



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend meeting on Wednesday 19th September 2018 at 6:30pm at the Council Offices, Market Street, Carnforth

- 18073 To receive apologies for absence
- 18074 To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 18075 To consider items of urgent business
- 18076 To consider Minutes of the meeting held on Wednesday 15th August 2018 (see Agenda Pack)
- 18077 To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks.
- a) Public discussion
 - b) Clerk's report
 - c) Correspondence (see Agenda pack)
 - d) Members updates and actions
 - Town Mayor
 - Outdoor Maintenance
 - General matters and issues
 - e) Reports of Ward and County Councillors
 - f) Reports from outside bodies:
 - Carnforth & District Chamber of Trade
 - Carnforth & District Twinning Association
 - Quarry Liaison
- 18078 To consider draft report and recommendations of the Asset Management Committee (Chair to Report)
- 18079 To consider draft report and recommendations of the Town Development & Planning Committee (Chair to report)
- 18080 To consider draft report and recommendations of the Finance and Governance Committee (Chair to Report)
- 18081 To consider proposals for CCTV in Carnforth
- 18082 To consider planning applications set out below and recommendation of the recommendation of the Town and Development Committee: (Please note that planning applications can be viewed online at:
<https://www.lancaster.gov.uk/planning/view-applications-and-decisions>:

Application No:	Description
18/00025/REF	APPEAL: Outline application for the erection of one dwelling and creation of a new access – Land adjacent to 25 Crag Bank, Crescent, Carnforth LA5 9EQ



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

- 18083 To receive an update on planning authority decisions on previously considered applications (See Agenda pack)
- 18084 To consider for approval Schedule of Payments and Receipts (See Agenda pack)
- 18085 To consider Remembrance Day Silhouette Grants for Councils
- 18086 To consider date and time of next meeting

A handwritten signature in black ink, which appears to read "Robert Bailey". The signature is written in a cursive style and is positioned above a horizontal line.

Town Clerk

15 September 2018

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org



Carnforth Town Council

Draft Minutes of the meeting held at the Council Offices on Wednesday 15th August 2018

Present: Councillors Roe (Chair); Aspin; Barbu; Branyan; Gardner; Grisenthwaite; Holbrook; Parker; Watkins; Wooff

In attendance: Bob Bailey, Town Clerk and one resident

18060 **Apologies:** Apologies were received from Town Councillors Parker and Watkins, City Councillor Reynolds and County Councillor Williamson

18061 **Declarations of Interest and Dispensations:** Councillors Barbu and Roe requested dispensation relating to items on the Agenda that were accepted. There were no declarations of interest.

18062 **Urgent Business:** Councillor Gardner requested, and Members agreed, to consider reports of committees (18070 and 18071 refers) following Agenda item 18064.

18063 **Minutes of the previous Meeting:** It was **RESOLVED** unanimously that the Minutes of the meeting held on **Wednesday 18th July 2018** be approved.

18064 **Adjournment for public discussion and information only updates:**

- 1) **Public discussion:** A proprietor of a new business in the town addressed the Town Council explaining that her shop called *On a Roll* located on Market Street would soon be opening selling 'quality take-out sandwiches'. Members welcomed the business and wished the proprietor well in her new venture.
- 2) **Clerk's Report:** The Clerk presented his report on activities carried out and supported during July, specifically referring to:
 - a) Ongoing development work on the new website which is now live and can be found at www.carnforthtowncouncil.org. It was reported that all Agenda, Minutes and supporting papers of Committee and full Town Council since April are now available. In the last month the Town Council's website, Facebook and Twitter have been very useful in keeping the local community informed about the Lancaster Road/Market Street resurfacing works and the Puffin Crossing on Kellet Road. It was clear that, overall, the local community appreciated being kept up to date on matters affecting them and had welcomed the opportunity to air their views on social media. The Clerk presented a graph of activity on Facebook since the beginning of May which had significantly increased in recent weeks to almost 500 followers.
 - b) Working closely with agents for the **proposed housing care scheme** to arrange a public consultation on the proposals that was held at the County Lodge & Brasserie on 8th August. Details of this event had also been posted on the Town Council's website and social media and had generated a lot of interest. The event consisted of two separate sessions where residents, local business and other interested parties were given the opportunity to hear about the proposals and the purpose and plans for the Care Home. Members had attended a separate meeting with the agents to discuss the plans in detail and ask questions.
 - c) Members were also updated on progress on neighbourhood planning and the community engagement meeting being arranged for Wednesday 26th September (report of the Town Development & Planning Committee refers)

Members commented on the need to carefully manage social media in line with the newly adopted policy, it was then **RESOLVED** that the Clerk's report be noted.

- 3) **Correspondence:** The Clerk presented the schedule of correspondence received and previously circulated to Members. It was reported that appropriate action had, or will be, taken by the Town Clerk and/or Committees to address any matters arising from correspondence received. It was then **RESOLVED** that the schedule of correspondence received be noted.

- 4) **Members updates and reports:** The Town Mayor, Councillor Roe, reported on a variety of events and meeting that he had attended and supported in the last month, including the Rotary Community Wellbeing Day.

Councillor Parker reported on the ongoing activities of the Outdoor Maintenance Operative which, in the last month.

Councillor Smith advised Members that following submission of his report on issues relating to the continued viability of the current Air Quality Management Area Action Plan he had received the support of Councillor Williamson. After the summer break arrangements will be made for Councillors to meet with officers from both Lancashire County and Lancaster City Council to discuss the matters raised and ways forward.

ACTION: Councillor Smith to keep Members informed of developments relating to the concerns raised by the Town Council on air quality in the town.

