



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 March 2023 at 5:00pm at Carnforth Council Offices

A G E N D A

- 23021. Apologies:** To receive apologies.
- 23022. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda.
- 23023. Urgent Business:** To consider any items of urgent business.
- 23024. Minutes:** To consider and approve Minutes of meeting held on Monday 6th February 2023
- 23025. Actions & Updates:** To consider any actions and updates from the previous Minutes not covered by this Agenda (Clerk to Report)
- 23026. Committee Budget:** To consider committee expenditure and monitoring as at 28th February 2023
- 23027. Planning Applications:** To consider planning applications, traffic regulation orders and other planning matters.

Application No:	Description

- 23028. 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
- 23029. Public Highways & Open Spaces:** To consider and receive actions / updates on locally related matters, including:
1. Scotland Road Roadworks
 2. New Street Parking
- 23030. Terms of Reference:** To consider committee Terms of Reference



Carnforth Town Council

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23031. Date & Time of next meeting: 3rd April 2023 at 5:00pm

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Town Clerk & Responsible Financial Officer

Email: clerk@carnforthtowncouncil.org

TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 6th February 2023

Present: Councillors Watkins (Chair), Grisenthwaite, Laurence, Turner and Smith

In attendance: Bob Bailey, Town Clerk & RFO

23010 **Apologies:** Apologies were received and accepted from Councillor Parker

23011 **Declaration on interests and dispensations:** There were no declarations of interest or requests for dispensation on items on the agenda.

23012 **Urgent Business:** Councillor Grisenthwaite and the Town Clerk reported on a recent meeting with representatives from Lancashire County Highways and Rowland Homes about the planned works on Scotland Road / Hawk Street and related traffic management arrangements consisting of multi-way signals. These works had now commenced and are scheduled to be completed by 10 March.

Communications on the works commencing had not been provided as anticipated but has now been released on social media and the contractors conducting the works are in the process of delivery letters to household directly affected. Arrangements have been made for regular meetings and communication between all interested parties throughout the duration of the works.

Councillor Smith provided an update on a review being undertaken to review the trees at Highfield Wood and to carry out any remedial works required. He also commented on the unsuccessful application to the Police Commissioner for mobile speed cameras at known 'hot-spots'. **ACTION: Councilor Smith and Town Clerk to consider other potential funding opportunities.**

23013 **Minutes:** The was **RESOLVED that the Minutes of the meeting held on Monday 9th January 2023 be accepted.**

23014 **Actions & Updates:** There were no additional actions or updates other than those covered on the agenda for the meeting.

23015 **Committee Budget:** The Town Clerk presented a summary report of budget headings under the committees terms of reference.

As at 31st January, 54% of the committee budget is underspent. Even with two new budget headings being approved during the year for the Great Big Green Week and the charging costs for the community electric vehicle, 30% of the overall budget remains.

After some comments, **it was RESOLVED that the committee budget as at 31st January 2023 be noted.**

23016 **Planning Applications:** The Committee considered the following planning application(s):

Application No:	Description
23/00019/FUL	Erection of a single-storey front extension – 18 Grosvenor Court, Carnforth LA5 9TX
23/00070/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
23/00125/FUL	Retrospective application for the erection of a temporary canopy extension with external yard area Unit 6, Keer Park, Warton Road, Carnforth LA5 9FG

After some discussion, it was **RESOLVED that Carnforth Town Council be recommended to support, in principle, all the above planning applications.**

23017 **Carnforth Neighbourhood Plan (CNP):** The Town Clerk reported that at the Carnforth Neighbourhood Plan Referendum on Thursday 26th January, 87% of residents who voted said 'Yes' to the question '*Do you want Lancaster City Council to use the Neighbourhood Plan for Carnforth to help it decide planning applications in the neighbourhood area?*'

Our Neighbourhood Plan will now be recommended for formal adoption by Lancaster City Council at its meeting on 15th March. The plan will then be the basis of all future considerations in the development of planning policy; protecting the best that Carnforth has to offer and seeking to encourage growth and investment in our community and associated infrastructure.

Going forward the Town Council will need to adopt and implement an action plan and monitor delivery of the objectives, policies and aspirations set out in the plan as well as carry out periodic reviews to ensure that it continues to be relevant.

Councillors commented on the need to make any new Councillors aware of the Neighbourhood Plan and the planning process after the local elections.

It was then **RESOLVED that: in light of the Carnforth Neighbourhood Plan being adopted Committees review their Terms of Reference; an implementation plan be developed and actively monitored and training provided to new Councillors following the local elections on planning procedure, policy and enforcement.**

23018 Town Development: The committee considered the following events, updates and opportunities:

- 1) **Commonwealth Day:** Commonwealth Day is 13th March. There will be a Town Cri and Service commencing at 10:30am. **ACTION: Leaflets / posters be designed and printed and a generic banner made to be used for a range of Council events**
- 2) **King's Coronation 2023:** It was reported that the Coronation Working Group and met and were planning the following events: Saturday 6th May - Outdoor screening of the Coronation; Sunday 7th May - Coronation Big Lunch, and; Monday 8th May - Coronation Big 'Help Out'. An official Coronation Big Lunch Pack has been requested and funding from Awards for All applied for. Councillor Laurence will Chair the Working Group.
- 3) **War Memorial Gardens – Centenary 2024:** Councillor Laurence will arrange for the Working Group to meet in the coming weeks to take forward.
- 4) **Live Theatre:** Details of the event – The Strange Case of Dr Jekyll and Mr Hyde have been advertised on social media tickets are now available from the Trybooking website: <https://www.trybooking.co.uk/CDDG> **ACTION: Town Clerk to arrange printing of flyers and posters**

