

Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend the meeting of Carnforth Town Council. Due to the COVID19 pandemic and related restrictions this meeting will be held remotely using Zoom Conferencing software on Wednesday 16th September 2020 at 6:30pm

Members of the public wishing to attend the meeting may do so by contacting the Town Clerk who will provide information on how the meeting will be conducted and a secure link to access the meeting. Alternatively, members of the public can contact the submit a question (s) to the Town Clerk for consideration at the meeting

AGENDA

- 20068. Apologies:** To receive apologies
- 20069. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 20068. Urgent Business:**
- 20069. Minutes:** To consider and approve Minutes of meeting held on Wednesday 16th July 2020.
- 20070. Public participation & information only updates:** To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)
1. Public discussion
 2. Correspondence
 3. Members updates and information only reports since the last meeting
 - a) Town Mayor
 - b) Members updates since last meeting
 4. Reports of Ward and County Councillors
 5. 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
- 20071. Planning Applications Temporary Road Closures:** 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> :

Carnforth Town Council

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Application No:	Description
19/01525/VCN	Erection of 2 one-bedroom apartments and 8 two bedroom apartments and Relevant Demolition of existing detached outbuilding - Land to the rear of Queens Hotel, 34 – 36 Market Street, Carnforth
20/0141/TCA	Cheery Tree – Reduce 1 side back past the wooden sleepers & reduce the rest of the width – 105A North Road, Carnforth LA5 9LX
20/00704/FUL	Bus Stop at Hard Knott Rise, Back Lane, Carnforth
20/00713/FUL	Erection of first floor extension – 101 Crag Bank Road, Carnforth
20/00740/FUL	Erection of equipment storage building – Northside Caravan Park, North Road, Carnforth
20/00752/FUL (amended)	Demolition of agricultural buildings, conversion of two barns into two dwellings, erection of five dwellings with associated access & erection of a garage farmhouse – Hodgson’s Croft Farm, North Road, Carnforth LA5 9LU
20/0808/LB (amended)	Listed building application - Hodgson’s Croft Farm, North Road, Carnforth LA5 9LU
20/00871/ADV	Advertisement application for the display of non-illuminated signage comprising of one fascia sign, two free-standing signs & five window signs – Tyre Force NW Ltd, Haws Hill, Carnforth

- 20072. Planning Decisions:** To receive an update on planning authority decisions on previously considered applications (see Agenda pack)
- 20073. Asset Management Committee:** To consider report of the Asset Management Committee
- 20074. Town Development & Planning Committee:** To consider report of the Town Development & Planning Committee
- 20075. Finance & Governance Committee:** To consider report of the Finance & Governance Committee
- 20076. Date & Time of next meeting:** To consider date and time of next meeting (21st October 2020)

Town Clerk
28 Wilson Grove
Heysham,
Morecambe, LA3 2PQ

09 September 2020

Tel: 07828254149 Email: clerk@carnforthtowncouncil.org

Carnforth Town Council

Minutes of the meeting held at the Council Offices on Wednesday 15th July 2020

Due to the Covid19 pandemic and related restrictions the meeting was held remotely using the Zoom Cloud meetings application

Present: Councillor Bromilow (Town Mayor); Branyan; Gardner; Grisenthwaite; Holbrook; Jones; Parker; Reynolds; Smith; Watkins & Watson

In attendance: Bob Bailey, Parish Clerk; City Councillor Guilding

20057 Apologies: Apologies were received from City Councillor Yates and County Councillor Williamson

20058 Declaration on interests and dispensations: Councillors Gardner, Grisenthwaite and Watkins were granted a dispensation to comment on planning application 20/00607 and a specific matter in the Finance & Governance Minutes. Councillor Jones was granted a dispensation to comment on any matters relating to the Salvation Army and/or Carnforth Carnival Committee.

20059 Urgent Business: Members raised urgent business on the following matters:

1) **Weeds management & grass cutting:** There was a discussion on the state of the weeds and need for grounds maintenance in Carnforth and surrounding areas. It was noted that Lancashire County and Lancaster City Council staff resources had been deployed throughout the coronavirus pandemic to date and that this had had an impact. The Town Clerk also advised that Lancaster City Council had recently taken a decision to stop weed killing due to concerns about the potential effects if glyphosate (weed killer) and had handed back responsibility for weeding to Lancashire County Council.

