



# Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

## Summons to attend meeting on Wednesday 22<sup>nd</sup> May 2019 at 6:30pm at the Council Offices, Market Street, Carnforth

- 19040 To receive apologies for absence
- 19041 To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 19042 To consider items of urgent business not on the agenda
- 19043 To consider draft Minutes of the meeting held on Wednesday 20<sup>th</sup> March 2019 (see Agenda Pack)
- 19044 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 (to follow)
  - 3) Correspondence (See Agenda pack)
  - 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 Business Network
    - b) Carnforth & District Twinning Association
    - c) Quarry Liaison
- 19045 To consider planning applications and temporary road closures set out below: (Planning applications can be viewed online at: <https://www.lancaster.gov.uk/planning/view-applications-and-decisions>):

Application No:	Description
<b>19/00074/FUL</b>	Erection of a single storey side & rear extension - 1 Conder Brow Carnforth LA5 9XQ
<b>19/00083/FUL</b>	Erection of an agricultural workers dwelling & associated installation of a package treatment plant – March House Farm, Crag Bank lane, Carnforth LA5 9EG
<b>19/00307/VCN</b>	Erection of office & storage & distribution building with associated parking & access – Carnforth Business Park, Carnforth
<b>19/00380/FUL</b>	Retrospective application for the installation of gravity pipework, sewage pump & electrical cabinet – Land off Carnforth Brow, Carnforth



# Carnforth Town Council

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Application No:	Description
<b>19/00495/VCN</b>	Demolition of existing building & erection of a new building to be used as a church conference & resource centre and associated new car parking - Former Filter House, Kellet Road, Carnforth, Lancashire, LA5 9XJ
Temporary prohibition of traffic North Road (Hawk Street to Carnforth Brow) – Saturday 11 <sup>th</sup> May 2019 between 09:00 and 15:30	
Temporary prohibition of traffic The Shore, Bolton-le-Sands – Saturday 19 <sup>th</sup> May 2019 between 00:01 and 09:00	
Temporary prohibition of traffic A6070 Burton Road, Warton - Tuesday 28 <sup>th</sup> to Thursday 30 <sup>th</sup> May 2019 between 20:00 and 05:00	

- 19046 To receive an update on planning authority decisions on previously considered applications (See Agenda pack)
- 19047 To consider for Payments List for approval (See Agenda pack)
- 19048 To consider proposal to install Close Circuit Television (Cllr Grisenthwaite to report)
- 19049 To consider update on the Old Road rear of Queen Hotel (See Agenda Pack- Cllr Smith to report)
- 19050 To consider parking in Carnforth (Booths) Car Park (See Agenda Pack- Cllr Smith to report)
- 19051 To consider Air Quality and Clean Air Day (See Agenda Pack- Cllr Smith to report)
- 19052 To consider Member portfolio holders ( Cllr Smith to report)
- 19053 To consider date and time of next meeting

**Town Clerk**

**13 May 2019**

**28 Wilson Grove, Heysham, Morecambe, LA3 2PQ**

**Tel: 07846 256 006**

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# Carnforth Town Council

## Draft Minutes of the meeting held at the Council Offices on Wednesday 20<sup>th</sup> March 2019

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

**In attendance:** Bob Bailey, Town Clerk; Ward Councillor Guilding;

19029 **Apologies:** Apologies were received from Councillor Jones, County Councillor Williamson and City Councillors Reynolds and Yates.

19030 **Declarations of Interest and Dispensations:** Councillors Barbu and Roe requested dispensations relating to items on the Agenda that were accepted.

19031 **Urgent Business:**

- a) **Collapsing building & road closure Warton Road:** The Town Clerk reported on actions taken on the Town Council's behalf in respect of the building in danger of collapse on Warton Road and the subsequent road closure. From an early stage contact was made with Lancaster City Council and Lancashire County Council and good dialogue maintained throughout. The Town Clerk had also worked closely with Hackney and Leigh Estate Agents, who are selling the building. Regular updates were provided on the Town Council's social media and websites and the Town Clerk dealt with queries raised by numerous residents and local businesses, specifically the shop owners evacuated whilst the building was made safe and those on Keer Park Industrial Estates whose operations were severely disrupted during the road closure.

Despite the difficulties, it was clear that the swift and effective action had been taken by the local authorities to deal with a potentially serious situation. Working collaboratively with them and the local estate agents for the period of the emergency had been rewarding and beneficial, enabling the Town Clerk to keep the local community informed as much as possible. As ever the local community had demonstrated their resilience and good humour throughout the period of the road closure and had appreciated the lines of communication provided by the Town Council.

Members discussed the incident in detail and thanked the Town Clerk for his efforts to keep the community informed which had provided a local point of contact and had helped to further raise the Town Council's profile.

There was a great deal of empathy for local businesses and residents that had been impacted by the incident and it was acknowledged that it provided further endorsement that traffic management and future access matters would be key elements of the developing Carnforth Neighbourhood Plan.

- b) **Rotary Club Pocket Guide:** Councillor Watkins advised Members that Carnforth Rotary will soon be producing a new version of '*The Pocket Guide to Carnforth*' which provides a snapshot of Carnforth including its history, annual activities and events as well as useful contact and advertisements for a wide range of local businesses. Councillor Watkins recommended that the Town Council produces a full-page advert for the brochure, setting out details of its activities, social media, website and contact details. Members were advised that given the relatively short timescale for publication a decision would have to be made at the meeting.

The cost of a full-page advert is £150. After some discussion it was **RESOLVED** that the Town Clerk drafts for circulation and approval a full-page advert for inclusion in *The Pocket Guide to Carnforth* and that payment of £150 be authorised.

- c) **Cobbled Street, Queens Square:** Councillor Smith provided a short update on the position with the cobbled street that had been removed as part of the Queens Square development and replaced with concrete. An offer to remove the concrete and reinstate with granite has been made but still needs to be formally ratified by the developers. A further update is expected in the coming weeks.
- d) **Local Elections:** The Town Clerk made available nomination packs for the Carnforth Town and Crag Bank Wards which require eight and four Councillors respectively. The deadlines and procedures for the completion and submission of the nomination forms was explained and the Town Mayor described how the nomination forms should be completed.
- e) **Town Clerks pay and Conditions:** Councillor Gardner requested, and Members **RESOLVED** that consideration be given to an exempt item at the end of the meeting regarding the Town Clerk's pay for 2019/2020.

19032 **Minutes of the previous Meeting:** It was **RESOLVED** unanimously that the Minutes of the meeting held on **Wednesday 20<sup>th</sup> February 2019** be approved.

19033 **Adjournment for public discussion and information only updates:**

- 1) **Public discussion:** There were no members of the public present.
- 2) **Clerk's Report:** The Town Clerk presented his report on activities and actions taken since the last meeting, in addition to the urgent matter previously reported, including:
  - a) Meeting with Lancashire County Council and Lancaster City Council on options suggested by the Town Council to tackle traffic management and improve air quality - *Town Development & Planning Committee report also refers*;
  - b) CCTV assessment had been carried out by Vodafone, as part of a district wide scheme for three fixed cameras at Ratcliffe & Bibby; Royal Station Hotel and Kerneforde Hall. Vodafone suggest that this would provide sufficient 'triangular' surveillance of the Town. A quotation of the initial capital expenditure and annual maintenance costs will be provided for further consideration by the Town Council and Carnforth Business Network (formally Carnforth Chamber of Trade);
  - c) Carnforth Neighbourhood Plan progress – *Town Development & Planning Committee report also refers*
  - d) Update on matters raised with Lancashire County Council around a continued push for improved communications and a request for action on the reinstatement of the traffic lights at Kellet Road bridge;
  - e) Preparations for the end of year accounting, HMRC payroll and VAT compliance procedures and day-to-day administrative duties.

The Town Clerk and Members were thanked for their efforts in the last month and after some comments and questions, it was **RESOLVED** that the Clerk's Report be noted.

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

It was then **RESOLVED** that the schedule of correspondence received, and actions taken and planned be noted.

- 4) **Members updates and reports:** Members provided updates and reported on the following matters:
- a) **Town Mayor:** The Town Mayor had represented the Town Council at a Member Engagement Forum regarding the proposed development at land north of Kellet Road – Porsche garage and units. The Town Mayor reported that the potential benefits of the scheme and plans were as previously presented to the Town Council by the developer and their agents. Formal submission of a full planning application is expected in the new financial year;
  - b) **Outdoor Maintenance:** The Town Clerk has ‘shadowed’ the Outdoor Maintenance Officer in carrying out his duties and responsibilities and will undertake a review of the current contract of employment in the coming months;
  - c) **General matters & issues:** Councillor Parker reported that the Union Flag on one of the posts in the War Memorial Gardens had blown away in the recent storms and subsequently replaced with another from existing assets.

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.

- 5) **Reports of Ward and County Councillors:**

Councillor Guilding reported on meetings attended including the Lancashire District Bus Users Group; Member Engagement Forum (Porsche garage) and City Council’s Planning Committee. Matters have been raised with Lancaster City Council regarding the flower bed at the junction of Lancaster Road and Longfield Drive, and Lancashire County Council on reducing the speed limit on Shore Road and a pot hole that had appeared when vehicles had been diverted along the same road during the recent enforced closure of Warton Road.

