



# Carnforth Town Council

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

**Summons to attend meeting of Town Development & Planning Committee**

**Due to the COVID19 pandemic and related restrictions this meeting will be held remotely using Zoom Conferencing software on Monday 4<sup>th</sup> January 2021 at 5:00pm**  
**Members of the public wishing to attend the meeting may do so by following this link:**

<https://us02web.zoom.us/j/83051238066>

## **A G E N D A**

- 21001. Apologies:** To receive apologies
- 21002. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21003. Urgent Business:** To consider any items of urgent business not on the agenda
- 1) Action on reducing HGV movement on Market Street
- 21004. Minutes:** To consider and approve notes of the meeting held on Monday 7<sup>TH</sup> December 2020.
- 21005. Public participation:** To adjourn the meeting for a period of public discussion
- 21006. Planning Applications:** To consider planning applications traffic regulation orders and other planning matters (see separate sheet)
- 21007. Town Development:** To consider and receive updates on actions/opportunities to develop and promote the town:
- 1) Events:**
    - a) Heritage Transport Festival
  - 2) Projects**
    - a) Carnforth Steps into the Light
    - b) WW2 Heritage Trail Leaflet
    - c) Heritage Trail App
    - d) Citizen of Merit Presentations
- 21008. Public Realm:** To consider and receive updates on public realm matters:
- 1) Planters
  - 2) Dog waste / Litter Bins
  - 3) Bike racks
  - 4) Tree planting/Air Quality
  - 5) Public Rights of Way / Tow Path vegetation
  - 6) Public Realm management strategy – Lancaster City Council
- 21009. Budget:** To consider:
- 1) Budget 2021/22
- 21010. Date & Time of next meeting:** To consider date and time of next meeting (1<sup>st</sup> February 2021)



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## **Planning Applications:**

<b>Application No:</b>	<b>Description</b>
20/01143/FUL	Erection of a single storey side and front extension including canopy, erection of a two storey extension, construction of a dormer extension to the rear elevation and construction of a raised terrace/balcony to the rear – 120 North Road, Carnforth LA5 9LU

# TOWN DEVELOPMENT & PLANNING COMMITTEE

Minutes of the meeting held on Monday 7<sup>th</sup> December 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 and Watson

**In attendance:** Bob Bailey, Town Clerk

**20053 Apologies:** Apologies were received from Councillors Branyan and Smith

**20054 Declaration on interests and dispensations:** Councillors were given dispensation to comment on planning application(s) that may have an impact on where they live.

**20055 Urgent Business:** It was reported that a further supply of sanitiser had been delivered by Lancaster City Council and that final dispenser has now been placed in Carnforth Bookshop.

**20056 Minutes:** It was **RESOLVED** that the notes of the meeting held on Monday 2<sup>nd</sup> November 2020 be approved.

**20057 Public Participation:** No members of the public were present.

## **20058 Planning Applications**

<b>Application No:</b>	<b>Description</b>
20/00752/FUL	Demolition of agricultural buildings, conversion of two barns into two dwellings (C3), erection of five dwellings (C3) with associated access and erection of a garage for farmhouse – Hodgson’s Croft Farm, North Road, Carnforth, LA5 9LU <b>Recommendation: Object to the planning application</b>
20/00808/LB	Listed building application for conversion of adjoining barn into dwelling - Hodgson’s Croft Farm, North Road, Carnforth, LA5 9LU <b>Recommendation: Object to the planning application</b>
20/01191/FUL	Erection of a retail food store (use class E) with associated parking, access, gates and boundary fencing, construction of a bin store and landscaping - Carnforth Business Park Kellet Road Carnforth <b>Recommendation: Support in Principle</b>

Application No:	Description
20/0248/TPO	Felling of Sycamore – Old Coal Yard, North Road, Carnforth <b>Recommendation: Support in Principle</b>

It was noted that Planning Applications 20/00752/FUL and 20/00808/LB had been previously considered by the Town Council and objections submitted. Those now under consideration were as a result of amendments to the original plans. It was felt that the revised plans do not materially affect the decision that the Council had made previously made although there was some debate about whether two properties had now been removed from the original plans.

There followed a discussion about the size of the proposed new properties planned to be built behind the listed buildings and whether a comment should be made about the need, - in line with the specification in the Carnforth Neighbourhood Plan - for more affordable houses and the current state of the site. It was noted that no mention had been made on the potential impact of more vehicles on North Road and it was considered that this should be taken into account in light of the potential increase in traffic should the County Council remove North Road bridge and replace it with a junction on the A601(M)

In relation to Planning Application 20/01191/FUL, the Council had been asked for its position given that the applicants are the Plymouth Brethren and a suggestion that the proposed shop might be for the exclusive use of their membership. The Committee considered that this does not represent a material consideration that would justify comment on the application.

It was then **RESOLVED** that the Town Council considers the recommendations of the Committee, set out above, and determines actions to be taken

**20059 Carnforth Neighbourhood Plan:** It was reported that the latest draft of the neighbourhood plan – following two recent meetings of the Working Group to do through the draft in detail - had now been completed and is planned to be consulted on in February 2021/22. Councillors were advised that only small, rather than material, amendments can still be made before the next meeting of the Working Group scheduled for 18<sup>th</sup> January 2021, where arrangements for the consultation process will be determined. **ACTION:** Clerk to complete and submit a Foreword on behalf of Cllrs Bromilow and Watkins.

It was **RESOLVED** that the update be noted.

