



# Carnforth Town Council

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

**Summons to attend meeting of Town Development & Planning Committee  
to be held at 5pm on Monday 10<sup>th</sup> May 2021 at Carnforth Civic Hall**

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

- 21043. Chair:** To elect Committee Chair for the municipal year 2021
- 21044. Vice Chair:** To elect Committee Vice-Chair for the municipal year 2021
- 21045. Apologies:** To receive apologies.
- 21046. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda.
- 21047. Urgent Business:** To consider any items of urgent business not on the agenda.
- 21048. Minutes:** To consider and approve notes of the meeting held on Monday 12<sup>TH</sup> April 2021.
- 21049. “An Art Project for Carnforth”:** A talk from Sam Pickett to raise awareness of climate crisis and environmental issues.
- 21050. Planning Applications:** To consider planning applications, traffic regulation orders and other planning matters (see separate sheet).
- 21051. Platinum Jubilee:** To consider plans to commemorate the Queens Platinum Jubilee
- 21052. Friends of Carnforth Group:** To consider representation and planned activities
- 21053. Town Development:** To consider and receive updates on actions/opportunities to develop and promote the town:
1. **Heritage:**
    - a) Heritage Trail App,
    - b) Heritage Festival
- 21054. Public Realm & Environmental matters:** To consider and receive updates on the following public realm matters:
1. **Public Realm**
    - a) Natter/key workers bench
  2. **Environmental**
    - a) Development of Advertising Project;
    - b) Litter Picking equipment;
    - c) Clear up Day arrangements;
    - d) Grassland and Tree Management Strategy
    - e) .Public Rights of Way walks
- 21055. 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



# Carnforth Town Council

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

**21056. Date & Time of next meeting:** Date & time of next meeting (7<sup>th</sup> June 2021 at 5pm)

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

**Clerk & Proper Officer**      **Tel: 07846256006**

**Email:** [clerk@carnforthtowncouncil.org](mailto:clerk@carnforthtowncouncil.org)

## **Planning Application(s) & Highways:**

<b>Application No:</b>	<b>Description</b>
	Temporary Road Closure: Various roads (see schedule) daily between the hours of 0800 & 1800 from Tuesday 4 <sup>th</sup> May until Friday 7 <sup>th</sup> May 2021
	Public path diversion order: Part of footpaths Carnforth 2, 3 & 4 Galley Hall Farm, Shore Road, Carnforth

# TOWN DEVELOPMENT & PLANNING COMMITTEE

Minutes of the meeting held on Monday 19<sup>th</sup> April 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), Parker, Stretch, Smith, Watson and Grisenthwaite (Part).

**In attendance:** Bob Bailey, Clerk & Proper Officer & Sarah Lowell, Administrative Officer and 2 Residents.

**21032. Apologies:** There were no apologies.

**21033. Declaration on interests and dispensations:** There were no declarations of interest.

**21034. Urgent Business:** Councillor Watkins informed all Councillors that VE Day will be on Saturday 8<sup>th</sup> May 2021 at 10.30am. The following have been invited along: The Free Methodist Church Minister, a representative from the Salvation Army and Cannon Gibson. Councillor Stretch has agreed to play "The Last Post". **ACTION:** Councillor Watkins to put together a programme for the day for distribution and Councillor Parker will raise the St Georges Flag on the morning of the event.

**21035. Minutes:** It was **RESOLVED** that the notes of the meeting held on Monday 1<sup>st</sup> March 2021 be approved.

**21036. "An Art Project for Carnforth":** Councillor Watkins had previously arranged for a talk to be given to the Committee members to raise awareness of climate crisis and environmental issues; however, the lady has been unwell and was therefore unable to attend on this occasion. Councillor Watkins hopes that she will be well enough to attend the next meeting.

**21037. Planning Applications:**

Application No:	Description
21/0092/FUL	Demolition of existing garage and erection of a two- storey side extension – 22 Kings Drive, Carnforth, LA5 9AG: <b>RECOMMENDATION: Support in principle</b>
21/00239/FUL	Erection of a two-storey detached dwelling with associated access – Land adjacent to 18 Crag Bank Road, Carnforth, LA5 9EH: <b>RECOMMENDATION: Support in principle</b>
21/00313/FUL	Erection of a single storey front elevation - 9 Whernside Grove, Carnforth, LA59XH: <b>RECOMMENDATION: Support in principle.</b>

Application No:	Description
20/001143/FUL	Erection of a single storey front extension including canopy, erection of a part two storey part single storey rear extension with raised terrace/balcony, construction of a dormer extension to the rear elevation and alterations to land levels: - 120 North Road, Carnforth, LA59LU: <b>RECOMMENDATION:</b> <b>Defer to Town Council meeting</b>

Two residents who are the applicants for planning application 21/00239/FUL attended the meeting to answer any questions. There was a comment on concerns that had been raised about the height of the extension of the roof but the Committee agreed that this is not a 'material consideration' in planning terms and the applicants provided assurance that they had been in communication with their immediate neighbours throughout this process. The Clerk/Proper Officer advised the applicants that the Town Council is a statutory consultee and that the final decision on the application rests with Lancaster City Council's planning committee.

