



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 12th April 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

- 21032. Apologies:** To receive apologies.
- 21033. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda.
- 21034. Urgent Business:** To consider any items of urgent business not on the agenda.
- 21035. Minutes:** To consider and approve notes of the meeting held on Monday 1st March 2021.
- 21036. "An Art Project for Carnforth":** A talk from Sam Pickett to raise awareness of climate crisis and environmental issues.
- 21037. Planning Applications:** To consider planning applications, traffic regulation orders and other planning matters (see separate sheet).
- 21038. Carnforth Community/Covid19 Liaison Group:** Update on current matter.
- 21039. Town Development:** To consider and receive updates on actions/opportunities to develop and promote the town:
1. **Heritage:**
 - a) Heritage Trail App, (possible funding from Historic England);
 - b) Heritage Festival - Date and Action on roles
 2. **Town Crier:** Decision on application & related matters
- 21040. Public Realm & Environmental matters:** To consider and receive updates on the following public realm matters:
1. **Public Realm**
 - a) Flower Boxes
 - b) Natter Bench
 - c) Litter Bins Provision
 2. **Environmental**
 - a) Development of Advertising Project
 - b) Litter Picking – support for Carnforth Wombles
 - c) Clear up Day for the Town Centre – Weeding etc
 - d) Grassland and Tree Management Strategy
 - e) .Green Flag Award Scheme
 - f) Public Rights of Way



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- 21041. Carnforth Neighbourhood Plan (CPN) & Forum Meeting:** To consider an update on the CPN and a plans for a forum meeting on decarbonating transport in Carnforth
- 21042. Welcome Back Funding:** To consider funding from the Ministry of Housing, Community & Local Government to help re-open high streets and tourism etc <https://www.gov.uk/government/news/new-raft-of-measures-to-prepare-our-high-streets-and-seaside-resorts-for-summer>
- 21043. Date & Time of next meeting:** Date & time of next meeting (10th May 2021 at 5pm)

A handwritten signature in black ink, appearing to read 'Robert Bailey', with a horizontal line underneath.

Clerk & Proper Officer **Tel: 07846256006**

Email: clerk@carnforthtowncouncil.org

Planning Application(s):

Application No:	Description
21/0092/FUL	Demolition of existing garage and erection of a two - storey side extension – 22 Kings Drive Carnforth LA5 9AG
21/00239/FUL	Erection of a two – storey detached dwelling with associated access – Land adjacent to 18 Crag Bank Road, Carnforth LA5 9EH
21/00313/FUL	Erection of a single storey front elevation – 9 Whernside Grove Carnforth LA5 9XH

TOWN DEVELOPMENT & PLANNING COMMITTEE

Minutes of the meeting held on Monday 1st March 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, Stretch, Smith and Watson

In attendance: Bob Bailey, Clerk & Proper Officer & Sarah Lowell, Administrative Officer

21022 **Apologies:** There were no apologies.

21023 **Declaration on interests and dispensations:** There were no declarations of interest.

21024 **Urgent Business:** Councillor Bromilow informed Councillors of an approach that had been received regarding a planned Arts Project that seeks to raise awareness of the 'climate crisis' and environmental issues. The project was set to be launched in 2020 but was cancelled due to Covid19. **ACTION:** Councillor Watkins to contact the project leader to invite him/her to the next meeting of this committee to explain the project in more detail.

Councillor Smith has contacted Historic England North West to inform them about the Town Council's Heritage Trail and developing online app and to enquire whether any funding is available. They have responded suggesting that the Town Council could qualify for a *Regional Capacity Building Scheme Grant* and have provided other possible sources of information and income. **ACTION:** Councillor Smith to consider the advice further and report pursue any opportunities for consideration by the Committee.

A resident has contacted Councillor Watkins suggesting that the town would benefit from litter bins being located on Shore Road and adjacent to the bus stop on Lancaster Road in Crag Bank. There was a discussion on who would source these and whether Lancaster City Council would be in a position to add these to their collection regime. **ACTION:** Clerk to raise with Lancaster City Council and report back.

Councillor Smith commented that the article 'Take Pride in Your Patch' in the latest edition had galvanized some residents to do just that! It was noted that at present Lancaster City Council are unable to support formal litter picks with equipment and collection whilst Covid19 restrictions are in place.

It was then RESOLVED that items of urgent business and resulting actions be noted and acted on.

21025 Minutes: It was RESOLVED that the notes of the meeting held on Monday 1st February 2021 be approved. It was noted that Councillor Smith is again pursuing the redirection of traffic on Market Street and will provide a further update in due course.

21026 Planning Applications:

Application No:	Description
21/00230/FUL	Erection of two storey front extension – 26 Browsholme Close, Carnforth LA5 RECOMMENDATION: Support in principle

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

21027 Carnforth Neighbourhood Plan: The Clerk reported that Lancaster City Council had undertaken their initial 'screening' raising comments and questions on the draft Carnforth Neighbourhood Plan (CPN) that had since been responded to. The City Council will now conclude their part of the screening exercise and, if required, send details to other statutory consultees who will have an input at this stage being: the Environment Agency, Natural England and Historic England. This is likely to take approximately five weeks to complete. Meanwhile, the Clerk has been working with the planning consultants to develop material for the formal Regulation 14 consultation including:

- 1)** Draft text for emails / letters to send to statutory consultees, residents and Lancashire County Council;
- 2)** A survey on the key aspects and policies of the CPN for completion and return online or by post;
- 3)** A set of Frequently Asked Questions for publication in support of the Regulation 14 consultation;
- 4)** A one page poster to advertise and promote the consultation;
- 5)** A set of four information boards summarising the purpose, vision and policies in the CNP, and;
- 6)** Draft content for a remote presentation via Zoom conferencing software to introduce the CPN and provide an overview of its key ideas and policies

Councillors were reminded that details of the online survey for the DeCarbon8 project which that will form part of the Carnforth Neighbourhood Plan and help to develop community initiatives for reducing the carbon footprint and create options for sustainable transport is now available on the Council's website and social media and had been included in the latest edition of the *Carnforth Express*. Councillors who had already completed the survey commented that it had been useful and easy to do. It was then **RESOLVED** that the Clerk be thanked for his ongoing work in relation to the CPN and that the latest update be noted.

21028 Carnforth Community / Covid19 Liaison Group: The Clerk reported that a group has recently formed that aims to support families who are feeling the impact of the coronavirus pandemic but who, for whatever reason, have not received financial or respite support. The plan is for this group to continue after restrictions have been removed in the recognition that families may need support for some time come.

The group is being coordinated by the Carnforth Integrated Care Community, Development Lead with advice from the Children and Young Peoples officer from Lancashire County Council. So far the group has members from Carnforth Salvation Army and Carnforth Free Methodist Church. The Town Council are asked to be involved and there are plans for community groups in the town to come together to coordinate resources through a 'community hub'. This could include signposting people to where help is available as well as a variety of potential projects, online or outdoors when restrictions allow, that will provide, amongst other things, much needed health and wellbeing support. These are only ideas at present but the hope is that a more holistic approach in the local community will ensure that 'no one is left behind' as the country recovers from the major impact that Covid19 has had on everyone's lives. If resources can be galvanised in time all schools are to be contacted with a view to helping families over the Easter break.

There followed a discussion around the benefits that this group could deliver in the local community and the point was made that it will need to involve, as the need arises, existing community groups to avoid duplication of effort or any feeling of resentment where there has been longstanding events. It was then **RESOLVED** that Councillors Watkins and Jones be invited to attend the next meeting of this group with a view to the Town Council being represented as the group and associated initiatives develop.

21029 Town Development: The committee considered the following events, updates and opportunities to enhance the town:

- 1) Heritage:** Contacts will soon need to be made with interested parties for the planned Carnforth Heritage Transport Festival scheduled for 30th April and 1st May 2022. This project will need the input of Councillors and others to ensure that all the planned activities are achieved. **ACTION:** That a working group be established to take the planned Heritage Transport Project forward.

Councillor Smith reported that the University student working on the Heritage App is making good progress. An actual demonstration of the app involving Councillors is being arranged. It is expected that the app will continue to develop with support from Lancaster University with a view to it being part of the Carnforth 'offer' linked to the developing Eden Project North West.

- 2) **Signage:** Councillor Watkins advised that the metal feet designed to support the proposed interchangeable advertising boards / banner should be completed in the next few weeks;
- 3) **Public Right of Way:** Once Covid19 restrictions allow it is proposed that walks along the designated footpaths be arranged with a view to considering what state they are in and any associated signage that may highlight these to visitors. Looking ahead it was suggested that a leaflet / brochure on 'Walks around Carnforth' be produced;
- 4) **Town Crier:** One application has been received to be the Town Crier to date.

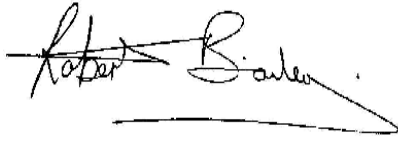
It was then RESOLVED that updates on town development matters be noted and that actions be undertaken with progress being reported in due course

21030 Public Realm: The committee considered updates on the following public realm matters:

- 1) **Grassland Management Strategy:** There was a discussion around developing, in collaboration with Lancaster City Council, a grassland management strategy for Carnforth. Suggestions have been made for a consultation survey to be developed with a view to not only getting views on what might benefit from this new strategy but to also establish residents priorities so that any resources that the City Council ultimately save from this initiative may be diverted to where it is needed most.
ACTION: Councillor Holbrook to develop ideas for inclusion in a survey with a view to residents being consulted later in the year.
- 2) **Natter Bench:** Awaiting suggestions from a local supplier on designs for this bench;
- 3) **Flower Boxes:** Six new planters have arrived and are being stored at the Civic Hall. These will be installed on Lancaster Road in the coming weeks;
- 4) **'Clear Up' Day:** No further action until Covid19 restrictions allow;
- 5) **Grit Bin:** Not being provided by Lancashire County Council as the proposed site does not fit their criteria;
- 6) **Green Flag Award Schemes:** There was a brief discussion on the merits and criteria for the Green Flag Award Scheme which is aimed at setting a standard for the management of recreational outdoor spaces. **ACTION:** Councillors be asked to consider the scheme on their website <https://www.greenflagaward.org/> with a view to considering whether this is something that the Town Council may wish to pursue.

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

21031 **Date of next meeting:** The next meeting of the Town Development & Planning Committee will be on 12th April 2021. The meeting closed at 6:00pm

A handwritten signature in black ink, appearing to read "Robert B. Baker". The signature is written in a cursive style with a long horizontal stroke extending from the end of the name.

Clerk to the Council

