



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

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

- 19029 To receive apologies for absence
- 19030 To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 19031 To consider items of urgent business:
 - 1) Collapsing building and road closure at Station Bridge
- 19032 To consider draft Minutes of the meeting held on Wednesday 20th February 2019 (see Agenda Pack)
- 19033 To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks.
 - 1) Public discussion
 - 2) Clerk's report
 - 3) Correspondence
 - 4) Members updates and actions
 - a) Town Mayor
 - b) Outdoor Maintenance
 - c) General matters and issues not on the agenda
 - 5) Reports of Ward and County Councillors
 - 6) Reports from outside bodies:
 - a) Carnforth & District Chamber of Trade
 - b) Carnforth & District Twinning Association
 - c) Quarry Liaison
- 19034 To consider draft report and recommendations of the Finance & Governance Committee (Chair to Report) and approve Schedule of Charges 2019/20 (see Appendix A)
- 19035 To consider draft report and recommendations of the Town Development & Planning Committee (Chair to report) and approve Air Quality Action Plan consultation response (see Appendix B)



Carnforth Town Council

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19036

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
19/00189/FUL	Change of use of agricultural barns to provide additional living accommodation and garage – Hall Croft Barn, North Road, Carnforth LA5 9LU (<i>Town Development & Planning Committee recommendation: Support in principle</i>)
19/00247/VCN	Erection of a two-storey extension for maintenance and MOT facilities – Travellers Choice, Scotland Road Carnforth LA5 9RQ
18/01642/FUL	Erection of three blocks each comprising of seven light industrial units (B1) with associated parking - Keer Park Warton Road Carnforth Lancashire
19/00279/FUL	Erection of a first floor extension over existing garages to provide ancillary accommodation – Elpha House, Netherbreck, Carnforth LA6 1AA
19/00289/FUL	Demolition of existing conservatory and erection of a single storey rear and front extension and creation of a raised terrace – 141 Lancaster Road Carnforth LA5 9EE

19037

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

19038

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

19039

To consider date and time of next meeting

Town Clerk

15 March 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 20th February 2019

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

In attendance: Bob Bailey, Town Clerk; Ward Councillor Guilding; Representatives and agents for the Porsche development north of Kellet Road

19020 **Apologies:** Apologies were received from Councillor Branyan, County Councillor Williamson and City Councillor Yates.

19021 **Declarations of Interest and Dispensations:** Councillors Barbu and Roe requested dispensations relating to items on the Agenda that were accepted.

19022 **Urgent Business:** Members agreed to defer discussion of the Town Clerks terms and conditions to the end of the meeting when the press and public would be excluded from the meeting and the Town Clerk invited to leave during the discussions.

The Town Mayor presented to the Town Council a framed photograph of himself and Councillor Wooff in her memory. Members thanked the Town Mayor for his generosity and again acknowledged the outstanding contribution that Councillor Wooff had made to the town.

19023 **Minutes of the previous Meeting:** It was proposed by Councillor Watkins, seconded by Councillor Grisenthwaite and **RESOLVED** unanimously that the Minutes of the meeting held on **Wednesday 16th January 2019** be approved. Councillor Gardner made the point that previous Minutes of the Town Council have not always indicated the proposer and seconder of resolutions made. The Town Clerk responded that it was his understanding that there is no formal requirement for this to be recorded where there are clear resolutions. **ACTION:** Town Clerk to clarify whether it is necessary to record the proposer and seconder of resolutions made by the Town Council.

19024 **Adjournment for public discussion and information only updates:**

a) **Public discussion:** The Town Mayor invited the representatives and agents associated with the Porsche development at Land north of Kellet Road to address the Town Council. Members were advised on the latest position on the proposals following the recent declassification of the A601(M). The reasons why Carnforth had been chosen as the ideal location for the development were explained together with the expected benefits that the development will bring to the local area. These were:

- Increased job opportunities;
- Boosting the local economy;
- Contributes to town centre strategies, and;
- Opportunities for local business growth

Members asked several questions around the type of job opportunities; Porsche's relationship with other businesses on/adjacent to the site and the expected size of the units on the development. Members were informed that the development is expected to create between 200 and 300 new jobs.

After some discussion, Members reiterated the Town Council's support for the scheme and the perceived benefits that it will bring to the town.

Members expressed a willingness for the Town Council to be represented at any further pre-application meetings in relation to the development. The representatives were then thanked for their presentation and responses to the questions raised. They then left the meeting.

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

- 1) Architectural survey and options appraisal of the Civic Hall;
- 2) Air quality options to be considered at a planned meeting with officers from Lancashire County and Lancaster City Councils;
- 3) Outcome from a meeting with the Business Support Manager, Lancaster City Council on CCTV provision;
- 4) Details of an 'Inception' meeting between the Neighbourhood Plan Working Group and Troy Hayes Planning and design and a separate meeting with Lancaster City Council planning policy officers;
- 5) Update on matters raised with Lancashire County Council around improving communications and land at Junction of North Road and Market Street;
- 6) Publication and distribution of the latest edition of the Carnforth Express, and;
- 7) Scribe accounting software demonstration.

The Town Mayor thanked the Clerk and Members for their efforts and after some questions, it was **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:** Members provided updates and reported on the following matters:

- 1) Councillor Gardner had represented the Town Council at the Budget and Performance Panel Stakeholder meeting;
- 2) Councillor Smith is arranging a meeting with a senior employee of the development company regarding the removal of the 'cobble street' at the rear of the Queens Hotel;
- 3) Councillor Smith had attended a meeting with City Councillor Yates and the developers for the Scotland Road development that had raised issues around the provision of affordable housing. There followed a general discussion and broad agreement around the need for affordable housing in the town.

ACTION: That the Neighbourhood Plan Working Group consider the option of a housing needs assessment as part of the developing neighbourhood plan and that Ward Councillors to asked to support the Town Council's position regarding the need for more affordable housing in the town.

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:** Councillor Guilding reported on meetings attended at the Dementia Hub and the City Council's Planning Committee. She commented on the quality of the recent edition of the *Carnforth Express* and the overall improvement in the distribution of the newsletter around the town.

Councillor Gardner raised concerns about the recent non-attendance of a Ward Councillor at Town Council meetings. It was considered essential that Ward Councillors attend as many of the Town Council's meeting as possible so that the views of Members of the Town Council acting on behalf of residents are heard and are reported back to the City Council and/or acted upon as necessary. It was also acknowledged that it is equally important to hear from Ward Councillors about pertinent matters arising from the actions and plans of the City Council and to maintain/improve upon working relationships.

It was then **RESOLVED** that the report of the Ward Councillor be noted and that Ward Councillors be encouraged to attend Town Council meetings where possible.

