



# Carnforth Town Council

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

## **Summons to attend meeting on Wednesday 16<sup>th</sup> January 2019 at 6:30pm at the Council Offices, Market Street, Carnforth**

- 19006 To receive apologies for absence
- 19007 To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 19008 To consider items of urgent business
- 19009 To consider Minutes of the meeting held on Wednesday 19<sup>th</sup> December 2018 (see Agenda Pack)
- 19010 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 (to follow)
  - c) Correspondence
  - d) Members updates and actions
    - Town Mayor
    - Outdoor Maintenance
    - County Council proposal for paid parking on Market Street
    - General matters and issues not on the agenda
  - e) Reports of Ward and County Councillors
  - f) Reports from outside bodies:
    - Lancashire Constabulary
    - Carnforth & District Chamber of Trade
    - Carnforth & District Twinning Association
    - Quarry Liaison
- 19011 To confirm annual precept 2019/2020 following extraordinary Town Council meeting held on Wednesday 9<sup>th</sup> January 2019
- 19012 To consider draft report and recommendations of the Town Development & Planning Committee (Chair to report)
- 19013 To consider draft report and recommendations of the Asset Management Committee (Chair to Report)
- 19014 To consider Vacancy – Carnforth Ward and May 2019 local elections
- 19015 To consider Community Fund Grants:
  - 1) Itnet Uk – CCTV system
  - 2) Lancaster Cricket Club – Toilets



# Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

- 19016 To consider planning applications set out below and recommendations 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
18/01648/FUL	Demolition of existing conservatory and erection of an extension & terrace – 141 Lancaster Road, Carnforth (TD&PC recommendation: Support in principle)

- 19017 To receive an update on planning authority decisions on previously considered applications (See Agenda pack)
- 19018 To consider for approval Schedule of Payments and Receipts (See Agenda pack)
- 19019 To consider date and time of next meeting

Town Clerk

11 January 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: [clerk@carnforthtowncouncil.org](mailto:clerk@carnforthtowncouncil.org)



# Carnforth Town Council

## Draft Minutes of the meeting held at the Council Offices on Wednesday 19<sup>th</sup> December 2018

**Present:** Councillors Roe (Chair); Barbu; Bromilow; Gardner; Grisenthwaite; Holbrook; Jones; Parker; Smith; Watkins

**In attendance:** Bob Bailey, Town Clerk

- 18117 **One Minute Silence:** The Town Mayor led the Town Council in a Minutes silence in memory of Councillor Wooff.
- 18118 **Apologies:** Apologies were received from Councillors Branyan
- 18119 **Declarations of Interest and Dispensations:** Councillors Barbu and Roe requested dispensation relating to items on the Agenda that were accepted. Councillors Grisenthwaite, Smith and Watkins declared an interest in planning application(s) 18/0752/FUL on the Agenda.
- 18120 **Urgent Business:** It was reported that, as requested, Councillor Grisenthwaite had drafted a tender specification for an architectural survey and options appraisal of the Civic Hall. Members considered and commented on the draft and it was then **RESOLVED** that the tender specification be approved, and tenders sought in due course.
- 18121 **Minutes of the previous Meeting:** It was proposed by Councillor Grisenthwaite, seconded by Councillor Watkins and **RESOLVED** unanimously that the Minutes of the meeting held on **Wednesday 21<sup>st</sup> November 2018** be approved.
- 18122 **Adjournment for public discussion and information only updates:**
- Public discussion:** No members of the public were present.
  - Clerk's Report:** The Clerk presented his report on activities carried out and actions taken since the last meeting, including:
    - Submission of a grant application to 31<sup>st</sup> March 2019 for the development of the Carnforth Neighbourhood plan;
    - Updates on matters reported to Lancashire County Council including the Town Council's published statement in response to the proposal to introduce on-street parking in Carnforth;
    - Road traffic matters and issues;
    - Review of, and lessons learned from, recent events;
    - Civic Hall boiler replacement and emergency planning works;
    - Matters arising from the recent Virgin Media works (on the Agenda);

The Town Mayor thanked the Clerk and Members for their efforts, it was then **RESOLVED** that the Clerk's Report be noted.

- 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.

Members commented on County Councillor Williamson's support for the Town Council's statement on Lancashire County Council's on-street parking proposals and the concerns raised by the recent Virgin Media works. Members also commented on the County Council's Cabinet approval of the revocation of the

Special Road designation of part of the A601(M) and reclassification as an 'all purpose 'B' road'. It was then **RESOLVED** that the schedule of correspondence received, and actions taken and planned be noted.

