



Town Development Committee

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting to be held on
Monday 21st May 2018 at 5:00pm
at the Council Offices, Market Street Carnforth**

- 18012 To receive apologies for absence
- 18013 To receive declarations of interest
- 18014 To consider items of urgent business
- 18015 To consider Minutes of the meeting held on Tuesday 10th April 2018
- 18016 To adjourn the meeting for a period of public discussion (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)
- 18017 To consider the Carnforth Heritage Trail on Saturday 5th May and plans for further free guided walks
- 18018 To consider any update on the provision of Blue Heritage Plaques
- 18019 To consider any updates on the sponsorship of floral displays
- 18020 To consider the following planned events in the coming weeks:
- a) Armed Forces Day – Saturday 30th June
 - b) Carnforth in Bloom – judging 7th & 8th July
- 18021 To consider June edition of the Carnforth Express
- 18022 To consider the draft terms of reference

A handwritten signature in black ink, appearing to read 'Robert Bailey', with a long horizontal flourish extending to the right.

Town Clerk

18 May 2018

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07756 080030

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Town Development Committee

Minutes of the meeting of Town Development Committee held on Tuesday 10th April 2018 at 5:00pm at the Council Offices, Market Street Carnforth

Present: Councillor Watkins (Chair); Councillor Barbu; Councillor Parker;
Councillor Smith; Councillor Woof

In attendance: Bob Bailey, Town Clerk

18001 **Apologies:** Apologies were received from Councillor J Gardner

18002 **Declarations of Interest and Dispensations:** Councillor Barbu requested and was granted a dispensation to enable him to participate in Agenda item 18008.

18003 **Urgent Business:** Councillor Parker raised the following matters for the Committee's consideration:

- A local businessman has commented that various planters around the Town that need repair and/or replacement. The flowers in the planters will need replacing. These matters have been brought to the attention of the Outdoor Maintenance Officer.
- There was a discussion about opportunities to improve the general cleanliness and ground maintenance of the Town including litter-picking events, school and community projects and building on residents and businesses goodwill and pride in the area at a time when City and County Council resources are at a premium.

It was **RESOLVED** that that opportunities to improve and sustain high standards of cleanliness and maintenance be pursued. . . clean upraising awareness of

18004 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on Monday 08th January 2018 be approved.

18005 **Adjourn for public discussion:** No Members of the public were present

18006 **Carnforth Heritage Trail:** Members discussed plans for the walk around the heritage trail to be held on Saturday 05th May 2018 starting at 10:30am from the War Memorial Gardens and it is planned to have refreshments available upon completion of the walk that is expected to take less than two hours at a leisurely pace.



Town Development Committee

The event needs to be publicised around the town to attract participants and a risk assessment should be carried out.

It was **RESOLVED** that the Clerk produce a poster for approval by the Town Development Committee, subject to which, leaflets be produced and distributed around the Town, including local caravan sites. It was further **RESOLVED** that prior to the event Members/Clerk carry out a risk assessment and make suitable arrangements, where necessary, to minimise any risks.

18007 **Blue Heritage Plaques:** Arrangements are ongoing to design and procure plaques to commemorate the heritage of the town. Buildings and places of interest under consideration includes:

- The Civic Hall – former drill hall for the Kings Own Royal Regiment. Plaque to be funded by Carnforth Town Council;
- Home of Cecil Parkinson - Plaque to be funded by Carnforth Town Council;
- Shovel Inn – oldest Inn in Carnforth. Plaque to be funded by the Brewery;
- 10 North Road – oldest house in Carnforth built in 1688. Plaque to be funded by Mourholme Local History Society;
- Old Police Station built 1880. Plaque to be funded by Mourholme Local History Society;
- Former Ironworks – funding to be determined.

18008 **Floral Displays Sponsorship:** Councillor Barbu reported that so far he had successfully secured sponsorship for a total of six flower displays from three local businesses – including one who committed to the sponsorship of two flower displays for a period on three years. The cost is £50 per box per annum. Councillor Barbu was thanked for his work and it was **RESOLVED** that the Town Clerk raises debtor invoices to the sponsors.

18009 **Planned Events 2018/2019:**

- **Carnforth in Bloom:** The flower garden competition will be based on the successful approach taken last year providing an opportunity to keep Carnforth blooming, build pride in the community and enables individuals and groups to showcase and celebrate their efforts and horticultural achievements.



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Judging will take place on **7th and 8th July** and there will be prizes of **£100 (1st prize); £50 (2nd prize) and £25 (3rd prize)**.

