



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend meeting on Wednesday 18th September 2019 at 6:30pm at the Council Offices, Market Street, Carnforth

- 19097 To receive apologies for absence
- 19098 To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 19099 To consider items of urgent business not on the agenda
- 19100 To consider draft Minutes of the meeting held on Wednesday 21st August 2019 (see Agenda Pack)
- 19101 To consider an update on community policing and traffic management Remembrance Day 2019 (Partnerships Officer, Lancaster & Morecambe)
- 19102 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 and action plan update (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
 - d) Carnforth Neighbourhood Plan Working Group
 - e) Carnforth Carnival Committee
- 19103 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
19/00954/FUL	Erection of a 2-storey dwelling, creation of an access & parking area, alterations to land levels & construction of a retaining wall & erection of a single storey rear extension to existing dwelling; 17 Towpath Walk, Carnforth LA5 9JS
19/01020/FUL	Demolition of existing conservatory & erection of a single storey rear extension; 37 St Austell Place, Carnforth LA5 9TU



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

19/01066/FUL	Erection of 2 semi-detached dwellings, creation of new vehicular access & associated external works
19/01083/FUL	Erection of a first floor side extension & conversion of existing garage to additional living accommodation; 1 St Austell Place, Carnforth LA5 9TU
19/01101/FUL	Erection of a two-storey front extension & a single storey side extension to accommodate maintenance & MOT facilities; The Travellers Choice, Coach & Travel Centre, Scotland Road, Carnforth LA5 9RQ
19/01126/FUL	Construction of a replacement bay window to the front elevation & extension to existing terraced area at the rear; 22 The Drive, Carnforth LA5 9JG
Traffic Regulation Order: New Street and John Street Carnforth– temporary road closure 08:00 4 th November 2019 until 17:00 15 th November 2019	

- 19104 To receive an update on planning authority decisions on previously considered applications (See Agenda pack)
- 19105 To consider report of Town Development & Planning Committee
- 19106 To consider report of Finance & Governance Committee
- 19107 To consider Payments List for approval
- 19108 To consider arrangements for attendance at North Lancs Expo 20th & 21st September
- 19109 To consider arrangements for community engagement on the developing Carnforth Neighbourhood Plan on 30th September 2019
- 19110 To consider date and time of next meeting

Town Clerk

13 September 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org



Carnforth Town Council

Minutes of the meeting held at the Council Offices on Wednesday 21st August 2019

Present: Councillors Bromilow (Chair); Armstrong; Branyan; Grisenthwaite; Parker; Smith, Watson and Wilkins

In attendance: Bob Bailey, Town Clerk; three members of the public

Before the meeting commenced the Town Mayor introduced Members to Mr Terence Allum, who has recently been appointed as the Town Council's Outdoor Maintenance Officer. Mr Allum then left the meeting.

19084 **Apologies:** Apologies were received from Councillors Gardner, Holbrook, Jones, Reynolds and City Councillors Guilding and Yates

19085 **Declarations of Interest and Dispensations:** There were no declarations of interest.

19086 **Urgent Business:** A resident had requested that the Town Council installs speed management cameras along Warton Road as it is his perception that speed limit along this stretch of road is regularly exceeded and represents a high risk to the public. After some discussion, it was **RESOLVED** that the matter be referred to the Town Development & Planning Committee for detailed consideration.

Members were informed that the next Heritage Walk will be held on Saturday 14th September 2019.

19087 **Minutes of the previous Meeting:** It was **RESOLVED** unanimously that the Minutes of the meeting held on Wednesday 21st August be approved.

19088 **Adjournment for public discussion and information only updates:**

1) **Public discussion:** Two residents raised several concerns that they had regarding planning application 19/00872/PAA. Members were reminded that this was the latest application at this address, the Town Council having objected to the previous applications that had subsequently been refused by the planning authority. Members thanked the residents for their comments that would be taken into consideration when discussing this planning application on the Agenda for the meeting.

2) **Clerk's Report:** The Town Clerk presented his report on activities and actions taken since the last meeting. Several actions were set out on the report to deal with matters raised by the local community and recent activities.

Members made comments and raised questions and it was then **RESOLVED** that the actions set out in Clerk's Report be approved, referred to relevant committees and included in an *Action Plan* for monitoring by the Town Council.

3) **Correspondence:** The Town 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.

After some comments and questions, it was **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 pleasure in presenting trophies following the Carnforth Carnival, including one in memory of former Councillor Mrs P Wooff. The Town Mayor had also attended a range of meetings and events around the community including meetings with the Fire Cadets and at local schools to consider funding opportunities for young people.
The Town Mayor also attended a meeting with Cllr Reynolds and the Carnforth Business Network to consider suggestions for dealing with parking problems in the town. **ACTION:** That Cllr Reynolds provides an update on parking issues, actions and provision at a meeting of the Town Council
Members were reminded that the Carnforth Fun Day at the Highfield Estate is on 29th August on 1am to 3pm.
 - b) **Outdoor Maintenance:** Members formally noted the appointment of Terence Allum as Outdoor Maintenance Officer commencing on 27th August 2019.
 - c) **Lancashire County Council liaison meeting:** No update
 - d) **Training & Development & Member Induction:** Members had been advised of training opportunities available from the Lancashire Association of Local Councils. **ACTION:** Town Clerk to develop a Member Induction programme for consideration and approval by the Finance & Governance Committee.
 - e) **General matters and issues:** Cllr Smith updated Members on works now being carried out at the back of the Queens Hotel.
Cllr Smith also reported on a recent meeting with the Chief Executive and Head of Regeneration & Planning, Lancaster City Council and Ward Councillor Yates. It was noted that planning and heritage matters pertinent to the town within the Lancaster District Local Plan were discussed and that the City Council supports the development of the Carnforth Neighbourhood Plan. Views were also expressed that Carnforth would like to be a key part of the wider Eden North project and would like to pursue an 'agenda' that incorporates the town's interests. **ACTION:** Consideration be given to establishing a task and finish group to support the town's interest in the developing Eden North Project.
Members were advised that it had been a positive meeting which built on existing good relations with Lancaster City Council and set out opportunities to collaboratively and proactively move forward for the benefit of the local community.
- There being no further matters, it was **RESOLVED** that the reports and updates of the Town Mayor and Members be noted.
- 5) **Reports of Ward and County Councillors:** The Town Clerk presented a report received from Ward Councillor Guilding report on activities and actions since the last meeting of the Town Council.
After some discussion it was **RESOLVED** that actions being undertaken by Ward Councillors on the request of the Town Council be included in the *Action Plan* to establish accountability and monitor progress.

6) **Reports from task groups and outside bodies/committees:**

- a) **Carnforth Business Network (CBN):** Cllr Watkins provided an update on recent activities and matters arising including:
- details about the recent arts festival;
 - potential for a Carnforth Business Improvement District (BID) feasibility study being undertaken;
 - concerns about parking problems that CBN would like to discuss with Lancashire County, Lancaster City and the Town Council.
- b) **Carnforth & District Twinning Association:** Cllr Parker had previously circulated a written report on the meeting held on 6th August 2019 and recent activities. It was noted that the representatives would be visiting Saily from 22nd to 26th August. Cllr Parker will lay wreaths at the Menin Gate on behalf of the Town Council, Salvation Army and the Twinning Association when he visits on 1st September.
- c) **Quarry Liaison:** Nothing to update
- d) **Carnforth Neighbourhood Plan:** The Town Clerk provided an update on activities including:
- Housing Needs Assessment technical support is underway and an application for Design Codes technical support has been submitted;
 - Baseline assessment and vision, objectives and draft policies are being amended and will be the subject of consultation with the local community on 30th September;
 - The group is undertaking its own assessment of local green spaces in line with the methodology specified by Lancaster City Council;
 - A survey is being finalised before being sent to local businesses and made available online;
 - Update meeting arranged with Lancaster City Council on 2nd September;
- e) **Carnforth Carnival Committee:** Town Council representatives will be attending the annual general meeting.
- f) **Carnforth Station Heritage Centre:** Cllr Parker had previously circulated a written report on the meeting held on 31st July 2019 and recent activities.

After some comments and questions, it was then **RESOLVED** that the reports and actions arising from the task groups and outside bodies/committees be noted.

19089

Planning Applications/Road Traffic Orders: Members considered the following planning applications and road traffic orders:

Application No:	Description
19/00872/PAA	Prior approval for the change of use of agricultural building to a dwelling – Field Barn, Adjacent to Thwaite Lodge, 25 Crag Bank Crescent, Carnforth LA5 9EQ
19/0102/TPO	Works to 5 sycamore and 1 ash tree – 43 Bridgeside, Carnforth LA5 9LF - support
19/01024/FUL	Erection of a single storey rear extension – 36 Cambourne Avenue, Carnforth LA5 9TS - support

Traffic Regulation Order: Kellet Road – temporary road closure 08:00 – 16:00
27th August – 30th August 2019 or until complete

Public Footpath Diversion Order – Footpath 26 located at Scotland Road,
Carnforth – accepted

Members considered each of the above. After consideration of planning application 19/00872/PAA and taking into account the concern of residents' it was **RESOLVED** that the Town Council objects to the application. It was further **RESOLVED** that the other planning applications be supported in principal and that the traffic regulation and public footpath diversion orders be noted.

19090 **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 two of the planning applications had been permitted; two refused and eight were awaiting decision. After some comments, it was **RESOLVED** that the update on planning authority decisions be noted.

19091 **Report of the Asset Management Committee:** Cllr Branyan reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 6th August 2019 including:

- a) A second quotation to be sought to collect and install a stone in memory of Cllr Wooff;
- b) A resolution to adopt the revised terms of reference of the committee;
- c) An update on filling the position of Outdoor Maintenance Officer be noted and arrangements made to arrange interview with all six candidates;
- d) A review of the Town Council's Asset Register will be undertaken, and enquiries made regarding ownership and responsibility for Crag Bank Village Hall;
- e) Actions required to address general repairs and maintenance issues at Carnforth Civic Hall and the cost of fitting carpet tiles be investigated, and;
- f) Consideration of the training and equipment needed to carry out internal portable appliance testing.

After some comments and questions, it was **RESOLVED** that the Asset Management Committee report be noted.

19092 **Report of the Finance & Governance Committee:** Councillor Grisenthwaite reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 14th August 2019 including:

- a) Seeking further quotations on the provision and installation of CCTV cameras at strategic location around the town;
- b) Acceptance of a quotation received from a local architect to conduct a detailed appraisal and options survey of Carnforth Civic Hall;
- c) Recommendation that the Town Council approve the payments list for August;
- d) Recommendation that the Town Council awards £250 to the Serenity Café from the Community Benefit Fund, and;
- e) Following up the status of the Town Council's application that land at Dunkirk Avenue/Windermere Road be registered as a Town Green;

After some comments and questions, it was **RESOLVED** that the Finance and Governance Committee report be noted and that all recommendations as set out be approved.

19093 **Payments List:** The Town Clerk presented the payments list that had been considered and recommended for payment by the Finance and Governors Committee.

Members asked questions about the procedure for monitoring the expenditure of funds provided to local community groups from the Community Benefit Fund. The Town Clerk advised that assurances are given through the submission of an application in support of the request for funding and that an 'end of project' report is/will be requested to demonstrate how the funds have been utilised.

There was also a query on Voucher 111 regarding the number of hanging baskets supplied and invoiced for. It was then **RESOLVED** that all invoices, expenses and salary payments be approved, except for Voucher 111 which is to be investigated further.

19094 **Action Plan:** The Town Clerk presented an Action Plan setting out the key activities and tasks being undertaken by the Town Council and its committees, as requested by the Town Council. The action plan prioritises tasks/activities, indicates a due date for completion, notes current progress and the 'status' of each task/activity and its 'Owner'. The action plan also uses a 'traffic light' system to indicate whether each task/activity is on or behind target or has been completed.

Members thanked the Town Clerk and it was **RESOLVED** that the Action Plan be adopted and reported on at each committee and Town Council meeting to monitor progress on agreed key actions and to address any issues.

19095 **Local Plan Main Modifications:** Members considered Lancaster City Council's publication of the proposed main modifications to the Local Plan, submitted to the secretary of State in May 2018, currently out to consultation until 7th October 2019.

Members noted that the main change relating to Carnforth was the removal of allocated land South of Lundsfield Quarry and deletion of associated references to infrastructure.

After some discussion, it was **RESOLVED** that a response to the Main Modifications be made outlining the Council's view that the removal of the development corridor from Lundsfield Quarry to Back Lane is likely to have a major impact on the town in terms of traffic congestion and lack of access to high quality health, educational, public transport and retail services.

19096 **Cycling & walking planning advisory:** Lancaster City Council are also consulting on a policy of the emerging Local Plan that sets out the overall approach to the provision of cycling and walking infrastructure within the Lancaster district. The supporting planning advisory note sets out how future developments at strategic sites should support and develop the existing network.

