



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

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

- 19134 To receive apologies for absence
- 19135 To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 19136 To consider items of urgent business not on the agenda
- 19137 To consider draft Minutes of the meeting held on Wednesday 20th November 2019 (see Agenda Pack)
- 19138 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) 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
 - d) Railway Station bike sheds
 - 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

- 19139 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
19/01452/ADV	Advertisement application for the display of 2 externally illuminated hanging signs – The Royal Station Hotel Ltd, Royal Station Hotel. Market Street, Carnforth LA5 9BT
Temporary prohibition of traffic order: Speed restrictions: Roundabout Junction 35, A601M B6254 to M6 Junction 35, Over Kellet	

- 19140 To receive an update on planning authority decisions on previously considered applications (See Agenda pack)
- 19141 To consider report of the Asset Management Committee



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- 19142 To consider report of the Town Development & Planning Committee (to follow)
- 19143 To consider report of the Finance & Governance Committee (to follow)
- 19144 To consider date and time of next meeting

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

Town Clerk

14 December 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 20th November 2019

Present: Councillors Bromilow (Chair); Armstrong; Gardner; Grisenthwaite; Holbrook; Watson and Watkins

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

19125 **Apologies:** Apologies were received from Cllrs Branyan, Jones, Parker, Reynolds and Smith; Ward Councillor Guilding and County Councillor Williamson

19126 **Declarations of Interest and Dispensations:** There were no declarations of interest. Cllr Grisenthwaite requested and was granted dispensation to allow him to comment on planning application 19/01394/FUL.

19127 **Urgent Business:** Cllr Gardner requested, and it was **RESOLVED** that, Members consider an exempt item relating to the Town Clerks Pay and Conditions to be discussed at the end of the meeting.

19128 **Minutes of the previous Meeting:** It was **RESOLVED** unanimously that the Minutes of the meeting held on Wednesday 16th October 2019 be approved.

19129 **Adjournment for public discussion and information only updates:**

- 1) **Public discussion:** A resident addressed Members regarding the intention of Lancashire County Council to remove the five-linked cycle sheds and bike racks at Carnforth Railway Station around the same time as the closure of the box office, unless a viable alternative is found, such as an organisation being prepared to take ownership and maintenance of these.

Members were informed that Lancashire County Council had told the resident that they would be prepared to 'gift the cycle sheds and bike racks' to another responsible organisation subject to their written agreement. It was reported that the cycle sheds are in a good condition.

Members asked questions and discussed associated risks and benefits should the Town Council consider taking on responsibility for managing and repairing the sheds. **ACTION:** Town Clerk to contact Lancashire County Council and County Councillor Williamson with a view to arranging a meeting to discuss further.

The resident was thanked for bringing this matter to Members attention.

Another resident asked why Market Street is not closed to traffic for the whole of the Remembrance Day Service and parade. The Town Clerk reported that this had been requested in the past but had been denied by Lancaster City Council and the Police. It was noted that the road is closed for other events in the town and it was considered that this may be more in the Town Council's control in future anyway as they are now directly responsible for traffic management for this and other events.

ACTION: Town Clerk to ensure that from 2020 an application is made to close the whole of Market Street for the duration of the Remembrance Day Service and Parade.

- 2) **Action Plan update:** The Town Clerk presented the up-to-date position on the action plan and individual activities assigned to the Town Clerk, Council Members; task groups and Ward Councillors.

Members noted that many actions had been completed and others in progress or being planned. Members commented and reaffirmed that the Action Plan is providing good information to ensure that planned activities and services are delivered, and appropriate action taken to address any serious matters.

Whilst there are no matters of significant concern highlighted it was noted that action is outstanding relating to a joint meeting with the Carnforth Business Network to discuss parking matters and related concerns in the town and that a meeting with Lancashire County Council to agree new locations for flower planters had not yet taken place.

All other actions had been completed or were being progressed and it was **RESOLVED** that the updated *Action Plan* be noted.

- 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 thanked the Town Clerk and all Councillors for their planning, organisation and support on Remembrance Day. Volunteers on the day, including Carnforth Carnival Committee and the Salvation Army Band were warmly thanked for their efforts in providing traffic management and music at the event. The Civic Hall Manager and the caterer were also thanked for the organisation and first-class buffet at the Civic Hall.