Members acknowledged that the Carnforth community takes pride in the town and would support an initiative to deal with weeds locally – a Clean-up day to remove litter and weeds has been jointly planned between Carnforth Rotary Club and the Town Council and residents and businesses will be encouraged to get involved going forward. Suggestions for controlling wildflowers on verges will also be considered. **ACTION:** Issues to be considered and managed further by Committees as appropriate.

2) **Carnforth Community Swimming Pool:** A request has been made that the Town Council considers an unspecified financial provision to support the cash flow position following its closure during the coronavirus pandemic and as it prepares to re-open and plans to achieve its longer-term objectives. There a discussion around the circumstances and legality to provide a 'loan' and the need for more information on the current circumstances before a decision could be reasonably made. **ACTION:** Request that the Chairman of Carnforth Community Swimming Pools provides further details and supporting information

3) **Crag Bank Village Hall:** Councillors Grisenthwaite and Watson provided an update on the latest position regarding the stewardship of Crag Bank Village Hall and a useful meeting about the current legal position on the property and constitution. Further detailed consideration is required as well as a feasibility study around the fabric of the building and its short, medium and long-term future. **ACTION:** To be considered further by Committees as appropriate.

4) **Carnforth Express:** Members were advised that the August edition of the *Carnforth Express* will be 12 pages long given the amount of content. This edition will provide information on supporting local businesses as they start to open their doors to the public again and the outstanding work and support of our care community. There is also details about the plans of the *Friends of Crag Bank Play Area Group* who, with the support of Town and City Councils, are developing ambitious plans to improve Crag Bank Play Area and the surrounding grounds.

There is also an article on the recent adoption of the Local Plan and comments about the impact of this on Carnforth and the surrounding area.

- 5) **Town Clerk's Terms and Conditions:** The Town Mayor and Councillor Grisenthwaite requested that the press and public be asked to leave at the end of the meeting so that the Town Council could consider the Town Clerk's current Terms and Conditions.

20060 Minutes: After some comments it was **RESOLVED** that the Minutes of the meeting held on Wednesday June 22nd 2020 be approved.

20061 Adjournment for public discussion and information only updates:

- 1) **Public Discussion:** A representative from Aggregate Industries UK Ltd had been invited to speak about the Lancaster District Local Plan and specifically the objection around the long-term safeguarding of minerals. This resulted in significant modifications to the original Local Plan by the national Planning Inspectorate, including the removal of land that had been earmarked for affordable housing, a primary school, a sports hub and a new home for Carnforth Rangers Football Club.

The reasons for the legal challenge and the stated importance of safeguarding minerals were explained and the industries position challenged by Councillors, albeit in the knowledge that the Planning Inspectorate's decision is final and cannot be challenged until such time as the Local Plan comes under review in a few years' time.

Questions were also asked whether the industry would be willing to 'give something back to the town' in light of the facilities that had now been removed, whereupon, it was commented that 'significant contributions' had been made to the local community in the past and the potential for access to other funds, if available, will be advised.

The Aggregate Industries UK Ltd representative was thanked for taking the time to attend the meeting.

- 2) **Action Plan:** The Clerk reported that since all actions raised during the coronavirus pandemic had been dealt with, he will recommence providing further updates on 'business as usual' matters for Members information and consideration,
- 3) **Correspondence:** The Town Clerk presented the schedule of correspondence received and previously circulated to Councillors. It was reported that appropriate action had or will be taken by the Town Clerk / Councillors / Committees to address matters arising from the correspondence received.
- 4) **Member updates / matters:** Members commented on matters including:
 - a) **Town Mayor:** The Town Mayor reported on her activities in the last month acting on behalf of the Town Council, including arrangements for the planned Clean Up day and dealing with several matters raised by the local community;
 - b) **Covid-19 (Coronavirus):** The Clerk and Councillors reported on the latest updates and activities locally, particularly as local shops begin to re-open: Councillor Jones reported on early plans to develop a constituted and managed local volunteer group aimed at taking advantage of the great success of the Carnforth and Surrounding Areas Covid19 support group and expanding on this to many other areas of life in the local community;
 - c) **Eden North Project:** Councillors were informed about a very useful meeting with an officer from Lancaster City Council Regeneration and Planning Services about the developing plans around the Eden Project and the proposals for Carnforth's involvement. As a result of this meeting the Town Council's proposal will be re-drafted and considered further as the plans go forward;
 - d) **General matters and issues:** There were no other matters to report in addition to items on the Agenda for this meeting.

