

TOWN DEVELOPMENT & PLANNING COMMITTEE

Minutes of the meeting held on Monday 5th October 2020

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

Present: Councillor Watkins (Chair); Bromilow (Town Mayor); Holbrook; Parker; Smith and Watson

In attendance: Bob Bailey, Parish Clerk

20032 Apologies: There were no apologies

20033 Declaration on interests and dispensations: There were no declarations of interest or dispensation requests for items on the agenda

20034 Urgent Business: Carnforth Heritage App: Councillor Smith is pursuing an idea to request that Lancaster University Students develop an app for Smartphones and devices about the town and its heritage.

20035 Notes of previous meeting: It was **RESOLVED** that the notes of the meeting held on Monday 7th September 2020 be approved and that Councillor Bromilow, Town Mayor be thanked for doing these in the absence of the Town Clerk

20036 Public Participation: No members of the public were present

20037 Planning Applications

Application No:	
20/00838/FUL	Demolition of side & rear extensions, erection of two-storey side extension, single storey rear extension & single storey front porch extension – Craigholme House, 70 Crag Bank Road, Carnforth LA5 9JH
20/00912/FUL	Change of use of agricultural land & buildings to agricultural livestock haulage depot, erection of an agricultural livestock & HGV maintenance building & retention of an area of hardstanding – Field at Netherbeck Carnforth
20/00978/CU	Change of use of office into mixed use of café/restaurant & hot food takeaway with first & second floor living accommodation, alteration to ground floor front façade & installation of flue to the rear – 2 – 7 New Street, Carnforth LA5 9BU

After some discussion it was **RESOLVED** that the Town Council be **RECOMMENDED** to 'Support in Principle' planning applications 20/00383/FUL and 20/00912/FUL. In relation to Planning Application 20/00978/CU the Town Council is **RECOMMENDED** to 'Object' to the application on the grounds that the proposed opening times of the unit are not in keeping with the commercial core of the town centre.

20038 Town Development:

- 1) **Noticeboards & Promoting the town:** Councillor Smith reported that he and his family had been updating and adding interesting content to the Town Council's noticeboards at Highfield Estate Spar Shop; War Memorial Gardens and Crag Bank Village Hall. The noticeboard on North Road, could not be accessed.

Councillor Smith informed the Committee that leaflets had been added and there are plans to keep them maintained, up-to-date and interesting, including laminated copies of the professional photographs recently acquired by the Town Council. The existing boards are difficult to use and would benefit from being replaced by a cork board covering.

One lock on the War Memorial noticeboard is not working and the one at North Road needs weather-proofing and spare keys. Spare keys are also needed for the War Memorial Gardens and Crag Bank Village Hall noticeboards – the latter will be maintained by Councillor Watson.

There was a discussion about what could be included on the town's noticeboards that would be of interest to the local community and visitors. **ACTION:** Town Clerk and Councillors given authority to purchase items needed to upgrade and maintain existing noticeboards using the Committee's allocated budget;

2) **Events:**

a) **Remembrance Day:** The Town Council is still awaiting details from Lancaster City Council on this event considering the coronavirus pandemic. Notwithstanding this, the Town Council acknowledges that whilst Covid-19 is again changing rapidly it would be inappropriate to organise any event that would result in a large gathering of people. Given the attendance in previous years, it would not be possible to ensure that the usual Remembrance Sunday Parade and Service complies with government rules on social distancing.

There was a discussion about holding a small-scale Service at 11am providing that this was acceptable to the principle authority, Lancaster City Council and within COVID-19 guidelines prevalent at the time. **ACTION:** Provide early communications that this year's Remembrance Day Parade has been cancelled and that a small-scale Service will take part in line with current COVID-19 guidance. The local community will be invited to lay a wreath(s) privately throughout the day;

b) **Lancashire Day:** The date for Lancashire Day is Friday 27th November. **ACTION:** Plan to announce the 'Proclamation' at 11am in the War Memorial Gardens, but not to formally promote this event;

c) **WW2 Heritage Trail** – No further update;

d) **Heritage Transport Festival** – Contact has been made with the Canal & Rivers Trust and the Carnforth Station Heritage and Ribble Bus Heritage groups. The plan is to hold this event at the beginning of May 2021. **ACTION:** Arrange a remote meeting with all interested parties on Monday 19th October at 5pm subject to availability;

e) **Eden project** – No further update. This issue will be discussed at Carnforth Town Council meetings as progress is made.

20039 Public Realm:

1) **Planters:** On the recent 'Town walkabout' it was suggested that more planters on the railings next to Carnforth Station and floor mounted planters purchased/built for placement on Lancaster Road would be of benefit. **ACTION:** Contact County Highways to gain authority for planters to be placed as suggested

2) **Grass verges:** There have been comments / complaints from residents in recent weeks about the state of several grass verges around the town. These matters have been raised several times and explanations given. The latest information is that County Highways are now intending to use their own resources to tackle key areas from next week, with the rest of Carnforth and Crag Bank to follow soon after. **ACTION:** Monitor progress over the next few weeks;

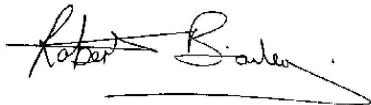
3) **PROW – Footpath 8:** The footpath was considered again at the recent town walkabout and the Outdoor Maintenance Officer asked to provide another plan and costings to improve the area between Tesco and the Cricket Club. **ACTION:** Review revised plans and take action as appropriate;

4) **Town Clear Up:** There was a discussion about a planned clear-up event to be led by the Town Council in early October. **ACTION:** Cancel this event until further notice;

5) **Key workers seat:** Plans to develop a Pocket Park at land off Windermere Road and install a seat dedicated to key workers have not progressed. Currently waiting for Lancaster City Council to publish its *Grassland Management Strategy* before taking plans further.

20040 Budget: The Town Clerk reported that as at 30th September 2020, the actual expenditure from the Town Development & Planning Committee budget was £510, leaving a positive variance against budget of £2,490. **ACTION:** Committee to consider planned expenditure for the remainder on 2020/21 and 2021/22 over the coming weeks as part of the Town Council's budget planning and precept setting arrangements.

20041 Date of next meeting: The next meeting of the Town Development & Planning Committee will be on 2nd November 2020



Clerk to the Council Date:

Chair

Date: