



Town Development & Planning Committee

MEMBERS OF THE PUBLIC & PRESS ARE WELCOME TO ATTEND

Summons to attend meeting on Monday 8th July 2019 at 5:00pm at the Council Offices, Market Street, Carnforth

- 19033 To receive apologies for absence
- 19034 To receive declarations of interest
- 19035 To consider items of urgent business
- 19036 To consider Minutes of the meeting held on Monday 17th June 2019
- 19037 To adjourn the meeting for a period of public discussion
- 19038 To consider planning applications, traffic regulation orders; consultations & planning policy matters:
 - 1) Planning Applications:
 - a) 19/00545/HYB: Hybrid application comprising a full application for proposed alterations to land levels and associated access and outline application for up to 8,44sqm of employment floor space at Land north of Kellet Road,
 - b) 19/00685/FUL: Change of use of Public House to mixed use unit comprising public house and 2 bed flat at ground floor & 1 bed flat & one 2 bed flat at first floor level and installation of new door & window to the front elevation
 - 2) Traffic Regulation Orders
 - a) Kellet Road Area, Carnforth – introduction of a 7.5 tonne weight restriction
- 19039 To consider community drop-in event – consultation on planning application 19/00541/OUT, Lundsfield Quarry
- 19040 To consider Neighbourhood Plan Working Group update
- 19041 To consider options to improve/enhance the town and other local opportunities/events
 - 1) [Lancaster City Council - Community Clean Up](#)
 - 2) Community Volunteer Partnership (see attached)
- 19042 To consider public realm matters
 - 1) Removal of banners and planter
- 19043 To consider any updates on activities and actions:
 - 1) Carnforth in Bloom
 - 2) Armed Forces Day
 - 3) Carnforth Train planter base
 - 4) Clean air day
 - 5) Land at junction of North Road and Market Street
 - 6) Blue Heritage Plaques
 - 7) Pocket Parks



Town Development & Planning Committee

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

Town Clerk

05 July 2019

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



Town Development & Planning Committee

**Draft Minutes of the meeting held on Monday 17th June 2019
at 5:00pm at Council Offices, Market Street Carnforth**

Present: Councillors Watkins (Chair); Bromilow; Holbrook; Parker and Smith
In attendance: Bob Bailey, Town Clerk; one resident

19033 **Appointment of Chair and Deputy Chair:** It was proposed by Councillor Bromilow, seconded by Councillor Holbrook and **RESOLVED** unanimously that Councillor Watkins be elected Deputy Chair of the Town Development & Planning Committee for the municipal year 2019/2020.

It was then proposed by Councillor Smith, seconded by Councillor Bromilow and **RESOLVED** unanimously that Councillor Holbrook be elected Chair of the Town Development & Planning Committee for the municipal year 2019/2020.

19034 **Apologies:** Apologies were received from Councillor Branyan.

19035 **Declarations of Interest and Dispensations:** There were no declarations of interest.

19036 **Highways England Scheme:** The Committee welcomed a representative from Highways England who outlined a scheme to resurface all three lanes and slip ways on the Northbound carriageway of the motorway between junctions 34 (Lancaster) and 35 (Carnforth).

The programme for the work has now been finalised and will take place over three weekends (Friday to Sunday) from 20th September with the motorway being closed from 9pm to 5am.

During the work diversions are proposed via the A6 through Hest Bank, Slyne, Bolton-le-Sands and Carnforth before re-joining the M6 northbound carriageway at junction 35.

In response to questions about communications concerning the scheme, it was acknowledged that Highways England has listened to previous criticisms and will be putting in place extensive measures to inform the public of the works, including letters to residents, signage, local press and through social media and websites. Any support that can be given by the Town Council to inform the local community would be appreciated.

Use of technology and manned traffic lights throughout the scheme will help to manage traffic and deal with any issues expediently. Highways England have received confirmation from the Canal & Rivers Trust that the bridge on Kellet Road will support vehicles weighing up to 44 tonnes.

After some questions and discussion, it was **RESOLVED** that Members thank the representative for attending the meeting; that the proposed scheme be noted and that the Town Council support community engagement of the scheme.

