



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting of Town Development & Planning Committee
on Monday 2nd August 2021 at 5pm at Carnforth Civic Hall meeting room**

A G E N D A

- 21078. Apologies:** To receive apologies.
- 21079. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda.
- 21080. Urgent Business:** To consider any items of urgent business not on the agenda.
- 21081. Minutes:** To consider and approve notes of the meeting held on Monday 5th July 2021.
- 21082. Planning Applications:** To consider planning applications, traffic regulation orders and other planning matters (see separate sheet).
- 21083. Terms of Reference:** To consider Committee Terms of Reference
- 21084. Actions:** To consider log of actions and related updates and progress not covered on the agenda
- 21085. Town Development:** To consider and receive updates on actions / opportunities to develop and promote the town:
1. **Street Festival / Welcome Back Fund**
 2. **Platinum Jubilee**
- 21086. Public Realm & Environmental matters:** To consider and receive updates on the following public realm matters:
1. **Public Realm**
 - a) Natter/key workers bench update
 - b) Aldi bench
 2. **Environmental**
 - a) Litter Picking / weed clearance;
 - b) Dog control & waste
 - c) Grassland and Tree Management Strategy
 - d) Public Rights of Way
- 21087. Carnforth Neighbourhood Plan (CPN):** To consider update on the CPN and consultation
- 21088. Date & Time of next meeting:** Date & time of next meeting (6th September 2021 at 5pm)

Clerk & Proper Officer

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Planning Application(s) & Highways:

| Application No: | Description |
|------------------------|--------------------|
| | |

TOWN DEVELOPMENT & PLANNING COMMITTEE

Minutes of the meeting held on Monday 5th July 2021

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

In attendance: Bob Bailey, Clerk & Proper

21068 **Apologies:** There were no apologies.

21069 **Declaration on interests and dispensations:** Councillor Parker declared an interest in planning application number 21/00807/FUL.

21070 **Urgent Business:** There was a short discussion on Lancaster City Council's Climate Change strategy and what the Town Council is doing, and can do, to support the climate change emergency, through the Carnforth Neighbourhood Plan and its actions. Opportunities to help the City Council and the Town in reducing the carbon footprint should be considered wherever possible – the installation of LED lighting at Council venues being a good example - and government powers, resources and funding should be called upon if/when available.

21071 **Minutes:** It was **RESOLVED** that the **Minutes of the meeting held on Monday 7th June 2021 be approved.** The Clerk & Proper Officer provided an update on actions from the last meeting and advised that, as usual, progress on all actions will be reported to the Town Council at its meeting on Wednesday 21st June 2021. It was noted that a meeting to fully consider the implications of the increased parking charges at the Carnforth Station Car Park has yet to be arranged.

21072 **Planning Applications:**

| Application No: | Description |
|------------------------|---|
| 21/00053/FUL | Erection of one detached bungalow - Hunting Hill Lodge, Carnforth LA5 9JQ: Recommendation: Support in Principle |
| 21/00694/REM | Reserved matters application requesting consideration of scale and appearance for 213 dwellings – Land East of Scotland Road, Carnforth: Recommendation: Support in Principle |
| 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: Recommendation: Support in Principle |

| Application No: | Description |
|------------------------|--|
| 21/00637/FUL | Removal of portable buildings and erection of a storage building – Carnforth Rangers FC, Lundsfield Kellet Road Carnforth: Recommendation: Support in Principle |
| 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: Recommendation: Support in Principle |

After discussion on each planning application it was **RESOLVED that the Town Council considers the recommendation(s) of the Committee set out above and determines action(s) to be taken.**

21073 **Platinum Jubilee:** There was a short discussion on how to involve community groups and organisations in celebrating the Queen’s Platinum Jubilee in early June 2022. Nationally there will be four days of celebrations that will include public events and community activities, as well as national moments of reflection.

It was RESOLVED that a meeting to facilitate ideas and plans for the event be arranged for Thursday 15th July at Carnforth Civic Hall and that community groups and organisations be invited to attend.

21074 **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 several food outlets/vendors have been contacted and more are to be sought.

