



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend meeting on Wednesday 20th November 2019 at 6:30pm at the Council Offices, Market Street, Carnforth

- 19125 To receive apologies for absence
- 19126 To receive declarations of interest and consider dispensations relevant to items on the Agenda
- 19127 To consider items of urgent business not on the agenda
- 19128 To consider draft Minutes of the meeting held on Wednesday 16th October (see Agenda Pack)
- 19129 To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks.
- 1) Public discussion
 - a) Maintenance of bike sheds – Carnforth Railway Station
 - 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
 - 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
- 19130 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
19/0148/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



Carnforth Town Council

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Application No:	Description
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

- 19131 To receive an update on planning authority decisions on previously considered applications (See Agenda pack)
- 19132 To consider report of the Town Development & Planning Committee (to follow)
- 19133 To consider report of the Finance & Governance Committee (to follow)
- 19134 To consider date and time of next meeting

A handwritten signature in black ink, appearing to read "Robert Bailey".

Town Clerk

15 November 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 16th October 2019

Present: Councillors Bromilow (Chair); Armstrong; Branyan; Gardner; Grisenthwaite; Holbrook; Jones; Parker; Reynolds; Smith, Watson and Watkins

In attendance: Bob Bailey, Town Clerk; Jamie McGraw, Lancaster City Council; one member of the public.

19111 **Apologies:** Apologies were received from the Ward Councillors Guiding and Yates and County Councillor Williamson

19112 **Declarations of Interest and Dispensations:** There were no declarations of interest.

19113 **Anti-social Behaviour:** Members received a presentation from Jamie McGraw of Lancaster City Council's Anti-social behaviour team. Jamie explained his own background and the work of the anti-social behaviour team and their approach to dealing with ASB quickly and efficiently and through early intervention and mutual respect that encourages finding common ground and 'self-resolution'.

The team works within the law but applies common sense and professional judgement to deal with cases before the need for any legal action, although this will and does happen where the need arises.

Members were advised that whilst ASB does happen in Carnforth it is not considered to be a 'hot-spot' for ASB. It is a different picture in parts of Morecambe, but the team are applying new and innovative techniques and tactics to reduce and prevent ASB. One of these is the introduction of *Acceptable Behaviour Agreements* where they encourage and educate the perpetrators of ASB to find solutions through self-imposed conditions and actions. The new initiatives are starting to make a difference in tackling ASB.

The team often work in partnership with the Police to tackle ASB and, as a final resort, legal enforcement action is taken, using a 'three strikes system' concluding with a formal enforcement notice, actions and fines.

After some general questions, it was **RESOLVED** that the presentation be noted, and Jamie McGraw was thanked for his attendance.

19114 **Urgent Business:** There were no matters of urgent business.

- 19115 **Minutes of the previous Meeting:** It was **RESOLVED** unanimously that the Minutes of the meeting held on Wednesday 18th September 2019 be approved.
- 19116 **Adjournment for public discussion and information only updates:**
- 1) **Public discussion:** A resident raised a several matters relating to the perceived risks associated with the introduction of 5G technology and, specifically, the 'side effects of low-level radio frequency exposure. Members were asked to monitor the developing situation and to play its part in ensuring that residents are not exposed to or are protected from the negative effects of 5G .

The resident was thanked for informing Members of the potential risks and dangers which were noted.
 - 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 – there were no matters of significant concern highlighted.

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. It was then **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 Councillors and the Town Clerk who had attended the recent North Lancs Expo. Working with the Carnforth Business Network, who were also thanked, the two days had been a real success, generating much interest and positive comments about the town and its local community. It is hoped that this can be built on in future years.

Members were informed that the Town Mayor had represented the Town Council at a recent event at Carnforth Cricket Club where thanks were given for the Council's financial contribution towards the refurbished pavilion.

The Town Mayor attended the opening of an event being led by Carnforth Rotary to collect donations of warm coats for those who need them most.

The Town Mayor is in the planning stages of developing a 'Youth Forum' that will encourage young people to 'Have a say' in what happens in the town; take a pride in it and develop its future.

