



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 1st February 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

- 21011. Apologies:** To receive apologies
- 21012. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 21013. Urgent Business:** To consider any items of urgent business not on the agenda
- 21014. Minutes:** To consider and approve notes of the meeting held on Monday 4th January 2021.
- 21015. Planning Applications:** To consider planning applications traffic regulation orders and other planning matters (see separate sheet)
- 21016. Carnforth Neighbourhood Plan:** To consider an update on the latest position and next steps
- 21017. Town Development:** To consider and receive updates on actions/opportunities to develop and promote the town:
- a) **Lancaster City Council Joint Projects:** Carnforth Steps into the Light; Car Club & Installation of bike racks
 - b) **Heritage:** Transport Festival; Heritage Trail App; WW2 Heritage Trail Leaflet
 - c) **Projects:** Keer Project – Boardwalk development Lune Rivers Trust; Create Communities App;
- 21018. Public Realm:** To consider and receive updates on the following public realm matters:
- a) Grassland Management Strategy – objectives and vision (Cllr Holbrook)
 - b) 'Natter Bench'
 - c) Flower Boxes – McCarthy & Stone wall
 - d) Town 'Clear-up' Day
 - e) Bike racks
 - f) Gritting – insurance implications
- 21019. Town Crier:** Arrangements for the appointment of a new Town Crier
- 21020. Budget:** To consider budget monitoring as at 31st January 2021
- 21021. Date & Time of next meeting:** To consider date and time of next meeting (1st March 2021)



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

Clerk & Proper Officer

Tel: 07846256006 **Email: clerk@carnforhtowncouncil.org**

Planning Application(s):

Application No:	Description
20/00740/FUL	Erection of an equipment storage building & erection – Northside Caravan Park, North Road, Carnforth LA6 1AA

TOWN DEVELOPMENT & PLANNING COMMITTEE

Minutes of the meeting held on Monday 4th January 2021

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 Smith

In attendance: Bob Bailey, Clerk and Proper Officer

21001 Apologies: Apologies were received from Councillor EWatson

21002 Declaration on interests and dispensations: Councillors were given dispensation to comment on planning application(s) that may have an impact on where they live.

21003 Urgent Business: Councillor Smith undertook to follow up the action around meeting with local hauliers to seek a solution to reducing HGV movement on Market Street that was being taken forward by Ward Councillor Yates and report back to the next meeting and/or full Council on the latest position.

There was a discussion about the Council's liability should it carry out gritting works to tackle a slip hazard in icy conditions. **ACTION:** Clerk to seek clarity about the cover on the Council's public liability insurance and whether the Council is at risk from carrying out such actions.

Councillor Jones made a request on behalf of the Carnforth Covid19 Support group to print a revised leaflet of the support available and updated information on the roll out of the vaccination by Ashtrees Surgery. **ACTION:** Clerk to agree amendments to the Covid19 support group leaflets for subsequent printing and distribution in the coming few weeks.

It was reported that no further progress had been made regarding the proposed Car Share club but dates in January for a site visit are being arranged.

Arrangements need to be made to advertise for a new Town Crier in the New Year.

ACTION: Cllr Watkins to draft a suitable advert for the Clerk to promote.

21004 Minutes: It was **RESOLVED** that the notes of the meeting held on Monday 7th December 2020 be approved.

21005 Public Participation: No members of the public were present.

21006 Planning Applications

Application No:	Description
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 Recommendation: Support in Principle

After some comments, it was then **RESOLVED** that the Town Council considers the recommendation(s) of the Committee, set out above, and determines action(s) to be taken.

