



# Carnforth Town Council

## Minutes of meeting held on Wednesday 21<sup>st</sup> July 2021

**Present:** Councillors Branyan (Town Mayor); Jones, Parker; Smith; Stretch, Watkins and Watson

**In attendance:** Bob Bailey, Clerk & Proper Officer; Ward Councillor Guilding, County Councillor Williamson (part); one resident and two members of the Gideon Society (part).

**21087 Apologies:** Apologies were received from Councillors Betley, Bromilow, Gardner, Grisenthwaite, Reynolds and City Councillor Yates.

**21088 Declaration on interests and dispensations:** Councillors Jones declared an interest in any discussion involving the Salvation Army.

**21089 Urgent Business:** The Clerk reported that the National Association of Local Council's had confirmed and congratulated the town council on producing the first 'carbon neutral' Neighbourhood Plan in the country. The Town Mayor and Councillors welcomed the news and thanked everyone who had been involved in getting the plan to the Regulation 14 consultation stage.

Councillor Bromilow had previously advised that a meeting has been arranged with residents at Gummers Howe Walk to discuss several matters – other Councillors are invited to join her to listen to residents' concerns.

Councillor Watson was pleased to be able to advise that the Friends of Crag Bank Play Area had successfully bid for £30,000 funding from the Lancashire Environmental Fund which, together with funding previously secured, means that work can commence to bring the plans for the play area to fruition. The Town Mayor and Councillors congratulated the Friends group on their success,

**It was then RESOLVED that matters of urgent business be noted and that progress be reported at a future meeting of the Town Council.**

**21090 Minutes:** It was RESOLVED that the Minutes of the meeting held on Wednesday 16<sup>th</sup> June be approved.

**21091 Adjournment for public discussion and information only updates:**

- 1) Public Discussion:** There being no representations from members of the public the introduced the representatives from the Gideon Society who thanked the Town Council for all that they do for the local community and said a prayer for the Town Mayors year in office. They then left the meeting.



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- 2) **Councillor updates / matters:** Councillors provided updates on Council matters and raised the following matters:
- Councillor Smith gave an update on the designs received from primary children for 'No Dogs' signs to be made and installed in local parks and play areas and on other banners from the Canal and Rivers Trust that have been supplied.
  - Councillor Smith also advised that the planning matters relating to the Queens Hotel development are still outstanding and will be followed up and reported on a recent Connecting Communities meeting where representatives from Lancaster City Council and Morecambe Bay Trust reported on the latest position in relation to Covid19. It was clear that serious concerns remain despite the lifting of restrictions and that the situation continues to be monitored. It was reported that a specific Covid19 risk assessment will be undertaken in relation to the forthcoming Carnforth Street Festival.

- 3) **Reports of Ward and County Councillors:** Ward Councillor Guilding reported on her activities as the City Council's disabilities champion and meetings attended in her role as City Councillor. She also commented on a range of specific issues around Carnforth and Crag Bank that she had and reported to either Lancaster City or Lancashire County Council to deal with.

In response to a comment made by the Clerk it was felt that to make best use of the limited time available and to allow Town Councillors an opportunity to reflect and effectively comment on matters raised by Ward and City Councillors it would be beneficial if a written report was submitted before the meeting for distribution before the Town Council meeting. **ACTION: Ward and County Councillors be requested to submit written reports for distribution ahead of each Town Council meeting.**

- 4) **Reports from outside bodies:** Councillor Parker highlighted key matters arising from meetings he had attended with the Carnforth Business Network and the Quarry Liaison Committee, the reports for which had been previously circulated.

**There being no further updates it was RESOLVED that Councillors be thanked for their contributions and that the information only matters and updates be noted and acted on as necessary**



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**21092** **Planning applications & statutory consultations:** Councillors considered the following planning applications and road traffic orders:

<b>Application No:</b>	<b>Description</b>
21/00053/FUL	Erection of one detached bungalow - Hunting Hill Lodge, Carnforth LA5 9JQ: <b>Committee recommendation: Support in Principle</b>
21/00694/REM	Reserved matters application requesting consideration of scale and appearance for 213 dwellings – Land East of Scotland Road, Carnforth: <b>Committee recommendation: Support in Principle</b>
21/00545/FUL	Erection of single storey side & front elevation to existing workshop to create storage area – Unit 10 Boundary Lane, Kellet Road Industrial Estate Carnforth LA5 9XP: <b>Committee recommendation: Support in Principle</b>
21/00637/FUL	Removal of portable buildings and erection of a storage building – Carnforth Rangers FC, Lundsfield Kellet Road Carnforth: <b>Committee recommendation: Support in Principle</b>
21/00807/FUL	Erection of a part single and part two storey extension to existing detached garage, incorporating balcony to the south west elevation – 109 Crag Bank Road, Carnforth LA5 9JB: <b>Committee recommendation: Support in Principle</b>
21/00841/FUL	Erection of a single storey side extension to existing garage – 7 Long Acre Close, Carnforth LA5 9EN
21/00848/FUL	Erection of a first floor side extension over existing garage and erection of a single storey rear extension – 85 Redruth Drive, Carnforth LA5 9TT
21/00705/OUT	Outline application for the development of one agricultural workers dwelling and sewage treatment plant – Field at Grid Reference 351950 471570 Netherbeck, Carnforth

After comments and observations it was **RESOLVED to: approve the recommendations of the Town Development & Planning Committee; 'support in principle' planning applications 21/00841/FUL and 21/00848/FUL and; object to planning application 21/00705/OUT on similar grounds to previous planning applications on this site and concerns that that more development is likely to follow.**



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**21093**

**Planning Authority Decisions:** Councillors considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously considered. It was noted that **seven** planning applications were awaiting decision; **one** application - supported in principle by the Town Council - had been permitted and **two** applications had been refused.

**After some comments, it was RESOLVED that the updated position on planning authority's decisions be noted.**

**21094**

**Town Development & Planning Committee:** Councillor Smith reported on the actions and resolutions arising from the Town Development & Planning Committee held on 5<sup>th</sup> July 2021, including:

- 1) Lancaster City Council's Climate Emergency review of the Strategic Policies and Land Allocations Development Plan (DPD) and the Climate Emergency Review of the Development Management DPD that will soon be out to consultation. The committee considered that the draft Carnforth Neighbourhood Plan and recent actions of the Town Council, including the installation of LED lighting at Carnforth Civic Hall and Crag Bank Village Hall were positive measures in tackling the implications of climate change but that more can and should be done in line with policy;
- 2) Consideration of five planning applications and recommendations to full Town Council to consider;
- 3) Update on the Welcome Back Fund and plans for the Street Festival
- 4) Arrangements for a meeting with community groups and organisations to discuss the Queen's Platinum Jubilee in June 2022;
- 5) Update on the delivery of an NHS/Key workers bench and action to relocate a bench from the War Memorial Gardens to the bus stop adjacent to Aldi;
- 6) Installation and future use of advertising boards made by the Outdoor Maintenance Officer;
- 7) Update on school submissions for 'No dogs' signs to be made and installed in parks and play areas;
- 8) Update on a report to be submitted for consideration by Lancashire County Council on the improvement and management of public rights of way within the Carnforth boundary;
- 9) Plans to develop a program of works to supplement the management of grasslands and public open spaces;



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- 10) Arrangements in place and planned for the six-week consultation period for the draft Carnforth Neighbourhood Plan.

After some comments, it was then **RESOLVED that that the report, actions and recommendations of the Town Development and Planning Committee be noted and approved.**

**21095** **Asset Management Committee:** Councillor Watson reported on the actions and resolutions arising from the meetings of the Updates on improvements Asset Management Committee held on 6<sup>th</sup> July 2021, including:

- 1) Draft Committee terms of reference;
- 2) Visit by the Chair and Secretary of the Highfield Road Allotments Committee to discuss and sign a new agreement with the Town Council;
- 3) A report on outdoor maintenance planned and actual work;
- 4) Update on operational and managerial progress in relation to the running of Crag Bank Village Hall;
- 5) Discussion on general and priority repairs and maintenance needed by Carnforth Civic Hall including repairs to windows on the school and front elevation of the building.
- 6) Discussion on the installation of noticeboards to replace the ones at Highfield Road and North Road.

After comments and observations, it was **RESOLVED that the report, actions and recommendations of the Asset Management Committee be noted and approved**

**21096** **Finance & Governance Committee:** Councillor Jones reported on the recommendations and actions arising from the meeting of the Committee on 14<sup>th</sup> July 2021, including:

- 1) Training opportunities for Emergency First Aid and free sessions to be provided at Carnforth Civic Hall and Crag Bank Village Hall;
- 2) Bank reconciliation and net budget position as at 30<sup>th</sup> June 2021 and a resolution that the Council's budget position be considered in detail after the mid-way point of the current financial year, being 30<sup>th</sup> September 2021;
- 3) Update on the financial position relating to the emerging Carnforth Neighbourhood Plan following the recent award of £4,000 making a total of £18,000 being awarded over the three years of the emerging plan to date. There was a recommendation that the Town Council approves delegated authority on expenditure to Councillors Watkins and Grisenthwaite, supported by the Clerk and Proper Officer, until the plan is adopted in 2022.



