



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Summons to attend meeting of Town Development & Planning Committee on
Monday 9th May 2022 at 5:00pm at Carnforth Council Offices**

A G E N D A

- 22042. Apologies:** To receive apologies.
- 22043. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda.
- 22044. Urgent Business:** To consider any items of urgent business.
- 22045. Minutes:** To consider and approve Minutes of meeting held on 4th April 2022 and any updates on actions not covered on the Agenda.
- 22046. Planning Applications:** To consider planning applications, traffic regulation orders and other planning matters.

Application No:	Description
22/00557/FUL	Installation of seven replacement windows & one replacement door to the side & rear of elevations – 39 Lancaster Road, Carnforth LA5 9LD

- 22047. Town Development:** To consider and receive updates on actions / opportunities to develop and promote the town, including:
1. VE Day
 2. Carnforth Big Weekend
- 22048. Updates:** To consider and receive updates on actions including:
1. Carnforth Electric Car Club update
 2. Speed Indicator Devices (SpID) Policy
 3. Walking and Cycling in Carnforth
 4. PROW and Queen's Green Canopy suggestions and way forward
 5. Walkabout with Lancaster City Council's Chief Executive
 6. Memorial Gardens – uneven surfaces & promotion of Chatty bench
- 22049. Carnforth Neighbourhood Plan (CNP):** To consider any updates
- 22050. Date & Time of next meeting:** Date & time of next meeting

Clerk & Proper Officer

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TOWN DEVELOPMENT & PLANNING COMMITTEE

Draft Minutes of the meeting held on Monday 4th April 2022 at 5:00pm

Present: Councillors Smith (Chair); Parker and Stretch

In attendance: Bob Bailey, Clerk & Proper Officer

22029 Apologies: Apologies were received from Councillors Branyan and Watkins

22030 Declaration on interests and dispensations: Councillor Smith was granted a dispensation in relation to planning application 22/00351/FUL.

22031 Urgent Business: There were no matters of urgent business not covered on the Committee agenda.

22032 Minutes: It was **RESOLVED that the Minutes of the meeting held on Monday 7th March 2022 be approved.** .

22033 Planning Applications: There were no planning application(s) for consideration

Application No:	Description
22/00195/FUL	Demolition of existing garage & erection of a single storey chalet for use as a holiday let – 118 North Road, Carnforth LA5 9LU Recommendation: Object to the planning application
22/00351/FUL	Erection of one detached dwelling with associated access, alterations to boundary wall and alterations to existing watercourse – Land Rear of Cemetery, Back Lane, Carnforth Recommendation: Object to the planning application

Councillors commented on each planning application raising concerns that planning application 22/00196/FUL does not appear to provide for sufficient parking - although it is unclear how many bedrooms are being proposed - and the potential impact on existing traffic issues on North Road.

In relation to planning application 22/00351/FUL, the risk of flooding remains a concern and the application is not supported by a detailed *Flood Risk Assessment*.

It was then **RESOLVED that the Town Council considers the recommendation(s) and comments of the Committee set out above and determines action(s) to be taken.**

22034 Actions: The Proper Officer reported that with the exception of any further progress on the proposed Carnforth Heritage Application for mobile phones, all actions had either been completed or were on the agenda for the meeting.

ACTION: Councillor Smith to follow up completion of the Heritage App with Lancaster University

22035 Carnforth Big Weekend: The Proper Officer provided a further update on the developing plans. It was reported that Lancaster City Council have approved Carnforth Town Council's applications for a temporary road closure on Saturday 4th June (Royalty Day/Big Lunch) and Sunday 5th June (Service and Parade). Confirmation is still awaited as to when the plans for the whole weekend will be scrutinised by the multi-agency Event Safety Advisory Group (ESAG) and the Town Council invited to discuss.

Contacts have been made with several food and craft vendors but a number of completed forms particularly from the food vendors are, as yet, outstanding. **ACTION: Proper Officer to chase outstanding Vendors**

The Proper Officer has not yet had an opportunity to produce a 'generic' risk assessment covering activities on Thursday 2nd and Friday 3rd June – specific risk assessments for Saturday 4th and Sunday 5th June having been submitted when applying for the road closures. **ACTION: Proper Officer to produce risk assessments for circulation and subsequent consideration and approval.**

Councillor Smith reported on the plans for entertainment on Thursday 2nd and Saturday 4th June and outlined the proposed budget needed. The Proper Officer has contacted funfair contractors and local stores are being contacted with a view to them providing drinks and snacks for the Sports & Fun Day on Friday 3rd June.

The Proper Officer advised on the recommendations of the Working Group for payments including First Aid Services and portaloos as well as items needed for The Big Lunch. Councillors were reminded that the total budget for the four days of the Carnforth Big Weekend is £8,700 as awarded by the National Lottery.