It was then **RESOLVED** that Members updates be noted.

- 5) **Reports of District and County Councillors:** Councillors Yates and Guiding commented on a range of events and training attended and matters around the Town including the Puffin Crossing on Kellet Road – very much welcomed by residents - and the resurfacing of the A6. It was reported that the resurfacing on Lancaster Road / Market Street, whilst very much needed had raised, had raised many comments / complaints from both residents and businesses, generally around perceived poor communication of the traffic management arrangements and the impact of the road closures on access to homes and businesses after 6pm. It was acknowledged that the Town Council is working with County Councillor Williamson to get updates and to keep the public informed through social media. It was also recognised that despite the difficulties good progress is being made and to a high standard.

It was **RESOLVED** that the reports and comments be noted and actioned as necessary.

- 6) **Reports from outside bodies:** It was reported that the Councillor Gardner had attended a recent meeting of the Chamber of Trade where there was an early discussion on the requirements and practicalities for Carnforth being defined as a *Business Improvement District (BID)*, like those already established in Lancaster and Morecambe. If designated as a BID business will be required to pay an extra tax (or levy) to fund local projects and events to promote and improve the town.

As there were no other updates from outside bodies, it was **RESOLVED** that the update from the Carnforth & District Chamber of Trade be noted.

18065 **Planning Applications:** Members considered the following new planning applications:

Application No:	Description
18/00796/CU	Change of use of ground floor from estate agent into hot food takeaway and installation of a flue to the rear – 1 Station Buildings, Warton Road, Carnforth LA5 9BS
18/00856/FUL	Demolition of outbuildings and garage and erection of a replacement garage, storage building and a covered parking area - Edenbrook Farm, Crag Bank Lane, Carnforth LA5 9JA
18/00628/FUL	Change of use of storage and distribution unit to a car workshop and garage - 1A Ironworks, Keer Park, Warton Road, Carnforth
18/00926/FUL	Erection of a two-storey apartment block of 8 affordable dwellings with associated access and parking – Land adjacent to Windermere Road & Gummers Howe Walk, Carnforth

Members considered the recommendations of the Town Development and Planning Committee and separately considered planning applications received since their last meeting.

After some discussion it was **RESOLVED** that all applications be supported in principle with a comment being made on 18/00796/CU about concerns that there may be an increase in litter dropping and additional parking problems on the public highway.

18066 **Planning Authority Decisions:** Members considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously considered by the Town Council.

It was noted that whilst application 18/00269/FUL – erection of office and storage on Carnforth Business Park - had been permitted it was subject to several highway and drainage and other conditions being met.

It was then **RESOLVED** that the decisions of the planning authority be noted.

18067 **Footpaths -Highways Act 1980 S.119:** Members considered an application to divert part of Carnforth Footpath 2 and 3 near Galley Hall Farm, Shore Road, Carnforth. The comments of Lancashire County Council relating to this path and the proposed diversion were noted.

It was then **RESOLVED** that the application be supported in principle subject to the specified conditions that works on the alternative route ensures that the footpath is suitable for use in all weathers and provides a safe and convenient route when other footpaths are subject to flooding at high tide.

18068 **Notice of Modification Order:** Members considered a definitive map modification order at Mount Pleasant Lane, Carnforth and Bolton-Le-Sands involving the addition of, and upgrading to, bridleways in the area.

After some discussion, it was **RESOLVED** that the Modification Order be noted and no representations be made.

18069 **Schedule of Payments and Receipts:** The Clerk presented the schedule of payments due in August. Members attention was drawn to the cost of the recent by-election (£6,709) to be paid from existing Reserves; the re-pointing of the brickwork at the Civic Hall (£2,050) and payment of the Mayors annual allowance (£900). It was reported that there had been receipts totalling £4,515 from the hire of the Civic Hall and annual grant from Aura Wind Turbine (£3,291) - the latter to be added to existing Community Funds.

After comments and questions it was **RESOLVED** that the schedule of payments for August be **APPROVED** and receipts noted.

18070 **Report of the Town Development & Planning Committee** (considered after Agenda Item 18064): Councillor Smith reported on the meeting of the Committee held on Monday 6th August, highlighting the following matters and activities:

- a) **Neighbourhood Plan:** The committee invited a Director of Kirkwells Planning Consultants to provide an outline of the support and advice that they could offer throughout the neighbourhood planning process. Kirkwells are experienced in supporting the development of neighbourhood plans with parish/town councils since 2012. If appointed Kirkwell's approach would be to act as the 'technical advisors' providing advice and support to enable the Town Council to develop a neighbourhood plan that is community led and owned. **ACTION:** Committee to contact other potential consultants to support the development of the neighbourhood plan in due course.

Plans are now being made for the first of series of community engagement events – this one aiming to seek the view of the local community of the need of a Carnforth Neighbourhood Plan and the outline *Vision, Values and Objectives*. The event will be at Carnforth Civic Hall on Wednesday 26th September commencing at 7:00pm – all Members are encouraged to attend if available. **ACTION:** The Town Council to be kept updated on plans and progress for this event.

- b) **Update on activities:** Councillor Smith reported on progress being made, including agreement on the design of the blue heritage plaques; costings from two suppliers are awaited. An update was also provided on ideas for a **self-watering planter** and '**pocket**' **parks**, both of which are still being developed.

Carnforth in Bloom had been a great success and the latest **Heritage Trail** had attracted over 20 people, continuing to be a popular event with residents and visitors to the town. Councillor Smith thanked Councillor Watkins for taking the lead on both events.