It was **RESOLVED** that the policy and planning advisory note be brought to the attention of Carnforth Neighbourhood Plan Working Group and consultants for consideration as part of the emerging Carnforth Neighbourhood Plan.

19097 **Review of Polling Districts and stations:** Members considered information received from Lancaster City Council as part of a review that they are carrying out of polling districts and places to comply with Section 17 of the Electoral Registration and Administration Act 2013.

Members noted the polling stations for the Carnforth Town and Crag Bank Parish Wards and debated the polling district known as 'Carnforth and Millhead Ward' acknowledging that only part of Millhead is within this polling district with the remainder being in the Warton Parish. It was then **RESOLVED** that no representations be made to amend the current polling district and polling stations.

19098 **Date and time of next meeting:** The next meeting of the Town Council will be held on **Wednesday 18th September 2019 commencing at 6:30pm**. The meeting closed at 8:40pm



Correspondence – September 2019



Date	Sender	Topic
16/08/2019	Town Clerk	Agenda pack – Carnforth Town Council meeting 21/08/2019
16/08/2019	Lancaster City Council	Review of Polling Districts and Places
16/08/2019	Stagecoach	Bus Services during Kellet Road resurfacing
18/08/2019	Town Clerk	Clerks Report
20/08/2019	Cllr Parker	Reports of outside bodies
22/08/2019	Lancashire County Council	Temporary Road Closure – B6254 Kellet Road, Carnforth
22/08/2019	Town Clerk	Draft objection to planning application 19/00872/PAA
22/08/2019	Carnforth Business Network	Hanging baskets
27/08/2019	Carnforth Business Network	Hanging baskets
28/08/2019	Lancaster City Council	Planning Application 19/0166/FUL
28/08/2019	Lancaster City Council	Planning Application 19/1083/FUL
28/08/2019	Town Clerk	North Lancashire Expo; 20/21 September 2019
28/08/2019	Town Clerk	Response to social media comment
29/08/2019	Town Clerk	Town Development & Planning Committee Agenda Pack
28/08/2019	Lancaster City Council	Planning Application 19/01101/FUL
01/09/2019	Carnforth Business Network	North Lancashire Expo; 20/21 September 2019
01/09/2019	Lancaster & District Chamber of Commerce	Exhibitors guide to the North Lancashire Expo
03/09/2019	Town Clerk	North Lancashire Expo; 20/21 September 2019 update on arrangements
04/09/2019	Town Clerk	Decision Notice and update 19/00872/PAA
06/09/2019	Town Clerk	Finance & Governance Agenda Pack
08/09/2019	Town Clerk	Social media posts re drop-in session on the developing Carnforth Neighbourhood Plan
09/09/2019	Lancashire Constabulary	Remembrance Day – traffic management
10/09/2019	Lancashire County Council	Temporary Road Closure – New Street/John Street Carnforth
10/09/2019	Carnforth Business Network	Attendance at planning committee regarding planning application 19/00545/HYB
10/09/2019	Town Clerk	Confirmation of Town Council representation at planning committee on 16/09/2019



Correspondence – September 2019



Date	Sender	Topic
11/09/2019	Locality	Award of Design Codes technical support for Carnforth Neighbourhood Plan
12/09/2019	Town Clerk	Draft Carnforth town events booklet & Heritage Walk poster
12/09/2019	Town Clerk	Film Night poster – Rocketman 12/10/2019
13/09/2019	Rural Services Network	e-bulletin
13/09/2019	Lancaster City Council	Planning application 19/01126/FUL
13/09/2019	Rural Services Network	e-bulletin and funding digest
13/09/2019	Lancaster City Council	Planning application 19/01020/FUL
13/09/2019	Lancaster City Council	Planning application 19/01020/FUL
13/09/2019	Lancaster City Council	Planning application 19/00954/FUL
13/09/2019	Lancaster City Council	Flooding training for partners – Platform 12/10/19



Planning Application Comments & Decisions September 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 – Section 106 agreement outstanding but being progressed
19/00380/FUL: Retrospective application for the installation of gravity pipework, sewage pump & electrical cabinet – Land off Carnforth Brow, Carnforth	Support the planning application in principle	Awaiting decision
19/00495/VCN: 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	Object to the planning application – Lack of car parking is likely to result in overspill and be a highway safety concern.	Awaiting decision
19/00541/OUT: Outline application for the erection of up to 250 dwellings with associated access – Lundsfield Quarry, Kellet Road, Carnforth	Support the planning application in principle – Comments posted following consultation with the local community	Awaiting decision
19/00685/FUL: Change of use of public house to mixed unit – Taps on the Green – 77 Kellet Road Carnforth LA5 9LR	Support the planning application in principle	Application permitted
19/00545/HYB: Hybrid application comprising a full application for proposed alterations to land levels and outline application for up to 8,400sqm of employment floor space with associated access – Land North of Kellet Road, Over Kellet	Support the planning application in principle	Awaiting decision
19/00775/FUL: Change of use of agricultural barns and land to a 3-bed dwelling and associated demolition and alterations to existing buildings and access – Hodgsons Croft Farm, North Road, Carnforth, LA5 9LU	Support the planning application in principle	Awaiting decision
19/00878/LB: Listed building application for demolition of agricultural barn and associated works, alterations to existing boundary walls and gateposts & creation of terraces and parking court - Hodgsons Croft Farm, North Road, Carnforth, LA5 9LU	Support the planning application in principle	Awaiting decision



Planning Application Comments & Decisions September 2019



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
19/00872/PAA: Prior approval for the change of use of agricultural building to a dwelling – Field Barn, Adjacent to Thwaite Lodge, 25 Crag Bank Crescent, Carnforth LA5 9EQ	Object to the planning application	Prior approval granted
19/0102/TPO: Works to 5 sycamore and 1 ash tree – 43 Bridgeside, Carnforth LA5 9LF	Support the planning application in principle	Application permitted
19/01024/FUL Erection of a single storey rear extension – 36 Cambourne Avenue, Carnforth LA5 9TS	Support the planning application in principle	Awaiting decision



Town Development & Planning Committee

Draft Minutes of the meeting held on Monday 2nd September 2019 at 5:00pm at Council Offices, Market Street Carnforth

Present: Councillors Watkins (Chair); Holbrook; Parker, Smith and Watson

In attendance: Bob Bailey, Town Clerk; one resident

19044 **Apologies:** Apologies were received from Councillors Bromilow and Parker

19045 **Declarations of Interest and Dispensations:** There were no declarations of interest.

19046 **Urgent Business:**

1) **North Lancashire Expo:** There is an opportunity to have a joint stand with Carnforth Business Network at this event on 20th and 21st September 2019 at the Lancaster Brewery from 10am to 4pm each day. This will be a chance to celebrate the town and network with businesses from across the region. The keynote speaker will be the Chief Executive of the Eden Project talking about their plans for Eden North. **ACTION:** Members to be asked to support this joint initiative and plans put in place to attend on both days in partnership with Carnforth Business Network.

2) **Speed Management:** Following referral from the Town Council there was a lengthy discussion about speed management along Warton Road, as outlined by the resident. It was suggested that before any commitment is made by the Town Council it will be necessary to contact Lancashire County Council Highways and, if necessary, an investigation undertaken to establish whether there is evidence to support the installation of speed signs on Warton Road or anywhere else around the Town. It was noted that speed issues have previously been raised by residents on Lancaster Road and North Road.

The discussion went on to consider whether there would be any benefit in establishing a community speed watch programme, such as the one in place in Nether Kellet and some other parishes around the district. **ACTION:** The Town Council be asked to consider whether it wishes to pursue a 'project' to establish where speed management controls would be beneficial to the safety of residents and visitors to the town.

3) **General matters:** Several other matters were raised that have already been, or will be, included, in the newly established 'Action Plan' that will be monitored by Members at each committee and full Town Council meeting.

19047 **Minutes:** It noted that the meeting scheduled for 8th July 2019 had not been quorate.

19048 **Adjourn for public discussion:** A resident reported to Members on the current state of the play area and surroundings at Crag Bank. Several comments and ideas were suggested on way in which this area could be potentially improved. The Town Clerk advised that any plans to improve the play area would have to be discussed and gain the support of Lancaster City Council, Public Realm as owners of the play area and that any applications for external funding would



Town Development & Planning Committee

have a greater opportunity of success if supported by residents and a local community group established.

After some discussion, it was **RESOLVED** that initial enquiries be made with Lancaster City Council and that the idea to improve the Crag Bank play area be reported in the next edition of the *Carnforth Express* with residents being asked to support the initiative.

The resident then shared an idea to have a wooden frame(s) erected that could be used to display portable signage advertising a range of local events throughout the year. Members considered that provided the frame and signage met with County Highways requirements, this would be a cost-effective way to advertise local events and it was **RESOLVED** to pursue the idea further.