It was reported that the Sports & Fun Day on Friday 3rd June will be open to all primary school age children and be planned and managed by Carnforth Rotary and it was acknowledged that the continued support of volunteers, community groups and Carnforth Town Council is essential for the weekend to succeed.

After some discussion, it was **RESOLVED that the update be noted and that the proposed payments for the Carnforth Bug Weekend be supported.**

22036 Bay Volunteers: The Proper Officer reported that he had been approach by the Manager of the Bay Volunteers – formally known as the Lancaster District Support Line – who are looking to extend their services into Carnforth and need volunteers in the Carnforth area. Looking beyond the Covid19 pandemic this initiative is already working with a range of partners to provide essential support and services to those who need it most. It was noted that, amongst other things, the Bay Volunteers provide similar services to the Carnforth and Surrounding Areas Covid19 Support Group and the Proper Officer reported that the Bay Volunteer Manger had undertaken to talk with the group about amalgamating resources.

After some comments, it was **RESOLVED that Carnforth Town Council be recommended to supports the Bay Volunteers in principle, subject to agreement with the Carnforth and Surrounding Areas Covid19 Support Group.**

22037 Town Development: The committee considered the following events, updates and opportunities to enhance the town:

- 1) **Carnforth Footfall Reports:** The Proper Officer presented a *Monthly Site Performance Report* for Carnforth that had been provided to the Town Council and Carnforth Chamber of Trade by Lancaster City Council's Directorate for Economic Growth & Regeneration.

The report provides a range of data on football and insights on behaviour in the town centre, such as the time and day of visit and the highest percentage visitors by postcode coming to the town. There was some discussion about the data provided and it was considered that whilst Carnforth Town Council may take an interest in the information, it was more meaningful for the Chamber of Trade. The Town Council, would, however, like to be able to request specific event reports, as required, so that it can understand their impact on footfall.

ACTION: Proper Officer be delegated responsibility to request a specific footfall report for the period over the Carnforth Big Weekend and any relevant reports thereafter

- 2) **Clock Repair & Maintenance:** This matter was considered as be exempt in accordance with Schedule 12A of the Local Government Act 1972 in-so-much as it related to a negotiation with a contractor for the repair of the clock at 30 Market Street, Carnforth.

It was previously reported that this clock is the responsibility of Carnforth Town Council and is in need of substantial repair. A specialist in church and public clocks has been asked to assess the repairs needed and provide a quotation – no other suitably qualified contractor has been found. An extensive report has been provided together with a quotation for the required repairs and the cost of an annual service.

After some discussion, it was **RESOLVED that Finance & Governance Committee be recommended to waive Standing Orders in relation to tenders due to the urgency and specialist nature of the works and approve the quoted costs of repairs to be paid from existing balances and reserves and the annual service to be paid from revenue budgets.**

22038 Highways & Footpaths: The following matters were considered:

- 1) **Issues Log:** Due to illness and other commitments the *Issues Log* of highways related matters has not yet been reviewed and prioritised as planned. **ACTION: Proper Officer and Councillor Smith (Committee Chair) to review the Issue Log identifying key and common areas of work for reporting to Lancashire County Council Highways.**
- 2) **Parish & Town Council Highways Conference:** The Proper Officer reported on key messages from the conference held at County Hall on 19th March that he and Councillor Grisenthwaite attended.

Presentations provided useful information on the work of County Highways and how they manage competing demands within the regulatory framework and tackling the County's pot holes with new machinery! There was also a demonstration of the revamped Maps and Related Information Online (MARIO) system.

The conference ended with a discussion on a proposed charter between Lancashire County Council and parish and town councils that aims to '*work effectively together for the benefit of local people.*' through improved communication, more consultation and better access to services. It was reported that the Charter recognises that Parish and Town Councils are best placed to understand the need of their communities and that many will be able to provide and operate certain services through closer working. It was noted that Councillor Branyan had been credited with helping to develop the Charter. There followed a discussion on how closer relationships between Carnforth Town Council and Lancashire County Council in the last few years have benefitted our local community.

ACTION: The draft *Better Working Between Lancashire County Council and Parish and Town Councils* be considered by Carnforth Town Council at its next full meeting.

- 3) **Carnforth Electric Car Share Club:** Further to a Council resolution to support this scheme the Proper Officer has arranged for a meeting to be held with Lancaster City and Lancashire County Council officers. The meeting will consider use of an existing electric vehicle charging point, or location of a new one, where an electric vehicle can be available for hire to members of the public.

ACTION: Councillor Stretch to attend the meeting with the Proper Officer and report back.