- d) **Members updates and reports:** The Town Mayor, Councillor Roe, reported on events and meeting that he had attended and supported in the last month. Councillor Smith has again followed up matters relating to the removal of the old cobbled street as part of the development behind the Queens Hotel which are ongoing.

It was considered that banners fixed to railings around the town should be monitored and removed following an event or after a reasonable period. **ACTION:** Arrange for the removal of two identified banners and monitor/control this form of advertising in future.

No other matters, not included in the Agenda, were raised and it was then **RESOLVED** that Members updates and reports be noted and action(s) be taken as required.

- e) **Reports of County and Ward Councillors:** There were no County or Ward Councillors present at the meeting.
- f) **Reports from outside bodies:** It was reported that the Twinning Association are making plans to visit Saily in 2019.

There were no other reports and it was **RESOLVED** that the updates from outside bodies be noted

- 18123 **CCTV proposals:** Itnetuk had been invited to attend the meeting to further discuss their proposals for CCCTV in the town. As they did not attend, there were general comments and observations on what was known about the proposals and implications; the involvement and views of the Chamber of Trade and the way in which any award of a grant from the Town Council should be made to ensure proper governance and accountability of public money. After some discussion, it was **RESOLVED** that itnetuk be asked to attend the next meeting of the Town Council (January 2019) and be requested to complete the new Community Fund Application Form to support the decision of the Town Council whether to grant funds towards the cost of the scheme.

- 18124 **Report of the Town Development & Planning Committee:** Councillor Watkins reported on the draft Minutes of the Committee meeting held on 3<sup>rd</sup> December, outlining the following key resolutions, actions and matters:

- a) **Planning applications:** That the Town Council requests that Lancaster City Council, Development Management, provide additional information on planning application 18/0196/TPO and the amendments to planning application 18/01883/FUL.

That the Town Council be **recommended** to object to planning application 18/00752/FUL and supports planning application 18/01308/FUL;

- b) **Carnforth Neighbourhood Plan Group:** The planned programme of works, timescales and costs associated with developing the Neighbourhood Plan were outlined. It was reported that funding for the remainder of 2018/2019 and in 2019/2020 is available and applications for the funding are to be submitted in the coming weeks.

It was emphasised that the scheduled completion of the Neighbourhood Plan (October 2019) is ambitious and will require additional funding from the Town Council's balances to support community engagement and promotion of the developing plan;

- c) **Budget monitoring and planning:** That it be **recommended** that the devolved budget allocated to the committee for the financial year 2019/2020 be **£3,000** and that a sum of **£5,000** be included in the financial plans for next year in support of the Carnforth Neighbourhood Plan;
- d) **CCTV Proposals:** The Committee had discussed the proposals and **recommended** that it netuk attend the December meeting of the Town Council to discuss the details of the scheme and the award of any grant;
- e) **Road Traffic Matters:** The Committee considered road traffic matters that had recently been raised by residents and Members that are to be kept under review and possibly considered as part of the Neighbourhood Plan;
- f) **Events:** Members discussed the successes and lessons learnt from the recent Remembrance Day and Lancashire Day commemorations;
- g) **Activities:** Updates and comments on sponsorship of the blue heritage plaques; the improved quality of the *Carnforth Express* and proposals for self-watering planters, pocket park at Windermere Road and a carved flower feature in the shape of a train.

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

18125

**Report of the Finance & Governance Committee:** Councillor Gardner, reported on the draft Minutes of the Committee attached to the Agenda, referring to the following resolutions, actions and matters:

- a) **Urgent business:** The Committee considered and **recommended** that the Town Council approves the tender specification for the architectural and options appraisal of the Civic Hall. There was also a discussion on the management arrangements at Crag Bank Village Hall;
- b) **Financial monitoring and payments:** That the financial monitoring report as at 30<sup>th</sup> November 2018 be noted and that the Town Council be **recommended** to approve the Schedule of Payments and Receipts on the Town Council agenda;
- c) **Community Fund Application Form:** The committee considered a revised application form for completion by community groups when requesting funds. It was explained that the form had been designed to be relatively simple to complete whilst providing sufficient information to enable Members to make an informed decision on the community benefits of a project and capacity to deliver.
- d) **Budget planning:** That Committee had considered in some detail an amended version of the draft budget for 2019/2020 which took account of updated information from the other Committees and the additional money requested in support of the Neighbourhood Plan.