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- 4) Payments List recommended for approval by the Town Council;
- 5) Update, actions and resolutions on financial management and governance matters relating to the stewardship of Crag Bank Village Hall;
- 6) Report on potential sponsorship of the *Carnforth Express*
- 7) Resolution that additional quotations be sought for the provision of twelve electronic tablets for use by Councillors in fulfilling their role as democratically elected Members.
- 8) A recommendation that the Town Council adopts the following policies and procedures:
  - a) Community Benefit Fund assessment procedure;
  - b) Recording, Photography and used of Social Media protocol and guidance

**After some comments and observations, it was RESOLVED that the Finance & Governance Committee report be noted and recommendations and actions approved.**

**21097** **Correspondence and Action Log:** The Clerk presented the schedule of correspondence received and previously circulated to Councillors. It was reported that appropriate action had or will be taken by the Clerk / Councillors / Committees to address matters arising from the correspondence received.

The Clerk outlined the updates and outstanding actions on the Action Log, previously circulated. There followed a discussion about the most productive way for progress and/or remedial action to be considered and it was then **RESOLVED that the correspondence received be noted and that assigned actions be considered at each Committee meeting and reported as necessary to full Council.**

**21098** **Street Festival / Welcome Back Fund:** Councillor Watson and the Clerk provided an update on progress with the plans for the Carnforth Street Festival on 21<sup>st</sup> August 2022. It was reported that a number of food and craft vendors had expressed a formal interest in the event, which aims to welcome residents and visitors back to the town as Covid19 restrictions begin to ease. Councillors were advised that a detailed Events Management Plan had been developed and that this, along with other supporting documents, including and Covid19 risk assessment, a traffic management plan and an application for a temporary road closure, had been submitted to the *Events & Advisory Group* (ESAG) for consideration and comment. Councillor Watson and the Clerk will be questioned by ESAG, who are a multi-agency group of the emergency services and City and County Council representatives, and given advice and recommendations to ensure that the event is run legally and safely.

Councillors were advised that the City Council officers leading on the allocation of the *Welcome Back* funding were being kept informed of progress and the emerging budget.



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**After some questions and comments, it was RESOLVED that the update on the Carnforth Street Festival be noted and those Councillors and officers involved in putting the event together be thanked for their efforts.**

**21099** **Platinum Jubilee:** Councillor Watkins outlined the initial ideas and plans for the Queen's Platinum Jubilee over the period Thursday 2nd June to Sunday 5th June 2022. These had been suggested at a meeting that local groups, schools and organisations had been invited to attend. It was reported that whilst the number of people attending had been low, several good ideas had been suggested for each day. The required resources, location and group/organisation taking the lead for each activity / event had also been considered. The ideas will be shared with all interested parties and a further meeting arranged on 9<sup>th</sup> September 2021 at 6pm to consider further.

After some comments, it was **RESOLVED that the initial plans for the Queen's Platinum Jubilee 2022 be noted.**

**21100** **Committee Review:** The Clerk reminded Councillors that the purpose of the review recently undertaken by a working group of Councillors, with the Clerk's support and advice, was to '*assess the suitability of the current committee structure and their alignment with the business and responsibilities of the Council*'. In reviewing the structure several matters have been considered including the key objectives arising from the emerging Carnforth Neighbourhood Plan; changes to Council business; future plans and administrative support.

Taking these into account the working group had put together proposals for revised terms of reference for the Finance and Governance and Town Development & Planning Committees and a new Committee to be known as the *Property & Environmental* Committee, replacing the existing Asset Management Committee.

As the suggestion of the Town Mayor, it was **RESOLVED that the revised terms of reference be considered in detail by each of the current committees and recommendations reported back to full Council in September.**

**21101** **Date of next meeting:** The next meeting of the 'ordinary' Town Council will be on **Wednesday 15<sup>th</sup> September 2021.** The meeting closed at 8:00pm

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

Clerk to the Council

Date: 21<sup>st</sup> July 2021

A handwritten signature in black ink, appearing to read "H. J. Branyan".

Chair:

Date: 21<sup>st</sup> July 2021