



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend meeting on Wednesday 20th February 2019 at 6:30pm at the Council Offices, Market Street, Carnforth

- 19020 To receive apologies for absence
- 19021 To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 19022 To consider items of urgent business:
- 1) Town Clerks Terms and Conditions (Exempt Item – press and public excluded)
- 19023 To consider draft Minutes of the meeting held on Wednesday 16th January 2019 (see Agenda Pack)
- 19024 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
 - General matters and issues not on the agenda
 - e) Reports of Ward and County Councillors
 - f) Reports from outside bodies:
 - Carnforth & District Chamber of Trade
 - Carnforth & District Twinning Association
 - Quarry Liaison
- 19025 To consider draft report and recommendations of the Asset Management Committee (Chair to Report)
- 19026 To consider draft report and recommendations of the Town Development & Planning Committee (Chair to report)
- 19027 To consider draft report and recommendations of the Asset Management Committee (Chair to Report)
- 19028 To consider consultation [Lancashire County Council Household Waste Recycling Centres](#)



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

19029

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
19/00070/CU	Change of use of dwelling into residential care home – 1 Midland Terrace, Carnforth LA5 9EZ
19/00074/FUL	Partial garage conversion to create a utility room & erection of second storey side extension with balcony to the rear – 1 Conder Brow, Carnforth LA5 9XQ
19/00083/FUL	Siting of a timber lodge & installation of a package treatment plant – Marsh House Farm, Crag Bank Lane, Carnforth LA5 9EG

19030

To receive an update on planning authority decisions on previously considered applications (See Agenda pack)

19031

To consider for approval Schedule of Payments (See Agenda pack)

19032

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

16 February 2019

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 16th January 2019

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

In attendance: Bob Bailey, Town Clerk; Ward Councillors Guilding and Yates; County Councillor Williamson; Sergeant Brown; Two members of the public

Prior to the commencement of the meeting the Town Mayor presented the winners of the Christmas Decoration competition with a cheque.

19006 **Apologies:** There were no apologies

19007 **Declarations of Interest and Dispensations:** Councillors Barbu and Roe requested dispensation relating to items on the Agenda that were accepted.

19008 **Urgent Business:** It was reported that the Town Mayor and Councillor Parker would be attending an event in support of the Carnforth food-bank.

The proprietor of ItnetUK addressed the Town Council on his proposals for the implementation of CCCTV in the town and a request for funding from the Community Benefit Fund (Agenda item 19015 also refers). The plans to install CCTV at five locations, with the prior agreement of the owners of these premises, were outlined and Members informed that the balance of the cost of the project would be met by ItnetUK as a contribution to the local community

Members asked several questions about the proposed location of the cameras; their expected coverage, quality and effectiveness; ownership; ongoing revenue costs; general data protection implications; arrangements for monitoring CCTV footage and controls relating to access by the Police and other agencies to the footage.

After responding to the questions asked the proprietor of ItnetUK was thanked for his attendance and presentation of the scheme. He then left the meeting.

19009 **Minutes of the previous Meeting:** It was proposed by Councillor Watkins; seconded By Councillor Bromilow and **RESOLVED** unanimously that the Minutes of the meeting held on **Wednesday 19th December 2018** be approved.

19010 **Adjournment for public discussion and information only updates:**

a) **Public discussion:** None

b) **Clerk's Report:** The Clerk presented his report on activities carried out and actions taken since the last meeting, including:

- 1) Award of grant funding to 31st March 2019 for the development of the Carnforth Neighbourhood plan;
- 2) Meeting with officers from Lancashire County Council regarding the proposals to introduce on-street parking in Carnforth and other towns across Lancashire;
- 3) Request for expressions of interest to undertake an architectural survey and options appraisal of Carnforth Civic Hall;
- 4) Air quality options consultation;
- 5) Land at Junction of North Road and Market Street;
- 6) General follow ups with Lancashire County Council

The Town Mayor thanked the Clerk and Members for their efforts in securing the first part of funding for the neighbourhood plan and addressing the other matters outlined in the report. After some questions, it was then **RESOLVED** that the Clerk's Report be noted.

- c) **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, 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, including an exhibition at Carnforth Station and a meeting with officers from Lancashire County Council on the on-street parking proposals. The meeting had given a positive, and early opportunity, to get some clarity on the proposals and actions to date and to air views and concerns raised by the local community. Officers have yet to do develop the proposals for consideration by County Council Members but a decision is expected before the end of February. Members used the opportunity to raise other matters relating to traffic management, highways and land issue for follow up

Councillor Smith continues to follow up matters relating to the removal of the old cobbled street as part of the development behind the Queens Hotel and will keep Members informed. **ACTION:** Ward Councillors were requested to again raise the matter with Lancaster City Council's conservation Team given that this piece of the town's heritage has been removed.

No other matters, not otherwise 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 Ward and County Councillors:** Councillors offered their condolences to the Town Council for the recent loss of Councillor Wooff. Ward Councillors Guilding and Yates commented on planning developments at Windermere Road and land off Scotland Road for the proposed Housing with Care, where a site visit of the City Council's Planning Committee will take place on 28th January. The Town Council was advised that Members could attend the site visit as observers.