Councillor Gardner took Members through the salient points of the budget and, subject to agreement, the calculated amount of precept required ion 2019/2020 to deliver the Town Council's plans and considering reserves and balances. The Committee **recommended** that the updated draft be further considered by Members with a view to the precept for 2019/2020 being determined at the January 2019 meeting of the Town Council and the demand submitted to Lancaster City Council by the deadline of 1<sup>st</sup> February 2019.

After much discussion and questions on the draft budget it was **RESOLVED** that a special meeting of the Town Council be held on Wednesday 9<sup>th</sup> January 2019 to consider and approve the 2019/2020 budget and precept.

- 18126 **Report of the Air Quality Group:** Councillor Smith reported on the meeting of the Group held on 5<sup>th</sup> December and the resulting options and proposals that had been suggested. It was acknowledged that some of these are ambitious but are indicative of the long-term problems that, if addressed, would greatly improve the town for residents, the wider local community and visitors to the town.

Members were asked for their opinion on the proposals and, after much discussion, and comments, it was **RESOLVED** that County and Ward Councillors be consulted prior to further discussion with County and City Officers and that pertinent options be incorporated into the developing Carnforth Neighbourhood Plan

- 18127 **Virgin Media Works:** Councillor Smith raised the matter of the major road disruptions and risks to the public arising from the recent Virgin Media Works on Lancaster Road and Market Street. The timing of the works had also potentially had a significant impact on local businesses and economy. The works had resulted in a lot of criticism on social media against Virgin Media and County Council in particular.

The Town Council had not been consulted by either Virgin Media or Lancashire County Council prior to the works commencing and consequently had not been given an opportunity to comment or manage the views and expectations of residents and the local community during the period of the works.

It was reported that the Town Clerk had already contacted Lancashire County Council expressing disappointment that despite previous requests to improve their engagement with the Town Council they had again failed to do so.

After much discussion, it was **RESOLVED** that Lancashire County Council officers be requested to attend meetings of the Town Council each quarter to discuss and report on highways and other relevant County Council matters and issues.

- 18128 **Planning Applications:** Members considered the following planning applications:

Application No:	Description
18/00752/FUL	Erection of 2 two storey detached dwellings - Land At Carnforth Brow Carnforth <i>(TD&amp;PC recommendation to object)</i>
18/01524/FUL	Installation of 4 car charging units – Booths Supermarket Car Park, Scotland Road (TD&PC recommendation to support in principal)
18/0196/TPO	T1 crown reduction, T2 crown raise, T3 stem removal - 25 Crag Bank Crescent Carnforth Lancashire LA5 9EQ (TD&PC recommendation to obtain additional information and request an extension of time to respond)
18/01183/FUL	Erection of Care Home (amendment) – Land off Scotland Road Carnforth ((TD&PC recommendation to obtain additional information and request an extension of time to respond)
18/01503/FUL	Erection of six general industrial units with associated parking – Ironworks House, Warton Road, Carnforth (not previously considered)

Application No:	Description
18/01563/FUL	Erection of a first-floor side extension – 4 Johnsen Close Carnforth LA5 9UJ (not previously considered)

After some discussion and taking into account the recommendations of the Town Planning and Development Committee, it was **RESOLVED** to:

- object to planning application 18/00752/FUL;
- support, in principle, planning applications 18/01524/FUL and 18/01563/FUL;
- submit a 'neutral' comment on planning application 18/01503/FUL around consideration being given to the potential impact on air quality and;
- request further information and, if required, an extension to the consultation period in respect of planning applications 18/0196/TPO and 18/01183/FUL.

18129 **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 a long outstanding planning application had now been permitted but that the Brewers Barn application (16/00335/OUT) remains outstanding - it was commented that this remains an unsatisfactory position and needs a resolution. Two other planning applications had been withdrawn. It was then **RESOLVED** that the update of planning authority decisions be noted.

18130 **Schedule of Payments and Receipts:** The Clerk presented the schedule of payments due as **recommended** by the Finance and Governance Committee. Members attention was drawn to the annual payment of water rates at the Civic Hall and invoice from itnetuk for £1,200 as a contribution to the installation and configuration of a CCTV system.