21007 Town Development: The committee considered the following events, updates and opportunities to enhance the town:

- 1) **Heritage Transport Festival:** The Clerk has set up the suggested tasks and activities associated with this project within a project management tool called Trello. Those assigned to the various tasks will be given access to the system where they will be able to provide written updates on each activity for monitoring and action where necessary;
- 2) **Carnforth Steps into the Light:** There has been a very good response to the project as a whole and to the request made to residents and business to light up their properties at the end of this challenging year. In future, it is suggested that a working group be set up with the Carnforth Business Network so that resources and plans can be effectively shared. Overall though it was agreed that the project had been a success.
The Clerk reported on the current spend against the £3,000 grant awarded to the town.
ACTION: Cllr Watkins to suggest to Carnforth Business Network that a joint committee be created in early / mid-year to start planning for the 2021 Carnforth lights project.
There was a discussion about the vouchers to be given out to residents as a result of judging in the Carnforth Steps into the Light Competition. It was suggested that in future the opportunity for the value of the voucher to be spent in local businesses be widened to include non-Members of the Carnforth Business Network. **ACTION:** Councillor Smith to provide an article for the *Carnforth Express* offering all businesses the opportunity to be a part of this successful scheme in 2021.
- 3) **WW2 Heritage Trail Leaflet:** No further update;
- 4) **Heritage Trail App:** Councillor Smith reported a meeting is scheduled with the student who has agreed to develop the app and a further update will be provided after then;

- 5) **Citizen of Merit Awards:** Arrangements for the presentation evening are being finalised and the Leader of Lancaster City Council and Director of Communities and the Environment have accepted our invitation. The Clerk will print and distribute certificates and the bookmark gift to all residents who have provided their contact details and promote the event on social media and the Council's website.

It was then **RESOLVED** that: **updates on town development matters be noted and actions undertaken with progress being reported in due course**

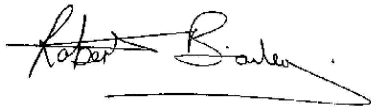
21008 Public Realm: The committee considered updates on the following public realm matters:

- 1) **Planters:** Six planters are being considered for purchase subject to confirmation from Lancashire County Council that the planters can be installed at the suggested locations. It was also considered appropriate to ask Ward Cllr Guiding to comment on any risks that the planters may cause for patrons with a disability. **ACTION:** Cllr Watkins to confirm the suggested locations of the planters and contact the Keer Sands Retirement Home with a view to the cost being shared;
- 2) **Bins:** All now installed. **ACTION:** Clerk was asked to report a damaged dog waste bin on Lancaster Road and to request that the bin recently installed close to On a Roll be replaced by a 'jumbo' bin in due course;
- 3) **Bike racks:** Awaiting a response from Northern Rail to the suggested locations on the Station site. **ACTION:** Clerk to update the City Council officer in charge of the scheme;
- 4) **Tree planting / air quality:** There was a short discussion about encouraging residents to consider this scheme being led by Lancaster City Council and the Woodland Trust. It was considered that this should form part of a wider strategy as part of the Grassland Management Strategy (see below). **ACTION:** Councillors Watkins and Holbrook to produce an article for the *Carnforth Express* on the tree planting and Grass Management schemes and how the local community can contribute going forward;
- 5) **Public Rights of Way / Tow Path Vegetation:** The Chair suggested that a walk be organised on the footpaths and tow paths to identify any matters, such as missing or damaged fingerposts, that need to be addressed and that a group clean up be arranged at some point to tackle vegetation on the tow path;
- 6) **Grassland Management Strategy:** Councillor Smith and the Clerk had a good meeting with the Head of Public Realm at Lancaster City Council to discuss the proposed strategy. All parish/town councils are being invited to a formal meeting on the strategy in the next few weeks after which it will be launched. The Council is encouraged to support and be involved in the development of this strategy in the town that will allow for scarce resources to be employed where they are most needed.

It was then **RESOLVED** that: **updates on public matters be noted and agreed actions undertaken with progress being reported in due course.**

21009 Budget Planning: There were no further changes to the proposals discussed at the last meeting of the Committee for submission to the Finance & Governance Committee as part of developing the full Budget for 2021/22 and it was, therefore, **RESOLVED** that the a budget of £3,000 be requested for the Committee to carry out its functions in 2021/22.

21010 Date of next meeting: The next meeting of the Town Development & Planning Committee will be on 1st February 2021. The meeting closed at 5:50pm



Clerk to the Council Date: 11th December 2020