19049 **Planning Applications & Policy Matters:**

- 1) **Planning Applications:** Members considered the following:
 - a) 19/01066/FUL: Erection of two semi-detached dwellings, creation of new vehicular access & associated external works- Land adjacent to 27 The Drive, Carnforth LA5 9JD – **Recommendation: Support in Principal**
 - b) 19/01083/FUL: Erection of a first-floor side extension & conversion of existing garage to additional living accommodation – 1 St Austell Place, Carnforth LA5 9TU – **Recommendation: Support in Principal**
 - c) 19/01101/FUL: Erection of a two storey front extension & a single storey side extension to accommodate maintenance & MOT facilities – The Travellers Choice, Coach & Travel Centre, Scotland Road, Carnforth - **Recommendation: Support in Principal**
- 2) **Planning Briefing:** Planning officers have been invited to provide a presentation and training to Members on planning system, policy and procedures and neighbourhood planning. A response has since been received from a lead officer advising that the best time to undertake such training will be early in the New Year when there is expected to be more certainty on the Lancaster District Local Plan after consultation on the 'Main Modifications' arising from the recent Planning Inspector Examination Hearings has been completed and assessed.

After some discussion, it was **RESOLVED** that planning officers be invited to provide Member training in early 2020.

- 19050 **Options to improve/enhance the town:** Members discussed ways in which the Town Council is, and can, support local organisations take a pride in the local area through community clean ups. Members commented on ways in which the local community can enhance the town through activities such as litter picks, weeding, maintaining hedgerows etc. **ACTION:** Outdoor Maintenance Officer be asked to consider areas where a community clean up would be beneficial with a view to the Town Council providing advice and support alongside Lancaster City Council.



Town Development & Planning Committee

The Town Clerk reported that following recent requests he had submitted expressions of interest of behalf of local groups in obtaining funds from the City Council's 'Making Spaces Fund'. These are intended to support and make improvements to Alexandra Park and the Crag Bank Play Area. **ACTION:** Include further details in the next edition of *Carnforth Express* on the Making Spaces Fund and ways in which the local community can take pride on our area. There was also a discussion on how the Town Council can build on relationships with community groups and local organisations to run joint events and pool resources. It was specifically noted that across the country a range of events are being planned to celebrate the 75th anniversary of VE day. These will take place from Friday 8th May to Sunday 10th May 2020 and is a great opportunity to work with the local community to run events over the three days.

It was then **RESOLVED** that the Town Council be **recommended** to support local groups applying for funding through the 'Making Spaces Fund' and that the Town Council formally registers its interest in the VE 75 celebrations and seeks to develop a 'task group' represented by community groups and interested parties to run a variety of events over the weekend of 8th – 10th May 2019.

- 19051 **Public Realm matters:** It was reported that a meeting with County Highways is being planned to discuss further the issues arising from banners and planters being on guardrails. It was **RESOLVED** that the update be noted and that a report on the outcome of the meeting be provided in due course.
- 19052 **Updates on activities:** Members considered updates on ongoing actions and activities including:
- 1) **Remembrance Day:** Work has now started on planning for Remembrance Day on Sunday 10th November. Suppliers and supporters have been contacted and formal invitations and requests for wreaths to be ordered will be sent out in the next few days. **ACTION:** The Town Clerk, with Member support, to programme actions required to deliver the Remembrance Day Service and Reception.
 - 2) **Land at junction of North Road and Market Street:** A quotation for the collection and installation of a quarry stone in memory of Cllr Pat Woof has been accepted. **ACTION:** Cllr Parker to follow up and arrange for works to be carried out.
 - 3) **Blue Heritage Plaques:** Six of the eight plaques have now been fixed in position. **ACTION:** Follow up on permissions and arrange installation of the remaining two blue plaques
 - 4) **Cobbled Street:** Work to replace the old cobbled street is well underway and nearing completion. Cllr Smith was congratulated for his tenacity.
 - 5) **Pocket Parks:** Cllr Holbrook continues to develop plans for the proposed pocket park at Windermere Road, including ideas for planting and a park bench. **ACTION:** Cllr Holbrook to share the plans with Lancaster City Council and provide costings.