After some comments and questions, it was **RESOLVED** that except for the requested payment from itnetuk all other accounts for December be **APPROVED**

18131 **Date and time of next meeting:** The next meeting of the Town Council will be **Wednesday 16<sup>th</sup> January 2019 at 6:30pm**. The meeting closed at 8:20pm.





## Correspondence – January 2019



Date	Sender	Topic
14/12/2018	Town Clerk	Carnforth Town Council Agenda pack
15/12/2018	Town Clerk	Town Development & Planning Agenda Pack
17/12/2018	Town Clerk	Finance & Governance Agenda Pack
18/12/2018	Lancaster City Council	Weekly list of planning applications
18/12/2018	Rural Services Network	e-Newsletter
18/12/2018	Town Clerk	Submission of Neighbourhood Planning Grant & Technical Support Application
20/12/2018	Town Clerk	Notification of successful application of Neighbourhood Planning Grant & Technical Support subject to confirmation of acceptance
24/12/2018	Lancaster City Council	Weekly list of planning applications
31/12/2018	Lancaster City Council	Weekly list of planning applications
31/12/2018	Town Clerk	Extraordinary Town Council meeting 09/01/2019
03/01/2019	Town Clerk	Town Development & Planning Agenda Pack
03/01/2019	Town Clerk	Formal approval of Neighbourhood Planning Grant & Technical Support
03/01/2019	Office of the Police & Commissioners Office Lancashire	Consultation on proposals to recruit extra officers to support policing
04/01/2019	Town Clerk	Asset Management Committee Agenda Pack
04/01/2019	Lancashire Association of Local Councils	Buckingham Palace Garden Party invitation
04/01/2019	Public Sector Executive Online	e-Newsletter
04/01/2019	Natural England	North West Coastal Access update - December
05/01/2019	Lancaster City Council	Local Plan consultation on additional evidence and information
05/01/2019	Public Sector Executive Online	e-Newsletter
07/01/2019	Lancaster City Council	Weekly list of planning applications
07/01/2019	Public Sector Executive Online	e-Newsletter
08/01/2019	Rural Services Network	e-Newsletter
09/01/2019	Rural Services Network	e-Newsletter – Rural Funding Digest
09/01/2019	Lancashire County Council	A683 Bay Gateway – defect works
10/01/2019	Chamber of Trade	January Meeting Agenda
10/01/2019	Town Clerk	Budget & Precept 2019/2020





# Carnforth Town Council

## Draft Minutes of the extra-ordinary meeting held at the Council Offices on Wednesday 9<sup>th</sup> January 2019

**Present:** Councillors Roe (Chair); Barbu; Branyan; Bromilow; Gardner; Grisenthwaite; Holbrook; Jones; Smith; Watkins

**In attendance:** Bob Bailey, Town Clerk

- 19001 **Apologies:** Apologies were received from Councillor Parker
- 19002 **Declarations of Interest and Dispensations:** Councillor Barbu requested dispensation relating to items on the Agenda that were accepted.
- 19003 **Urgent Business:** There were no matters of urgent business for this Agenda.
- 19004 **Adjournment for public discussion and information only updates:** No members of the public were present at the meeting
- 19005 **Annual budget and precept:** The Town Mayor thanked Members for attending this extra-ordinary meeting to further consider the draft annual budget and proposed precept for 2019/2020, that had been presented to the December meeting of the Town Council, with a request that Members consider it in detail prior to this extra-ordinary meeting. He then asked Councillor Paul Gardner, Finance and Governance Committee, Chair to formally present the draft annual budget for 2019/2020.
- Councillor Gardner then took Members through the planned budget expenditure and income, allowing Members to comment under each budget heading.
- There was a healthy and robust discussion about the expenditure that the Town Council estimates it will incur in the coming financial year in performing its functions and duties in accordance with proper practices and its responsibilities in its stewardship of public money.
- The discussion resulted in some amendments and comments including the removal of some items of expenditure and adjustments to the estimated expenditure and income. There was also a debate about the estimate for 'contingencies', being an amount included in the calculation for the annual precept as a provision for a unforeseen event or circumstance.
- After the deliberations, the revised net expenditure (planned expenditure – planned income) was **£74,868**.
- Considering the net revenue position as at 31<sup>st</sup> March 2019, an allowance for contingencies and the forecast net expenditure for 2019/2020 the amount of precept for the financial year 2019/2020 is £78,198. Members were advised that based on the annual council tax base set by the billing authority (Lancaster City Council) this equates to £46.99 for a Band D property.
- The calculation for the net revenue position as at 31<sup>st</sup> March 2019 and the required precept for 2019/2020 is set out in more detail in the table below:

<b><u>CALCULATION OF REVENUE POSITION AS AT 31/03/19</u></b>	<b>£</b>
Cash Balance as at 01/04/18	£29,172
Add Precept for Current Year	£50,470
<b>Available funds 2018/2019</b>	<b>£79,642</b>
Less Current Year Revised Estimate (Outturn)	-£65,130
<b>Net Revenue Position as at 31/03/19</b>	<b>£14,512</b>
<b><u>PRECEPT REQUIRED FOR 2019/20</u></b>	<b>-</b>
Forecast Net Expenditure 2019/20	-£74,868
Contingencies	-£18,717
<b>Total Revenue Resources Required</b>	<b>-£93,585</b>
Add Estimated Carry Forward Balance as at 31/03/19	£14,512
<b>PRECEPT REQUIRED</b>	<b>-£78,198</b>
<b>Band D (£78,198/1664.22)</b>	<b>-£46.99</b>

There was a discussion about the increase on the precept compared to the previous year (£50,470) but Members were satisfied that the evidence-based approach to formulating next year's budget and determining the annual precept was in accordance with proper practices and accurately reflected the Town Council's planned activities in 2019/2020.

Members acknowledged that internal controls put into place during 2018/2019 has improved financial management that facilitates the performance of the Town Council's statutory functions and powers and the proper conduct of its financial affairs, whilst ensuring that planned activities are delivered.

There was also a brief conversation about further improvements that would support the management of the Town Council's finances, including the introduction of a *Reserves Policy* and separate accounts for specific/earmarked monies such as the Community Fund for the benefit of local projects and expected funds following the Town Council's recent successful bid for financial support in the delivery of a Carnforth Neighbourhood Plan.

It was then **RESOLVED** that the Town Council demands the sum of £78,198 from the billing authority (Lancaster City Council) being the annual precept for 2019/2020 and that this be ratified at the scheduled meeting of the Town Council on Wednesday 16<sup>th</sup> January 2019.

It was further resolved that the Finance & Governance Committee be given delegated authority to produce a formal *Reserves Policy* and, if considered beneficial, arrange for separate bank accounts to be established for specific/earmarked funds.

The meeting closed at 6:50pm.



# Town Development & Planning Committee

## Draft Minutes of the meeting held on Monday 7<sup>th</sup> January 2019 at 5:00pm at Council Offices, Market Street Carnforth

**Present:** Councillors Watkins (Chair); Barbu; Bromilow; Holbrook; Parker; Smith

**In attendance:** Bob Bailey, Town Clerk

19001 **Apologies:** There were no apologies

19002 **Declarations of Interest and Dispensations:** Approval for dispensation on matters on the agenda was given to Councillor Barbu.

19003 **Urgent Business:** The Town Clerk reported that as at 31<sup>st</sup> December 2018, expenditure from the committee devolved budget (£2,500) was £893, leaving a balance of £1,607. It was noted that planned expenditure on the blue heritage signs will significantly reduce this amount.

Members were also advised that County Highways have been sent photographs of various signage around the town that need repair or replacement.

19004 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on 3<sup>rd</sup> December 2018 be approved.

19005 **Adjourn for public discussion:** No members of the public were present at the meeting

19006 **Planning Applications & Policy Matters:**

- 1) **Planning Application 18/01648/FUL:** Demolition of existing conservatory and erection of an extension & terrace – 141 Lancaster Road

Members briefly commented on the proposals and it was **RESOLVED** that the Committee **recommends** that the Town Council supports the application, in principle.

19007 **On-Street Parking Proposals:** Councillor Smith reported on a meeting that had taken place earlier in the day with representatives from Lancashire County Council, Carnforth Chamber of Trade and County Councillor Williamson to discuss County proposals for on-street parking in the town. It was made clear at the outset of the meeting that officers had acted on the instructions of County Council's Cabinet to carry out a 'desk-top exercise' to identify options for income generation and that the places that have been suggested at this stage will be considered further at the Cabinet meeting in February, after which officers may be asked to consider the options further. These options will then be subject to full consultation.