The Committee considered the many suggestions made by a resident to attract visitors to Carnforth. These will be shared with local organisations and/or taken forward by the Town Council where feasible.

Consideration is being given to creating a feature, in the shape of a train, that can be used to plant flowers, adding colour to the town whilst recognising its heritage.

- c) **Planning matters:** The Committee considered **Lancaster City Council's Draft Heritage Strategy** which makes several references to Carnforth's heritage and the matters to be considered in planning terms to protect assets and areas of interest. **ACTION:** Once finalised, the Town Council will be take the Heritage Strategy into account when considering planning applications and when developing the Carnforth Neighbourhood Plan.

The Committee had considered two planning applications and it was **RECOMMENDED** that these be '*Supported in Principle*'.

After some comments and suggestions, it was **RESOLVED** that the report of the Town Development & Planning Committee be noted and that further updates on actions outlined in the report be provided in due course.

18071

Report of the Finance and Governance Committee (considered after Town Development & Planning Committee report): Councillor Gardner reported on the draft Minutes of the committee held on 8th August highlighting the following for Members attention:

- a) **HMRC payments:** The Town Clerk had identified that payments for PAYE can occasionally be made after the due date because the scheduled meeting for the Town Council are held on the third Wednesday of each month. It was **RECOMMENDED** that authority to pay PAYE be delegated to the Finance and Governance Committee, with details being reported to the Town Council at their next meeting.
- b) **Town Clerks Probation:** Councillors Gardner and Grisenthwaite will be meeting with the Town Clerk to consider the completion of his six-month probationary period at the end of September and will then make a recommendation to the Town Council as to whether his employment should be made permanent.
ACTION: All Members are invited to write to Councillors Gardner and Grisenthwaite with any comments/observations on the Town Clerk's performance in the last six months.
- c) **Cinema Project:** Councillor Grisenthwaite provided an update on progress being made on this project and the interest that it had generated across the district. Councillor Grisenthwaite, the Town Clerk and Civic Hall Manager will be meeting with a representative from Eden Arts on 15th August to take the plans forward.
- d) **Silent Soldiers:** The Finance and Governance Committee has authorised the purchase of two 'Silent Soldiers' as part of the Town Council's Remembrance Day commemorations in recognition of the huge sacrifice that so many made during the First World War.
- e) **By-election costs:** Councillor Gardner reported that the Committee had considered a detailed breakdown of the cost of the recent By-election to be funded from existing Reserves. **ACTION:** That the detailed breakdown of the by-election costs be made available to the public through the Town Council's website, social media and Noticeboards.
- f) **Grant funding:** At the request of Carnforth Cricket Club, Councillor Gardner had recently met with representatives on site to consider their plans for the complete renewal of existing toilets and provision of a disabled toilet in the Pavilion. An application for funding is being made to Sport England and the Cricket Club has requested that the Town Council also considers financial support.

After their initial consideration it is the **RECOMMENDATION** of the Finance and Governance Committee that the Town Council supports, in principal, the award a grant of £1,000 to Carnforth Cricket Club subject to a formal application being received in due course.

The Committee briefly considered the current arrangements for the award and monitoring of grant funding and the management of the Community Fund on behalf of the Town Council. It was recognised that these had not been reviewed/updated in some time.

ACTION: Councillor Grisenthwaite to work with the Town Clerk to review and make recommendations on future arrangements for the award of grants and the management of the Community Fund.

- g) **Financial monitoring:** Members considered income and expenditure transactions for the month ended 31st July and the draft *Schedule of Payments and Receipts* for consideration at the Town Council meeting. It is **RECOMMENDED** that the Town Council **APPROVES** payments as set out in the schedule.
- h) **Local Council Awards Scheme:** Councillor Gardner reported that following the Town Council's approval the Committee will be carrying out an assessment of current *Governance, Community Engagement and Development* arrangements against eligibility criteria for the schemes *Quality Award* **ACTION:** That the Finance and Governance Committee keep the Town Council updated on progress towards achieving the *Quality Award* of the Local Council Awards Scheme

18072 **Date and time of next meeting:** The next meeting of the Town Council will be **Wednesday 19th September at 6:30pm**. The meeting closed at 7:45pm.



Correspondence – September 2018



Date	Sender	Topic
17/08/2018	West Lancashire Community Voluntary Service	Request for information on the business management model used for Carnforth Swimming Pool
17/08/2018	Bob Bailey, Town Clerk	Invitation to a tasting session of sample drinks available from the proposed drinks vending machine
28/08/2018	Bob Bailey, Town Clerk	Request for articles for the Carnforth Express
29/08/2018	Lancaster City Council	Weekly Planning list
29/08/2018	Chamber of Trade	Agenda for Chamber of Trade meeting on 10/09/2018
29/08/2018	Public Sector Executive Online	e-Newsletter
29/08/2018	Rural Services Network	e-Newsletter
29/08/2018	Rural Services Network	e-Newsletter
05/09/2018	Bob Bailey, Town Clerk	Advice regarding an electronic 'disclaimer' to be added to @carnforthtowncouncil.org emails
05/09/2018	Bob Bailey, Town Clerk	Follow-up request for articles for the Carnforth Express
11/09/2018	Bob Bailey, Town Clerk	Information/update on Market Street utility works and temporary lights
13/09/2018	There but not there	Remembrance day silhouette grants for councils
14/09/2018	Resident	Comments on Planning application 18/00025/REF appeal
14/09/2018	Lancaster City Council	Charging for elections 2019



Asset Management Committee

Draft Minutes of the meeting held on 11th September 2018

Present: Councillors Roe (Chair); Bromilow and Parker

In attendance: Bob Bailey, Town Clerk; Rik Marsden, Civic Hall Manager

18035 **Apologies:** Apologies were received from Councillor Wooff.