County Councillor Williamson commented on the positive meeting regarding the on-street parking proposals and other County Council related matters. Members were advised on consultation on a proposal to cease the Lancashire Break Time (LBT) service which currently provides short breaks to children with special educational needs and disabilities, as well as respite for their primary carers – the Consultation runs until 25th March.

The *Report It* facility on the County Council website is much improved, providing an easy to use on-line reporting of a range of highways related matters and activities. The County Council has ring-fenced money for potholes around Lancashire and Councillor Williamson is pursuing action on the defects at the junction of Haws Hill and Grosvenor Road.

In response to a question raised by Members, it was reported that discussions around the future of the ticket office at Carnforth Railway Station are ongoing. It was then RESOLVED that the reports of Ward and County Councillors be noted.

f) **Reports from outside bodies:**

- 1) **Lancashire Constabulary:** Sergeant Lindsay Brown reported on crime statistics in the area in recent months which had seen a 'seasonal dip' in all offences except for domestic violence.

Members were informed of some specific crimes in the area recently, including theft of high value items which had resulted in good results in terms of subsequent arrests.

A review of Police resources has resulted in the introduction of 'neighbourhood policing' which has seen an overall increase in manpower albeit over a wider area. The initiative is proving beneficial through better coordination and use of resources and specialist training in rural crime.

Following a spate of ATM crimes there has been recent arrests and other information is currently being followed up. A team has been established to deal specifically with ATM crime which is being perpetrated by a team of highly organised criminals.

Sergeant Brown commented on the benefits and pitfalls of CCTV from a Police perspective. It was made clear that managed effectively and with the right governance arrangements in place, the Police would be supportive of the implementation of CCTV in the town and would be keen to make use of any footage when the need arises.

Members were informed that the CCTV arrangements now being managed by Lancaster City Council in partnership with Vodafone are a positive step forward and a good working relationship has been established between the Police and the City Council, relating to access to CCTV coverage based at the dedicated 'hub' at the Council's White Lund Depot. Members were advised that the City Council are planning to expand coverage across the district soon and are seeking to develop access to CCTV images that will enable the Police to access footage remotely.

Members then asked various questions relating to local crime and the provision of CCTV.

- 2) **Chamber of Trade:** It was reported that the Chamber of Trade wish to work in partnership with the Town Council in taking forward plans to improve CCTV coverage around the town. The Chamber of Trade are also very supportive of the developing Carnforth Neighbourhood Plan.

It was noted that the Chamber of Trade are going forward with plans to establish a Business Improvement District (BID) in Carnforth. This will create a partnership between local businesses, Lancaster City Council and the Town Council with the intention of making improvements around the town and surrounding area.

- 3) **Twinning Association:** A report on the recent meeting of the twinning association had previously been circulated to Members. Details included Wine Tasting on 16th February and the Annual General meeting to be held on 4th March 2019.

The Twinning visit to Sailly is 22nd to 26th August 2019. Members were reminded that there are two vacancies for Town councillors on the Twinning Association Committee.

4) **Quarry Liaison:** Nothing to report.

There were no other reports and after some comments it was **RESOLVED** that the reports of outside bodies be noted Sergeant Brown left the meeting

19011 **Precept 2019/2020:** Members considered the draft Minutes of the extra-ordinary meeting of the Town Council held on 9th January 2019 which had been convened to determine the annual budget and precept for 2019/2020. This meeting had considered in detail the planned income and expenditure for the coming year. Taking into consideration forecast outturn balances as at 31st March 2019 and the net planned expenditure needed to deliver on the Town Council's plans in 2019/2020 the precept for the year had been calculated at £78,198. This represents an annual council tax for a Band D property of £46.99 (approx. £0.90 per week).

Members were satisfied that the evidence-based approach now being followed to determine the budget and precept, together with the opportunity to openly discuss the Council's plans, and the budget needed to deliver them at a special Town Council meeting had improved overall governance. The meeting had also facilitated improvements in the financial management and performance of the Council in delivering those plans. Members thanked the Town Clerk for his support and advice throughout the budget planning process.

There was some further discussion and further suggestions for improving overall financial management through the adoption of a *Reserves Policy* and separate accounts for specific funds such as the Community Benefit Fund and Neighbourhood Planning.

It was then proposed by Councillor Gardner; seconded by Councillor Branyan and **RESOLVED** unanimously that the Budget for 2019/2020 be approved.

Councillor Watkins then proposed; seconded by Councillor Gardner and **RESOLVED** unanimously that the precept for 2019/2020 be £78,198 and that the Town Clerk makes arrangements to demand this from the principal authority (Lancaster City Council).

It was also **RESOLVED** that the development of a *Reserves Policy* and introduction of specific accounts be delegated to the Finance and Governance Committee.

19012 **Report of the Town Development & Planning Committee:** Councillor Watkins reported on the draft Minutes of the Committee meeting held on 7th January, outlining the following key resolutions, actions and matters:

- a) **Planning applications:** That the Town Council supports in principal planning application number 18/01648/FUL.
- b) **On-street parking:** As outlined earlier in the meeting, Members were informed that proposals to charge for on street in Carnforth were part of a much wider review of savings, efficiencies and income generation proposals across the county aimed at reducing the deficit between available funds and the cost of delivering services. A decision on the proposal is expected in February when, if necessary, public consultation will be undertaken.
- c) **Carnforth Neighbourhood Plan Working Group (NPWG):** The NPWG has successfully bid for funding until 31st March. A further application will be submitted in April for further funding in 2019/2020.