Members and the Chamber of Trade shared their opinions on the main parking issues around the town and comments and suggestions for alternatives to on-street parking that County officers agreed to investigate these further. There was also a discussion on air quality and traffic management matters that are ongoing with City and County Council officers. There was agreement that better engagement and collaborative working would be a positive way forward on this and many other issues and that this should be actively pursued.

After some comments, it was **RESOLVED** that the latest position on the on-street parking proposals be noted and kept under review in the coming weeks and months.



## Town Development & Planning Committee

- 19008 **Carnforth Neighbourhood Plan Group:** The Town Clerk reported that with the help of the appointed consultants the Town Council's bid for funding to support the development of the neighbourhood plan had been successful.

The initial funding is until 31<sup>st</sup> March 2019, after which a further funding bid will be made for the balance of the £9,000 available. There will also be a bid for the additional £8,000 which is dependent on eligibility including allocation of housing and use of design codes. After some discussion, it was **RESOLVED** that the successful funding bid and update be noted.

- 19009 **Community Road Watch:** The Town Clerk reported that the Town Council had been approached by Over Kellet Parish Council to support the local Community Road Watch scheme, which already operates successfully in Nether Kellet. It has been suggested – with support from the Police – that the volunteer scheme is, in many ways, a better deterrent than a Speed Indicator Device (SpID) and the Town Council are asked to help promote the scheme and fund, at least, one more speed gun that volunteers can use to detect a variety of driving offences including exceeding the speed limit; use of mobile phones whilst driving and not wearing seat belts and/or restraints.

There was some discussion, about the scheme and the role and training provided to volunteers, after which it was **RESOLVED** that the Town Clerk produces a paper on the scheme and the proposal for consideration by the Town Council.

- 19010 **Events:** Members considered the following events:

- 1) **Christmas decorations competition:** It was reported that there had been a very poor response to this competition and the cash prizes available. Councillor Watkins had, however, walked around the town and had identified three winners, with the winner of the first prize to be invited to the January meeting of the Town Council to receive their cheque.
- 2) **Carnforth in Bloom competition:** In contrast, it was reported that the 2018 Carnforth in Bloom had, comparatively, been well supported with double the number of entrants on the previous year.

There was a general discussion about ways in which the competitions can be widely promoted and made more appealing, as well as whether, the continued award of cash prizes is sustainable in the long term. There were also suggestions about developing new ideas to bring events to the town and the introduction of a Town Calendar that includes events run by all local groups as well as the Town Council **ACTION:** Members to consider these, and any other ideas, in future meetings of the Committee.


It was then **RESOLVED** that the reports be noted and that a Carnforth in Bloom competition be held in 2019 and that it be widely promoted in advance.

- 19011 **Updates on activities:** Members considered updates on ongoing actions and activities:

- 1) **Air Quality Management:** The options reported to Town Council in December are fully supported by County Councillor Williamson. The next step will be to consult with Ward Councillors before a further meeting with County and City Council officers is arranged to discuss each of the options in detail.



## Town Development & Planning Committee

- 2) **CCTV:** Itnet UK have been invited to attend the Town Council meeting in January - having not attended in December – to discuss the proposals in detail. In the meantime, the company have been asked to complete a Community Grant Fund Application form which should provide more information so that Members can make an informed decision and meet governance and accountability requirements relating to the stewardship of public money. There was a brief discussion about seeking the opinions of the local community on the proposals;
- 3) **Land at junction of North Road and Market Street:** Progress is being made with the piece of land at the junction of Market Street and North Road. Lancashire County Council have advised that they will consider allowing the Town Council to maintain this piece of land subject to agreement on the plans and ongoing maintenance arrangements. Members broadly discussed some ideas that will be firmed up in the coming weeks, involving the Outdoor Maintenance Officer.
- 4) **Emergency Planning:** Led lighting and electrical works have been completed;
- 5) **Blue Heritage Plaques:** The Co-op have agreed to fund one of the blue plaques and have already sent a payment. Subject to agreement from the Carnforth Masonic Chapter that a plaque can be placed on Kerneforde Hall, and confirmation from the Mourholme Historic Society that they are satisfied with the design of the plaques that they have agreed to sponsor, an order for all eight heritage plaques will be placed;
- 6) **Self-watering planters:** Councillor Barbu has identified possible locations for self-watering plants to be located on existing lampposts in the town – Lancashire County Council will need to give permission for these to be used. Equipment needed to enable the Outdoor Maintenance Officer to periodically water the planters has also been identified – being a 16-litre handcart pump sprayer and telescopic wand. **ACTION:** Councillor Barbu to advise of the locations of the lampposts and permission to use them sought from Lancashire county Council. Arrangements will also be made to carry out a risk assessment prior to any order being placed for the self-watering planters and associated equipment.





