



Town Development & Planning Committee

MEMBERS OF THE PUBLIC & PRESS ARE WELCOME TO ATTEND

Summons to attend meeting on Monday 7th January 2019 at 5:00pm at the Council Offices, Market Street, Carnforth

- 19001 To receive apologies for absence
- 19002 To receive declarations of interest
- 19003 To consider items of urgent business
- 19004 To consider Minutes of the meeting held on Monday 3rd December 2018
- 19005 To adjourn the meeting for a period of public discussion
- 19006 To consider strategic planning applications and policy matters:
- a) Planning Applications:
 - 18/01648/FUL – Demolition of existing conservatory and erection of erection of an extension & terrace – 141 Lancaster Road
- 19007 To consider meeting re Lancashire County Council proposals for on-street parking
- 19008 To consider Neighbourhood Plan Group update (Clerk to Report)
- 19009 To consider Community Roadwatch scheme (Clerk to Report)
- 19010 To consider the following events:
- a) Carnforth Christmas Decorations competition
 - b) Carnforth in Bloom
- 19011 To consider any updates on:
- a) Air Quality Management
 - b) CCTV
 - c) Land at junction of North Road and Market Street
 - d) Emergency planning
 - e) Blue Heritage Plaques
 - f) Self-watering hanging baskets proposal Market Street
 - g) Pocket Parks
 - h) A 'new train for Carnforth'

A handwritten signature in black ink, appearing to read 'Robert B. B. B.', with a long horizontal line extending from the end of the signature.

Town Clerk

03 January 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org



Town Development & Planning Committee

Draft Minutes of the meeting held on Monday 3rd December 2018 at 5:00pm at Council Offices, Market Street Carnforth

Present: Councillors Watkins (Chair); Barbu; Holbrook; Parker; Smith, Grisenthwaite (Part)

In attendance: Bob Bailey, Town Clerk, two residents

18088 **Apologies:** Apologies were received from Councillors Bromilow and Wooff

18089 **Declarations of Interest and Dispensations:** Councillors Smith and Watkins declared an interest in planning application 18/00752/FUL. Approval for dispensation on matters on the agenda was given to Councillor Barbu.

18090 **Urgent Business:** The Town Clerk, presented a first draft of the proposed *Tender for Architectural Survey and Options Appraisal – Carnforth Civic Hall, Carnforth*, developed by Councillor Grisenthwaite, setting out a specification for the required works. Members asked questions about the proposals and commented on the potential future use of the building. It was then **RESOLVED** that the draft tender specification be noted. Councillor Grisenthwaite joined the meeting to inform Members that confirmation had now been obtained to show a family film, *Incredibles 2* in the afternoon of Saturday 8th December and *Swimming with Men* the same evening. Councillor Holbrook volunteered to help with the arrangements on the day for the family film. (Councillor Grisenthwaite left the meeting)

18091 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on 5th November 2018 be approved.

18092 **Adjourn for public discussion:** Residents attending the meeting addressed Members regarding planning application **18/0196/TPO** expressing concerns around what they perceive to be the potential impact that the proposals will have on the environment and the 'visible vista'. They also commented on previous related planning applications that had subsequently been refused and noted that there was no supporting documentation on the planning portal setting out in detail the proposals in respect of the trees outlined in the planning consultation.

Members thanked the residents for their representation at the meeting and agreed to discuss the planning application in this part of the agenda. Members noted the concerns raised and noted the previous history relating to the location of this latest application. Members were also concerned that no supporting documentation had been provided with this application and, consequently, did not feel in a position to make any specific comments without a 'tree survey' or similar specialist report to refer to. Noting the deadline for responses to this application it was **RESOLVED** that the Town Clerk requests information relating to this application and that the deadline for statutory consultees to respond be extended to allow time for comments.

18093 **Planning Applications & Policy Matters:**

- 1) **Planning Application 18/00752/FUL: Erection of 2, two storey detached dwellings, Land at Carnforth Brow:** Members noted that some residents had objected to this application and commented that the Town Council had objected to a previous application that was subsequently refused. Objections remain around traffic and parking issues; vehicle access along North Road; surface water drainage concerns and flooding risks; potential noise pollution; diminished lines of sight.