The Town Mayor proposed a 'Town Walkabout' on Saturday 16th November from 9am so that Members can identify any issues that need to be addressed;

- b) **Outdoor Maintenance:** The work of the Outdoor Maintenance Officer continues to develop and receive good feedback. It was reported that the carved owls at the top of Hawes Hill needed treating with wood preserver before the Winter;
- c) **VE 75 Day:** Councillor Grisenthwaite presented a paper aimed at encouraging local groups/ schools/ individuals to organise community focused events to mark the 75th anniversary of VE Day over the weekend of 8 – 10 May 2020. These could include street parties, reminiscence sessions, photograph displays, musical events and much more. There would be a range of different but linked events to show that Carnforth is celebrating the anniversary.

It was suggested that a form be posted to local organisations/community groups and linked to the Council's website and social media for completion and return by 29th November.

There are also plans to hold a drop-in event on 28th October where anyone can call at the Civic Hall with their ideas. In return, the Town Council are asked to support the award of cash prizes of up to £100 for the best ideas – the money to be used to bring the winning ideas to reality.

It was suggested that the town council acts as an 'enabler' for any planned events, providing advice and support to those who are successful with their applications.

There was some discussion around the community groups all working together to make this a very successful event for the town and for those involved going into schools before the event to encourage young people to get involved.

ACTION: That the proposals set out in the paper be published in the *Carnforth Express* and a drop-in event arranged for 28th October 2019;

- d) **Eden Project:** Cllr Grisenthwaite presented a discussion paper on the developing Eden North Project due to open in the spring of 2023 and the opportunities that this could open for the benefit of the town, its businesses and residents. The paper set out suggestions on what needed to happen to take advantage of this opportunity, including;
- A public meeting organised by the Town Council for local businesses, groups and schools;
 - Making use of the council's social media platforms; website and *Carnforth Express* inviting the sharing of ideas;
 - Formalising a steering group to coordinate activity and to act as a lobby on behalf of the town in discussions with Eden Project organisers and Lancaster City Council;

ACTION: Details be published in the next edition of the *Carnforth Express*, the website and social media channels and a public meeting be arranged (date to be confirmed). Cllr Reynolds to be the Town Council's link with Lancaster City Council and Eden North;

- e) **Community Champions:** The Clerk reported that following the presentation on the Community Champions scheme the Town Council had now asked the Engagement Officer, from the Lancashire Volunteer Partnership / Our Lancashire to seek to recruit local volunteers. **ACTION:** Details to be published in the next edition of the *Carnforth Express* and updates on recruitment and the next stages reported to Town Council in due course;
- f) **General matters and issues:** It was reported that the sequence of the traffic lights at Kellet Road bridge had been reported.

The Town Clerk was asked to report that industrial drilling machinery and equipment had apparently been abandoned on Preston Street. All other matters had been covered in the *Action Plan*.

It was then **RESOLVED** that Members be thanked for the positive and multi-faceted work that they are undertaking on behalf of the Town Council and the local community.

5) **Reports of Ward and County Councillors:** Cllr Reynolds reported on several actions and initiatives currently underway and planned by Lancaster City Council including:

- Climate change strategy;
- A rewrite of the local ambitions to update and include the strategy on climate change;
- Actions being taken to deliver services more efficiently and effectively;
- The local plan review advisory group and the latest position regarding the local plan modifications;
- Increase in parking income, meaning that there will be no increases in parking charges in 2020/21;
- Adoption of a Reserves Policy;
- Civil Contingencies meeting where the Town Council's Community Emergency Plan was highlighted as a good example;
- The latest position regarding the takeover of the West Coast mainline, and;
- Attendance at a meeting in London to discuss HS2.

Cllr Reynolds also paid tribute to Cllr Roger Mace former leader and Mayor of Lancaster and Ward Councillor.

The Town Mayor presented a written report provided by Cllr Guilding who reported on litter at Shore Road and a resident who had raised concerns about damp and mould in their council property.

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

- a) **Carnforth Business Network (CBN):** Cllr Watkins reported that the CBN members have been encouraged to complete and return the Business Survey issued by the Carnforth Neighbourhood Plan working group.

CBN continue to have doubts about the necessity for the electric vehicle charging points which they say are only used for around 30 minutes per day. They are pleased with the success of the North Lancs Expo and the positive working relationship with the Town Council and comments over the two days. Two representatives from the CBN will engage with the Town Council on its plans for VE Day 75 and links to the Eden project.