## Town Development & Planning Committee

- 7) **Pocket Parks:** Councillor Holbrook presented plans for the piece of land located at the junction of Highfield Road and Windermere Road. The site is approximately 15 metres by 10 metres and would benefit from a simple tidy up and uplift through trees being planted around the edges of the plot and a bench fixed to an existing concrete pad. Councillor Holbrook continues to work closely with Public Realm Officers at the City Council to develop the ideas and ensure that the right permissions are in place. After some questions and discussion, it was **RESOLVED** that the committee recommends that the Town Council gives its support to this development and that details are published in the next edition of the *Carnforth Express*.



- 8) **'A new train for Carnforth':** Councillors Barbu and Watkins to meet with the carver to take this forward.

The meeting closed at 6:15pm

A handwritten signature in black ink, which appears to read 'Robert Barbu'. The signature is stylized and includes a long horizontal line extending from the end.

**Town Clerk**

**28 Wilson Grove,**

**Heysham, Morecambe**

**LA3 2PQ**

**Tel: 07846 256 006**

**Email: [clerk@carnforthtowncouncil.org](mailto:clerk@carnforthtowncouncil.org)**

**11 January 2019**



## Asset Management Committee

**Draft Minutes of the meeting held on 8<sup>th</sup> January 2019  
at 5:00pm at the Council Offices, Market Street, Carnforth**

**Present:** Councillors Roe (Chair) and Bromilow

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

18058 **Apologies:** Apologies had been received from Councillor Parker

18059 **Declarations of Interest and Dispensations:** There were no declarations of interest.

18060 **Minutes:** Members noted that the November meeting had not been quorate, but that the Town Mayor had approved, in accordance with Standing Orders, that at least two quotations be sought for a replacement boiler in the Civic Hall flat. Given the urgency, Members were advised that an immediate decision on the preferred supplier could be made at either at an emergency meeting or, by agreement, via email.

18061 **Urgent Business:** There was no matters of urgent business.

18062 **Adjourn for public discussion:** No members of the press or public were present at the meeting

18063 **Update on activities:** Members considered the following updates:

- a) **Civic Hall updates:** Members were informed that, following Member agreement, the supplier had replaced the boiler in the Civic Hall flat as per the quotation received. The boiler has a 12-year guarantee.

The Civic Hall Manager has built a fully portable cabinet/base unit for the drinks machine. It was reported that the cost of materials to build the unit was significantly less than purchasing a unit from the drinks supplier.

The Civic Hall Manger reported that weekend bookings are beginning to improve but the current weekend rates – especially on a Sunday – are considered by many to be too high. The Town Clerk advised that the Finance & Governance Committee are due to review current rates with a view to establishing a clearer pricing structure.

- b) **Litter Bin Lancaster Road/New Street:** The Town Clerk reported that as approved by Town Council in December payment had been made to Lancaster City Council for the supply and delivery of a litter bin to be located at the corner of Lancaster Road and New Street. Once in place, the litter bin will be added to the relevant waste collection/street cleansing round.

It was **RESOLVED** that the updates be noted, and Members supported a review of the current pricing structure for the hire of the Civic Hall and 'front room'.

18064 **Committee Updates:** The Town Clerk updated Members on relevant matters arising from the meeting of the Town Development and Planning Committee, specifically:

- a) further discussions in the CCTV proposals;
- b) land at the junction of North Road and Market Street
- c) Self-water planters and related equipment, and;
- d) Proposed pocket park at the junction of Highfield Road and Windermere Road.

After some discussion, it was **RESOLVED** that the updates from Committees be noted.