19037 **Urgent Business:** The Town Clerk reported that he had given notice to Lancaster City Council of the Councillor vacancy at the Crag Bank and the proposed process for co-option to the Town Council. This has been acknowledged and accepted. Members were informed that four expressions of interest had so far been received.



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Members requested that a letter be sent to former Councillor Barbu, thanking him for his service to the Town Council and the local community.

- 19038 **Minutes:** It was proposed by Councillor Smith, seconded by Councillor Bromilow and **RESOLVED** unanimously that the Minutes of the meeting held on 4th March 2019 be approved.

Councillor Smith commented that after the summer Councillors will be invited to test the Community Emergency Plan and the plan communicated to the local businesses and the wider community.

- 19039 **Adjourn for public discussion:** The resident attending the meeting commented on the impact that the electric vehicle charging points is/will have on parking in the town. It was also suggested that it would be better for visitors and, by association, local businesses if the two hours free parking at the Carnforth (Booths) Car Park were increased to a maximum of three hours. He was advised of the actions taken so far by the Town Council relating to both these issues and the ongoing dialogue to reach a resolution.

- 19040 **Planning Applications & Policy Matters:**

1) **Planning Applications:**

- a) 19/00514/FUL: Creation of a vehicular access & installation of railings to existing front boundary wall – 112 Kellet Road Carnforth LA5 9LR; - **Planning Application supported in principle;**
- b) 19/00541/OUT – Outline application for the erection of up to 250 dwellings with associated access – Lundsfield Quarry, Kellet Road, Carnforth

This application had been considered in detail in a separate meeting. Whilst the Town Council is in favour of growth in principle several matters require further consideration in relation to the Homes England proposals. At the request of the Town Council, Homes England are now attending the Town Council meeting on Wednesday 19th June to listen to local views.

- c) 19/00615/FUL: Erection of a single storey extension to front elevation – 23 Crag Bank Road, Carnforth LA5 9EH - **Planning Application supported in principle**
- d) 19/00685/FUL: Change of use of public house to mixed unit – Taps on the Green – 77 Kellet Road Carnforth LA5 9LR - **Planning Application supported in principle**
- e) 19/00729/FUL – Demolition of existing conservatory & erection of a single storey rear extension – 26 St Austell Place, Carnforth LA5 9TU - **Planning Application supported in principle**

It was **recommended** that the Town Council supports the planning applications above and considers its response to planning application 19/00541/OUT following the Town Council meeting on 19th June.



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19041 **Air Quality Management:** Councillor Smith reported that four Members had now expressed an interest in being part of a task and finish group that will consider air quality matters and develop proposals for maintaining and improving this locally whilst taking account of the actions set out in Lancaster City Council's Air Quality Strategy. Arrangements will be made for this group to meet later in the Summer.

Councillor Smith also reported the actions taken to encourage local schools to support *Clean Air Day* on Thursday 20th June.

After some comments, it was **RESOLVED** that Councillor Smith be thanked for his continued work in taking this important issue forward and that the Town Clerk communicate details of the Town Council's support for Clean Air Day on social media and the Council's website.

19042 **Carnforth Neighbourhood Plan Working Group (NPWG):** Members were informed that following the recent release of grant forms for 2019/2020 the Town Clerk has applied for the balance of £9,000 available to develop the Carnforth Neighbourhood Plan (£5,003 net).

At the request of the Working Group and the Town Council an application has also been made for technical support to undertake a Housing Needs Assessment. Positive comments about this application were received from the main funding body, Locality, and this resulted in a subsequent telecom discussion with a representative from AECOM who will deliver the work, subject to the application being successful. This will be awarded as a technical work package in addition to the £9,000 grant. Early indications are that the grant and the technical support will be awarded to the Town Council, but formal confirmation is awaited.

After some discussion, it was **RESOLVED** that the update be noted, and the Town Clerk thanked for submitting the funding applications on behalf of the Town Council.

19043 **Options to improve/enhance the town:** There was a discussion on a range of opportunities for collaboration with local community groups to support local events, including Carnforth Carnival, Sports Day and the Festival of Arts and Crafts. It was reported that Councillors Armstrong and Jones would be attending a meeting of the Carnforth Carnival Committee.

It was considered that community groups should be offered a chance to make their event known through the *Carnforth Express* and that this be used as an opportunity to pool resources; improve collaboration; encourage volunteers and build on the '*Carnforth community spirit*'.