This year Members plan to encourage children to take part in a competition specifically for them with entrants being judged on hanging baskets, seed and window boxes. Forms for both competitions will be available from Carnforth Station Heritage Centre, Kitty Brown Boutique, Highfield Fisheries, Highfield Spar, Acorn Oak and Moore 'n' Wife.

- **Armed Forces Day:** Armed Forces Day is **Saturday 30th June**. Given the importance of this year for all the Armed Forces, Members would like to mark the occasion with a bigger Service than previously and the possibility of military hardware being on display!
- **Remembrance Day:** This is now an established event in the Town Council's year, but 2018 is a highly significant one and Members would very much like the event to reflect this whilst retaining the very successful format used in previous years.

It was acknowledged that Members of the Town Council are very supportive of these events and will assist the new Town Clerk in making a success of them. It was then **RESOLVED** that the Town Clerk produces a poster for the children's Carnforth in Bloom competition and that vouchers be awarded to the value of **£50 (1st prize); £25 (2nd prize) and £10 (3rd prize)** with the vouchers being 'spent' at local businesses, subject to outlets being sourced.

18010 **Carnforth Express:** Members considered the current arrangements for the management and production of the Carnforth Express and the controls in place to raise and monitor payment of advertisements placed in it. After some discussion it was **RESOLVED** that Councillor Smith, the Civic Hall Manager and the Town Clerk meet to formally review arrangements and make recommendations for further consideration by the Town Development Committee.

18011 **Town Development Committee Review:** Members considered the advantages and disadvantages of this committee being responsible for considering significant (size to be determined), commercial and strategically important planning applications and making recommendations to the Town Council on its response.



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It was suggested that the Town Development Committee could also consider other planning applications as requested by Members and any planning policies and strategies that may have a direct on the Carnforth Town Council area.

After some discussion, it was generally felt that the advantages of this proposal outweighed the disadvantages and it was **RESOLVED** that the Town Clerk produces revised terms of reference for the Town Development Committee for consideration and subsequent recommendation to the Town Council.

The meeting closed at 6:10pm

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Town Clerk

14 April 2018

28 Wilson Grove,

Heysham, Morecambe

LA3 2PQ

Tel: 07756 080030

Email: clerk@carnforthtowncouncil.org



Town Development and Planning Committee

Draft Terms of Reference

MEMBERSHIP:

- Five Councillors to include the Chair or Vice-Chair
- Chairmanship and membership of the Committee will be decided at the Annual Meeting of the Town Council
- A quorum will be three members to include the Chairman or Vice Chairman

MEETINGS:

- The Committee will meet every month but may conduct business about routine planning matters by email as required;
- A record of all planning applications, the responses of the Town Council and the decisions taken by the planning authority will be recorded in the minutes of the Town Council;
- The Clerk will minute all meetings of the Planning Committee and the minutes will be submitted to the Town Council at the next meeting for debate;
- The Clerk is responsible for submitting responses to the planning authority on behalf of the Town Council

DELEGATED POWERS AND RESPONSIBILITIES – TOWN DEVELOPMENT: The Committee has delegated powers to plan, develop and promote festivals/events and the Town in line with budgets set by the Finance and Governance Committee, and to:

- invite organisations to present ideas on festivals and events and the promotion of the Town;
- seek the views of the local community on how the programme of festivals and events should be developed;
- ensure that contracts in accordance with financial regulations and standing orders are properly entered into;
- work in partnership with the local community and other organisations to maximise the scope and funding opportunities for festivals and events and promotion of the Town;
- where appropriate, seek additional funding or sponsorship for festivals and events and promotion of the Town in line with financial regulations;



Town Development and Planning Committee Draft Terms of Reference

- develop a community engagement strategy;
- plan, develop and publish the bi-monthly newsletter, Carnforth Express

DELEGATED POWERS AND RESPONSIBILITIES – PLANNING APPLICATIONS: The Committee has delegated powers to consider all planning applications and to:

- consider in detail planning applications that involve three or more domestic properties, commercial developments and any strategically important application and to make recommendations to the Town Council how it should respond to each planning application;
- study relevant plans, visit relevant sites and consider any comments made by other statutory consultees and the local community before coming to a decision;
- consider whether to canvass opinion for and against applications to assist with a fair determination of applications;
- ensure that all relevant parties are given an adequate hearing if requested in accordance with the Town Council's standing orders;
- ensure that any objections or recommendations are based solely on material planning criteria;
- consider environmental aspects when considering planning applications;
- respond on behalf of the Town Council when a time sensitive response is required;
- consider and respond to any planning policies, strategies and consultations and to make recommendations to the Town Council on its response;
- to identify and make representations to the relevant authorities any enforcement action or matters considered to be breaches of planning regulations;
- attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.