**The meeting closed at 5:25pm**





# Planning Application Comments & Decisions January 2019



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
<b>16/00335/OUT:</b> 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 A601(M), Carnforth Brow, Carnforth, LA5 9LJ	Object to the planning application	Awaiting decision – considerable delays in completion of legal agreement.
<b>18/00365/OUT:</b> 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
<b>18/01144/FUL:</b> Erection of office and storage and distribution (B8) building with associated parking and access - Carnforth Business Park, Kellet Road, Carnforth	Support the planning application in principle	Application Permitted
<b>18/01183/FUL:</b> Erection of a care home building comprising of 118 bedrooms and communal, staff and services areas with associated internal road layout, car parking and landscaping, creation of a new access and construction of a new retaining wall – Land North East of Ex-Servicemens Club, Scotland Road, Carnforth	Object to the planning application Further comment made requesting more information on the late amendments to the proposals	Awaiting decision
<b>18/01093/FUL:</b> Retrospective application for the siting of a timber cabin for retail and tourist information use – The Canal Turn, Lancaster Road, Carnforth	Support the planning application in principle	Application Permitted
<b>18/01308/FUL:</b> Erection of 2 semi-detached 2 bed dwellings with associated garden and parking – Land to the side of former Police Station, Grosvenor Road, Carnforth	Support the planning application in principle	Application Permitted
<b>18/00752/FUL:</b> Erection of 2 two storey detached dwellings - Land at Carnforth Brow Carnforth	Object to the planning application	Awaiting decision



# Planning Application Comments & Decisions January 2019



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
<b>18/0196/TPO:</b> Installation of 4 car charging units – Booths Supermarket Car Park, Scotland Road	Support the planning application in principle	Application Permitted
<b>18/01503/FUL:</b> Erection of six general industrial units with associated parking – Ironworks House, Warton Road, Carnforth	Neither support or object to the planning application – comment submitted on need to consider potential impact on air quality	Awaiting decision
<b>18/01563/FUL:</b> Erection of a first-floor side extension – 4 Johnsen Close Carnforth LA5 9UJ	Support the planning application in principle	Awaiting decision
<b>18/0196/TPO:</b> T1 crown reduction, T2 crown raise, T3 stem removal - 25 Crag Bank Crescent Carnforth Lancashire LA5 9EQ	Comment: request access to information related to the planning application	Application Permitted

## Schedule of Payments

January 2019

## Payments

Payment Type:	Payment To:	Description:	Budget:	Net £	Vat £	Gross £
BACS	On a Roll	Food for Film Night 08/12/2018	Events: Film Night	-100.00	0.00	-100.00
BACS	R E Salt & Co	Supply and installation on boiler - Civic Hall flat	Capital Expenditure: Civic Hall	-2,300.00	-460.00	-2,760.00
BACS	Trade Uk	Materials to make mobile drinks cabinet	Civic Hall: Maintenance	-16.11	-3.21	-19.32
BACS	Trade Uk	Materials	Civic Hall: Maintenance	-10.78	-2.15	-12.93
BACS	Rik Marsden	Materials to make mobile drinks cabinet	Civic Hall: Maintenance	-31.71	0.00	-31.71
BACS	Moore 'N' Wife	Quarterly Litter picking & Sweeping - War Memorial Gardens	Asset Management: Devolved expenditure	-450.00	-90.00	-540.00
	Bob Bailey	Dymo label manager & label tapes	Asset Management: Devolved expenditure	-40.31	-3.81	-44.12
BACS	Bob Bailey	Printer Ink	Printing & Stationery	-64.50	-12.90	-77.40
BACS	Bay Typsetters	Carnforth Express	Carnforth Express: Printing	-400.00	0.00	-400.00
			Carnforth Express: Distribution	-300.00	-60.00	-360.00
BACS	HMRC	PAYE Tax Period 9	HMRC	-483.40	0.00	-483.40
BACS	Richard Marsden	Salary	Civic Hall: Salary	-840.48	0.00	-840.48
BACS	Richard Marsden	Allowance	Civic Hall: Expenses	-15.00	0.00	-15.00
BACS	Donald Astley	Salary	Outdoor Mntce Operative: Salary	-283.67	0.00	-283.67
BACS	Don Astley	Mileage Expenses	Outdoor Mntce Operative: Expenses	-10.80	0.00	-10.80
BACS	Bob Bailey	Salary	Town Clerk: Salary	-608.46	0.00	-608.46
BACS	Bob Bailey	Expenses	Town Clerk: Expenses	-36.25	0.00	-36.25
<b>Totals</b>				<b>-5,991.47</b>	<b>-632.07</b>	<b>-6,623.54</b>

Town Clerks Expenses	Postage	-1.25
	Telephone	-10.00
	Stationery	-10.00
	Mileage expenses	-9.00
	Parking	-6.00
		<b>-36.25</b>