The Town Mayor was proud to see that the residents of Carnforth had again turned out in their hundreds to commemorate Remembrance Day

Given that the Police no longer provide traffic management services and considering the relative short notice that the Carnforth Carnival Committee had been given to plan, organise and undertake traffic management on the day, Members were asked to consider a donation in recognition of the excellent job they had done.

The Town Clerk advised that any decision to award a donation would have to be considered in accordance with Section 137 (S137) of the Local Government Act 1972 which enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory duty to incur expenditure.

Members were satisfied that a donation to the Carnival Committee for these purposes met the S137 requirements. After some discussion and considering the potential costs had it been necessary to procure the services of a traffic management company, it was proposed by Cllr Watkins and seconded by Cllr Gardner and **RESOLVED** unanimously that the Carnforth Carnival Committee be awarded a donation of £1,000.

There was then a discussion about the Salvation Army's contribution on Remembrance Day and it was proposed by Cllr Gardner and seconded by Cllr Holbrook that the Salvation Army be awarded a donation do £250. Members were satisfied that this payment also met the S137 requirements and it was then **RESOLVED** unanimously that the Salvation Army be awarded a donation of £250.

ACTION: Town Clerk to invite representatives from Carnforth Carnival Committee and the Salvation Army to the next meeting of the Town Council to be presented with a cheque.

The Town Mayor had also represented that Town Council at various events including the unveiling of a climbing wall at the Carnforth Scout Hut and attendance at a Charity Fair held at Carnforth Fire Station.

In the next few days, the Town Mayor will be attending the launch of a foodbank at Tesco stores and a local children's choir competition.

- b) **Outdoor Maintenance:** Planting has been done and grass verges cleaned up.
- c) **General matters and issues:** Councillor Grisenthwaite informed Members that the Town Council had just received a detailed options appraisal and conditions survey that set out a schedule of prioritised repair works that should be carried out on Carnforth Civic Hall over the next five years.

It was reported that a heating survey is awaited after which more detailed planning can be considered. **ACTION:** Town Clerk to circulate the Options Appraisal and Conditions Survey to all Members.

It was reported that Cllrs Bromilow, Watkins and Watson had undertaken a 'walkabout' around the town identifying matters that could/should be addressed. Photographs have been taken of the main issues found that will be prioritised with a view to them being reported to the City or County Council or tackled by the Town Council's Outdoor Maintenance Officer. **ACTION:** List of issues to be drafted, prioritised and acted upon.

Cllr Grisenthwaite reported that he had been in discussion with a representative from the Morecambe Bay Health Trust about the work that she is doing as part of an 'integrated community care scheme' in the town aimed at working collaboratively to improve health. The representative has been invited to attend the January meeting of the Town Council to do a presentation on the aims of the scheme and what individuals can do to improve their own health.

A local historian has undertaken to produce a leaflet on local men and women who served in World War 2 as part of the VE Day 75 celebrations in May 2020.

- 5) **Reports of Ward and County Councillors:** Cllr Yates gave a verbal report and Cllr Guilding a written report on their activities and general matters and updates on the functions of Lancaster City Council, including the developing Eden North project. Cllr Guilding had recently visited residents at Keerford View where a variety of matters were raised including the provision of bus shelter on the south side of the A6 and a pedestrian crossing. A request was also made for consideration to be given to the installation of a speed indicator device (SpID) close to the property. A comment was also made regarding the distribution of the *Carnforth Express*.
- 6) **Reports from task groups and outside bodies/committees:**
- a) **Carnforth Business Network (CBN):** Cllr Watkins reported that the CBN had now accepted that the best option for the town in relation to the installation of CCTV is to work in partnership with Lancaster City Council and Vodafone. Members of CBN completed and returned the Business Survey issued by the Carnforth Neighbourhood Plan working group. It was reported that the CBN are still awaiting to have a meeting to discuss parking issues in the town.
 - b) **Carnforth & District Twinning Association:** Cllr Grisenthwaite reported that had provided a bar at the last film night and that a Lancashire Night has been arranged on 23rd November.
 - c) **Quarry Liaison:** Nothing to report.
 - d) **Carnforth Neighbourhood Plan:** Cllrs Smith and Watkins and the Town Clerk recently met with representative from AECOM who are going to provide technical support on 'design codes' which will provide detailed design guidance and prescribe design requirements that new development within the designated area should follow.