18036 **Declarations of Interest and Dispensations:** There were no declarations of interest.

18037 **Minutes:** The scheduled meeting on 3rd July 2018 had not been quorate. Members noted the updates on activities at the time, specifically the receipt and fixing of a noticeboard for the Whelmar Estate to be shared with Carnforth Neighbourhood Watch and, arrangements made to obtain a Flavia 500 drinks machine for use in the Civic Hall on a free trial.

18038 **Urgent Business:** The Chair informed Members that he had been approach by the local businessman who, by arrangement, carries out litter picking and sweeping around the War Memorial Gardens on the Town Council's behalf. It was reported that he was seeking a small increase to the quarterly amount already currently paid. Members noted that the quarterly payment, which is within the Committee's budget had remained the same for some years and that the Chair of Finance and Governance had been informed of the potential increase. It was then **RESOLVED** that the payment for litter picking and sweeping around the War Memorial Gardens be increased with immediate effect.

The Town Clerk reported that a claim from a firm of Solicitors based in Liverpool had been received for '*damages for personal injury and financial loss suffered as a consequence of an accident which occurred on or about 4th July 2018*'. The Town Clerk subsequently established that the claim related to a cyclist who had received an injury after hitting a pothole on Lancaster Road – the Solicitors were advised to follow the claim up with Lancashire County Council, Highways.

Councillor Parker enquired about the scheduled work for the cleaning the granite War Memorial and repointing all joints. The Town Clerk responded that the supplier had been contacted some months ago following the award of the contract and had been advised that the works would be carried out 'later in the year'. **ACTION:** The Town Clerk to contact the supplier and schedule a date for the works to be carried out.

The Civic Hall Manager reminded Members that consideration needs to be given to the **replacement of the floor in the main hall of the Civic Hall**. Members advised that this matter needed to be considered in detail as part of the budgeting process commencing in October. **ACTION:** Civic Hall Manger to seek advice and quotations on the optimum material and cost for the long-term replacement of the main hall floor with a view to this being considered in the budget process for 2019/2020.

18039 **Adjourn for public discussion:** No members of the public attended the meeting.

18040 **Update on activities:** Members considered the following updates:

- a) **Drinks machine:** Following a successful trial, authorisation had been given to enter a 5-year lease agreement with Mars Ltd for a **Flavia C500** drinks machine for use in the Civic Hall. The agreement includes a free service plan, a 'merchandise' from which users can select the drink of their choice; a connected coin operated 'pay module' and 'starter pack' of drinks.

It was reported that the machine, offers a choice of over 25 hot drinks including tea, herbal tea, a wide range of coffees to suit every taste and hot chocolate – all drinks are served using 'freshpack' technology.



Asset Management Committee

Rental of the machine is £130 (excluding VAT) per quarter, plus the cost of drinks. Delivery of the machine is expected soon and be available to the public and users of the Civic Hall immediately.

- b) **Re-pointing of the Civic Hall:** The Civic Hall Manager reported that the repointing works had been completed to a high standard.
- c) **Council Offices:** The Town Clerk reported that work had been carried out to relocate the broadband server and tidy up wiring in the office following the installation of new office equipment.

After some discussion and questions around the quality of drinks supplied and the proposed cost to the consumer, it was **RESOLVED** that the update on activities be noted.

- 18041 **Updates from other committees:** Members were informed that the Town Development & Planning Committee are considering a proposal for the acquisition of **self-watering planters** with a view to these being positioned on lampposts around the town.

It was also reported that the proprietor of *itnetuk* had attended the meeting of the Town Development & Planning Committee seeking the conditional support of the Town Council for **improving CCTV provision** in the town, with detailed proposals to be worked up. After a general discussion about the viability of self-watering planters and comments on the current CCTV provision, it was **RESOLVED** that updates from the Town Development & Planning Committee be noted.

- 18042 **Residents Matters:** The Town Clerk reported that a request had been received from a member of the public to provide an **additional litter bin** to be located at the top of New Street, close to its junction with North Road, as it is claimed that children from the nearby school regularly drop litter in that area. **ACTION:** Town Clerk to obtain prices of litter bins in keeping with those already in the town and confirm with Lancaster City Council that they will add the emptying of the bins to their existing waste collection schedule.

A letter had been received, via McCarthy & Stone, from a resident of the Keerford Retirement Home that the bus shelter on Lancaster Road - which was a replacement as part of the new build at the time - had been fitted the 'wrong way round' leaving no protection from the elements from anyone using the shelter. Both the resident and McCarthy & Stone are seeking help from the Town Council to rectify the problem.

ACTION: Town Clerk to liaise with McCarthy & Stone to establish which contractor had replaced the bus shelter and to seek a solution with them in the first instance.

The meeting closed at 17:40pm



Town Development & Planning Committee

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

Present: Councillors Watkins (Chair); Barbu; Holbrook; Smith and Wooff

In attendance: Bob Bailey, Town Clerk (part); Peter Wood Managing Director, itnetuk;
City Councillor Yates and two residents

18058 **Apologies:** Apologies were received from Councillor Bromilow

18059 **Declarations of Interest and Dispensations:** There were no declarations of interest. Approval for dispensation on matters on the agenda was given to Councillor Barbu.

18060 **Urgent Business:** There were no matters of urgent business

18061 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on Monday 6th August 2018 be approved.

18062 **Adjourn for public discussion:** No matters were raised by members of the public.