- d) **Community Road Watch:** Members considered an approach that had been made by Over Kellet Parish Council to support the scheme which is already in place in Nether Kellet. There had been a discussion around what was expected of volunteers; what support is provided by the Police and how effective is the scheme in providing a deterrent and leading to subsequent enforcement and prosecution. **ACTION:** Town Clerk to make further enquires and report back to the Committee
- e) **Events:** There was a discussion about the poor response to the Christmas Decoration competition and early plans for this Carnforth in Bloom 2019. Ways to improve participation in such events and to encourage new ideas coming forward were also discussed.
- f) **Activities:** Updates were given on activities and actions relating to Air Quality Management; CCTV in the town; ideas for sprucing up the piece of land at the junction of North Road and Market Street; installation of LED lights and associated electric walks at the Civic Hall as part of the emergency plan initiative; blue heritage plaques; self-watering planters and pocket parks.

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

19013 **Report of the Asset Management Committee:** The Town Mayor reported on the draft Minutes of the Committee attached to the Agenda, referring to the following resolutions, actions and matters:

- a) **Civic Hall:** Following Members approval, under urgent procedures, the boiler in the Civic Hall flat has been replaced. The boiler has a 12-year guarantee.
- b) **Litter Bin:** An order had been placed and invoice paid for the supply and installation of a litter bin to be located at the corner of Lancaster Road and New Street where residents and nearby businesses had complained about large amounts of litter. Once installed, Lancaster City Council will add the collection of waste from this bin to an existing collection round.
- c) **Committee updates:** Members received an update for information on the recent activities of the Town Development & Planning Committee

It was **RESOLVED** that the report of the Asset Management Committee be noted.

19014 **Vacancy – Carnforth Ward:** Members were informed that following the recent passing of Councillor Wooff there is a vacancy for the Carnforth Ward. It was reported that this could be filled as a casual vacancy by co-option or a by-election, however, as the local election are held in May, there is no obligation on the Town Council to fill the vacancy before then.

It was proposed by the Town Mayor, seconded by Councillor Branyan and **RESOLVED** unanimously that no arrangements be made to fill the vacancy for the Carnforth Ward prior to the local elections in May.

19015 **Community Benefit Fund Grants:** Members briefly commented on two applications received requesting financial support from the Community Benefit Fund. Applications had been received from ItnetUk requesting a contribution towards the cost of installation of CCTV cameras and from Carnforth Cricket Club towards the cost of a project to refurbish toilets and umpires room.

Members commented that the new *Community Benefit Fund Application* forms appear to strike a good balance between the provision of enough useful information to make an informed decision about the community benefits, value for money and governance of such projects and not being too onerous or bureaucratic for applicants to complete. It was then **RESOLVED** that the applications be referred to the Finance & Governance Committee for further consideration and subsequent recommendation to the Town Council.

19016 **Planning Applications:** Members considered the following planning applications:

Application No:	Description
18/01648/FUL	Demolition of existing conservatory and erection of an extension & terrace – 141 Lancaster Road, Carnforth

After a short discussion and considering the recommendations of the Town Planning and Development Committee, it was **RESOLVED** that the above planning application be supported in principle.

19017 **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 five planning applications had been permitted and another six were still awaiting decision. It was then **RESOLVED** that the update of planning authority decisions be noted.

19018 **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 payment for the urgent replacement of a boiler in the Civic Hall flat and materials to make a mobile cabinet for the drinks machine at the Civic Hall to enable it to be moved easily around the building. Members also noted the cost of the printing and distribution of the *Carnforth Express* by a new supplier, commenting that they had been impressed by both the quality of the newsletter and its prompt and complete distribution around the town. After some further comments and questions, it was **RESOLVED** that all invoices, expenses and salary payments be approved.

19019 **Date and time of next meeting:** The next meeting of the Town Council will be **Wednesday 20th February 2019 at 6:30pm**. The meeting closed at 8:20pm.

Clerk's Report -February 2019

Please see below updates on Town Council and Committee actions, resolutions and activities