**20060 Town Development:** The committee considered the following events, updates and opportunities to enhance the town:

- 1) **Events:** The committee considered the following events:
  - a) **Remembrance Day:** The Remembrance Sunday Service, under COVID19 restrictions, had been a relative success with the event being streamed live. Several people were at the War Memorial of Armistice Day and Councillor Watkins suggested that a short service be held on this day also in future;
  - b) **Lancashire Day:** There was a short Service attended by a few people although it had not been promoted as in previous years because of the COVID19 restrictions. It was felt that this event should remain in the Town Council's annual calendar of events. There will be a need to advertise and appoint a new Town Crier in early 2021;
  - c) **Heritage Transport Festival:** A list of the key activities relating to the Heritage Transport Festival has been passed to the Clerk to produce a project plan for further consideration: **ACTION:** Clerk to draft a project plan for more detailed consideration at the Committee's next meeting.
- 2) **Projects:** The Committee considered the following updates on ongoing projects
  - a) **Light up Carnforth:** The first grant payment from Lancaster City Council had now been received and Carnforth Business Network had spent over £2,700 of the £3,000 grant on lighting and equipment. There will need to be an 'End of project' report providing an objective review of the project and whether the benefits, as set out in the business case, were achieved. A date for when decorated premises will be judged by Councillors Bromilow and Watkins is to be determined;
  - b) **WW2 Heritage Trail:** No further updates;
  - c) **Heritage Trail App:** The project has been taken on by a University student to develop the app which will commence in mid-January. There will be a cost associated with this that will need to be built into the 2021/22 budget if this is to progress;
  - d) **Eden project brochure:** There is nothing further for this Committee to contribute towards the final publication and distribution of the brochure. The Clerk gave a brief update on a recent meeting with a Director of Eden Project North and parish/town councils to discuss the latest position on the project and an application for funding that has just been submitted to central Government;
  - e) **Citizen of Merit Awards:** An appeal on social media for the addresses and nominees has been made and these are now being provided to the Clerk. The plan is to deliver a Certificate and a leather bookmark to all nominees and to hold a 'virtual' presentation on Thursday 14<sup>th</sup> January 2021 that all nominees will be invited to attend to celebrate what they have done for our local community during the pandemic

**20061 Public Realm:** The committee considered updates on the following public realm matters:

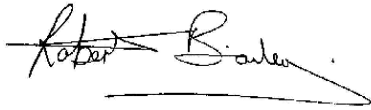
- 1) **Planters:** Prices recently received for composite planters from a potential supplier offer better value for money than a previous quotation. The Clerk has yet to provide contact details so that Cllr Watkins can consult McCarthy & Stone about the proposals and request a contribution towards the cost. It was noted that the impact on the Outdoor Maintenance Officer's hours resulting from having to maintain additional planters will have to be taken into consideration;
- 2) **PROW – Footpath 8:** The footpath had been cleared and trees planted the day before by Councillors, staff and volunteers and had already generated many positive comments. Lancaster City Council have kindly agreed to collect and remove the 'garden waste' and to provide wood chippings, free of charge, that the Outdoor Maintenance Officer will use to finish the work off;
- 3) **Litter bins:** The City Council had now delivered four new litter bins – although a 'jumbo' bin would be preferred on the passage between Booths and On a Roll. Dog waste bins are still needed, including some to be fixed on footpath 8 if possible. **ACTION:** Clerk to contact Public Realm about replacement / installation of dog waste bins;
- 4) **Bike stands:** Councillor Parker reported on the current position regarding the installation of bike stands provided by Lancaster City Council. A location on Market Street close to Ashtrees Surgery had been identified although this will only provide for a maximum of three stands. Following a site visit, the potential for several others had been identified at Carnforth Railway Station and permission to use this space has been requested. The ongoing issue regarding the bike sheds at the Station was also raised, including a suggestion that these be operated / managed by the Town Council, although the practicalities of doing this need further consideration;
- 5) **Tree planting / air quality:** Lancaster City Council has pledged to help plant a million trees as part of the Northern Forest project and the City Council's Climate Change Strategy. Trees are available from Lancaster City Council, free of charge. **ACTION:** Councillors to consider whether there are any locations in the town that might benefit from the planting of trees and the Clerk to promote the initiative on the Town Council's website and social media and in the next Carnforth Express;
- 6) **Grass maintenance / weeds:** It was reported that Councillor Smith and the Clerk are due to meet with the Head of Public Realm at Lancaster City Council to discuss the current regime and approaches relating to the maintenance of open spaces and tackling the problem of weeds. Outcomes from this planned meeting will be reported back.

**20062 Budget Planning:** The Clerk presented reports on the spend to date from the Town Development & Planning budget. It was noted that this is currently significantly under budget, due, in large part, to the implications of the coronavirus pandemic which has resulted in events and activities being cancelled or much reduced in size. The Clerk forecasts that the outturn of this budget at 31<sup>st</sup> March 2021 will be £2,000 – being £1,000 under budget.

Notwithstanding this, plans for expenditure for 2021/22 to be submitted to Finance & Governance Committee for consideration, suggests that a budget of £3,000 (no change from 2020/21) would be required.

After some discussion, it was **RESOLVED** that the Committee requests a budget of £3,000 in 2021/22 and that the Clerk produces a schedule of the proposed spend for consideration by the Finance & Governance Committee as part of developing the full Budget for 2021/22 to be recommended at the Budget Meeting of the Town Council in January.

**20063 Date of next meeting:** The next meeting of the Town Development & Planning Committee will be on 4<sup>th</sup> January 2021. The meeting closed at 6:20pm



Clerk to the Council Date: 11<sup>th</sup> December 2020