



## **Carnforth Neighbourhood Plan**

Progress Summary Meeting

Carnforth Town Hall

17:00 – 18<sup>th</sup> March 2019

### **Attendees:**

#### **Carnforth Neighbourhood Plan Working Group (CNPWG):**

Bob Bailey (Clerk); Cllr Tobias Holbrook; Cllr Chris Smith; Cllr Malcolm Watkins; Peter Jenner; Brian Jones; Alistair Cameron.

#### **Troy Planning + Design (TP+D):**

Thomas O’Kane (Senior Planner)

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## **Minutes and Actions from Meeting**

1. Apologies: Tracy Dainty, Liz Withey, Kath Bromilow, Linda Downes

2. Summary of draft Baseline Assessment and analysis and implications on the CNPWG Vision and objectives

- CNPWG keen to ensure that affordable housing and the Scotland Road outline application proposals are included and referred to in the Baseline Assessment.
- CNPWG agreed with the findings from the Baseline Analysis which appear to show that when the youth leave, they leave for good.
- CNPWG keen to investigate possibilities of flexible use policies and possible re-instatement of mainline train platforms.
- TP+D to engage dialogue with Lancaster City Council over the Conservation Area, given it is on the Historic England’s ‘At Risk Register’.

3. Draft programme and project plan

- CNPWG and TP+D agree that the programme will be reviewed every 2 months
- Locality Grant funding forms to be released early April – TP+D to provide assistance to CNPWG on its completion once released. Work from TP+D in April will be limited due to lack of grant funding but will be able to assist and provide support where possible.



- TP+D advised that Technical Support can be applied for multiple purposes, so advised that in addition to the Housing Needs Assessment, work on the Design Code can also be undertaken by Technical Support.
- CNPWG to discuss internally about whether they wish to allocate additional sites – this can also be provided through Technical Support.

#### 4. Consultation and Engagement Plan

- CNPWG and TP+D provisionally agree informal consultation to take place in June 2019.
- TP+D to draft Business Survey for CNPWG as contact has now taken place with the Carnforth Business Network with regards to list of contacts (formerly Carnforth Chamber of Trade).
- TP+D confirmed they are able to provide technical assistance for consultation.

#### 5. Actions for the CNPWG in preparation for the Neighbourhood Development Plan

- TP+D provided potential opportunities for input from CNPWG during April 2019.
- CNPWG already have a list of heritage assets which they will develop on, which will allow them to contribute towards a Local List.
- TP+D to provide to provide Local Green Space pro – formas and guidance to the CNPWG in order to commence this work in April.
- CNPWG can commence work on drafting the Historical Context and a consultation statement for the Neighbourhood Plan.
- CNPWG to complete and submit 'End of Grant Form' for the period ending 31/03/2019

#### 6. Summary of Michael Scammel's – Heritage Consultant

- The CNPWG agree with Michael that the Lancaster Canal is underutilised and a heritage asset.
- Friends of Carnforth Coke Ovens may be worth speaking to relating to Heritage Matters.
- Relics from the extractive industries may be worth considering as heritage assets.



## 7. Date and time of next meeting

- CNPWG to have an internal meeting on 15<sup>th</sup> April 2019
- CNPWG provided suggested date of 20<sup>th</sup> May 2019 for a date between CNPWG and TP+D – TP+D to confirm availability.

### Action/Next Steps

Action	Responsibility	Suggested Due date
Provide Final Draft Baseline to the CNPWG	Troy Planning + Design	Friday 29 <sup>th</sup> March 2019
Provide Revised Vision and Objectives	Troy Planning + Design	Friday 29 <sup>th</sup> March 2019
Provide Initial Policy Ideas	Troy Planning + Design	Friday 29 <sup>th</sup> March 2019
Engagement with Lancaster City Council on status of Conservation Area	Troy Planning + Design	Wednesday 3 <sup>rd</sup> April 2019
CNPWG to confirm scope of technical support required	CNPWG	Wednesday 3 <sup>rd</sup> April 2019
Provide draft questionnaire for survey	Troy Planning + Design	Wednesday 3 <sup>rd</sup> April 2019
Provide Local Green Space pro-formas	Troy Planning + Design	Wednesday 3 <sup>rd</sup> April 2019
Undertake Green Space Assessment	CNPWG	Monday 13 <sup>th</sup> May 2019
Review of local heritage assets, discussions with Friends of Carnforth Coke Ovens	CNPWG	Monday 13 <sup>th</sup> May 2019
Begin Drafting Historic Context/Consultation Statement	CNPWG	Monday 13 <sup>th</sup> May 2019
Review of Project Programme	Troy Planning + Design/CNPWG	Monday 20 <sup>th</sup> May 2019