- f) **Reports from outside bodies:**

- **Chamber of Trade:** It was reported that the Chamber of Trade continue to be involved in ongoing discussions around the implementation of CCTV in the town and that the Secretary had attend the recent meeting with Lancaster City Council to discuss the issue. Members were informed that the Chamber of Trade support the assessment of CCTV requirements by Vodafone Ltd.

The Chamber of Trade are considering a re-branding in view of developments towards the establishment of a Business Improvement District;

- **Twinning Association:** A report on the recent meeting of the twinning association had previously been circulated to Members. Over 50 people had attended the recent Wine Tasting evening. The Annual General Meeting of the Twinning Association will be held on 4th March 2019;
- **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

19025

Report of the Asset Management Committee: The Town Mayor reported on the draft Minutes of the Committee held on 5th February 2019 referring to the following resolutions, actions and matters:

- a) **Lease of Carnforth Civic Hall:** It had been established that the 2016 review for the lease on the Civic Hall by the Air Training Corps had not been finalised as intended, although payment for the use of the hall had continued.

Invoice(s) for 2018/2019 have been raised and payment for the full year is expected soon. Arrangements are now under way to review the lease for the three-year period commencing 1st April 2019. This review and the establishment of a new lease agreement has been referred to the Finance and Governance Committee.

- b) **Architectural Survey Civic Hall:** Members were informed that an expression of interest to undertake the architectural survey and options appraisal of the fabric and use of the Civic Hall had subsequently been withdrawn. The Committee had now resolved to contact other parish/town councils to determine whether they had any experience of similar work and/or could recommend a suitably qualified professional(s) that could undertake the survey.
- c) **General updates:** Members noted that a problem with the landline at the Civic Hall had been resolved and that a replacement telephone/answering machine had been acquired. Members have requested the Town Clerk to obtain a quote(s) for the supply and installation of a landline at the Carnforth Council Offices.

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

19026

Report of the Town Development & Planning Committee: Councillor Watkins reported on the draft Minutes of the Committee meeting held on 4th February 2019, outlining the following key resolutions, actions and matters:

- a) **Planning applications:** The Town Council were **recommended** to support in principal planning application numbers 19/00070/CU and 19/00083/FUL. It was noted that planning application 19/00074/FUL had subsequently been withdrawn. It was noted that these applications are to be considered under agenda item 19029
- b) **Claimed addition of a footpath:** The Town Council were **recommended** to support in principal the claim for an additional footpath from Kellet Road to Dunkirk Avenue.
- c) **Household Waste Recycling Centre (HWRC) Consultation:** Having considered the proposals of Lancashire County Council to reduce opening days and times of HWRC's across the district, including the one at Carnforth, it had been agreed to refer the consultation to full Town Council for deliberation and/or a formal response. (Agenda item 19028 also refers)
- d) **Carnforth Neighbourhood Plan Working Group (NPWG):** Members were informed that following initial meetings with our planning consultants and officers from Lancaster City Council's Planning Policy team extensive work is now underway to gather and analyse all the available evidence.
- e) **Community Road Watch Scheme:** The Committee considered a paper outlining the purpose of the scheme and the approach that had been made by neighbouring parish councils to promote and support it. After some discussion about the expectations and responsibilities of unpaid volunteers the Committee resolved to defer the matter until after the May local elections.
- f) **Chamber of Trade Suggestions:** Several ideas and suggestions on possible ways of 'making improvements in the town' had been submitted by the Chamber of Trade, which the Committee welcomed and resolved to pursue in partnership with the Chamber and the Carnforth Business Improvement District (BID) should this be established.
- g) **Events:** Consideration was given to the arrangements for Carnforth in Bloom 2019.
- h) **Activities:** Updates were given on ongoing activities and actions including confirmation that the Town Council is now in a position to place an order for the Blue Heritage plaques to identify points of heritage and interest around the town.

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

19027 **Report of the Finance & Governance Committee:** Councillor Gardner reported on the draft Minutes of the Committee held on 13th February 2019 referring to the following resolutions, actions and matters:

- a) **Lease of Carnforth Civic Hall:** Members were updated on the position regarding the lease of the Civic Hall by the Air Training Corps and resolved to consider the arrangements for a new lease at the March meeting of the Committee;
- b) **Financial monitoring and payments:** Members considered the financial monitoring reports as at 31st December 2018 and 31st January 2019 and the schedule of payments for February. It was **recommended** that the Town Council approves the Schedule of Payments on the Town Council agenda (Minute 19031 refers);
- c) **Community Benefit Fund:** Members considered applications from Itnet Uk Ltd for the provision of CCTV cameras (£1,000) and from Carnforth Cricket Club for toilet refurbishment and a new Umpires room (£1,000). Given the developments and ongoing deliberations with Lancaster City Council regarding CCTV the Town Council were **recommended** to defer a decision on the Itnet Uk Ltd application until further notice and to approve funding requested by Carnforth Cricket Club;
- d) **Scribe Accountancy Package:** Members had considered the benefits of Scribe which has been specifically designed for use by parish/town councils. It was reported that the system provides a secure cloud-based system that ensures compliance with legislation and meets the new requirements for the digital submission of Value Added Tax returns, whilst making the whole process more efficient and intuitive. It was **recommended** that the Town Council approves the acquisition of a single user licence;
- e) **Internal Audit Recommendations:** It was reported that of the 13 recommendations made by the Internal Auditor following his audit of the 2017/2018 accounts, ten had been fully implemented; two partially implemented and one had yet to be implemented. This was excellent progress and arrangements were in hand to action the outstanding recommendation (review of fees and charges) at the March meeting of the Finance and Governance Committee.

After some comments, it was **RESOLVED** that the that the report and recommendations of the of the Finance and Governance Committee be noted and approved and that further updates on actions outlined in the report be provided in due course.

19028 **Household Waste Recycling Centre Consultation:** It was reported that 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 number of days that the Carnforth HWRC is open to the public from seven to five days a week – not including Friday, Saturday or Sunday when demand is at its highest. It was noted that the proposed opening hours of Salt Ayre HWRC is 9am to 5pm the whole year round.

Whilst acknowledging the reasons behind the proposals, Members raised several concerns. These included a perceived risk that fly-tipping will increase as a direct result of the proposals. It was also argued that the policy of Lancashire County Council in this regard conflicted with the good work being carried out by Lancaster City Council to reduce fly-tipping specifically through Operation Peregrine.

Should the proposals be passed, it was suggested that without adequate publicity about the changes, should they be adopted, many people are likely to arrive at the HWRC when closed resulting in them dumping their waste. Members also questioned that analysis of the usage of the Carnforth HWRC noting that it is often used by residents from Cumbria.

