



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 February 2023 at 5:00pm at Carnforth Council Offices

A G E N D A

- 23010. Apologies:** To receive apologies.
- 23011. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda.
- 23012. Urgent Business:** To consider any items of urgent business.
- 23013. Minutes:** To consider and approve Minutes of meeting held on 9th January 2023
- 23014. Actions & Updates:** To consider any actions and updates from the previous Minutes not covered by this Agenda (Clerk to Report)
- 23015. Committee Budget:** To consider committee expenditure and monitoring as at 31st January 2023
- 23016. Planning Applications:** To consider planning applications, traffic regulation orders and other planning matters.

Application No:	Description
23/00019/FUL	Erection of a single-storey front extension – 18 Grosvenor Court, Carnforth LA5 9TX
23/000070/FUL	Installation of a medpoint prescription collection machine to the front elevation - 9 Market Street, Carnforth, Lancashire, LA5 9JX
23/00071/ADV	Advertisement application for the display of vinyl wrap to medpoint machine - 9 Market Street, Carnforth, Lancashire, LA5 9JX

- 23017. Carnforth Neighbourhood Plan (CNP):** To consider results of the Carnforth Neighbourhood Plan Referendum and consider next steps



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23018. Town Development: To consider and receive updates on actions / opportunities to develop and promote the town, including:

1. Commonwealth Day
2. King's Coronation 2023 – Report from Working Group
3. War Memorial Gardens, Centenary – Reports from Working Groups
4. Live Theatre & Film Nights

23019. Public Highways & Open Spaces: To consider and receive actions / updates on locally related matters, including:

1. Public Highways
2. Parks and Open Spaces

23020. Date & Time of next meeting: 6th March 2023 at 5:00pm

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

Town Clerk & Responsible Financial Officer

Email: clerk@carnforthtowncouncil.org

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 9th January 2023

Present: Councillors Parker (Chair), Laurence, Smith and Watkins

In attendance: Bob Bailey, Town Clerk & RFO & Carnforth Chamber of Trade Representative

22107 **Apologies:** Apologies were received and accepted from Councillor Turner

22108 **Declaration on interests and dispensations:** There were no declarations of interest or requests for dispensation on items on the agenda.

22109 **Urgent Business:** Councillor Watkins asked whether there would be a Service and Town Cri for Commonwealth Day on Monday 13th March. **ACTION: Plans be made for a Service and Cri from 10:30am and that representatives from local primary schools and Carnforth High School be invited to attend.**

22110 **Minutes:** The was **RESOLVED that the Minutes of the meeting held on Monday 14th November be accepted.** It was reported that a date had not yet been set for a meeting with representatives from the National Health Service to discuss the installation of a metal gate on Booth's Car Park directly behind the clinic at Ashtrees.
The Town Clerk and Councillor Laurence had met to discuss "lessons learned, from the recent Remembrance Day event and these will be taken into account when planning the 2023 event.

22111 **Planning Applications:** The Committee considered the following planning application(s):

Application No:	Description
22/00056/REF	APPEAL: Erection of one detached dwelling with associated access, alterations to boundary wall, and alterations to existing watercourse – Land Rear of Cemetery, Back Lane, Carnforth

After some discussion, it was **RESOLVED that the appeal made to the Secretary of State against the decision made by Lancaster City Council, that had been determined following local objections around flood risk, be noted.**

22112 **Carnforth Neighbourhood Plan (CNP):** The Town Clerk reported that the date for the Carnforth Neighbourhood Plan Referendum has been set for Thursday 26th January. Residents will be able to vote from 7:00am to 10pm. Poll Cards for the vote are being delivered now and a factual Town Council leaflet has been produced for distribution.
ACTION: Councillors and staff to distribute leaflets to residents and business

Councillors were informed that the count will held at Crag Bank Village Hall immediately after closure of the poll and the results announced.

Councillors can be present at the count provided that their name and address is given to Election Services at Lancaster City Council. **ACTION: Any Councillor wishing to be at the count to notify the Town Clerk.**

The vote is run following election procedures to allow residents to vote in secret. The rules make it clear that the Town Council cannot influence how people vote in the lead up to the date of the referendum, and on the date itself.