Town Development & Planning Committee

It was **RESOLVED** that the updates be noted

19053 **Matters from other committees:**

- 1) It was reported that an architects' practice, John Coward Associates had now been appointed to undertake a strategic assessment of the Civic Hall in line with the Town Council's specification.
- 2) Cllr Watson reported that the Town Council's assets had now been listed in a register and labelled for identity and location. The next step will be to carry out a valuation of the assets that will provide a total value for inclusion on the annual accounts. Once complete the register will be shared with the Town Council.

The exercise had thrown up some queries that will be followed up, principle of which was the ownership and responsibility of Crag Bank Village Hall. This will be discussed further at the next meeting of the Asset Management Committee and options on a possible way forward subsequently presented to the Town Council.

It was **RESOLVED** that the updates be noted, and the meeting closed at 6:25pm

A handwritten signature in black ink, appearing to read "Robert B. B. B.", with a long horizontal line extending from the end of the signature.

**Town Clerk
2019**

12 September

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org



Finance and Governance Committee

Minutes of the Finance & Governance Committee held on Wednesday 14th August 2019

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

In attendance: Bob Bailey, Town Clerk

19077 **Apologies:** Apologies were received from Cllrs Bromilow and Grisenthwaite

19078 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

19079 **Minutes of previous meeting:** It was **RESOLVED** that the Minutes of the previous meeting held on 14th August 2019 be approved.

19080 **Urgent Business:**

- a) **Civic Hall Options appraisal:** Cllr Grisenthwaite had provided a written report updating Members on the latest position. Following Town Council approval John Coward Associates had been formally appointed to undertake the architects survey and options appraisal. It was reported that the tender received was within the allocated budget. The architects have, however, recommended that the Town Council also commissions a specialist Mechanical & Electrical (M&E) survey of the Civic Hall's heating system (£750) and a set of detailed drawings and plans (£750). If approved this would mean additional funding of £900.

It was pointed out that the M&E survey will identify the practicalities of installing alternative forms of heating in the Civic Hall with a view to heating it more efficiently and economically. The preparation of the detailed drawings will be important for any subsequent bids for external funding to refurbish and update the Civic Hall.

Members discussed the cost and benefits of the additional pieces of work and it was then **RESOLVED** that it be recommended that the Town Council approves an additional funding of £900 from the capital expenditure budget.

- b) **Remembrance Day:** There was a discussion on the arrangements for traffic management of this years Remembrance Day parade should this be no longer be provided by the Police. It was noted that a representative from Lancashire Constabulary would be attending the next meeting of the Town Council when there will be an opportunity to debate the matter further.
- c) **Bus shelters:** Cllr Gardner commented that action needed to be taken to move forward on the acquisition of bus shelter(s) that had been budgeted for.

19081 **Public discussion:** No members of the public were present.

19082 **Accessibility Regulations 2018:** The Town Clerk reported on the requirement to meet the new accessibility requirements for public sector bodies as set out in the [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#).



Finance and Governance Committee

Members were advised that the Town Council will be required to publish a statement on its compliance and/or actions to be taken to ensure it meets the regulations.

Cllr Branyan informed Members that he had considered the requirements and had carried out an initial assessment of the Town Council's website for compliance. It was reported that this essentially means making sure that the website can be used by as many people as possible, including those with:

- impaired vision;
- motor difficulties
- cognitive impairments or learning disabilities, and;
- deafness or impaired hearing

Common problems include websites that cannot be navigated using a keyboard, inaccessible PDF forms that cannot be read out on screen readers, and poor colour contrast that makes text difficult to read for visually impaired people.

It was noted that the Town Council's website had been designed with modern software and that the content and design is clear and simple enough to enable most people to use it without needing to make any adaptations.

What needed to be considered further is the extent to which the website supports those who do need to adapt things using specialist software such as screen reader, braille display or screen magnifier for those with impaired vision or a speech recognition software for those motor difficulties.

After some discussion, it was **RESOLVED** that the Town Council's requirement to meet the new accessibility requirements for public sector bodies be noted and that further consideration given as to what actions, if any, are needed to ensure compliance with the regulations with a view to a statement being published in due course.

19083 **Community Benefit Fund:** Members considered an application that had been received from Carnforth & District Bowling Club. Questions were raised about funding already in place and the total cost of the project to replace the pavilion and provide disabled toilets. It was noted that the application did not specify an amount requested from the Community Benefit Fund.

It was then **RESOLVED** that the Town Council be recommended to 'pledge' a sum of £500 subject to further information being obtained on the funding secured and still being sought.