- b) **Carnforth & District Twinning Association:** Cllr Parker had previously circulated a written report of the activities of the Twinning Association, including dates for the planned visit of friends from Sailly-sur-la-Lys in 2020; plans to be a part of the Rotary Charity Day in November and Christmas Light switch on in December. There will be a Lancashire Night on 23rd November. Members were informed that the two planters maintain by the Twinning Association are in a bad state and they will be seeking financial support from the Town Council to replace/refurbish them.

- c) **Quarry Liaison:** Cllr Parker had previously circulated a written report on meetings held in September with Aggregate Industries and Tarmac. Of note were:

- Continued lobbying by Aggregate Industries on the Lancaster District Local Plan – specifically the proposed South Carnforth housing developments close to the quarries. They also voice concerns about the recent successful application for the development of the Porsche Garage;
- Complaints on stone spillage on Back Lane and a recent blast that have been dealt with;
- Completion of the viewing platform at Leapers Wood Quarry should be completed next year.

- d) **Carnforth Neighbourhood Plan:** Cllr Watkins and the Town Clerk reported on the recent drop-in sessions on the developing neighbourhood plan and the business survey currently underway.

The community engagement drop-in event had drawn interest and those attending supported the final draft Vision and Objectives for the Neighbourhood Plan. Issues raised, and identified in the developing plan included:

- tackling traffic management and improving air quality;
- parking problems;
- need to improve facilities for young people;
- the need for affordable houses.

The Housing Needs Assessment has been completed and a draft report circulated for comment – the final draft is expected soon. An inception meeting to commence the technical support around the Design Codes is scheduled for 25th October 2019.

- e) **Carnforth Carnival Committee:** Cllr Jones reported that volunteers are ready to undertake the traffic management duties on Remembrance Day. Several fundraising events are being planned to fund next years Carnival which will be held on Saturday 1st July 2020.

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. Members wished to particularly thank the Carnforth Carnival Committee for stepping in to help with traffic management following the withdrawal of the Police to support this.

- 19117 **Planning Applications/Road Traffic Orders:** Members considered the following planning applications and road traffic orders:

Application No:	Description
19/01141/VCN	Erection of a car showroom, maintenance workshop and preparation building – Land north of Kellet Road, Over Kellet
Temporary road closure: Tunstall Road, Tunstall; 08:00 – 16:00 Monday 18 th November to Friday 29 th November 2019	

Temporary road closure: Crag Bank Lane and Shore Road; 08:00 Monday 9th December – 17:00 Friday 13th December 2019

Members considered each of the above and after some general comments it was **RESOLVED** that the planning applications be supported in principal and that the traffic regulation and public footpath diversion orders be noted.

19118 **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 one planning application had been refused; two permitted and a further ten are awaiting a decision.

After some comments, it was **RESOLVED** that the update on planning authority decisions be noted.

19119 **Report of the Asset Management Committee:** Cllr Branyan reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 1st October 2019 including:

- a) Review and documentation of the council's assets register which are now being valued;
- b) Arrangements being made to purchase a metal store to be located at the Civic Hall and used by the Outdoor Maintenance Officer;
- c) Arrangements being made to install a donated bench at the War Memorial Gardens, which will mean the removal of an existing one, which will be re-positioned close to the Aldi store;
- d) Urgent actions taken to deal with a serious leak from the oil tank at the Civic Hall and to replace the domestic boiler

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

19120 **Report of Town Development & Planning Committee:** Councillor Watkins reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 7th October 2019 including:

- a) Update on the establishment of a community group to take forward plans to redevelop the Crag Bank Play area and secure financial support from Lancaster City Council's *Making Spaces Fund* and any others;

- b) A suggestion was made that the Town Council should provide some financial support to those who maintain the open space at Alexandra Road throughout the year;
- c) Carnforth Business Network will be approached to see whether they would consider a business expo in Carnforth;
- d) There will not be a Christmas Decoration competition this year;
- e) Consideration is to be given to making/purchasing planters to be placed on the ground at various locations around the town. A meeting with Lancashire County Council on the relocation of the guardrail planters is to be followed up;
- f) A resident has offered to repaint the 'milestones' at both entrances to the town;
- g) The North Lancashire Expo had been a great success;
- h) The Carnforth Neighbourhood Plan is developing well and the recent drop-in event on the final Vision and Objectives generally supported the actions and policy themes identified. had on the ground;
- i) Update on plans for Remembrance Day (Agenda item 19123 also refers);
- j) Concerns raised about the speed of vehicles on Warton Road are being followed up with Lancashire County Council's Speed Management team.