18063 **Planning Applications & Policy Matters:**

- a) **Committee delegated powers:** The Town Clerk advised Members that consideration of planning applications by this Committee did not seem to be working as originally intended. This appears to be mainly due to planning applications that are received between the meetings of this Committee and the Town Council.

It was suggested that rather than considering all planning applications received the committee concentrates on looking in detail at major applications being those that '*...involve three or more domestic properties, commercial developments and any strategically important applications*' as set out in the approved Terms of Reference.

After some discussion, it was **RESOLVED** that the Town Development & Planning Committee considers major applications as set out in the terms of reference of the committee with recommendations being made to the Town Council for approval.

- b) **Planning Application 18/00025/REF Appeal:** A resident addressed the meeting on this appeal which related to land adjacent to 25 Crag Bank Crescent, Carnforth and planning application 18/00103/OUT. Members were aware that, following representations by residents, the Town Council had objected to the original application and that this had subsequently been refused by Lancaster City Council's Planning Committee.

The resident presented in some detail reasons why, in his opinion, the appeal was invalid and should not be supported by the Town Council. Members commented on aspects of the original objection and the matters now being raised by the resident. It was then **RESOLVED** that the appeal be considered at the next meeting of the Town Council with the **RECOMMENDATION** that the **appeal is not supported** on the basis that there is no compelling evidence to suggest that the original objections of the Town Council have been addressed.



Town Development & Planning Committee

- c) **Air Quality / TDG site:** Councillor Smith reported that a meeting involving County Councillor Williamson, Councillors Smith and Watkins and officer representation from Lancashire County and Lancaster City Council to discuss this issue will be held soon. Members were advised that the Town Council's lead on this matter had been favourably received since a new Air Quality Management Action Plan for Carnforth is being considered.
- d) **Cobbled Street Carnforth:** Members were aware of correspondence on the planning and conservation issues relating to the cobbled street – thought to be the oldest in Carnforth – that had been dug up as part of a development at the back of the Queens Hotel. Councillor Yates commented on efforts he had made to get answers on the reasons why the removal of the cobbled street had apparently been allowed or whether enforcement action would be taken as a result. Lancaster City Council has responded that this is neither a planning nor conservation issue and that any discussion or redress should be sought with the developers. **ACTION:** Further enquiries be made to establish the identity of the developers of the scheme, subject to which, arrangements will be made to discuss the matter further with them.

18064 **Neighbourhood Plan meeting:** Councillor Watkins set out the broad outline for the community engagement meeting on **Wednesday 26th September** to seek the views of the local community on the proposed Carnforth Neighbourhood Plan. Members of the Committee will be presenting and facilitating discussions which will include an overview of the reasons for and against a Neighbourhood Plan; its main purpose and why the Town Council is undertaking to develop a plan for Carnforth. The main aim of the meeting will be to get the views of the local community on the *Vision, Values and Objectives* set out by the Town Council and to recruit a small number of members to the *Neighbourhood Plan Task Group* to take the project forward.

The Town Clerk reported that, as requested, posters and leaflets promoting the event had been produced and details will be posted on the Town Council's website and social media. **ACTION:** Members of the Committee to prepare presentations and to facilitate discussions on the proposed Carnforth Neighbourhood Plan at the event.

18065 **Planned Events:** Progress being made for the **Remembrance Day commemorations**. The Town clerk reported that a Piper had been booked and that the Salvation Army Band will be providing music including the Last Post/Reveille. Orders for wreaths are in progress and invitations have been sent out to local community organisations and invited guests. Councillor Parker is sorting out the catering arrangements with the supplier used last year. There was a discussion about other matters that need to be addressed including seeking a Parade Leader and what, if any, amplification would be required on the day. Members wished to purchase a further 20 to 30 'poppies' to be installed around the town.

Councillor Watkins advised that this years **Christmas Light switch on** would be **Wednesday 5th December**. Councillor Watkins will seek the donation of a Christmas tree and arrangements will be made to test and install the Christmas lights. A **competition** will be held to judge the best decorated properties in the town with cash prizes being awarded for 1st £100; 2nd £50 and 3rd £25.



Town Development & Planning Committee

18066

Close Circuit Television: The Chair welcomed Mr Peyer Wood, Managing Director, itnetuk, to the meeting and invited him to speak on CCTV provision in Carnforth. Mr Wood stated that he was attending the meeting as a resident of the town as well as the proprietor of the company. He then outlined the relatively poor and outdated CCTV provision in the town currently; what his company already provide and how this could be developed further to realise the benefits of a new and improved CCTV system. Mr Wood has already made enquiries with the Royal Station Hotel and Ratcliffe and Bibby about the possibility of installing cameras on their buildings, which they had tentatively agreed to. He advised that a good solution could be found at a relatively low cost and stated that he is willing to invest time and money in the project, subject to the backing of the Town Council.

Members asked several questions around technical matters relating to the installation of CCTV cameras and the legal aspects of monitoring and surveillance. Members were generally in favour of the idea and it was **RESOLVED** that the current provision of CCTV and the outline proposal be considered by the Town Council and, subject to their decision, Mr Wood be invited to develop the project further.

18067

Updates on activities: Members considered the following updates on ongoing actions:

- a) **Carnforth Express printing and distribution:** The Town Clerk reported that there had been a poor response to volunteers being sought through social media for the distribution of the Newsletter, although suggestions had been made about possible 'pick-up points' where the local community could collect copies. There is also the option of giving local businesses and residents the opportunity to sign up to receiving the newsletter electronically, which could also reduce printing costs. Members preferred option remains delivery to every household and given that the September edition of the Newsletter will soon be available it was **RESOLVED** that this be delivered by the current distributors.