Action/Resolution/Activity	Update
Architectural Survey and options appraisal – Civic Hall	One initial expressions of interest but subsequently withdrew. ACTION: Ask other parish/town councils for possible surveyor contacts
Land at Junction of North Road & Market Street Carnforth	Lancashire County Council advised that the Town Council can maintain this area but not take ownership. Town Development & Planning Cmte to produce plans for this piece of land for agreement with the Town Council and the County Council
Communication with Lancashire County Council	Town Clerk and County Councillor Williamson trying to improve two-way communications with Lancashire County Council, including a quarterly meeting with County Highways – no further update
County Council proposal for paid parking on Market Street	Awaiting outcome of County Cabinet meeting
Self-watering planters	Request to display planters on three lighting columns (subject to a risk assessment)
Neighbourhood Plan Working Group (NPWG)	Inception meeting with Troy Hayes Planning & Design held on 21 st January where roles & responsibilities were outlined and agreed. Also met with Lancaster City Council officers to introduce Troy Hayes and agree protocols for access to evidence etc. Set up Carnforth Town Council with the Ordnance Survey to access mapping information and created the project on <i>Trello</i> to help the NPWG to control the project and actions. On site meeting with representatives from Troy Hayes on 06/02/2019
Air Quality	Options to be considered with officers from Lancashire County and Lancaster City Council's. Currently co-ordinating a meeting
CCTV	Meeting with Lancaster City Council to discuss options for working in partnership with them and Vodafone. Arrangements made for Vodafone to carry out a CCTV assessment on 19 th February. Contacted representatives at the buildings where cameras could be mounted to request that Vodafone be allowed to access their premises to carry out the assessment
Signage	Lancashire County Council to assess the signs and repair any that will benefit drivers. Some are no longer required and will be removed in due course.
Carnforth Express	Drafted Feb/March addition from articles received from Members and written by the Town Clerk. Draft approved by Members and sent to printers for printing and distribution

Clerk's Report -February 2019

Action/Resolution/Activity	Update
Film Nights	Developed poster for three films in February, March and April and promoted vis social media and the website
Staff	Introduced 1-2-1 meetings with Civic Hall Manager and Outdoor Maintenance Officer
Scribe accounting software	Undertook a demonstation of this software design for parish/town councils
Civic Hall phone	Reporting issues with the phonenumber at the Civic Hall



Correspondence – February 2019



Date	Sender	Topic
11/01/2019	Town Clerk	Carnforth Town Council Agenda pack
13/01/2019	Councillor Parker	Carnforth & District Twinning – Meeting notes
15/01/2019	Government Events	Local Government Commercialisation
15/01/2019	Rural Services Network	e-Newsletter
15/01/2019	Lancashire County Council	Reponses to matters raised by the Town Council
15/01/2019	Public Sector Executive Online	e-Newsletter
16/01/2019	Town Clerk	Clerk's Report – January meeting
16/01/2019	Carnforth Chamber of Trade	Invitation to advertise in the Carnforth Pocketbook
17/01/2019	Town Clerk	Request for articles for Carnforth Express
21/01/2019	Lancaster City Council	Planning Consultation 19/00070/CU
21/01/2019	Noticeboards online	Pocket park funding
21/01/2019	Lancashire County Council	Claimed addition of a footpath – Kellet Road to Dunkirk Avenue
21/01/2019	Lancaster City Council	Invitation to Budget & Performance Panel
21/01/2019	Lancaster City Council	Weekly list of planning applications
22/01/2019	Rural Services Network	e-Newsletter
22/01/2019	Town Clerk	Neighbourhood Planning Working Group (NPWG) meeting and guidance
22/01/2019	Lancaster City Council	Planning Consultation 19/00083/FUL
23/01/2019	KCS Development Ltd	Site at Scotland Road update
23/01/2019	Lancaster City Council	Planning Consultation 19/00074/FUL
24/01/2019	Lancashire County Council	News release – Winter Gritting
24/01/2019	Town Clerk	Request for advice on leasing arrangements re ATC hire of the Civic Hall
24/01/2019	Lancashire County Council	Household Waste Recycling Centre Consultation - Lancaster Councils
25/01/2019	Public Sector Executive Online	e-Newsletter
26/01/2019	Lancashire County Council	Winter Stakeholder Bulletin
26/01/2019	County Cllr Williamson	Junction with Haws Hill and Grosvenor Road, Carnforth - surfacing
28/01/2019	Lancashire County Council	News release – Parking responsibility to support gritting teams
28/01//2019/	Natural England	North West Coastal Access update



Correspondence – February 2019



Date	Sender	Topic
28/01/2019	Lancaster City Council	Weekly list of planning applications
28/01/2019	Public Sector Executive Online	e-Newsletter
28/01/2019	Rural Services Network	e-Newsletter
29/01/2019	Town Clerk	Poster – upcoming films in the Civic Hall
29/01/2019	Lancaster City Council	Planning Consultation 19/0019/TCA
30/01/2019	Town Clerk	Second request for Carnforth Express articles
31/01/2019	Lancashire County Council	Road Closure – Main Street, Warton
31/01/2019	Lancashire County Council	Public Path Diversion Order 2019
01/02/2019	Town Clerk	Town Development & Planning Agenda Pack
01/02/2019	Town Clerk	Asset Management Committee Agenda Pack
04/02/2019	Lancaster City Council	Weekly list of planning applications
04/02/2019	Public Sector Executive Online	e-Newsletter
05/02/2019	Councillor Parker	Carnforth & District Twinning – Meeting notes
07/02/2019	Lancaster City Council	Invitation to Stakeholder Workshop
07/02/2019	Lancaster City Council	Finance & Governance Agenda Pack
07/02/2019	Rural Services Network	e-Newsletter
08/02/2019	Public Sector Executive Online	e-Newsletter
08/02/2019	Lancaster City Council	Pre-application meeting – 18/01606/PRE3 Land North of Kellet Road
08/02/2019	Lancashire County Council	Winter Stakeholder Bulletin
08/02/2019	Town Clerk	Carnforth Express Feb/March
08/02/2019	Public Sector Executive Online	e-Newsletter
11/02/2019	Lancaster City Council	Weekly list of planning applications
12/02/2019	Carnforth Carnival	Cllr Pat Wooff memorial trophy
12/02/2019	KCS Development Ltd	Site at Scotland Road update
12/02/2019	Public Sector Executive Online	e-Newsletter
12/02/2019	Public Sector Executive Online	e-Newsletter



Asset Management Committee

**Draft Minutes of the meeting held on 5th February 2019
at 5:00pm at the Council Offices, Market Street, Carnforth**

Present: Councillors Roe (Chair) and Parker

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

19001 **Apologies:** Apologies had been received from Councillor Bromilow

19002 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

19003 **Minutes:** It was **RESOLVED** that Minutes of the meeting held on 8th January 2019 be approved.