Councillor Guilding commented that commemoration of Commonwealth Day had not been publicised or celebrated by the Town Council this year. Whilst acknowledging that no formal notification of the event had been received Members agreed to putting mechanisms in place to ensure that notable dates in the Calendar year are recorded and celebrated as appropriate. **ACTION:** Town Clerk to produce an annual Calendar of Town Council and national events.

It was then **RESOLVED** that the report of the Ward Councillor be noted.

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

- a) **Carnforth Business Network:** It was reported that the Carnforth Business Network (CBN) is the new name for the Chamber of Trade following a recent re-branding exercise. The CBN are awaiting the outcome of the recent CCTV assessment.

- b) **Carnforth & District Twinning Association:** Councillor Parker's written report on the recent Annual General Meeting of the twinning association and its actual and planned activities was included in the Agenda pack for the meeting.

Members were reminded that the twinning association had initially been set up by Carnforth Town Council and that three places are reserved on the twinning committee for Town Council Members.

- c) **Quarry Liaison:** Councillor Parker's written report on recent parish/town council meetings with representatives at Back Lane and Leapers Wood quarries was included in the Agenda pack for the meeting.

It was reported that both quarries are producing 70 – 80k tonnes of material per month – a substantial amount. Blasting continues to be monitored and both quarries act positively and promptly to concerns/complaints received. Work on a viewing platform is continuing, with a further update expected in September. Councillors from Nether Kellet and Over Kellet Parish Councils who normally attend these meetings would be standing down at the local elections.

There were no other reports and after some comments it was **RESOLVED** that Councillor representation on all outside bodies be reviewed by the new council after the May local elections.

19034

**Report of the Finance & Governance Committee:** Councillor Gardner reported on the draft Minutes of the Committee held on 13<sup>th</sup> March 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 committee rooms by the Air Training Corps which currently runs until 31<sup>st</sup> March 2022. Members were advised that in accordance with the lease the annual rent for a fixed three-year period is now due for review. Having considered the circumstances it was **recommended** that the Town Council approves that the annual rent for a three-year period commencing from 1<sup>st</sup> April 2019 be £5,000 and that the Town Clerk arranges for a variance to the existing lease to reflect the increase.
- b) **Financial monitoring and payments:** Members considered the financial monitoring reports as at 28<sup>th</sup> February 2019 and the schedule of payments for March. There was a lengthy discussion on the purpose for, and beneficiaries of, the eight blue heritage plaques that had been ordered by the Town Development and Planning Committee (TD&PC) and the impact of this expenditure on the monies delegated to the Committee. The Chair of the TD&PC reminded Members that details of the heritage plaques had been regularly reported. Members were informed that expenditure was within the Committee's delegated budget as a number are being sponsored by local groups/organisations.
- It was then **recommended** that the Town Council approves the Schedule of Payments on the Town Council agenda (Minute 19038 refers);
- c) **Schedule of Charges 2019/2020:** Members considered proposals for revised charges for the hire of Carnforth Civic Hall, rooms and facilities; advertising in the Carnforth Express and annual subscription of flower boxes/planters.



Members were advised that a review of the schedule of charges had been a recommendation of the Internal Auditor – as reported at the February meeting of the Town Council – as charges were last revised in April 2016.

It was reported that the new proposals take account of increased costs and as a means of streamlining the wide range of prices currently on offer, many of which have never been used.

Similarly, changes to the costs of advertising in the *Carnforth Express* were proposed to simplify the current range of charges and encourage local organisations to advertise.

After several questions, it was **recommended** that the Town Council approves the proposed schedule of charges for 2019/2020.

- d) **Reserves Policy:** The Town Clerk had presented best practice guidance on the purpose, type and size of reserves that parish/town councils should have in place. Such a policy formalises an approach for considering the amount of reserves needed each year based on a risk assessment as part of the annual budget process.

Having considered the guidance, the Finance and Governance Committee have instructed the Town Clerk to draft a *Reserves Policy* incorporating a *General Reserve* and *Earmarked Reserve* for consideration and subsequent approval.

e) **Update on activities:**

- a) **Film Nights:** Councillor Grisenthwaite reported on the continuing success of the monthly film nights, which saw over 100 people attend the screenings of *Bohemian Rhapsody*. The combination of a quality film, good food and the community feel of the screenings at the Civic Hall is proving to be a 'winning formula' whilst generating some income for the Town Council and the Friends of Carnforth Swimming Pool. Members were informed that nearly 50 people had already booked for the film *Stan and Ollie* to be screened on 13<sup>th</sup> April.

Members congratulated Councillor Grisenthwaite and everyone involved in bringing cinema back to the town in such a positive way.

- b) **Architectural Survey & Options Appraisal – Civic Hall:** Members were informed that to date only one firm of architects had expressed an interest and they had subsequently withdrawn. The Town Clerk has contacted local parish/town councils for recommendations. Members suggested names of local architects qualified to undertake the work, and these are to be contacted. It is still the intention to get 2/3 quotations if possible.

- c) **Local Council Award Scheme:** It was reported that little progress had been made regarding the formal assessment of the Town Council's governance arrangements and development plans against the criteria and conditions for *Quality Status* in line with the scheme.

Members are, however, confident that significant progress has been made during 2018/2019 and seeking *Quality Status* will now be a key objective in 2019/2020.

It was **RESOLVED** that the report and recommendations 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.

- 19035 **Report of the Town Development & Planning Committee:** Councillor Watkins reported on the draft Minutes of the Committee meeting held on 4<sup>th</sup> March 2019, outlining the following key resolutions, actions and matters:
- a) **Emergency Planning:** Works at the Civic Hall to provide a safe and warm environment have now been completed to a high standard. Further tests and Member training / familiarisation will be carried out once a new Council is in place. There will also be open invitation to residents and local businesses to visit the Civic Hall to see what plans are in place in the event of a major disaster.
  - b) **Planning applications & road closures:** The Town Council were **recommended** to support in principal planning application numbers 19/00189/FUL and to note proposed road closures.
  - c) **Air Quality Management and Consultation:** Councillor Smith reported on a very positive meeting with officers from Lancaster City and Lancashire County Councils to consider the Town Council's proposed options to improve traffic management and, consequently, air quality (Appendix B of the Agenda Pack). Members were informed that these options were being given further consideration. The Town Council was encouraged to formally submit the options as part of the current district wide consultation on an *Air Quality Action Plan* focussing on the three designated Air Quality Management Areas at Lancaster, Galgate and Carnforth. It was **recommended** that the Town Council supports the submission of the air quality/traffic management options as part of Lancaster City Council's revised *Air Quality Action Plan*.
  - d) **Carnforth Neighbourhood Plan Working Group (NPWG):** Members were informed that good progress is being made in the gathering and analysis of a range of evidence for the baseline assessment of the town, that will inform policy in support of the Carnforth Neighbourhood Plan, aligned to the Lancaster District Local Plan. The project programme and timescales have been revised and plans are being developed for community engagement and technical support for a housing needs assessment as part of further funding available in 2019/2020;
  - e) **Activities:** Updates were given on ongoing activities and actions including arrangements for promoting *Carnforth in Bloom* and early plans for developing the land at the junction of North Road and Market Street.

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.



19036 **Planning Applications:** Members considered the following planning applications:

Application No:	Description
<b>19/00189/FUL</b>	Change of use of agricultural barns to provide additional living accommodation and garage – Hall Croft Barn, North Road, Carnforth LA5 9LU ( <i>Town Development &amp; Planning Committee recommendation: Support in principle</i> )
<b>19/00247/VCN</b>	Erection of a two-storey extension for maintenance and MOT facilities – Travellers Choice, Scotland Road Carnforth LA5 9RQ
<b>18/01642/FUL</b>	Erection of three blocks each comprising of seven light industrial units (B1) with associated parking - Keer Park Warton Road Carnforth
<b>19/00279/FUL</b>	Erection of a first-floor extension over existing garages to provide ancillary accommodation – Elpha House, Netherbreck, Carnforth LA6 1AA
<b>19/00289/FUL</b>	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

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

19037 **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 three planning application had been permitted and five are awaiting decision. It is understood that there had been a change to the conditions relating to planning application 16/00335/OUT – 158 dwellings at Land between Brewers Barn and A601(M) and that a decision on 18/01183/FUL – erection of a care home at Scotland Road had been deferred until the end of April.

After some discussion, it was **RESOLVED** that the update of planning authority decisions be noted and that the Town Clerk requests a further update from the planning authority on planning applications 16/00035/OUT and 18/01183/FUL.

19038 **Schedule of Payments:** The Clerk presented the schedule of payments due as **recommended** by the Finance and Governance Committee (Agenda item 19034 b) refers). It was **RESOLVED** that all invoices, expenses and salary payments be approved.

