



Town Development & Planning Committee
MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend meeting on
Monday 2nd July 2018 at 5:00pm
at the Council Offices, Market Street, Carnforth

- 18034 To receive apologies for absence
- 18035 To receive declarations of interest
- 18036 To consider items of urgent business
- 18037 To consider Minutes of the meeting held on Monday 4th June 2018
- 18038 To adjourn the meeting for a period of public discussion
- 18039 To consider Wennington Parish Council's neighbourhood planning experience (Carl Hunter)
- 18040 To consider flower ornaments on lamp posts, Market Street (Cllr Barbu)
- 18041 To consider Market Street traffic solution (Cllr Barbu)
- 18042 To consider development of 'pocket parks' (Cllr Holbrook)
- 18043 To consider the following events:
- a) Armed Forces Day held Saturday 30th June
 - b) Carnforth in Bloom – Judging 7th July
 - c) Carnforth Heritage Trail - 4th August
- 18044 To consider suggestions to attract people to Carnforth (correspondence from resident0
- 18045 To consider any update on the provision of Blue Heritage Plaques
- 18046 To consider planning matters:
- a) Planning applications

Town Clerk

27 June 2018

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07756 080030

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Town Development & Planning Committee

Draft Minutes of the meeting held on Monday 04th June 2018 at 5:00pm at Council Offices, Market Street Carnforth

Present: Councillor Watkins (Chair); Councillor Bromilow;
Councillor Smith and Councillor Woof

In attendance: Bob Bailey, Town Clerk

18023 **Apologies:** Apologies were received from Councillor Barbu.

18024 **Declarations of Interest and Dispensations:** There were no declarations of interest or dispensation requests.

18025 **Urgent Business:** Councillor Watkins referred to the correspondence and subsequent email comments by Members of the Town Council on Lancashire County Council's Local Delivery Scheme and their invitation to all Parish/Town Council's to opt into the scheme in 2018. It was reported that the Town Council had been involved in the scheme some years ago. The scheme includes a one-off payment of £250 to spend on '*vegetation clearance around gates/stiles/signposts and up-growth such as nettles/brambles growing through the surface*'.

After some discussion, it was **RESOLVED** that the Town Council opts into the Local Delivery Scheme 2018 and that Lancashire County Council be advised before the deadline for submissions on **25th June 2018**.

18026 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on Monday 21st May 2018 be approved.

18027 **Adjourn for public discussion:** No members of the public were present

18028 **Planned events in the coming weeks:**

- a) **Carnforth Heritage Trail:** Members noted that leaflets and posters had been done for the next scheduled Heritage Trail on **Saturday 16th June** and that details had been posted on social media. It was suggested for this event and next one scheduled for **Saturday 4th August** could be further publicised through the local newspapers and Radio Lancashire.

Councillor Watkins will again be the 'tour guide' and subject, to the number of people attending, Mrs Anne Marie Smith will also lead a group. This will again be a 'free' event although donations will be welcome. At the end of the trail refreshments will be available from the Carnforth Railway Station café.



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After some discussion, it was **RESOLVED** that the update on the Carnforth Heritage be noted and that further publicity be sought through local media and on Radio Lancashire.

- b) **Armed Forces Day:** The Clerk updated Members on arrangements for the Armed Forces Day on **Saturday 30th May**. Several groups will be attending, although others had already committed to similar events around the Lancaster and Morecambe and Lunesdale districts.

Nevertheless, there will be a contingency from the Army Cadets, including either an SV or landrover, along with local church and other groups.

Councillor Watkins reported that the celebrations will commence with a public announcement by the Town Crier followed by a service led by Rev. R Neale. Music will be provided by the Salvation Youth Band and will include the Last Post/Reveille.

Attendees will be advised to gather at the War Memorial Gardens around 10:45am for an 11:00am start. The event will be 30 – 45 minutes long.

Posters for the event have been produced and distributed around the Town and information posted on social media. Members commented that good progress had been made and that the event should be well supported. It was then **RESOLVED** that the update on the Armed Forces Day be noted.

- c) **Carnforth in Bloom:** Members were informed that posters extending the date for the submission of entries for both the adult and children's competitions to **30th June** had been printed and distributed, along with a supply of entry forms. It was suggested that a 'banner' to be placed on the railings adjacent to the Market Street/Scotland Road junction would be useful addition to the promotion of Carnforth in Bloom.

The Mayor of Lancaster, Andrew Kay and the Plant Manager at Bay View Gardens are confirmed as judges and it was suggested that a member of Carnforth Rotary be approached as a possible third judge.

It was then **RESOLVED** that the update on the arrangements for Carnforth in Bloom be noted, that an order be placed for a banner to promote the competitions and that a member of Carnforth Rotary be requested to act as a judge for the competitions.



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18029 **Other Planned Trails:** Plans to provide other guides later in the year, including an **Ironworks trail on 22nd September** and a **Canal Walk on 20th October** are ongoing. Both events will be free of charge and there was a suggestion that, at some point, contact be made with various coach companies to promote these and the Heritage Trail. It was then **RESOLVED** that the update be noted.