After much discussion, it was **RESOLVED** that the Town Council submits a response to the consultation commenting on the general proposals and concerns raised directly in relation to the suggested changes to the number of days that the Carnforth Household Waste Recycling Centre will be open to the public.

19029 **Planning Applications:** Members considered the following planning applications:

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 (<i>now withdrawn</i>)
19/00083/FUL	Siting of a timber lodge & installation of a package treatment plant – Marsh House Farm, Crag Bank Lane, Carnforth LA5 9EG

After a discussion and considering the recommendations of the Town Planning and Development Committee, it was **RESOLVED** that a 'neutral' comment (neither supporting or objecting) be made on planning application 19/00070/CU outlining matters raised about the number of residents being cared for at the property and potential parking issues and that 19/00083/FUL be supported in principle.

19030 **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 one planning application had been permitted and that six were still awaiting decision. It was then **RESOLVED** that the update of planning authority decisions be noted.

19031 **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 installation of emergency power and lighting at the Civic Hall being paid from the balance of emergency planning funding.

After some comments, it was **RESOLVED** that all invoices, expenses and salary payments be approved except for the emergency power and lighting until the works had been 'signed off' by Councillor Smith.

Urgent Business (continued): The press and public and the Town Clerk then left the meeting whilst Members discussed the terms and conditions of the Town Clerks contract of employment.

The Chair of the Finance and Governance Committee summarised the discussion that had taken place regarding the work now being undertaken by the Town Clerk and the monitoring of hours worked over a three-month period (November 2018 to January 2019). The conclusion had been reached that the Town Clerk's hours of work should be increased from 20 hours per week to 25 hours per week and it was proposed and **RESOLVED** unanimously that with effect from 1st April 2019 Town Clerk's working hours be officially increase to 25 per week. It was further **RESOLVED** that a discussion regarding the Town Clerk's remuneration would take place in due course. *(Minute provided by Councillor Grisenthwaite)*

19032 **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 -March 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	Lancashire Association of Council's contacted with a request to share broad details of the specification for the survey with Lancashire parish/town councils and a request for contact information for potential surveyors capable of undertaking the work
Land at Junction of North Road & Market Street Carnforth	Leapers Wood Quarry have indicated that they will provide a piece of limestone as a memorial stone in memory of Councillor Wooff. Town Mayor to write with a formal request
Communication with Lancashire County Council	Continuing to work with County Councillor Williamson to improve two-way communications with Lancashire County Council and quarterly meetings with County Highways to support community engagement and manage expectations
Temporary traffic lights Kellet Road bridge	Raised concerns about the length of time being taken to repair the main traffic lights and remove the temporary ones
Self-watering planters	Lancashire County Council have provided guidance on the conditions that must be met to get approval to fix self-watering planters/hanging baskets to lighting columns. ACTION: Town Development & Planning Cmte to consider at their next meeting.
Planning issues	Drafted for Member comment a letter to the Acting Chief Executive, Lancaster City Council on planning matters and concerns raised. Amended letter subsequently sent
Neighbourhood Plan Working Group (NPWG)	Group meeting on 18 th February and another scheduled for 18 th March to consider progress made by planning consultants; project plan/programme; housing needs assessment; application for further funding and community consultation and engagement. Councillor Smith and Town Clerk had a telecon meeting with planning consultants to discuss the background to, and reasons why, the Group would like a housing needs assessment carrying out.
Air Quality/Traffic management	Positive meeting with City and County Council officers on 27/02/2019 to consider Town Council's solutions/options
Close Circuit Television	Vodafone carried out an assessment for three fixed CCTV cameras at selected locations. Outcome of the assessment and associated annual cost in partnership with Lancaster City Council is expected soon.

Clerk's Report -March 2019

Action/Resolution/Activity	Update
Lease of Civic Hall and fire risk assessment	Researched and followed up lease arrangements for the use of the Civic Hall by the Air Training Corps. Located and shared up-to-date fire risk assessment.
Film Nights	Coordinated and took bookings and payments for film nights. Nearly 130 people attended the showing of Bohemian Rhapsody at the Civic Hall on 13 th and 14 th March. Excellent feedback on the organisation of the evening, film and food has been received. Money spent on wine, soft drinks, snacks and raffle went to support Carnforth Swimming Pool. Next film – Stan and Ollie with be shown on 13 th and 14 th April.
Scribe accounting software	License purchased and training given. Budget headings and planned income and expenditure needs to be set up in the system ready for the new financial year
HMRC payroll and end of year procedures	Undertook webinar training to ensure compliance with end of year (2018/2019) payroll requirements and submissions and set up for 2019/2020
VAT digital arrangements	Researched procedures in line with the HMRC's new arrangements for inputting and paying VAT digitally
Day-to-day business	Undertook general duties including servicing meetings; managing staff; financial management; administration; dealing with the public and Members
Collapsing building & Road Closure – Station Bridge	Liason with City and County Council representatives; dealing with enquiries from the local community and updates on the website and social media



Correspondence – March 2019



Date	Sender	Topic
13/02/2019	Lancaster City Council	Invitation to Stakeholder workshop
14/02/2019	Town Clerk	Promotion of film nights at the Civic Hall
14/02/2019	Cine North	Spring 2019 season launch and acknowledgment of Carnforth Town Council as the 'hub for North Lancashire & South Cumbria venues
16/02/2019	Town Clerk	Town Council Agenda pack
19/02/2019	Resident	Update on Tree Preservation Orders – Crag Bank
21/02/2019	Town Clerk	Society of Local Council's advice on resolutions in Council Minutes
21/02/2019	Carnforth Cricket club	Acknowledgment and thanks for the award of community benefit fund
21/02/2019	Lancashire County Council	Temporary Road Closure A6070 Burton Road
22/02/2019	Town Clerk	Invitation to Pre-application meeting - proposed Porsche garage, land north of Kellet Road
22/02/2019	Lancashire County Council	Winter Stakeholder Bulletin
22/02/2019	Lancaster City Council	Invitation to Candidate and Agent Briefings for elections on Thursday 02 May 2019
22/02/2019	Town Clerk	Local Government Association advice on purdah
22/02/2019	Town Clerk	Draft letter to Acting Chief Executive Lancaster City Council re planning matters
25/02/2019	Lancaster City Council	Air Quality Action Plan consultation
25/02/2019	Lancaster City Council	Planning Consultation 19/00189/FUL
26/02/2019	Lancaster City Council	Planning Consultation 19/00189/FUL amendment
26/02/2019	Public Sector Executive Online	e-Newsletter
26/02/2019	Public Sector Executive Online	e-Newsletter
26/02/2019	Lancaster City Council	Lancaster District Local Plan hearing dates
26/02/2019	Rural Services Network	e-Newsletter
22/02/2019	Lancaster City Council	Pre-application information - proposed Porsche garage, land north of Kellet Road
28/02/2019	Lancaster City Council	Resident's survey
28/02/2019	Lancashire County Council	Temporary Road Closure Crag Road Warton