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

19121 **Report of the Finance & Governance Committee:** Councillor Gardner reported on the recommendations, actions and resolutions arising from the meeting of the Committee on 9th October 2019 including:

- a) A **recommendation** that £500 be awarded to Carnforth & district Bowling Club towards the cost of replacing their existing pavilion;
- b) A **recommendation** that £500 be awarded to Gummers Howe Community Centre towards the cost of a defibrillator and cabinet
- c) Councillor Jones has been designated as the lead Member for the management of the Community Benefit Fund;

- d) **Recommendation** that the Town Council approves the payment list on the Agenda for the meeting;
- e) Committees and Members are asked to consider proposals for the 2020/2021 budget so that the Finance and Governance Committee can draft a budget for consideration by full Council at the budget and precept setting meeting in January;
- f) The final report on the survey of Carnforth Civic Hall is awaited;
- g) A small working group will be set up to review Standing Orders and Financial Regulations and recommend for adoption;
- h) Following public consultation which was overwhelmingly in favour of CCTV cameras being installed, the fact that a further quotation had not been obtained and the passage of time, the Town Council is **recommended** to support further dialogue with the Carnforth Business Network to secure their support and some funding towards the overall cost;
- i) To demonstrate that action is being taken to ensure that the Council's website complies with the Accessibility Regulations, Cllr Branyan will produce a statement outlining what actions will be taken;
- j) The 2019/2020 budget includes monies earmarked for bus shelters and Cllrs Gardner and Bromilow are taking the lead on the provision of bus shelters on Back Lane and Lancaster Road in proximity with Kerneford View retirement homes.
- k) Suggested actions relating to establishing an Honorary Freeman for the town and pursuing ownership of land at the back of the Shovel Inn have been withdrawn.

Cllr Smith raised a question about the governance arrangements relating to monies awarded by the Town Council to community organisations. It was reported that earlier in the year the Finance & Governance Committee had reviewed the current arrangements and made improvements to ensure that good governance controls are in place. This will include a requirement for each organisation supported by the Council being requested to complete and return an *End of Project* form outlining the demonstrable benefits of the funds received.

It was acknowledged that before any funds are awarded by the Council documentation supporting the request should be provided.

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 be approved.

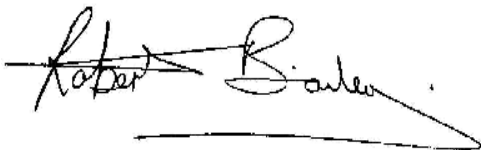
19122 **Payments List:** The Town Clerk presented the payments list that had been considered and recommended for payment by the Finance and Governors Committee. Members were reminded that payment for the professional services provided by the planning consultants assisting with the development of the Carnforth Neighbourhood Plan, would be paid from funds secured by the Working Group. Members also noted a payment for a measured building survey of Carnforth Civic Hall.

It was then **RESOLVED** that all invoices, expenses and salary payments as set out be approved.

19123 **Remembrance Day 2019:** Members were updated on the latest position regarding arrangements for this years Remembrance Day which have progressed well. A full list of the roles and responsibilities of Members able to attend the event will be sent out in due course.

After some discussion, about the main activities on the day it was **RESOLVED** that the update be noted.

19124 **Date and time of next meeting:** The next meeting of the Town Council will be held on **Wednesday 20th November 2019 commencing at 6:30pm.** The meeting closed at 9:05pm.