As requested the Town Clerk had enquired about printing and distribution costs with another local supplier and advised that whilst the cost of distribution was competitive the initial quotation for printing was not.

ACTION: Town Clerk to discuss other options with the supplier and report back to the Committee

- b) **Self-watering planters:** Councillor Barbu presented a brochure from a company based on Derbyshire and advised that the 'self-watering' planters could be purchased for a cost of around £150 - £160. There was a discussion about how often they would need to be filled with water, what equipment would be needed when in-situ and who would have this responsibility. **ACTION:** Councillor Barbu to make further enquiries with other parish/Town Councils about ongoing maintenance of the self-watering planters and sound out possible sponsorship by local businesses.



Town Development & Planning Committee

- c) **Blue Heritage Plaques:** Members considered two quotations and designs for the provision of heritage plaques. After some discussion, it was **RESOLVED** that the preferred supplier be *Signs of the Times* and the Town Clerk be given authority to order heritage plaques subject to confirmation of sponsorship, where necessary.

The Town Clerk and Councillor Smith left the meeting.

- d) **Pocket Parks:** Councillor Holbrook reported that, as suggested by Councillor Wooff, he will be contacting Lancaster City Council's Public Realm Officer for support and advice in developing the idea of pocket parks in locations around the town. **ACTION:** Councillor Holbrook to update the Committee as progress is made
- e) **'A new train for Carnforth':** Councillor Watkins is continuing to develop this idea for further consideration by Members of the Committee. **ACTION:** Councillor Watkins to update the Committee as progress is made

The meeting closed at 6:45pm

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

**Town Clerk
2018**

**28 Wilson Grove,
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Email: clerk@carnforthtowncouncil.org

15 September



Finance and Governance Committee

Draft Minutes of the Finance & Governance Committee held on Wednesday 12th September 2018

Present: Councillors Gardner (Chair); Grisenthwaite; Councillor Parker and Roe

In attendance: Bob Bailey, Town Clerk

18063 **Apologies:** Apologies were received from Councillors Branyan, Jones and Wooff.

18064 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

18065 **Minutes:** It was **RESOLVED** that the Minutes of the Finance and Governance Committee held on 8th August 2018 be approved.

18066 **Urgent Business:** Members considered the following matters:

- a) Councillor Gardner reminded Members that funds had been earmarked in the 2018/2019 budget for the **provision of a bus shelter** on Back Lane/Windermere Road for the convenience of residents around Hard Knott Rise and Gummers Howe Walk. Councillor Gardner wished to offer residents options for comment subject to suitable quotations being received for an aluminium (or similar type) bus shelter and Stagecoach Ltd's agreement to a new bus stop on an existing bus route(s). There was then a discussion about other potential funding and/or the possibility of a second bus shelter from sources such as a Section 106 agreement as part of Lancaster City Council's proposals for new build on Windermere Road.

ACTION: Town Clerk to provide options for a new bus shelter at the next meeting of the Committee and Councillor Gardner to contact Stagecoach Ltd to discuss the proposal.

- b) The Town Clerk advised that Unity Trust Bank has recently started to offer a **'corporate multipay card'** which could be used as a debit/credit card for general day-to-day and urgent items of expenditure. There was some discussion about the authorisation of payments and the monitoring and control of expenditure.

ACTION: Town Clerk to carry out further research and present options for effective internal control to the next meeting of the Committee

- c) The Town Clerk reminded Members that he had been advised that the cost of the **'Silent Soldier'** is £150 and not £100 as previously reported.

ACTION: That the additional cost be noted and that the cost of two 'Silent Soldiers' be met from the budget set aside for the Remembrance Day commemorations.

- d) Councillor Grisenthwaite reported that good progress is now being made on the development of the **'Poppy Trail' leaflet** which will provide a commentary on residents who fought in the First World War including a map of where they lived. The first draft of the leaflet will be available soon with a press release to follow and a formal launch at the Civic Hall on 31st October. Invitations will be given to relatives and those currently living on the properties mentioned in the leaflet. After some discussion it was **RESOLVED** that progress be noted and that the cost of printing the leaflets be met from the Remembrance Day budget.

18067 **Public discussion:** No members of the public were present.



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18068 **Updates on activities:** The committee considered the following:

- a) **Cinema project:** Councillor Grisenthwaite provided Members with an update on arrangements for the planned film night on Saturday 6th October at the Civic Hall. The film to be shown will be *The Guernsey Literary and Potato Peel Pie Society* (2018). Cost of the film will be £100 and a Hot Pot Supper will be provided by *On a Roll* costing £250. Numbers will be limited to 50 people and, as this is the launch of cinema project, the cost of the tickets will be just £4.00 including the hot pot.

Subject to all tickets being sold a contribution of £150 would be needed from existing budgets to fund the project for this occasion only. The new drinks machine will be available for patrons to use and Friends of Carnforth Swimming Pool are being asked provide snacks and soft drinks for sale. During the night, patrons will be asked to complete a short questionnaire and comment on their experience.

The event will be publicised on the Town Council's website and noticeboards and on social media in the next week. There was then a general discussion about possible arrangements for film nights in the future, including the licensing requirements for selling alcohol and the budget to be used to fund the £150 shortfall. It was then **RESOLVED** that progress be noted and that the Town Council be **RECOMMENDED** to approve allocation of £150 to the Cinema project from existing Reserves.

- b) **Community Fund/Grants:** Councillor Gardner advised Members that a formal application for grant funding of up to £1,000 would be submitted for consideration by **Carnforth Cricket Club** alongside their substantive request for funding being made to Sport England. Councillor Gardner also informed the Committee that the television for the **Gummers Howe Community Centre** had been purchased and delivered.