Suggestions were made for possible future events that would be exclusive to the town, such as a Food Festival, and ways in which the profile of the town, its heritage and local businesses could be further enhanced. These included more local signage; development of a document setting out the town's annual events and a 'Carnforth map'.



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Comment was also made about ways in which the Town Council could become involved in strategic matters affecting the district, specifically those that have the potential to improve the prospects of the town. Suggestions included membership of Lancaster Vision and being a part of developments relating to the Eden project.

It was then **RESOLVED** that the initiatives and opportunities outlined be developed further and followed up as necessary with a view to making a positive and long-term impact on the local community.

- 19044 **Public Realm matters:** It was reported that the new waste bin was now in place at New Street. Councillor Watkins reported that a resident had enquired whether a seat and/or shelter could be provided at the bus shelter near Aldi Stores. Councillor Bromilow also reported that residents had requested that the Town Council consider an additional bus shelter opposite the Keerford View retirement homes and a pedestrian crossing at that location.

The Town Clerk advised that a budget for the provision of bus shelters has been established and that these suggestions would need to be considered by the Finance and Governance Committee. Request for a crossing to be considered will need to be made to County Highways.

After some discussion, it was **RESOLVED** that the Finance and Governance Committee be requested to consider the matters raised relating to the provision of a seat/shelters and that Lancashire County Council approached regarding the possibility of a pedestrian crossing near the Keerford View retirement homes.

- 19045 **Updates on activities:** Members considered updates on ongoing actions and activities:

- 1) **Carnforth in Bloom:** The Town Clerk reported that three entries for this year's competition had been received by the closing date. It was noted that the Carnforth Carnival Committee are, at the same time, running a 'Best Garden' competition. **ACTION:** Carnforth in Bloom to be judged by the Town Mayor and Councillor Watkins.
- 2) **Carnforth Train Planter:** Members noted that the new planter at Crag Bank had received many positive comments around the town. It was acknowledged that there had been several suggestions that the planter be set on, and secured to, a plinth or railway sleepers. **ACTION:** Outdoor Maintenance Officer to consider the best option and report back with costings.
- 3) **Land at junction of North Road and Market Street:** The Town Clerk reported that the grassed area had recently been cut and tidied up. The Town Clerk and Councillor Parker are meeting with a representative from Tarmac Ltd on site at the quarry to select a suitable stone to be positioned on this piece of land together with a plaque in memory of Councillor Wooff.
- 4) **Blue Heritage Plaques:** All eight plaques have now been received and most have now been attached to the heritage sites. The remainder will be fitted in the coming weeks.



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- 5) **Pocket Parks:** Councillor Holbrook now has a new contact within the Public Realm team at Lancaster City Council and will be reporting back to the Committee with firm proposals in the coming weeks.
- 6) **Heritage Guided Walks:** Councillor Watkins will be running two more guided walks on 3rd August and 7th September – both to start at 10am from the War Memorial Gardens.

It was **RESOLVED** that the updates be noted, and the meeting closed at 6:20pm

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

Town Clerk

19 June 2019

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org

Memorandum of Understanding between Our Lancashire/Lancashire Volunteer Partnership (LVP) and the Parish / Town Council

Community Champion Volunteers

The purpose of this MOU is to formally record the relationship between Our Lancashire/LVP, the Parish / Town Council and Community Champion Volunteers. This MOU will remain in effect until modified or terminated by mutual consent, with one months' notice required.

Lancashire Volunteer Partnership will;

- Develop and agree with the Parish Council the role description for Community Champion Volunteers.
- Waiver any administration costs incurred by Our Lancashire/LVP in relation to the recruitment and training of agreed Community Champion Volunteers. If there is to be any proposed charge levied this will be discussed with the Parish / Town Council prior to any request for payment being made.
- Not take responsibility for out of pocket expenses unless involving events organised by Our Lancashire/LVP
- Provide Community Champion Volunteers with a uniform that is fit for the role which they will be undertaking, reasonable replacement costs will also be met by Our Lancashire/LVP.
- Provide the Council with a single point of contact for enquires.
- Give the council a veto on all proposed appointments however if exercised cognisance must be given to the Our Lancashire/LVP inclusion policy. Where conflict occurs Our Lancashire/ LVP will convene a meeting which seeks to resolve any issues.
- Deliver sufficient training to Community Champion volunteers for them to be able to undertake the role safely. Minimum training requirements will include Health and Safety, Safeguarding Adults, Safeguarding Children and Young People, Equality and Diversity, First Aid with additional training offered around event and traffic management.
- Support and provide guidance to the Council in the running of the scheme
- In relation to GDPR will ensure Our Lancashire/ LVP ICT systems protect the data supplied by the Council and the Volunteers.

