



Carnforth Neighbourhood Plan

Inception Meeting

Carnforth Town Hall

19:30 – 21st January 2019

Attendees:

Carnforth Town Council

Bob Bailey (Clerk); Cllr Kath Bromilow; Cllr Tobias Hollbrook; Cllr Chris Smith; Cllr Malcolm Watkins

Members of the Public

Peter Jenner; Brian Jones; Alistair Cameron; Linda Downes; Elizabeth Withey

Troy Planning + Design:

Jon Goodall (Associate Director), Thomas O’Kane (Senior Planner)

Minutes and Actions from Meeting

Contract & Communication

- No issues raised with the current contract.
- Members of the Town Council consider that the timeframe put forward by Troy Planning + Design (TPD) was ambitious and would need to be reviewed.
- Effective project management – Troy Planning + Design will provide transparency on how the fee is spent.
- TPD will provide separate minutes from a meeting with Lancaster City Council (21 January 2019) detailing their offer of support for preparation of the Neighbourhood Plan.
- Troy Planning + Design were made aware of a parallel work stream relating to the Carnforth AQMA – information sharing to take place.

Grant Funding Update

- £3,897 has been secured through grant funding and is required to be spent by the end of the financial year (31st March 2019) to prepare evidence base, character assessment, critical review of vision and objectives and drafting policy ideas.

Work undertaken by Town Council to date

- Draft Vision and Objectives have been compiled by the Town Council.
- Concerns from local residents that not all of their views were discussed by the Town Council. These are particularly with regards to lack of opportunities and spaces for the youth and not



always feeling adequately consulted by developers (noting that there have been other examples of excellent engagement).

- Town Council to take the lead on distribution of surveys within the local community (guidance from Troy Planning + Design) so further capture of local views is possible.
- Town Council to take lead on distributing Local Green Space and Important Views – instructions to follow (see Actions/Next Steps).

Vision and Objectives

- Carnforth Town Council have already drafted a Vision and set of Objectives for the Neighbourhood Plan.
- There is a broad general conformity between the draft Vision and emerging Lancaster Local Plan, to be kept under review as part of the ongoing Local Plan Examination and review of the evidence base.
- Troy Planning + Design have emphasised the importance of reviewing these Vision and Objectives following completion of the baseline assessment – which will be actioned by Troy Planning + Design and reviewed by the Town Council. The focus following review will essentially follow a review of the strategic and non-strategic policies of the Lancaster City Council Local Plan (existing and emerging) as well as their evidence base and outline outstanding issues of local importance that can be addressed by the Neighbourhood Plan.
- It was recommended that in terms of the Town Council exploring key issues and helping to gather evidence for future policies it may be appropriate to set up thematic groups on key topics including: heritage; open space; economy/tourism; infrastructure and community facilities; and housing needs. Baseline findings on these areas would be provided by TPD with potential suggestions for further local evidence gathering by the Town Council.
- The Vision, Objectives and Draft Policies will all be examined so it is important that these are backed up with relevant evidence.
- Any visions or aspirations or non-land use priorities for the area, for which there is no evidenced need, requirement or viability considerations can be added as a 'Project' or 'Aspiration' section for the Neighbourhood Plan (which is not examined).

Work Programme

- Stages 1 – 3 are required to take place by end of March 2019 as planned – due to the limitations of the grant funding.
- Stages 4 – 9 will require further consideration and review following completion of stages 1 – 3.

Requirement for Technical Support

- Troy Planning + Design identified that Technical Support packages by AECOM can be used to create Design Codes, undertake a Housing Needs Assessment and allocate sites.
- Troy Planning + Design to review SHELAA conclusions (as part of the baseline analysis). Troy Planning + Design to then liaise with the Town Council to determine whether any further Call



for Sites is required and whether to undertake a Housing Needs Assessment; in exploring potential for any further site allocations.

- Housing Needs Assessment might become useful, particularly as there is a perceived gap in housing for young people in the area and further issues such as affordability and accommodation for the elderly may emerge from the baseline findings or further community engagement.
- Potential requirement for work looking into additional retirement accommodation, leisure facilities and re-instatement of mainline train platforms.

Action/Next Steps

Action	Responsibility	Suggested Due date
Allocating resource for the baseline assessment (update to Town Council)	Troy Planning + Design	Friday 1 st February 2019
Confirm scope of surveys required for the local community (entire community/business focused)?	Carnforth Town Council	Friday 8 th February 2019
Confirm dates for Facilitated Walkabout for Character Assessment	Carnforth Town Council/Troy Planning + Design	Friday 1 st February 2019
Compile list of business contact details	Carnforth Town Council	Friday 8 th February 2019
Draft surveys and review	Troy Planning + Design Carnforth Town Council	Friday 15 th February 2019
Steering Group to consider forming sub-groups	Carnforth Town Council	Friday 22 nd February 2019
Distribute surveys to local community	Carnforth Town Council	Friday 15 th February 2019
Review of Baseline Assessment findings with Critical Review of Vision and Objectives with Town Council – including discussion on Local Greenspace + Local Important Views	Troy Planning + Design	Friday 22 nd February
Confirm scope of Technical Support (in time for next Grant funding application)	Carnforth Town Council	Friday 22 nd February 2019



Complete and Submit Grant Funding Application	Troy Planning + Design	Friday 22 nd February 2019
Submit Local Green Space and Important Views Assessments to Troy Planning + Design for Review	Carnforth Town Council	Friday 15 th March 2019
Timeframe to be reviewed in March towards the end of the Grant Funding period as the current grant funding is required to be spent	Troy Planning + Design	Friday 15 th March 2019