Councillor Grisenthwaite reported that he and the Town Clerk had not yet had an opportunity to carry out a review of current arrangements for the application for community funding / grant awards. **ACTION:** Councillor Grisenthwaite and the Town Clerk to report back to the November meeting of the Finance and Governance Committee on the review of current arrangements for the award of grants and any recommendations for improvement.

- c) **Local Council Award Scheme:** Members had been previously provided with the guidance and criteria for achieving the Quality Award. The Town Clerk is in the early stages of carrying out his own assessment of the Town Council's arrangements and standards against those set out in the Quality Award. **ACTION:** That the Town Clerk reports back to the Committee on completion of his assessment together with any recommendations to meet specified criteria and achieve the Local Council Award Scheme Quality Award.

18069 **Financial Monitoring Report:** The Town Clerk presented the monthly financial monitoring report of income and expenditure transactions and bank reconciliation as at 31st August. Members were also presented with an analysis of debtor invoices raised, paid and outstanding. The Town Clerk reported that there had been a good level of collection to date. After some questions it was **RESOLVED** that the financial transactions, bank reconciliation and good level of debtor payments to 31st August be noted.



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- 18070 **Community Fund balances:** As requested, the Town Clerk presented a short statement on the Community Fund balances as at 31st August being **£7,061**. It was **RESOLVED** that the balance of the Community Fund be noted, that the Town Clerk provides (at least) a quarterly update and that arrangements be made for the promotion of available funds to support community projects.
- 18071 **Draft Payments and Receipts schedule:** The Town Clerk presented Members with the draft schedule of payments and receipts to be presented to the September meeting of the Town Council. Members asked several questions on the payments due including officer expenses and the Town Clerk's registration for the Certificate in Local Council Administration (CiLCA) qualification. It was then **RESOLVED** that approval be given for payment to be made to HMRC for PAYE Period 5 and that the Town Council be **RECOMMENDED** to approve all other payments due.
- 18072 **Internal Audit Recommendations:** The Town Clerk presented an update and written commentary on the progress being made to implement the agreed recommendations arising out of the 2017/2018 Internal Audit. It was reported that five key recommendations had been fully implemented; five were in progress/partially implemented and three had yet to be started. Members asked several questions before it was **RESOLVED** that the good progress being made to implement the internal auditor's recommendations be noted and that the Town Clerk presents a further update in December.
- 18073 **Update on Committee actions and recommendations:** The Town Clerk and Members provided a short update on the activities of the Asset Management and Town Development & Planning Committee. It was then **RESOLVED** that the updates be noted.
- The meeting closed at 6:30pm**

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

Town Clerk

14 September 2018

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org



Contact: Planning Advice Team
Telephone: (01524) 582950
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Email: developmentcontrol@lancaster.gov.uk
Website: www.lancaster.gov.uk
Our Ref: 18/00025/REF



**Regeneration and Planning
Development Management Team**

PO Box 4,
Town Hall,
Lancaster
LA1 1QR

29th August 2018

Dear Sir/Madam

Appeal Reference:	18/00025/REF	Appeal By: Mrs S Robinson
Appeal Description:	Outline application for the erection of one dwelling and creation of a new access	
Site Address	Land Adjacent To 25 Crag Bank Crescent, Carnforth, Lancashire, LA5 9EQ,	
Inspectorate Ref:	APP/A2335/W/18/3206062	
Original Planning Ref:	PP-06636716	

An appeal has been made to the Secretary of State in respect of the above site on 28.08.2018. This appeal will be decided by written representations.

The appeal is against a refusal of planning permission.

Any comments you made at application stage will be forwarded to the Planning Inspectorate. Should you wish to make additional comments, you should submit three copies of your observations by **2 October 2018**. Any representations will be disclosed to the parties of the appeal and will not be acknowledged unless specifically asked to do so. You should address any further observations to the Planning Inspectorate, Temple Quay House, 2 The Square, Bristol BS1 6PN. If your representations are submitted after the deadline they will not normally be seen by the Inspector and will be returned. A copy of the "Guide to taking part in planning appeals" can be obtained from <http://www.planning-inspectorate.gov.uk>.

If you wish to have a copy of the appeal decision letter then you must request one from the Planning Inspectorate. .

Yours faithfully

PLANNING ADVICE TEAM



Planning Application Comments & Decisions September 2018



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
16/00335/OUT: Outline application for the erection of 158 dwellings with associated new vehicular access, incorporating a roundabout and access road, and pedestrian/cycle access points; Land Between Brewers Barn And The A601(M), Carnforth Brow, Carnforth, LA5 9LJ	Object to the planning application	Awaiting decision – considerable delays in completion of legal agreement.
17/01264/VCN: Erection of five 2-storey detached dwellings with associated access (pursuant to the variation of condition 2 on planning permission 16/01257/FUL to amend the site layout and variation of house type) - Land Adjacent, 153 North Road, Carnforth	Support the planning application in principle	Awaiting decision
18/00365/OUT: Outline application for residential development comprising up to 238 dwellings with associated vehicular and cycle/pedestrian access to Scotland Road and cycle/pedestrian access to Carnforth Brow / Netherbeck, public open space, creation of wetlands area, construction of water detention basins, erection of sub-station, associated earth works and land regrading and landscaping – Land off Scotland Road, Carnforth	Support the planning application in principle	Awaiting decision
18/00463/FUL: Erection of a 2 storey dwelling, creation of an access and parking area and erection of a single storey rear extension to existing dwelling – 17 Towpath Walk, Carnforth	Support the planning application in principle	Awaiting decision
18/00796/CU: Change of use of ground floor from estate agent into hot food takeaway and installation of a flue to the rear – 1 Station Buildings, Warton Road, Carnforth LA5 9BS	Comment on concerns that there is the likelihood that litter will be increased and parking on the public highway problematic as a result of the change of use	Awaiting decision
18/00856/FUL: Demolition of outbuildings and garage and erection of a replacement garage, storage building and a covered parking area - Edenbrook Farm, Crag Bank Lane, Carnforth, Lancashire, LA5 9JA	Support in principle	Awaiting decision