The Town Clerk then left the meeting whilst Members discussed pay and conditions from April 2019/2020

19039 **Date and time of next meeting:** The Annual Meeting of the Town Council will be held on **Wednesday 15<sup>th</sup> May commencing at 6:00pm** followed by the monthly meeting of the Town Council.

In closing the meeting, the Town Mayor thanked Members and the Town Clerk for their support in 2018/2019 and for the progress that had been made. Members also thanked the Town Mayor for his enormous contribution to the town over many years. The meeting closed at 8:10pm.



## Correspondence – May 2019



Date	Sender	Topic
15/03/2019 – 22/03/2019	Town Clerk and various	Notification and many updates on Warton Road closure/collapsing building
15/03/2019	Town Clerk	Town Council Agenda Pack – March meeting
18/03/2019	Town Clerk	Local elections nomination packs
18/03/2019	Lancaster City Council	Weekly list of planning applications
19/03/2019	Troy Planning & Design	Draft Carnforth Baseline assessment (Neighbourhood Plan)
19/03/2019	Town Clerk	Issue raised by shop proprietor next to the collapsing building on Warton Road and the scaffolding subsequently erected
20/03/2019	Lancaster City Council	Chewing Gum removal
21/03/2019	Town Clerk	Snapshot of Facebook insights
21/03/2019	Lancaster City Council	Planning Consultation 19/00244/VCN
21/03/2019	Town Clerk	Query and response to 2019/2020 precept
22/03/2019	Town Clerk	Carnforth Express request for articles
22/03/2019	Town Clerk	Draft Minutes of Finance & Governance Committee 13/03/2019
22/03/2019	Town Clerk	Flyer – Carnforth Town Council services
27/03/2019	Town Clerk	Lancaster Place Board/Lancaster Vision
27/03/2019	Lancaster City Council	Planning Consultation 19/00307/VCN
28/03/2019	Lancaster City Council	Planning Consultation 19/00083/FUL
28/03/2019	Town Clerk	Update on temporary traffic lights – Kellet Road bridge
28/03/2019	Town Clerk	Neighbourhood Plan – End of Grant report
30/03/2019	Troy Planning & Design	Neighbourhood plan documents
01/04/2019	Lancaster City Council	Planning Consultation 18/01183/FUL
01/04/2019	Lancaster City Council	Weekly list of planning applications
01/04/2019	Lancaster City Council	Adoption of Arnside & Silverdale AONB Development Plan Document
02/04/2019	Public Sector Executive Online	e-Newsletter
02/04/2019	Rural Services Network	e-Newsletter
02/04/2019	Troy Planning & Design	Newsletter
02/04/2019	Town Clerk	May elections; purdah and Annual Meeting arrangements
02/04/2019	Lancashire County Council	Notice of road closure



## Correspondence – May 2019



Date	Sender	Topic
03/04/2019	Lancaster City Council	Planning Application Validation Guide consultation
04/04/2019	Town Clerk	Statement of persons nominated & notice of uncontested election
04/04/2019	Town Clerk	Residents fall – War Memorial Gardens
05/04/2019	Lancaster City Council	Payment of precept 2019/2020
05/04/2019	Town Clerk	Finance & Governance Cmte Agenda pack
06/04/2019	Town Clerk	Resident concerns re anti-social behaviour
08/04/2019	Lancaster City Council	Weekly list of planning applications
08/04/2019	Town Clerk	Proposal of a Town Clerk's Blog
09/04/2019	Lancaster City Council	Planning Consultation 19/00074/FUL
10/04/2019	Town Clerk	Residents query re local elections and response
11/04/2019	Town Clerk	Draft Minutes of Town Council Meeting on 20/03/2019
11/04/2019	KCS Development Ltd	Update: Potential Development Site at Scotland Road, Carnforth
12/04/2019	Lancashire County Council	Winter Bulletin
12/04/2019	Public Sector Executive Online	e-Newsletter
12/04/2019	Town Clerk	2018/2019 draft financial accounts
12/04/2019	Town Clerk	Carnforth Neighbourhood Plan Working Group Agenda pack
13/04/2019	Lancaster City Council	Planning Consultation 19/00380/FUL
13/04/2019	Town Clerk	Several more updates on Warton Road closure/collapsing building, including Lancashire County Council apology
14/04/2019	Scope	Request to locate textile banks
15/04/2019	Lancaster City Council	Weekly list of planning applications
16/04/2019	Public Sector Executive Online	e-Newsletter
17/04/2019	Lancashire County Council	Replacement of damaged railings – Hunter Street Carnforth
18/04/2019	Lancashire County Council	Notice of temporary road closure North Road Carnforth
18/04/2018	Town Clerk	Residents comments re Warton Road closure/collapsing building