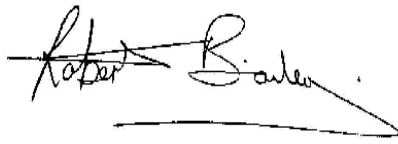
It was then **RESOLVED that progress on planned events and actions be noted and updates reported back at each committee meeting.**

23011 Public Highways & Open Spaces: The committee considered the following matters:

- 1) **Highways:** There was a discussion on the feedback from Lancashire County Highways on potholes recently reported and assessed against their criteria for repair. Councillor Smith has subsequently suggested a 'trusted partner' arrangement with Lancashire County Council whereby problem reports are assessed and validated by trained members of the Council, saving County resources on inspections. Talks on this are ongoing.
- 2) **Parks & Open Spaces:** It was reported that requested payments from Lancashire County Council for £500 and £300 for the Public Rights of Way Local Delivery Scheme and the Biodiversity Grant have still not been paid, but are expected soon. Councillor Grisenthwaite reported that Rowland Homes are again considering the Town Council's proposal to help create a tree-lined 'Jubilee walk' as part of their landscaping proposals at the development.

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

23012 **Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 6th March February at 5:00pm**. The meeting closed at 6:00pm

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Town Clerk and Responsible Financial Officer



Town Development and Planning Committee

Terms of Reference

MEMBERSHIP:

- Five Councillors and/or Town Mayor or Deputy Mayor
- Membership of the Committee will be decided at the Annual Meeting of the Town Council
- First meeting to elect chair of Town Development and Planning Committee
- A quorum will be three members
- Invite Chamber of Trade and other organisations as relevant

MEETINGS:

- The Committee will meet every month but may conduct business about routine planning matters by email as required;
- A record of all planning applications, the responses of the Town Council and the decisions taken by the planning authority will be recorded in the minutes of the Town Council;
- The Town Clerk will minute all meetings of the Town Development and Planning Committee and the minutes will be submitted to the Town Council at the next meeting for debate;
- The Town Clerk is responsible for submitting responses to the Town Council including recommendations and reasons for decision
- Meet annually with the Finance and Governance Committee to agree forward planning and budgetary requirements for the following financial year.

DELEGATED POWERS AND RESPONSIBILITIES – TOWN DEVELOPMENT:

In line with budgets set by the Governance & Resources Committee the Committee has delegated authority and responsibility as set out below:

- 1) plan, develop and promote festivals/events and the town in line with budgets set by the Finance & Governance Committee with the aim of adding value to the Town for businesses, visitors and local people
- 2) invite organisations to present ideas on festivals and events and promoting the town;
- 3) seek the views of the local community on how the programme of festivals and events should be developed;



Town Development and Planning Committee Terms of Reference

- 4) ensure that partnership agreements are in accordance with Standing Orders & Financial Regulations;
- 5) work in partnership with the local community and other organisations to maximise the scope and funding opportunities for festivals and events and promotion of the town;
- 6) prepare relevant criteria for the award of funding by the Town Council for festival and event provision including preparation of the relevant application forms and guidance notes, and to prepare an annual timetable for the advertisement, receipt and consideration of funding applications;
- 7) Award of funding to festivals and events within the town and to make recommendations to Council
- 8) Instigate an evaluation of festivals and events supported to ascertain added value to the local community.
- 9) Deliver key objectives set out in the emerging Carnforth Neighbourhood Plan relating to Town Development, specifically:
 - To support initiatives that encourage tourism which will enhance the local economy and seek to retain and create local enterprises (CPN Objective 2)
 - To support the growth of employment uses within Carnforth, including supporting diversification of employment within Carnforth (CPN Objective 5)
 - To promote, preserve and support opportunities for community events (CPN Objective 8)
 - To ensure that the desired pedestrian access to all retail spaces in the Town Centre is given top priority (CPN Objective 9)
 - To ensure that the rich heritage assets of the town can be appreciated by residents and visitors with better public access, better public realm and less traffic impact (CPN Objective 10)



Town Development and Planning Committee

Terms of Reference

DELEGATED POWERS AND RESPONSIBILITIES – PLANNING DEVELOPMENT & POLICY:

The Committee has delegated powers to consider all planning applications and to:

- 1) consider in detail planning applications that involve three or more domestic properties, commercial developments and any strategically important application and to make recommendations to the Town Council how it should respond to each planning application;
- 2) study relevant plans, visit relevant sites and consider any comments made by other statutory consultees and the local community before coming to a decision;
- 3) consider whether to canvass opinion for and against applications to assist with a fair determination of these applications;
- 4) ensure that all relevant parties are given an adequate hearing if requested in accordance with the Town Council's standing orders;
- 5) ensure that any objections or recommendations are based solely on material planning criteria;
- 6) consider environmental aspects when considering planning applications;
- 7) consider and respond to any planning policies, strategies and consultations and to make recommendations to the Town Council on its response;
- 8) to identify and make representations to the relevant authorities any enforcement action or matters considered to be breaches of planning regulations;
- 9) manage delivery and ongoing review of the Carnforth Neighbourhood Plan (when adopted) and ensure that planning applications comply with its vision, objectives and policies;
- 10) attend planning training sessions as offered by the planning authority and to read all important documentation to ensure that the Committee is aware of current legislation and regulations.



Town Development and Planning Committee Terms of Reference

11) Deliver key objectives set out in the emerging Carnforth Neighbourhood Plan, specifically:

- To ensure the character and setting of Carnforth's conservation area, statutory listed heritage assets and locally listed heritage assets are protected, and to foster high quality design which promotes architectural innovation and reinforces distinct local character areas of Carnforth (CPN Objective 1)
- To support sustainable development which reflects housing needs and preferences of the local community, considering affordability, type and mix and the use of previously developed land. The size, density and design of these dwellings should reflect the character of Carnforth (CPN Objective 4)