5) **Reports of Ward Councillors:** City Councillors Guiding and Reynolds congratulated the Town Council and the local community of their many, and continued, achievements. They also provided relevant updates on a range of functions and activities of Lancaster City Council and matters of interest such as:

- a) Adoption of the Local Plan and the implications for Carnforth and the surrounding area;
- b) Business Support Scheme;
- c) Residents issues and some public disorder as lockdown starts to ease;
- d) Ongoing development of the 2030 plan and community engagement relating to these plans

6) **Reports from outside bodies:**

- a) Carnforth Business Network – Nothing to report;
- b) Carnforth & District Twinning Association - Nothing to report
- c) Quarry Liaison - Nothing to report
- d) Carnforth Neighbourhood Plan Working Group – The Town Clerk provided a brief update on the progress of the Carnforth Neighbourhood Plan
- e) Carnforth Carnival Committee – Meeting on 1st September 2020 at 7pm

It was then **RESOLVED** that matters, reports and updates for information only be noted.

20062 **Annual Governance & Accountability Return (AGAR) 2019/20:** The Town Clerk presented for approval the Annual Governance and Accountability Return and supporting papers; Internal Audit Report and the dates for the exercise of public rights of inspection.

Councillors were asked to note that the Internal Auditor, acting independently and based on an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls during the financial year ended 31st March 2020. Based on the findings in the areas examined the internal audit conclusions were that, in **all significant respects, the control objectives – as set out on the AGAR – had been achieved throughout the year to a standard necessary to meet the needs of the Town Council.**

Councillors attention was drawn to Sections 1 & 2 of the AGAR setting out the 2019/20 Annual Governance Statement (Section 1) and the Accounting Statement (Section 2).

Councillors were reminded that is the responsibility of the Council to ensure that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements and supporting papers.

Councillors were also asked to note that under recently issued regulations (The Accounts & Audit (Coronavirus) Regulations) deadlines for submission of the AGAR and supporting papers to the Government appointed external auditors and their approval and publication had been extended to 31st August 2020, including a statutory 30 working days for the public right of inspection of the accounts. Subject to the Town Council's approval the Town Clerk recommended that the 30 day period commences on 20th July and ends on 29th August 2020.

Councillors thanked the Town Clerk for presenting the accounts and supporting documents and asked several questions before it was **RESOLVED** that

- 1) The Town Council notes the findings and conclusion of the Internal Audit Report;
- 2) That the Town Council approves the Annual Governance Statement 2019/20 (Section 1) and the 2019/20 Accounting Statements and that the AGAR be signed by the Town Mayor, and;
- 3) The period for the public rights of inspection be approved and details of this, together with the AGAR and supporting papers be published on the Town Council's website

20063 **Planning applications & statutory consultations:** Councillors considered the following planning applications and road traffic orders:

Application No:	Description
20/00596/FUL	Installation of seven lanterns- – The Canal Turn, Lancaster Road Carnforth
20/00607/VCN	Outline application for residential development comprising 213 dwellings with associated vehicular & cycle/pedestrian access to Scotland Road – Land East of Scotland Road, Carnforth

Councillors were advised that both planning applications had been discussed by the Town Development and Planning Committee. It was noted that planning application 20/00596/FUL had been recommended for 'support in principle' and that there had been much discussion about 20/00607/VCN.

It was acknowledged that the Town Council had supported planning application 20/00607/VCN in the development stages but now question some aspects of the proposals, including concerns around the change in housing mix proposed, which seems to be moving away from smaller, affordable, properties. Given the importance of this development to the town the Town Development & Planning Committee asked the Town Council to consider whether the services of planning consults should be sought to advise on the implications of the amendments proposed in this application.

There followed some discussion on the application, after which it was **RESOLVED** that planning application 20/00596/FUL be supported in principle and, subject to cost, the advice of planning consultants be obtained in respect of 20/00607/VCN.

20064 **Planning Authority Decisions:** Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously deliberated. After some comments it was **RESOLVED** that the latest position on planning authority decisions be noted.

