



Town Development & Planning Committee

MEMBERS OF THE PUBLIC & PRESS ARE WELCOME TO ATTEND

Summons to attend meeting on Monday 2nd December 2019

at 5:00pm at the Council Offices, Market Street, Carnforth

- 19074 To receive apologies for absence
- 19075 To receive declarations of interest
- 19076 To consider items of urgent business
- 19077 To consider Minutes of the meeting held on Monday 4th November 2019
- 19078 To adjourn the meeting for a period of public discussion
- 19079 To consider planning applications, traffic regulation orders; consultations & planning policy matters.
- 19080 To consider main matters arising from meeting with Lancashire County Council representative
- 19081 To consider options to improve/enhance the town and other local opportunities/events:
- 19082 To consider any update on public realm matters
- 19083 To consider any updates on activities and actions:
 - 1) Neighbourhood Plan – Design Codes
 - 2) Any other updates (refer to Action Plan)

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Town Clerk

29 November 2019

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



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.



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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.



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- 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.



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- 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, appearing to read "Robert Bowler", with a long horizontal line extending from the end of the signature.

Town Clerk

16 November 2019

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