19084 **External Audit Review:** The Town Clerk informed Members that the Government appointed external auditors had completed their review of the Annual Governance & Accountability Return (AGAR) for the year ended 31st March 2019 and had issued their report and signed certificate.

The review concluded that the Council's financial management and governance arrangements are '*in accordance with Proper Practices*' and that there are '*no matters that give cause for concern that relevant legislation and regulatory requirements have not been met*'.



Finance and Governance Committee

The external auditors commented that the level of Reserves held should be considered when setting future precepts and it was acknowledged that the Town Council had already taken action to address this through the adoption of a Reserves Policy.

Members were advised that following the conclusion of the audit, the following actions are now required:

- Prepare a 'Notice of conclusion of audit' detailing the rights of inspection, in line with statutory requirements;
- Publish the 'Notice' along with the certified AGAR before 30th September, including publication on the Town Council's website;
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum;
- Ensure that the AGAR is available for public access for a period of not less than 5 years from the date of publication

It was then **RESOLVED** that the Town Council be asked to note the satisfactory conclusion of the audit for the financial year ending 31st March 2019 and actions now needed to comply with the Accounts & Audit Regulations 2015.

19085 **Standing Orders & Financial Regulations:** Deferred to the October meeting of the committee

19086 **Payments List:** The Town Clerk presented Members with the Payments List for September.

Members ask questions about the decision of the Asset Management Committee to purchase portable appliance testing equipment. Cllr Branyan advised that it will be used internally to test Town Council equipment, negating the cost of this being provided by external suppliers. Members were assured that the Civic Hall Manager had successfully concluded training to enable him to undertake this testing.

Members also asked questions about the income being generated by the drinks machine at the Civic Hall compared to cost. **ACTION:** Town Clerk to present a report to a meeting of the Finance & Governance Committee

It was then **RESOLVED** that the Town recommended to approve all payments.

19087 **Committee updates & activities:** Members reviewed the tasks and activities on the *Action Plan* relating to this committee providing updates on progress and any issues that needed to be addressed. It was accepted that this was an efficient way of monitoring agreed actions and it was then **RESOLVED** that the *Action Plan* be updated and reported to the Town Council at the next meeting.

The meeting closed at 6:40pm



Finance and Governance Committee

A handwritten signature in black ink that reads "Robert Bailey". The signature is written in a cursive style and is underlined with a single horizontal line.

Town Clerk

13 September 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

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

Carnforth Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
113	11/09/2019		Unity Trust - Current		Drink machine stock	Lavazza	S	87.01	4.98	91.99
114	11/09/2019		Unity Trust - Current		Community Benefit Fund	Serenity Cafe	Z	250.00	0.00	250.00
115	11/09/2019		Unity Trust - Current		PAYE	HMRC	Z	571.51	0.00	571.51
116	11/09/2019		Unity Trust - Current		Grounds Maintenance	Laburnham Nurseries Ltd	S	28.90	5.78	34.68
117	11/09/2019		Unity Trust - Current		Films	On a Roll	Z	267.30	0.00	267.30
118	11/09/2019		Unity Trust - Current		Repairs and maintenance	Trade UK	S	11.11	2.22	13.33
119	11/09/2019		Unity Trust - Current		Repairs and maintenance	Trade UK	S	49.98	9.99	59.97
120	11/09/2019		Unity Trust - Current		Equipment	Trade UK	S	38.55	7.70	46.25
121	11/09/2019		Unity Trust - Current		Repairs and maintenance	Trade UK	S	6.24	1.25	7.49
122	11/09/2019		Unity Trust - Current		Equipment	Trade UK	S	311.50	62.30	373.80
123	11/09/2019		Unity Trust - Current		Equipment	Trade UK	S	26.65	5.33	31.98
124	13/09/2019		Unity Trust - Current		Salary	Bob Bailey	Z	839.43	0.00	839.43
125	13/09/2019		Unity Trust - Current		Expenses	Bob Bailey	Z	22.72	0.00	22.72
126	13/09/2019		Unity Trust - Current		Salary	Bob Bailey	Z	4.50	0.00	4.50
127	13/09/2019		Unity Trust - Current		Telephone	Bob Bailey	Z	10.00	0.00	10.00
128	13/09/2019		Unity Trust - Current		Salary	Don Astley	Z	414.80	0.00	414.80
129	13/09/2019		Unity Trust - Current		Salary	Rik Marsden	Z	873.92	0.00	873.92
Total								3,814.12	99.55	3,913.67