Correspondence – March 2019



Date	Sender	Topic
01/03/2019	Scope Charity	Textile recycling banks
01/03/2019	Town Clerk	Town Development & Planning Agenda Pack
01/03/2019	Lancaster City Council	Weekly list of planning applications
05/03/2019	Carnforth Twinning Association	Town Mayor's honorary membership and reminder of three Town Council places on the committee
05/03/2019	Resident	Further update on Tree Preservation Orders – Crag Bank
06/03/2019	Rural Services Network	e-Newsletter
06/03/2019	Lancaster City Council	Planning Consultation 18/01642/FUL
07/03/2019	Town Clerk	Finance & Governance Agenda Pack
10/03/2019	Councillor Parker	Twining Association report
11/03/2019	Lancaster City Council	Weekly list of planning applications
12/03/2019	Public Sector Executive Online	e-Newsletter
12/03/2019	Rural Services Network	e-Newsletter
12/03/2019	Lancaster City Council	Planning Consultation 19/00279/FUL
13/03/2019	Lancashire County Council	Response re temporary traffic lights – Kellet Road bridge
13/03/2019	KCS Development Ltd	Monthly update – potential development site Scotland Road, Carnforth
14/03/2019	Town Clerk/County Cllr Williamson	Reply to County Highways re temporary traffic lights – Kellet Road bridge
14/03/2019	Lancaster City Council	Planning Consultation 19/00289/FUL
14/03/2019	Lancashire County Council	Temporary Road Closure, Main Road, Over Kellet

CARNFORTH AND DISTRICT TWINNING ASSOCIATION.

A short resume' of the Twinning AGM followed by the general meeting held at The County Hotel on Monday 4th March 2019.

Chairman Lesley Simon welcomed members and gave her annual report. She made mention of the many of the activities carried out by the Twinning Association throughout the year, also covering the enjoyable visit to Carnforth by Twinning Members from Sailly-sur-la-Lys.

Treasurer, Bernard Simon went through the end of of year Accounts answering any queries as he did so. Fund Raising events had been very successful and he thanked all involved for their contributions. He declared quite a positive Bank Balance.

Chairman and Treasurer were re-elected to their current posts and committee members were also elected for 2019.

The Association currently has 39 Paid members which should hopefully increase.. The Chairman had written to Carnforth Town Council inviting The Town Mayor to be made an Honorary Twinning Member for his/her Tenure.

The Twinning visit to Sailly will take place 22nd August - 26th August. Dates have now been confirmed with Sailly members. Bibby's Coach Travel of Ingleton have been selected to take the Party to France. Details of deposits and probable total cost per have been circulated to members.

Social events for this year were discussed and it had been arranged for a French Film Night to be held at The Civic Hall in May. Bastille Night, a meal at Simply French, Lancashire Night, Festive Switch-on Tombola and Wine Tasting were mentioned for organisation later.

There are **three** places for Town Council representation on the Twinning Committee but presently only Cllr. Parker attends. Anyone else interested...?

Next meeting will on Monday 6th May 2019 at 7.30pm – County Hotel.

Cllr. Roly Parker.
9th March 2019

QUARRY LIAISON MEETING.

Aggregate Industries, Back Lane Quarry . 12th March 2019

PRESENT:

Mike Hunter – Quarry Manager.

Geoff Storey – Estates Manager.

Jonathan Haine – Lancashire County Council. George Smith – Nether Kellet P.C.

Ian Williams – Nether Kellet P.C. Nick Ward – Over Kellet P.C.

Roger Mace – Lancaster City. Rowland Parker – Carnforth T.C.

Apologies: Cllr Phillipa Williamson.

Geoff Storey, as at the previous meetings, raised A.I.'s concerns regarding the Lancaster Local Plan and the proposed South Carnforth housing developments close to existing quarries. They continue to lobby Lancaster City Council regarding any development which could affect the Safeguarding of Minerals and operation of the quarry site: they await imminent Meetings. There is a national concern throughout the Industry and it should be remembered that any major road repairs or resurfacing like the M6 and A' Class roads would require a supply of materials through the night. The Regional importance of Back Lane Quarry cannot be underestimated as deposits determine that it will outlast many quarries in the north of England.

The quarry is producing 75 to 80,000 tonnes of material per month with an anticipated 1.2 million for the year: the busiest year recently. No night shift in operation due to increased crusher production during daytime.

Three complaints had been dealt with since the last meeting. These were for a stone spillage on Back Lane, accumulated wet debris on a footpath and most recently, during the very dry spell in February, that of dust blowing. These were all investigated with due diligence and rectified to everyone's satisfaction. No official blasting complaints had been received.

The Quarry had recently undergone and passed several mandatory Audits. A scheduled Environmental Impact Assessment is due by 2021: this is every 15 years. The Bio-Diversity Plan is due for renewal in the next few months.

Interestingly, Mike Hunter stated that Re-cycled Green Glass was being brought in and is being used as a component of road fill. Apparently certain parts of a green bottle cannot be used in re-cycling and so this has been adapted for inclusion in road fill.

As at the Tarmac Meeting earlier in the day, thanks were passed to local Parish Councillors Nick Ward and George Smith for their many year of attendance and input at the Liaison Meetings.

Next meeting: Tuesday 24th September 2019

Cllr. Rowland Parker.

QUARRY LIAISON MEETING: TARMAC/C.R.H

Leapers Wood Quarry / Tuesday 12th March 2019 at 12noon.

Present:

Reuben Parkinson - Quarry Manager,
Dean Holmes – Assistant Quarry Manager.
Jonathan Haine – Lancashire County Council. George Smith – Nether Kellet PC,
Judith Bentham – Nether Kellet PC, Ian Williams – Nether Kellet PC,
Roger Mace - (Lancaster City), Nick Ward – Over Kellet PC,
Rowland Parker – Carnforth T.C.

Apologies: Cllr Phillipa Williamson

Leapers Wood. Jonathan Haine chaired the meeting..

Production at Leapers Wood is averaging 60 to 70,000 tonnes per month with the yearly figure expected up to 800,000 tonnes. This had shown an increase from previous years due to improved sales and supplying new concrete plants that Tarmac have invested in. The new and improved crushing equipment had meant that there was no need for night shift working.

Due to several factors, the re allocation of the Offices had been delayed but work was currently ongoing and it was hoped that within the next two months the new site would be up and running: it also includes a new concrete plant.