Contact has been made with the multi-agency Events Safety & Advisory Group (ESAG) and an Event Management Plan, risk assessment and Covid-19 assessment forms will be submitted to ESAG for consideration and comment.

2) Heritage App: No further progress as yet but will be followed up with a view to possible funding from the Welcome Back Fund being available to support the next stage.

It was then **RESOLVED that updates on town development matters be noted and that updates reported back in due course.**

21075 Public Realm & Environmental matters: The committee considered updates on the following public realm matters:

1) Public Realm

- a) **NHS & key workers bench:** It was reported that the NHS & keyworkers bench will be supplied in approximately 8 weeks. There followed a discussion on relocating a bench from the War Memorial Gardens to the bus stop adjacent to Aldi Car Park.

ACTION: Councillor Watkins to contact County Highways to seek permission

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

- a) **Advertising Project:** It was reported that the advertising boards had been made and installed by the Outdoor Maintenance Officer. There followed a discussion around the security of these boards and the notices / promotions that they can be displayed on them and alternated as required.

- b) **Litter Picking / weed clearance data and activity:** Councillor Smith reported on the work that he had recently done on the canal footpath with representatives from the Canal & Rivers Trust. It was suggested that a community weed-clearing be arranged for 22nd July between 10am and 12pm.

- c) **Dog control & waste:** It was reported that local schools had been contacted offering an opportunity to the children to submit designs for 'No dogs' signs to be installed in parks and play areas. So far three entries from one school have been submitted with all entries received by the deadline being judged by the Town Mayor with a view to up to six signs being made. The preferred supplier has indicated that signs designed by school children will be provided free of charge.

- d) **Grassland management:** There was a further discussion on a variety of measures and suggestions around the planting of trees; number and location of waste and dog bins; grass cutting and weeding regimes and requirements etc.

ACTION: Paper previously circulated by Councillor Stretch to be re-circulated.

It was RESOLVED that Councillors formulate a programme of works, as part of a wider Grassland Management Project that will help to identify resources, plan work and develop a clear and coherent strategy going forward.

- e) **Public Right of Way:** It was reported that the review of Public Rights of Way (PROW's) requested by Lancashire County Council have now been completed. Suggestions have been made as to how the Town Council and Lancashire County Council could work together to make these more accessible and informative with a view to improvements being made and a leaflet produced by the Town Council promoting these footpaths to residents and visitors.

ACTION: Councillor Watkins to arrange a meeting with Lancashire County Council's

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.

21076 Carnforth Neighbourhood Plan (CNP): The Clerk & Proper Officer gave an update on the actions that had been undertaken to prepare for the Regulation 14 consultation which will run for a six-week period between 26th July and 5th September.

It was reported that promotional material; letters to residents, local businesses and statutory consultees, Frequently Asked Questions; a feedback form (online and offline) and a presentation on the CNP and the consultation process have all been completed.

Contact details for the statutory consultees are being provided by Lancaster City Council and will be contacted by email; some businesses will be also contacted by email whilst others, and all residents within the Carnforth Boundary will need to be delivered or posted. It is hoped that copies of the CPN will be available for inspection at Carnforth Civic Hall and Carnforth Library.

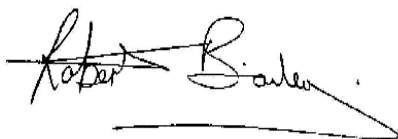
Plans for two drop-in events scheduled for both 4th August and 25th August need to be made.

The Clerk & Proper Officer and Administrative Officer will be monitoring and analysing offline feedback responses as well as producing a statutory 'Consultation Statement' summarising community engagement and consultation from the beginning of the CNP and the main issues and concerns raised throughout.

The Clerk & Proper Officer advised that this Reg 14 consultation will require a significant amount of time and resource in the coming weeks.

After some comments, **it was RESOLVED that the update be noted and that the Town Council be recommended to support the Regulation 14 consultation process and the resources needed to ensure that this final consultation, before formal submission to the planning authority and an independent examiner, is a success.**

21077 Date of next meeting: The next meeting of the Town Development & Planning Committee will be held on Monday 2nd August 2021. The meeting closed at 6:35pm



Clerk to the Council