19004 **Urgent Business:** There was no matters of urgent business.

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

19006 **Civic Hall lease renewal:** The Town Clerk reported that he is making enquiries regarding the renewal of a lease for continued use of the Civic Hall by the Air Training Corps. It seems that the last review, effective from 1st April 2016 had not been formally agreed and signed off, although payments from the North West Reserve Forces and Cadets Association (NWRFCA) had continued to be paid every quarter until this financial year.

Now that formal contact had been made, the Town Clerk has raised invoices for 2018/2019 and the NWRFCA have pledged to pay them before the end of the financial year.

Members discussed at some length the previous lease agreement and arrangements, advising that more information should be available from the Town Council's solicitor. **ACTION:** Town Clerk to contact the Town Council's solicitor for further advice and information.

It was then **RESOLVED** that the review of the lease for the coming year be referred to the Finance & Governance Committee and that Members provide support to the Town Clerk in establishing a new lease for the continued use of the Civic Hall, rifle range and committee room by the Air Training Corps

19007 **Architectural Survey – Civic Hall:** The Town Clerk informed Members that he had sought expressions of interest for the an architectural survey and options appraisal of the Civic Hall, taking into account what remedial and longer term work might be required and suggestions to improve its use and capacity to provide for a range of activities.

To date only one expression of interest had been received and this had subsequently been withdrawn. Members discussed various options and it was then **RESOLVED** that outline details of the proposed architectural survey and options appraisal be shared with other parish/town councils to determine what, if any experience, they have in relation to this type of work and whether they could recommend a suitably qualified professional(s) to undertake this work.



Asset Management Committee

19008 **Updates and general matters:** Members were informed that there had been a problem with the landline at the Civic Hall which had meant that no calls could be made or received on that telephone number.

The issue had now been dealt with and the phone working again, however, the existing telephone/answering machine needs replacement. Members were provided with three quotations and, after some discussion, it was **RESOLVED** that the cheapest telephone/answering machine represented best value for money and arrangements be made for its purchase.

The discussion expanded as to whether it would be necessary to establish a landline at the Council offices given that the Town Clerk now works from the office for four days of the week. **ACTION:** Town Clerk to make enquiries about the cost of installing a landline in the Carnforth Council offices.

19009 **Committee Updates:** The Town Clerk updated Members on relevant matters arising from the meeting of the Town Development and Planning Committee, specifically:

- a) Ongoing discussions on the provision of CCTV in the town;
- b) Neighbourhood planning, and;
- c) Land at the junction of North Road and Market Street. The Town Mayor wished to be kept informed of developing plans for this piece of land and, specifically, any decisions on suitable memoriam for Councillor Wooff, so that he could keep her family informed

It was the **RESOLVED** that the updates from Committees be noted.

The meeting closed at 5:30pm



Town Development & Planning Committee

Draft Minutes of the meeting held on Monday 4th February 2019 at 5:00pm at Council Offices, Market Street Carnforth

Present: Councillors Watkins (Chair); Bromilow; Holbrook; Smith

In attendance: Bob Bailey, Town Clerk

19012 **Apologies:** Apologies were received from Councillor Barbu

19013 **Declarations of Interest and Dispensations:** Councillor Watkins declared an interest in two planning applications being considered at the meeting.

19014 **Urgent Business:** There were no matters of urgent business.

19015 **Minutes:** It was proposed by Councillor Bromilow; seconded by Councillor Holbrook and **RESOLVED** unanimously that the Minutes of the meeting held on 7th January 2019 be approved.

19016 **Adjourn for public discussion:** No members of the public were present at the meeting

19017 **Planning Applications & Policy Matters:**

a) **Planning Applications:**

- **19/00070/CU** Change of use of dwelling into residential care home – 1 Midland Terrace, Carnforth LA5 9EZ.

Members commented as to whether the change of use would be limited to a care home for a child/ren and not used for any other purpose, subject to which it was **recommended** that the Town Council supports the application in principle.

- **19/00074/FUL** Partial garage conversion to create a utility room & erection of second storey side extension with balcony to the rear – 1 Conder Brow, Carnforth LA5 9XQ

Members noted that this application had now been withdrawn.

