



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting of Town Development & Planning Committee
on Monday 6th September 2021 at 5pm at Carnforth Civic Hall meeting
room**

A G E N D A

- 21089. Apologies:** To receive apologies.
- 21090. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda.
- 21091. Urgent Business:** To consider any items of urgent business not on the agenda.
- 21092. Minutes:** To consider and approve notes of the meeting held on Monday 2nd August 2021.
- 21093. Planning Applications:** To consider planning applications, traffic regulation orders and other planning matters

| Application No: | Description |
|------------------------|--|
| 21/00239/FUL | Erection of a two-storey detached dwelling with associated access – Land adjacent to 18 Crag Bank Road Carnforth LA5 9EH |
| 21/0149/TCA | Elm tree – removing no more than 30% of live crown mass from secondary branches – Station House, Haws Hill, Lancashire LA5 9DD |
| 21/01010/FUL | Erection of s Members Retail Club with associated drainage, parking, access, landscaping, gates and boundary fencing and construction of a bin store – Land Off Oakwood Way, Carnforth Business Park, Kellet Road, Carnforth |

(see separate sheet).

- 21094. Actions:** To consider log of actions and related updates and progress not covered on the agenda
- 21095. Town Development:** To consider and receive updates on actions / opportunities to develop and promote the town:
1. Remembrance Sunday – November 2021
 2. Christmas switch-on – December 2021
 3. Queen’s Platinum Jubilee - June 2022
- 21096. Public Realm & Environmental matters:** To consider data and information of litter picks and receive updates on outstanding matters
- 21097. Carnforth Neighbourhood Plan (CPN):** To consider update on the CPN and consultation and next steps



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21098. Date & Time of next meeting: Date & time of next meeting (5th October 2021 at 5pm)

A handwritten signature in black ink, which appears to read "Robert Barden". The signature is written in a cursive style and is positioned above a horizontal line.

Clerk & Proper Officer **Tel: 07846256006**

Email: clerk@carnforthtowncouncil.org

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 2nd August 2021

Present: Councillor Smith (Chair); Branyan (Town Mayor); Parker, Stretch and Watkins

In attendance: Bob Bailey, Clerk & Proper Officer

21078 **Apologies:** There were no apologies.

21079 **Declaration on interests and dispensations:** There were no declarations of interest.

21080 **Urgent Business:** The Council had received two quotations via the Carnforth Carnival Committee for the hire of hand-portable radios for Remembrance Day this year and the Queen's Platinum Jubilee in June 2022. Councillors and the Clerk & Proper Officer were unclear as to why these had been forwarded for the Council's consideration and there was a brief discussion on use of the four radios owned by the Council being utilised for these events as they are for the forthcoming Carnforth Street Festival. **It was then RESOLVED that the Clerk & Proper Officer make further enquiries and reports back to the next committee meeting.**

21081 **Minutes:** **It was RESOLVED that the Minutes of the meeting held on Monday 5th July 2021 be approved.**

21082 **Planning Applications:** There were no planning applications to consider but the Committee noted that planning application 21/00451/FUL had been refused.

21083 **Terms of Reference:** Councillors considered the revised draft terms of reference for this committee which had been put together by Councillors Jones, Smith and Watson, supported by the Clerk. It was reported that the review had considered the suitability of the present committee structure taking into account current council business and the and the emerging Carnforth Neighbourhood Plan which, subject, to adoption will present a range of objectives to be delivered to 2031.

There was much discussion around the environmental matters which, under the new proposals, will essentially be the remit of a new committee to be known as the Property and Environment Committee. It was noted that the proposed new terms of reference for this committee includes more specific reference to developing a programme of festivals and events in the town as well as encouraging and supporting community groups to take the lead where necessary and that, as now, the remit of each Committee is not mutually exclusive but are in need of clarification.

It was also acknowledged that arising from the Carnforth Neighbourhood Plan this committee will have several key objectives to deliver around the local economy, regeneration and tourism, heritage and conservation of the town over the next decade, as well as all the existing and expanding planning matters. **It was then RESOLVED that the proposed terms of reference for the Town Development & Planning be recommended for acceptance by the Town Council, subject to a further review in 2022.**

21084 **Actions:** The Clerk & Proper Officer provided an update on actions assigned to this Committee. Each action was considered in turn and progress noted and any remedial action noted. It was agreed that review of actions at each Committee rather than all together at the monthly Town Council meetings is a more efficient and effective use of time and still allow for any important risks and/or actions to be reported to full Council as necessary. **It was then RESOLVED that the Action Plan updates and remedial actions be noted and progress reported at each committee meeting.**