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

15 November 2019

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

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



Planning Application Comments & Decisions November 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	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
19/00545/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	Application Refused -
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	Application Refused



Planning Application Comments & Decisions November 2019



Application Number / Description	Town Council Representation	Planning Authority Decision / Status
19/01020/FUL: Demolition of existing conservatory & erection of a single storey rear extension; 37 St Austell Place, Carnforth LA5 9TU	Support the planning application in principle	Application Permitted
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	Support the planning application in principle	Application Permitted
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	Support the planning application in principle	Application Permitted
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



Correspondence – November 2019



Date	Sender	Topic
11/10/2013	Town Clerk	Carnforth Town Council Agenda Pack 16/10/19
11/10/2019	Leader of Lancaster City Council	Invite to Lancaster District Community Wealth-Building Partnership
12/10/2019	Town Clerk	Draft Carnforth Express
12/10/2019	Town Clerk	Committee reports – October meetings
12/10/2019	Town Clerk	Final draft - Carnforth Express
15/10/2019	Cllr Parker	Twinning Association report
16/10/2019	Resident	5G – information and risks
18/10/2019	KCS Development Ltd	Potential Development Site at Scotland Road, Carnforth - Monthly Update
18/10/2019	Lancashire County Council – Speed Management Team	Response to enquiries about the speed of vehicles long Warton Road, Scotland Road & Lancaster Road
20/10/2019	Resident	5G – information and risks update
22/10/2019	Lancaster City Council	Planning Application 19/0148/TPO
23/10/2019	Lancaster City Council	Planning Application 19/01290/FUL
24/10/2019	Town Clerk	VE DAY 75 Drop-in event
24/10/2019	Town Clerk	Community benefit funds – Aura Wind (Back lane) Ltd
25/10/2019	Lancaster City Council	Climate Change and Environment Cabinet Advisory Group
25/10/2019	County Cllr Williamson	Household Waste Recycling Centres - Opening Times
26/10/2019	Town Clerk	Carnforth Business Survey
31/10/2019	Lancaster City Council	Planning application 19/01066/FUL
31/10/2019	North West Coastal Access Delivery, Cumbria Area Team	North West Coastal Access Monthly Update - October
01/11/2019	Town Clerk	Town Development & Planning Committee Agenda Pack
05/11/2019	Lancaster City Council	Cancellation - Lancaster District Community Wealth-Building Partnership
05/11/2019	Town Clerk	Remembrance Day – Cllr roles & responsibilities
05/11/2019	Town Clerk	Film night poster
07/11/2019	AECOM	Carnforth Housing Needs Assessment - Final
08/11/2019	Troy Hayes Design Ltd	Carnforth Community Engagement analysis



Correspondence – November 2019



Date	Sender	Topic
08/11/2019	Town Clerk	Remembrance Day - Order of Activity/Service
08/11/2019	Town Clerk	Finance & Governance Agenda Pack
12/11/2019	Friends of Carnforth Coke Ovens	Annual General Meeting notification
12/11/2019	Lancaster City Council	19/01394/FUL - Carnforth Brow
12/11/2019	Westmoreland Gazette	Information request
15/11/2019	KCS Development Ltd	Potential Development Site at Scotland Road, Carnforth - Monthly Update



Town Development & Planning Committee

**Draft Minutes of the meeting held on Monday 4th November 2019
at 5:00pm at Council Offices, Market Street Carnforth**

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

In attendance: Bob Bailey, Town Clerk;

19063 **Apologies:** Apologies were received from Cllrs Smith and Watson

19064 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensations.

19065 **Urgent Business:** It was noted that following a recent power-cut in the town, preparations were made to invoke the community emergency plan. Those involved were congratulated for the speed of preparedness even though the power came back on before it became necessary to invoke the plan.

19066 **Minutes:** It was **RESOLVED** that the Minutes of the meeting held on 7th October 2019 be approved.

19067 **Adjourn for public discussion:** No members of the public were present

19068 **Planning Applications & Policy Matters:** Members considered the following:

- 19/0166/FUL: Erection of two-semi-detached dwellings, creation of new vehicular & associated external works – Land adjacent to 27 The Drive, Carnforth – **Recommendation: Support in Principal**
- 19/01290/FUL: Installation of replacement roof arrangement to create 4th Floor accommodation – Hillcroft Nursing Home, North Road, Carnforth – **Recommendation: Support in Principal**
- 19/01348/ADV: Advertisement application for the display of 2 illuminated directional signs and an internally illuminated freestanding digital advertisement screen – Tesco Lancaster Road, Carnforth - **Recommendation: Support in Principal**
- 19/0148/TPO: Works to trees – Keerford View, 152 Lancaster Road, Carnforth - **Recommendation: Support in Principal**

19069 **Budget 2020/2021:** The Committee discussed a range of ideas to be considered for inclusion in the 2020/21 budget. **ACTION:** Town Clerk to produce a paper outlining the budget proposals for submission to Finance and Governance Committee in preparing the Town Council's budget for 2020/2021.



Town Development & Planning Committee

19070 **Options to improve/enhance the town:** Members considered the following matters:

- 1) **Making Spaces fund – Crag Bank Play area & Alexandra Park:** Cllr Watson informed Members that he is working to establish a community group to take forward plans to improve Crag Bank Play area. Members were reminded that the panel awarding Making Spaces funds, available from Lancaster City Council, had stipulated that they would consider funding once a community group has been established.

Residents will be invited to an initial meeting to formally establish the group and discuss plans for developing the play area with a view to a bid for funding being submitted to the Making Spaces fund and any others that may be available.

The Town Council had been informed that given the relatively small amount of funding required by residents maintaining Alexandra Park the Making Spaces Fund panel had advised that any funding in support of this be sourced in some other way. It had been suggested that the Town Council establishes an annual amount within its budget to help support maintenance of Alexandra Park.

After some discussion, it was **RESOLVED** that progress on establishing a community group be noted and that the Town Council be recommended to approve an annual sum of £100 to support maintenance of the Alexandra Park, subject to the ongoing need being determined each year.

- 2) **VE Day 75 Celebrations:** Members discussed the recent drop-in event to hear and discuss ideas for the celebration of 75 years since VE Day in May 2020. It was noted that despite a relatively low attendance at the two drop-in sessions some good ideas had come forward. Details have also been posted on the Council's website and social media channels. Individual letters and a form to complete and return suggestions and ideas is to be sent to local organisations.
- 3) **Eden Project North:** Members fully support any initiatives to take advantage of opportunities to benefit of the town, its businesses and residents.

19071 **Public Realm matters & initiatives to enhance the town:** Members considered the following matters:

- 1) Cllr Watkins suggested potential positions for purpose-built planters to be placed on the ground – these will be costed and considered at a future meeting of the Committee, along with further considerations around fixing planters to lampposts.



Town Development & Planning Committee

- 2) There was a general discussion around ways in which the entrances to the town could be enhanced and activities in the town better promoted. Suggestions at this stage include signage that is interchangeable to promote events held in the town throughout the year; maps of interesting locations around the town, including those on the heritage trail, and flags welcoming visitors to the town.
- 3) Little progress has been made in taking forward plans for the pocket park at Windermere Road, mainly due to changes in staff at Lancaster City Council. A

19072 **Invitation to Lancaster District Community Wealth Building:** The Town Council has received an invitation to nominate a representative to attend the initial meetings of the new Community Wealth-Building Partnership for the district. The meetings aim to bring together representatives from across communities and sectors to explore ways to work together to build a sustainable and fair local economy that benefits local people and organisations.

Members noted that Cllr Gardner had put himself forward to attend the first meeting on 20th November. (Please note this meeting was subsequently cancelled following the announcement of the general election)

19073 **Updates on activities:** Members considered updates on ongoing actions and activities including:

- 1) **Neighbourhood plan:** Cllrs Watkins and Smith and the Town Clerk met with two representatives from AECOM who have been appointed to carry out technical support on design codes for the whole parish, with site specific codes for the two strategic allocated sites (Land of East Scotland Road and Land at Lundsfield Quarry). A set of shopfront design guides for Carnforth will also be produced. AECOM will aim to send the first report draft before Christmas and a second meeting/workshop may be held in early-mid January.

The final housing needs assessment has now been received and circulated.

Members noted the good progress that is being made by the Carnforth Neighbourhood Plan Working Group.



Town Development & Planning Committee

- 2) **Remembrance Day:** All arrangements are now in place for Remembrance Day. A planned meeting with representatives from the Carnival committee will finalise the arrangements for managing traffic and suggested roles for Members on the day will be circulated.
- 3) **Lancashire Partnership Volunteer Scheme:** The Town Clerk reported that following the presentation at the full Town Council meeting, the Town Council had now 'signed up' to the scheme. Volunteers will now be sought and the Town Council updated in due course.