There was some discussion on planning application 20/001143/FUL but a decision deferred until the Town Council meeting given that the planning consultation had only recently been received, It was then **RESOLVED that the Town Council considers the recommendation(s) of the Committee and determines action(s) to be taken.**

**21038. Carnforth Community/Covid19 Liaison Groups:** Councillor Bromilow stated that she had personally dealt with 2 referrals from Lancaster City Council in the last week – visiting the residents assisting with shopping. Following a suggestion by the Clerk/Proper Officer, Councillor Watkins is liaising with both groups to bring them together to benefit coordination of activities and make better use of people's time. Councillor Watkins advised that, in any event, the Covid19 Support Group will soon become known as the 'Friends of Carnforth' group.

After some discussion, it was **RESOLVED** that it be recommended that subject to the amalgamation of these groups a Councillor(s) be appointed as an 'Outside body' representative so that activities can be formally reported at Town Council meetings.

**21039. Town Development:** The committee considered the following events, updates and opportunities to enhance the town:

- 1) Heritage Trail App:** Councillor Smith stated that he will be in a position to provide a clearer idea of the potential cost of the ongoing development of the app following confirmation as to whether the University Student is able to continue on the project,

Councillors were advised that the student has requested the support of Councillors in his Masters Degree through focus groups and feedback on a project that he is now working on (previously issued email refers). **ACTION:** Clerk/Proper Officer to resend the email requesting Councillors support in the University Students project.

**Heritage Festival:** The Clerk/Proper Officer shared details of the planned activities in this project that he has developed using the free project management tool, Trello. Whilst Councillors have been identified to lead on some activities there are a several more where this would be beneficial.

Councillor Watkins confirmed that it had previously been agreed to form a small group of 5 or 6 Councillors to take the project forward. Councillors Stretch and Smith agreed to take on the responsibility for two of the planned activities and it was suggested that Councillor Branyan, as the incoming Town Mayor be involved, and that as the Town Council's Communications lead he be specifically asked to direct Communication and Publicity relating to the planned festival. **ACTION:** Councillor Watkins will coordinate a working group and arrange an initial project meeting. Clerk/Proper Officer, supported by the Administrative Officer will develop a 'work package' to help manage and coordinate each of the planned activities

- 2) **Town Crier:** Councillor Watkins reported that there has been one application for Town Crier and Councillors agreed that she be invited to 'cri' at the VE Day even on May 8<sup>th</sup>. Subject to her formal appointment, a new Town Crier outfit will be required.

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

**21040. Public Realm & Environmental matters:** The committee considered updates on the following public realm and environmental matters.

**Public Realm:**

- 1) **Flower Boxes:** It was reported that the Outdoor Maintenance Officer has installed four of the six new planters on Lancaster Road.
- 2) **Natter Benches:** There was further consideration of the acquisition and installation of a 'Natter Bench' that would also be a 'celebration' of NHS and key workers during the pandemic. It was felt that a low maintenance and sustainable composite bench would be most suitable for installation as originally agreed at the planned 'pocket park' on Windermere Road. There was a view that, once purchased, this particular bench be located in a more prominent location, particularly as there had yet to be any progress with the 'pocket park'.

**ACTION:** Councillor Watkins and Clerk/Proper Officer to identify options for a suitable bench for consideration and agreement at the next meeting of the committee.

- 3) **Litter Bins Provision:** Councillor Watkins commented that there had been requests from residents for additional litter bins to be located at the bus stops at Crag Bank and Shore Road at the footbridge over the Keer. The Clerk/Proper Officer reminded Councillors that the Town Council has legal powers to provide these, if it was minded to, but would need to liaise with Lancaster City Council regarding the regime for emptying these.

There followed a lengthy discussion about litter bin provision being part of the planned Grassland Management Strategy for Carnforth that a former Councillor had been leading on and, it was agreed, that the ongoing development of this strategy needs to be properly coordinated with Lancaster City Council's strategy for the whole district, including Carnforth. The Clerk/Proper Officer advised that the City Council's Public Realm team have a raft of data and information that will help the Town Council develop a meaningful strategy.

Councillor Stretch volunteered to lead on the Carnforth Grassland Management Strategy going forward. **ACTION:** Clerk/Proper Officer to contact the Lancaster City Council Public Realm team with a view to a meeting being arranged to discuss the development of a Carnforth Grassland Management Strategy as well as access to and/or, or coordination of, data and activities.