Blasting continues to be monitored regularly at sites closest to the blast point. On a scale simplified as having a high reading of 6, the closest has been **one** reading of 4 during the last 12 months. Tarmac continue to liaise with one or two residents in the surrounding area who regularly question blasting problems and the monitor results.

The joint quarry project with Aggregate Industries, Back Lane, for a viewing platform is still ongoing with more details expected at the September meeting: delayed by cross-quarry operations.

Dunald Mill.

EPC Blasting Services continue operations using mothballed Dunald Mill Quarry as a base. Breedon Concrete also operate from there. Restoration work is being carried out to the sites of quarry operations along the road from Nether Kellet to Halton/Caton Green. The road is being upgraded with the removal of old sheeting bays and relative concrete bays. Basically being developed back to nature.

Thanks were expressed to Nick Ward (Over Kellet P.C.) and George Smith (Nether Kellet P.C.) for their attendance at Liaison Meeting over many years as they were not standing for re-election in May.

Next Meeting : 24th September 2019.....Cllr. Rowland Parker.



Finance and Governance Committee

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

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

In attendance: Bob Bailey, Town Clerk

19012 **Apologies:** There were no apologies.

19013 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

19014 **Minutes:** It was **RESOLVED** that the Minutes of the Finance and Governance Committee held on 13th February 2019 be approved, subject to an amendment that the award of Community Benefit Fund for the provision of Close Circuit TV was 'deferred'.

19015 **Urgent Business:** The Town Clerk reported that he had just received a copy of a lease between the Town Council and the North West Reserve Forces and Cadets Association (NWRFCA) for the lease of part of Carnforth Civic Hall.

Members were informed that the lease provided covers the period 1st April 2010 to 31st March 2022 and refers to a rent review 'every third anniversary'. Members were reminded that it had already been established that the rent review due at 1st April 2016 had not been finalised and that the rent set at 2013 had continued until now.

Based on this new information, the Town Clerk advised that there was now a need to review the rent and to issue a 'variance' and revised 'heads of terms' to reflect any changes, including the addition of the room now used as an office by the Air Training Corps that had not been included in the original lease.

Members thanked the Town Clerk for establishing the current position with the lease and rent and discussed in some detail a revised rent to commence from 1st April 2019. It was **RESOLVED** that the Town Council be **recommended** to approve an annual rent of £5,000 for the three-year period commencing 1st April 2019 to include exclusive use of the existing accommodation and the committee room and that a formal variance to the lease and revised heads of term be drawn up for agreement with North West Reserve Forces and Cadets Association.

19016 **Public discussion:** No members of the public were present.

19017 **Financial Monitoring Report:** The Town Clerk presented the monthly financial monitoring report of income and expenditure transactions and bank reconciliation as at 28th February 2019.

The Town Clerk drew Members attention to income received from hire of the civic hall, including the annual rental for the lease of the Civic Hall by the Air Training Corps; sale of film night tickets and drinks; a refund for the overpayment of utility services had also been received.



Finance and Governance Committee

Payments reflected those approved by the Town Council at the February meeting including £1,000 to Carnforth Cricket Club from the community benefit fund and final emergency planning works at the Civic Hall.

Members noted that as at 28th February 2019 total balances stood at £30,278. It was then **RESOLVED** that the financial transactions and bank reconciliations to 28th February 2019 be noted and accepted.

- 19018 **Draft Payments and Receipts schedule:** The Town Clerk presented Members with the draft schedule of payments and receipts to be presented to the March meeting of the Town Council. The Town Clerk highlighted the cost of heating oil for the Civic Hall boiler; a claim for sponsorship of the 'Brief Encounter Special' to be paid from the community benefit fund and an order that had been placed for eight blue heritage plaques by the Town Development & Planning Committee. It was explained that sponsorship for the Brief Encounter Special had been an outstanding agreement between the Town Council and the Carnforth Station and Railway Trust.

Members asked several questions clarifying the purpose for, and beneficiaries of, the blue heritage plaques; what sponsorship had been agreed and whether the overall cost could be paid within the budget devolved to the Town Development & Planning Committee.

The Town Clerk advised that sponsorship of one of the blue plaques had been received and a sponsorship of a further three has been promised from the Mourholme History Group. In response, to a question, the Town Clerk confirmed that one organisation that had been approached had declined to sponsor the cost of the heritage plaque. **ACTION:** Chair of Finance & Governance Committee to raise these matters with the Chair of the Town Development & Planning Committee.

Members noted that the Town Clerk had personally paid for the replacement of the lock for the rear door at the Carnforth Office following Member authority to incur the expenditure to carry out the works urgently. It was further noted that the Town Clerk was now claiming the monies back through the *Schedule of Payments*. Members acknowledged that such payments should be made using a corporate credit card. **ACTION:** Town Clerk to report back to the Finance and Governance Committee on arrangements, controls and governance for establishing a corporate credit card.

It was then **RESOLVED** that the Town Council be **recommended** to approve payments set out on the schedule.

- 19019 **Schedule of charges 2019/2020:** The Town Clerk presented a schedule of charges covering the hire the Civic Hall and adjoining rooms and facilities; advertising in the *Carnforth Express* and other charges for the purchase of drinks and annual sponsorship of flower boxes.

Members were reminded that a review of the charges had been one of the 13 recommends made by the Internal Auditor and is the last one to be implemented.



Finance and Governance Committee

The schedule identified the current charges alongside proposed charges from 1st April 2019. There were questions and much discussion around the weekday and weekend proposals for the hire of the Civic Hall and the aim to establish clarity and balance between covering costs and maintaining a competitive rate that keeps the existing hirers and encourages new ones. Explanations were also given for the proposed costs for advertising in the *Carnforth Express*.

Some amendments were made, and it was then **RESOLVED** that the *Schedule of Rates* attached as *Appendix A* be **recommended** to the Town Council for approval.

19020 **Reserves Policy:** As requested by the Committee and, subsequently, the Town Council, the Town Clerk presented a best practice guidance explaining: the purpose of reserves and whether parish/town councils should have them and the type and size of reserves.

The guidance makes it clear that whilst there is no legal requirement all parish/town councils should, as a minimum, have a *General Reserve* as a '*safety net*' for any unplanned calls on the Council's funds. The guidance suggests that it is '*...prudent to keep a minimum of six months operating costs or precept in reserve...*'.

In terms of the types of reserve the guidance outlines that, in addition to the General Reserve, there should be an:

- Election reserve to cover the costs of a contended election;
- Legal reserve to cover incidental or unforeseen legal costs;
- Maintenance reserve covering the council's interests in land and property and remedial and urgent maintenance costs, and;
- Locum Clerk cost reserve should the replacement of the Clerk be necessary for a prolonged period and to maintain the duties and responsibilities of the 'proper officer' in line with legal requirements.