- **19/00083/FUL** Siting of a timber lodge & installation of a package treatment plant – Marsh House Farm, Crag Bank Lane, Carnforth LA5 9EG

Members had no objections or concern about this application and it was **recommended** that the Town Council supports the application in principle

- b) **Claimed addition of a footpath:** Members considered a notification from Lancashire County Council on a claim for an additional footpath from Kellet Road to Dunkirk Avenue in accordance with the Wildlife & Countryside Act 1981. Members commented that the path is adjacent to the Lundsfield Quarry and currently inaccessible. After some discussion, however, it was **recommended** that the Town Council supports the claim in principle, subject to reassurances that the health and safety of the public would not be compromised as a result of the future development at Lundsfield Quarry.



Town Development & Planning Committee

- c) **Household Waste Recycling Centre:** Lancashire County Council are currently consulting on proposals to reduce the opening hours of all household waste recycling centres (HWRC's) across the county as part of their review to bridge the gap between available funding and the increasing demand and costs of delivering services.

Locally, it is proposed to reduce the opening days at the Carnforth HWRC to five days a week – not including Friday, Saturday or Sunday when demand is high. At Salt Ayre HWRC the proposal is to reduce the hours of opening to 9am to 5pm for the entire year.

Members commented on the demand at Carnforth HWRC and the fact that it is known that people from the county of Cumbria also use the facility.

After further debate, it was **recommended** that the matter be deferred to the full Town Council to consider and to give the local community a further opportunity to comment on the proposals. **ACTION:** Town Clerk to post details of the consultation on social media and the Town Council website.

- 19018 **Carnforth Neighbourhood Plan Working Group (NPWG):** Members had been previously made aware that, with the support of our consultants, the NPWG had been successful in their bid for funding until 31st March 2019. A further application will be made in April for 2019/2020.

Following the inception meeting with the consultants and their earlier meeting with Lancaster City Council work had now commenced to gather all the evidence needed to inform the development of the neighbourhood plan. Site visits with the consultants are being arranged and the Town Clerk is working closely with the consultants to ensure that controls to access data and information held by the City Council and other organisations/agencies such as Ordnance Survey are in place and properly authorised.

Members were informed that the next meeting of the NPWG is scheduled for 18th February. It was then **RESOLVED** that the update from the NPWG be noted.

- 19019 **Community Road Watch:** As requested Town Clerk produced a paper (copy attached) outlining the purpose of the community road watch scheme and details of the approach that had been made to the Town Council by neighbouring parishes to promote and support the scheme. This includes joint funding of additional handheld speed guns for use by volunteers to detect a variety of driving offences, including: exceeding the speed limit; use of mobile phones whilst driving and failure to wear seat belts and/or restraints.
- After some discussion about the effectiveness of the scheme and the responsibilities of unpaid volunteers it was **RESOLVED** that further consideration of the Community Road Watch scheme be deferred until after the May elections when it can be considered by the new Town Council as part of the its wider priorities for improving traffic and road management in the town.



Town Development & Planning Committee

- 19020 **Chamber of Trade Suggestions:** The committee considered a list of ideas and suggestions from a member of the Chamber of Trade to make improvements in the town. This included: a 'Town Map' at different locations around the town highlighting areas of interest and for information on local shopping etc; information boards setting out the history of Carnforth and its heritage; improved signage; pocket parks and a general 'clean up' to remove weeds and other forms of debris.
- Members considered that these were excellent ideas and, after some discussion on ways to implement and develop these, it was **RESOLVED** that the suggestions be followed up through joint and coordinated working with the Chamber of Trade and the Carnforth Business Improvement District (BID) should this be established in the future.
- 19021 **Events:** Members considered arrangements for the 2019 Carnforth in Bloom competition which will again be open to both adults and children but with reduced prize money for adults. **ACTION:** Town Clerk to design posters for both competitions for printing and circulation.
- 19022 **Updates on activities:** Members considered updates on ongoing actions and activities:
- a) **Air Quality:** A meeting is being arranged in February with County and City Council officers to discuss the options drafted by the Air Quality Group to maintain and/or further improve air quality through better management of traffic;
 - b) **CCTV:** Enquiries into the provision of CCTV are ongoing, including discussions with Lancaster City Council about their planned expansion across the district. Further information will be provided soon;
 - c) **Land at junction of North Road and Market Street:** Plans for this piece of land will be developed in the coming weeks and will include suggestions for some form of memorial to Councillor Wooff;
 - d) **Pocket Parks:** Councillor Holbrook was due to meet a representative from Lancaster City Council's Public Realm team on site, but no-one turned up unfortunately. Plans will continue to progress and be reported to the committee as necessary;
 - e) **Blue Heritage Plaques:** Dates on all the plaques are now being checked by the local history group and confirmation that a plaque can be placed on Kerneforde Hall is awaited from the Carnforth Masonic Chapter. It is still planned to place an order for eight plaques before the end of the financial year;



Town Development & Planning Committee

- f) **Self-watering planters:** Councillor Barbu has identified three possible locations for self-watering planters to be placed on existing lampposts. Photographs together with details of the specification of the planters have been sent to Lancashire County Council to seek permission to use the lampposts and their approval to erect the planters at these locations. The committee agreed that installation of any planters would be subject to the completion and agreement of a full risk assessment.
- g) **'A new train for Carnforth':** Still ongoing.