## Correspondence – May 2019



Date	Sender	Topic
19/04/2019 – 26/04/2019	Town Clerk and various	Notification and many updates Booths Car Parking restrictions
24/04/2019	Lancaster City Council	Planning Consultation 19/00279/FUL
24/04/2019	Town Clerk	Several updates Booths Car Parking restrictions
25/04/2019	Town Clerk	More update on Warton Road closure/collapsing building
25/04/2019	KCS Development Ltd	Update: Potential Development Site at Scotland Road, Carnforth
25/04/2019	Town Clerk	More updates Booths Car Parking restrictions
26/04/2019	Town Clerk	Yet more updates Booths Car Parking restrictions
27/04/2019	Lancaster City Council	Planning Consultation 19/00441/FUL
27/04/2019	Lancashire County Council	Notice of temporary road closure North Road Carnforth
28/04/2019	Lancashire County Council	Another update on Warton Road temporary traffic lights and collapsing building
29/04/2019	Lancashire County Council	Replacement of damaged railings – Hunter Street Carnforth
29/04/2019	Town Clerk	Finance & Governance Cmte Meeting Agenda pack – May 2019
29/04/2019	Town Clerk	And another update on Warton Road temporary traffic lights and collapsing building
30/04/2019	Lancashire County Council	Notice of temporary road closure The Shore, Bolton-le-Sands
01/05/2019	Lancaster City Council	Planning Consultation 19/00495/VCN
01/05/2019	Town Clerk	Report on CCTV proposal
02/05/2019	Lancaster City Council	2008 Agreement between Booths and Lancaster City Council re parking restrictions
02/05/2019	Barton Willmore	Submission of planning application
02/05/2018	Lancashire County Council	Update on Warton Road closure/collapsing building and Town Clerks reply
02/05/2019	Town Clerk & Councillors	CCTV proposals
03/05/2019	Lancashire County Council	Notice of temporary road closure A0670 Burton Road Warton
03/05/2019	Town Clerk	Film Night Poster May 18 <sup>th</sup>



## Correspondence – May 2019



Date	Sender	Topic
03/05/2019	Town Clerk	Carnforth Town Ward election results
04/05/2019	Town Clerk	Extract from Standing Orders following elections
05/05/2019	Town Clerk	Carnforth Train flower planter
07/05/2019	Town Clerk	Date of Annual meeting & May ordinary meeting
07/05/2019	Lancaster City Council	Weekly planning list
08/05/2019	Rural Services Network	e-Newsletter
09/05/2019	County Councillor Williamson	Update on Carnforth Transport Information Centre
10/05/2019	Town Clerk	Invitation to Carnforth Cricket Club



# Planning Application Comments & Decisions May 2019



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
<b>16/00335/OUT:</b> Outline application for the erection of 158 dwellings with associated new vehicular access, incorporating a roundabout and access road, and pedestrian/cycle access points; Land Between Brewers Barn and A601(M), Carnforth Brow, Carnforth, LA5 9LJ	Object to the planning application	Awaiting decision – Section 106 agreement outstanding but being progressed
<b>18/00365/OUT:</b> Outline application for residential development comprising up to 238 dwellings with associated vehicular and cycle/pedestrian access to Scotland Road and cycle/pedestrian access to Carnforth Brow / Netherbeck, public open space, creation of wetlands area, construction of water detention basins, erection of sub-station, associated earth works and land regrading and landscaping – Land off Scotland Road, Carnforth	Support the planning application in principle	Awaiting decision - Section 106 agreement and legal matters relating to the diversion of the public right of way are outstanding but being progressed
<b>18/01183/FUL:</b> Erection of a care home building comprising of 118 bedrooms and communal, staff and services areas with associated internal road layout, car parking and landscaping, creation of a new access and construction of a new retaining wall – Land North East of Ex-Servicemen's Club, Scotland Road, Carnforth	Object to the planning application Further comment made requesting more information on the late amendments to the proposals	Awaiting decision – further information submitted by the applicant and consulted upon. Now due to be reported to planning committee in June
<b>18/00752/FUL:</b> Erection of 2 two storey detached dwellings - Land at Carnforth Brow Carnforth	Object to the planning application	Application withdrawn
<b>19/00083/FUL:</b> 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
<b>19/00189/FUL:</b> Change of use of agricultural barns to provide additional living accommodation and garage – Hall Croft Barn, North Road, Carnforth LA5 9LU	Support the planning application in principle	Application permitted
<b>19/00247/VCN:</b> Erection of a two-storey extension for maintenance and MOT facilities – Travellers Choice, Scotland Road Carnforth LA5 9RQ	Support the planning application in principle	Awaiting decision