Members acknowledged that the funds currently held in the Town Council's deposit account have effectively been the general reserve but that there needs to be a policy that formalises this and introduces processes that ensure that the amount of reserves required each year is considered as part of a risk assessment alongside the annual budget process. It was felt that there was not a need to identify a separate reserve for each eventuality and that an *Earmarked Reserve*, in addition, to a *General Reserve* would generally be enough.

The *Earmarked Reserve* could be established on a '*needs*' basis in line with anticipated requirements and could be used to build up funds over a number of years if necessary. **ACTION:** Town Clerk to draft a *Reserves Policy* for consideration by the Finance & Governance Committee and subsequent recommendation for approval to the Town Council.



Finance and Governance Committee

19021 **Update on activities:**

- a) **Film Nights:** Councillor Grisenthwaite reported that 101 people attended the screenings of *Bohemian Rhapsody* at the Civic Hall. The numbers attending other recent screenings was also reported.

The feedback from these events continues to be very positive. Members acknowledged that a combination of a film, good food and the community feel that these events are now generating is a 'winning formula'. As well as generating some income, the film night is quickly becoming established as a monthly event, with a core of regular attendees.

The events are also generating income for the Friends of Carnforth Swimming Pool through the sale of refreshments.

Members were informed that a lesson learnt from the experience of the showing of *Bohemian Rhapsody* was that a maximum number of around 50 people is an optimum number and that should there be more interest for a film the option of an additional showing would be considered.

It was reported that with a month to go almost 50 people had already booked to see *Stan and Ollie* and a decision had been taken to have a second showing on the following evening.

There was also a discussion about the costs associated with the film nights which to date has been the cost of the food and payment to Eden Arts for each film. It was agreed that going forward it would be appropriate for accounting purposes for a transfer/virement to be made to the Civic Hall income for the hire of the hall.

Members congratulated Councillor Grisenthwaite, Town Clerk and other Members involved in bringing this event to the town.

- b) **Architectural Survey & Options appraisal – Civic Hall:** It was reported that one expression of interest had been received for this work which had subsequently been withdrawn and that a local surveyor had been approached but had declined. **ACTION:** Councillor Grisenthwaite and Town Clerk to follow up with other suggested surveyors and through contacting other parish/town councils for recommendations.
- c) **Local Council Award Scheme:** The Town Clerk reported that little progress had been made on formally assessing the Town Council against the *Quality* criteria and standards in the scheme, although it was believed that the significant progress had been made in the last year. **ACTION:** An assessment and submission for *Quality* status under the Local Council Award Scheme be undertaken during 2019/2020.

19022 **Update on Committee actions and recommendations:** The Town Clerk briefly updated Members on key activities including the latest position with the provision of CCTV, neighbourhood planning and air quality. **The meeting closed at 6:50pm**



Finance and Governance Committee

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

Town Clerk

15 March 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006; Email: clerk@carnforthtowncouncil.org

Appendix A

REVIEW OF SCHEDULE OF CHARGES FOR 2019/2020

Proposed Charges for use of Civic Hall from 1st April 2019

Rates per hour	Full Rate – Current	Full Rate - Proposed	Contract Rate – Current	Contract Rate – Proposed
Main Hall – standard rate	£12.10	£15.00	£10.80	£12.00
Main Hall - Saturday	£17.10	£15.00	N/A	£12.00
Main Hall - Sunday	£30.20	£15.00	N/A	£12.00
Large Front Room – standard rate	£9.75	£12.00	£8.50	£10.00
Large Front Room – Saturday	£11.70	£12.00	N/A	£10.00
Large Front Room – Sunday	£26.00	£12.00	N/A	£10.00
Kitchen (per session for refreshments)	£5.80 (plus VAT)	£5.00	£5.80	£5.00
Kitchen (per session for cooking)	£16.80 (plus VAT)	£5.00	£16.80	£5.00
Broadband	£4.40	Free Use	£4.40	Free Use

Proposed charges for Advertising from 1st April 2019

Advert Size	Current rate	Proposed rate
10cm x 5 cm	£8	Not use
11cm x 7cm	£14	Not use
15cm x 8cm	£20	Not use
Quarter page	-	£25
Half page	£35	£40
Full page	£85	£75

Other Charges from 1st April 2019

Drinks Machine – Civic Hall: All drinks currently charged at 50p. **Propose that all drinks be charged at £1 per cup**

Sponsorship – Flower Boxes: Currently £100 per annum. **Propose no change**

NOTE: ALL CHARGES TO BE REVIEWED AGAIN IN OCTOBER 2019



Town Development & Planning Committee

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

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

In attendance: Bob Bailey, Town Clerk; one resident

19023 **Apologies:** There were no apologies.

19024 **Declarations of Interest and Dispensations:** Approval for dispensation on matters on the agenda was given to Councillor Barbu.

19025 **Urgent Business:** Councillor Smith updated Members on the emergency planning arrangements at the Civic Hall. It was reported that all the 'hard wiring' had now been completed to a very good standard.

It was agreed that a test of the emergency planning procedures be carried out for Members following the May local elections and that local businesses/traders be invited to visit the Civic Hall to see what would be provided in the event of a major emergency. There was a general discussion about the availability of other emergency generators around the town.

Councillor Barbu offered to design signs to be affixed to existing planters encouraging businesses to advertise their business on them.

19026 **Minutes:** It was proposed by Councillor Bromilow; seconded by Councillor Holbrook and **RESOLVED** unanimously that the Minutes of the meeting held on 4th February 2019 be approved.

19027 **Adjourn for public discussion:** No members of the public were present at the meeting

19028 **Planning Applications & Policy Matters:**

1) **Planning Applications:**

- a) 19/00189/FUL: Change of use of barn to provide living accommodation & garage for existing dwelling; new doorway & creation of terrace – Hall Croft Barn, North Road, Carnforth LA5 9LU

It was **recommended** that the Town Council supports the above planning application in principle

2) **Temporary Road Closures:**

- a) Burton Road, Warton from Monday 18th – Friday 23rd March 2019
- b) Crag Road, Warton from Monday 18th – Friday 29th March 2019

It was **recommended** that the Town Council notes the above road closures.

3) **Pre-application for the proposed development at Land to the North of Kellet Road, Carnforth:**

Members noted the supporting documentation (previously circulated) that had been sent by the applicants of the above scheme ahead of the scheduled pre-application meeting on March 8th.

Members are in favour of the proposals and welcomed the Town Mayor representing the Town Council at the meeting.