These can include requirements for building types and how buildings should interact with the street, landscape, open space, and movement.
 - e) **Carnforth Carnival Committee:** Nothing further to report.

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.

19130 **Planning Applications/Road Traffic Orders:** Members considered the following planning applications and road traffic orders:

Application No:	Description
19/0148/TPO	Tree thinning & removal – Keerford View, 152 Lancaster Road, Carnforth LA5 9EE
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
19/01290/FUL	Installation of replacement roof arrangement to create 4 th floor accommodation – Hillcroft Nursing Home, North Road, Carnforth LA5 9LX
19/01348/ADV	Advertisement application for the display of two-non illuminated directional signs & and internally illuminated freestanding digital advertisement screen – Tesco, Lancaster Road, Carnforth LA5 9DW
19/01394/FUL	Erection of 2 detached dwellings & creation of an access – Land off Carnforth Brow, Carnforth

Members commented on each application. Regarding planning application 19/01934/FUL the comment was made that this is the latest application from a developer who has already built several four-bedroom properties using two separate company names. Members considered that had this been part of a single application for the whole of the development, there would have been a different response, as it is, it appears to be ‘planning creep’ and a possible means of circumventing planning regulations. The development represents a further burden on traffic flow along Carnforth Brow (although the properties remain unoccupied despite being built some three years ago) and there continues to be the movement of heavy vehicles and plant with the associated noise and inconvenience.

It was then **RESOLVED** that the Town Council submits and objection to planning applications 19/01934/FUL with all other applications being supported in principal.

19131 **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 planning application had been refused; three permitted and a further six are awaiting a decision.

There was again a comment on the long outstanding application 16/00335/OUT and the lack of an update on any progress. It was then **RESOLVED** that the update on planning authority decisions be noted.

19132 **Report of Town Development & Planning Committee:** Cllr Watkins reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 4th November 2019 including:

- a) The committee set out its budget plans for 2020/21;
- b) A community group is to be established to take forward plans to redevelop Crag Bank Play Area and the surrounding area and to apply for suitable funding, working with Lancaster City Council;
- c) There had been a low attendance at the recent invitation to consider plans and suggestions to celebrate 75 years since VE Day in May 2020, but some good ideas had come forward that will be developed;
- d) Members would support any initiative to take advantage of opportunities relating to the emerging Eden North Project;
- e) Suggestions are being considered to improve public realm in the town, including flower planters at ground level and signage to enhance the visual impact when entering town and to promote year-round events and activities;
- f) Remembrance Day had been another success for the town and had again been well organised, although some improvements could be made to the amplification and to announce the organisations laying wreaths;
- g) Following full Council, the Town Council has now signed up to the Lancashire Partnership Volunteer Scheme.

After some comments and questions, it was **RESOLVED** that the report of the Town Development & Planning Committee be noted and that recommendations be approved.

19133 **Report of the Finance & Governance Committee:** Cllr Gardner reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 13th November 2019 including:

- a) An invitation to Carnforth & District Twinning Association to submit a request for funding from the community benefit fund for the replacement of two planters that are in a poor state of repair;
- b) A **recommendation** that the Town Council approves the payment list;

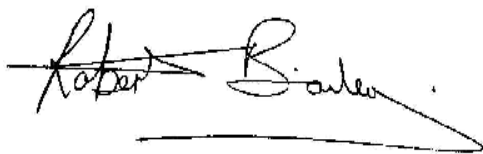
- c) Committees and Members were thanked for their submissions and plans for the 2020/2021 budget. These will be considered further at the Committee's December meeting;
- d) Further information on the deeds and title of Crag Bank Village Hall has been provided and its governance arrangements. These will be considered further, and recommendations made to full Council in due course;
- e) The surveys of the village hall have now been completed and the outcome awaited

After some comments and questions on other matters in the report, it was **RESOLVED** that the Finance and Governance Committee report be noted, and all recommendations and payments be approved.