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

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

Town Clerk

16 November 2019

Tel: 07846 256 006

Email: clerk@carnforthtowncouncil.org



Finance and Governance Committee

Minutes of the Finance & Governance Committee held on Wednesday 13th November 2019

Present: Councillors Gardner (Chair), Bromilow; Grisenthwaite; Jones, Parker and Watson

In attendance: Bob Bailey, Town Clerk

19099 **Apologies:** There were no apologies

19100 **Declarations of Interest and Dispensations:** There were no declarations of interest or requests for dispensation for items on the Agenda.

19101 **Minutes of previous meeting:** It was **RESOLVED** that the Minutes of the previous meeting held on 9th October be approved.

19102 **Urgent Business:** Councillor Parker raised a request for funding towards the cost of refurbishing/replacing the planters maintained by Carnforth & District Twinning Association which are in a poor state. After some discussion, it was **RESOLVED** that the Carnforth & District Twinning Association be asked to complete and return a Community Benefit Fund application form for consideration.

Cllr Grisenthwaite informed Councillors that he had a matter of urgent business to be discussed as an exempt item in accordance with Section 100A(4) of the Local Government Act 1972. Members agreed to discuss that matter at the end of the meeting.

19103 **Public discussion:** No members of the public were present.

19104 **Payments List:** The Town Clerk presented Members with the Payments List for recommendation to the November meeting of the Town Council. Members commented on the payment due to Lancaster City Council for the contested Carnforth Ward and the uncontested Crag Bank Ward elections in May. There followed a discussion about the use of the Carnforth Civic Hall for the General Election.

Members also noted a further payment to the planning consultants in relation to the developing Carnforth Neighbourhood Plan, specifically the production of a local list for Carnforth. Members were reminded that the Town Council had agreed to fund this work from existing balances.

Questions were raised about the £100 to be awarded to Alexandra Park being supported by an invoice and/or an application for the funding and clarity over the references to '*Repairs and Maintenance*' relating to outdoor maintenance and the Civic Hall.

It was then **recommended** that the Town Council approves the payments at its November meeting.



Finance and Governance Committee

There followed a discussion about making donations to the Carnforth Carnival Committee and the Salvation Army in recognition of their contribution to Remembrance Sunday. It was **RESOLVED** that these be considered further at the Town Council meeting and be awarded in accordance with Section 137 of the Local Government Act 1972.

19105 **2020/2021 Budget planning:** Cllr Gardner thanked Members and committees for submitting suggestions for inclusion in the 2020/21 budget. He reported that there had not yet been an opportunity to draw together a draft budget for consideration at the meeting. After some discussion, it was **RESOLVED** that the Town Clerk issue copies of the previous year's budget together with a list of proposals for 2020/2021 for consideration at the December meeting of the committee.

19106 **Crag Bank Village Hall:** Councillor Watson reported on a recent meeting at Oldfield Solicitors regarding the management structure, title and governance at Crag Bank Village Hall. Information provided, including the title deeds on the property, suggests that the governing body of the hall should be made up of 15 committee members/trustees. Two solicitors are currently trustees of the building, although it does not appear that a committee currently exists.

After much discussion around the legal position of the trust document it was **RESOLVED** that further detailed enquiries be made, including a meeting with the person currently running the Village Hall, for reporting back to the Finance and Governance Committee.

19107 **Carnforth Civic Hall:** It was reported that the surveys at the Civic Hall has been completed, although the written final survey of the whole building has yet to be received. Cllr Watson is seeking quotations to have the building valued.

The Town Clerk left the meeting at 6:25pm

19108 **Exempt item:** Section 100A(4) was passed whereby the Press and Public were excluded from the meeting. The matter relating to the Town Clerk's working hours was explained by Councillor Grisenthwaite. Following discussion, it was **RESOLVED** that the Committee would make an exempt item recommendation to full Town Council.