Town Development & Planning Committee

- 4) Consultation – [Air Quality Action Plan](#): It was reported that Lancaster City are producing an action plan for the Lancaster district with a particular focus in the three designated Air Quality Management Areas, including Carnforth. The City Council are seeking views and suggestions for consideration and potential inclusion in the final plan. Councillor Smith advised that a response would be submitted on behalf of the Town Council around the local options that had already been identified (Agenda item 19029 below also refers)

19029 **Air Quality Management:** Councillor Smith updated Members on a very positive meeting with colleagues from City and County Councils to discuss the various options that the Town Council have come up with relating to air quality and traffic management.

Officers listened attentively to each suggestion. They acknowledged and supported the Town Council's position that given developments such as the TDG site and proposals for significant housing developments, together with the work that is now ongoing with the Carnforth Neighbourhood Plan, it is important that serious consideration is given now to the impact that these might have on air quality, volume and impact of traffic and people's general health.

Officers have taken these suggestions away to consult with other colleagues and will advise on any actions and next steps in due course. It was reported that complementary and other options/actions are likely to arise through the current consultation on the Air Quality Action Plan and initiatives arising from the Lancashire wide strategy on traffic management.

The Town Council was encouraged to submit a response to the Air Quality Action Plan consultation and to include details of the suggested improvements to traffic management. **ACTION:** Councillor Smith to draft a paper for Member consideration and comment prior to a formal response to the Air Quality Traffic Plan consultation being submitted.

19030 **Carnforth Neighbourhood Plan Working Group (NPWG):** Members were given an update on progress.

Troy Hayes Planning and Design have now gathered evidence from several sources including the data and information held by Lancaster City Council and a range of data available from the Ordnance Survey – the latter only being available after the Town Clerk signed up with the Ordnance Survey and nominated Troy Hayes as users.

Troy Hayes will provide a summary of the baseline information at the next meeting of the NPWG and actions for the group will arise from that around community consultation and engagement.

There had been a discussion on the criteria for a funding a housing needs assessment and this is to be followed up with the planning consultants.



Town Development & Planning Committee

A service level agreement has been agreed and signed with Lancaster City Council setting out important responsibilities on the City Council to provide evidence to support the development of the Carnforth Neighbourhood Plan and to get the best out of the partnership so that the final plan is strategic and provides an effective and realistic blueprint of the aspirations of the town whilst supplementing the Lancaster Local Plan and compliance with planning legislation.

Arrangements have been made for the Heritage Consultant at Troy Hayes to visit the town and meet with the Town Clerk and Members. It was then

RESOLVED that the update from the NPWG be noted.

19031 **Chamber of Trade Suggestions:** There was nothing further to update on these currently and with other activities/actions ongoing at present and the local elections coming up, it was **RESOLVED** to defer any further considerations and actions until the new Town Council is in place in May.

19032 **Updates on activities:** Members considered updates on ongoing actions and activities:

- 1) **CCTV:** An assessment of CCTV provision and potential locations has been carried out by Vodafone who are in partnership with Lancaster City Council on the provision of CCTV across the Lancaster district. The outcome of the assessment is awaited;
- 2) **Carnforth in Bloom:** The Town Clerk to produce a poster for the event and promote on the Town Council's website, social media and noticeboards. Full details will also be included in the next edition of the *Carnforth Express*
- 3) **Land at junction of North Road and Market Street:** At the next meeting at the Leapers Wood Quarry a request will be made for the provision of a piece of limestone to be located on this piece of land and for it to be carved/engraved in memory of Councillor Wooff;
- 4) **Pocket Parks:** Awaiting responses/updates from Lancaster City Council's Public Realm team;
- 5) **Blue Heritage Plaques:** Confirmation of date and details to be embossed on all eight plaques has now been received from the Mourholme Local History Society. Permission has now been by occupants at all the identified heritage buildings for the plaques to be located at them.

Members were reminded that sponsorship of one plaque has already been received and that commitments have been made for four others being: Shovel Inn; old Police Station; Kerneford Hall and the Iron Works (the latter three being sponsored by the Mourholme Local History Society).

It was confirmed that there are sufficient balances in the devolved budget for 2018/2019 for an order to be placed and it was then **RESOLVED** that the Town Clerk now place an order for eight cast iron blue heritage plaques.



Town Development & Planning Committee

- 6) **Self-watering planters:** Still awaiting comment/guidance from Lancashire County Council as to whether they will allow the self-watering planters to be located on three lighting columns.

Notwithstanding these Councillor Barbu has suggested that smaller planters also be located along Market Street. ACTION: Councillor Barbu to provide further details at the next meeting,

- 7) **'A new train for Carnforth':** Efforts are still being made to take this forward with the local wood-carver.

The meeting closed at 5:55pm

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

15 March 2019

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org

Appendix B

Background

Carnforth is rightly seen as an important northern hub in the district and will play a significant part in Lancaster City Council's future housing development plans.

The Town Council's vision for Carnforth is to embrace expansion that is sympathetic to the town's important heritage and rural 'feel'.

The Town Council will seek, through its developing Neighbourhood plan and using its statutory consultee role in the planning process, to ensure that future development brings benefits to Carnforth, its residents, its businesses and its surrounding areas.

The town has a number of key facets –

Its high street remains a viable shopping area although, along with many other high streets, its businesses are under constant pressure from the many other retail alternatives available to shoppers. The shopping area also provides 'above-shop' residential accommodation along its length. The resultant tall buildings provide a pleasant feel to the main street although result in a 'canyon' effect that is not conducive to good ground level pollutant dispersion.

The town still has a well-used railway station that provides easy pedestrian access to its shops. The station provides easy links to the North, South and East for example to Manchester, Leeds/Skipton.

The town is bordered by a well-used canal that has good pedestrian links at several locations to shops and leisure facilities.

The town has three large supermarkets that attract shoppers from surrounding areas.

The town is served by a number of educational facilities from pre-school to secondary education.

The town has a number of churches and other faith-based facilities.

The town has a swimming pool and a library. It has two dentists, two opticians, and two health providers.

Other leisure facilities include public houses, restaurants, health and beauty care and hotel accommodation. In addition, local cricket, football and rugby teams provide spectator and participant opportunities.

The town has an important history linked to iron manufacture and steam engines, the latter still attracts tourists to the railway station. The railway station also has a heritage centre that builds upon the station's link to the film 'Brief Encounter'.

The road, rail, canal, cycleway and footpath networks provide links to the city of Lancaster, Morecambe, an important national bird sanctuary, areas of natural beauty and is a gateway to the Lake District

In summary, the town has much to offer and build upon and provides an attractive location in which to work and live.

Appendix B

Traffic Management related challenges

Historically Carnforth has suffered from breaches of statutory air quality standards along Market street [the shopping/residential area] and at the junction between Market Street and the A6.

The breaches relate to ground level NO_x, a pollutant that is associated with respiratory disease and in particular asthma.