20065 **Town Development & Planning Committee:** Councillor Watkins reported on the recommendations and actions arising from the meeting of the Committee on 6th July 2020 including:

- 1) Recommendation the Town Council seeks the advice of a planning consultant regarding planning application 20/00607/VCN prior to comments/objection are submitted to the planning authority;
- 2) Possible funding opportunities, although it was noted that the West Coast Railway does not qualify for a Heritage Building fund;
- 3) Arrangements for a VE & VJ Day Service;
- 4) Suggestion that a Transport Heritage Festival be held in the town;
- 5) Improvements to community noticeboards
- 6) Lancaster City Council's proposals for a 'District Recovery Project' to include'...recommended wayfinding signage and key messaging' to be installed in and around Market Street'

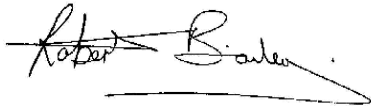
After some comments and questions, it was **RESOLVED** that the report of the Town Development & Planning Committee be noted, and recommendations approved.

20066 Finance & Governance Committee: Councillor Grisenthwaite reported on the recommendations and actions arising from the meeting of the Committee on 8th July 2020 including:

- 1) Report on early discussions with a representative from Crag Bank Village Hall;
- 2) Instruction that the Town Clerk seeks advice and quotation(s) to ensure that the Town Council website complies with the requirements of the *(Websites & Mobile Applications) Accessibility Regulations*;
- 3) A proposed review of the Town Clerk's terms and conditions;
- 4) Quotation for planning consultant's advice as recommended by the Town Development and Planning Committee – further quote(s) to be sought;
- 5) Findings and conclusions of the Internal Auditor's report;
- 6) Payments list for recommendation for approval to the Town Council
- 7) Debts outstanding as at 31st March 2020 and arrangements to review and improve the debt management and recovery procedures
- 8) Update and actions required relating to the installation of two bus shelters and improvements to Footpath No. 8

After some comments and questions, it was **RESOLVED** that the report of the Finance & Governance Committee be noted and recommendations approved by the Town Council, including the payments schedule.

20067 Date of next meeting: The next meeting of the Parish Council will be on **Wednesday 16th September 2020**. The Town Clerk left the meeting at 8:30pm



Clerk to the Council Date:

Chair

Date:



Carnforth Town Council

Correspondence – September 2020 meeting



Date	Sender	Topic
09/07/2020	Lancaster City Council	Play Area Signage
09/07/2020	Tech-Hub Ltd	Cost of website being fully compliant with Website Accessibility Regulations
10/07/2020	Town Clerk	Agenda Pack – 15 th July 2020
11/07/2020	Town Clerk	Update on press release re M601(M)
12/07/2020	Carnforth Community Swimming Pool	Notice of the re-opening of the Community Pool and request for financial support
13/07.2020	Town Clerk	Payments schedule
20/07/2020	Town Clerk	Weekly Catch up Zoom link & Agenda
14/07/2020	KCS Development Ltd	Update on potential development site, Scotland Road, Carnforth
14/07/2020	Town Mayor	Community action & engagement afternoon
15/07/2020	County Cllr Williamson	Newsletter
16/07/2020	Cllr Grisenthwaite	Local Plan Statement/Press Release 17/07
17/07/2020	Lancaster City Council	Invitation to a Community Conversation event
20/07/2020	Town Clerk	Weekly Catch up Zoom link & Agenda
20/07/2020	Town Clerk	Draft edition of the <i>Carnforth Express</i>
20/07/2020	County Cllr Williamson	Footway resurfacing works – Highfield Road, Carnforth
23/07/2020	Town Clerk	Objection and report re planning application 20/00607/VCN – Land East of Scotland Road, Carnforth
27/07/2020	Lancaster City Council	Consultation on Planning Application 20/00740/FUL – Northside Caravan Park Carnforth
27/07/2020	Town Clerk	Weekly Catch up Zoom link & Agenda
27/07/2020	Carnforth Business Network	CBN Minutes of meeting
27/07/2020	Rt Hon David Morris MP	Response to concerns raised by the Town Council on the impact for Carnforth arising from the adopted Lancaster District Local Plan