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



Finance and Governance Committee

28 Wilson Grove, Heysham, Morecambe, LA3 2PQ

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

Carnforth Town Council
DRAFT PAYMENTS LIST 168 TO 208

Voucher	Cheque	Code	Name	Description	Amount
168		35 - By-election	Lancaster City Council	Local Elections	1,120.21
				<i>Uncontested election- Crag Bank and contested election Carnforth Town Ward</i>	
169		15 - Assets	Lancaster City Council	CCTV survey	366.66
170		16 - Town Development & Planni	Lancaster & District Chamber of Com	North Lancs Expo Exhibition Stand	358.80
				<i>20th & 21st September 2019</i>	
171		15 - Assets	DIY Supplies	Outdoor maintenance supplies	145.38
				<i>Outdoor maintenance officer equipment</i>	
172		4 - Cleaning	Thomas Graham	Cleaning supplies - Civic Hall	106.25
173		4 - Cleaning	Thomas Graham	Cleaning supplies - Civic Hall	8.24
174		15 - Assets	Travis Perkins	Outdoor repairs and maintenance	55.68
175		15 - Assets	Travis Perkins	Outdoor repairs and maintenance	51.36
176		15 - Assets	Travis Perkins	Outdoor repairs and maintenance	18.43
177		5 - Repairs & Maintenance	Barn Electrical Solutions	Repairs and maintenance - Civic Hall	45.00
				<i>Investigate fault on socket and replace two sockets</i>	
178		26 - PAYE	HMRC	PAYE	538.71
				<i>Tax period 7</i>	
179		15 - Assets	Travis Perkins	Outdoor repairs and maintenance	32.40
180		66 - Neighbourhood Plan Develo	Troy Hayes Design	Professional services	1,582.73
				<i>Development of a local list for Carnforth</i>	
181		5 - Repairs & Maintenance	R E Salt & Co Ltd	Repairs and maintenance - Civic Hall	42.00
				<i>Repairs to oil boiler</i>	
182		18 - Town Clerk	Bob Bailey	Salary	839.23
183		17 - Civic Hall Manager	Richard Marsden	Salary	878.22
184		19 - Outdoor Maintenance Office	Terry Allum	Salary	283.87
185		22 - Outdoor Maintenance Office	Terry Allum	Salary	6.75
				<i>Mileage</i>	
186		15 - Assets	Terry Allum	Grounds Maintenance	39.82
187		15 - Assets	Terry Allum	Outdoor repairs and maintenance	21.48
188		15 - Assets	Terry Allum	Outdoor repairs and maintenance	8.40
189		20 - Civic Hall Manager	Richard Marsden	Allowance	30.00
				<i>2 x monthly allowance</i>	
192		20 - Civic Hall Manager	Linda Marsden	Casual Labour	100.00
193		49 - Printing	Bay Typsetters	Printing	600.00
194		50 - Distribution	Bay Typsetters	Printing	360.00
195		47 - Printing	Bay Typsetters	Printing	150.00
196		33 - Film Night	Bay Typsetters	Printing	36.00
197		47 - Printing	Bay Typsetters	Printing	36.00
198		33 - Film Night	Bay Typsetters	Printing	36.00
199		32 - Remembrance Day	Bay Typsetters	Printing	150.00
200		32 - Remembrance Day	Royal British Legion	Wreath	20.00
201		16 - Town Development & Planni	Gail Brown	Alexandra Park	100.00
				<i>Alexandra Park contribution</i>	
203		36 - Broadband	Plusnet	Broadband	29.81
204		32 - Remembrance Day	Kirsty Pedley	Catering	920.00
				<i>Catering</i>	
205		30 - Mayor	Carnforth Town Council	Members Allowance - Mayor	900.00
208		5 - Repairs & Maintenance	Rik Marsden	Equipment - Civic Hall	16.00
				Subtotal No.	10,033.43
206	300160	74 - Grants Paid	Carnforth Town Council	Carnforth Bowling Club - pavillion	500.00
207	300161	74 - Grants Paid	Carnforth Town Council	Gummers Howe - Defib & Cabinet	500.00
190	Credit Card	15 - Assets	ManoMano!	Metal Garden Shed	259.99
				<i>Shed for Outdoor Maintenance Officers tools and equipment</i>	
191	Credit Card	15 - Assets	Amazon	Laminator & Labels	29.99
				<i>Laminator</i>	
				Subtotal No. Credit Card	289.98
202	Direct Debit	3 - Water rates	Waterplus	Water and wastewater	346.15
				TOTAL	11,669.56