Planning Application Comments & Decisions September 2018



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
18/00628/FUL: Change of use of storage and distribution unit to a car workshop and garage - 1A Ironworks, Keer Park, Warton Road, Carnforth, Lancashire LA5 9E	Support in principle	Awaiting decision
18/00926/FUL: Erection of a two-storey apartment block of 8 affordable dwellings with associated access and parking – Land adjacent to Windermere Road & Gummers Howe Walk, Carnforth	Support in principle	Awaiting decision

Schedule of Payments and Receipts

September 2018

Payments

Invoice Date:	Payment Type:	Payment To:	Description:	Budget:	Net £	Vat £	Gross £
19-Jul-18	BACS	Laburnham Nurseries	Plants & Flowers	Asset Management: Devolved Budget	-59.40	-11.88	-71.28
24-Jul-18	Cheque	LALC	Neighbourhood planning workshop	Member training	-50.00	0.00	-50.00
02-Aug-18	BACS	UK Leaflet Distribution	Carnforth Express distribution (not paid in Aug)	Carnforth Express: Distribution	-112.50	-22.50	-135.00
07-Aug-18	BACS	DIY Supplies	Repairs and Maintenance	Asset Management: Devolved Budget	-12.39	0.00	-12.39
14-Aug-18	BACS	Tech-Hub Ltd	Office Tidy up	Computing:Capital Expenditure	-100.00	-20.00	-120.00
15-Aug-18	BACS	Rotary Club of Carnforth	Carnforth Boundary Stones	Asset Management: Devolved Budget	-100.00	0.00	-100.00
24-Aug-18	BACS	Bob Bailey	Microsoft 365	Computer Software	-66.66	-13.33	-79.99
24-Aug-18	BACS	DIY Supplies	Repairs and Maintenance	Asset Management: Devolved Budget	-5.98	0.00	-5.98
24-Aug-18	BACS	AR Fabb Bros Ltd	Mayor/Deputy Mayor Collarettes	Asset Management: Devolved Budget	-50.00	-10.00	-60.00
29-Aug-18	BACS	Laburnham Nurseries	Plants & Flowers	Asset Management: Devolved Budget	-86.70	-17.34	-104.04
30-Aug-18	BACS	Paul Gardner	49inch TV - Gummers How Community Centre	Community Fund	-349.17	-69.83	-419.00
30-Aug-18	BACS	Dazzling Windows	Window cleaning	Civic Hall: Maintenance	-30.00	0.00	-30.00
31-Aug-18	BACS	HMRC	PAYE Tax Period 5	HMRC	-483.40	0.00	-483.40
31-Aug-18	BACS	Donald Astley	Salary	Outdoor Mntce Operative: Salary	-283.67	0.00	-283.67
31-Aug-18	BACS	Don Astley	Mileage Expenses	Outdoor Mntce Operative: Expenses	-75.60	0.00	-75.60
31-Aug-18	BACS	Richard Marsden	Salary	Civic Hall: Salary	-815.48	0.00	-815.48
31-Aug-18	BACS	Richard Marsden	Monthly Allowance	Civic Hall: Expenses	-15.00	0.00	-15.00
31-Aug-18	BACS	Bob Bailey	Salary	Town Clerk: Salary	-608.46	0.00	-608.46
31-Aug-18	BACS	Bob Bailey	Salary	Town Clerk: Expenses	-81.67	0.00	-81.67
31-Aug-18	BACS	Society of Local Council Clerks	CiLCA Qualification	Training	-250.00	0.00	-250.00
14-Sep-18	BACS	Uk Leaflet Distribution	Carnforth Express distribution (subject to performance)	Carnforth Express: Distribution	-225.00	-45.00	-270.00
Totals					-3,861.08	-209.88	-4,070.96

Town Clerks Expenses	Stationery	-27.98
	Telephone	-20.00
	postage	-33.69
		-81.67

Schedule of Payments and Receipts

September 2018

Receipts

Date:	Payment Type:	Payment From:	Description:	Budget:	Amount £
03-Aug-18	BACS	Carnforth Karate Club	Hire of Civic Hall	Civic Hall Income	96.80
03-Aug-18	BACS	Carnforth Karate Club	Hire of Civic Hall	Civic Hall Income	96.80
03-Aug-18	BACS	Carnforth Karate Club	Hire of Civic Hall	Civic Hall Income	96.80
03-Aug-18	BACS	Carnforth Karate Club	Hire of Civic Hall	Civic Hall Income	96.80
03-Aug-18	BACS	Witherslack Care	Hire of Civic Hall	Civic Hall Income	623.13
17-Aug-18	BACS	Lancashire County Council	Local Delivery Scheme	Other income: Local Delivery Scheme	250.00
17-Aug-18	BACS	CADAS	Hire of Civic Hall	Civic Hall Income	31.80
24-Aug-18	Cheque	Edelweiss Café	Carnforth Express Advertising	Newsletter Advertising	16.80
					1,308.93