**Environmental:**

- 1) **Development of Advertising Project:** Councillor Watkins proposed that a banner be made up with the wording "Welcome to Carnforth" with additional smaller lettering around this to promote business within the town such as the Wednesday Market, Independent Shops, Cycle Museum and Station Heritage Centre. **ACTION:** Clerk/Proper Officer to obtain costings and report back.
- 2) **Litter Picking (support for Carnforth Wombles):** Councillor Watkins asked if it had been agreed to purchase Hi-Viz vests for the group. Councillor Smith stated that he had already requested an invoice from them, which as yet had not arrived. Councillor Parker commented that local businesses have provided other equipment to the group. The Clerk/Proper Officer advised that a request for provision of a range of other equipment for the group had been discussed by the Asset Management Committee. There followed a discussion on what power the Town Council could apply if it is minded to provide the equipment being requested and what the management arrangements of these assets might be. **ACTION:** Councillors to work together to create a formal list of equipment being requested for further consideration.

- 3) **Town Centre Clear up Day (weeding etc):** Councillor Watkins has questioned whether the second of the planned Clear Up day's could go ahead now that Covid-19 restrictions are gradually being lifted. It was considered that a day could be arranged provided that a risk assessment is in place and activities are carried out within current Government Guidelines. *Note: A tentative date of Monday 26<sup>th</sup> April was discussed but the event will now be held on a later date to be determined.*
- 4) **Grassland and Tree Management Strategy:** Please also see Public Realm 3) above.
- 5) **Green Flag Award Scheme:** It was agreed to defer this agenda item.
- 6) **Public Rights of Way (PROW):** Following the recent 'walkabout' to inspect selected PROW's, Councillor Watkins thanked Councillor's Stretch and Smith for their detailed reports. It was agreed that the exercise had been a worthwhile and that it would now be beneficial to continue to do this for the other PROW's with a view to a prioritised report being sent to Lancashire County Council for consideration and action. It was considered important that as many Councillors as possible be involved in this work to demonstrate 'ownership' by the full Town Council. **ACTION:** Next walkabout will be Tuesday 4<sup>th</sup> May at 5pm commencing from the 'Carnforth Express' train at Crag Bank. Councillor Watkins consider the footpaths within the Carnforth boundary that need attention and will invite all Councillors to participate.

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

**21041. Carnforth Neighbourhood Plan (CPN):** The Clerk/Proper Officer provided the latest update on the Carnforth Neighbourhood Plan. It was reported that Lancaster City Council had now received responses from the three statutory consultees on whether a detailed screening exercise of our Neighbourhood Plan is necessary. Councillors were advised that our planning consultants had advised that, in our case, this should not be required which is contrary to the view of Lancaster City Council. It was reported that of the responses received from the statutory agencies, two had agreed with the Town Council's position and one with Lancaster City Council! All three responses have been passed to the our planning consultants for comment and advice and a response awaited.

It was noted that until a decision and/or action on the screening of the Carnforth Neighbourhood Plan is determined it will not e possible to comments the Regulation 14 consultation process.

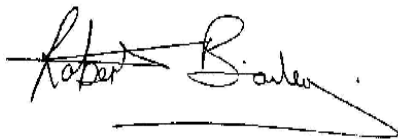
After some comments, it was **RESOLVED that the up-to-date position on the development of the Carnforth Neighbourhood Plan be noted.**

**21042. Welcome Back Funding:** Councillor Grisenthwaite reported that further to correspondence received from Lancaster City Council's Director for Communities and Environment, he and the Clerk/Proper Officer have had an initial meeting with one of the officers leading on the project with a view to Carnforth benefitting from this new funding and to consider early thoughts about how the funding might be used and managed.

Councillors were reminded that the Welcome Back Fund is providing councils across England a share of £56 million from the European Regional Development Fund (ERDF) to '..support the safe return to high streets and help build back better from the pandemic' – the funding forms part of the wider support government is providing to communities and businesses.

Councillor Grisenthwaite outlined the details of the meeting and reported that further guidance on the Welcome Back Fund is awaited and that this will help to inform a draft 'Local Action Strategy' that will involve input from local stakeholders including Carnforth Town Council. There followed a short discussion on the possible positive impact that this funding could have on the town and Councillor's wished to thank Lancaster City Council for including the Town Council in the scheme. It was then **RESOLVED** that the possible funding be noted and that it be recommended to the Town Council that when/if the opportunity arises this be used to put in place additional measures and activities to create and promote a safe environment for local trade and tourism.

**21043. Date of next meeting: The next meeting of the Town Development & Planning Committee will be on 10<sup>th</sup> May 2021. The meeting closed at 6:20pm**



Clerk to the Council