# Planning Application Comments & Decisions May 2019



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
<b>18/01642/FUL:</b> Erection of three blocks each comprising of seven light industrial units (B1) with associated parking - Keer Park Warton Road Carnforth Lancashire	Support the planning application in principle	Awaiting decision
<b>19/00279/FUL:</b> Erection of a first-floor extension over existing garages to provide ancillary accommodation – Elpha House, Netherbreck, Carnforth LA6 1AA	Support the planning application in principle	Awaiting decision
<b>19/00289/FUL:</b> 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	Support the planning application in principle	Awaiting decision

## Carnforth Town Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Waste & Recycling	16/04/2019		Unity Trust - Current		Waste & Recycling	Lancaster City Council	S	686.19	28.76	714.95
2	Grounds Maintenance	16/04/2019		Unity Trust - Current		Grounds Maintenance	Laburnham Nurseries Ltd	S	64.00	12.80	76.80
3	Film Night	18/04/2019		Unity Trust - Current		Catering	On a Roll	S	310.00	0.00	310.00
4	Water rates	26/04/2019		Unity Trust - Current		Water and wastewater	Waterplus	Z	316.51	0.00	316.51
5	Town Development & Plannin	26/04/2019		Unity Trust - Current		Log train planter	Rolande Chainsaw Carver	Z	580.00	0.00	580.00
6	PAYE	02/05/2019		Unity Trust - Current		PAYE	HMRC	Z	594.71	0.00	594.71
7	Town Clerk	02/05/2019		Unity Trust - Current		Salary	Bob Bailey	Z	839.43	0.00	839.43
8	Outdoor Maintenance Officer	02/05/2019		Unity Trust - Current		Salary	Don Astley	Z	283.87	0.00	283.87
9	Civic Hall Manager	02/05/2019		Unity Trust - Current		Salary	Rik Marsden	Z	842.02	0.00	842.02
10	Outdoor Maintenance Officer	02/05/2019		Unity Trust - Current		Expenses	Don Astley	Z	38.70	0.00	38.70
11	Telephone	02/05/2019		Unity Trust - Current		Telephone	Bob Bailey	Z	10.00	0.00	10.00
12	Town Clerk	02/05/2019		Unity Trust - Current		Expenses	Bob Bailey	E	4.50	0.00	4.50
13	Internal Audit	03/05/2019		Unity Trust - Current		Internal Audit	Derek Whiteway	Z	120.00	0.00	120.00
14	Printing	07/05/2019		Unity Trust - Current		Printing	Staples	S	139.00	27.80	166.80
15	Domain & Web-hosting	08/05/2019		Unity Trust - Current		ICT	IONOS	S	17.96	3.59	21.55
16	Members	09/05/2019		Unity Trust - Current		Gifts & Donations	Paper Gallery	S	49.33	9.87	59.20
17	Cleaning	13/05/2019		Unity Trust - Current		Cleaning supplies	Thomas Graham	S	54.33	10.87	65.20
<b>Total</b>									<b>4,950.55</b>	<b>93.69</b>	<b>5,044.24</b>

## **AGENDA ITEM 19051**

### **The Old road rear of Queens Hotel**

**Purpose of Agenda item - the Town Council is asked to comment on the proposed restoration scheme detailed herein and approve OR reject the proposal.**

#### **Introduction**

Discussions have been on-going for many months with the developer of the site at the rear of the old Queens Hotel, Market Street, Carnforth.

As part of the development the builders dug up, and disposed of, material that formed the oldest road in Carnforth. This road forms one feature of our Heritage Trail.



The pictures above show

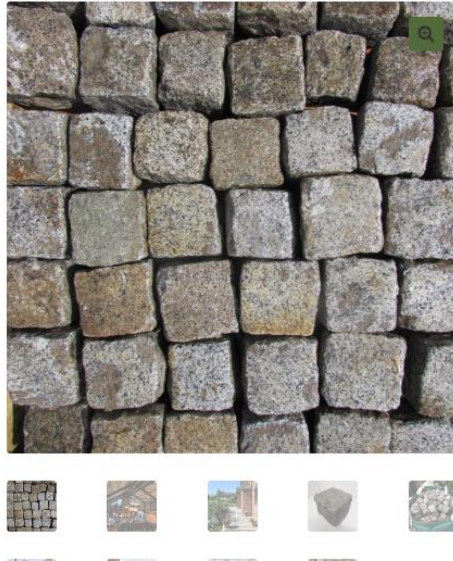
- (1)** the original road [as previously restored by the TC]
- (2)** the [current] top half of the current road as concreted by the developers
- (3)** the [current] bottom half of the road as left by the developers.