The Parish / Town Council will;

- Ensure that Volunteering is covered by their public liability insurance.
- Provide a single point of contact for any volunteers operating in this capacity and with whom Our Lancashire/LVP can communicate.
- Agree with Volunteers any process for the payment of pre-agreed out of pocket expenses.
- Take responsibility for the day to day tasking of the volunteer.
- Not task Community Champion volunteers outside of the remit agreed with Our Lancashire/LVP and which is detailed in the generic role description.
- Inform Our Lancashire/LVP of any issues arising out of the deployment of Community Champion Volunteers including any complaints that are made.
- Inform Our Lancashire/LVP if any volunteer is released from their role and the reasons why (Our Lancashire/LVP can assist with any conflict resolution process).
- Ensure adequate risk assessments are carried out by the volunteer in relation to their day to day activity. Guidance will be provided in this aspect.
- Take cognisance of registered Our Lancashire/ LVP branding and will not use or publish such without prior agreement of Our Lancashire/LVP.
- Provide support and consider any welfare issues the volunteer may have.

Parish / Town Council –

Signature _____

Date (MOU Effective from this date) _____

Point of Contact Details;

Name _____

Tel / Email _____

Signed on behalf of Our Lancashire/Lancashire Volunteer Partnership

Signature _____

Name **Paul Haunch**

Date _____

Paul.Haunch@lancashire.pnn.police.uk

Our Lancashire/LVP, Hutton Hall, Preston, Lancashire. PR4 5SB



Post Title:	Community Champion
Commitment:	Flexible – 2-6 hrs weekly
Location:	Local Area
Responsible to:	Parish/Town Council
Role Purpose:	To support Parish and/or Town council priorities in a uniformed and tasked capacity
Grade:	Volunteer
Vetting level:	DBS enhanced

This role involves being at the heart of the local community and being a point of contact for the Parish / Town Council. It is a uniformed role that will require being visible to the public and ready to answer enquires and assist people wherever possible in a professional and respectful way. The post holder will be expected to liaise with local public services and assist in the planning of local events. This role is about building resilience, encouraging social action and empowering local residents to help each other to resolve local issues of concern.

Tasks

- ✓ To provide a visible uniformed presence
- ✓ To help in the planning of local events
- ✓ To assist in dealing with minor traffic concerns and environmental issues
- ✓ To assist in identifying and supporting vulnerable people
- ✓ To support social action groups and promote community resilience
- ✓ To facilitate partnership working that adds value to local services
- ✓ To attend local Parish or Town council meetings
- ✓ To take direction from a nominated Council representative

Training

All training will be provided and will either be part of a distance learning package, accessible through a computer, or will involve face to face learning. All training is mandatory and all applicants must complete it before being confirmed in role.

Skills and Behaviour

- ✓ Excellent Communication and Interpersonal
- ✓ Ability to work alone or as part of a team
- ✓ Good organisational and planning skills
- ✓ Able to work on own initiative
- ✓ Able to problem solve effectively
- ✓ Able to deal with difficult situations in a professional manner
- ✓ Respects Race and Diversity and promotes equal opportunities

Other Requirements

- ✓ Considers health and safety both in the delivery of service and the treatment of others.
- ✓ Complies with data protection legislation and associated regulations
- ✓ Participates in an annual wellbeing review
- ✓ Willing to attend mandatory training courses for this role
- ✓ Physically fit and able to travel
- ✓ Has an email address that allows local people to make contact
- ✓ Is accessible on the 'Our Lancashire' website
- ✓ Has access to a computer and social media channels
- ✓ Access to own mobile phone

DECLARATION

I have read the above and confirm that I consider myself fit and able to perform all of the stipulated tasks.

Volunteer Name: _____

Volunteer Signature: _____

Engagement Officer: _____