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Members noted that this application is the latest in a series of separate planning applications apparently by the same applicant that currently total 11 properties. After some consideration, it was **RESOLVED** the Committee **recommends** that the Town Council objects to this application and that a short extension of time is requested to allow the Town Council to consider and comment.

- 2) **Planning Application 18/01308/FUL – Installation of 4 vehicle charging units, Booths Scotland Road:** Members commented on the importance of accommodating electrical vehicles now and in the future and supported the planning application in principle.
- 3) **Planning Application 18/0196/TPO –** See Minute 18092
- 4) **Planning Application 18/01183/FUL – Erection of a Care Home off Scotland Road:** Members noted that further to their previous objection to this application further notification had been received about subsequent amendments to the proposed scheme, although there has been no indication as to what these are. After some discussion, it was **RESOLVED** that the Committee **recommends** that a short extension of time is requested to allow the Town Council to consider the amendments and whether it wishes to make any further comments.

18094 **Budget planning 2019/2020:** Members considered the updated draft budget for 2019/2020 noting that, as recommended, the devolved budget for this committee has been increased to £3,000 reflecting planned expenditure for the coming year. Referring to the developing neighbourhood plan (see also Agenda item 18094) and the recently received work programme received from the appointed planning consultants it was considered prudent to include expenditure for local consultation and other engagement costs, and as a contingency for any additional expenditure above secured funding for the neighbourhood plan.

After some discussion, it was **RESOLVED** that the devolved budget for this committee of £3,000 in 2019/2020 be confirmed and that the Finance & Governance Committee be **recommended** to include £5,000 in the draft budget for the purposes of the neighbourhood plan.

18095 **Carnforth Neighbourhood Plan Group:** The Chair and Clerk reported on the meeting of the group held on 26th November 2018, outlining the main details of the work programme and associated costs submitted by the appointed consultants. It was reported that the programme aimed for a completed and published neighbourhood plan by October 2019 at a total cost of £16,590 (excluding VAT). Members were advised that the Town Council are eligible to initial funding of £9,000 that could be claimed part in 2018/2020 and part in 2019/2020. An additional grant funding of £8,000 can be made available depending on the eligibility.

It was reported that the consultants, working with the Town Clerk, will write and submit the necessary claim forms free of charge. Given the work that the neighbourhood plan group will need to do as part of the developing plan it had been recommended that a sum of £5,000 be included in the Town Council's budget for 2019/2020 (Agenda item 18094 refers)

After some discussion, on the elements of the proposed work programme, it was **RESOLVED** that the update from the Carnforth Neighbourhood Plan Group be noted and that the recommendation for an additional £5,000 in the 2019/2020 budget be endorsed.



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18096 **CCTV proposal:** The Clerk reported that there had been further discussions by the Chamber of Trade on their contribution towards extending CCTV coverage around the town. The Town Mayor had also discussed with itnetuk, the inclusion of CCTV cameras at the Shovel Inn that will cover some of Market Street and Lower North Road, including the Civic Hall. An invoice has subsequently been received from the company for £1,000 (excluding VAT) for the installation of cameras at the Royal Station Hotel and the Ratcliffe & Bibby building.

Members generally welcomed the opportunity for the installation of CCTV to act as a deterrent and to assist in future events etc, but also raised questions on the nature and reliability of surveillance and whether there needed to be any policies in place to meet legislative requirements.

After some discussion, it was **RESOLVED** that the Director of itnetuk limited be invited to attend a future meeting of the Town Council to fully explain the installation and operation of CCTV and the coverage that could be achieved should all contributions be made.

18097 **Road Traffic matters:** Members considered a range of road traffic matters that had recently been raised by residents, specifically at Lower North Road and Lancaster Road where it is perceived that speeding is a major issue. In respect of Lower North Road concerns have been raised over the risk of a serious accident given the two schools and Civic Hall on that stretch of road which have all increased evening activities in recent years. In respect of Lancaster Road, a resident has suggested that vehicles travel at speed, particularly at quiet times.

Members acknowledged the concerns raised and noted that the Town Council has a power to install traffic calming measures should it wish to do so. Monies have also been included within the draft budget 2019/2020 for a speed detector device. It was also felt that there may also be an opportunity to improve signage, collaborate further with Lancashire County Council on traffic management matters generally and/or include traffic management solutions as part of the developing neighbourhood plan. **ACTION:** Keep these matters under review as part of the budget process and longer-term plans.