The meeting closed at 6:15pm

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

Town Clerk

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16 February 2019

Community Road Watch Scheme



Understandably, the safety of our roads is a topic regularly raised and discussed at Town Council meetings. Nether Kellet Parish Council was one of the first to support the Community Road Watch (or 'Speed Watch') Scheme operated by Lancashire Constabulary.

Road Watch schemes are part of a national initiative to involve residents in traffic management in their localities and consist

of the police working together with local communities at sites where people are worried about road safety. The Police suggest that regular Road Watch can be a better deterrent than a Speed Indicator Device (SpiD).

Volunteers are trained by the police and work with local officers to deter and detect various driving offences, including:

- drivers exceeding the speed limit;
- use of mobile phones; and
- drivers and passengers not wearing seat belts and/or child restraints.

The team monitors and records driver behaviour so that action can then be taken. This might include warning letters or police visits to motorists and ultimately, prosecutions.

The local scheme is managed by the Carnforth & Upper Lune Valley Neighbourhood Policing team and has been operating for several months. The team includes two volunteers from Nether Kellet who are now so experienced that they are set to become Team Leaders of a planned extended scheme that will take in neighbouring Over Kellet and Warton as well as Carnforth. It has been requested that, over the coming months, Carnforth Town Council and the nearby parish councils work with Lancashire Constabulary to extend the scheme's coverage and encourage more volunteers.

The scheme was not designed to be specific to individual parishes or communities and volunteers are expected to operate at other locations. For example, the Nether Kellet volunteers have conducted six exercises in the last three months; four of those were in Nether Kellet, one in Slyne and one in Warton.

The site of each exercise is determined by the Policing Team, based on requests/reports from communities and on their own knowledge and experience. All sites must undergo a detailed risk assessment, which is again led by the Policing team

Volunteers are engaged to perform two main roles:

- Operating 'speed guns' as part of the exercise itself; and
- Inputting the data collected by the speed guns into Police systems for follow-up and enforcement purposes. (Because of the need to operate Police information systems, volunteers must be prepared to be vetted to security level 3)

Full training on these roles is provided by the Police, as are the equipment and clothing needed to conduct the exercises. Apart from travel to training, there are no apparent financial costs for a volunteer.

You Tube reports from elsewhere in the country can be viewed at:

<https://www.youtube.com/watch?v=4p6Z4gpyXCI>

<https://www.youtube.com/watch?v=orQmEB-wlco>



Finance and Governance Committee

Draft Minutes of the Finance & Governance Committee held on Wednesday 13th February 2019

Present: Councillors Gardner (Chair); Branyan; Jones and Grisenthwaite

In attendance: Bob Bailey, Town Clerk

19001 **Apologies:** Apologies were received from Councillor Parker.

19002 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

19003 **Minutes:** It was **RESOLVED** that the Minutes of the Finance and Governance Committee held on 12th December 2018 be approved.

19004 **Urgent Business:** Members were informed about the actions taken by the Town Clerk to establish the position regarding the annual lease of the rifle range and committee room of the Civic Hall by the Air Training Corps.

They were advised that the existing lease with the North West Reserve Forces and Cadets Association (NWRFCA) had not been renewed as intended in 2016 and that there was now an urgent need to review and establish a new lease agreement from 2019/2020. This matter had been referred to this Committee by the Asset Management Committee.

Members were told that having now contacted the NWRFCA arrangements have been made for payment of the lease in 2018/2019 to be made by the end of the financial year.

After some discussion and comments, it was **RESOLVED** that the position regarding the lease of the Civic Hall to the Air Training Corps be noted and that the matter be fully considered at the March meeting of the Finance and Governance Committee.

The Chair informed Members that following the successful completion of the probation period and subsequent full employment, a further review of the Town Clerk's existing terms and conditions had been undertaken. Members were advised that since his employment it had been acknowledged that the Town Clerk had taken on additional areas of work, including the supervision and management of staff as well as other tasks.

Following the review, it was the recommendation of the Chair and Councillor Grisenthwaite that the Town Clerk's hours be extended to reflect the additional duties now being undertaken. This was unanimously supported by the Committee and it was then **RESOLVED** that the Town Council be recommended to extend the weekly working hours of the Town Clerk and that this be discussed as an exempt item, in accordance with the Local Government and Freedom of Information Acts, at the next meeting of the Town Council.

19005 **Public discussion:** No members of the public were present.



Finance and Governance Committee

19006 **Financial Monitoring Report:** The Town Clerk presented the monthly financial monitoring report of income and expenditure transactions and bank reconciliation as at 31st December 2018 and 31st January 2019.

Members were advised that a duplicate payment had been made to Waterplus for water supply and provision at the Civic Hall, as it had not been known that a direct debit arrangement is already in place. The issue had been identified very early, however, and arrangements have already been made for one payment to be credited back to the Town Council.

Members noted that £3,897 had been received from Groundworks UK Ltd, being the first payment of funding for the development of the Carnforth Neighbourhood Plan.

There was some discussion on the cost of the printing and distribution of the *Carnforth Express*. All Members agreed that the quality of the publication had improved and was significantly helping the Town Council to inform the local community about its activities in discharging its responsibilities. It was acknowledged that feedback on the latest publications had been very good and was improving the Town Council's engagement with the local community.