- 4) **Safer Lancashire Neighbourhood Fund (SLNF):** The Committee considered the SNLF launched by Lancashire Police & Crime Commissioner aimed at helping local communities to '*prevent and deter crime and anti-social behaviour and dangerous driving priorities*'. Grants of between £1k and £10k will be available to local projects for '*..equipment, infrastructure, community engagement, pilot projects and other ideas and schemes*' that '*..demonstrate they are addressing clearly identified problems in hotspot areas and are in partnership with, or supported by the local Community Safety Partnership and neighbourhood policing teams*'. There followed a discussion on potential dangerous driving hotspots.

ACTION: Councillors be asked to submit project ideas suitable for the SNLF to the Town Development & Planning Committee for consideration

- 5) **Speed Indicator Device Policy & Procedure:** The Proper Officer reported that Lancashire County Council are in the process of clarifying the current status of all Speed Indicator Devices on highways throughout Lancashire. It was reported that the County Council intends to continue to support Parish and Town Councils who wish to purchase their own SpID's.

Lancashire County Council also plan to purchase a new suite of SpID units to deploy to roads that meet the required criteria, outlined on the Lancashire Road Safety Partnership website. In order to identify where all of the current SpID locations are, the County Council have asked Parish and Town Councils to complete a questionnaire. It was noted that as Carnforth Town Council does not own a SPiD all that is required is a 'No' response, if, however, Carnforth Town Council was to consider purchasing one the SpID Policy and Procedure provided by Lancashire County Council will be a good source of information.

ACTION: Proper Officer to complete and return the questionnaire and retain a copy of the SpID Policy and Procedure for future reference.

- 6) **Slow Down, Save Lives Resources:** The Proper Officer reported that Lancashire County Council has made resources available – free of charge - to all Parish and Town Councils who want to help in the County Council's 'mission' to reduce speeds on Lancashire Highways. Councillors were advised that the packs provided include stickers; High Viz jackets and a banner.

ACTION: Proper Officer to apply to Lancashire County Council for a *Slow Down, Save Lives* resource pack.

- 7) **Walking & Cycling in Carnforth & Lancashire County Council Survey:** It was reported that Lancashire County Council has launched a survey that will help them to shape future plans for cycling and walking in Lancashire through the development of Local Cycling and Walking Infrastructure Plans (LCWIP), including one for Lancaster. It was reported that Councillor Smith is in the process of arranging a meeting with local organisations to start to scope out possible access improvements in and around Carnforth, in line with the Carnforth Neighbourhood Plan objective to improve sustainable transport options.

ACTION: Carnforth Town Council to submit a response to the Walking and Cycling survey by the deadline of 5th May 2022.

- 8) **Public Rights of Way (PROW) update:** It was reported that consideration has been given to the advice from the Public Right of Way Manager confirming the relevant powers that Parish and Town Councils have in relation maintaining PROW's and the equipment and materials that can be supplied by Lancashire County Council. The Proper Officer reported that he had passed this information on to the Outdoor Maintenance Officer for comment.

ACTION: Proper Officer, Outdoor Maintenance Officer and Councillor Watkins to report back to the Committee on the planned work to be undertaken at Footpath 25 – Hodgson's Bridge and the expected cost.

It was then **RESOLVED** that the updates and remedial actions be noted and progress reported at the next Committee meeting

22039 **Carnforth Neighbourhood Plan (CNP):** The Proper Officer reported that the Statutory Regulation 16 consultation ended on Friday 18th March. Lancaster City Council have since advised that the consultation submissions will now be collated and, together with the submitted Carnforth Neighbourhood Plan presented to the City Council's Cabinet Member with responsibility for Strategic Planning and Place Making for a decision – expected by the middle of April. Subject to approval, Lancaster City Council will make arrangements for the appointment of an independent planning inspector.

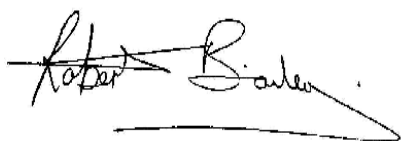
It was then **RESOLVED that the update be noted and the outcome of the Regulation16 consultation and the decision of the City Council's Cabinet Member be reported to Carnforth Town Council in due course.**

22040 **Air Quality Improvement Plans for Carnforth:** Councillor Smith commented on the remote meeting held with representatives from the principal authorities to discuss a range of matters relating to the Air Quality Improvement Plans for the town and the Air Quality Action Plan for Cycling and Walking (Agenda item 22038 (7) also refers).

Lancashire County Council have undertaken to review data and revisit a range of actions agreed in 2019 (pre-pandemic) and report back on findings in light of the developing Local Cycling and Walking Infrastructure Plans (LCWIP) and the aspirations now set out in the submitted Carnforth Neighbourhood Plan.

It was then **RESOLVED that the update on the Carnforth Neighbourhood Plan be noted.**

22041 **Date of next meeting:** The next meeting of the Town Development & Planning Committee is due to be held on **Monday 9th May 2022**. The meeting closed at 6:10pm



Clerk & Proper Officer to the Council