Councillor Barbu highlighted several local road signs that need repair/replacement –

ACTION: Councillor Barbu to provide photographs and locations of the signs in question for referral to Lancashire County Council.

The Clerk advised that Lancashire County Council had responded that the damaged railings on Warton Road and Hunter Street do not comply with safety requirements and that these are to be replaced by bollards which will provide protection for vehicle incursion whilst not compromising the footway for pedestrian use. In 2019/2020, Lancashire County Council will also provide an upgraded mobility crossing point in this location.

It was then **RESOLVED** that the matters raised be kept under review and actioned as necessary.

18098 **Events:** Members reviewed the recent Remembrance Day and Lancashire Day events in the town. The Remembrance Day has widely been considered as a successful event given the level of organisation in the lead up to, and on, the day and the high numbers of organisations and members of the public attending despite the bad weather.



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Nevertheless, it was felt that there are lessons that can be learned to make marginal improvements at future events – **ACTION:** That a *lessons learned log* be created and used to make improvements.

There had been a small turnout on a cold day for Lancashire Day despite the event being promoted locally and on social media and on the Town Council's website. It was felt that little more could have been done to increase numbers in attendance, although the posting of an annual diary of events may help in the future.

It was then **RESOLVED** that the reviews and planned actions be noted and acted on as necessary.

18099 **Updates on activities:** Members considered updates on ongoing actions:

- 1) **Blue Heritage Plaques:** It was reported that subject to final confirmation from the Co-op all sponsorship of the blue heritage plaques is now in place and an order for eight plaques will be placed soon;
- 2) **Carnforth Express:** All Members agreed that the content, quality of paper, printing and distribution of the *Carnforth Express* were an improvement;
- 3) **Self-watering planters:** Councillor Barbu confirmed that the Outdoor Maintenance Officer had advised that he would be able to put up and, when required, fill the tanks of the self-watering planters, although a risk assessment will need to be carried out and specialist equipment may be required. Subject to final costings and sufficient budget, it was suggested that up to six self-watering planters be purchased – four to be located near Carnforth Railway Station and two close to the Council Offices. **ACTION:** Councillor Barbu to arrange for the suppliers to contact the Clerk with additional advice and costings and, in due course, a risk assessment to be undertaken.
- 4) **Pocket Parks:** Councillor Holbrook continues to develop plans for a pocket park at Windermere Road / Back Lane, working with Public realm officers at Lancaster City Council. A draft design of the park and costing will be provided and Councillor Holbrook will seek the views of residents in the immediate area. Further details will be published in the next edition of the *Carnforth Express*.
- 5) **'A new train for Carnforth':** Councillors Barbu and Watkins to meet with the carver to take this forward.

The meeting closed at 6:25pm

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

Town Clerk

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15 December 2018



Contact: DM Technical Team
Telephone: (01524) 582950
Email: dm@lancaster.gov.uk
Website: www.lancaster.gov.uk
Our Ref: 18/01648/FUL



**Regeneration and Planning
Development Management Team**

PO Box 4
Town Hall
Lancaster
LA1 1QR

28 December 2018

PLANNING APPLICATION CONSULTATION

Application No. : 18/01648/FUL

Proposal : Demolition of existing conservatory and erection of a single storey rear extension, erection of single storey side and front extension, creation of a raised terrace to the rear

For : Mr & Mrs K Richardson

Site Address : 141 Lancaster Road, Carnforth, Lancashire, LA5 9EE,

Grid Reference 349562,469895

We have recently received the above application, which you may wish to comment on. Full details of this application can be viewed by searching for application number 18/01648/FUL on the Council's Public Access system or by clicking on the web link below.

<https://planning.lancaster.gov.uk/online-applications//applicationDetails.do?activeTab=summary&keyVal=PKCE0BIZG6L00>

If following the link does not work, copy and paste it in to your web browser.

If you wish to comment please send your response to us within the next 21 days (unless your organisation benefits from legislation which specifically allows for a longer period). If you require a longer period in which to comment, it may be possible to accommodate this provided you agree this with the case officer in advance.

Any comments should be submitted by email to dconsultation@lancaster.gov.uk and include the full application number in the subject line.

Yours faithfully

DM TECHNICAL TEAM