It was noted, however, that paid advertising had reduced in the last two editions because of the increased content covering the Town Council's activities. Whilst it was accepted that this is the core purpose of the publication it was felt that some of the costs should be offset through adverts being included either in the body of the Newsletter or an addendum/'wrap around' to it. **ACTION:** Options be considered to offset the cost of the printing and distribution of the *Carnforth Express* through income from advertising.

Members noted that as at 31st January 2019 balances stood at £28,868 and it was then **RESOLVED** that the financial transactions and bank reconciliations to 31st January 2019 be noted and accepted.

19007 **Draft Payments and Receipts schedule:** The Town Clerk presented Members with the draft schedule of payments and receipts to be presented to the February meeting of the Town Council. The Town Clerk highlighted the cost of the supply and installation of emergency power and LED lighting as part of the emergency planning arrangements.

After some comments, it was **RESOLVED** that the Town Council be **recommended** to approve payments set out on the schedule.

19008 **Community Benefit Fund Applications:** Members considered the following applications for funding:

- a) **Carnforth CCTV System:** Following the proposal being presented at the January meeting of the Town Council Members considered the formal written application received from ItnetUK Ltd for the provision of CCTV cameras at five locations around the town.



Finance and Governance Committee

The Chair informed Members that other options for the provision of CCTV were now being considered in partnership with Lancaster City Council and Vodafone and a formal assessment is being carried out on Tuesday 19th February. This will provide detailed information on which to make a more informed decision about the required need, cost and long-term maintenance and usefulness of the equipment.

Members commented that there are still several perceived risks associated with the proposals received from ItnetUK Ltd and indicated a preference to consider further the options arising from a possible partnership with Lancaster City Council and Vodafone.

b) **Carnforth Cricket Club toilet refurbishment and new Umpires room:**

Members had been aware of this application for several months, which was now being re-presented following the Cricket Club successfully receiving funding from Sport England and other charities and organisations.

Members noted that the Cricket Club were requesting a contribution of £1,000 towards the overall cost of the project totalling £22,000.

After further discussion, it was **RESOLVED** that it be **recommended** to the Town Council that the application for a contribution towards the provision of CCTV be **refused** and that the application received from Carnforth Cricket Club be **approved**.

19009 **Scribe Accountancy Package:** The Town Clerk reminded Members that all the financial reporting and monitoring information and reports are currently provided through a personal accounting package – which is now coming towards the end of its useful life – and spreadsheets developed by the Town Clerk since his appointment.

It was reported that Scribe is purpose built for town and parish councils and is capable of instantly producing financial reports that are similar to those that are now provided but with some additional ones and added functionality. These include automated VAT returns and the Annual Return ensuring a full audit trail and compliance with the Account and Audit Regulations and the requirements of the Transparency Code of Practice.

Scribe also provide unlimited support and training, and system maintenance and upgrades. They will also give free support to transfer the system to a new computer should the need arise or where there is a change of Town Clerk.

The cost of the system is based on the amount of precept of the parish/town council and whether a single or unlimited user licence is provided. A single user license for a town council the size of Carnforth is £347 (excluding VAT) per annum.

After some discussion, it was **RESOLVED** that the Town Council be recommended to approve the acquisition of a single user licence of the Scribe Accountancy Software.



Finance and Governance Committee

19010 **Internal Audit Recommendations:** The Town Clerk provided an update on actions taken to implement the thirteen recommendations made by the Internal Auditor following the audit of the 2017/2018 accounts.

It was reported that the Town Clerk and this Committee had now fully implemented ten of the recommendations; two are partially implemented / ongoing and one has yet to be implemented.

Members were pleased with the progress that had been made so far and acknowledged the improvements that implementation of the recommendations had made on the controls for financial management, reporting and monitoring.

Members noted that the recommendation yet to be implemented is the undertaking of the '*planned review of the schedule of charges*'.

It was **RESOLVED** that the Town Clerk be thanked for his part in implementing the Internal Auditors recommendations and that a review of the schedule of charges (hire of the Civic Hall and advertising in the *Carnforth Express* and other charges) be reviewed at the March meeting of the Finance and Governance Committee.

19011 **Update on Committee actions and recommendations:** The Town Clerk updated Members on the position regarding expressions of interest for an architectural survey and options appraisal of the Civic Hall. The Asset Management Committee had agreed that the outline details of the proposed architectural survey and options appraisal be shared with other parish/town councils to determine what, if any, experience they have in relation to this type of work and whether they are able to recommend a qualified professional to undertake this work.

The meeting closed at 6:15pm

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

16 February 2019

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Planning Application Comments & Decisions February 2019



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 A601(M), Carnforth Brow, Carnforth, LA5 9LJ	Object to the planning application	Awaiting decision – considerable delays in completion of legal agreement.
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
18/01183/FUL: 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
18/00752/FUL: Erection of 2 two storey detached dwellings - Land at Carnforth Brow Carnforth	Object to the planning application	Awaiting decision
18/01503/FUL: 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
18/01563/FUL: Erection of a first-floor side extension – 4 Johnsen Close Carnforth LA5 9UJ	Support the planning application in principle	Application Permitted
18/01648/FUL: Demolition of existing conservatory and erection of an extension & terrace – 141 Lancaster Road, Carnforth	Support the planning application in principle	Awaiting decision