-2022. The Action Plan will describe a series of partnership actions to manage aspects of the Lake’s future.

The Action Plan is being presented for joint approval to Cabinet and the Lake Administration Committee as actions will cover issues included and beyond the remit of the Lake Administration Committee.

**Proposed Decision Maker (Decision Date):** Cabinet (25 Oct 2017)

Also considered by/to be considered by: Lake Administration Committee (6 Oct 2017)

Date notice first published: 28 April 2017

*(If Key or Private, decision cannot be until after 26 May 2017)*

**Open/Exempt:** Open

**Relevant reports/background papers which are/will be available:**
The Draft Lake Windermere Action Plan 2017-2022 - Currently published for consultation

**Lead Officer:** David Sykes, Director People and Places d.sykes@southlakeland.gov.uk

**Portfolio Holder:**

### Key Decision - Ulverston Leisure Site Masterplan

To consider the outcome of the second stage feasibility study and to consider options for proceeding to detailed design.

**Proposed Decision Maker (Decision Date):** Cabinet (25 Oct 2017)

Date notice first published: 28 April 2017

*(If Key or Private, decision cannot be until after 26 May 2017)*

**Open/Exempt:** Part exempt

**Reasons for Exemption:**

*Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)*

**Relevant reports/background papers which are/will be available:**
Previous report to Cabinet July 2016

**Lead Officer:** David Sykes, Director People and Places d.sykes@southlakeland.gov.uk

**Portfolio Holder:** Cllr Matt Severn
Key Decision - Nobles Rest Improvements
Consideration and determination of a Tender for the installation of drainage and landscape works to Nobles Rest/Maudes Meadow.

Proposed Decision Maker (Decision Date): Cabinet (29 Nov 2017)
Date notice first published: 28 March 2017
(If Key or Private, decision cannot be until after 25 April 2017)
Open/Exempt: Part exempt
Reasons for Exemption:
Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Relevant reports/background papers which are/will be available:
None
Lead Officer: Deborah Clarke, Principal Community Spaces Officer
deborah.wright@southlakeland.gov.uk
Assistant Director: Simon Rowley, Assistant Director Neighbourhood Services
s.rowley@southlakeland.gov.uk
Portfolio Holder: Environment Portfolio Holder (Cllr David Fletcher)

Key Decision - Council Tax Reduction Scheme “NEW”
The Local Government Finance Act 1992, as amended, places an obligation on Local Authorities to review and renew the Council Tax Reduction Scheme each year. This report will renew South Lakeland District Councils Council Tax Reduction Scheme for 2018-19.

Proposed Decision Maker (Decision Date): Cabinet (29 Nov 2017)
Date notice first published: 26 September 2017
(If Key or Private, decision cannot be until after 24 October 2017)
Open/Exempt: Open
Relevant reports/background papers which are/will be available:
None
Lead Officer: Michael Fisher, Revenues and Benefits Services Manager
michael.fisher@southlakeland.gov.uk
Assistant Director: Shelagh McGregor, Assistant Director Resources (Section 151 Officer)
s.mcgregor@southlakeland.gov.uk
Portfolio Holder: Finance Portfolio Holder (Cllr Giles Archibald)
### Key Decision - East of Milnthorpe Road, Holme Draft Development Brief *NEW*

East Of Milnthorpe Road, Holme (within Burton and Holme Ward), close to Arnside and Beetham Ward - Cabinet approval is sought to publicly consult on the Draft Development Brief for six weeks.

**Proposed Decision Maker (Decision Date):** Cabinet (29 Nov 2017)

Date notice first published: 26 September 2017

*(If Key or Private, decision cannot be until after 24 October 2017)*

**Open/Exempt:** Open

**Relevant reports/background papers which are/will be available:**
- Draft Development Brief for East of Milnthorpe Road, Holme
- Consultation Statement
- Equalities Impact Analysis
- Health, Social, Economic & Environmental Impact Assessment

**Lead Officer:** Damian Law, Principal Development Plans Officer d.law@southlakeland.gov.uk

**Assistant Director:** Ian Hassall, Assistant Director Strategic Development ian.hassall@southlakeland.gov.uk

**Portfolio Holder:** Housing and Innovation Portfolio Holder (Cllr Jonathan Brook)

### Key Decision - Procurement Schedule *NEW*

To update the Council’s procurement schedule with procurements identified since last approved in February 2017.

**Proposed Decision Maker (Decision Date):** Cabinet (29 Nov 2017)

Also considered by/to be considered by: Overview and Scrutiny Committee (27 Oct 2017)

Date notice first published: 26 September 2017

*(If Key or Private, decision cannot be until after 24 October 2017)*

**Open/Exempt:** Open

**Relevant reports/background papers which are/will be available:** None

**Lead Officer:** Helen Smith, Financial Services Manager h.smith@southlakeland.gov.uk

**Assistant Director:** Shelagh McGregor, Assistant Director Resources (Section 151 Officer) s.mcgregor@southlakeland.gov.uk

**Portfolio Holder:** Finance Portfolio Holder (Cllr Giles Archibald)
The Council Plan 2014-19 has been reviewed and updated for 2018. The strategy update provides a summary of progress in the last twelve months and the four priorities set out the council’s ambition over the remaining year and details key projects that will contribute to achieving those priorities.

Proposed Decision Maker (Decision Date): Council (19 Dec 2017)
Also considered by/to be considered by: Overview and Scrutiny Committee (27 Oct 2017) Cabinet (29 Nov 2017)
Date notice first published: 26 September 2017
(If Key or Private, decision cannot be until after 24 October 2017)
Open/Exempt: Open

Relevant reports/background papers which are/will be available:
Council Plan 2014-2019
Customer Connect Programme

Lead Officer: Paul Mountford, Principal Performance and Intelligence Officer
p.mountford@southlakeland.gov.uk

Assistant Director: Simon McVey, Assistant Director Performance and Innovation
s.mcvey@southlakeland.gov.uk

Portfolio Holder: Council Organisation and People Portfolio Holder (Cllr Brenda Gray)