18030 **Blue Heritage Plaques:** Councillor Watkins provided wording for eight blue plaques commemorating the heritage of the town and to be funded by a variety of business/organisations and the Town Council through the budget devolved to the Town Development and Planning Committee. Following some discussion and clarity around the details of the wording and further possible sponsorship of the plaques it was **RESOLVED** that, subject to minor amendments to the wording, an order be placed with the suppliers for eight blue plaques for placement at heritage properties and sites around the town.

18031 **Carnforth Express:** Further to the outline plans for a revised approach to the planning and production of the Carnforth Express the Town Clerk had emailed Members of the Town Development & Planning Committee with firm proposals, that had been discussed and agreed with the Editor of the bi-monthly Newsletter.

Subsequent agreement of the proposals resulted in all Members of the Town Council as well as Ward and County Councillors being informed of key deadlines, including the need to submit any articles for the June Edition of the Carnforth Express to the Town Clerk by **Wednesday 14th June**, when the Town Clerk will be working with the Editor to produce a first draft.

The Town Clerk outlined planned dates for proof-reading the draft and getting the agreed version to the printers so that the Newsletter could be distributed in early July.

It was then **RESOLVED** that the approval of the revised approach to the future production of the Carnforth Express be endorsed and feedback on the process be presented to the Town Development & Planning Committee meeting in July.



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18032 **Terms of Reference:** Further to the draft Terms of Reference being presented to Members of the Committee on 21st May, the Town Clerk presented an amended version as discussed at that meeting. It was **RESOLVED** that Terms of Reference as presented be approved and recommended for adoption at the meeting of the Town Council on **20th June**.

18033 **Planning Matters:**

- a) **TDG site:** Councillor Smith advised Members that he had pursued issues relating to Keer Park TDG site on Warton Road. This included a useful meeting with the site owner and his agent about plans for letting the site to various companies. The owner has offered to meet with Members to discuss these plans and related issues further.
- It was explained that this discussion confirmed that a large distribution company will have premises on the site that will result in the re-introduction of Heavy Goods Vehicles and have major implications on air quality within the designated air quality management area that has experienced improved air quality in recent years. Members commented that there would be added health and wellbeing issues, including noise nuisance of vehicles travelling on Main Street throughout the night.
- Councillor Smith has contacted Lancaster City Council Development Management and Planning Enforcement teams and the Air Quality Officer to obtain further information and advice and has suggested that it would be beneficial for a formal discussion on how the use of the site might be regulated considering the air quality management and other issues.
- After much discussion, it was **RESOLVED** that the owner of the TDG site be invited to a future meeting of the Committee and that Councillor Smith write to Lancaster City Council expressing concerns and requesting that a meeting to discuss a suitable solution be sought.
- b) **Future Gypsy & Traveller Sites:** The Clerk reported that as part of the Local Plan, Lancaster City Council is undertaking a 'Call for Sites' process which provides an opportunity for individuals and organisations to suggest any sites that they consider might be suitable for allocation as a Gypsy and Traveller or Travelling Showperson site.



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It was reported that proposals could be for either new sites or an expansion or intensification of an existing site and that proposals are invited for permanent residential sites or transit sites / temporary stopping places. The deadline for suggesting potential sites is **Friday 22nd June 2018**.

Members discussed the proposal and the potential and capacity for such sites in the area and it was then **RESOLVED** that no sites be suggested at this point but that the identification of land to accommodate a Gypsy and Traveller or Travelling Showpersons in the future be taken into consideration as part of the development of the Carnforth Neighbourhood Plan proposals.

- c) **Planning Applications:** No planning applications have been received.

The meeting closed at 6:20pm

A handwritten signature in black ink, appearing to read "Robert B. Bailey". The signature is written over a horizontal line that extends to the right.

Town Clerk

15 June 2018

28 Wilson Grove,

Heysham, Morecambe

LA3 2PQ

Tel: 07756 080030

Email: clerk@carnforthtowncouncil.org



Town Development & Planning Committee

Terms of Reference

MEMBERSHIP:

- Five Councillors and/or Town Mayor or Deputy Mayor
- Membership of the Committee will be decided at the Annual Meeting of the Town Council
- First meeting to elect chair of Town Development and Planning Committee
- A quorum will be three members
- Invite Chamber of Trade and other organisations as relevant

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 Town Development and 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 Town Council including recommendations and reasons for decision
- Meet annually with the Finance and Governance Committee to agree forward planning and budgetary requirements for the following financial year.

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;



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- ensure that partnership agreements are 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;
- seek additional funding or sponsorship, where appropriate, for festivals, events and promotion of the Town in line with financial regulations;
- develop a community engagement strategy;
- plan, develop and publish the bi-monthly newsletter, Carnforth Express
- meets annually with the Finance and Governance committee to discuss forward planning and budgetary requirements

DELEGATED POWERS AND RESPONSIBILITIES – PLANNING DEVELOPMENT &

POLICY: 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 these 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;
- consider and respond to any planning policies, strategies and consultations and to make recommendations to the Town Council on its response;



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- 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 important documentation to ensure that the Committee is aware of current legislation and regulations.