After some discussion it was **RESOLVED that the date of, and arrangements for, the Carnforth Neighbourhood Plan Referendum be noted.**

22113 Town Development: The committee considered the following events, updates and opportunities:

- 1) **Co-wheels scheme:** The Town Clerk reported that the Co-wheels car had now been delivered and was in use. A joint press release with Lancaster City and Lancashire County Councils on the scheme, along with videos promoting the scheme were published on 6th January.
- 2) **War Memorial Gardens – Centenary:** A working party for this event in November 2024 has been established. The group has met on one occasion where they discussed options to make improvements to the War Memorial Gardens. It was suggested that plans for the ceremony / parade be incorporated within the Remembrance Sunday plans for that year. **ACTION: Membership of the Working Group be reviewed and terms of reference to include plans for the Centenary event on 10th November 2024 as well as improvements to the War Memorial Gardens and cenotaph.**
- 3) **Village Halls Week:** Village Halls Week is 23rd January – 29th January, As requested, the Town Clerk had contacted local community groups and organisations about an event to showcase what local groups activities and support. There has been a limited response so far and, since then, and the date of the Carnforth Neighbourhood Plan Referendum had been determined which will involve both the Carnforth Civic Hall and Crag Bank Village Hall being used all day. **ACTION: No specific events for Village Halls week be planned for this year.**
- 4) **King’s Coronation 2023:** The King’s Coronation will be on Saturday 6th May 2024, with a Bank Holiday on 8th May. It was reported that, as previously discussed, a budget for this event has been incorporated within the budget proposals for 2023 / 2024. Councillors considered that the working group should include, as required, representation from local business, schools and community groups.

ACTION: A working party and terms of reference for this event be established

- 5) **Live Theatre:** The Town Mayor requested that a live theatre event be arranged at Carnforth Civic Hall in February and outlined the potential cost and benefits of such an event which will support the GCSE curriculum. **ACTION: Plans for a live theatre event be drawn up in consultation with Carnforth High School.**

It was then **RESOLVED that progress on agreed actions be reported back in due course.**

22114 Public Highways & Open Spaces: The committee considered the following matters:

- 1) **Highways:** The Town Clerk reported following a site visit, County Highways are considering possible solutions that will enable Carnforth Fire Station staff to legally park in the current 'Police' Bay.

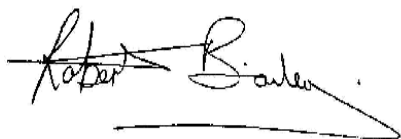
The Town Clerk had previously circulated a letter from the County Highways Chair about concerns raised by the Town Council on residents behalf regarding the roundabout at Crag Bank. County Highways will re-instate and refresh road markings on the junction approaches and consider installing a further 'SLOW' marking on the approach from Carnforth.

The Town Mayor reported that the application for funding for mobile Speed Indicator Devices had been unsuccessful. A request has been made for an explanation as to why the application did not meet the funding criteria.

- 2) **Parks & Open Spaces:** There was a discussion about outstanding works to Footpath 1 and, in response to a question, the Town Clerk reported that funding from Lancashire County Council for the Local Delivery Scheme has not yet been received.

It was then **RESOLVED that the updates and actions be noted and that any progress be reported at a later meeting of this Committee.**

22115 Date of next meeting: The next meeting of the Town Development & Planning Committee is due to be held on **Monday 6th February at 5:00pm**. The meeting closed at 6:00pm



Town Clerk and Responsible Financial Officer

Summary of Receipts and Payments

Cost Centre 28

Town Development & Planning

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
109	Town Development				3,000.00	1,356.53	1,643.47	1,643.47 (54%)
117	Great Big Green Week					498.85	-498.85	-498.85 (N/A)
118	bp Pulse tariff					215.15	-215.15	-215.15 (N/A)
SUB TOTAL					3,000.00	2,070.53	929.47	929.47 (30%)

Summary

NET TOTAL				3,000.00	2,070.53	929.47	929.47 (30%)
V.A.T.					287.31		
GROSS TOTAL					2,357.84		