19134 **Exempt item:** Section 100A(4) was passed whereby the Press and Public were excluded from the meeting. The subject under discussion was a revision to the Town Clerk's working hours.

It was **RESOLVED** that the Town Clerk's working hours be reduced from 25 per week to 20 per week with effect from 1 January 2020. It was further **RESOLVED** that the savings made be used to employ a part-time administrative assistant and that work should commence immediately following the recruitment and selection process.

19135 **Date and time of next meeting:** The next meeting of the Town Council will be held on **Wednesday 18th December 2019 commencing at 6:30pm**. The meeting closed at 8:10pm.



Town Clerk

14 December 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

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



Planning Application Comments & Decisions December 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
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	Application permitted
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
19/00545/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
19/01141/VCN: Erection of a car showroom, maintenance workshop and preparation building – Land north of Kellet Road, Ober Kellet	Support the planning application in principle	Awaiting decision
19/0148/TPO: Tree thinning & removal – Keerford View, 152 Lancaster Road, Carnforth LA5 9EE	Support the planning application in principle	Application permitted
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	Support the planning application in principle	Awaiting decision



Planning Application Comments & Decisions December 2019



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
19/01290/FUL: Installation of replacement roof arrangement to create 4th floor accommodation – Hillcroft Nursing Home, North Road, Carnforth LA5 9LX	Support the planning application in principle	Application refused
19/01348/ADV: Advertisement application for the display of two-non illuminated directional signs & and internally illuminated freestanding digital advertisement screen – Tesco, Lancaster Road, Carnforth LA5 9DW	Support the planning application in principle	Awaiting decision
19/01394/FUL: Erection of 2 detached dwellings & creation of an access – Land off Carnforth Brow, Carnforth	Object to the planning application	Awaiting decision



Asset Management Committee

Minutes of the meeting held on 3rd December 2019 at 5.00pm at the Council Offices, Market Street, Carnforth

Present: Councillors Branyan; Bromilow and Watson

In attendance: Councillor Holbrook; Rik Marsden, Civic Hall Manager

19045 **Apologies:** Councillors Armstrong and Parker and Town Clerk, Bob Bailey

19046 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

19047 **Minutes:** It was **RESOLVED** that notes of the meeting held on 1st October 2019 be approved.

19048 **Urgent Business:** Civic Hall Manager Rik Marsden reported that urgent electrical work is required to wire in the new Civic Hall bathroom fans and replace the current exterior flood lights with modern LED lights. He has recommended that an emergency light outside the entrance to the generator room be installed in case of power failure. An estimate for this work has already been submitted to the Town Clerk.

ACTION: Town Clerk to arrange for an electrical contractor to carry out essential H&S work.

In order to be able to properly assess future options for the development of the Civic Hall, the Asset Management Committee need to know the current value of the building.

ACTION: Town Clerk to engage a local commercial building valuation of the Civic Hall.

19049 **Adjourn for public discussion:** No members of the press or public were present at the meeting

19050 **Outdoor Maintenance:** No report received.

ACTION: Cllr Branyan to enquire if the Outdoor Maintenance Operative has been issued with Carnforth Town Council Personal Protection Hi-Viz Winter Summer clothing. If not, clothing sizes to be obtained and an order placed asap

19051 **Carnforth Civic Hall:** We have now received documents relating to the current condition of the Civic Hall, a heating system appraisal and options for upgrading the building facilities. The Asset Management Committee would like to thank Cllr Grisenthwaite for his work in commissioning the appraisal. Due to the commercially sensitive nature of the scale of works, the Committee decided to exempt these documents from public discussion. We recommend that a Civic Hall Task Group be set up by Full Council to meet in late January.

ACTION: A Civic Hall Task Group to be set up by Full Council. Cllr Watson asked the Civic Hall Manager about the progress on PAT Testing of Council owned electrical property. Testing is ongoing and no items have failed. Cllr Watson asked if this was being recorded on the asset register. The Civic Hall manager stated that he doesn't have a copy of the register.

ACTION: Town Clerk to supply a copy of all Council owned electrical property to the Civic Hall manager.

Asset Management Committee

19052 **Date of next meeting:** The next meeting of the Asset Management Committee will be Tuesday 4th February 2020

The meeting closed at 5:55pm