More recently this position has improved and air quality standards are currently being met

Air quality improvements have most likely resulted from the reduction of HGV movements along Market street from Keer Park, an industrial site at the lower end of town.

This site is now undergoing redevelopment and a resurgence of HGV movement along Market street is being observed.

This, along with proposals for significant increases in housing in Carnforth, presents a challenge and future development, be that residential or business, must have regard to the pressures on air quality in the town.

The Town Council has developed some ideas to improve not only air quality but also the overall attractiveness of the town.

Proposals are included here in no particular order and form our formal response to the air quality management consultation.

Phasing of Traffic Lights

Travelling North/South along Lancaster/Scotland road does not present significant issues as there are left/right filter lanes. Mostly [but not always], traffic turning down Market Street or towards the M6 does not impede traffic flow. That is to say that the flow of traffic can continue even where there are stationary vehicles turning. This is not true of vehicles turning left/right onto Lancaster/Scotland Road. Such vehicles invariably stop the flow of traffic, leading to vehicles 'idling' on Market Street.

Proposal – trial a three phase control.

Control of vehicles moving North/South would continue as at present. However, control of traffic travelling East/West would be phased. On one phase traffic would be allowed out of the town. On the second phase permission would be given to traffic travelling down from the direction of the Shovel Inn. These phases could be quite short such that the overall delay to North/South traffic would only be slightly longer than at present.

'Idling awareness'

Even with the most ideal of traffic light phasing there will always be some standing traffic on Market Street. Some form of signage should be considered, either static or linked to the lights, that informs drivers of likely waiting times and encourages them to turn off engines.

Appendix B

'Idling awareness' campaigns can be supported locally using the Town Councils social media and its town newspaper.

One-way around Carnforth

Market street would become one-way with traffic allowed to travel up Market street but not down.

This would ease the situation at the traffic lights. It also offers some other opportunities such as increased pedestrianisation of Market Street or increased parking.

Traffic travelling into Carnforth centre would be directed down Hawes Hill.

Buses currently travel down Hawes Hill and adopt this 'one-way' route around the town. This system was also successfully used a few years ago when building collapse on Market street necessitated partial closure.

Re-siting of Traffic Lights.

Additional traffic lights on Lower Market Street would be positioned near the Co-op/Memorial Gardens and synchronised with the main set of lights. The purpose of this proposal would be to queue traffic outside of the shopping area.

Box Control outside of Queens Hotel

Ingress/egress of traffic into or out of the new Queens Hotel development has the potential to cause severe congestion on Market Street. A 'no-entry' box type junction would prevent queued traffic blocking access to and from the development.

Road link to the Keer Park Industrial site

Increased in HGV movements associated with the TDG site re-development are not sustainable given the narrow, residential, nature of Market Street. The 'canyon' effect cause by high rise residential/business premises means that the dispersion of low level pollutants is poor. This issue needs to be addressed.

One option, to enable the further development of the old Iron Works site [Keer Park], would be to install a link road from this site onto Scotland Road.

Road link across Lundsfield Quarry

The development of the Lundsfield Quarry site gives an opportunity to look at traffic routing between the M6 and the A6. This opportunity may be lost once housing development becomes more advanced.

This very significant proposed housing development should be linked to a requirement to provide improved access/egress to the site. For example, a main access road link between Back Lane and Cragg Bank would serve the new housing development and provide relief for the traffic lights in the centre of Carnforth.

Appendix B

The Town Council is happy to engage further on any or all of the above suggestions. These options will be incorporated in our draft Neighbourhood plan and will most likely shape our future thoughts on development.

New Street/Lancaster Road junction

Although not directly related to air quality the Town Council is aware of concerns regarding safety of this junction and would wish to see this considered as part of any traffic management plan for the town.

If a one way system is introduced around the town centre, it would be advantageous to make New Street into a one way road between the A6 and Preston Street.

Cllr Chris Smith on behalf of Carnforth Town Council. DATE HERE



Planning Application Comments & Decisions March 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	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	Application Permitted
19/00070/CU: Change of use of dwelling into residential care home – 1 Midland Terrace, Carnforth LA5 9EZ	'Neutral' comment seeking reassurance on the number of residents in the property and parking issues	Application Permitted



Planning Application Comments & Decisions March 2019



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
19/00083/FUL: Siting of a timber lodge & installation of a package treatment plant – Marsh House Farm, Crag Bank Lane, Carnforth LA5 9EG	Support the planning application in principle	Awaiting decision

Schedule of Payments

March 2019

Payments

Payment Type:	Payment To:	Description:	Budget:	Net £	Vat £	Gross £
BACS	Dazzling Windows	Window cleaning	Civic Hall: Maintenance	-30.00	0.00	-30.00
BACS	WCF Fuells	Heating oil	Civic Hall: Heating oil	-950.76	-47.54	-998.30
BACS	Thomas Graham	Cleaning Materials	Civic Hall: Cleaning	-61.10	-12.22	-73.32
BACS	HMRC	PAYE Tax Period 11	HMRC	-483.40	0.00	-483.40
BACS	Carnforth Station & Railway Trust	Sponsorship of 'Brief Encounter Special'	Community Benefit Fund	-1,000.00	0.00	-1,000.00
BACS	Donald Astley	Salary	Outdoor Mntce Operative: Salary	-283.67	0.00	-283.67
BACS	Donald Astley	Mileage expenses	Outdoor Mntce Operative: Expenses	-10.80	0.00	-10.80
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	Richard Marsden	Expenses	Civic Hall: Expenses	-14.86	0.00	-14.86
BACS	Sign of the Times Ltd	Eight Blue Heritage Plaques	Town Dev & Planning: Devolved Expenditure	-1,743.00	-348.60	-2,091.60
BACS	On a Roll	Film nights: March 13th and 14th 2019	Events: Film nights	-525.00	0.00	-525.00
BACS	Bay Typesetters	Carnforth Express	Carnforth Express: Printing	-400.00	0.00	-400.00
			Carnforth Express: Distribution	-300.00	-60.00	-360.00
		Film night tickets	Printing & Stationery	-75.00	-15.00	-90.00
		Lanyards	Printing & Stationery	-80.00	-16.00	-96.00
BACS	Locks Express (paid by Bob Bailey)	Replacement lock rear door & adjust office entrance door	Asset Management: Devolved Expenditure	-133.80	-26.76	-160.56
BACS	Bob Bailey	Salary	Town Clerk: Salary	-614.82	0.00	-614.82
BACS	Bob Bailey	Expenses	Town Clerk: Expenses	-79.35	-6.29	-85.64
				-7,641.04	-532.41	-8,173.45

Town Clerks Expenses	Postage	-13.92
	Telephone	-10.00
	Stationery	-23.02
	Mileage expenses & parking	-23.50
	Hospitality	-15.20
		-85.64