21085 **Town Development:** The committee considered the following events, updates and opportunities to enhance the town:

- 1) Street Festival / Welcome Back Fund:** The Clerk & Proper Officer provided an update on plans for the Street Festival scheduled for 21st August 2021. It was reported that good progress has been made with around 40 vendors and entertainers now 'signed up'. Councillor Watson and the Clerk had attended a meeting of the multi-agency Events Safety & Advisory Group (ESAG) and the Event Management Plan, risk assessment and Covid-19 assessment forms drafted by the Council had been considered and approved and some useful advice provided. Traffic management contractors, Ventbrook Ltd, will provide support on the day and have drafted a road closure design. Locating all vendors on Market Street and Ash Trees Way and meeting their requirements is an ongoing challenge but a plan is nearing completion and the Clerk will be sending detailed information to vendors in the lead up to the event. Parking of vendors vehicles is also proving problematic
- 2) Platinum Jubilee:** Councillor Watkins and the Clerk reported that several good ideas had been put forward at a recent meeting that community groups had been invited to attend to discuss plans for the Queen's Platinum Jubilee in 2022. Going forward these will be developed and necessary arrangements made.

After some comments and questions, it was **RESOLVED that updates on the Carnforth Street Festival and the Queen's Platinum Jubilee be noted.**

21086 Public Realm & Environmental matters: The committee considered updates on the following public realm matters:

1) Public Realm

- a) **NHS & key workers bench/Aldi bench:** The bench should be delivered in September for location in the War Memorial Gardens. This will require the relocation of one of the existing benches and Councillor Watkins has contacted Lancashire County Council to obtain the necessary approval to move this to the bus stop adjacent to Aldi Car Park.

2) Environmental: The committee considered updates on the following environmental matters:

- a) **Litter Picking / weed clearance data and activity:** A further litter pick/weed clearance to be arranged for 13th August. It was reported that the Administrative Officer is maintaining a record of litter picks undertaken by the Carnforth Wombles and other volunteers covering the amount of hours spent undertaking these tasks and the amount of litter (in bags) removed. **ACTION: Clerk to present a report at the next meeting of the Committee.**
- b) **Dog control & waste:** The three signs submitted by children from Carnforth Community Primary school have been sent to Lancaster signs to be made – a reply is awaited.
- c) **Grassland & tree management:** No progress since the last meeting. It was considered that taking this forward would now come under the remit of the newly proposed Property and Environment Committee but there remains a need to be clear about what contribution the Town Council can make; how it can influence any spare resources and capacity available at Lancaster City Council and making best use of existing measures and data to target needs. **ACTION: Councillors to give further consideration to working collaboratively with Lancaster City Council to develop a clear and coherent strategy that will make the best use of resources and benefit the town.**
- d) **Public Right of Way:** It was reported that a response to the Council's review of Public Rights of Way (PROW's) is still awaited. Meanwhile, the Clerk will be submitting a report and form to once again opt in to the Local Delivery Scheme with Lancashire County Council.

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

21087 **Carnforth Neighbourhood Plan (CNP):** The Clerk & Proper Officer gave an update on the Regulation 14 consultation which is now live and running until 5th September. All statutory consultees and many local businesses and landowners were contacted by letter prior to the start of the six week consultation on 26th July. The latest edition of the *Carnforth Express* has had four pages added to accommodate an open letter to all residents and additional information on the CNP.

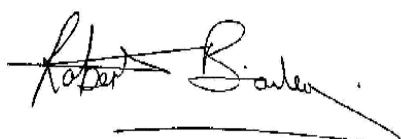
Arrangements are in place to have the first of two outdoor consultations where the local community are invited to ask questions about the developing plan and where they will be advised on how they can comment on the plan and /or complete the questionnaire during the six-week period.

It was acknowledged that along with use of social media the Town Council has done all that in can, and more, to encourage people to have their say on the CNP and its many supporting policies and documents.

After the consultation period has ended all feedback will be analysed and a detailed statutory 'Consultation Statement' produced summarising community engagement and consultation from the beginning of the CNP and the main issues and concerns raised throughout.

After some comments, **it was RESOLVED that the update and work required before formal submission to the planning authority and an independent examiner be noted.**

21088 **Date of next meeting:** The next meeting of the Town Development & Planning Committee will be held on Monday 6th September 2021. The meeting closed at 6:30pm



Clerk to the Council