Negotiations with the developers have been extremely difficult and I have dealt with 4 different representatives, have arranged 5 meeting [three of which they failed to attend] and made many telephone calls [most of which have been unanswered].

The City Council has been unwilling to help. Cllr P Yates has approached planning officers on our behalf and been told that the issue is a civil enforcement matter and not one they would want to get involved with.

Late last week I finally manage to talk to Mr Brendan Kiely – someone who appear to be able to actually authorise restorative work.

They have offered the following proposal.



The proposal is to remove the concrete pad and restore the entire road with recovered stone sets as shown above. The picture below illustrates the type of finish.



The finish will not be the same as the old road but –

will provide an appearance that represents an old ‘style’ road

will provide a safe surface for pedestrians

I believe this represents the best achievable outcome given the very protracted, and to date unsuccessful, discussions.

If the Town Council approves this work the developer will consult with residents on site, plus the owner of the bookshop, to ensure they are happy with the proposal. They will then remove the concrete slab and restore the whole of the road with these stone sets.

If the Town Council rejects this proposal it needs to provide a counterproposal but understand that, there is a risk that the developer will ‘walk away from the issue’ and that the next step would have to be some form of litigation.

Cllr Chris Smith 12/5/2019

## **AGENDA ITEM 19052**

### **Parking in Carnforth (Booths) Car Park**

**Purpose of Agenda item - the Town Council is asked to note the position with regard to parking on Booths car park and comment as to whether we wish to apply further pressure to extend the 'stay' period.**

#### **Introduction**

Booths have recently formalised a '2-hour maximum' stay period on their car park.

The car park is central to Carnforth and provides the most convenient parking for shopping in the town centre as well as for the use of health providers, dental services, beauty services etc. As such the ability to park here is important for our local businesses

The parking period is now the subject of 'Parking Eye' enforcement where number plate recognition is used to register entry and exit times. Stays long that 2 hours will incur an automatic £100 fine.

Booths inform us that there is no 'non-return period, so that people parking can leave and return later in the day.

There is no doubt that the implementation of the 2-hour stay period has had an impact on the use of the car park – in my experience it is now always fairly easy to find a space whereas in the past there were times of the day where parking was quite difficult.

One explanation is that the car park was being used as a free long stay car park for rail users.

Insofar as the change has resulted in a more rapid 'churn' of parking it is to be welcomed. But, I have concerns that 2 hours is too short a period. In practice and facing a possible £100 fine, most people will park for a significantly shorter period rather than run the risk of breaching the maximum stay period.

This means that people attending one of the doctor's surgeries are unlikely to then shop, similarly those shopping at Booths may be discouraged from shopping elsewhere in town.

There are other Booths locations where the period is 3 hours [Tesco's in Carnforth has a 3 hour stay period]. I believe that extending the period to 3 hours would still ensure that the carpark was not being used as a free long-stay park but would give added flexibility to encourage shopping in the town.

Our TC Clerk has pursued the issue with Booths and successfully secured the removal of the [illegal] 'Booths customers only' restriction but despite his and my further efforts Booths are not prepared to extend the stay period.

If we wish to see the period extended I think it would require a formal and written approach from the full Town Council.

Cllr Chris Smith 12/5/2019

## **AGENDA ITEM 19053**

### **Air Quality and Clean Air Day**

**Purpose of Agenda item - the Town Council is asked to comment on a proposal for 'no-idling' signage on Market Street and an associated 'no-idling' campaign.**

#### **Introduction**

Following our successful meeting with Lancaster City and County councils to discuss air quality management in Carnforth, we have been contacted by Mr Andrew Black - Public Health Practitioner, Health Equity, Welfare & Partnerships, Lancashire County Council.

We have been asked to put forward proposals for possible 'air quality' signage on Market street and one such proposal is to install 'no-idling' signs.

The purpose of the signs would be to encourage motorists to turn off their engines when waiting at the traffic lights on Market Street.



The signs could give an indication of average wait times at the red light.

The launch of the campaign would coincide with clean air day on the 20<sup>th</sup> of June and would be accompanied with a publicity campaign via the Express, perhaps the schools and an approach to the transport depot on Keer Park.

It is worth noting that this week I was asked to meet with Graham Atkinson, the new business manager at Ashtrees Surgery. At their last patient participation group meeting the main item raised for discussion was air quality on Market street and traffic fumes. I provided Mr Atkinson with the TC response to the recent consultation on the Lancaster City Councils air quality strategy.

Cllr Chris Smith 12/5/2019