Carnforth Town Council

Correspondence – September 2020 meeting



Date	Sender	Topic
29/07/2020	Lancaster City Council	Consultation on Planning Application 20/00704/FUL – Bus Stop at Hard Knott Rise, Back Lane, Carnforth
30/07/2020	Lancaster City Council	Latest news on the adopted Local Plan for Lancaster District
30/07/2020	Lancaster City Council	Consultation on Planning Application 20/00752/FUL – Hodgson’s Croft Farm, Carnforth
03/08/2020	Town Clerk	Weekly Catch up Zoom link & Agenda
05/08/2020	Lancaster City Council	Consultation on Planning Application 19/01525/VCN – Land to the rear of Queens Hotel, 34 – 36 Market Street, Carnforth
05/08/2020	Lancaster City Council	Consultation on Planning Application 20/00808/LB – Hodgson’s Croft Farm, Carnforth
05/08/2020	Town Clerk	Submission of objection re Planning Application 19/01525/VCN
05/08/2020	NALC	Checklist for holding in-person Council meetings
06/08/2020	Town Mayor	VJ Day – Government guidelines on gatherings
11/08/2020	Carnforth Business Network	CBN Meeting Minutes
12/08/2020	KCS Development Ltd	Update on potential development site, Scotland Road, Carnforth
14/08/2020	Lancaster City Council	Lancaster Community and Faith/Parish and Rural Notes
17/08/2020	County Cllr Williamson	Repair of hole in footway close to Tesco Store, A6 Carnforth
19/08/2020	Lancaster City Council	Update on Local Plan / Planning White Paper
19/08/2020	Highways England	Maintenance work - A590 between M6 J36 to Brettargh Holt Roundabout
19/08/2020	County Cllr Williamson	Newsletter



Carnforth Town Council

Correspondence – September 2020 meeting



Date	Sender	Topic
20/08/2020	Lancashire County Council	Switch to cycling campaign article for parish councils
21/08/2020	Lancaster City Council	Consultation on Planning Application 20/00141/TCA - 105A North Road Carnforth
24/08/2020	Lancaster City Council	Consultation on Planning Application 20/00713/FUL – 101 Crag Bank Road, Carnforth
26/08/2020	Lancaster City Council	Consultation on Planning Application 20/00871/ADV – Tyre Force NW Ltd, Haws Hill, Carnforth
03/09/2020	Cllr Watkins	LRF updates
07/09/2020	Lancaster City Council	Consultation on Amended Planning Application 20/00752/FUL – Hodgson's Croft Farm, Carnforth
07/09/2020	Lancaster City Council	Consultation on Amended Planning Application 20/00808/LB – Hodgson's Croft Farm, Carnforth
07/09/2020	Cllr Grisenthwaite	Finance & Governance Committee Agenda 9 th September 2020
08/09/2020	Town Clerk	Draft Scheme of Delegation
08/09/2020	Cllr Watkins	Proposes Transport Festival meeting

Carnforth Town Council

Planning Application Comments & Decisions

September 2020 meeting



Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
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
19/01394/FUL: Erection of 2 detached dwellings & creation of an access – Land off Carnforth Brow, Carnforth	Object to the planning application	Awaiting decision
19/01525/VCN: Erection of 2 one-bedroom apartments & 8 two-bedroom apartments & relevant demolition of existing detached outbuilding	Object to the planning application	Awaiting decision
20/00059/FUL: Erection of 3 industrial buildings and construction of internal roads and parking areas - Ironworks House, Warton Road, Carnforth	Comment on the application & arrange to meet with Planning Officer to discuss	Awaiting decision
20/00559/AD: Agricultural determination for the erection of a storage building – Hare Tarn Farm, Netherbeck, Carnforth	Support the planning application in principle	Prior approval granted
20/00453/VCN: Demolition of existing building and erection of three 3-bedroom dwellings; 24 – 30 Preston Street Carnforth LA59BY	Support the planning application in principle	Application permitted
20/00476/FUL: Erection of an attached garage to side elevation; 12 Calder Close, Carnforth, LA5 9UT	Support the planning application in principle	Application permitted
20/00596/FUL: Installation of seven lanterns- – The Canal Turn, Lancaster Road Carnforth	Support the planning application in principle	Awaiting decision
20/00607/VCN: Outline application for residential development comprising 213 dwellings with associated vehicular & cycle/pedestrian access to Scotland Road – Land East of Scotland Road, Carnforth	Object to the planning application subject to advice from a planning consultant	Awaiting decision